



PALOS HEIGHTS  
PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

October 13, 2022

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the September 14 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for September 2022 for \$242,713.60  
Approval of the Treasurer's report for the month ending September 30, 2022
- PRESIDENT'S REPORT
- DIRECTOR'S REPORT
- CORRESPONDENCE
- COMMITTEE REPORTS: Budget & Finance – Steve Foertsch  
Building & Grounds – Geri Burek  
City Council Liaison – Geri Burek  
Ethics Officer – Susan Snow  
Friends of the Library Liaison – Susan Snow  
Long Range Planning –  
Nominating – Rose Zubik  
Personnel – Susan Snow  
Policy – Rose Zubik
- NEW BUSINESS:
1. YTS Renovation Tour
  2. Approval of Renovation Expenses and Change Orders:
    - a. Lo Destro Construction
    - b. Independent Construction Services
    - c. Contingency Allowance Authorizations
  3. Approval of Amendments to FY22 Levy
  4. Approval of 2023 Library Closings Dates
  5. Approval of 2023 Regular Board Meeting Dates
  6. Approval of Staff Appreciation Awards
  7. Approval of 2022 Palmer Award Recipient(s)
- ADJOURNMENT
- NEXT MEETING: Thursday, November 17, 2022

The Palos Heights Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, please contact Jesse Blazek, 708-448-1473.

Palos Heights Public Library Board of Trustees

Meeting September 14, 2022

The meeting of the Palos Heights Public Library Board of Trustees was called to order at 7:00 PM on September 14, 2022 by President Geri Burek. The following Trustees were present: Trustees Burek, Foertsch, Keough, Key, Jankowski, and Snow. Trustees Rhodes, and Zubik were absent. The President declared a quorum was present. The Library Director, Jesse Blazek, and the Business Manager, Terry Fleckenstein, as well as Dan Eallonardo, our Owner's Representative, were also present. No guests were present, and no public comment, nor correspondence were offered.

The minutes of the Board's meeting of August 18, 2022 were approved on the motion of Trustee Foertsch, second of Trustee Jankowski, and a voice vote.

The Treasurer's first motion, to approve the General Fund bills for the month of August in the amount of \$167,621.27, was seconded by Trustee Key. On a roll call vote, the motion carried.

Finally, Trustee Foertsch moved to approve the Treasurer's report for the month ending August 31, 2022 and Trustee Key provided the second. The motion carried on a roll call vote.

Board President Geri Burek solicited Trustees to express interest in Committee assignments, clarifying the activities and purpose of each committee. She deferred to the Director to make a report of the City Budget and Finance Committee meeting she attended with the Director, the Board Treasurer and the Board Recording Secretary. This segued to the Director's report that the City of Palos Heights Budget and Finance Committee has approved a loan to the Palos Heights Public Library \$575,000, without interest. Each party who attended offered some portion of the report or observations of the meeting.

Director Jesse Blazek continued with the following in addition to his Director's Narrative. The Pet Adoption event drew approximately 65 people and pets were adopted. The Fan Con event was upcoming, on the 24<sup>th</sup>.

President Burek then called upon Committee Chairmen to report.

Budget and Finance Committee considerations from the meeting immediately preceding the Board meeting included the question of staff increases based upon the CPI. The Committee is referring a request for updated/current Market Benchmarking.

No report from Trustee Burek as Building and Grounds Chairman or City Council Liaison.

No report from the Ethics Officer, Trustee Snow.

With the Director's assistance, it was reported that the Friends of the Library voted to donate just shy of \$10,000 to pay for some programming costs.

No report from Long Range Planning.

The Nominating Committee report, the nominated slate of officers will appear in the New Business, Election of officers.

Trustee Snow, Chairman of the Personnel Committee, acknowledged the request for Market Benchmarking from the Budget and Finance Committee meeting.

No report from the Policy Committee.

There was no Unfinished Business.

The New Business agenda:

1. The request to approve a payment to LoDestro Construction, on the renovation contract, in the amount of \$72,443.13 was moved by Trustee Snow and seconded by Trustee Key. On a roll call vote, the motion carried. The discussion included a report on the status of the renovation project by Owners' Representative Dan Eallonardo. The unfinished portions of the project are primarily incomplete orders of custom furniture. The project is on track to be completed below budget, with contingency funds remaining.
2. Based upon the report of Mr. Eallonardo, Trustee Snow moved to pay Independent Construction Services \$5,460. This motion was seconded by Trustee Jankowski, and carried on a roll call vote.
3. From the Budget and Finance Committee the proposed budget for FY2023 was presented by the Director and the Treasurer. Trustee Snow moved to approve it and Trustee Key seconded the motion. The motion carried and the budget was approved on a roll call vote. President Burek asked that the budget be shared with the City Treasurer Daemicke.
4. Trustee Snow moved to approved the proposed Levy for FY2022 at \$1,856,425.00, and Trustee Key seconded the motion. This carried on a roll call vote.
5. Based upon the earlier reports from the Director and Trustees, the subject of the loan of \$575,000 from the City of Palos Heights was revisited as new business. Trustee Keough moved, and Trustee Jankowski seconded the motion to approve our "Resolution to Borrow" that sum from the City. The motion carried after clarification that the terms being approved were zero interest and repayment by May 1, 2023.
6. Reimbursement of Trustee educational expenses for three Trustees (Burek, Key and Snow) to attend the Illinois Library Association convention in Rosemont in mid-October was approved on the motion of Trustee Keough and second by Trustee Foertsch. The total expenses requested were \$198.10 and on roll call vote, reimbursement was approved.
7. According to the Board's bylaws, the election of officers takes place at the Board's September meeting each year. The slate presented by Trustee Snow, for the Nominating Committee Chairman, Rose Zubik, is as follows: Geri Burek for President, Rose Zubik for Vice President, Susan Snow for Recording Secretary and Patrick Keough for Treasurer. The President asked if there were any nominations from the floor and none were spoken. Trustee Jankowski moved that the entire slate be elected and Trustee Key seconded the motion. This motion carried on a voice vote and the following will serve as officers of the Palos Heights Public Library Board of Trustees for the 2022-2023 terms: Geri Burek, President; Rose Zubik, Vice-President; Pat Keough, Treasurer; Susan Snow, Recording Secretary.

Trustee Keogh moved to adjourn the meeting and the President declared it so at approximately 8:45 PM.

Next meeting of the Board: October 13, 2022.



PALOS HEIGHTS  
PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
**October 20, 2022**

MOTION	MONTH	AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	SEPTEMBER	\$242,713.60	6.1 to 6.5
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:	N/A	N/A	
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	9/30/2022		1



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: SEPTEMBER 30, 2022

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$147.50		\$147.50
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$37.65		\$37.65
COPIER	\$110.95		\$110.95
GRANTS	\$0.00		\$0.00
INTEREST	\$386.34	\$2.58	\$388.92
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$189.75		\$189.75
» Miscellaneous	\$75.00	\$2,030.42	\$2,105.42
DONATIONS/GIFTS			\$0.00
» Restricted	\$200.00		\$200.00
» Annual Fundraising	\$60.00		\$60.00
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,207.19</b>	<b>\$2,033.00</b>	<b>\$3,240.19</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$67,007.36		\$67,007.36
» Employee Benefits	\$20,777.76		\$20,777.76
» Staff & Board Development	\$1,337.88		\$1,337.88
CONTRACTUAL SERVICES	\$15,921.06		\$15,921.06
BUILDING MAINTENANCE	\$1,903.99		\$1,903.99
INSURANCE	\$0.00		\$0.00
UTILITIES	\$1,284.87		\$1,284.87
SUPPLIES	\$2,957.48		\$2,957.48
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$11,955.29		\$11,955.29
REIMBURSEMENTS	\$1,539.59		\$1,539.59
SR PROJECTS	\$118,028.32	\$0.00	\$118,028.32
<b>TOTAL EXPENDITURES</b>	<b>\$242,713.60</b>	<b>\$0.00</b>	<b>\$242,713.60</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	<b>-\$241,506.41</b>	<b>\$2,033.00</b>	<b>-\$239,473.41</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$241,506.41</b>	<b>\$2,033.00</b>	<b>-\$239,473.41</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$546,025.71</b>	<b>\$3,082.03</b>	<b>\$0.00</b>
<b>END OF MONTH</b>	<b>\$304,519.30</b>	<b>\$5,115.03</b>	<b>\$309,634.33</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH SEPTEMBER 30, 2022

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
<b>REVENUES</b>					
PROPERTY TAXES	\$1,781,437.16	\$1,781,437.16	\$912,279.06	\$869,158.10	51.21%
CORPORATE REPLACEMENT TAX	\$8,400.00	\$8,400.00	\$14,800.81	-\$6,400.81	176.20%
<b>DIRECT REVENUES</b>					
FRONT DESK					
Fines/Lost/Damaged	\$5,000.00	\$5,000.00	\$1,597.40	\$3,402.60	31.95%
Cards	\$1,500.00	\$1,500.00	\$1,275.44	\$224.56	85.03%
Miscellaneous	\$2,500.00	\$2,500.00	\$1,350.65	\$1,149.35	54.03%
COPIER	\$5,000.00	\$5,000.00	\$2,161.15	\$2,838.85	43.22%
GRANTS	\$18,459.63	\$18,459.63	\$17,800.30	\$659.33	96.43%
INTEREST	\$239.00	\$239.00	\$4,478.35	-\$4,239.35	1873.79%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$9,898.00	\$1,102.00	89.98%
Miscellaneous	\$1,200.00	\$1,200.00	\$11,106.17	-\$9,906.17	925.51%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$1,010.00	-\$10.00	101.00%
Annual Fundraising	\$30,000.00	\$30,000.00	\$2,982.30	\$27,017.70	9.94%
Planned Giving	\$0.00	\$0.00	\$192,500.00	-\$192,500.00	0.00%
<b>TOTAL REVENUES</b>	<b>\$1,865,735.79</b>	<b>\$1,865,735.79</b>	<b>\$1,173,239.63</b>	<b>\$692,496.16</b>	<b>62.88%</b>
<b>EXPENDITURES</b>					
PERSONNEL SERVICES					
Operational Salaries	\$914,112.67	\$914,112.67	\$658,463.65	-\$255,649.02	-27.97%
Employee Benefits	\$267,155.98	\$267,155.98	\$195,491.76	-\$71,664.22	-26.82%
Staff & Board Development	\$10,900.00	\$10,900.00	\$6,494.72	-\$4,405.28	-40.42%
CONTRACTUAL SERVICES	\$158,210.37	\$158,210.37	\$120,222.82	-\$37,987.55	-24.01%
BUILDING MAINTENANCE	\$42,632.08	\$42,632.08	\$36,835.87	-\$5,796.21	-13.60%
INSURANCE	\$21,268.50	\$21,268.50	\$20,428.00	-\$840.50	-3.95%
UTILITIES	\$14,236.56	\$14,236.56	\$11,458.99	-\$2,777.57	-19.51%
SUPPLIES	\$24,340.00	\$24,340.00	\$15,358.18	-\$8,981.82	-36.90%
CAPITAL EXPENSES	\$202,500.00	\$202,500.00	\$10,778.00	-\$191,722.00	-94.68%
MEDIA	\$176,220.00	\$176,220.00	\$112,520.75	-\$63,699.25	-36.15%
REIMBURSEMENTS	\$34,159.63	\$34,159.63	\$33,385.15	-\$774.48	-2.27%
SR PROJECTS	\$1,186,000.00	\$1,186,000.00	\$197,961.58	-\$988,038.42	-83.31%
<b>TOTAL EXPENDITURES</b>	<b>\$3,051,735.79</b>	<b>\$3,051,735.79</b>	<b>\$1,419,399.47</b>	<b>-\$1,632,336.32</b>	<b>-53.49%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>-\$1,186,000.00</b>	<b>-\$1,186,000.00</b>	<b>-\$246,159.84</b>	<b>-\$939,840.16</b>	
<b>OTHER FINANCING USES</b>					
Transfer In			\$0.00		
Transfer Out			\$0.00		
<b>TOTAL OTHER FINANCING USES</b>			<b>\$0.00</b>		
<b>NET CHANGE IN FUND BALANCE</b>			<b>-\$246,159.84</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$724,385.14		
<b>YTD MONTH ENDING</b>			<b>\$478,225.30</b>		



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH SEPTEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>					
<b>OPERATIONAL SALARIES</b>					
4311 SALARIED EMPLOYEES	\$711,091.59	\$54,291.64	\$518,388.05	\$192,703.54	27.10%
4312 HOURLY EMPLOYEES	\$198,021.08	\$12,715.72	\$139,422.96	\$58,598.12	29.59%
4313 ADDITIONAL COMPENSATION	\$5,000.00	\$0.00	\$652.64	\$4,347.36	86.95%
<b>TOTAL OPERATIONAL SALARIES</b>	<b>\$914,112.67</b>	<b>\$67,007.36</b>	<b>\$658,463.65</b>	<b>\$255,649.02</b>	<b>27.97%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$80,221.72	\$5,970.59	\$57,715.41	\$22,506.31	28.06%
4332 SOCIAL SECURITY - FICA	\$69,547.12	\$5,022.97	\$49,687.86	\$19,859.26	28.56%
4333 INSURANCE	\$116,387.14	\$9,784.20	\$88,088.49	\$28,298.65	24.31%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$267,155.98</b>	<b>\$20,777.76</b>	<b>\$195,491.76</b>	<b>\$71,664.22</b>	<b>26.82%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,400.00	\$30.00	\$2,439.00	-\$39.00	-1.63%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$33.99	\$766.01	95.75%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$569.89	-\$69.89	-13.98%
4354 PROFESSIONAL STAFF	\$5,000.00	\$937.04	\$2,268.64	\$2,731.36	54.63%
4355 SUPPORT STAFF	\$1,000.00	\$356.03	\$899.63	\$100.37	10.04%
4356 MILEAGE REIMBURSEMENT	\$1,200.00	\$14.81	\$283.57	\$916.43	76.37%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$10,900.00</b>	<b>\$1,337.88</b>	<b>\$6,494.72</b>	<b>\$4,405.28</b>	<b>40.42%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,192,168.65</b>	<b>\$89,123.00</b>	<b>\$860,450.13</b>	<b>\$331,718.52</b>	<b>27.82%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$6,640.00	\$0.00	\$6,640.00	\$0.00	0.00%
4362 LEGAL FEES	\$2,200.00	\$292.50	\$1,355.50	\$844.50	38.39%
4363 PROFESSIONAL FEES	\$500.00	\$0.00	\$342.81	\$157.19	31.44%
4364 APPRAISAL	\$575.00	\$0.00	\$0.00	\$575.00	100.00%
4365 ACCOUNTANT	\$3,780.00	\$700.00	\$3,350.00	\$430.00	11.38%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$13,695.00</b>	<b>\$992.50</b>	<b>\$11,688.31</b>	<b>\$2,006.69</b>	<b>14.65%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$4,000.00	\$350.60	\$3,454.05	\$545.95	13.65%
4414 ALARM	\$3,650.00	\$744.00	\$3,019.00	\$631.00	17.29%
4416 MAINTENANCE	\$39,000.00	\$2,897.50	\$28,532.67	\$10,467.33	26.84%
4417 SWAN	\$24,800.00	\$0.00	\$19,620.83	\$5,179.17	20.88%
4418 TECHNOLOGY	\$31,540.37	\$6,932.89	\$26,294.83	\$5,245.54	16.63%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$102,990.37</b>	<b>\$10,924.99</b>	<b>\$80,921.38</b>	<b>\$22,068.99</b>	<b>21.43%</b>
<b>PRINTING</b>					
4421 NEWSPAPER/ADVERTISING NOTICES	\$250.00	\$0.00	\$0.00	\$250.00	100.00%
4424 NEWSLETTER PRINTING	\$16,275.00	\$2,987.80	\$11,328.37	\$4,946.63	30.39%
<b>TOTAL PRINTING</b>	<b>\$16,525.00</b>	<b>\$2,987.80</b>	<b>\$11,328.37</b>	<b>\$5,196.63</b>	<b>31.45%</b>
<b>PROGRAMMING</b>					
4451 YOUTH & TEEN PROGRAMMING	\$7,000.00	\$83.70	\$4,100.00	\$2,900.00	41.43%
4452 PUBLIC SERVICES PROGRAMMING	\$9,000.00	\$331.25	\$5,343.89	\$3,656.11	40.62%
4454 GENERAL PROGRAMMING	\$6,000.00	\$600.82	\$3,982.52	\$2,017.48	33.62%
<b>TOTAL PROGRAMMING</b>	<b>\$22,000.00</b>	<b>\$1,015.77</b>	<b>\$13,426.41</b>	<b>\$8,573.59</b>	<b>38.97%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$0.00	\$2,858.35	\$141.65	4.72%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$2,858.35</b>	<b>\$141.65</b>	<b>4.72%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$158,210.37</b>	<b>\$15,921.06</b>	<b>\$120,222.82</b>	<b>\$37,987.55</b>	<b>24.01%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH SEPTEMBER 2022

		BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>						
<b>REPAIRS &amp; MAINTENANCE</b>						
4431	PEST CONTROL	\$756.00	\$64.90	\$649.00	\$107.00	14.15%
4432	HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$15,588.78	-\$3,588.78	-29.91%
4434	BUILDING REPAIRS	\$9,000.00	\$399.00	\$7,095.70	\$1,904.30	21.16%
4436	LAWN MAINTENANCE	\$6,500.00	\$808.55	\$6,318.85	\$181.15	2.79%
4437	SNOW REMOVAL	\$6,178.68	\$0.00	\$1,499.68	\$4,679.00	75.73%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>\$34,434.68</b>	<b>\$1,272.45</b>	<b>\$31,152.01</b>	<b>\$3,282.67</b>	<b>9.53%</b>
<b>EQUIPMENT MAINTENANCE</b>						
4531	COPIER	\$7,957.40	\$631.54	\$5,683.86	\$2,273.54	28.57%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
<b>TOTAL EQUIPMENT MAINTENANCE</b>		<b>\$8,197.40</b>	<b>\$631.54</b>	<b>\$5,683.86</b>	<b>\$2,513.54</b>	<b>30.66%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>		<b>\$42,632.08</b>	<b>\$1,903.99</b>	<b>\$36,835.87</b>	<b>\$5,796.21</b>	<b>13.60%</b>
<b>INSURANCE</b>						
4441	BLDG. & CONTENTS/GLASS/LIMRiCC	\$19,040.40	\$0.00	\$18,484.00	\$556.40	2.92%
4443	DISABILITY (WORKMEN'S COMP)	\$2,228.10	\$0.00	\$1,944.00	\$284.10	12.75%
<b>GROUP TOTAL INSURANCE</b>		<b>\$21,268.50</b>	<b>\$0.00</b>	<b>\$20,428.00</b>	<b>\$840.50</b>	<b>3.95%</b>
<b>UTILITIES</b>						
4472	WATER	\$2,000.00	\$219.17	\$2,014.17	-\$14.17	-0.71%
4473	GAS	\$1,700.00	\$0.00	\$0.00	\$1,700.00	100.00%
4474	TELEPHONE/FAX	\$2,150.00	\$188.18	\$1,553.67	\$596.33	27.74%
4475	INTERNET/LOCAL AREA NET	\$8,386.56	\$877.52	\$7,891.15	\$495.41	5.91%
<b>GROUP TOTAL UTILITIES</b>		<b>\$14,236.56</b>	<b>\$1,284.87</b>	<b>\$11,458.99</b>	<b>\$2,777.57</b>	<b>19.51%</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$188.75	\$676.56	\$323.44	32.34%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$0.00	\$515.40	\$984.60	65.64%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$38.78	\$1,232.75	\$1,967.25	61.48%
4515	TECHNICAL SERVICES SUPPLIES	\$5,000.00	\$602.27	\$4,292.00	\$708.00	14.16%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$1,842.84	\$2,896.62	\$153.38	5.03%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$214.56	\$663.83	\$536.17	44.68%
<b>TOTAL OFFICE SUPPLIES</b>		<b>\$15,950.00</b>	<b>\$2,887.20</b>	<b>\$10,277.16</b>	<b>\$5,672.84</b>	<b>35.57%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$70.28	\$2,314.98	\$2,135.02	47.98%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>		<b>\$4,450.00</b>	<b>\$70.28</b>	<b>\$2,314.98</b>	<b>\$2,135.02</b>	<b>47.98%</b>
<b>MAILING EXPENSES &amp; FEES</b>						
4551	POSTAGE & HANDLING	\$700.00	\$0.00	\$326.04	\$373.96	53.42%
4553	BULK FEES & PERMITS	\$3,240.00	\$0.00	\$2,440.00	\$800.00	24.69%
<b>TOTAL OFFICE EXPENSE</b>		<b>\$3,940.00</b>	<b>\$0.00</b>	<b>\$2,766.04</b>	<b>\$1,173.96</b>	<b>29.80%</b>
<b>GROUP TOTAL SUPPLIES</b>		<b>\$24,340.00</b>	<b>\$2,957.48</b>	<b>\$15,358.18</b>	<b>\$8,981.82</b>	<b>36.90%</b>





# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH SEPTEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>CAPITAL EXPENSES</b>					
<b>CAPITAL EQUIPMENT</b>					
4611 FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4612 LIBRARY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4614 OTHER EQUIP./COMPUTERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>BUILDING/ FACILITY IMPROVEMENTS</b>					
4641 BUILDING IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4642 FACILITY IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4643 LANDSCAPING/HARDSCAPE	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
<b>GROUP TOTAL BUILDING/FACILITY IMPROVEMENTS</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>100.00%</b>
<b>SPECIAL RESERVES REPLENISHMENT</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$200,000.00	\$0.00	\$10,778.00	\$189,222.00	94.61%
<b>SPECIAL RESERVES REPLENISHMENT</b>	<b>\$200,000.00</b>	<b>\$0.00</b>	<b>\$10,778.00</b>	<b>\$189,222.00</b>	<b>94.61%</b>
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$202,500.00</b>	<b>\$0.00</b>	<b>\$10,778.00</b>	<b>\$191,722.00</b>	<b>94.68%</b>
<b>MEDIA -LIBRARY SUPPLIES</b>					
4710A DATABASES - Adult	\$27,000.00	\$1,088.42	\$16,906.94	\$10,093.06	37.38%
4710B DATABASES -Youth	\$6,000.00	\$1,259.00	\$4,274.00	\$1,726.00	28.77%
4711 PERIODICALS	\$14,500.00	\$0.00	\$2,099.29	\$12,400.71	85.52%
4712 CONTINUATIONS	\$600.00	\$28.02	\$858.20	-\$258.20	-43.03%
4714 LARGE PRINT	\$5,500.00	\$723.65	\$3,437.16	\$2,062.84	37.51%
4715 BOOKS - Adult	\$32,300.00	\$4,192.20	\$21,021.37	\$11,278.63	34.92%
4716 BOOKS - Youth	\$33,000.00	\$863.49	\$22,291.38	\$10,708.62	32.45%
4717 VIDEOS - Adult	\$4,500.00	\$598.21	\$3,333.80	\$1,166.20	25.92%
4718 VIDEOS - Youth	\$2,500.00	\$0.00	\$278.87	\$2,221.13	88.85%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$0.00	\$1,272.83	\$727.17	36.36%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$690.60	\$2,559.40	78.75%
4721 SOFTWARE	\$9,000.00	\$585.73	\$8,285.46	\$714.54	7.94%
4722 REALIA	\$300.00	\$0.00	\$0.00	\$300.00	100.00%
4723A VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$727.05	\$572.95	44.07%
4724 MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A E-BOOKS - Adult	\$10,000.00	\$967.17	\$7,594.47	\$2,405.53	24.06%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,544.40	\$9,026.72	\$3,973.28	30.56%
4726 EBOOKS - Youth	\$3,500.00	\$105.00	\$3,057.61	\$442.39	12.64%
4727 DOWNLOADABLE MUSIC/MOVIES	\$7,770.00	\$0.00	\$7,365.00	\$405.00	5.21%
<b>GROUP TOTAL MEDIA</b>	<b>\$176,220.00</b>	<b>\$11,955.29</b>	<b>\$112,520.75</b>	<b>\$63,699.25</b>	<b>36.15%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>					
4900 MISCELLANEOUS	\$1,200.00	\$80.87	\$3,325.24	-\$2,125.24	-177.10%
4902 PER CAPITA / OTHER GRANTS	\$18,459.63	\$520.30	\$17,800.30	\$659.33	3.57%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$1,497.66	\$4,707.20	\$6,292.80	57.21%
4906a RESTRICTED DONATIONS	\$1,000.00	-\$559.24	\$7,498.46	-\$6,498.46	-649.85%
4906b FUNDRAISING / DONATIONS	\$2,500.00	\$0.00	\$53.95	\$2,446.05	97.84%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>	<b>\$34,159.63</b>	<b>\$1,539.59</b>	<b>\$33,385.15</b>	<b>\$774.48</b>	<b>2.27%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,865,735.79</b>	<b>\$124,685.28</b>	<b>\$1,221,437.89</b>	<b>\$644,297.90</b>	<b>34.53%</b>
7001 SPECIAL RESERVE - PROJECTS	\$1,186,000.00	\$118,028.32	\$197,961.58	\$988,038.42	83.31%
<b>TOTAL EXPENDITURES</b>	<b>\$3,051,735.79</b>	<b>\$242,713.60</b>	<b>\$1,419,399.47</b>	<b>\$1,632,336.32</b>	<b>53.49%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL SEPTEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Adducci Vega Financial Group, LLC					
Check	09/08/2022	5048	07 July Bank Reconciliations	1105-A · GF CHECKING - OLD NATIONAL BANK 4365 · Accountant	-\$350.00
Check	09/09/2022	5058	08 Aug Bank Reconciliations	4365 · Accountant	-\$350.00
Total Adducci Vega Financial Group, LLC					-\$700.00
Amazon					
Check	09/07/2022	AM PORTAL	Heat Gun, Video Capture Card	1105-A · GF CHECKING - OLD NATIONAL BANK 7001 · Special Reserves Projects	-\$67.93
Check	09/07/2022	AM PORTAL	Supplies	4514 · Business Office - Supplies	-\$38.78
Check	09/07/2022	AM PORTAL	Paper products, plates, cups	4519 · Hospitality - Supplies	-\$214.56
Check	09/07/2022	AM PORTAL	Multi fold towels (2)	4541 · Maintenance/Cleaning Supplies	-\$70.28
Check	09/07/2022	AM PORTAL	3D printer filament	4904 · Reimb. - Friends Book Sales	-\$82.93
Check	09/07/2022	AM PORTAL	4715-AUG16BKS	4715 · Books - Adult	-\$109.92
Check	09/07/2022	AM PORTAL	Circ Supplies	4516 · Circulation - Supplies	-\$25.95
Check	09/07/2022	AM PORTAL	Fan Con Green Screen	4454 · General Programming	-\$79.95
Check	09/07/2022	AM PORTAL	Basswood sheets - glowforge	4904 · Reimb. - Friends Book Sales	-\$25.99
Total Amazon					-\$716.29
Anderson Pest Solutions					
Check	09/20/2022	AP PORTAL	Account #172348	1105-A · GF CHECKING - OLD NATIONAL BANK 4431 · Pest Control	-\$64.90
Total Anderson Pest Solutions					-\$64.90
At&T - Fiber Line					
Check	09/07/2022	5041	831-000-9111-787	1105-A · GF CHECKING - OLD NATIONAL BANK 4475 · Internet	-\$877.52
Total At&T - Fiber Line					-\$877.52
ATLAS					
Check	09/08/2022	5050	LR Atlas Academy & Customer Service	1105-A · GF CHECKING - OLD NATIONAL BANK 4355 · Support Staff	-\$40.00
Check	09/08/2022	5050	NB & JY Atlas Workplace Yoga 9.13.22	4355 · Support Staff	-\$30.00
Check	09/08/2022	5050	MB, DS, LR, MV Atlas Customer Service	4355 · Support Staff	-\$95.00
Total ATLAS					-\$165.00
AV Tech Source					
Check	09/05/2022	ACH	Invoice 12541 Interactive (3) projector	1105-A · GF CHECKING - OLD NATIONAL BANK 7001 · Special Reserves Projects	-\$4,395.39
Check	09/05/2022	ACH	Invoice 12540 YTS program room proje	7001 · Special Reserves Projects	-\$25,003.82
Total AV Tech Source					-\$29,399.21
Baker & Taylor C205293 Continuations					
Check	09/07/2022	BT PORTAL	2036934053	1105-A · GF CHECKING - OLD NATIONAL BANK 4712 · Continuations	-\$28.02
Total Baker & Taylor C205293 Continuations					-\$28.02
Baker & Taylor L4361272 Large Print					
Check	09/07/2022	BT PORTAL	L4361272 Pre Processing	1105-A · GF CHECKING - OLD NATIONAL BANK 4515 · Technical Services - Supplies	-\$2.96
Check	09/07/2022	BT PORTAL	2036913867	4714 · Large Print Books	-\$18.09
Check	09/07/2022	BT PORTAL	2036913868	4714 · Large Print Books	-\$31.35
Check	09/07/2022	BT PORTAL	2036913869	4714 · Large Print Books	-\$55.46
Check	09/07/2022	BT PORTAL	2036934525	4714 · Large Print Books	-\$18.09
Check	09/07/2022	BT PORTAL	2036934526	4714 · Large Print Books	-\$88.75
Check	09/07/2022	BT PORTAL	2036961528	4714 · Large Print Books	-\$18.09
Check	09/07/2022	BT PORTAL	2036961529	4714 · Large Print Books	-\$54.43
Check	09/07/2022	BT PORTAL	2036961530	4714 · Large Print Books	-\$17.03
Check	09/07/2022	BT PORTAL	2036979358	4714 · Large Print Books	-\$19.30
Total Baker & Taylor L4361272 Large Print					-\$323.55
Baker & Taylor L4371652 - Book Only Acct					
Check	09/07/2022	BT PORTAL	2036975519	1105-A · GF CHECKING - OLD NATIONAL BANK 4716 · Books - Youth	-\$112.71
Check	09/07/2022	BT PORTAL	2036922410	4716 · Books - Youth	-\$313.51
Check	09/07/2022	BT PORTAL	2036948781	4716 · Books - Youth	-\$329.33
Total Baker & Taylor L4371652 - Book Only Acct					-\$755.55



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL SEPTEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Baker & Taylor L5040682 Adult Books				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	BT PORTAL 2036977681		4715 · Books - Adult	-\$262.66
Check	09/07/2022	BT PORTAL 2036971231		4715 · Books - Adult	-\$333.79
Check	09/07/2022	BT PORTAL 2036954077		4715 · Books - Adult	-\$450.10
Check	09/07/2022	BT PORTAL 2036963577		4715 · Books - Adult	-\$497.17
Check	09/07/2022	BT PORTAL 2036931567		4715 · Books - Adult	-\$509.88
Check	09/07/2022	BT PORTAL 2036943498		4715 · Books - Adult	-\$715.75
Check	09/07/2022	BT PORTAL 2036916777		4715 · Books - Adult	-\$1,312.93
Total Baker & Taylor L5040682 Adult Books					-\$4,082.28
Baker & Taylor L5346512 Youth Books				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	BT PORTAL 2036982915		4716 · Books - Youth	-\$11.24
Check	09/07/2022	BT PORTAL 2036952146		4716 · Books - Youth	-\$14.46
Check	09/07/2022	BT PORTAL 2036964298		4716 · Books - Youth	-\$24.40
Check	09/07/2022	BT PORTAL 2036930376		4716 · Books - Youth	-\$57.84
Total Baker & Taylor L5346512 Youth Books					-\$107.94
CDW Government, Inc.				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/08/2022	5051 iPad 9th Gen Wi-Fi		7001 · Special Reserves Projects	-\$325.00
Check	09/08/2022	5052 Invoice CL36120 cables		7001 · Special Reserves Projects	-\$238.80
Check	09/08/2022	5052 Invoice CK56099 cables		7001 · Special Reserves Projects	-\$59.90
Total CDW Government, Inc.					-\$623.70
CENGAGE/Gale Learning				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/08/2022	5053 78252021		4714 · Large Print Books	-\$57.58
Check	09/08/2022	5053 78282453		4714 · Large Print Books	-\$289.50
Check	09/08/2022	5053 78354571		4714 · Large Print Books	-\$55.98
Total CENGAGE/Gale Learning					-\$403.06
CIT				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/08/2022	5056 Payment 26 of 63		4531 · Copier	-\$631.54
Total CIT					-\$631.54
City of Palos Hts. - Water Bill				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/20/2022	5067 4-2501033-00		4472 · Water	-\$219.17
Total City of Palos Hts. - Water Bill					-\$219.17
Cosmopolitan Building Services				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/09/2022	5057 09 September Janitorial Services		4416 · Maintenance	-\$2,722.50
Total Cosmopolitan Building Services					-\$2,722.50
Demco				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/09/2022	5059 Invoice 7178422		4515 · Technical Services - Supplies	-\$599.31
Total Demco					-\$599.31
Evans, Claire				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	5039 9.27.22 Great British Baking Tour		4452 · Public Services Programming	-\$175.00
Total Evans, Claire					-\$175.00
Everest Paving, LLC				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/12/2022	5061 Invoice 0000531 Pothole repair		4434 · Building Repairs	-\$300.00
Total Everest Paving, LLC					-\$300.00
First Midwest Bank - Visa				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	FMB PORTAL 08 August Spotify		4451 · Youth & Teen Programming	-\$9.99
Check	09/07/2022	FMB PORTAL Staff In-service		4354 · Professional Staff	-\$166.04
Check	09/07/2022	FMB PORTAL S. Leyva HR Library Managers		4354 · Professional Staff	-\$189.00
Check	09/07/2022	FMB PORTAL Staff In-service		4355 · Support Staff	-\$166.03
Check	09/07/2022	FMB PORTAL 08 Aug Cell Phone/Sip		4474 · Telephone/FAX	-\$113.97
Check	09/07/2022	FMB PORTAL Duo Monthly Fee		4721 · Software	-\$90.00
Check	09/07/2022	FMB PORTAL 08 August Adobe Monthly Fee		4721 · Software	-\$29.99
Check	09/07/2022	FMB PORTAL 08 AugustStamps.com Monthly Fee		4721 · Software	-\$17.99
Check	09/07/2022	FMB PORTAL 08 August Zoom Monthly Fee		4721 · Software	-\$140.00
Check	09/07/2022	FMB PORTAL Creative Bug Monthly Fee		4721 · Software	-\$7.95



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL SEPTEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
First Midwest Bank - Visa (con't)					
Check	09/07/2022	FMB PORTAL	Zoom Standard Pro Annual Renewal	4721 · Software	-\$299.80
Check	09/07/2022	FMB PORTAL	FOTL lunch reimb.	4900 · Miscellaneous - Reimbursements	-\$80.87
Check	09/07/2022	FMB PORTAL	Verare Solutions Portable Divider	7001 · Special Reserves Projects	-\$1,432.31
Check	09/07/2022	FMB PORTAL	Microsoft Store Surface Pro 8 + 4 yr co	4418 · Technology	-\$1,039.19
Check	09/07/2022	FMB PORTAL	YTS Geocache winner gift card Amazon	4451 · Youth & Teen Programming	-\$25.00
Check	09/07/2022	FMB PORTAL	ILA Conference S. Leyva	4354 · Professional Staff	-\$275.00
Check	09/07/2022	FMB PORTAL	ILA Conference & YTS Breakfast C. Ewe	4354 · Professional Staff	-\$307.00
Check	09/07/2022	FMB PORTAL	Fan Con T-shirts	4454 · General Programming	-\$327.81
Check	09/07/2022	FMB PORTAL	New library card gift totes	4516 · Circulation - Supplies	-\$1,816.89
Total First Midwest Bank - Visa					-\$6,534.83
Forward Space, LLC				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/20/2022	ACH FS	Invoice 816223 Final Payment	7001 · Special Reserves Projects	-\$8,602.04
Total Forward Space, LLC					-\$8,602.04
Grasso Graphics				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	5042	Sept/Oct Newsletter 6,800	4424 · Newsletter Printing	-\$2,987.80
Total Grasso Graphics					-\$2,987.80
IMRF				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/30/2022	EFT	VIMRF	2055 · Employee Paid Vol. IMRF	-\$878.92
Check	09/30/2022	EFT	IMRF 4.5%	2054 · PT -Employee Contribution IMRF	-\$72.58
Check	09/30/2022	EFT	IMRF 4.5%	2053 · FT- Employee Contribution IMRF	-\$2,443.10
Check	09/30/2022	EFT	IMRF 10.68%	4331 · IMRF Ill. Muni. Ret. Fund	-\$5,970.59
Total IMRF					-\$9,365.19
Independent Construction Services				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/08/2022	5055	Invoice 1051	7001 · Special Reserves Projects	-\$5,460.00
Total Independent Construction Services					-\$5,460.00
Jim's Appliance Service				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	5043	2nd Fl Dishwasher repair	4434 · Building Repairs	-\$99.00
Total Jim's Appliance Service					-\$99.00
Klein, Thorpe And Jenkins				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/21/2022	5068	Legal services through 8.31.22 FOIA / P	4362 · Legal Fees	-\$292.50
Total Klein, Thorpe And Jenkins					-\$292.50
Kosman, Karissa				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	5037	Fan Con 9.24.22	4454 · General Programming	-\$130.00
Total Kosman, Karissa					-\$130.00
LIMRiCC-Employees				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/08/2022	ACH LIM	Employee Paid Health	2050 · Employee Paid LIMRiCC	-\$442.65
Check	09/08/2022	ACH LIM	T. Ruzsala + child benefit	2050 · Employee Paid LIMRiCC	-\$905.00
Check	09/08/2022	ACH LIM	09 September employee Health	4333 · Insurance	-\$9,784.20
Total LIMRiCC-Employees					-\$11,131.85
Lo Destro Construction Company				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/16/2022	23005	Services through August 31, 2022	7001 · Special Reserves Projects	-\$72,443.13
Total Lo Destro Construction Company					-\$72,443.13
Melka Landscaping				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/08/2022	5049	Insecticide application	4436 · Lawn Maintenance	-\$808.55
Total Melka Landscaping					-\$808.55
Midwest Tape				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/08/2022	5054	502478111	4717 · Videos - Adult	-\$154.42
Check	09/08/2022	5054	502478113	4717 · Videos - Adult	-\$86.21
Check	09/08/2022	5054	502515901	4717 · Videos - Adult	-\$59.97
Check	09/08/2022	5054	502515902	4717 · Videos - Adult	-\$211.40
Check	09/08/2022	5054	502525799	4717 · Videos - Adult	-\$47.23
Check	09/08/2022	5054	502569073	4717 · Videos - Adult	-\$38.98
Total Midwest Tape					-\$598.21



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL SEPTEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Otis Elevator				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/12/2022	OTIS PORTAL	Contract: 45900   CYS05423E	4416 · Maintenance	-\$175.00
Total Otis Elevator					-\$175.00
OverDrive, Inc.				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	5044	01658CO22316437	4725B · E-Audiobooks - Adult	-\$1,544.40
Check	09/07/2022	5044	01658CO22316443	4725A · E-Books - Adult	-\$967.17
Check	09/08/2022	5047	01658DA22320540	4726 · E-Books - Youth	-\$45.00
Check	09/14/2022	5065	01658DA22320540	4726 · E-Books - Youth	-\$60.00
Total OverDrive, Inc.					-\$2,616.57
Paylocity Payroll Billing				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/09/2022	EFT		4412 · Payroll Services	-\$101.47
Check	09/23/2022	EFT		4412 · Payroll Services	-\$249.13
Total Paylocity Payroll Billing					-\$350.60
Paylocity Payroll Net				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/09/2022	EFT		4311 · Salaried Employees	-\$18,912.96
Check	09/09/2022	EFT		4312 · Hourly Employees	-\$5,127.52
Check	09/09/2022	EFT	LR Fan Con Prizes	4454 · General Programming	-\$200.00
Check	09/09/2022	EFT	MM 08 Aug Homebound deliveries	4356 · Mileage Reimbursement	-\$14.81
Check	09/09/2022	EFT	JK GC Staff In Service	4355 · Support Staff	-\$25.00
Check	09/09/2022	EFT	JK PS Staff GC	4511 · Public Services - Supplies	-\$20.00
Check	09/23/2022	EFT		4311 · Salaried Employees	-\$19,189.56
Check	09/23/2022	EFT		4312 · Hourly Employees	-\$5,451.97
Check	09/23/2022	EFT	LR Fan Con Pool Noodles	4454 · General Programming	-\$25.00
Check	09/23/2022	EFT	LR Fan Con Popsicles	4454 · General Programming	-\$22.56
Check	09/23/2022	EFT	CE Target Demo Goran	4451 · Youth & Teen Programming	-\$29.16
Check	09/23/2022	EFT	CE JoAnn Fabrics Felt Supplies	4451 · Youth & Teen Programming	-\$19.55
Total Paylocity Payroll Net					-\$49,038.09
Paylocity Payroll Taxes				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/09/2022	EFT		4311 · Salaried Employees	-\$5,711.70
Check	09/09/2022	EFT		4312 · Hourly Employees	-\$991.15
Check	09/09/2022	EFT		4332 · FICA Social Security	-\$2,481.71
Check	09/23/2022	EFT		4311 · Salaried Employees	-\$5,807.75
Check	09/23/2022	EFT		4312 · Hourly Employees	-\$1,072.50
Check	09/23/2022	EFT		4332 · FICA Social Security	-\$2,541.26
Total Paylocity Payroll Taxes					-\$18,606.07
Peerless Network, Inc				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/14/2022	5064	Invoice 556810	4474 · Telephone/FAX	-\$74.21
Total Peerless Network, Inc					-\$74.21
ProQuest				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	5045	Culture Grams 07.01.22 to 06.30.23	4710a · Databases (Adult)	-\$1,088.42
Total ProQuest					-\$1,088.42
Pub Trivia				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	5038	9.26.22 Harvest Room	4452 · Public Services Programming	-\$125.00
Total Pub Trivia					-\$125.00
Quality Alarm System, Inc.				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/12/2022	5062	CSID 103488	4414 · Alarm	-\$744.00
Total Quality Alarm System, Inc.					-\$744.00
Quandt, Stephen				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	5035	9.8.22 Dogs of Chernobyl	4452 · Public Services Programming	-\$225.00
Check	09/07/2022	5036	9.22.22 Decoding the Mysteries of Cats	4452 · Public Services Programming	-\$150.00
Total Quandt, Stephen					-\$375.00
Rohrer, Melody				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/12/2022	5060	Fan Con 9.24.22	4454 · General Programming	-\$220.00
Total Rohrer, Melody					-\$220.00



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY  
CHECKS FOR BOARD APPROVAL  
SEPTEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Scholastic Inc.				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/12/2022	5063	Invoice 40939006 Scholastic Go 9.17.21 4710b · Databases (Youth)		-\$1,259.00
Total Scholastic Inc.					-\$1,259.00
So. Suburban Genealogical and Hist. Soc.				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	5046	Membership renewal 9.1.22 to 8.31.23 4351 · Membership Fees		-\$30.00
Total So. Suburban Genealogical and Hist. Soc.					-\$30.00
Truty, Marcin				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/08/2022	ACH MT	08 August IT Services	4418 · Technology	-\$5,893.70
Check	09/08/2022	ACH MT	08 August IT Services	4902 · Grants	-\$520.30
Total Truty, Marcin					-\$6,414.00
Wenstrup, Gary				1105-A · GF CHECKING - OLD NATIONAL BANK	
Check	09/07/2022	5040	9.28.22 History of Stevie Wonder	4452 · Public Services Programming	-\$250.00
Total Wenstrup, Gary					-\$250.00
TOTAL CHECKS FOR BOARD APPROVAL					-\$242,713.60



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION SEPTEMBER 30, 2022

	GENERAL FUNDS				SPECIAL RESERVE FUNDS		
ACCOUNT	OLD NATIONAL BANK CHECKING EFFECTIVE	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
Beginning Balance	\$26,519.39	\$518,301.58	\$1,004.74	\$200.00	\$572.09	\$2,509.94	\$549,107.74
Withdrawals	(\$242,713.60)						(\$242,713.60)
Transfers	\$29,399.21	(\$29,399.21)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$8,602.04	(\$8,602.04)					
	\$72,443.13	(\$72,443.13)					
	\$75,000.00	(\$75,000.00)					
Deposits	\$545.85				\$2,030.42		\$2,851.27
	\$75.00						
	\$200.00						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$1.00	\$383.23	\$2.11	N/A	N/A	\$2.58	\$388.92
ENDING BALANCE	\$30,072.02	\$273,240.43	\$1,006.85	\$200.00	\$2,602.51	\$2,512.52	\$309,634.33
TOTALS	\$304,519.30				\$5,115.03		\$309,634.33 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.25%	2.516%	N/A	N/A	1.25%	

TOTAL FUND BALANCE  
\$309,634.33



PALOS HEIGHTS  
PUBLIC LIBRARY

# DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting  
October 13, 2022

## Library News

### Renovation Update

We are not days away from reopening to the public! Almost everything will be in place to reopen on Saturday. As of this writing, almost all of the furniture has been delivered and installed. We are still waiting on the service desk and a couple of shelf canopies. Everything else is here and looks great! The movers will be here on Tuesday (the 11<sup>th</sup>) to move everything back upstairs, re-shelve books, and get us back in working order. LFI will be here on Wednesday (the 12<sup>th</sup>) to finish installing the final bits and pieces of furniture (with the exception of the service desk).

The main outstanding element at this point is the service desk. We have received news that there was another issue with the latest attempt at printing the laminate, which boggles the mind. We will set up some tables to create a temporary service point for staff. It won't look great, but it will be functional. I just don't think we can justify continuing to wait on reopening the space when everything else is complete.

I still think we should wait until we have the desk to do a grand opening celebration. Not knowing a timetable for that delivery at this point, and with the holidays fast approaching, I'm tentatively thinking that it would make the most sense to plan for this in early January. I will keep you posted.

But for now, we are moving forward with a soft reopening this Saturday, the 15<sup>th</sup>!

### Other Building & Grounds News

**Parking lot** – Terry has been working on getting someone to take a good look at the condition of our parking lot. I would like a better sense of where we stand with regard to the life expectancy of the current surface as well as the cost to resurface the whole thing.

**Fountain** – Dan has found us a company to install our new fountain, but I have told him that we are going to hold off on that for now.



## Budget News

As we had hoped, the City Council approved a loan in the amount of \$575,000 with no interest. It will be distributed in four payments. The first payment was approved in early October, and we have received a first check from the City in the amount of \$143,750. Checks will be forthcoming shortly after the first City Council meeting each month with the final check coming in early January. Repayment in full is promised by April 1<sup>st</sup>. This will be no problem for us as long as there isn't a further major issue with the County in the meantime. If needed, the repayment date can be amended. With this loan, we will be able to remain fully operational for the duration of the current tax bill crisis.

## Upcoming Events

**Veterans Day** – We are resuming our traditional Veterans Day celebration on **November 11<sup>th</sup>** of this year. We will have food, refreshments, and a drawing and just take some time to honor our local veterans. You're all invited to join us!

**Merry and Bright in the Heights** – This year, instead of our traditional Christmastime in Palos event with the Friends, we are going to try something new. That first weekend of December has become saturated with events, and we feel that there is a greater opportunity for us to have an impact by avoiding that day. What we think might work well is a build up to the big weekend. We are planning a series of evening programs the week after Thanksgiving, **November 28 thru December 1**, leading up to the tree lighting and Kringle Market and everything else. Each evening will have a different holiday-themed program, like what we would normally schedule for Christmastime in Palos. We have Rochelle Pennington booked for that Tuesday evening. We have the Stagg Madrigal Singers booked for that Thursday for a performance and sing-along. There will be events for all ages, and it will be a fun week! It will also make it much easier to staff the Library's Kringle Market table on Friday and Saturday.

**Kringle Market** – The Library will again participate in the Kringle Market, **December 2-3**, by handing out free cups of hot cocoa and talking with people about the renovation and FabLab. We have also been asked by organizers to create five items using our FabLab equipment to be given away at the market. Jeff and Dianne Key donated funds to pay for all materials for these items. We'll sell tickets and draw a winner for each item, and the Library will keep the proceeds. This will also give us a great opportunity to talk with people about the FabLab while showing what it can do.

**Holiday Party** – We are ready to resume our annual holiday party tradition on **Sunday, December 4<sup>th</sup>** this year! Due to budgetary concerns, we are not planning on doing dinner at Capri, as in past years. But we believe we can put on a fun event at the Library for staff, Trustees, Friends, and guests. We plan to have hors d'oeuvres and drinks along with some socializing and fun games/activities. Invitations will go out closer to the date, but please mark your calendars!

## Upcoming Events

- October 18-20: Illinois Library Association Annual Conference, Rosemont
  - Trustee Day is the 20<sup>th</sup>
- November 11: Veterans Day Meet and Greet at 11am
- November 17: Personnel Committee Meeting at 6:30pm
- November 17: Regular Board Meeting at 7pm
- November 28-December 1: Merry and Bright in the Heights
- December 2-3: Kringle Market
- December 4: Holiday Party at 5:30pm at the Library

## Agenda Items

### Item 1: YTS Tour

With a soft reopening of our renovated YTS space set for this Saturday, I think a quick tour of the new space is in order.

### Item 2: Renovation Expenses

#### a. Lo Destro Construction

As of this writing, I'm still waiting on the pay application from Lo Destro for their August expenses. I should have that information in the coming days.

**Recommendation:** I recommend that you approve payment to Lo Destro Construction in an amount TBD.

#### b. Contingency Allowance Authorizations

At the moment, I don't have any CAAs prepared for your approval. I believe we have one outstanding request with Lo Destro that I expect them to get to us any day now. I will present it at the meeting if we have it by then.

### Item 3: FY22 Levy

Per Trustee Burek's direction at last month's meeting, I started working on a statement to the City Treasurer to explain why we go through this convoluted process of getting to our levy, and why the levy that we issue doesn't match up with our budget says our levy should be. The short answer to this is that it's a way of correcting for the tax cap to try to ensure that our actual funds received match what we budget for. This is a holdover from before 2020 when our entire levy was subject to the tax cap and we were starting to see reductions in excess of 20% of our issued levy. Now that our Corporate levy is protected from the tax cap, we are seeing that our extended levy matches up pretty well with our issued levy. The tax cap isn't affecting us the way it used to.

For the sake of clarity and transparency, I recommend that we move away from the old system to simply pulling the levied amounts directly from the budget. It's a lot less confusing for everyone, myself included, and it's a lot more straightforward for anyone looking in from outside. To do so, we need to amend the levy that was approved last month. As you can see from the new draft levy, the amounts on the levy match the amounts on our budget. This is a slight reduction in the total levy that was approved last month.

**Recommendation:** I recommend that you approve the amended FY2022 Levy as submitted.

#### Item 4: 2023 Library Closing Dates

For the most part, the list of proposed closing dates for next year is in line with the past. The one change I am proposing is that we close for Juneteenth, June 19<sup>th</sup>. This is becoming a major holiday around the country. Though not all libraries are closing for this holiday at this point, the majority are. I didn't bring this proposal to you last year because Juneteenth fell on a Sunday this year, so we were closed anyway. Other than that, everything else remains the same.

**Recommendation:** I recommend that you approve the 2023 Library closing dates as submitted.

#### Item 5: 2023 Regular Board Meeting Dates

The list of proposed dates is in keeping with current practice of meeting on the third Thursday of the month at 7:00pm with the exceptions of July and December. If there are suggestions for changes to this, we can discuss them at this point in the meeting.

**Recommendation:** I recommend that you approve the slate of officers as submitted.

#### Item 6: Staff Appreciation Awards

Per our official Appreciation Award Policy, we are obligated to show our appreciation to Library staff in the form of cash bonuses at the end of each year. I have enumerated the bonuses per the policy. The total amount for 2022 comes to \$4,275, which is in line with past years and the current budgeted amount.

**Recommendation:** I recommend that you approve the Staff Appreciation Awards as submitted.

#### Item 7: Palmer Award

There are a few directions that we might go with our Palmer Award this year. Here are my proposals:

Jennifer Georgis – Jennifer served as a Trustee for eight years, including four years as Treasurer and three as Vice President.

Dan Eallonardo – Dan has been working with us for almost four years on this renovation project, going back to the first conversation that Susan and I had with him long ago. Since then, he has walked us through every step of that process. While the project has not been without its hiccups, Dan has been there for us every step of the way, advocating on the Library's behalf with our architects, our general contractor, subcontractors, inspectors, movers, and just about anyone else who has worked on this. His advice always hits the mark. He asks all the right questions and pushes back in ways that I would never have thought of.

**Recommendation:** I recommend that you approve the Palmer Award recipients as you see fit.

Respectfully submitted,  
Jesse Blazek  
Library Director



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## SEPTEMBER 2022

### At the Desk:

12 online library cards were issued to residents and 1 to non-residents.

44 directional questions were answered by the Circulation staff.

21 patrons used Curveside pickup.

### Continuing Education:

Circulation Staff Webinar – *Connecticut Mystic & Noank Library's Book Bike* and Fountaindale Public Library: *New Bookmobile Tour 2021*

Niche Academy: *Me Difficult? Nah, They're Difficult!*

### Department Highlights:

From Where in the World is Carmen Sandiego to Han Solo, Fan Con was a success! Many got their faces painted, played video games in Game Truck Chicago, and listened to a story time by author/illustrator Alex Willan.

The library wrapped up the last month at the Farmers Market, promoting library programs and events. Materials from the Friends Book Store were sold throughout the months, totaling \$27.00.

Kindness Corner helped Traveling Tails Dog Rescue by collecting dog supply donations and gently used shoes. The Circulation desk also sold bandanas and pull toys totaling \$82.50.

### Meetings:

September 07 – SWAN Circulation/ILL/Outreach Office Hours

September 08 – 30 day check-in with Crystine

September 13 – Fan Con meeting

September 14 – 90 day check-in with Dora

September 20 – Fan Con meeting

September 21 – Management meeting

September 22 – Laconi: *Circulation Outside of the Building*

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

# Circulation Statistics for September 2022

	Sep-22	YTD 22	Sep-21	YTD 21
<b>Adult Circulation</b>				
Books	3,597	33,329	3,191	25,416
Video	514	5,234	419	3,914
Audio	470	3,934	398	3,413
Periodicals	214	1,972	233	1,021
Other Formats	21	81	20	92
In House	132	834	13	64
Total Adult Circulation	4,948	45,384	4,274	33,920
<b>Youth &amp; Teen Circulation</b>				
Books	2,749	23,900	3,331	23,029
Video	162	1,321	163	1,456
Audio	57	630	70	653
Periodicals	11	163	6	10
Other Formats	-	-	-	2
In House Use	475	3,726	652	2,304
Total Youth & Teen Circulation	3,454	29,740	4,222	27,454
<b>Electronic Circulation</b>				
eBooks (Media On Demand)	1,069	10,040	1,043	10,869
eBooks (e-Read IL)	68	696	82	801
Audio (e-Read IL)	45	406	49	412
Audio (Media On Demand)	604	5,336	576	4,514
Video (Media On Demand)	-	1	-	1
Periodicals (Overdrive)	136	860	51	671
Music Streaming (Freegal)	762	8,235	671	6,487
Music (Freegal)	35	424	93	707
Total Electronic Circulation	2,719	25,998	2,565	24,462
<b>TOTAL CIRCULATION</b>	<b>11,121</b>	<b>101,122</b>	<b>11,061</b>	<b>85,836</b>

	Sep-22	YTD 22	Sep-21	YTD 21
ILL - Received	1,368	11,436	1,165	11,275
ILL - Sent	793	7,075	844	8,521
Reciprocal Borrowing	773	5,772	693	3,123
Online Renewals	76	374	17	247
Self-Checkout # Included in Total Circulation	2,812	24,008	3,160	20,874
<b>Computer Usage</b>				
Library Workstation Sessions	279	2,152	178	1,031
Wireless Sessions	660	5,193	652	2,226
Total Sessions	939	7,345	830	3,257
# of People Using the Library*	6,989	61,463	6,305	39,971

HOMEBOUND DELIVERIES	Current Month	Full Year
Patrons Serviced	4	
Visits	5	56
Items	67	938

MUSEUM PASS PROGRAM	Current Month	Full Year
TOTAL PASSES	15	168

<b>Borrower Cards Issued</b>					
Patron Types	# of Cards at Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,836	64	59	1	4,895
Non-Resident/Trinity/Business	39	-	2	-	41
Cards for Kids	-	-	-	-	1

Respectfully submitted by Lorena Rodriguez, Head of Circulation



PALOS HEIGHTS  
PUBLIC LIBRARY

# PUBLIC SERVICES DEPARTMENT REPORT

## SEPTEMBER 2022

### Meetings:

9/1 – Met with Matt to continue management training for Head of Public Services transition.

9/7 – Met with the Kris Kringle Market Committee to make further plans for the Kris Kringle Market, worked on marketing designs, and reached out to local businesses for sponsorship opportunities.

9/20, 9/21 – Met with Christina and Beth for our one-on-one meetings to review goals and discuss updates.

9/21 – Met with Management Team for updates and announcements.

### Reference Work:

Working with the public via phone, chat, answering emails, and in person, Public Services staff answered 1466 questions.

### Marketing/Publicity/Outreach:

Home Delivery Services – Homebound delivery made 5 deliveries this month delivering over 67 items.

9/6 – Palos Heights Senior Living Center Book Discussion – 3 attended.

9/7 – Taped *At the Library* with PHTV4 to promote October events.

9/28 – Created and sent out the October e-newsletter with a 44% open rate.

Sent announcements out to the Chamber of Commerce for October programs for adults.

### Programming:

Our programs have switched to hybrid programs with virtual presenters showing to both an in-house and virtual audience. We are still trying to get the kinks worked out with changing over to streaming programs on YouTube live. We have had issues with sound, the camera, and the registration process. We are still using Zoom for our strictly virtual programs which has been working well.

Our most popular programs this month were Trivia Night @ Harvest Room back by popular demand in the restaurant with 41 attending, Great British Baking Tour virtual program with 29 registered/28 attending, and Sunday @ the Cinema (in-house program) with 22 registered and 27 very enthusiastic and happy-to-be-back attendees.

We had 140 passive views from 5 programs on YouTube.

### Professional Development:

9/7 – Dealing With Difficult Situations/Niche Academy. (1 hour)

9/7 – Book Buzz – new books for fall. (1hour)

### Library Staff:

9/7 – Posted job opening for PS Librarian position.

9/22 – Met with Matt to review job candidates to start interviews

9/27, 9/28, 9/29, 9/30 – Conducted interviews for PS Librarian position.

### Local History:

We continue to work on preparing the metadata on our digital collection to submit to the Illinois Digital Archive for the Illinois State Library.

We have ordered the foam boards for four 4 local history photo collections. We hung up the Musical Groups of Palos exhibit and the Vietnam Veterans of Palos exhibit for display on the first floor.

### Collection Development:

Continue to renew and manage the databases, their budgets, their marketing, and training staff on these products. Ordered the fiction, nonfiction and large print books, audio and DVDs for the collection along with e-books and e-audiobooks.

Respectfully submitted,  
Jeannine Kacmar  
Head of Public Services



# PUBLIC SERVICES - MONTHLY STATISTICS

## September 2022

PROGRAMMING	VIRTUAL	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	6	6	\$925	122	Reference Computer		Directional
Free	0	3	3	N/A	38	753	453	260
Book Discussions	0	3	3	N/A	18	TOTAL		1,466
MOVIES			1	N/A	27	HOMEBOUND DELIVERIES		
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			0	N/A	0	4	5	67
Needle Crafters			4	N/A	27	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	43			
COMPUTER TRAINING - LAB			3	N/A	16	4		
TOTAL PROGRAMMING			24	\$925	291			
DATE	TIME	VIRTUAL	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
09/08/22	6:30 pm	no	DOGS OF CHERNOBYL (1 IN-PERSON)		11	\$225	9	
09/14/22	7:00 pm	NO	AN EVENING WITH MARLEE MATLIN (ILP PROGRAM)(4 IN-PERSON)		12	ILP sub	15	
09/22/22	6:30 pm	NO	DECODING THE MYSTERIES OF CATS		15	\$150	11	
09/26/22	6:30 pm	NO	TRIVIA NIGHT @ HARVEST ROOM		45	\$125	41	
09/27/22	6:30 PM	NO	GREAT BRITISH BAKING TOUR		29	\$175	28	
09/28/22	6:30 pm	NO	HISTORY...STEVIE WONDER (6 IN-PERSON)		22	\$250	18	
DATE	TIME	VIRTUAL	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
09/13/22	2:00 pm	no	MEDICARE MADE EASY (10 IN-PERSON)		9	N/A	18	
09/20/22	6:30 pm	NO	JOURNEY OF POP ART (4 IN-PERSON)		9	N/A	9	
09/21/22	6:30 pm	no	GRAPHIC...HELP US LEARN (4 IN-PERSON)		6	N/A	11	
DATE	TIME	VIRTUAL	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
09/12/22	12:00 pm	No	LUNCH BUNCH		2	N/A	9	
09/20/22	2:00 pm	No	TEA TIME ON TUES		1	N/A	6	
09/06/22	2:00 pm	no	SENIOR BOOK CLUB		N/A	N/A	3	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
09/18/22	2:00 pm	SUNDAY @ THE CINEMA: BELFAST			22	N/A	27	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
						N/A		
						N/A		
						N/A		
						N/A		
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
09/06/22	10:00 am	Needle Crafters				N/A	5	
09/13/22	10:00 am	Needle Crafters				N/A	7	
09/20/22	10:00 am	Needle Crafters				N/A	8	
09/27/22	10:00 am	Needle Crafters				N/A	7	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
09/06/22	10:00 am	Scrabble				N/A	9	
09/13/22	10:00 am	Scrabble				N/A	12	
09/20/22	10:00 am	Scrabble				N/A	9	
09/27/22	10:00 am	Scrabble				N/A	13	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
09/12/22	2:00 pm	IPHONE INTERMEDIATE			7	N/A	7	
09/15/22	6:30 pm	GOOGLE SITES			5	N/A	4	
09/26/22	2:00 PM	EBOOKS			6	N/A	5	



PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## SEPTEMBER 2022

### Meetings and Training:

September 06, 2022 1-on-1 with Nikki

September 08, 2022 Sexual harassment Training with Jim and Susana attended SWAN's Acquisitions and Cataloging Users meeting.

September 13, 2022 Fan Con meeting.

September 16, 2022 LACONI TSS: The Stories We Tell: Meaningful Marketing of Technical Services workshop.

September 20, 2022 Fan Con meeting.

September 21, 2022 Management Team meeting.

September 27, 2022 SWAN Members Fireside Chat webinar.

September 29, 2022 Susana attended SirsiDynix Library Users of Illinois (SLUI) workshop.

### Staff Related:

Technical Services converted sixteen VHS tapes to flash drive and four VHS tapes to DVD.

Technical Services and Circulation continue to work on completing a detailed inventory of the Youth and Teen Services on-shelf collection. Susana has completed a detailed inventory list of juvenile items placed in storage for shelf-reading once juvenile materials collection are back on-shelf from storage.

Susana and Marilyn are working on SWAN's serial clean-up project that includes deleting serial control records with no existing issues on catalog and deleting serial issues on the catalog that are past due based on our retention guideline.

Susana is starting to review the status of items ordered for fiscal closing in December.

Susana and Marilyn continue to work together to update the Serials Manual.

## Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
<b>Ordered</b>	182	479	24	10	0	0	-	-
<b>Received</b>	233	361	44	0	7	0	-	-
<b>Added</b>	177	91	9	0	10	0	66	18
<b>Discarded</b>	33	3	0	5	0	0	57	40



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
<b>Adult</b>	0	0	0	5	0	0
<b>Juvenile</b>	0	0	0	0	0	0

Respectfully submitted,  
Susana Leyva  
Head of Technical Services



PALOS HEIGHTS  
PUBLIC LIBRARY

# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## September 2022

### Highlights of the Month:

The YTS department planned and prepared the following programs in addition to the weekly Tales for Twos, Little Wiggles, and Kindergarten Ready weekly story times.

Shark Day – Lauren and the kids learned all about sharks, then created their own sharks out of newspapers.

Back to School Time Capsules – Claire helped children decorate mason jars and fill them with memories to look back on.

Super Hero Story Time – Just in time for Fan Con, Lauren presented this story time about super heroes.

Yarn Woven Butterflies – Lauren planned and presented this craft in which children take two popsicle sticks, some yarn, and a pipecleaner, and create something amazing.

Demogorgon Plushies – Claire guided tweens to assemble stuffed Demogorgons, inspired by the TV show *Stranger Things*. It was great to see so many tweens crafting.



Fork Stamped Tulips – Lauren planned and presented this very flowery painting program.

Tween Graphic Novel Club – This month, Lauren and the tweens read *Invisible* by Christina Diaz Gonzalez.

STEAM: Structure Building – Carla helped tweens build structures and towers out of cups, stirrers, and marshmallows.

Goosebumps Party – Lauren planned this program for children in grades K-3, and Carla presented it. The children played a mummy game out of toilet paper and made creepy monster masks!

Hocus Pocus Craft Night – Tina and Jolie teamed up to teach teens how to make a spooky wreath and bookmarks. This program was so fun that the moms even wanted to participate!

## Meetings and Department News:

Key Autism Services – Tina met with two representatives of this organization on 09/02. The library will be collaborating with this service to provide monthly sensory story times beginning in January.

SLJ: Picture Books for Fall – Claire and Carla watched this event on 09/03 about upcoming releases for young readers.

SLJ: JY Presents – Meet Svetlana Chmakova, Creator of *Awkward* and *Enemies!* – Carla and Lauren watched this webinar on 09/07. They listened to Svetlana discuss her works of graphic novels.

Prairie State Story League – Claire attended the monthly meeting of this group of Illinois story time librarians on 09/09. She learned about the most engaging books, songs, and flannel board tales for fall-themed story times.

Laconi YSS – Tina met with this board on 09/09 to discuss the upcoming workshop and vacant board member seats.

Trending Titles for Back to School – Lauren attended this Booklist webinar on 09/14.

Spring 2023 Manga for Libraries Book Buzz – Lauren watched this recorded event on 09/15. Graphic novels and upcoming manga were discussed for collection development.

The Best in Fall Nonfiction: Part 1 – Claire and Lauren watched this webinar on 09/16 about upcoming nonfiction releases on all topics for readers of all ages.

SLJ: Middle Grade Titles for Fall – Tina and Carla watched this webinar on 09/15.

Kohl Children's Museum Workshop – This workshop was presented by the Laconi YSS on 09/16. Tina worked with other youth services librarians throughout the day at this hands-on workshop.

CLASS – Tina met with this group of youth librarians of the south suburbs on 09/19. She listened to a presentation from an Advocate Christ Children's Hospital representative and discussed ways that the library can collaborate with them. We are looking into ways to work with other libraries to organize a rotation, to provide story times for children sitting in the waiting area.

Mackin: Celebrating Hispanic Heritage and Cultural Mirrors – Carla watched this webinar on 09/22 and listened to two Latinx authors discuss their novels and the importance of representation for people of hispanic heritage.

Fan Con – Lauren helped plan and work this year's fourth annual Fan Con event on 09/24. It was a roaring success, with many children and families having wonderful times.

Booklist: Breaking Bans: A Celebration of Challenged Books – Carla and Lauren watched this webinar on 09/28. Authors discussed challenges to their books and how librarians can handle these challenges.

Preschool Partnership Meeting – Carla attended this meeting on 09/29 for its first meeting of the school year. The group discussed how they reach out to preschools for outreach in the beginning of the year, how resources are shared, and how libraries handle the school and/or teacher library cards.

Booklist: Celebrating Indigenous Stories and Storytellers – Tina and Carla watched this webinar on 09/30. They listened to a panel of Indigenous authors discuss their novels.

## Outreach:

Rec Center Preschool – Carla visited the Rec Center on 09/13 and 09/14 and presented a story time.

Indian Hill Preschool – Carla visited six preschool classes on 09/14 and presented a story time.

Sandbox School – Carla visited this after school group on 09/19 providing information on how to get a library card and presented a story time.

Trusting Hearts Preschool – Claire visited this preschool on 09/20 and presented a story time.

Respectfully submitted,

Tina Ruzala

Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	21	331		Reference	Computer	Directional
Free Tween/Teen Programming	3	25		98	0	21
Youth Paid Programming				TOTAL	119	
Tween/Teen Paid Programming				PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	24	356		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	57	13	0
TOTAL OUTREACH	0	33	642	TOTAL	70	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
09/06/22	4:00 pm	Shark Day		13
09/07/22	11:30 am	Tales for Twos		30
09/07/22	1:00 pm	Kindergarten Ready!		16
09/08/22	11:30 am	Little Wiggles		20
09/08/22	4:00 pm	Back to School Time Capsules		5
09/09/22	11:00 am	Superhero Storytime		15
09/13/22	4:00 pm	Woven Yarn Butterflies		15
09/14/22	11:30 am	Tales for Twos		31
09/14/22	1:00 pm	Kindergarten Ready!		13
09/14/22	4:00 pm	Furry Readers		21
09/15/22	11:30 am	Little Wiggles		15
09/20/22	4:00 pm	Fork Stamped Tulips		11
09/21/22	11:30 am	Tales for Twos		25
09/21/22	1:00 pm	Kindergarten Ready!		14
09/22/22	11:30 am	Little Wiggles		15
09/22/22	4:00 pm	Pinecone Hedgehogs		2
09/26/22	4:00 pm	STEAM: Structure Building		4
09/27/22	4:00 pm	Goosebumps Party		14
09/28/22	11:30 am	Tales for Twos		25
09/28/22	1:00 pm	Kindergarten Ready!		12
09/29/22	11:30 am	Little Wiggles		15

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
09/15/22	4:00 pm	Demogorgon Plushies		14
09/21/22	4:00 pm	Tween Graphic Novel Club		2
09/28/22	4:00 pm	Hocus Pocus Craft Night		9

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Crayon - Craft	19
Beaded Apple - Teen Craft	13
School Bus - Craft	15
School - Craft	10

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
09/08/22	September K-1 Virtual Booktalks	6	141
09/08/22	September 2-3 Virtual Booktalks	10	166
09/08/22	September 4-5 Virtual Booktalks	7	154
09/13/22	Rec Center Preschool	2	35
09/14/22	Indian Hill Preschool	6	93
09/19/22	Sandbox School	1	21
09/20/22	Trusting Hearts Preschool	1	32



RESOLUTION NO. 221013-1

PALOS HEIGHTS PUBLIC LIBRARY

RESOLUTION SETTING FORTH THE AMOUNT TO BE LEVIED  
ON BEHALF OF THE PALOS HEIGHTS PUBLIC LIBRARY  
BY THE CITY OF PALOS HEIGHTS  
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022  
AND ENDING DECEMBER 31, 2022

BE IT RESOLVED by the Board of Library Trustees of the Palos Heights Public Library, the City of Palos Heights, Cook County, Illinois as follows:

SECTION 1:

That pursuant to Section 4-10 of the Illinois Local Library Act (75 ILCS 5/4-10), the following is a statement of the amount of money which, in the judgment of the Board of Library Trustees, will be necessary for the City of Palos Heights to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to Sections 3-1 and 3-5 of the Local Library Act (75 ILCS 5/3-1 and 3-5) and pursuant to the provision of the Illinois Municipal Code.

EXPENDITURE CATEGORIES	AMOUNT TO BE LEVIED
A. CORPORATE FUND	
1) PERSONNEL	\$886,856
2) EMPLOYEE BENEFITS	\$125,223
3) STAFF/BOARD DEVELOPMENT	\$10,067
4) CONTRACTUAL SERVICES	\$166,412
5) MAINTENANCE	\$41,744
6) INSURANCE	\$18,944
7) UTILITIES	\$13,183
8) SUPPLIES	\$24,581
9) CAPITAL EXPENSES	\$194,628
10) MEDIA	\$168,564
11) SPECIAL RESERVES PROJECTS	\$44,785
<b>TOTAL CORPORATE LEVY</b>	<b>\$1,694,985</b>

The foregoing amounts to be levied are hereby to be levied from the general property tax for corporate library purposes.

B. BOARD CONTRIBUTION TO IMRF	\$68,193
BOARD CONTRIBUTION TO SOCIAL SECURITY	\$70,342

**TOTAL****\$138,535**

The foregoing amounts to be levied are hereby to be levied from the proceeds of a special tax for Social Security and the Illinois Municipal Retirement Fund purposes and are in addition to all other library taxes as provided by law.

**C. AUDIT****\$6,830**

The foregoing amounts to be levied are hereby to be levied from the proceeds of a special tax for audit purposes and are in addition to all other library taxes as provided by law.

**D. PUBLIC LIABILITY INSURANCE****\$2,218**

The foregoing amounts to be levied are hereby to be levied from the proceeds of a special tax for public liability insurance purchases and are in addition to all other library taxes as provided by law.

**E. UNEMPLOYMENT COMPENSATION****\$0**

The foregoing amounts to be levied are hereby to be levied from the proceeds of a special tax for unemployment compensation purposes and are in addition to all other library taxes as provided by law.

**F. WORKER'S COMPENSATION****\$2,041**

The foregoing amounts to be levied are hereby to be levied from the proceeds of a special tax for worker's compensation purposes and are in addition to all other library taxes are provided by law.

**Summary of Levy**


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TOTAL CORPORATE FUND	\$1,694,985
LIBRARY PAYMENT MADE TO I.M.R.F.	\$68,193
LIBRARY PAYMENT TO SOCIAL SECURITY	\$70,342
AUDITING	\$6,830
PUBLIC LIABILITY INSURANCE	\$2,218
UNEMPLOYMENT INSURANCE	\$0
WORKER'S COMPENSATION	\$2,041
<b>GRAND TOTAL</b>	<b>\$1,844,609</b>

SECTION 2: That the Board of Library Trustees of the Palos Heights Public Library, the City of Palos Heights, Cook County, Illinois hereby specifies that a specific fund is being accumulated from the unexpended balance of the proceeds received from library taxes levied for the year 1984 and subsequent years, said fund being accumulated and set aside as a special reserve fund for the purchase of sites and construction and equipment of building for library purposes in accordance with, Section 5-8 of the Illinois Local Library Act (75 ILCS 5/5-8), and that the said Board of Library Trustees has resolved to develop and adopt a plan or plans for said purposes pursuant to thereto.

SECTION 3: That the Secretary is hereby directed to file a certified copy of this Resolution with the City Council of the City of Palos Heights within the time specified by law for inclusion in the next Levy Ordinance of the City of Palos Heights.

ADOPTED THIS 13TH DAY OF OCTOBER, 2022

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by me this 13th day of October, 2022

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF COOK        )

**SECRETARY'S CERTIFICATE**

I, Susan Snow, do hereby certify that I am the regularly elected, qualified and acting Secretary of the Palos Heights Public Library, Cook County, Illinois.

I do further certify that the attached is a true and correct copy of a Resolution entitled:

**RESOLUTION 221013-1  
SETTING FORTH THE AMOUNT TO BE LEVIED ON BEHALF OF THE PALOS  
HEIGHTS PUBLIC LIBRARY BY THE CITY OF PALOS HEIGHTS FOR THE FISCAL  
YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022**

adopted by the Board of Library Trustees of the Palos Heights Public Library at the monthly meeting of said Board of Library Trustees on the 14<sup>th</sup> of September 2022, and that said Resolution was duly approved by the President and Board of Library Trustees of the Palos Heights Public Library on the same date.

I do further certify that said Resolution is entrusted to my care and custody and that the same is duly spread upon the records of said meeting, and that I am the custodian of all records of the Palos Heights Public Library, including the journal of proceedings, ordinances or resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said Palos Heights Public Library, Cook County, Illinois this 13<sup>th</sup> day of October 2022.

\_\_\_\_\_  
Board Secretary of the Palos Heights Public Library  
Cook County, Illinois

**Palos Heights Public Library  
FY2023 FINAL BUDGET**

4000 · EXPENSES

2023

**4300 · PERSONNEL SERVICES**

**4310 · OPERATIONAL SALARIES**

4311 · Salaried Employees	\$ 727,971.95
4312 · Hourly Employees	\$ 191,532.58
4313 · Additional Compensation	\$ 5,500.00

<b>Total 4310 · OPERATIONAL SALARIES</b>	<b>\$925,004.53</b>
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**4330 · EMPLOYEE BENEFITS**

4331 · IMRF III. Muni. Ret. Fund (Levied separately)	\$68,192.80
4332 · FICA Social Security (Levied separately)	\$70,342.10
4333 · Insurance	\$129,609.10
4334 · Staff Apparel	\$1,000.00

<b>Total 4330 · EMPLOYEE BENEFITS</b>	<b>\$269,144.00</b>
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**4350 · STAFF & BOARD PROFESSIONAL EDUCATION**

4351 · Membership Fees	\$2,200.00
4352 · Board Development	\$800.00
4353 · Administrator	\$500.00
4354 · Professional Staff	\$5,000.00
4355 · Support Staff	\$1,000.00
4356 · Mileage Reimbursement	\$1,000.00

<b>Total 4350 · STAFF &amp; BOARD PROFESSIONAL EDUCATION</b>	<b>\$10,500.00</b>
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<b>Total 4300 · PERSONNEL SERVICES</b>	<b>\$1,204,648.53</b>
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**4400 · CONTRACTUAL SERVICES**

**4401 · PROFESSIONAL SERVICES**

4361 · Audit Fees (levied separately)	\$6,830.00
4362 · Legal Fees	\$2,000.00
4363 · Consultant Fees	\$3,500.00
4364 · Appraisal Fees	\$3,500.00
4365 · Accounting	\$4,410.00

<b>Total 4401 · PROFESSIONAL SERVICES</b>	<b>\$20,240.00</b>
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**4402 · OUTSIDE SERVICES**

4412 · Payroll Services	\$4,800.00
4414 · Alarm	\$3,226.00
4416 · Maintenance	\$39,000.00
4417 · SWAN/OCLC	\$28,619.00
4418 · Technology	\$32,000.00

<b>Total 4402 · OUTSIDE SERVICES</b>	<b>\$107,645.00</b>
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**4403 · PRINTING**

4421 · Newspaper/Advertising Notices	\$0.00
4424 · Newsletter Printing	\$17,515.05

<b>Total 4403 · PRINTING</b>	<b>\$17,515.05</b>
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**4404 · PROGRAMMING**

4451 · Youth & Teen Programming	\$10,000.00
4452 · Public Services Programming	\$13,000.00
4454 · General Programming	\$9,000.00

<b>Total 4404 · PROGRAMMING</b>	<b>\$32,000.00</b>
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**4405 · PUBLIC RELATIONS**

4461 · Public Relations	\$3,000.00
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<b>Total 4405 · PUBLIC RELATIONS</b>	<b>\$3,000.00</b>
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<b>Total 4400 · CONTRACTUAL SERVICES</b>	<b>\$180,400.05</b>
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**4406 · BUILDING MAINTENANCE**

**4407 · REPAIRS & MAINTENANCE**

4431 · Pest Control	\$856.68
4432 · Heating/Cooling Service	\$12,000.00
4434 · Other Repairs/Maintenance	\$9,000.00
4436 · Lawn Maintenance	\$7,500.00
4437 · Snow Removal	\$6,364.04

<b>Total 4407 · REPAIRS &amp; MAINTENANCE</b>	<b>\$35,720.72</b>
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**4408 · EQUIPMENT MAINTENANCE**

4531 · Copier	\$7,578.48
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**Palos Heights Public Library  
FY2023 FINAL BUDGET**

4533 · Other Equipment	\$240.00
<b>Total 4408 · EQUIPMENT MAINTENANCE</b>	<b>\$7,818.48</b>
<b>Total 4406 · BUILDING MAINTENANCE</b>	<b>\$43,539.20</b>
<b>4440 · INSURANCE</b>	
4441 · Bldg & Contents	\$22,180.80
4443 · Worker's Comp (levied separately)	\$2,041.20
<b>Total 4440 · INSURANCE</b>	<b>\$24,222.00</b>
<b>4470 · UTILITIES</b>	
4472 · Water	\$2,750.00
4473 · Gas	\$2,000.00
4474 · Telephone/FAX	\$2,000.00
4475 · INTERNET	\$7,000.00
<b>Total 4470 · UTILITIES</b>	<b>\$13,750.00</b>
<b>4500 · SUPPLIES</b>	
<b>4501 · OFFICE SUPPLIES</b>	
4511 · Public Services - Supplies	\$1,000.00
4512 · Youth & Teen - Supplies	\$1,500.00
4514 · Business Office - Supplies	\$3,200.00
4515 · Technical Services - Supplies	\$6,000.00
4516 · Circulation - Supplies	\$3,050.00
4518 · Local History - Supplies	\$1,000.00
4519 · Hospitality - Supplies	\$1,200.00
<b>Total 4501 · OFFICE SUPPLIES</b>	<b>\$16,950.00</b>
<b>4502 · MAINTENANCE/CLEANING SUPPLIES</b>	
4541 · Maintenance/Cleaning Supplies	\$4,450.00
<b>Total 4502 · MAINTENANCE/CLEANING SUPPLIES</b>	<b>\$4,450.00</b>
<b>4503 · MAILING EXPENSES &amp; FEES</b>	
4551 · Postage & Handling	\$600.00
4553 · Bulk Fees & Permits	\$3,638.25
<b>Total 4503 · MAILING EXPENSES &amp; FEES</b>	<b>\$4,238.25</b>
<b>Total 4500 · SUPPLIES</b>	<b>\$25,638.25</b>
<b>4600 · CAPITAL EXPENSES</b>	
<b>4601 · FURNITURE &amp; EQUIPMENT</b>	
4611 · Furniture	\$0.00
4612 · Library Equipment	\$0.00
4614 · Other Equipment	\$0.00
<b>Total 4601 · FURNITURE &amp; EQUIPMENT</b>	<b>\$0.00</b>
<b>4602 · BUILDING/FACILITY IMPROVEMENTS</b>	
4641 · Building Improvements	\$0.00
4642 · Facility Improvements	\$0.00
4643 · Capital Landscape/Hardscape	\$0.00
<b>Total 4602 · BUILDING/FACILITY IMPROVEMENTS</b>	<b>\$0.00</b>
<b>4603 · Special Reserves/Contingency</b>	
4631 · Special Reserves Replenishment	\$778,000.00
<b>4603 · Special Reserves/Contingency</b>	<b>\$778,000.00</b>
<b>Total 4600 · CAPITAL EXPENSES</b>	<b>\$778,000.00</b>
<b>4700 · MEDIA/LIBRARY MATERIALS</b>	
4710a · Databases (adult)	\$27,000.00
4710b · Databases (youth)	\$6,000.00
4711 · Periodicals	\$14,500.00
4712 · Continuations	\$600.00
4714 · Large Print Books	\$5,500.00
4715 · Books - Adult	\$32,300.00
4716 · Books - Youth	\$33,000.00
4717 · Videos - Adult	\$4,500.00
4718 · Videos - Youth	\$2,500.00
4719 · Audiobooks/Playaways - Adult	\$2,000.00
4720 · Audiobooks/Playaways - Youth	\$3,250.00
4721 · Software	\$9,000.00
4722 · Realia	\$300.00

**Palos Heights Public Library  
FY2023 FINAL BUDGET**

4723 · Video Games	\$1,300.00
4724 · Music	\$200.00
4725A · E-Books - Adult	\$10,000.00
4725B · E-Audiobooks - Adult	\$13,000.00
4726 · E-Books - Youth	\$3,500.00
4727 · Downloadable Music	\$7,365.00
<b>Total 4700 · MEDIA/LIBRARY MATERIALS</b>	<b>\$175,815.00</b>
<b>4900A · MISC. REIMB. (NOT LEVIED FOR)</b>	
4900 · Reimbursement - Miscellaneous	\$5,000.00
4902 · Grants	\$17,800.30
4904 · Reimbursement Friends Book Sale	\$11,000.00
4906a · Reimbursements - Restricted Gifts/Donation	\$1,000.00
4906b · Reimbursements - Fundraising Expenses	\$0.00
<b>Total 4900A · MISC. REIMB. (NOT LEVIED FOR)</b>	<b>\$34,800.30</b>
<b>7000 · SPECIAL RESERVES PROJECTS</b>	
7001 · Special Reserves Projects	\$46,711.00
<b>Total 7000 · SPECIAL RESERVES PROJECTS</b>	<b>\$46,711.00</b>
<b>Total 4000 · EXPENSES</b>	<b>\$2,527,524.33</b>
<b>3000 · RECEIPTS</b>	
<b>3100 · REAL ESTATE TAXES</b>	
3101 · Tax Levies- Prior Years	\$5,000.00
* <u>3103 · Tax Levies-Current FY*</u>	\$1,844,609.03
Corporate Fund Levy	\$1,694,984.85
IMRF Fund Levy	\$68,192.80
Social Security Levy	\$70,342.10
Audit Fund Levy	\$6,830.00
Liability Fund Levy	\$2,218.08
Worker's Comp Levy	\$2,041.20
3105 · Tax Levies-Last Yr	\$587,500.00
3261 · Corporate Replacement Tax	\$12,000.00
<b>Total 3100 · REAL ESTATE TAXES</b>	<b>\$2,449,109.03</b>
<b>3200 · MISCELLANEOUS RECEIPTS</b>	
<b>3201 · FRONT DESK</b>	
3210 · LOST/DAMAGED/OVERDUE FEES	\$2,500.00
3220 · BORROWERS CARDS	\$1,800.00
3250 · MISCELLANEOUS FRONT DESK	\$2,200.00
<b>Total 3201 · Front Desk</b>	<b>\$6,500.00</b>
<b>3202 · MISCELLANEOUS - REIMBURSEMENTS</b>	
3231 · Friends Book Sales	\$11,000.00
3251 · Miscellaneous	\$5,000.00
3260a · Restricted Gifts/Donations	\$1,000.00
3260b · Unrestricted Gifts/Annual Fundraising	\$15,000.00
3260c · Planned Giving	\$15,000.00
<b>Total 3202 · MISCELLANEOUS - REIMBURSEMENTS</b>	<b>\$47,000.00</b>
<b>3240 · COPIER</b>	
Copier	\$4,000.00
<b>3240 · COPIER</b>	<b>\$4,000.00</b>
<b>3270 · Grants</b>	
	\$17,800.30
<b>3270 · Grants</b>	<b>\$17,800.30</b>
<b>Total 3200 · MISCELLANEOUS RECEIPTS</b>	<b>\$75,300.30</b>
<b>3300 · INTEREST EARNED</b>	
3382 · Prior Years Taxes	\$75.00
3384 · Money Market FMB General Fund	\$3,000.00
3387 · Money Market IPTIP	\$30.00
3388 · Checking Account	\$10.00
<b>Total 3300 · INTEREST EARNED</b>	<b>\$3,115.00</b>
<b>Total 3000 · RECEIPTS</b>	<b>\$2,527,524.33</b>

# PALOS HEIGHTS PUBLIC LIBRARY

## PROPOSED CLOSINGS 2023

Sunday, January 1	New Year's Day*
Monday, January 2	New Year's Day (observed)*
Friday, February 10	Staff In-Service
Sunday, April 9	Easter
Sunday, May 14	Mother's Day
Sunday, May 28	Closed Sundays until Sept. 11th
Monday, May 29	Memorial Day*
Monday, June 19	Juneteenth
Tuesday, July 4	Independence Day*
Thursday, July 20	Close at 5pm (Classic Car Event Parking)
Friday, August 11	Staff In-Service
Monday, September 4	Labor Day*
Wednesday, November 22	Close at 5pm
Thursday, November 23	Thanksgiving Day*
Sunday, December 24	Christmas Eve*
Monday, December 25	Christmas Day*
Sunday, December 31	New Year's Eve*
Monday, January 1 (2024)	New Year's Day*

\*Holiday per Personnel Policy

Approved: October 13, 2022



# PALOS HEIGHTS PUBLIC LIBRARY

## PROPOSED BOARD MEETING DATES - 2023

All meetings to be held in the Library Conference Room at 7pm  
on the third Thursday of the month (unless otherwise noted)

January 19

February 16

March 16

April 20

May 18

June 15

July - No Meeting

August 17

September 21

October 19

November 16

December - No Meeting



PALOS HEIGHTS  
PUBLIC LIBRARY

## Staff Appreciation Awards Policy

It shall be the policy of the Palos Heights Public Library to make discretionary annual Staff Appreciation Awards in December of each year in order to recognize each employee's years of service, part-time or full-time employment, and the responsibility and leadership of an employee's management positions. This policy shall apply so long as budgetary conditions exist to support it.

### Awards will be calculated as follows:

Years of Service:

0-4 yrs: \$100

5-9 yrs: \$125

10-14 yrs: \$150

15-19 yrs: \$175

20-24 yrs: \$200

25+ yrs: \$225

The following premiums shall be added to the service awards as applicable:

Premium for full-time staff: \$50

Premium for full-time Managers: \$100

Premium for Library Director: \$150

The results shall then be reported to the Board of Trustees at their October Board meeting, voted on, and approved before awards are granted.

Adopted: February 12, 2015

Revised: October 21, 2021

## 2022 Staff Appreciation Awards Spreadsheet

<b>Employee:</b>	<b>Years of Service:</b>	<b>Base Award:</b>	<b>Premium:</b>	<b>Total Award:</b>
Director	7	\$125	\$150	\$275
Head of Circulation	4	\$100	\$100	\$200
Head of Public Services	7	\$125	\$100	\$225
Asst Head of Public Services	4	\$100	\$100	\$200
Head of Technical Services	6	\$125	\$100	\$225
Head of Youth and Teen Services	5	\$125	\$100	\$225
Asst Head of YTS	1	\$100	\$100	\$200
Business Manager	14	\$150	\$100	\$250
PS Librarian 1	6	\$125	\$50	\$175
PS Librarian 2	5	\$125	\$50	\$175
PS Librarian 3	0	\$100	\$50	\$150
YTS Librarian 1	4	\$100	\$50	\$150
YTS Librarian 2	1	\$100	\$50	\$150
YTS Librarian 3	5	\$125		\$125
YTS Librarian 4	0	\$100		\$100
Circ Clerk 1	23	\$200		\$200
Circ Clerk 2	16	\$175		\$175
Circ Clerk 3	12	\$150		\$150
Circ Clerk 4	6	\$125		\$125
Circ Clerk 5	1	\$100		\$100
Circ Clerk 6	0	\$100		\$100
Circ Clerk 7	0	\$100		\$100
Tech Clerk 1	11	\$150		\$150
Tech Clerk 2	5	\$100		\$100
Tech Clerk 3	4	\$100		\$100
Custodian	11	\$150		\$150
			<b>Total:</b>	<b>\$4,275</b>