



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

April 20, 2023

CALL TO ORDER: 7:00pm
ROLL CALL:
WELCOME OF GUESTS:
PUBLIC COMMENT:
MINUTES OF MEETING: Approval of the minutes of the March 16, 2023 regular meeting
TREASURER'S REPORT: Approval of the General Fund bills for March for \$576,503.93
Approval of the Treasurer's report for the month ending March 31, 2023

PRESIDENT'S REPORT

DIRECTOR'S REPORT

CORRESPONDENCE

COMMITTEE REPORTS:

Budget & Finance – Patrick Keough
Building & Grounds – Steve Foertsch
City Council Liaison – Geri Burek
Ethics Officer – Susan Snow
Friends of the Library Liaison – Sue Jankowski
Fundraising – Geri Burek
Legislative Liaison – Geri Burek
Long Range Planning – Sue Jankowski
Nominating – Hilary Rhodes
Personnel – Susan Snow
Policy – Rose Zubik

NEW BUSINESS: 1. Approval of Transition to Annual Budget System
2. Approval of Revisions to Financial Policy
3. Approval of Rescission of FY23 Appropriation

ADJOURNMENT

NEXT MEETING: Thursday, May 18, 2023

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

Minutes of the meeting of March 16, 2023

The meeting was called to order at 7:04 PM by President Geri Burek. The following Trustees were present: Trustees Foertsch, Rhodes, Keough, Snow, Zubik and Trustee Burek was present via zoom. Trustees Key and Jankowski were absent. The President announced that a quorum was present.

Library Director, Jesse Blazek, was present as was Business Manager Terry Fleckenstein

New staff member, Mary Kay Klassen, was present and introduced to the Board. She was welcomed by the Board. No members of the public were present, and thus, no public comment was offered.

The minutes of the February 16th meeting were approved on Trustee Snow's motion, Trustee Zubik's second, and a voice vote.

Treasurer, Trustee Keough, made his motion to approve the General Fund bills for the month of February for the total of \$144,999.46. His motion was seconded by Trustee Rhodes. On a roll call vote the motion carried.

Trustee Keough's next motion was to approve the Treasurer's report for the month ending February 28th 2023. Trustee Foertsch provided the second, and a roll call vote carried the motion.

The President did not present a report.

The Director made the following reports in addition to the narrative provided in the Trustees' packets. He attended the State of the City event as did Trustees Key and Keough. The cash register at the Circulation Desk has been replaced. The Director will be presenting at the Illinois Library Directors' University on the capital needs assessment projection spreadsheet technique he developed for us.

There was correspondence from the Navajo Hills Homeowners Assn. thanking the Library for the meeting room space and adding that they think that the meeting room should be available to community organizations at no fee. There was some discussion of this recurring request and an agreement to continue that at a later date.

President Burek called on Committee Chairmen to report. The following committees had reports and made them:

Building and Grounds Committee Chairman, Steve Foertsch, announced that Roy Erikson had been hired as our new landscaping contractor. With Director Blazek's contribution to the report including the plan to get bids on the handles and railings for the front entrance steps.

Director Blazek offered a report from the Friends of the Library meeting. The Friends voted to pay for additional supplies for the FAB Lab, for staff to work with. The next meeting is May 10th.

NEW BUSINESS

On the agenda for “discussion” was the possibility of transition to an Annual Budget System. Pros and cons of such a move were discussed, including the fact that the City has already adopted this type of system.

In light of the June 3rd Library event, Summer Reading Block Party, the Director suggests that the Library building itself be closed to patrons from opening until 1PM, to allow staff to work the event outdoors. Trustees were assured that toilet facilities will be provided for patrons. Trustee Snow moved to adopt this plan and Trustee Zubik seconded the motion. It carried on a voice vote.

The Trustees considered the annual gifts to the staff in honor of National Library Workers’ Day on April 25th. Trustee Snow moved to provide \$675 for these honoraria and Trustee Keough seconded the motion. On a roll call vote, the motion passed.

President Burek asked for a motion to adjourn. Trustee Zubik provided one and Trustee Keough seconded it.

The meeting was adjourned at 7:59 PM.

The next meeting will take place on April 20th at 7:00 PM.



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
April 20, 2023

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	MARCH	\$576,503.93	6.1 to 6.5
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	3/31/2023	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: MARCH 31, 2023

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$480,722.82		\$480,722.82
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$39.00		\$39.00
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$156.81		\$156.81
COPIER	\$379.55		\$379.55
GRANTS	\$0.00		\$0.00
INTEREST	\$337.52	\$2.68	\$340.20
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$494.00		\$494.00
» Miscellaneous	\$1,146.00		\$1,146.00
DONATIONS/GIFTS			\$0.00
» Restricted	\$210.00		\$210.00
» Annual Fundraising	\$10.00		\$10.00
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
TOTAL REVENUES	\$483,495.70	\$2.68	\$483,498.38
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$70,941.80		\$70,941.80
» Employee Benefits	\$21,260.47		\$21,260.47
» Staff & Board Development	\$875.74		\$875.74
CONTRACTUAL SERVICES	\$15,592.83		\$15,592.83
BUILDING MAINTENANCE	\$696.44		\$696.44
INSURANCE	\$0.00		\$0.00
UTILITIES	\$872.27		\$872.27
SUPPLIES	\$1,572.48		\$1,572.48
CAPITAL EXPENSES	\$431,250.00		\$431,250.00
MEDIA	\$22,257.40		\$22,257.40
REIMBURSEMENTS	\$7,268.67		\$7,268.67
SR PROJECTS	\$3,915.83		\$3,915.83
TOTAL EXPENDITURES	\$576,503.93	\$0.00	\$576,503.93
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$93,008.23	\$2.68	-\$93,005.55
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$150.00		\$150.00
TOTAL OTHER FINANCING SOURCES	\$150.00	\$0.00	\$150.00
NET CHANGE IN FUND BALANCES	-\$92,858.23	\$2.68	-\$92,855.55
FUND BALANCES, BEGINNING OF MONTH	\$596,495.73	\$3,097.63	\$0.00
END OF MONTH	\$503,637.50	\$3,100.31	\$506,737.81

Check #5204 dated 2/1/2023 returned check \$150.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH MARCH 31, 2023

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$2,437,109.03	\$2,437,109.03	\$813,849.76	\$1,623,259.27	33.39%
CORPORATE REPLACEMENT TAX	\$12,000.00	\$12,000.00	\$29,946.67	-\$17,946.67	249.56%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$617.47	\$1,882.53	24.70%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$2,200.00	\$2,200.00	\$1,292.26	\$907.74	58.74%
COPIER	\$4,000.00	\$4,000.00	\$1,153.55	\$2,846.45	28.84%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$3,115.00	\$3,115.00	\$1,546.72	\$1,568.28	49.65%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$5,630.96	\$5,369.04	51.19%
Miscellaneous	\$5,000.00	\$5,000.00	\$1,670.95	\$3,329.05	33.42%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$210.00	\$790.00	21.00%
Annual Fundraising	\$15,000.00	\$15,000.00	\$10.00	\$14,990.00	0.07%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
TOTAL REVENUES	\$2,527,524.33	\$2,527,524.33	\$855,928.34	\$1,671,595.99	33.86%
PERSONNEL SERVICES					
Operational Salaries	\$925,004.53	\$925,004.53	\$214,047.02	-\$710,957.51	-76.86%
Employee Benefits	\$269,144.00	\$269,144.00	\$65,383.83	-\$203,760.17	-75.71%
Staff & Board Development	\$10,500.00	\$10,500.00	\$1,432.03	-\$9,067.97	-86.36%
CONTRACTUAL SERVICES	\$180,400.05	\$180,400.05	\$36,163.74	-\$144,236.31	-79.95%
BUILDING MAINTENANCE	\$43,539.20	\$43,539.20	\$4,584.76	-\$38,954.44	-89.47%
INSURANCE	\$24,222.00	\$24,222.00	\$20,264.05	-\$3,957.95	-16.34%
UTILITIES	\$13,750.00	\$13,750.00	\$1,973.44	-\$11,776.56	-85.65%
SUPPLIES	\$25,638.25	\$25,638.25	\$5,476.09	-\$20,162.16	-78.64%
CAPITAL EXPENSES	\$778,000.00	\$778,000.00	\$431,250.00	-\$346,750.00	-44.57%
MEDIA	\$175,815.00	\$175,815.00	\$47,389.14	-\$128,425.86	-73.05%
REIMBURSEMENTS	\$34,800.30	\$34,800.30	\$18,594.67	-\$16,205.63	-46.57%
SR PROJECTS	\$46,711.00	\$46,711.00	\$111,818.37	\$65,107.37	139.38%
TOTAL EXPENDITURES	\$2,527,524.33	\$2,527,524.33	\$958,377.14	-\$1,569,147.19	-62.08%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	-\$102,448.80	\$102,448.80	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			-\$102,448.80		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$500,920.31		
			-\$734,050.69		



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF MARCH 2023

	BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$727,971.95	\$55,484.16	\$171,474.27	\$556,497.68	76.44%
4312 HOURLY EMPLOYEES	\$191,532.58	\$15,457.64	\$42,572.75	\$148,959.83	77.77%
4313 ADDITIONAL COMPENSATION	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%
TOTAL OPERATIONAL SALARIES	\$925,004.53	\$70,941.80	\$214,047.02	\$710,957.51	76.86%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$68,192.80	\$5,197.55	\$16,092.72	\$52,100.08	76.40%
4332 SOCIAL SECURITY - FICA	\$70,342.10	\$5,310.72	\$16,057.91	\$54,284.19	77.17%
4333 INSURANCE	\$129,609.10	\$10,752.20	\$33,233.20	\$96,375.90	74.36%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$269,144.00	\$21,260.47	\$65,383.83	\$203,760.17	75.71%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$409.00	\$459.00	\$1,741.00	79.14%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$30.00	\$770.00	96.25%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$15.00	\$485.00	97.00%
4354 PROFESSIONAL STAFF	\$5,000.00	\$221.00	\$615.00	\$4,385.00	87.70%
4355 SUPPORT STAFF	\$1,000.00	\$235.00	\$267.58	\$732.42	73.24%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$10.74	\$45.45	\$954.55	95.46%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$875.74	\$1,432.03	\$9,067.97	86.36%
GROUP TOTAL PERSONNEL SERVICES	\$1,204,648.53	\$93,078.01	\$280,862.88	\$923,785.65	76.69%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$6,830.00	\$4,830.00	\$4,830.00	\$2,000.00	29.28%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$383.30	\$1,616.70	80.84%
4363 PROFESSIONAL FEES	\$3,500.00	\$51.82	\$51.82	\$3,448.18	98.52%
4364 APPRAISAL	\$3,500.00	\$0.00	\$575.00	\$2,925.00	83.57%
4365 ACCOUNTANT	\$4,410.00	\$730.00	\$1,205.00	\$3,205.00	72.68%
TOTAL PROFESSIONAL SERVICES	\$20,240.00	\$5,611.82	\$7,045.12	\$13,194.88	65.19%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$384.94	\$1,376.03	\$3,423.97	71.33%
4414 ALARM	\$3,226.00	\$744.00	\$990.00	\$2,236.00	69.31%
4416 MAINTENANCE	\$39,000.00	\$2,903.62	\$9,583.56	\$29,416.44	75.43%
4417 SWAN	\$28,619.00	\$0.00	\$7,154.75	\$21,464.25	75.00%
4418 TECHNOLOGY	\$32,000.00	\$0.00	\$355.54	\$31,644.46	98.89%
TOTAL OUTSIDE SERVICES	\$107,645.00	\$4,032.56	\$19,459.88	\$88,185.12	81.92%
PRINTING					
4424 NEWSLETTER PRINTING	\$17,515.05	\$2,987.80	\$2,987.80	\$14,527.25	82.94%
TOTAL PRINTING	\$17,515.05	\$2,987.80	\$2,987.80	\$14,527.25	82.94%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$819.18	\$1,537.22	\$8,462.78	84.63%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$956.47	\$2,835.47	\$10,164.53	78.19%
4454 GENERAL PROGRAMMING	\$9,000.00	\$1,140.00	\$2,086.93	\$6,913.07	76.81%
TOTAL PROGRAMMING	\$32,000.00	\$2,915.65	\$6,459.62	\$25,540.38	79.81%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$45.00	\$211.32	\$2,788.68	92.96%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$45.00	\$211.32	\$2,788.68	92.96%
GROUP TOTAL CONTRACTUAL SERVICES	\$180,400.05	\$15,592.83	\$36,163.74	\$144,236.31	79.95%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH THE MONTH OF MARCH 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE						
REPAIRS & MAINTENANCE						
4431	PEST CONTROL	\$856.68	\$64.90	\$194.70	\$661.98	77.27%
4432	HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%
4434	BUILDING REPAIRS	\$9,000.00	\$0.00	\$951.44	\$8,048.56	89.43%
4436	LAWN MAINTENANCE	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00%
4437	SNOW REMOVAL	\$6,364.04	\$0.00	\$1,544.00	\$4,820.04	75.74%
TOTAL REPAIRS & MAINTENANCE		\$35,720.72	\$64.90	\$2,690.14	\$33,030.58	92.47%
EQUIPMENT MAINTENANCE						
4531	COPIER	\$7,578.48	\$631.54	\$1,894.62	\$5,683.86	75.00%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE		\$7,818.48	\$631.54	\$1,894.62	\$5,923.86	75.77%
GROUP TOTAL BUILDING MAINTENANCE		\$43,539.20	\$696.44	\$4,584.76	\$38,954.44	89.47%
INSURANCE						
4441	BLDG. & CONTENTS/GLASS/LIMRiCC	\$22,180.80	\$0.00	\$18,606.05	\$3,574.75	16.12%
4443	DISABILITY (WORKMEN'S COMP)	\$2,041.20	\$0.00	\$1,658.00	\$383.20	18.77%
GROUP TOTAL INSURANCE		\$24,222.00	\$0.00	\$20,264.05	\$3,957.95	16.34%
UTILITIES						
4472	WATER	\$2,750.00	\$94.25	\$296.63	\$2,453.37	89.21%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,000.00	\$251.51	\$623.79	\$1,376.21	68.81%
4475	INTERNET/LOCAL AREA NET	\$7,000.00	\$526.51	\$1,053.02	\$5,946.98	84.96%
GROUP TOTAL UTILITIES		\$13,750.00	\$872.27	\$1,973.44	\$11,776.56	85.65%
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$56.90	\$114.04	\$885.96	88.60%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$292.85	\$292.85	\$1,207.15	80.48%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$0.00	\$290.07	\$2,909.93	90.94%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$206.60	\$1,603.60	\$4,396.40	73.27%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$864.73	\$1,439.31	\$1,610.69	52.81%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$75.54	\$1,124.46	93.71%
TOTAL OFFICE SUPPLIES		\$16,950.00	\$1,421.08	\$3,815.41	\$13,134.59	77.49%
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$151.40	\$845.38	\$3,604.62	81.00%
TOTAL JANITORIAL/CLEANINGSUPPLIES		\$4,450.00	\$151.40	\$845.38	\$3,604.62	81.00%
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	\$600.00	\$0.00	\$165.30	\$434.70	72.45%
4553	BULK FEES & PERMITS	\$3,638.25	\$0.00	\$650.00	\$2,988.25	82.13%
TOTAL OFFICE EXPENSE		\$4,238.25	\$0.00	\$815.30	\$3,422.95	80.76%
GROUP TOTAL SUPPLIES		\$25,638.25	\$1,572.48	\$5,476.09	\$20,162.16	78.64%
CAPITAL EXPENSES						
4631	SPECIAL RESERVES REPLENISHMENT	\$778,000.00	\$431,250.00	\$431,250.00	\$346,750.00	44.57%
GROUP TOTAL CAPITAL EXPENSES		\$778,000.00	\$431,250.00	\$431,250.00	\$346,750.00	44.57%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF MARCH 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES						
4710A	DATABASES - Adult	\$27,000.00	\$0.00	\$7,199.58	\$19,800.42	73.33%
4710B	DATABASES - Youth	\$6,000.00	\$850.00	\$850.00	\$5,150.00	85.83%
4711	PERIODICALS	\$14,500.00	\$215.84	\$1,314.44	\$13,185.56	90.93%
4712	CONTINUATIONS	\$600.00	\$0.00	\$0.00	\$600.00	100.00%
4714	LARGE PRINT	\$5,500.00	\$589.86	\$589.86	\$4,910.14	89.28%
4715	BOOKS - Adult	\$32,300.00	\$7,936.91	\$10,768.69	\$21,531.31	66.66%
4716	BOOKS - Youth	\$33,000.00	\$6,013.72	\$6,146.62	\$26,853.38	81.37%
4717	VIDEOS - Adult	\$4,500.00	\$347.85	\$415.04	\$4,084.96	90.78%
4718	VIDEOS - Youth	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$232.07	\$369.13	\$1,630.87	81.54%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$9,000.00	\$2,259.38	\$2,615.14	\$6,384.86	70.94%
4722	REALIA	\$300.00	\$0.00	\$0.00	\$300.00	100.00%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4724	MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$1,957.62	\$5,054.30	\$4,945.70	49.46%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,854.15	\$4,701.34	\$8,298.66	63.84%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727	DOWNLOADABLE MUSIC/MOVIES	\$7,365.00	\$0.00	\$7,365.00	\$0.00	0.00%
GROUP TOTAL MEDIA		\$175,815.00	\$22,257.40	\$47,389.14	\$128,425.86	73.05%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$5,000.00	\$1,119.96	\$1,361.15	\$3,638.85	72.78%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,240.00	\$11,920.00	\$5,880.30	33.03%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$1,908.71	\$4,887.96	\$6,112.04	55.56%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$425.56	\$574.44	57.44%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$34,800.30	\$7,268.67	\$18,594.67	\$16,205.63	46.57%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$46,711.00	\$3,915.83	\$111,818.37	-\$65,107.37	-139.38%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$46,711.00	\$3,915.83	\$111,818.37	-\$65,107.37	
TOTAL EXPENDITURES		\$2,527,524.33	\$576,503.93	\$958,377.14	\$1,569,147.19	62.08%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MARCH 2023

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					1105-A · GF CHECKING - OLD NATIONAL BANK
Check	03/13/2023	5253	01 Jan Bank Reconciliations	4365 · Accountant	-\$365.00
Check	03/13/2023	5253	02 Feb Bank Reconciliations	4365 · Accountant	-\$365.00
Total Adducci Vega Financial Group, LLC					-\$730.00
Anderson Pest Solutions					
Check	03/08/2023	5252	03 March 23	4431 · Pest Control	-\$64.90
Total Anderson Pest Solutions					-\$64.90
Animal Quest Entertainment Inc.					
Check	03/07/2023	5249	6.23.23 Program	4451 · Youth & Teen Programming	-\$200.00
Total Animal Quest Entertainment Inc.					-\$200.00
At&T - Fiber Line					
Check	03/02/2023	5239	831-000-9111-787	4475 · Internet	-\$792.74
Check	03/02/2023	5239	E-Rate Credit previous credit balance	4475 · Internet	\$266.23
Total At&T - Fiber Line					-\$526.51
Baker & Taylor L4361272 Large Print					
Check	03/06/2023	BT PORTAL	2037252442	4714 · Large Print Books	-\$87.21
Check	03/06/2023	BT PORTAL	2037320657	4714 · Large Print Books	-\$18.69
Check	03/06/2023	BT PORTAL	2037337846	4714 · Large Print Books	-\$37.39
Check	03/06/2023	BT PORTAL	2037337847	4714 · Large Print Books	-\$122.61
Check	03/06/2023	BT PORTAL	2037358692	4714 · Large Print Books	-\$18.69
Check	03/06/2023	BT PORTAL	2037358693	4714 · Large Print Books	-\$18.17
Check	03/06/2023	BT PORTAL	I4361272	4515 · Technical Services - Supplies	-\$1.48
Total Baker & Taylor L4361272 Large Print					-\$304.24
Baker & Taylor L4382582 Adult Audio					
Check	03/02/2023	BT PORTAL	2037325320	4719 · Audiobooks/Playaways - Adult	-\$149.73
Check	03/02/2023	BT PORTAL	2037351360	4719 · Audiobooks/Playaways - Adult	-\$82.34
Total Baker & Taylor L4382582 Adult Audio					-\$232.07
Baker & Taylor L5040682 Adult Books					
Check	03/02/2023	BT PORTAL	2037292352	4715 · Books - Adult	-\$238.88
Check	03/02/2023	BT PORTAL	2037303790	4715 · Books - Adult	-\$212.16
Check	03/02/2023	BT PORTAL	2037321684	4715 · Books - Adult	-\$113.92
Check	03/02/2023	BT PORTAL	RTA2594914	4715 · Books - Adult	\$23.74
Check	03/02/2023	BT PORTAL	2037337832	4715 · Books - Adult	-\$1,846.74
Check	03/02/2023	BT PORTAL	2037337610	4715 · Books - Adult	-\$160.61
Check	03/02/2023	BT PORTAL	2037349908	4715 · Books - Adult	-\$388.34
Check	03/02/2023	BT PORTAL	L5040682	4515 · Technical Services - Supplies	-\$86.58
Total Baker & Taylor L5040682 Adult Books					-\$3,023.49
Baker & Taylor L5346512 Youth Books					
Check	03/02/2023	BT PORTAL	2037290098	4716 · Books - Youth	-\$738.83
Check	03/02/2023	BT PORTAL	2037310172	4716 · Books - Youth	-\$73.33
Check	03/02/2023	BT PORTAL	2037322590	4716 · Books - Youth	-\$81.00
Check	03/02/2023	BT PORTAL	RTA2565084	4716 · Books - Youth	\$10.14
Check	03/02/2023	BT PORTAL	2037337638	4716 · Books - Youth	-\$130.70
Check	03/02/2023	BT PORTAL	L5346512	4515 · Technical Services - Supplies	-\$51.06
Total Baker & Taylor L5346512 Youth Books					-\$1,064.78



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MARCH 2023

Type	Date	Num	Memo	Account	Amount
Belliveau, Steve					
Check	03/07/2023	5250	6.30.23 Deposit	4451 · Youth & Teen Programming	-\$50.00
Total Belliveau, Steve					-\$50.00
Breeze Creative					
Check	03/22/2023	5260	Ball Wall BTS System	7001 · Special Reserves Projects	-\$1,085.00
Total Breeze Creative					-\$1,085.00
CDW Government, Inc.					
Check	03/02/2023	5241	2 Thermal printers	7001 · Special Reserves Projects	-\$776.04
Check	03/07/2023	5248	2 Thermal printers	7001 · Special Reserves Projects	-\$366.53
Total CDW Government, Inc.					-\$1,142.57
CENGAGE/Gale Learning					
Check	03/02/2023	5244	80721967	4714 · Large Print Books	-\$256.71
Check	03/02/2023	5244	80757310	4714 · Large Print Books	-\$30.39
Total CENGAGE/Gale Learning					-\$287.10
CIT					
Check	03/08/2023	5251	41929933	4531 · Copier	-\$631.54
Total CIT					-\$631.54
City Of Palos Heights					
Check	03/02/2023	5236	Business License Renewal	4454 · General Programming	-\$1,000.00
Check	03/08/2023	23025	Tax Anticipation Loan - Repayment	4631 · Special Reserves Replenishment	-\$431,250.00
Total City Of Palos Heights					-\$432,250.00
City of Palos Hts. - Water Bill					
Check	03/16/2023	5259	4-2501033-00	4472 · Water	-\$94.25
Total City of Palos Hts. - Water Bill					-\$94.25
Cosmopolitan Building Services					
Check	03/16/2023	5257	03 March Janitorial Services	4416 · Maintenance	-\$2,722.50
Total Cosmopolitan Building Services					-\$2,722.50
First Midwest Bank - Visa					
Check	03/03/2023	VISA PORTAL	Matkowski ALA and ILA dues	4351 · Membership Fees	-\$259.00
Check	03/03/2023	VISA PORTAL	In Service	4354 · Professional Staff	-\$200.00
Check	03/03/2023	VISA PORTAL	In Service	4355 · Support Staff	-\$200.00
Check	03/03/2023	VISA PORTAL	Background check	4363 · Consultant Fees	-\$51.82
Check	03/03/2023	VISA PORTAL	Staff Gift Cards	4454 · General Programming	-\$140.00
Check	03/03/2023	VISA PORTAL	Spring Programs	4451 · Youth & Teen Programming	-\$481.43
Check	03/03/2023	VISA PORTAL	02 Feb Duo/Google Fi/Sip	4474 · Telephone/FAX	-\$187.47
Check	03/03/2023	VISA PORTAL	Netflix	4451 · Youth & Teen Programming	-\$15.49
Check	03/03/2023	VISA PORTAL	Spotify 02 February 23	4451 · Youth & Teen Programming	-\$9.99
Check	03/03/2023	VISA PORTAL	Supplies	4452 · Public Services Programming	-\$17.77
Check	03/03/2023	VISA PORTAL	Food handling licenses	4354 · Professional Staff	-\$21.00
Check	03/03/2023	VISA PORTAL	Food handling licenses	4355 · Support Staff	-\$35.00
Check	03/03/2023	VISA PORTAL	Tasting cups	4511 · Public Services - Supplies	-\$22.98
Check	03/03/2023	VISA PORTAL	Office Supplies Feb	4512 · Youth & Teen - Supplies	-\$292.85
Check	03/03/2023	VISA PORTAL	SUPPLIES022723	4515 · Technical Services - Supplies	-\$23.56
Check	03/03/2023	VISA PORTAL	SUPLIES020223	4515 · Technical Services - Supplies	-\$39.94



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MARCH 2023

Type	Date	Num	Memo	Account	Amount
First Midwest Bank - Visa (con't)					
Check	03/03/2023	VISA PORTAL	New patron tote bags	4516 · Circulation - Supplies	-\$858.50
Check	03/03/2023	VISA PORTAL	Receipt books	4516 · Circulation - Supplies	-\$6.23
Check	03/03/2023	VISA PORTAL	01 Jan Stamps.com/Adobe/Zoom/Creative f	4721 · Software	-\$187.98
Check	03/03/2023	VISA PORTAL	Creative Bug Annual fee	4721 · Software	-\$71.40
Check	03/03/2023	VISA PORTAL	FOTL Lunch	4900 · Miscellaneous - Reimbursements	-\$93.97
Check	03/03/2023	VISA PORTAL	Amazon credit for tech will receive next billi	4900 · Miscellaneous - Reimbursements	-\$52.99
Check	03/03/2023	VISA PORTAL	Fab lab supplies	4904 · Reimb. - Friends Book Sales	-\$306.73
Check	03/03/2023	VISA PORTAL	Meescan self check out	4904 · Reimb. - Friends Book Sales	-\$1,579.00
Check	03/03/2023	VISA PORTAL	Square hardware POS	7001 · Special Reserves Projects	-\$718.31
Check	03/03/2023	VISA PORTAL	Digital converter	7001 · Special Reserves Projects	-\$199.95
Check	03/03/2023	VISA PORTAL	Tumblebooks renewal	4710b · Databases (Youth)	-\$850.00
Check	03/03/2023	VISA PORTAL	Daily Southtown 52 weeks	4711 · Periodicals	-\$215.84
Check	03/03/2023	VISA PORTAL	Maintenance supplies	4541 · Maintenance/Cleaning Supplies	-\$151.40
Total First Midwest Bank - Visa					-\$7,290.60
Grasso Graphics					
Check	03/02/2023	5240	March/April Newsletters	4424 · Newsletter Printing	-\$2,987.80
Total Grasso Graphics					-\$2,987.80
Gugala, Valerie					
Check	03/02/2023	5238	3.16.23 Wish upon a star	4452 · Public Services Programming	-\$200.00
Total Gugala, Valerie					-\$200.00
Illinois Library Association					
Check	03/16/2023	5258	Snow 234080	4351 · Membership Fees	-\$75.00
Check	03/16/2023	5258	Burek 233856	4351 · Membership Fees	-\$75.00
Total Illinois Library Association					-\$150.00
IMRF					
Check	03/31/2023	EFT	03 Mar 23	4331 · IMRF Ill. Muni. Ret. Fund	-\$5,197.55
Check	03/31/2023	EFT	VIMRF	2055 · Employee Paid Vol. IMRF	-\$370.24
Check	03/31/2023	EFT	Employee IMRF PT	2054 · PT -Employee Contribution IMRF	-\$76.25
Check	03/31/2023	EFT	Employee IMRF FT	2053 · FT- Employee Contribution IMRF	-\$2,496.80
Total IMRF					-\$8,140.84
Independent Construction Services					
Check	03/07/2023	5247	1142	7001 · Special Reserves Projects	-\$770.00
Total Independent Construction Services					-\$770.00
Ingram Library Services					
Check	03/02/2023	5245	Proforma payment for books	4715 · Books - Adult	-\$5,000.00
Check	03/02/2023	5245	Proforma payment for books	4716 · Books - Youth	-\$5,000.00
Total Ingram Library Services					-\$10,000.00
Irish Music School of Chicago					
Check	03/02/2023	5237	3.9.23 Irish Music	4452 · Public Services Programming	-\$575.00
Total Irish Music School of Chicago					-\$575.00
Lauterbach & Amen, LLP					
Check	03/02/2023	5235	2022 Audit	4361 · Audit Fees	-\$4,830.00
Total Lauterbach & Amen, LLP					-\$4,830.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MARCH 2023

Type	Date	Num	Memo	Account	Amount
Library Market					
Check	03/23/2023	5261	Library Calendar / Subscription	4721 · Software	-\$2,000.00
Total Library Market					-\$2,000.00
LIMRiCC-Employees					
Check	03/08/2023	ACH LIM	03 March Health Benefits	4333 · Insurance	-\$10,752.20
Check	03/08/2023	ACH LIM	Ruszala additional	2050 · Employee Paid LIMRiCC	-\$996.00
Check	03/08/2023	ACH LIM	EE Dental	2050 · Employee Paid LIMRiCC	-\$415.00
Check	03/08/2023	ACH LIM	EE Vision	2050 · Employee Paid LIMRiCC	-\$66.92
Check	03/08/2023	ACH LIM	EE Vlife	2050 · Employee Paid LIMRiCC	-\$42.85
Check	03/08/2023	ACH LIMRiCC	Kacmar - Retiree Health	4900 · Miscellaneous - Reimbursements	-\$973.00
Total LIMRiCC-Employees					-\$13,245.97
Midwest Tape					
Check	03/02/2023	5243	0503406249	4717 · Videos - Adult	-\$29.99
Check	03/02/2023	5243	Processing fee	4515 · Technical Services - Supplies	-\$3.98
Check	03/06/2023	5246	0503337046	4717 · Videos - Adult	-\$68.22
Check	03/06/2023	5246	0503370991	4717 · Videos - Adult	-\$196.41
Check	03/06/2023	5246	0503405547	4717 · Videos - Adult	-\$33.74
Check	03/06/2023	5246	0503437661	4717 · Videos - Adult	-\$19.49
Total Midwest Tape					-\$351.83
Otis Elevator					
Check	03/16/2023	OTIS PORTAL	04 Apr Elevator Maintenance	4416 · Maintenance	-\$181.12
Total Otis Elevator					-\$181.12
OverDrive, Inc.					
Check	03/13/2023	5254	01658CO23077952	4725A · E-Books - Adult	-\$805.50
Check	03/13/2023	5254	01658CO23049190	4725A · E-Books - Adult	-\$1,152.12
Check	03/13/2023	5254	01658CO23077953	4725B · E-Audiobooks - Adult	-\$831.21
Check	03/13/2023	5254	01658CO23049196	4725B · E-Audiobooks - Adult	-\$1,022.94
Total OverDrive, Inc.					-\$3,811.77
Palos Heights Woman's Club					
Check	03/07/2023	23024	Lorena Rodriguez	4461 · Public Relations	-\$45.00
Total Palos Heights Woman's Club					-\$45.00
Paylocity Payroll Billing					
Check	03/10/2023	EFT		4412 · Payroll Services	-\$103.36
Check	03/24/2023	EFT		4412 · Payroll Services	-\$261.58
Check	03/24/2023	EFT	Year end package delivery	4412 · Payroll Services	-\$20.00
Total Paylocity Payroll Billing					-\$384.94
Paylocity Payroll Net					
Check	03/10/2023	EFT		4311 · Salaried Employees	-\$19,640.16
Check	03/10/2023	EFT		4312 · Hourly Employees	-\$6,575.65
Check	03/10/2023	EFT	MK Jewel Minute to win it	4451 · Youth & Teen Programming	-\$12.98
Check	03/10/2023	EFT	LR Fab Lab	4904 · Reimb. - Friends Book Sales	-\$22.98
Check	03/10/2023	EFT	MM Puzzles	4511 · Public Services - Supplies	-\$23.94
Check	03/10/2023	EFT	MM Welcome	4511 · Public Services - Supplies	-\$9.98
Check	03/10/2023	EFT	MM Oscar program Dollar Tree	4452 · Public Services Programming	-\$2.50



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MARCH 2023

Type	Date	Num	Memo	Account	Amount
Paylocity Payroll Net (con't)					
Check	03/10/2023	EFT	MM Oscar program Jewel	4452 · Public Services Programming	-\$15.48
Check	03/10/2023	EFT	MM Trivia prizes	4452 · Public Services Programming	-\$20.72
Check	03/24/2023	EFT		4311 · Salaried Employees	-\$19,976.22
Check	03/24/2023	EFT		4312 · Hourly Employees	-\$6,376.88
Check	03/24/2023	EFT	CD Target Skittles	4451 · Youth & Teen Programming	-\$12.98
Check	03/24/2023	EFT	MK Hobby Lobby	4451 · Youth & Teen Programming	-\$16.83
Check	03/24/2023	EFT	MK Teen Boxes	4451 · Youth & Teen Programming	-\$19.48
Check	03/24/2023	EFT	02 Feb Homebound Deliveries	4356 · Mileage Reimbursement	-\$10.74
Total Paylocity Payroll Net					-\$52,737.52
Paylocity Payroll Taxes					
Check	03/10/2023	EFT		4311 · Salaried Employees	-\$5,682.13
Check	03/10/2023	EFT		4312 · Hourly Employees	-\$1,231.92
Check	03/10/2023	EFT		4332 · FICA Social Security	-\$2,646.89
Check	03/24/2023	EFT		4311 · Salaried Employees	-\$5,797.84
Check	03/24/2023	EFT		4312 · Hourly Employees	-\$1,196.94
Check	03/24/2023	EFT		4332 · FICA Social Security	-\$2,663.83
Total Paylocity Payroll Taxes					-\$19,219.55
Peerless Network, Inc					
Check	03/16/2023	5256	03 March 23	4474 · Telephone/FAX	-\$64.04
Total Peerless Network, Inc					-\$64.04
Pub Trivia					
Check	03/02/2023	5242	3.29.23 Julliani's	4452 · Public Services Programming	-\$125.00
Total Pub Trivia					-\$125.00
Quality Alarm System, Inc.					
Check	03/13/2023	5255	4.1.23 to 6.30.23 Alarm Services	4414 · Alarm	-\$744.00
Total Quality Alarm System, Inc.					-\$744.00
Truty, Marcin					
Check	03/02/2023	ACH	02 Feb IT Services	4902 · Grants	-\$4,240.00
Total Truty, Marcin					-\$4,240.00
TOTAL CHECKS FOR BOARD APPROVAL					-\$576,503.93

7001 SPECIAL RESERVE GROUP DETAILS (INCLUDED IN ABOVE TOTALS)

Check	3/2/2023	5241	CDW Government, Inc.	2 Thermal printers	\$776.04
Check	3/3/2023	VISA PORTAL	First Midwest Bank - Visa	Square hardware POS	\$718.31
Check	3/3/2023	VISA PORTAL	First Midwest Bank - Visa	Digital converter	\$199.95
Check	3/7/2023	5247	Independent Construction Services	1142	\$770.00
Check	3/7/2023	5248	CDW Government, Inc.	2 Thermal printers	\$366.53
Check	3/22/2023	5260	Breeze Creative	Ball Wall BTS System	\$1,085.00
Total 7001 · Special Reserves Projects					\$3,915.83



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MARCH 31, 2023

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	FIRST MIDWEST BANK CHECKING	FIRST MIDWEST BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	FIRST MIDWEST BANK BUILDING CONSTRUCTION CHECKING	FIRST MIDWEST BANK MONEY MARKET	TOTAL FUND BALANCE
Beginning Balance	\$4,216.87	\$591,055.92	\$1,022.94	\$200.00	\$572.09	\$2,525.54	\$599,593.36
Withdrawals	(\$576,503.93)						(\$576,503.93)
Transfers	\$60,000.00	(\$60,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
	\$431,250.00	(\$431,250.00)					
	\$35,000.00	(\$35,000.00)					
Deposits	\$36.86	\$3,616.81					\$479,504.51
	\$174.15	273,329.34					
	\$50.00	\$206.84					
	\$170.00	\$201.58					
	\$230.05	\$122,308.26					
	\$128.15	\$49.35					
	\$973.00	\$81,010.64					
	\$160.00						
	\$259.60						
	\$243.55						
	\$10.00						
ADJUSTMENTS	\$150.00						\$150.00
INTEREST EARNED	\$5.18	\$328.25	\$4.09	N/A	N/A	\$2.68	\$340.20
ENDING BALANCE	\$6,553.48	\$495,856.99	\$1,027.03	\$200.00	\$572.09	\$2,528.22	\$503,084.14
TOTALS	\$503,637.50 GENERAL FUND				\$3,100.31 SPECIAL RESERVES FUND		\$506,737.81 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.260%	4.696%	N/A	N/A	1.260%	

TOTAL FUND BALANCE MONTH ENDING: MARCH 31, 2023

506,737.81

Adjustment: Check #5204 dated 2/1/2023 returned check \$150.00



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
April 20, 2023

Library News

Building & Grounds News

The air conditioning unit in the Server Room has been repaired. We had GT Mechanical come and pull it off the wall to chase the refrigerant leak in the wall. They found the leak, so hopefully it will be smooth sailing with that unit for a while.

Both of our new self-checkouts are now deployed and working well. It isn't a flawless system, but it's a huge step up from the old one. We also finally replaced the 1990s-era cash register at the Circulation Desk with a tablet-based POS system. This has streamlined our payment processing by giving us one system for both cash and credit card transactions for the first time. As with the self-checkouts, technology now allows us to make this change without having to spend thousands of dollars on purpose-built hardware. An iPad and a few hundred dollars of equipment is all we needed to get this up and running, and Circulation staff are loving it!

Other projects that are in the works include getting the new handrailing installed by the front entrance and replacing the fence around the air conditioning unit behind the building, which collapsed over the winter.

Budget News

We repaid our loan to the City on time, prior to the April 1st due date. This was right at the time our FY22 tax receipts to start coming in, so the timing was perfect. As of this writing, we have already received 93.5% of our expected tax revenues for the first half of the fiscal year, which is excellent considering the we're only a week past the payment due date. That gives us enough cash on hand to make it through the end of September. Assuming tax bills for the second half of the year aren't delayed this year, and there is no reason to think that they will be at this point, we are in good shape even without the remaining 6.5% that is hopefully coming in the next few weeks.

Our salary benchmarking project with HRSource is nearing completion. They have completed their pay schedule analysis relative to comparable libraries and are in the process of evaluating our current pay levels relative to that analysis. I expect their final report to be forthcoming in the next few weeks, which will set us on course to ensure that our staff continues to be properly compensated.

Staff News

Our Head of Technical Services, Susana Leyva, was elected as a Trustee at her home library, Alsip-Merrionette Park Public Library District. Susana is an amazing leader on our staff, and she will be an amazing Trustee for them. I'm also excited for what this experience will teach her about library governance and how that will make her even better at what she does here. Congratulations, Susana!

I had a wonderful vacation to Ireland during the last week of March followed by two weeks of misery in which my family and I all had first strep throat and then COVID. So my 1-week absence turned into 3 with me not returning to the office until April 14th. We are all now back on the mend. My COVID isolation meant that I was unable to travel to Springfield to speak for the Director's University crowd.

Other News

Legislative Update

HB2789, the anti-book-banning bill, has passed the House and is making its way through the Senate. There seems to be very little opposition, so I expect this to become law in the coming months. I'll continue to keep us posted.

Upcoming Events

- Thursday, April 20: Long Range Planning Committee Meeting at 6:30pm
- Thursday, April 20: Regular Board Meeting at 7pm
- Thursday, May 18: Fundraising Committee at 6pm
- Thursday, May 18: Regular Board Meeting at 7pm
- Saturday, May 20: ATLAS Trustee Workshop at Alsip-Merrionette Park Public Library
- Saturday, June 3: Summer Reading Block Party, 10am

Agenda Items

Item 1: Approval of Resolution Formalizing Transition to Annual Budget System

Per our discussion last month, I recommend that we follow the City's example in moving away from the annual appropriation to an annual budget system. The main change here is that our legal authority to spend will be derived directly from our budget as opposed to a separate appropriation document. This will simplify our financial operations both internally and externally by giving us one less set of financial documents to have to adhere to and explain to the public. I have drafted a resolution for your approval to formally commemorate this change.

Recommendation: I recommend that you approve the resolution formalizing our transition to the annual budget system.

Item 2: Approval of Revisions to the Financial Policy

Our Financial Policy is the main policy that lays out our budget, levy, and appropriation procedures. It actually only makes one mention of the appropriation, and only in passing. So I'm proposing a few small changes to this policy to align with the new system.

Recommendation: I recommend that you approve revisions to the Financial Policy as recommended by the Policy Committee.

Item 3: Approval of Rescission of FY23 Appropriation

I don't know if it's strictly necessary, but it seems like a good idea to formally reverse action that we previously took that we no longer intend to follow through on. This way, nobody can come back a few months from now and say that we are obligated to adhere to a financial document that we approved earlier in the year regardless of whether or not we followed through on filing it with the County.

Recommendation: I recommend that you approve rescission of the previously approved FY23 appropriation.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

MARCH 2023

At the Desk:

12 online library cards were issued to residents.

30 directional questions were answered by the Circulation staff.

20 patrons used Curveside pickup.

Department Highlights:

Circ was trained on the new register at the desk and they have all quickly learned how to make various transactions.

Patrons have made positive remarks and have enjoyed using the new self-checkout!

Kindness Corner has been collecting gift cards from our generous community members for the Ronald McDonald House Charities. We will continue to collect gift cards until the end of April.

Meetings:

March 1 – Management meeting

March 7 – Palos Heights Woman's Club meeting

March 8 – SWAN Circ Hold Map Hours

March 15 – Social Media meeting

March 17 – ATLAS Middle Managers meeting

March 20 – Fan Con meeting

March 22 – 1 on 1 with Jesse

March 22 – 1 on 1 with Susana

Respectfully submitted,
Lorena Rodriguez
Head of Circulation

CIRCULATION STATISTICS FOR MARCH 2023

	Mar-23	YTD 23	Mar-22	YTD 22
Adult Circulation				
Books	3,830	10,936	3,500	11,262
Video	566	1,500	612	1,714
Audio	427	1,125	427	1,248
Periodicals	210	615	186	737
Other Formats	25	36	2	4
In House	115	293	62	113
Total Adult Circulation	5,173	14,505	4,789	15,078
Youth Circulation				
Books	4,628	12,926	2,483	7,598
Audio	135	331	87	245
Teen Circulation				
Books	312	1,002	Included in Youth totals for 2022	
Audio	3	5		
Youth & Teen Circulation				
Video	211	619	127	411
Periodicals	5	12	5	15
Other Formats	-	2	-	-
In House Use	1,340	2,962	268	1,067
Total Youth & Teen Circulation	6,634	17,859	2,970	9,336
Electronic Circulation				
eBooks (Media On Demand)	1,345	3,933	1,098	3,510
eBooks (e-Read IL)	100	282	85	144
Audio (e-Read IL)	47	152	47	138
Audio (Media On Demand)	777	2,135	564	1,653
Video (Media On Demand)	-	-	-	1
Periodicals (Overdrive)	79	279	97	285
Music Streaming (Freegal)	935	2,767	841	2,793
Music (Freegal)	42	122	36	128
Total Electronic Circulation	3,325	9,670	2,768	8,652
TOTAL CIRCULATION	15,132	42,034	10,527	33,066

ILL - Received	1,441	3,781	1,346	3,930
ILL - Sent	1,216	3,370	810	2,782
Reciprocal Borrowing	1,598	4,032	693	2,031
Online Renewals	44	103	38	108
Self-Checkout	4,487	12,665	2,567	6,935
Computer Usage				
Library Workstation Sessions	473	1,126	234	608
Wireless Sessions	961	2,361	630	1,639
Total Sessions	1,434	3,487	864	2,247
# of People Using the Library*	9,524	27,403	7,391	19,376

Homebound Deliveries	Current Month	Full Year
Patrons Serviced	5	
Visits	14	29
Items	172	331

Museum Pass Program	Current Month	Full Year
Total Passes	22	46

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	5,120	51	57	2	5,175
Non-Resident/Trinity/Business	137	-	-	-	137
Cards for Kids	9	-	5	-	14

Respectfully submitted by Lorena Rodriguez, Head of Circulation



PALOS HEIGHTS
PUBLIC LIBRARY

Public Services Department Report

March 2023

Meetings

3-1-23: Filmed a segment about the Palos Heights Green Team for Channel 4.
3-6-23: Filmed April "At the Library" for Channel 4.
3-6-23: Call with Dr. Shoman-Dajani of MVCC to discuss future programs.
3-6-23: ILA Public Policy Committee meeting.
3-7-23: PULSE programmers meeting.
3-8-23: Filmed "Book Talk" for Channel 4.
3-8-23: C2E2 panel planning meeting.
3-8-23: ILA Intellectual Freedom Committee meeting.
3-10-23: Met with Dewoun Hayes of the Trinity SALT program to plan a book discussion.
3-15-23: C2E2 panel planning meeting.
3-15-23: Social Media Committee meeting.
3-16-23: July 4 Parade Committee meeting.
3-17-23: Attended Middle Managers Roundtable meeting.
3-20-23: Fan Con meeting.
3-22-23: C2E2 panel planning meeting.
3-23-23: SSAP programmers meeting.

Reference Work

Working with the public via phone, chat, E-Mail, and in person, Public Services staff answered **1,605** questions in March 2023.

Marketing/Publicity/Outreach

Home Delivery: This month we delivered to 5 patrons over 14 visits with 172 items delivered.

Beth did another book discussion over at the Senior Center, which saw increased attendance of 8 people.

Speaking of senior book discussions, I met with the director of Trinity's SALT program (Seasoned Adults Learning at Trinity) to talk about planning a PHPL staff-led book discussion over at the Trinity campus. Details aren't locked down yet, but it will happen in September or October.

Channel 4: I recorded several segments for Channel 4, April “At the Library”, “Book Talk”, and a segment about the Green Team with Lake Katherine director Gareth Blakesley.

I presented a panel, along with 3 people from other libraries, about how to plan and run comic cons at libraries at the C2E2 comic convention on 3-31-23. There were 44 people in attendance. This has led to another presentation, as people from The League of Awesome Librarians were there, and want us to do the same thing over Zoom for their members.

Programming

Program attendance continues to be strong, with more and more people coming back to attend in the library. Most programs in March had in-person presenters, and most programs were hybrid so people could watch from home if they wanted to. Our biggest program of the month with live performers was certainly the Irish Music, with 60 attendees, most of them decked out in green. The musicians noted they also play music at other times of the year and have a Celtic Christmas program, so I think we’ll definitely have them back.

Regarding hybrid programming, I have asked Marcin to see about changing the way the picture-in-picture screen is set-up for our YouTube Live streams. The current position of the box that contains video of the speaker often blocks important portions of the slides. I have asked if we can change it so that it’s more Zoom-like, with the slide off to one side and the speaker box totally separated from it on another side of the screen. We’ll lose some of the size of the current slide, but I think it’s worth it to see the entire slide.

The Puzzle Table continues to be a hit with at least 115 visitors in March (as previously mentioned, with the direction the PS desk faces, we can’t be sure we are counting everyone who stops by). We have a few regulars who stop by almost daily and spend a good amount of time, as well as other patrons who stop by and put a piece or two in place. A nice community is springing up around the table, and I’m planning a puzzle tournament for the fall.

Our annual Oscar contest was a success in terms of submissions. The number of correct answers was pretty low overall, as nobody (but me, apparently) expected *Everything Everywhere All At Once* to sweep.

Trivia continues to do well, with 39 people attending our Juilliani’s event in March.

Spice Club debuted in March! The response was greater than we expected. 54 people signed-up, and – even more satisfying – 48 people came in to get their spice kits! I had been expecting a lower number of people to pick-up, so this was a fine start. So far registration for April is keeping pace.

March programs by the numbers:

Total Programs: 27

Virtual Attendees: 23

In-Person Attendees: 500

Total Attendees: 523

Local History

Digitizing and archiving the Regional photo collection continues, as well as historical photos of PHPL throughout the years.

Collection Development

Placed orders for print and digital books and audiobooks.

Our new ordering plan went into effect this month. Each PS staff member selected a number of fiction genres and non-fictions subjects to be responsible for ordering. It has gone well so far. Beth has graciously agreed to be the point person for people to ask questions to.

I noted that this is a new process for us, and welcome feedback from staff to streamline the process. We know that sometimes things will need to be fluid without any hard numbers to go by. For example, one month may happen to have more big thriller releases than historical fiction, so the thriller person will have more books in the order than the historical fiction person, etc.

So far so good. The April orders are ready to go and the submissions pass muster.

PS staff weeded a number of titles this month, and The Great Fiction/Mystery Shifting Project continues.

Other

In my ILA committee capacity, I worked to put together a couple panels for ILA. One, targeted towards trustees, came to fruition and was submitted. The other didn't work out this year but is a promising idea that I hope can work next year when it's back in Chicagoland and more potential panelists will be attending.

I'd also like to give huge kudos to my staff. They have made transitioning into this role a lot easier. All have shown creative outside-the-box thinking this month in helping patrons. I continue to be very proud of them.

Respectfully submitted,
Matt Matkowski

Public Services - Monthly Statistics

March 2023

Programming	Hybrid	In-person	Programs	Cost	Attendance	Reference Questions		
Paid	4	3	7	\$1,079	145	Reference	Computer	Directional
Free	2	2	4	N/A	62	913	308	384
Book Discussion	0	3	3	N/A	22	Total		
						1,605		
Movies			1	N/A	65	Homebound Deliveries		
Passive Programs			3	N/A	132	# Patrons	# Visits	# Items
Clubs						5	14	172
Needle Crafters			4	N/A	32	Book-A-Librarian # Sessions		
Scrabble			4	N/A	59			
Computer Training - Lab			10	N/A	9			
Total Programming			36	\$1,079	526	0		
Date	Time	TYPE	Paid: Adult Programming		Registered	Cost	Attendance	
03/01/23	7:00 pm	hybrid	Mary Roach (2 in-person)		4	ILP Sub	10	
03/05/23	2:00 pm	hybrid	Invisible Warriors intro (1 in-person)		4	\$179 (1of3)	1	
03/09/23	7:00 pm	In-person	Irish Music		76	\$575	60	
03/12/23	2:00 pm	hybrid	Invisible Warriors screening		5	0 (2of3)	3	
03/15/23	7:00 pm	hybrid	Greg S. Cooke (Invisible Warriors)		3	0 (3of3)	0	
03/16/23	7:00 pm	In-person	When You Wish Upon a Star		27	\$200	32	
03/27/23	6:30 pm	In-person	Trivia Night		41	\$125	39	
Date	Time	Type	Free: Adult Programming		Registered	Cost	Attendance	
03/02/23	7:00 pm	In-person	Oscar Preview		7	n/a	9	
03/21/23	7:00 pm	hybrid	Inky Sea (5 in-person)		12	n/a	12	
03/23/23	7:00 pm	In-person	Seed Starters		37	n/a	34	
03/28/23	7:00 pm	hybrid	DV101 (5 in-person)		9	n/a	7	
Date	Time	Type	Book Discussions		Registered	Cost	Attendance	
03/13/23	12:00 pm	In-person	Lunch Bunch		n/a	n/a	9	
03/21/23	2:00 pm	In-person	Tea Time on Tuesdays		n/a	n/a	5	
03/28/23	2:00 pm	In-person	Senior Book Disc		n/a	n/a	8	
Date	Time	Movies			Registered	Cost	Attendance	
03/19/23	2:00 pm	Sunday @ the Cinema: Banshees...			49	n/a	65	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table			n/a	n/a	115	
		Oscar Contest			n/a	n/a	14	
		Project of the Month			n/a	n/a	3	
Date	Time	Needle Crafters			Registered	Cost	Attendance	
03/07/23	10:00 am	Needle Crafters			n/a	n/a	7	
03/14/23	10:00 am	Needle Crafters			n/a	n/a	8	
03/21/23	10:00 am	Needle Crafters			n/a	n/a	10	
03/28/23	10:00 am	Needle Crafters			n/a	n/a	7	
Date	Time	Scrabble			Registered	Cost	Attendance	
03/07/23	10:00 am	Scrabble			n/a	n/a	14	
03/14/23	10:00 am	Scrabble			n/a	n/a	14	
03/21/23	10:00 am	Scrabble			n/a	n/a	15	
03/28/23	10:00 am	Scrabble			n/a	n/a	16	
Date	Time	Computer Training - Lab			Registered	Cost	Attendance	
3/1/2023	6:00 pm	Tech Time			n/a	n/a	0	
3/7/2023	2:00 pm	Tech Time			n/a	n/a	1	
03/08/23	6:00 pm	Tech Time			n/a	n/a	0	
03/13/23	2:00 pm	PowerPoint Basics			6	n/a	6	
03/14/23	2:00 pm	Tech Time			n/a	n/a	0	
03/15/23	6:00 pm	Tech Time			n/a	n/a	0	
03/21/23	2:00 pm	Tech Time			n/a	n/a	0	
03/22/23	6:00 pm	Tech Time			n/a	n/a	0	
03/28/23	2:00 pm	Tech Time			n/a	n/a	2	
03/29/23	6:00 pm	Tech Time			n/a	n/a	0	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

MARCH 2023

Meetings and Training:

March 01, 2023 Management Teams meeting.

March 06, 2023 Susana attended ALA Core Middle Managers Interest Group meeting.

March 07, 2023 Susana attended ALA Core New Members Interest Group meeting.

March 09, 2023 Susana attended ALA Core Role of the Professional Librarian in Technical Services Interest Group meeting.

March 10, 2023 Susana attended ALA Core Technical Services Workflows Efficiency Interest Group meeting and ALA Core ALA Creative ideas in Technical Services Interest Group meeting. Hosted the first Summer Reading Committee meeting.

March 15, 2023 Susana attended Career Pathway Talk Series: Librarianship Specializations Beyond "Traditional" Library Careers Part II webinar.

March 17, 2023 Susana attended ATLAS Middle Managers meeting training.

March 20, 2023 Fan Con 5th annual planning meeting.

March 22, 2023 Susana attended 1-on-1 with Jesse.

March 28, 2023 Susana attended SWAN Fireside Chat.

Staff Related:

Susana supervised the library during the absence of the Library Director. Thank you for this life learning opportunity.

Lorena trained Susana on closing the cash register.

Susana conducted 1-on-1 with Technical Services clerks to discuss steps to continue their progress in completing their 2023 goals.

Technical Services staff continue to work on revising fiction/mystery adult books that belong to a series.

Technical Services and Circulation continue to work on completing a detailed inventory of the Youth and Teen Services collection.

Statistics:

Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
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Ordered	226	513	18	8	11	25	-	-
Received	158	242	19	0	3	6	-	-
Added	226	197	15	0	5	0	84	163
Discarded	488	213	1	0	0	0	70	18



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
Adult	0	0	1	0	0	0
Juvenile	0	0	0	0	0	0

Library Services			
	January	February	March
Laminating Service*	11	18	0
VHS Conversion:	0 VHS tapes	6 VHS tapes	41 VHS tapes
DVD Format	0	6	20
USB Flash drive Format	0	7	3

* Data for laminating services are total number of pieces laminated.

Respectfully submitted,
Susana Leyva
Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

YOUTH & TEEN SERVICES DEPARTMENT REPORT

MARCH 2023

Highlights of the Month:

Dr. Seuss Day – Mary Kate prepared multiple book themed crafts and a scavenger hunt for the kids to partake in.



Volunteer Meeting – Mary Kate tried a different way of getting some new faces into the library through volunteering.

Pot of Gold Craft – Carla planned this colorful pot of gold craft in honor of St. Patrick's Day for children in grades 3-5.

Green Storytime – Carla read stories, shared rhymes, and sang songs about the color green for babies and caregivers.

Welcome Spring! – Tina planned this story time about different things that happen in the spring.

Teen Book Box – Mary Kate created this new program. Boxes included a library book based off a questionnaire filled out by the teens, along with some goodies for them to keep.

Happy Tree Paint Along – Audrey helped teens follow along a painting tutorial to create their own masterpieces! They had so much fun and all the paintings turned out differently!

Paper Quilling – Teens were able to create art with thin paper and glue. Pictured is a teen's creation!



STEAM: Engineering with the Three Little Pigs – Carla planned this engaging STEAM activity for children in grades K-3. Children refreshed their memories of the story and built three different houses to stop the big bad wolf.

STEAM: Candy Chromatography – Carla planned a STEAM experiment and craft using skittles for children in grades 4-8.

Teen Book Club – Carla and teen patrons in grades 6-12 enjoyed a fabulous book discussion about *Seven Dirty Secrets* by Natalie Richards.

St Patrick's Day Fun – Kids celebrated St Patrick's Day with four crafts prepared by Mary Kate.

Blue's Clues Day – Jolie read two Blue's Clues stories to children, made four Blue's Clues themed crafts and ended this program with finding his paw print hidden in the department! Children ages 2-5 enjoyed using their creativity when putting the crafts together.

Handprint Animals – Claire guided children in grades K-3 to draw different animals by tracing their hands. Children enjoyed stretching their creativity and artistic flair through their animal designs.

Sunshine Storytime – Claire read stories and sang songs all about the sun for children ages 2-5 and their caregivers.

Kindness Rocks – Claire guided children of all ages to write and draw kind messages on small rocks. Children enjoyed the opportunity to brighten someone's day and enjoyed discussing what they would do with their rocks.

Meetings and Department News:

Management Meeting – Tina and Carla attended the management meeting on 03/01.

Mackin: Finding Your Voice, Telling Your Story – Carla watched this webinar on 03/02. She listened to a panel of three authors discuss the power of sharing your own story.

Booklist: Amazing Audiobooks – Carla and Claire watched this webinar on 03/02 in order to learn about some trends in audiobooks and upcoming spring releases.

Channel 4 – Tina shared library events on 03/06.

YTS Meeting – Tina led a meeting on 03/06 to discuss this year's summer reading program and review what the department needs to do during instances of severe weather, power outages, and fires.

Booklist: HarperCollins Children's Books Spring 2023 Librarian Preview – Tina, Carla, and Claire watched this webinar on 03/10 about upcoming titles and heard authors discuss their books.

SRP Kick Off Committee Meeting – Carla and Mary Kate attended this meeting on 03/10 to begin planning the kickoff party for summer reading.

Dist. 118 Meeting – Tina and Carla met with the new library media specialist for Dist. 118 on 03/15. They discussed collection development and ways to strengthen our partnership.

Social Media Meeting – Tina and Mary Kate attended this meeting about National Library Week posts and activities on 03/15.

4th of July Committee Meeting – Carla attended this meeting on 03/16 to discuss the upcoming 4th of July parade.

Baker Lectures: Life After Potter: Revisiting Race, Justice, and Difference in the Wizarding World – Mary Kate watched this webinar on 03/17. Dr. Sarah Park Dahlen and Dr. Ebony Elizabeth Thomas talked about how to approach Harry Potter and JK Rowling in the world today and gave examples of similar books that are more inclusive of every culture and everyone.

FanCon Meeting – Claire attended this meeting on 03/20 to discuss plans for the upcoming FanCon event.

SLJ: Middle Grade Magic – Tina and Carla watched this event on 03/20 and listened to a variety of middle grade authors discuss their novels.

DK School & Library Summer 2023 Preview – Carla and Claire watched this webinar on 03/22.

LJ: Spring Graphic Novels – Mary Kate watched this webinar on 03/21 about upcoming graphic novels for J and YA.

SLJ: Spring Teen/YA Book Buzz – Tina and Mary Kate watched this webinar on 03/22 about upcoming YA books.

Mackin: Black Girl Joy! Empowering Coming-of-Age Stories for Middle Grade Readers – Carla watched this webinar on 03/23 and listened to three authors discuss their novels and the importance of highlight black girl joy.

Preschool Partnerships Meeting – Carla attended this meeting on 03/23. The group discussed book and song suggestions that has worked well in their outreach storytimes.

Booklist: Picture Book Parade – Claire watched this webinar on 03/28 to learn about upcoming fiction and nonfiction picture books.

Booklist: Spring-Summer 2023 Showcase – Carla watched this webinar on 03/30 in order to learn about upcoming titles for children.

Outreach:

Trusting Hearts --- Jolie presented a storytime all about Saint Patricks Day to a 3-4 year old preschool class 03/14.

Rec Center – Carla presented a storytime about the spring to the 3 and 4 year-old preschool classes on 03/21 and 3/22.

Indian Hill Preschool – Carla presented a storytime about spring to six preschool classes on 03/22.

Chippewa Reading Night – Claire presented a storytime and craft themed around Clifford the Big Red Dog to a classroom of K-5 students and their parents on 03/22.

Reggio Academy – Mary Kate presented an ocean themed storytime to a class of 2-5 year olds on 03/27.

Sandbox – Carla planned a STEAM activity using the story of the Three Little Pigs for a group of children from Sandbox school on 03/29.

Book Talks – Carla shared her recommendations for students in 128 and the middle school at 118.

Respectfully submitted,

Tina Ruzala

Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	14	251		Reference	Computer	Directional
Free Tween/Teen Programming	6	31		312	53	228
Youth Paid Programming	0	0		TOTAL	593	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	20	282		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	450	233	53
TOTAL OUTREACH	1	30	1568	TOTAL	736	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
03/02/23	4:00 PM	Dr. Seuss! Day		18
03/03/23	11:00 AM	Unicorn Fun Storytime		28
03/08/23	1:00 PM	Sensory Friendly Playtime - Key Autism Services		7
03/08/23	4:30 PM	Furry Readers		28
03/09/23	4:00 PM	Handprint Animals		23
03/10/23	11:00 AM	Welcome Spring Storytime		30
03/13/23	4:00 PM	Pot of Gold Craft		2
03/15/23	11:30 AM	Green Storytime		11
03/15/23	4:00 pm	Invention Convention		0
03/16/23	4:00 pm	St. Patrick's Day Fun		14
03/22/23	11:30 am	Sunshine Storytime		29
03/23/23	4:00 pm	Blue's Clues Day!		22
03/27/23	4:00 pm	STEAM: Engineering with the Three Little Pigs		8
03/29/23	4:00 pm	Kindness Rocks		31

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
03/06/23	4:00 PM	STEAM: Candy Chromatography		7
03/07/23	7:00 PM	Volunteens Meeting		1
03/12/23	4:00 PM	Teen Book Boxes		10
03/14/23	5:00 PM	Teen Book Club		4
03/20/23	4:00 PM	Happy Tree Paint Along		8
03/21/23	6:00 pm	Paper Quilling		1
03/29/23	4:00 pm	Baseball Cap Box (rescheduled due to Cricut replacement part)		

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Popsicle Stick Flower	230
Teen Craft - Frog Drawing	120
Pot of Gold Activity	53
Craft - Cherry	220
Teen Craft - Paper Bag Book	75
Teen Gaming - Nintendo Switch	22
FabLab - Cricut Flower (Teen)	5
FabLab - Bottle Opener (Teen)	11

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
03/08/23	Grades K-1 Virtual Booktalks	6	161
03/08/23	Grades 2-3 Virtual Booktalks	7	154
03/08/23	Grades 4-5 Virtual Booktalks	5	126
03/10/23	Grades 6-8 Virtual Booktalks	1	700
03/14/23	Trusting Hearts	1	31
03/21/23	Rec Center Preschool	1	13
03/22/23	Rec Center Preschool	1	20
03/22/23	Indian Hill Preschool	6	82
03/22/23	Chippewa Reading Night	1	250
03/27/23	Reggio Academy	1	15
03/29/23	Sandbox Visit - Three Little Pigs Engineering	1	16

III. BUDGETING

An annual operating budget for the coming fiscal year shall be prepared by the Director and presented to the Board for ~~final~~ approval at the September Board Meeting prior to the new fiscal year. The budget shall reflect the cost of carrying out the programs and services of the Palos Heights Public Library for the coming fiscal year. This budget shall also reflect the anticipated revenues of the Palos Heights Public Library.

The budget shall be viewed by the Board as its financial plan for the Palos Heights Public Library, and approval of the budget by the Board shall be authority for the Director to manage the Palos Heights Public Library's finances according to the plan without seeking further approval of the Board as long as the expenditures have been previously ~~budgeted~~appropriated. However, the Director shall keep the Board well-informed of the ongoing status of the state of the Library's finances and shall not make expenditures outside the budget without seeking Board approval to amend the budget. Amendments to the budget shall be presented to the Board for approval for any of the following reasons:

- Palos Heights Public Library enters into contracts that were not included in the approved budget;
- Management proposes a major expenditure that was not included in the approved budget;
- Significant unanticipated revenues are received or expenses are higher than projected.



PALOS HEIGHTS
PUBLIC LIBRARY

FINANCIAL POLICY

I. FINANCIAL MANAGEMENT

The Palos Heights Public Library's fiscal year shall be the first day of January thru the last day of December. Financial resources are ultimately the responsibility of the Board of Trustees. The Board shall:

- Have a clear plan for acquisition of financial resources to pay for the programs and services provided by the Palos Heights Public Library;
- Provide guidelines for management and allocation of financial resources which shall produce optimum benefit for those it serves;
- Monitor and evaluate the financial plans and guidelines of the Palos Heights Public Library to ensure the financial integrity of the Palos Heights Public Library.

II. LEVY

The Library's levy is prepared by the Library Director and the Budget and Finance Committee. The levy is then presented for approval by the full Board of Trustees before being sent to the City of Palos Heights for inclusion in its levy. The City includes the Library's levy as part of their levy to Cook County every December. The Library receives the proceeds from the levy, which are deposited directly into its bank account.

The City of Palos Heights is a "tax-capped" community, meaning that it is subject to the Illinois Property Tax Extension Limitation Law (PTELL). This means that each year, the City is limited to a maximum property tax increase less than or equal to the amount of the consumer price index from the year prior or 5%, whichever is less. Any increase above this threshold will be reduced by Cook County to meet this threshold.

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- Palos Heights Public Library enters into contracts that were not included in the approved budget;
- Management proposes a major expenditure that was not included in the approved budget;
- Significant unanticipated revenues are received or expenses are higher than projected.

IV. AUTHORITY TO SPEND

The Director or designee is authorized to pay all budgeted expenditures and all invoices for contracts and agreements previously approved by the Board subject to the following qualifications:

- The Director is authorized to spend up to \$5,000 on any single item without prior approval of the Board of Trustees.
- For purchases in excess of \$5,000 but less than \$25,000, every effort will be made to secure at least three quotes before selecting a vendor unless there is a specific reason for choosing that particular vendor of that particular product or service. If unbudgeted, purchases in this amount require approval of the Library Board.
- Purchases in excess of \$25,000 will be subject to an open, competitive bidding process as required by statute. In certain circumstances, the Library Board may waive compliance with the competitive bidding process, as allowed under relevant statutes. All purchases in this amount require approval of the Library Board.

V. SPECIAL RESERVES EXPENDITURES

The Director is authorized to make any expenditures necessary for the day-to-day operations of the Library within the annual budget as approved by the Board of Trustees.

Expenditures for the procurement or maintenance of capital assets of the Library that do not fit within the scope of the annual budget of a given budget cycle may be purchased using funds from the Library's Special Reserve Fund, as outlined in the Library's Special Reserve Fund Policy.

Special Reserves expenditures in excess of \$5,000 must be approved by the Board of Trustees in advance of procurement.

Special Reserves Expenditures of less than \$5,000 may be procured at the discretion of the Director. The full Board will ratify such payment at the next regularly scheduled meeting of the Board.

VI. ACCOUNTING

The accounting system used by the Palos Heights Public Library shall utilize generally accepted accounting principles (GAAP) that are required by regulatory agencies for government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The accounting practices and procedures used by the Palos Heights Public Library shall allow for adequate management of the Library's revenues and expenditures and shall provide adequate systems of monitoring by the Board of Trustees as well as outside auditors.

Reporting Entity

As required by generally accepted accounting principles (GAAP), the financial statements shall include all accounts of the Palos Heights Public Library. The library has a separate Board from that of the City of Palos Heights and provides services to residents within the geographic boundaries of the City.

Measurement Focus, Basis of Accounting, and Basis of Presentation

The accounts of the library are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

Governmental funds are used to account for the library's general governmental activities. The Library shall use the modified accrual basis of accounting, wherein revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transactions can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

The Library recognizes property taxes when they become both measurable and available in the year intended to finance. A one-month availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

VII. FUNDS AND FUND BALANCES

The Library maintains the following funds:

- The General Operating Fund is the library's primary fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The Special Reserves Fund holds monies that are legally restricted to expenditures for capital purposes.
- The IMRF Fund is used to make payments toward the Library's pension obligations.
- The Social Security Fund is used to pay for the Library's Social Security obligations.
- The Audit Fund is used to pay for the library annual Audited Financial Reports.
- The Workers Compensation Fund is used to pay for the Library's annual workers compensation insurance policy.

SPECIAL RESERVES FUND

The Palos Heights Public Library maintains a working capital reserve fund known as the Special Reserves Fund, which was created by resolution in accordance with 75 ILCS 5/5-8 for the purposes authorized by statute. The Board reserves the right to continue to reserve funds pursuant to 75 ILCS 5/5- 8 without making any expenditure until such time as the Board determines the specific expenditures to be appropriate. Any interest earned remains within the fund.

FUND BALANCE

At the close of the fiscal year, the Library Board shall authorize the transfer of excess monies from the General Fund to the Special Reserves Fund. The amount of the transfer shall be determined according to the Library's Fund Balance Policy. Provided the fund balance at the end of the previous fiscal year is equal to or greater than 45% of the budgeted expenditures for the previous fiscal year, the net difference in fund balance shall be transferred to the Special Reserves Fund.

VIII. FINANCIAL REPORTS AND AUDITS

Reports reflecting the financial condition of the Palos Heights Public Library shall be presented to the Board monthly. These financial reports shall include:

- Monthly revenue and expenditure statements for the month and year-to-date with comparison to the budget in all funds;
- Payroll distribution summary;
- A statement of current cash and investments.
- A statement of disbursements (bills) for the month.

An independent auditor appointed by the Board shall conduct an annual audit of the Library's finances in accordance with current legal requirements and generally accepted accounting principles (GAAP). The auditor will issue a comprehensive Annual Financial Report for the prior fiscal year no later than the end of May of the following year.

IX. DISBURSEMENTS

The disbursements for the month are approved at the Board meeting before most checks are distributed to the vendors. Payments to regular vendors (e.g. utilities or insurance) are pre-issued before the Board meeting and approved at the meeting. Each disbursement shall be supported by an invoice or other evidence of the propriety of the disbursement. Each invoice shall be signed by two persons: the appropriate department head and the Director. In the event of an administrative expense, the invoice shall be signed by the Director or the Business Manager. One copy of the invoice shall be filed at the Library.

ACCOUNTS PAYABLE APPROVAL LISTING

An accounts payable approval listing, itemizing all disbursements for each accounting period will be submitted to the Treasurer and all trustees for review prior to the regular meeting of the board. The original copy of the accounts payable approval listing shall be approved by majority vote of a quorum of the board and filed at the Library. If a quorum of the Board is not available or a regular monthly meeting is cancelled, management is authorized to review and authorize payment of all routine bills that are within the Budget. The full Board will ratify such payment at the next regularly scheduled meeting of the Board.

CHECKS

Disbursements (other than petty cash) made from library funds, of which the Treasurer of the Library Board is custodian, shall be made by check signed by two persons, the Director and either the Treasurer or President of the Board. It is the responsibility of the Director to ensure that signatures are procured from appropriate signatories so that payment can be made on obligations of the Palos Heights Public

Library. It is also the responsibility of the Director to establish adequate controls and safeguards to ensure disbursement of funds only for proper purposes. It is the responsibility of all check signers to ensure that there is adequate documentation, consistent with good internal controls, for valid payment of checks they sign.

SPENDING AUTHORIZATIONS

The Director may make expenditures consistent with the Board-approved budget without further Board approval. However, expenditures that are not within the Board-approved budget must be formally authorized by the Board of Trustees. A list of anticipated major capital expenditures should be included with the annual budget.

PETTY CASH

The Library shall maintain petty cash to be accountable to the Board and to be used only for those items that are impractical to use a credit card or check. All petty cash purchases will be verified against appropriate receipts.

CREDIT CARDS

The Director, Business Manager, and other selected staff members shall be issued a Palos Heights Public Library credit card at the discretion of the Director. The list of staff credit cards and spending limits shall be documented in Administration. Each card shall only be used for appropriate Palos Heights Public Library business, and all uses shall be properly documented. The Palos Heights Public Library credit card shall not be used for personal expenditures. The Board of Trustees will maintain a list of all cards issued on behalf of the Library. Monthly credit card bills shall be documented in the accounts payable approval listing for the Board each month.

X. CAPITAL ASSETS

DEFINITION

Capital assets are the Library's major assets that typically benefit the Library for more than a single accounting period. They include such items as land, buildings, furnishings and equipment, and any vehicles owned by the Library. Due to the nature of the Library's mission and the dollar amount it invests in them, books, publications, and audio-visual materials are also considered capital assets of the Library.

THRESHOLDS

The Library will capitalize all assets with an estimated useful life in excess of one year and an individual unit cost of \$5,000 or more (with the exception of books and materials). All books, publications, and

audio-visual material purchased and owned by the Library with a useful life of more than one year will be capitalized as a group without regard to purchase price.

With regard to asset repairs and improvements, costs incurred in the amount of \$5,000 or more will be capitalized if the repair or improvement extends the useful life of the asset by more than 25% or significantly increases the service capacity or usefulness of the asset.

ESTIMATED USEFUL LIVES

"Estimated useful life" means the estimated number of years that an asset will be able to be used for the purpose for which it was intended when purchased. Estimated useful life is used to allocate the cost of the asset over the period in which the Library is expected to receive benefit from the asset. The periodic charge of the benefit is called "depreciation expense" and is reported in the Library's government-wide financial statements each year. The following table sets forth the typical useful life of each category of capital asset that is depreciated:

Category	Estimated Useful Life
Building	40 years
Building Improvements	10-30 years
Furniture	5-20 years
Equipment	8 years
Books and Other Library Materials	7 years
Audiovisual Materials	3 years

RECORDING CAPITAL ASSETS

Capital assets are to be reported and depreciated in the government-wide financial statements. All assets that meet the above definitions and thresholds will be recorded at historical costs or estimated historical cost. In the case of a donated asset, it shall be recorded at its estimated fair value at the time of acquisition.

DEPRECIATION

Assets subject to depreciation will be depreciated using a straight-line method. Depreciation for assets acquired during the year will be prorated based on the month the asset is put into service.

STEWARDSHIP

All capital assets will be inventoried on an annual basis. All such assets will be tagged and cataloged as appropriate to ensure proper tracking of the items through their service lives. The inventory list will include the location, initial value, depreciated value, and other relevant information for tracking each item. Library administration will be responsible for keeping the inventory list up to date.

DISPOSAL

The Library will attempt to retain capital assets until the end of their expected useful life or until they become obsolete or unrepairable. Library staff will attempt to sell all surplus Library property at its true current fair market value. If it is not economically prudent to sell the asset, or if no willing buyer is found, the property can be disposed of at the discretion of the Board or the Director.

For property with a current fair market value of less than \$1,000, the Director shall have the authority to dispose of or sell it as they deem it to be in the Library's best interest, provided the provisions of this policy statement are adhered to.

For property with a current unit value of \$1,000 to \$2,499, the Director shall attempt to sell said property through a competitive process by posting the notice of sale in the building and as appropriate online. The Director will also consider other means of obtaining the best possible price for the property, such as advertising in the local newspaper or on-line auction houses.

For property with a current unit value of \$2,500 or more, the Director shall sell such property through an advertised sealed bid process pursuant to Statute.

OTHER INVENTORY

This policy is intended to address those capital assets that must be tracked for external financial reporting purposes. There are other assets that do not need to be included in external financial statements but do need to be inventoried for internal control purposes. Although a lot of other equipment will fall below the dollar threshold for capitalization, Library staff is to maintain a separate inventory of other equipment to improve internal control and safeguard these assets.

XI. Chart of Accounts

The Library maintains the following accounts to track its revenues and expenditures:

3000 GENERAL REVENUES

- 3100 REAL ESTATE TAXES

- 3200 MISCELLANEOUS RECEIPTS

- 3300 INTEREST EARNED

4000 GENERAL EXPENDITURES

- 4300 PERSONNEL SERVICES

- 4400 CONTRACTUAL SERVICES

- 4406 BUILDING MAINTENANCE

- 4440 INSURANCE

4470 UTILITIES

4500 SUPPLIES

4600 GENERAL CAPITAL EXPENSES

4700 MEDIA/LIBRARY MATERIALS

4900 REIMBURSABLE EXPENSES

7000 CAPITAL PROJECT EXPENSES

ADOPTED: September 17, 2020