



PALOS HEIGHTS  
PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

January 18, 2024

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the November 16, 2023 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for November 2023 for \$201,905.09  
Approval of the Treasurer's report for the month ending November 30, 2023  
Approval of the General Fund bills for December 2023 for \$391,252.77  
Approval of the Treasurer's report for the month ending December 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  
Long Range Planning – Sue Jankowski  
Nominating – Susan Snow  
Personnel – Dianne Key  
Policy – Rose Zubik
- NEW BUSINESS: 1. Approval of Policy Committee Updates  
a. Personnel Benefits Policy  
b. Financial Policy  
2. Approval to repay loan of \$250,000 to City of Palos Heights  
3. Approval of plumbing backflow repair of \$8,841.00
- ADJOURNMENT
- NEXT MEETING: Thursday, February 15, 2024

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 November 16, 2023

The meeting was called to order at 7:00 PM by President Geri Burek. The following Trustees were present: Trustee Rhodes, Keough, Key, Jankowski, Foertsch, Zubik, Peltz and Burek. Trustee Snow was not present in person but attended via Zoom. The President announced that a quorum was present.

Library Director, Jesse Blazek, was present as was Business Manager Terry Fleckenstein. Staff member Tina Ruszala, Supervisor of Youth and Teen Section, was also present.

The minutes of the September 21<sup>st</sup> Board meeting were approved on Trustee Snow's motion, Trustee Zubik's second, and a voice vote. Motion carried. As there was no meeting held on the regular date for the October Board meeting, due to the lack of a quorum, there were no minutes to review for October.

Treasurer, Trustee Keough, moved to approve the General Fund bills for the month of September, for the total of \$120,754.50. His motion was seconded by Trustee Zubik. On a roll call vote the motion carried. Trustee Keough then moved to approve the Treasurer's report for the month of September and Trustee Foertsch seconded his motion. On a roll call vote, the motion carried. Trustee Keough continued with a motion to approve the General Fund bills for the month of October in the amount of \$150,957.97 and Trustee Key provided the second. This motion carried on a roll call vote. Finally, Trustee Keough moved to approve the Treasurer's report for the month of October 2023 and Trustee Keough seconded. A roll call vote carried the motion.

President Burek welcomed Jon Peltz as the ninth Trustee on the Board. She distributed a list of new committees and the assignments to them.

The Director reported the following in addition to the narrative included in the Trustees packets.

He reported that the Fundraising Event in October raised \$16,310.

Director Blazek informed the Board that a Palos Heights resident is a new intern at the Library.

The most recent receipt from the Osterberg Trust, \$84,851.12, is sitting in the general fund as tax revenue is awaited.

The Director reminded the Trustees of the upcoming holiday party for staff, to which the Trustees are invited, to take place on December 3<sup>rd</sup> at Capri Banquet facility.

President Burek called for Committee reports and the following were made:

Treasurer Keough deferred his report to the new business portion of the meeting.

Trustee Foertsch reported for Building and Grounds Committee that the fence has been installed around the air conditioning unit.

City Hall Liaison Burek reported that the City Budget and Finance Committee is scheduled to meet on December 5<sup>th</sup> at which time they will consider our budget and levy.

Trustee Jankowski and Director Blazek reported that the Friends of the Library raised \$11, 670 from sales in 2023, so far. The Friends membership is at 78 members. They voted to pay for fresh holiday garland for the Library.

In her role as Fundraising Committee Chairman, Trustee Burek thanked everyone who contributed to the success of the fundraising event.

Trustee Snow, Personnel Committee Chairman, reported that the Director Evaluation process awaits responses from members to the draft of the instrument to be used in 2023.

#### New Business

Director Blazek began by offering a review of the context as a preliminary to requested action. Trustee Zubik then offered a motion, seconded by Trustee Keough, which rescinds the FY2023 Budget Amendments enacted in last September. The vote was taken by a roll call and the motion was carried.

The calendar of Library Closing Dates was discussed as proposed. Trustees considered the need for a June 1<sup>st</sup> closing in addition to those proposed. Trustee Rhodes moved the amended proposed list, and Trustee Jankowski seconded her motion. On a voice vote the motion carried.

Director Blazek proposed the 2024 Regular Board meeting calendar. Trustee Zubik moved its adoption, Trustee Key seconded the motion and on a voice vote, it was adopted. The Director stated his proposal for Committees to use those dates for their meetings, prior to the Board meeting time.

The annual Staff Appreciation Awards, determined by a previously adopted formula, were approved on Trustee Zubik's motion and Trustee Key's second. The motion carried on a roll call vote.

The discussion of "Serving Our Public 4.0", the required annual standard review for Illinois libraries, was lead by the Director and considered accomplished.

The Board discussed the agenda item to consider the possible recipients of the 2023 Palmer Award. The Board was enthusiastic about recognizing the generosity of the Estate of the Osterbergs and on the motion of Trustee Snow and second by Trustee Zubik, voted to present the Palmer Award to the representatives of the Estate of the Osterbergs, in a voice vote. The Award is traditionally presented at the Staff Holiday party.

Staff information correction noted by Trustee Key: her phone number is 708-638-0397.

On motion of Trustee Keough and second by Trustee Jankowski, the meeting was adjourned at approximately 7:50PM CST.



PALOS HEIGHTS  
PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
January 18, 2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	November	\$201,905.09	6.1 to 6.8
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	11/30/2023	N/A	1
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	December	\$391,252.77	6.1 to 6.6
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	12/31/2023	N/A	1



	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$379,663.75		\$379,663.75
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$242.62		\$242.62
» Non Resident Cards	\$302.19		\$302.19
» Miscellaneous	\$346.52		\$346.52
COPIER	\$451.48		\$451.48
GRANTS	\$0.00		\$0.00
INTEREST	\$424.84	\$2.62	\$427.46
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$567.75		\$567.75
» Miscellaneous	\$251,237.02		\$251,237.02
DONATIONS/GIFTS			\$0.00
» Restricted	\$150.00		\$150.00
» Annual Fundraising	\$807.14		\$807.14
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>TOTAL REVENUES</b>	<b>\$634,193.31</b>	<b>\$2.62</b>	<b>\$634,195.93</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$107,412.69		\$107,412.69
» Employee Benefits	\$23,982.34		\$23,982.34
» Staff & Board Development	\$467.80		\$467.80
CONTRACTUAL SERVICES	\$11,146.98		\$11,146.98
BUILDING MAINTENANCE	\$5,996.94		\$5,996.94
INSURANCE	\$0.00		\$0.00
UTILITIES	\$1,174.13		\$1,174.13
SUPPLIES	\$3,597.83		\$3,597.83
CAPITAL EXPENSES	\$14,620.71		\$14,620.71
MEDIA	\$20,888.93		\$20,888.93
REIMBURSEMENTS	\$1,288.69		\$1,288.69
SR PROJECTS	\$11,328.05		\$11,328.05
<b>TOTAL EXPENDITURES</b>	<b>\$201,905.09</b>	<b>\$0.00</b>	<b>\$201,905.09</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	<b>\$432,288.22</b>	<b>\$2.62</b>	<b>\$432,290.84</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
**Tansfer in	\$215.00	\$0.00	\$215.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$215.00</b>	<b>\$0.00</b>	<b>\$215.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>\$432,503.22</b>	<b>\$2.62</b>	<b>\$432,505.84</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$126,581.62</b>	<b>\$3,118.90</b>	<b>\$129,700.52</b>
<b>END OF MONTH</b>	<b>\$559,084.84</b>	<b>\$3,121.52</b>	<b>\$562,206.36</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH NOVEMBER 30, 2023

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
<b>REVENUES</b>					
PROPERTY TAXES	\$2,437,109.03	\$2,437,109.03	\$1,670,282.11	\$766,826.92	68.54%
CORPORATE REPLACEMENT TAX	\$12,000.00	\$12,000.00	\$29,946.67	-\$17,946.67	249.56%
<b>DIRECT REVENUES</b>					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$2,302.32	\$197.68	92.09%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$1,003.25	\$796.75	55.74%
Miscellaneous	\$2,200.00	\$2,200.00	\$3,077.68	-\$877.68	139.89%
COPIER	\$4,000.00	\$4,000.00	\$4,112.63	-\$112.63	102.82%
GRANTS	\$17,800.30	\$17,800.30	\$17,800.30	\$0.00	100.00%
INTEREST	\$3,115.00	\$3,115.00	\$5,597.33	-\$2,482.33	179.69%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$12,689.01	-\$1,689.01	115.35%
Miscellaneous	\$5,000.00	\$5,000.00	\$260,482.43	-\$255,482.43	5209.65%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$670.00	\$330.00	67.00%
Annual Fundraising	\$15,000.00	\$15,000.00	\$17,479.20	-\$2,479.20	116.53%
Planned Giving	\$15,000.00	\$15,000.00	\$84,851.12	-\$69,851.12	0.00%
<b>TOTAL REVENUES</b>	<b>\$2,527,524.33</b>	<b>\$2,527,524.33</b>	<b>\$2,110,294.05</b>	<b>\$417,230.28</b>	<b>83.49%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$925,004.53	\$925,004.53	\$853,353.76	-\$71,650.77	-7.75%
Employee Benefits	\$269,144.00	\$269,144.00	\$244,892.70	-\$24,251.30	-9.01%
Staff & Board Development	\$10,500.00	\$10,500.00	\$6,774.04	-\$3,725.96	-35.49%
<b>CONTRACTUAL SERVICES</b>	<b>\$180,400.05</b>	<b>\$180,400.05</b>	<b>\$161,518.61</b>	<b>-\$18,881.44</b>	<b>-10.47%</b>
<b>BUILDING MAINTENANCE</b>	<b>\$43,539.20</b>	<b>\$43,539.20</b>	<b>\$41,427.30</b>	<b>-\$2,111.90</b>	<b>-4.85%</b>
<b>INSURANCE</b>	<b>\$24,222.00</b>	<b>\$24,222.00</b>	<b>\$21,035.05</b>	<b>-\$3,186.95</b>	<b>-13.16%</b>
<b>UTILITIES</b>	<b>\$13,750.00</b>	<b>\$13,750.00</b>	<b>\$9,884.16</b>	<b>-\$3,865.84</b>	<b>-28.12%</b>
<b>SUPPLIES</b>	<b>\$25,638.25</b>	<b>\$25,638.25</b>	<b>\$23,897.54</b>	<b>-\$1,740.71</b>	<b>-6.79%</b>
<b>CAPITAL EXPENSES</b>	<b>\$778,000.00</b>	<b>\$778,000.00</b>	<b>\$582,969.40</b>	<b>-\$195,030.60</b>	<b>-25.07%</b>
<b>MEDIA</b>	<b>\$175,815.00</b>	<b>\$175,815.00</b>	<b>\$149,366.73</b>	<b>-\$26,448.27</b>	<b>-15.04%</b>
<b>REIMBURSEMENTS</b>	<b>\$34,800.30</b>	<b>\$34,800.30</b>	<b>\$29,521.50</b>	<b>-\$5,278.80</b>	<b>-15.17%</b>
<b>SR PROJECTS</b>	<b>\$46,711.00</b>	<b>\$46,711.00</b>	<b>\$32,504.72</b>	<b>-\$14,206.28</b>	<b>-30.41%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,527,524.33</b>	<b>\$2,527,524.33</b>	<b>\$2,157,145.51</b>	<b>-\$370,378.82</b>	<b>-14.65%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$46,851.46</b>	<b>\$46,851.46</b>	
<b>OTHER FINANCING USES</b>					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
<b>TOTAL OTHER FINANCING USES</b>			<b>\$0.00</b>		
<b>NET CHANGE IN FUND BALANCE</b>			<b>-\$46,851.46</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$556,517.65</b>		
			<b>-\$734,050.69</b>		



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF NOVEMBER 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>						
<b>OPERATIONAL SALARIES</b>						
4311	SALARIED EMPLOYEES	\$727,971.95	\$80,463.85	\$668,069.32	\$59,902.63	8.23%
4312	HOURLY EMPLOYEES	\$191,532.58	\$22,411.19	\$180,071.79	\$11,460.79	5.98%
4313	ADDITIONAL COMPENSATION	\$5,500.00	\$4,537.65	\$5,212.65	\$287.35	5.22%
<b>TOTAL OPERATIONAL SALARIES</b>		<b>\$925,004.53</b>	<b>\$107,412.69</b>	<b>\$853,353.76</b>	<b>\$71,650.77</b>	<b>7.75%</b>
<b>EMPLOYEE BENEFITS</b>						
4331	ILL. MUNI. RETIREMENT FUND	\$68,192.80	\$5,344.26	\$60,987.21	\$7,205.59	10.57%
4332	SOCIAL SECURITY - FICA	\$70,342.10	\$7,885.88	\$63,748.80	\$6,593.30	9.37%
4333	INSURANCE	\$129,609.10	\$10,752.20	\$119,275.45	\$10,333.65	7.97%
4334	CLOTHING	\$1,000.00	\$0.00	\$881.24	\$118.76	11.88%
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>\$269,144.00</b>	<b>\$23,982.34</b>	<b>\$244,892.70</b>	<b>\$24,251.30</b>	<b>9.01%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>						
4351	MEMBERSHIP FEES	\$2,200.00	\$0.00	\$1,409.00	\$791.00	35.95%
4352	BOARD DEVELOPMENT	\$800.00	\$0.00	\$30.00	\$770.00	96.25%
4353	ADMINISTRATOR	\$500.00	\$200.00	\$425.00	\$75.00	15.00%
4354	PROFESSIONAL STAFF	\$5,000.00	\$389.05	\$3,408.20	\$1,591.80	31.84%
4355	SUPPORT STAFF	\$1,000.00	\$0.00	\$619.80	\$380.20	38.02%
4356	MILEAGE REIMBURSEMENT	\$1,000.00	-\$121.25	\$882.04	\$117.96	11.80%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>		<b>\$10,500.00</b>	<b>\$467.80</b>	<b>\$6,774.04</b>	<b>\$3,725.96</b>	<b>35.49%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>		<b>\$1,204,648.53</b>	<b>\$131,862.83</b>	<b>\$1,105,020.50</b>	<b>\$99,628.03</b>	<b>8.27%</b>
<b>CONTRACTUAL SERVICES</b>						
<b>PROFESSIONAL SERVICES</b>						
4361	AUDIT FEES	\$6,830.00	\$0.00	\$6,830.00	\$0.00	0.00%
4362	LEGAL FEES	\$2,000.00	\$0.00	\$473.30	\$1,526.70	76.34%
4363	CONSULTANT FEES	\$3,500.00	\$275.00	\$3,326.39	\$173.61	4.96%
4364	APPRAISAL	\$3,500.00	\$0.00	\$575.00	\$2,925.00	83.57%
4365	ACCOUNTANT	\$4,410.00	\$365.00	\$4,125.00	\$285.00	6.46%
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$20,240.00</b>	<b>\$640.00</b>	<b>\$15,329.69</b>	<b>\$4,910.31</b>	<b>24.26%</b>
<b>OUTSIDE SERVICES</b>						
4412	PAYROLL SERVICES	\$4,800.00	\$385.49	\$4,552.48	\$247.52	5.16%
4414	ALARM	\$3,226.00	\$0.00	\$2,478.00	\$748.00	23.19%
4416	MAINTENANCE	\$39,000.00	\$3,619.62	\$35,059.34	\$3,940.66	10.10%
4417	SWAN	\$28,619.00	\$0.00	\$28,871.50	-\$252.50	-0.88%
4418	TECHNOLOGY	\$32,000.00	\$37.82	\$30,104.87	\$1,895.13	5.92%
<b>TOTAL OUTSIDE SERVICES</b>		<b>\$107,645.00</b>	<b>\$4,042.93</b>	<b>\$101,066.19</b>	<b>\$6,578.81</b>	<b>6.11%</b>
<b>PRINTING</b>						
4424	NEWSLETTER PRINTING	\$17,515.05	\$3,088.00	\$15,039.20	\$2,475.85	14.14%
<b>TOTAL PRINTING</b>		<b>\$17,515.05</b>	<b>\$3,088.00</b>	<b>\$15,039.20</b>	<b>\$2,475.85</b>	<b>14.14%</b>
<b>PROGRAMMING</b>						
4451	YOUTH & TEEN PROGRAMMING	\$10,000.00	\$59.24	\$9,659.71	\$340.29	3.40%
4452	PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,779.00	\$12,636.79	\$363.21	2.79%
4454	GENERAL PROGRAMMING	\$9,000.00	\$860.85	\$5,321.59	\$3,678.41	40.87%
<b>TOTAL PROGRAMMING</b>		<b>\$32,000.00</b>	<b>\$2,699.09</b>	<b>\$27,618.09</b>	<b>\$4,381.91</b>	<b>13.69%</b>
<b>PUBLIC RELATIONS</b>						
4461	Public Relations	\$3,000.00	\$676.96	\$2,465.44	\$534.56	17.82%
<b>TOTAL PUBLIC RELATIONS</b>		<b>\$3,000.00</b>	<b>\$676.96</b>	<b>\$2,465.44</b>	<b>\$534.56</b>	<b>17.82%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>		<b>\$180,400.05</b>	<b>\$11,146.98</b>	<b>\$161,518.61</b>	<b>\$18,881.44</b>	<b>10.47%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF NOVEMBER 2023

	BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>					
<b>REPAIRS &amp; MAINTENANCE</b>					
4431 PEST CONTROL	\$856.68	\$64.90	\$713.90	\$142.78	16.67%
4432 HEATING/COOLING SERVICE	\$12,000.00	\$2,261.00	\$11,911.70	\$88.30	0.74%
4434 BUILDING REPAIRS	\$9,000.00	\$417.60	\$8,835.28	\$164.72	1.83%
4436 LAWN MAINTENANCE	\$7,500.00	\$823.91	\$7,500.00	\$0.00	0.00%
4437 SNOW REMOVAL	\$6,364.04	\$1,679.00	\$4,902.00	\$1,462.04	22.97%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$35,720.72</b>	<b>\$5,246.41</b>	<b>\$33,862.88</b>	<b>\$1,857.84</b>	<b>5.20%</b>
<b>EQUIPMENT MAINTENANCE</b>					
4531 COPIER	\$7,578.48	\$631.54	\$7,445.43	\$133.05	1.76%
4533 OTHER EQUIPMENT	\$240.00	\$118.99	\$118.99	\$121.01	50.42%
<b>TOTAL EQUIPMENT MAINTENANCE</b>	<b>\$7,818.48</b>	<b>\$750.53</b>	<b>\$7,564.42</b>	<b>\$254.06</b>	<b>3.25%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>	<b>\$43,539.20</b>	<b>\$5,996.94</b>	<b>\$41,427.30</b>	<b>\$2,111.90</b>	<b>4.85%</b>
<b>INSURANCE</b>					
4441 BLDG. & CONTENTS/GLASS/LIMRiCC	\$22,180.80	\$0.00	\$19,377.05	\$2,803.75	12.64%
4443 DISABILITY (WORKMEN'S COMP)	\$2,041.20	\$0.00	\$1,658.00	\$383.20	18.77%
<b>GROUP TOTAL INSURANCE</b>	<b>\$24,222.00</b>	<b>\$0.00</b>	<b>\$21,035.05</b>	<b>\$3,186.95</b>	<b>13.16%</b>
<b>UTILITIES</b>					
4472 WATER	\$2,750.00	\$407.38	\$2,131.66	\$618.34	22.49%
4473 GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474 TELEPHONE/FAX	\$2,000.00	\$0.00	\$1,989.59	\$10.41	0.52%
4475 INTERNET/LOCAL AREA NET	\$7,000.00	\$766.75	\$5,762.91	\$1,237.09	17.67%
<b>GROUP TOTAL UTILITIES</b>	<b>\$13,750.00</b>	<b>\$1,174.13</b>	<b>\$9,884.16</b>	<b>\$3,865.84</b>	<b>28.12%</b>
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$192.87	\$968.45	\$31.55	3.16%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$0.00	\$1,358.24	\$141.76	9.45%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$609.80	\$2,837.66	\$362.34	11.32%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$1,010.42	\$5,651.24	\$348.76	5.81%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$3,050.00	\$0.00	0.00%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$606.59	\$997.38	\$2.62	0.26%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$295.36	\$1,027.54	\$172.46	14.37%
<b>TOTAL OFFICE SUPPLIES</b>	<b>\$16,950.00</b>	<b>\$2,715.04</b>	<b>\$15,890.51</b>	<b>\$1,059.49</b>	<b>6.25%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$782.33	\$4,101.27	\$348.73	7.84%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>	<b>\$4,450.00</b>	<b>\$782.33</b>	<b>\$4,101.27</b>	<b>\$348.73</b>	<b>7.84%</b>
<b>MAILING EXPENSES &amp; FEES</b>					
4551 POSTAGE & HANDLING	\$600.00	\$100.46	\$265.76	\$334.24	55.71%
4553 BULK FEES & PERMITS	\$3,638.25	\$0.00	\$3,640.00	-\$1.75	-0.05%
<b>TOTAL OFFICE EXPENSE</b>	<b>\$4,238.25</b>	<b>\$100.46</b>	<b>\$3,905.76</b>	<b>\$332.49</b>	<b>7.84%</b>
<b>GROUP TOTAL SUPPLIES</b>	<b>\$25,638.25</b>	<b>\$3,597.83</b>	<b>\$23,897.54</b>	<b>\$1,740.71</b>	<b>6.79%</b>
<b>CAPITAL EXPENSES</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$778,000.00	\$14,620.71	\$582,969.40	\$195,030.60	25.07%
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$778,000.00</b>	<b>\$14,620.71</b>	<b>\$582,969.40</b>	<b>\$195,030.60</b>	<b>25.07%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF NOVEMBER 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
4710A	DATABASES - Adult	\$27,000.00	\$1,021.09	\$21,779.67	\$5,220.33	19.33%
4710B	DATABASES - Youth	\$6,000.00	\$0.00	\$4,332.25	\$1,667.75	27.80%
4711	PERIODICALS	\$14,500.00	\$7,349.82	\$9,213.74	\$5,286.26	36.46%
4712	CONTINUATIONS	\$600.00	\$60.68	\$575.71	\$24.29	4.05%
4714	LARGE PRINT	\$5,500.00	\$702.60	\$3,530.85	\$1,969.15	35.80%
4715	BOOKS - Adult	\$32,300.00	\$5,381.68	\$28,891.96	\$3,408.04	10.55%
4716	BOOKS - Youth	\$33,000.00	\$2,868.77	\$28,377.03	\$4,622.97	14.01%
4717	VIDEOS - Adult	\$4,500.00	\$49.23	\$4,472.61	\$27.39	0.61%
4718	VIDEOS - Youth	\$2,500.00	\$47.97	\$111.69	\$2,388.31	95.53%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$0.00	\$788.42	\$1,211.58	60.58%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$3,057.79	\$192.21	5.91%
4721	SOFTWARE	\$9,000.00	\$0.00	\$8,959.86	\$40.14	0.45%
4722	REALIA	\$300.00	\$55.25	\$300.46	-\$0.46	-0.15%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$293.48	\$1,104.42	\$195.58	15.04%
4724	MUSIC - Adult	\$200.00	\$0.00	\$200.00	\$0.00	0.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$791.50	\$9,976.07	\$23.93	0.24%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$2,119.63	\$12,877.09	\$122.91	0.95%
4726	EBOOKS - Youth	\$3,500.00	\$147.23	\$3,452.11	\$47.89	1.37%
4727	DOWNLOADABLE MUSIC/MOVIES	\$7,365.00	\$0.00	\$7,365.00	\$0.00	0.00%
<b>GROUP TOTAL MEDIA</b>		<b>\$175,815.00</b>	<b>\$20,888.93</b>	<b>\$149,366.73</b>	<b>\$26,448.27</b>	<b>15.04%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>						
4900	MISCELLANEOUS	\$5,000.00	-\$93.42	\$806.53	\$4,193.47	83.87%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,800.30	\$0.00	0.00%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$1,272.50	\$9,914.67	\$1,085.33	9.87%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$109.61	\$1,000.00	\$0.00	0.00%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>		<b>\$34,800.30</b>	<b>\$1,288.69</b>	<b>\$29,521.50</b>	<b>\$5,278.80</b>	<b>15.17%</b>
<b>SPECIAL RESERVE PROJECTS</b>						
7001	SPECIAL RESERVE - PROJECTS	\$46,711.00	\$11,328.05	\$32,504.72	\$14,206.28	30.41%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>		<b>\$46,711.00</b>	<b>\$11,328.05</b>	<b>\$32,504.72</b>	<b>\$14,206.28</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$2,527,524.33</b>	<b>\$201,905.09</b>	<b>\$2,157,145.51</b>	<b>\$370,378.82</b>	<b>14.65%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Adducci Vega Financial Group, LLC</b>					
11/10/2023	Check	5520	10 Oct Bank Reconciliations	4365 Accountant	\$365.00
<b>Total for Adducci Vega Financial Group, LLC</b>					<b>\$365.00</b>
<b>Anderson Pest Solutions</b>					
11/10/2023	Check	5518	11 Nov 23	4431 Pest Control	\$64.90
<b>Total for Anderson Pest Solutions</b>					<b>\$64.90</b>
<b>At&amp;T - Fiber Line</b>					
11/06/2023	Check	5511	Monthly Fee	4475 Internet	\$766.75
<b>Total for At&amp;T - Fiber Line</b>					<b>\$766.75</b>
<b>Baker &amp; Taylor C205293 Continuations</b>					
11/06/2023	Expense	BT PORTAL	2037884399	4712 Continuations	\$60.68
<b>Total for Baker &amp; Taylor C205293 Continuations</b>					<b>\$60.68</b>
<b>Baker &amp; Taylor L4361272 Large Print</b>					
11/06/2023	Expense	BT PORTAL	2037838509	4714 Large Print Books	\$39.80
11/06/2023	Expense	BT PORTAL	2037863573	4714 Large Print Books	\$34.87
11/06/2023	Expense	BT PORTAL	2037868050	4714 Large Print Books	\$39.17
11/06/2023	Expense	BT PORTAL	2037893929	4714 Large Print Books	\$17.28
11/06/2023	Expense	BT PORTAL	Pre processing Fee	4515 Technical Services - Supplies	\$0.99
11/06/2023	Expense	BT PORTAL	2037838508	4714 Large Print Books	\$51.63
11/06/2023	Expense	BT PORTAL	2037863572	4714 Large Print Books	\$18.97
11/06/2023	Expense	BT PORTAL	203786049	4714 Large Print Books	\$18.97
11/06/2023	Expense	BT PORTAL	2037893928	4714 Large Print Books	\$39.17
11/17/2023	Expense	BT PORTAL	2037922440	4714 Large Print Books	\$34.04
11/17/2023	Expense	BT PORTAL	2037922442	4714 Large Print Books	\$39.77
11/17/2023	Expense	BT PORTAL	2037922441	4714 Large Print Books	\$33.04
<b>Total for Baker &amp; Taylor L4361272 Large Print</b>					<b>\$367.70</b>
<b>Baker &amp; Taylor L5040682 Adult Books</b>					
11/06/2023	Expense	BT PORTAL	L5040682	4515 Technical Services - Supplies	\$134.73
11/06/2023	Expense	BT PORTAL	2037833562	4715 Books - Adult	\$599.36
11/06/2023	Expense	BT PORTAL	2037844663	4715 Books - Adult	\$436.11
11/06/2023	Expense	BT PORTAL	2037861486	4715 Books - Adult	\$434.73
11/06/2023	Expense	BT PORTAL	2037875118	4715 Books - Adult	\$466.58
11/06/2023	Expense	BT PORTAL	2037864730	4715 Books - Adult	\$1,379.73
11/06/2023	Expense	BT PORTAL	2037885339	4715 Books - Adult	\$367.13
11/06/2023	Expense	BT PORTAL	2037898302	4715 Books - Adult	\$410.85
11/17/2023	Expense	BT PORTAL	L5040682	4515 Technical Services - Supplies	\$44.55
11/17/2023	Expense	BT PORTAL	2037916052	4715 Books - Adult	\$366.98
11/17/2023	Expense	BT PORTAL	2037907859	4715 Books - Adult	\$503.04
11/17/2023	Expense	BT PORTAL	2037925311	4715 Books - Adult	\$182.66
<b>Total for Baker &amp; Taylor L5040682 Adult Books</b>					<b>\$5,326.45</b>
<b>Baker &amp; Taylor L5346512 Youth Books</b>					
11/06/2023	Expense	BT PORTAL	2037881358	4716 Books - Youth	\$18.36
11/06/2023	Expense	BT PORTAL	2037825073	4716 Books - Youth	\$181.17
11/06/2023	Expense	BT PORTAL	L5346512	4515 Technical Services - Supplies	\$11.88



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2023

Type	Date	Num	Memo	Account	Amount
Baker & Taylor L5346512 Youth Books					
11/06/2023	Expense	BT PORTAL	2037855848	4716 Books - Youth	\$21.29
11/17/2023	Expense	BT PORTAL	L5346512	4515 Technical Services - Supplies	\$0.99
11/17/2023	Expense	BT PORTAL	2037911176	4716 Books - Youth	\$8.61
Total for Baker & Taylor L5346512 Youth Books					\$242.30
Baker & Taylor L5394112 Gift Fund					
11/17/2023	Expense	BT PORTAL	MILLER-PHWC	4906a Reimb. - Restricted Donations	\$24.17
Total for Baker & Taylor L5394112 Gift Fund					\$24.17
CENGAGE/Gale Learning					
11/06/2023	Check	5487	82802782	4714 Large Print Books	\$151.95
11/06/2023	Check	5487	82810315	4714 Large Print Books	\$55.98
11/06/2023	Check	5487	82849766	4714 Large Print Books	\$49.58
11/06/2023	Check	5487	82883520	4714 Large Print Books	\$24.00
11/06/2023	Check	5487	82164731	4714 Large Print Books	-\$31.99
11/17/2023	Check	5525	82965441	4714 Large Print Books	\$25.59
11/17/2023	Check	5525	82960657	4714 Large Print Books	\$30.39
11/17/2023	Check	5525	82951048	4714 Large Print Books	\$30.39
Total for CENGAGE/Gale Learning					\$335.89
Children's Plus Inc.					
11/06/2023	Check	5493	235905	4631 Special Reserves Replenishment	\$1,385.09
11/06/2023	Check	5493	236610	4631 Special Reserves Replenishment	\$4,516.18
11/17/2023	Check	5526	236864	4631 Special Reserves Replenishment	\$45.98
Total for Children's Plus Inc.					\$5,947.25
CIT					
11/08/2023	Check	5515	Invoice 43540513	4531 Copier	\$631.54
Total for CIT					\$631.54
City of Palos Hts - Miscellaneous					
11/06/2023	Check	23042	Annual Elevator Fee	4416 Maintenance	\$150.00
Total for City of Palos Hts - Miscellaneous					\$150.00
City of Palos Hts. - Water Bill					
11/21/2023	Check	5530	Monthly bill	4472 Water	\$407.38
Total for City of Palos Hts. - Water Bill					\$407.38
Clarence Goodman					
11/06/2023	Check	5505	11.28.23 Christmastime in the City	4452 Public Services Programming	\$335.00
Total for Clarence Goodman					\$335.00
Cosmopolitan Building Services					
11/07/2023	Check	5512	11 November Janitorial Services	4416 Maintenance	\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50
Demco					
11/06/2023	Check	5507	7388223	4451 Youth & Teen Programming	\$53.01
11/06/2023	Check	5507	7294002 Credit	4451 Youth & Teen Programming	-\$50.22
Total for Demco					\$2.79



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Dependable Building Maintenance Svc LLC</b>					
11/10/2023	Check	5517	Invoice 21394 YTS Corner guards	7001 Special Reserves Projects	\$676.25
11/10/2023	Check	5517	Invoice 21397 TV relocation / patch / prime	7001 Special Reserves Projects	\$484.80
11/10/2023	Check	5517	Invoice 21225 Paint Interactive space and tr	7001 Special Reserves Projects	\$779.00
<b>Total for Dependable Building Maintenance Svc LLC</b>					<b>\$1,940.05</b>
<b>EBSCO</b>					
11/06/2023	Check	5488	Library Aware	4710a Databases (Adult)	\$983.00
<b>Total for EBSCO</b>					<b>\$983.00</b>
<b>Employee Benefits Corporation</b>					
11/15/2023	Check	5524	BESTflex Premium Only renewal	4363 Consultant Fees	\$275.00
<b>Total for Employee Benefits Corporation</b>					<b>\$275.00</b>
<b>Everest Snow Management, Inc.</b>					
11/06/2023	Check	5489	Payment 2 of 4	4437 Snow Removal	\$1,679.00
<b>Total for Everest Snow Management, Inc.</b>					<b>\$1,679.00</b>
<b>Gary Midkiff</b>					
11/06/2023	Check	23041	11.7.23 The Kennedy Assassination	4452 Public Services Programming	\$260.00
<b>Total for Gary Midkiff</b>					<b>\$260.00</b>
<b>Goddard, Leslie</b>					
11/01/2023	Check	5485	11.2.23 Betty the Pan Am Stewardess	4904 Reimb. - Friends Book Sales	\$400.00
<b>Total for Goddard, Leslie</b>					<b>\$400.00</b>
<b>Grasso Graphics</b>					
11/06/2023	Check	5509	Nov/Dec Newsletters	4424 Newsletter Printing	\$2,612.05
11/06/2023	Check	5509	Mailing Services	4424 Newsletter Printing	\$475.95
<b>Total for Grasso Graphics</b>					<b>\$3,088.00</b>
<b>GT Mechanical</b>					
11/06/2023	Expense	ACH GT	Replace failed gas valve Boiler #1	7001 Special Reserves Projects	\$3,520.00
11/06/2023	Expense	ACH GT	Maintenance Agreement 1st of 2.	4432 Heating/Cooling Service	\$2,261.00
11/06/2023	Expense	ACH GT	Replace AHU-1 Belt sheave and bushings	7001 Special Reserves Projects	\$1,790.00
<b>Total for GT Mechanical</b>					<b>\$7,571.00</b>
<b>ID Label Incorporated</b>					
11/06/2023	Check	5506	Invoice 2023-15602-00	4515 Technical Services - Supplies	\$285.00
<b>Total for ID Label Incorporated</b>					<b>\$285.00</b>
<b>Illinois Sprinkler</b>					
11/06/2023	Check	5494	Winterize system	4434 Building Repairs	\$175.00
<b>Total for Illinois Sprinkler</b>					<b>\$175.00</b>
<b>IMRF</b>					
11/30/2023	Expense	IMRF PORTAL	11 November 2023	4331 IMRF Ill. Muni. Ret. Fund	\$5,344.26
11/30/2023	Expense	IMRF PORTAL	VIMRF	2055 Employee Paid Vol. IMRF	\$932.02
11/30/2023	Expense	IMRF PORTAL	4.50%	2054 PT Employee Paid Contribution	\$148.87
11/30/2023	Expense	IMRF PORTAL	4.50%	2053 FT Employee Paid Contribution	\$2,496.80
<b>Total for IMRF</b>					<b>\$8,921.95</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Independent Construction Services</b>					
11/10/2023	Check	5516	A/E Services	7001 Special Reserves Projects	\$175.00
<b>Total for Independent Construction Services</b>					<b>\$175.00</b>
<b>Ingram</b>					
11/06/2023	Check	5510	October Statement	4715 Books - Adult	\$82.62
11/06/2023	Check	5510	October Statement	4515 Technical Services - Supplies	\$175.23
11/06/2023	Check	5510	October Statement	4716 Books - Youth	\$2,310.85
11/17/2023	Check	5529	November Statement	4715 Books - Adult	\$30.14
11/17/2023	Check	5529	November Statement	4716 Books - Youth	\$296.51
11/17/2023	Check	5529	November Statement	4515 Technical Services - Supplies	\$17.82
<b>Total for Ingram</b>					<b>\$2,913.17</b>
<b>Irish Music School of Chicago</b>					
11/15/2023	Check	5523	12.12.23 Warm Celtic Christmas	4452 Public Services Programming	\$650.00
<b>Total for Irish Music School of Chicago</b>					<b>\$650.00</b>
<b>Julie M. Gentile</b>					
11/01/2023	Check	5486	11.4.23 Self Care for Busy People	4452 Public Services Programming	\$200.00
<b>Total for Julie M. Gentile</b>					<b>\$200.00</b>
<b>LIMRiCC-Employees</b>					
11/06/2023	Expense	ACH LIM	11 November	4333 Insurance	\$10,752.20
11/06/2023	Expense	ACH LIM	EE Paid Benefits	2050 Employee Paid LIMRiCC	\$1,582.48
11/06/2023	Expense	ACH LIM	Kacmar - Retiree	4631 Special Reserves Replenishment	\$973.00
<b>Total for LIMRiCC-Employees</b>					<b>\$13,307.68</b>
<b>MarchOne Electrical Design</b>					
11/06/2023	Check	5495	Ballast replacements retrofit can lights	7001 Special Reserves Projects	\$828.00
<b>Total for MarchOne Electrical Design</b>					<b>\$828.00</b>
<b>Midwest Tape</b>					
11/06/2023	Check	5490	Pre processing fee	4515 Technical Services - Supplies	\$20.71
11/06/2023	Check	5490	504448847	4631 Special Reserves Replenishment	\$23.24
11/06/2023	Check	5490	504551466	4631 Special Reserves Replenishment	\$188.92
11/06/2023	Check	5491	Pre processing fee	4515 Technical Services - Supplies	\$4.68
11/06/2023	Check	5491	504517962	4631 Special Reserves Replenishment	\$18.39
11/06/2023	Check	5492	Pre processing fee	4515 Technical Services - Supplies	\$79.67
11/06/2023	Check	5492	504448845	4631 Special Reserves Replenishment	\$44.99
11/06/2023	Check	5492	504517963	4631 Special Reserves Replenishment	\$84.98
11/06/2023	Check	5492	5045179965	4631 Special Reserves Replenishment	\$219.66
11/06/2023	Check	5492	504551505	4631 Special Reserves Replenishment	\$338.86
11/06/2023	Check	5492	504551506	4631 Special Reserves Replenishment	\$66.98
11/17/2023	Check	5527	Pre processing fee	4515 Technical Services - Supplies	\$4.33
11/17/2023	Check	5527	504585197	4717 Videos - Adult	\$14.24
11/17/2023	Check	5527	504585798	4717 Videos - Adult	\$34.99
11/17/2023	Check	5528	Pre processing fee	4515 Technical Services - Supplies	\$7.02
11/17/2023	Check	5528	504585390	4718 Videos - Youth	\$17.99
11/17/2023	Check	5528	504618291	4718 Videos - Youth	\$29.98
<b>Total for Midwest Tape</b>					<b>\$1,199.63</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Old National Bank - Visa</b>					
	11/09/2023	Expense	VISA PORTAL	Sip/Google Fi	4631 Special Reserves Replenishment \$235.76
	11/09/2023	Expense	VISA PORTAL	Netflix monthly fee	4451 Youth & Teen Programming \$15.49
	11/09/2023	Expense	VISA PORTAL	Duo/Zoom/Adobe monthly fee	4631 Special Reserves Replenishment \$169.99
	11/09/2023	Expense	VISA PORTAL	Spotify	4451 Youth & Teen Programming \$10.99
	11/09/2023	Expense	VISA PORTAL	Toilet paper / broom / multifold towels	4541 Maintenance/Cleaning Supplies \$262.10
	11/09/2023	Expense	VISA PORTAL	Sugar	4519 Hospitality - Supplies \$13.26
	11/09/2023	Expense	VISA PORTAL	Supplies 10162023/rubber bands	4515 Technical Services - Supplies \$111.02
	11/09/2023	Expense	VISA PORTAL	Kringle Market coco/cups/canes	4461 Public Relations \$500.13
	11/09/2023	Expense	VISA PORTAL	Puzzle prize	4511 Public Services - Supplies \$25.00
	11/09/2023	Expense	VISA PORTAL	SL Webinar MM Mtg/Training	4354 Professional Staff \$118.80
	11/09/2023	Expense	VISA PORTAL	Games	4723B Video Games - Youth \$233.49
	11/09/2023	Expense	VISA PORTAL	Reimbursables	4900 Miscellaneous - Reimbursements <b>-\$150.00</b>
	11/09/2023	Expense	VISA PORTAL	Fab Lab	4904 Reimb. - Friends Book Sales \$152.91
	11/09/2023	Expense	VISA PORTAL	Merry & Bright	4461 Public Relations \$135.95
	11/09/2023	Expense	VISA PORTAL	Display port	4418 Technology \$37.82
	11/09/2023	Expense	VISA PORTAL	Fan Con pizza	4454 General Programming \$114.10
	11/09/2023	Expense	VISA PORTAL	Toner / ink poster printer	4514 Business Office - Supplies \$277.00
	11/09/2023	Expense	VISA PORTAL	Come Alive	4631 Special Reserves Replenishment \$796.90
	11/09/2023	Expense	VISA PORTAL	Daily Southtown	4711 Periodicals \$235.78
	11/09/2023	Expense	VISA PORTAL	Books amazon	4715 Books - Adult \$121.75
	11/09/2023	Expense	VISA PORTAL	Easy	4716 Books - Youth \$31.98
	11/09/2023	Expense	VISA PORTAL	Gears	4722 Realia \$55.25
	11/09/2023	Expense	VISA PORTAL	Stamps	4551 Postage & Handling \$66.00
	11/28/2023	Expense	VISA PORTAL	Sip/Google Fi/Duo	4631 Special Reserves Replenishment \$242.68
	11/28/2023	Expense	VISA PORTAL	Zoom/Adobe monthly fee/Go Daddy	4631 Special Reserves Replenishment \$325.09
	11/28/2023	Expense	VISA PORTAL	Toilet paper / multifold towels	4541 Maintenance/Cleaning Supplies \$204.52
	11/28/2023	Expense	VISA PORTAL	Tea/coffee	4519 Hospitality - Supplies \$282.10
	11/28/2023	Expense	VISA PORTAL	Acrylic / VHS adapter	4631 Special Reserves Replenishment \$104.68
	11/28/2023	Expense	VISA PORTAL	Kringle Market SVG/Water	4461 Public Relations \$19.89
	11/28/2023	Expense	VISA PORTAL	PS supplies	4511 Public Services - Supplies \$163.88
	11/28/2023	Expense	VISA PORTAL	Lets talk De-Escalate	4354 Professional Staff \$17.85
	11/28/2023	Expense	VISA PORTAL	Fab Lab Supplies	4904 Reimb. - Friends Book Sales \$719.59
	11/28/2023	Expense	VISA PORTAL	Supplies	4514 Business Office - Supplies \$217.77
	11/28/2023	Expense	VISA PORTAL	OCLC postage	4551 Postage & Handling \$29.04
	11/28/2023	Expense	VISA PORTAL	Garment Rack Fab Lab	4533 Other Equipment \$118.99
	11/28/2023	Expense	VISA PORTAL	Staff appreciation GC	4313 Additional Compensation \$4,537.65
	11/28/2023	Expense	VISA PORTAL	JB ILA renewal	4353 Administrator \$200.00
	11/28/2023	Expense	VISA PORTAL	Local History Supplies	4518 Local History - Supplies \$606.59
	11/28/2023	Expense	VISA PORTAL	Video game - March	4723B Video Games - Youth \$59.99
	11/28/2023	Expense	VISA PORTAL	Reimb. returns	4900 Miscellaneous - Reimbursements \$56.58
	11/28/2023	Expense	VISA PORTAL	Cimaroli for Sullivan	4906a Reimb. - Restricted Donations \$34.56
	11/28/2023	Expense	VISA PORTAL	McMahon for Mrotek	4906a Reimb. - Restricted Donations \$50.88
	11/28/2023	Expense	VISA PORTAL	Gutter Cleaning	4416 Maintenance \$566.00
	11/28/2023	Expense	VISA PORTAL	Shadow Boxes	4454 General Programming \$37.76
	11/28/2023	Expense	VISA PORTAL	Chicago Tribune renewal	4711 Periodicals \$221.00
	11/28/2023	Expense	VISA PORTAL	Budget Adjustment Cimaroli for Sullivan	4631 Special Reserves Replenishment \$5.43
	11/28/2023	Expense	VISA PORTAL	Netflix Spotify	4451 Youth & Teen Programming \$26.48
<b>Total for Old National Bank - Visa</b>					<b>\$12,420.47</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Otis Elevator</b>					
11/14/2023	Expense	OTIS PORTAL	Invoice 100401362691	4416 Maintenance	\$181.12
<b>Total for Otis Elevator</b>					<b>\$181.12</b>
<b>OverDrive, Inc.</b>					
11/06/2023	Check	5499	01658DA23402495	4726 E-Books - Youth	\$60.00
11/06/2023	Check	5508	01658DA23389559	4726 E-Books - Youth	\$60.00
11/08/2023	Check	5513	01658CO23407845	4725B E-Audiobooks - Adult	\$2,119.63
11/08/2023	Check	5513	01658CO23407842	4725A E-Books - Adult	\$791.50
11/10/2023	Check	5519	01658DA23410650	4726 E-Books - Youth	\$27.23
<b>Total for OverDrive, Inc.</b>					<b>\$3,058.36</b>
<b>Paylocity Payroll Billing</b>					
11/03/2023	Expense	EFT	--	4412 Payroll Services	\$111.26
11/17/2023	Expense	EFT	--	4412 Payroll Services	\$274.23
<b>Total for Paylocity Payroll Billing</b>					<b>\$385.49</b>
<b>Paylocity Payroll Net</b>					
11/03/2023	Expense	EFT	--	4311 Salaried Employees	\$19,320.05
11/03/2023	Expense	EFT	--	4312 Hourly Employees	\$5,975.28
11/03/2023	Expense	EFT	TR Target	4451 Youth & Teen Programming	\$3.49
11/03/2023	Expense	EFT	MM ILA Travel to Springfield	4356 Mileage Reimbursement	\$258.07
11/03/2023	Expense	EFT	Return postage	4551 Postage & Handling	\$5.42
11/03/2023	Expense	EFT	MM ILA Meals	4354 Professional Staff	\$37.64
11/03/2023	Expense	EFT	MM ILA Parking	4356 Mileage Reimbursement	\$18.00
11/17/2023	Expense	EFT	--	4311 Salaried Employees	\$19,700.30
11/17/2023	Expense	EFT	--	4312 Hourly Employees	\$6,134.47
11/17/2023	Expense	EFT	10 Oct Homebound Deliveries	4356 Mileage Reimbursement	\$15.07
11/17/2023	Expense	EFT	Veterans Day	4454 General Programming	\$23.99
11/17/2023	Expense	EFT	ILA Hotel MM	4354 Professional Staff	\$214.76
11/17/2023	Expense	EFT	Spice Club & Baking Walmart	4452 Public Services Programming	\$34.00
11/30/2023	Expense	EFT	--	4311 Salaried Employees	\$19,287.32
11/30/2023	Expense	EFT	--	4312 Hourly Employees	\$6,723.76
11/30/2023	Expense	EFT	Extension Cords (2)	4541 Maintenance/Cleaning Supplies	\$36.56
11/30/2023	Expense	EFT	Card Stock	4511 Public Services - Supplies	\$3.99
11/30/2023	Expense	EFT	Art Park Tree Decorations	4461 Public Relations	\$20.99
11/30/2023	Expense	EFT	LR Laconi Mtg. 11.17.23	4356 Mileage Reimbursement	\$21.22
<b>Total for Paylocity Payroll Net</b>					<b>\$77,834.38</b>
<b>Paylocity Payroll Taxes</b>					
11/03/2023	Expense	EFT	--	4311 Salaried Employees	\$5,659.64
11/03/2023	Expense	EFT	--	4312 Hourly Employees	\$1,086.93
11/03/2023	Expense	EFT	--	4332 FICA Social Security	\$2,587.91
11/17/2023	Expense	EFT	--	4311 Salaried Employees	\$5,792.87
11/17/2023	Expense	EFT	--	4312 Hourly Employees	\$1,115.46
11/17/2023	Expense	EFT	--	4332 FICA Social Security	\$2,641.84
11/30/2023	Expense	EFT	--	4311 Salaried Employees	\$5,692.37
11/30/2023	Expense	EFT	--	4312 Hourly Employees	\$1,226.42
11/30/2023	Expense	EFT	--	4332 FICA Social Security	\$2,656.13
<b>Total for Paylocity Payroll Taxes</b>					<b>\$28,459.57</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Peerless Network, Inc</b>					
11/15/2023	Check	5521	11 Nov 23	4631 Special Reserves Replenishment	\$68.24
<b>Total for Peerless Network, Inc</b>					<b>\$68.24</b>
<b>ProQuest</b>					
11/06/2023	Check	5496	Culture Gram balance	4710a Databases (Adult)	\$38.09
<b>Total for ProQuest</b>					<b>\$38.09</b>
<b>Quickbooks</b>					
11/13/2023	Expense	EFT	Deposit Slips	4514 Business Office - Supplies	\$115.03
<b>Total for Quickbooks</b>					<b>\$115.03</b>
<b>RAILS</b>					
11/06/2023	Check	5504	Illinois Library Presents	4454 General Programming	\$685.00
<b>Total for RAILS</b>					<b>\$685.00</b>
<b>Reliable Fire Equipment Co.</b>					
11/08/2023	Check	5514	Fire Extinguisher inspection	4434 Building Repairs	\$242.60
<b>Total for Reliable Fire Equipment Co.</b>					<b>\$242.60</b>
<b>Rivistas, LLC</b>					
11/06/2023	Check	5497	17695 Youth Magazine Renewals	4711 Periodicals	\$750.59
11/06/2023	Check	5497	36357 PS Magazine Renewals	4711 Periodicals	\$6,101.03
<b>Total for Rivistas, LLC</b>					<b>\$6,851.62</b>
<b>Roy Erikson Outdoor Maintenance</b>					
11/06/2023	Check	5498	Lawn Maintenance	4436 Lawn Maintenance	\$813.94
11/06/2023	Check	5498	Temporary energy adjustment	4436 Lawn Maintenance	\$9.97
11/06/2023	Check	5498	Budget Adjustment	4631 Special Reserves Replenishment	\$92.06
<b>Total for Roy Erikson Outdoor Maintenance</b>					<b>\$915.97</b>
<b>Showcases</b>					
11/06/2023	Check	5500	327461	4515 Technical Services - Supplies	\$111.80
<b>Total for Showcases</b>					<b>\$111.80</b>
<b>Suburban Fence Inc.</b>					
11/06/2023	Check	5501	Final Payment	7001 Special Reserves Projects	\$3,075.00
<b>Total for Suburban Fence Inc.</b>					<b>\$3,075.00</b>
<b>Taste of Home Books</b>					
11/06/2023	Check	5503	Taste of Home Annual	4711 Periodicals	\$41.42
<b>Total for Taste of Home Books</b>					<b>\$41.42</b>
<b>Truty, Marcin</b>					
11/06/2023	Expense	ACH MT	10 October IT Services	4631 Special Reserves Replenishment	\$4,240.00
<b>Total for Truty, Marcin</b>					<b>\$4,240.00</b>
<b>Warehouse Direct</b>					
11/06/2023	Check	5502	Large Liners (1)	4541 Maintenance/Cleaning Supplies	\$29.79
11/06/2023	Check	5502	Liquid hand soap (4)	4541 Maintenance/Cleaning Supplies	\$43.95
11/22/2023	Check	5531	Large Liners (2)	4541 Maintenance/Cleaning Supplies	\$87.22



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Warehouse Direct (con't)</b>					
11/22/2023	Check	5531	Sm Liners (1)	4541 Maintenance/Cleaning Supplies	\$29.79
11/22/2023	Check	5531	Rebates from Jan-April	4541 Maintenance/Cleaning Supplies	-\$20.91
11/22/2023	Check	5531	Rebates from May - July	4541 Maintenance/Cleaning Supplies	-\$4.35
11/22/2023	Check	5531	Rebates from Aug - Oct	4541 Maintenance/Cleaning Supplies	-\$3.35
11/27/2023	Check	5532	Large Liners (2)	4541 Maintenance/Cleaning Supplies	\$87.22
11/27/2023	Check	5532	Sm Liners (1)	4541 Maintenance/Cleaning Supplies	\$29.79
<b>Total for Warehouse Direct</b>					<b>\$279.15</b>
<b>Wenstrup, Gary</b>					
11/15/2023	Check	5522	12.5.23 Billy Joel	4452 Public Services Programming	\$300.00
<b>Total for Wenstrup, Gary</b>					<b>\$300.00</b>
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>					<b>\$201,905.09</b>

<b>7001 SPECIAL RESERVE GROUP DETAILS (INCLUDED IN ABOVE TOTALS)</b>					
Check	11/6/2023	ACH GT	GT Mechanical	7001 Special Reserves Projects	\$3,520.00
Check	11/6/2023	5495	MarchOne Electrical Design	7001 Special Reserves Projects	\$828.00
Check	11/6/2023	5501	Suburban Fence Inc.	7001 Special Reserves Projects	\$3,075.00
Check	11/6/2023	ACH GT	GT Mechanical	7001 Special Reserves Projects	\$1,790.00
Check	11/10/2023	5516	Independent Construction Services	7001 Special Reserves Projects	\$175.00
Check	11/10/2023	5517	Dependable Building Maintenance LLC	7001 Special Reserves Projects	\$676.25
Check	11/10/2023	5517	Dependable Building Maintenance LLC	7001 Special Reserves Projects	\$484.80
Check	11/10/2023	5517	Dependable Building Maintenance LLC	7001 Special Reserves Projects	\$779.00
<b>Total 7001 · Special Reserves Projects</b>					<b>\$11,328.05</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION NOVEMBER 30, 2023

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	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	\$54,172.66	\$71,149.54	\$1,059.42	\$200.00	\$572.09	\$2,546.81	\$129,700.52
WITHDRAWALS	(\$201,905.09)						(\$201,905.09)
TRANSFERS	(\$200,000.00)	\$200,000.00					\$0.00
	\$50,000.00	(\$50,000.00)					
	\$5,000.00	(\$5,000.00)					
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$973.00	\$7,066.18					\$634,085.43
	\$520.00	\$316.96					
	\$323.60	\$372,597.57					
	\$239.25						
	\$214.02						
	\$50.00						
	\$250,000.00						
	\$50.00						
	\$721.38						
	\$56.12						
	\$258.35						
	\$100.00						
	\$100.00						
	\$499.00						
ADJUSTMENTS	\$215.00						\$215.00
INTEREST EARNED	\$1.98	\$101.10	\$4.80	N/A	N/A	\$2.62	\$110.50
ENDING BALANCE	\$21,589.27	\$536,231.35	\$1,064.22	\$200.00	\$572.09	\$2,549.43	\$562,206.36
TOTALS	\$559,084.84 GENERAL FUND				\$3,121.52 SPECIAL RESERVES FUND		\$562,206.36 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.260%	5.519%	N/A	N/A	1.260%	

TOTAL FUND BALANCE MONTH ENDING: NOVEMBER 30, 2023  
\$562,206.36

Check 5393 Void \$15.00 check lost  
Check 5413 Void \$200.00 check lost



	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$499,989.15		\$499,989.15
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$310.84		\$310.84
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$550.15		\$550.15
COPIER	\$365.95		\$365.95
GRANTS	\$0.00		\$0.00
INTEREST	\$882.72	\$2.71	\$885.43
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$664.20		\$664.20
» Miscellaneous	\$973.00		\$973.00
DONATIONS/GIFTS			\$0.00
» Restricted	\$467.50		\$467.50
» Annual Fundraising	\$286.22		\$286.22
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>TOTAL REVENUES</b>	<b>\$504,489.73</b>	<b>\$2.71</b>	<b>\$504,492.44</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$69,707.34		\$69,707.34
» Employee Benefits	\$22,934.47		\$22,934.47
» Staff & Board Development	\$187.34		\$187.34
CONTRACTUAL SERVICES	\$11,474.48		\$11,474.48
BUILDING MAINTENANCE	\$1,848.11		\$1,848.11
INSURANCE	\$0.00		\$0.00
UTILITIES	\$918.02		\$918.02
SUPPLIES	\$541.08		\$541.08
CAPITAL EXPENSES	\$14,770.56		\$14,770.56
MEDIA	\$3,601.69		\$3,601.69
REIMBURSEMENTS	\$251,362.91		\$251,362.91
SR PROJECTS	\$13,906.77		\$13,906.77
<b>TOTAL EXPENDITURES</b>	<b>\$391,252.77</b>	<b>\$0.00</b>	<b>\$391,252.77</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	\$113,236.96	\$2.71	\$113,239.67
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$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>	\$113,236.96	\$2.71	\$113,239.67
<b>FUND BALANCES, BEGINNING OF MONTH</b>	\$559,084.84	\$3,121.52	\$562,206.36
<b>END OF MONTH</b>	<b>\$672,321.80</b>	<b>\$3,124.23</b>	<b>\$675,446.03</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH DECEMBER 31, 2023

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	
<b>REVENUES</b>					
PROPERTY TAXES	\$2,437,109.03	\$2,437,109.03	\$2,170,271.26	\$266,837.77	89.05%
CORPORATE REPLACEMENT TAX	\$12,000.00	\$12,000.00	\$29,946.67	-\$17,946.67	249.56%
<b>DIRECT REVENUES</b>					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$2,613.16	-\$113.16	104.53%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$1,003.25	\$796.75	55.74%
Miscellaneous	\$2,200.00	\$2,200.00	\$3,627.83	-\$1,427.83	164.90%
COPIER	\$4,000.00	\$4,000.00	\$4,478.58	-\$478.58	111.96%
GRANTS	\$17,800.30	\$17,800.30	\$17,800.30	\$0.00	100.00%
INTEREST	\$3,115.00	\$3,115.00	\$6,480.05	-\$3,365.05	208.03%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$13,353.21	-\$2,353.21	121.39%
Miscellaneous	\$5,000.00	\$5,000.00	\$261,455.43	-\$256,455.43	5229.11%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$670.00	\$330.00	67.00%
Annual Fundraising	\$15,000.00	\$15,000.00	\$17,946.70	-\$2,946.70	119.64%
Planned Giving	\$15,000.00	\$15,000.00	\$85,137.34	-\$70,137.34	0.00%
<b>TOTAL REVENUES</b>	<b>\$2,527,524.33</b>	<b>\$2,527,524.33</b>	<b>\$2,614,783.78</b>	<b>-\$87,259.45</b>	<b>103.45%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$925,004.53	\$925,004.53	\$923,061.10	-\$1,943.43	-0.21%
Employee Benefits	\$269,144.00	\$269,144.00	\$267,827.17	-\$1,316.83	-0.49%
Staff & Board Development	\$10,500.00	\$10,500.00	\$6,961.38	-\$3,538.62	-33.70%
<b>CONTRACTUAL SERVICES</b>	<b>\$180,400.05</b>	<b>\$180,400.05</b>	<b>\$172,993.09</b>	<b>-\$7,406.96</b>	<b>-4.11%</b>
<b>BUILDING MAINTENANCE</b>	<b>\$43,539.20</b>	<b>\$43,539.20</b>	<b>\$43,275.41</b>	<b>-\$263.79</b>	<b>-0.61%</b>
<b>INSURANCE</b>	<b>\$24,222.00</b>	<b>\$24,222.00</b>	<b>\$21,035.05</b>	<b>-\$3,186.95</b>	<b>-13.16%</b>
<b>UTILITIES</b>	<b>\$13,750.00</b>	<b>\$13,750.00</b>	<b>\$10,802.18</b>	<b>-\$2,947.82</b>	<b>-21.44%</b>
<b>SUPPLIES</b>	<b>\$25,638.25</b>	<b>\$25,638.25</b>	<b>\$24,438.62</b>	<b>-\$1,199.63</b>	<b>-4.68%</b>
<b>CAPITAL EXPENSES</b>	<b>\$778,000.00</b>	<b>\$778,000.00</b>	<b>\$597,739.96</b>	<b>-\$180,260.04</b>	<b>-23.17%</b>
<b>MEDIA</b>	<b>\$175,815.00</b>	<b>\$175,815.00</b>	<b>\$152,968.42</b>	<b>-\$22,846.58</b>	<b>-12.99%</b>
<b>REIMBURSEMENTS</b>	<b>\$34,800.30</b>	<b>\$34,800.30</b>	<b>\$280,884.41</b>	<b>\$246,084.11</b>	<b>707.13%</b>
<b>SR PROJECTS</b>	<b>\$46,711.00</b>	<b>\$46,711.00</b>	<b>\$46,411.49</b>	<b>-\$299.51</b>	<b>-0.64%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,527,524.33</b>	<b>\$2,527,524.33</b>	<b>\$2,548,398.28</b>	<b>\$20,873.95</b>	<b>0.83%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$66,385.50</b>	<b>-\$66,385.50</b>	
<b>OTHER FINANCING USES</b>					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
<b>TOTAL OTHER FINANCING USES</b>			<b>\$0.00</b>		
<b>NET CHANGE IN FUND BALANCE</b>			<b>\$66,385.50</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$669,754.61</b>		
			<b>-\$734,050.69</b>		



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Adducci Vega Financial Group, LLC</b>					
12/12/2023	Check	5550	11 Nov. Bank Reconciliations	4365 Accountant	\$285.00
12/12/2023	Check	5550	11 Nov. Bank Reconciliations	4631 Special Reserves Replenishment	\$80.00
<b>Total for Adducci Vega Financial Group, LLC</b>					<b>\$365.00</b>
<b>At&amp;T - Fiber Line</b>					
12/01/2023	Check	5538	Monthly Fee	4475 Internet	\$770.20
<b>Total for At&amp;T - Fiber Line</b>					<b>\$770.20</b>
<b>Baker &amp; Taylor C205293 Continuations</b>					
12/01/2023	Expense	BT PORTAL	2037944609	4712 Continuations	\$13.27
12/18/2023	Expense	BT PORTAL	2037993911	4712 Continuations	\$11.02
12/18/2023	Expense	BT PORTAL	2037993911	4631 Special Reserves Replenishment	\$0.35
<b>Total for Baker &amp; Taylor C205293 Continuations</b>					<b>\$24.64</b>
<b>Baker &amp; Taylor L4361272 Large Print</b>					
12/01/2023	Expense	BT PORTAL	2037940748	4714 Large Print Books	\$107.95
12/01/2023	Expense	BT PORTAL	2037940747	4714 Large Print Books	\$18.97
12/01/2023	Expense	BT PORTAL	2037940746	4714 Large Print Books	\$18.97
12/01/2023	Expense	BT PORTAL	L4361272	4515 Technical Services - Supplies	\$1.98
12/18/2023	Check	5558	2037963930	4714 Large Print Books	\$57.04
12/18/2023	Check	5558	Pre processing fee	4515 Technical Services - Supplies	\$0.99
12/18/2023	Check	5558	3283694 Credit	4714 Large Print Books	-\$23.07
12/18/2023	Check	5558	3271683 Credit	4714 Large Print Books	-\$18.63
12/26/2023	Expense	BT PORTAL	252249180	4714 Large Print Books	\$57.04
12/26/2023	Expense	BT PORTAL	L4361272	4515 Technical Services - Supplies	\$0.99
12/26/2023	Expense	BT PORTAL	0003292071	4714 Large Print Books	-\$19.20
<b>Total for Baker &amp; Taylor L4361272 Large Print</b>					<b>\$203.03</b>
<b>Baker &amp; Taylor L5040682 Adult Books</b>					
12/01/2023	Expense	BT PORTAL	L5040682	4515 Technical Services - Supplies	\$58.41
12/01/2023	Expense	BT PORTAL	2037940760	4715 Books - Adult	\$1,221.63
12/01/2023	Expense	BT PORTAL	2037936697	4715 Books - Adult	\$336.07
12/01/2023	Expense	BT PORTAL	2037951949	4715 Books - Adult	\$193.25
12/01/2023	Expense	BT PORTAL	0003291295	4715 Books - Adult	-\$18.35
12/07/2023	Expense	BT PORTAL	L5040682	4515 Technical Services - Supplies	\$0.99
12/07/2023	Expense	BT PORTAL	2037940760	4715 Books - Adult	\$27.63
12/26/2023	Expense	BT PORTAL	L5040682	4515 Technical Services - Supplies	\$1.98
12/26/2023	Expense	BT PORTAL	2037940760	4715 Books - Adult	\$58.16
12/26/2023	Expense	BT PORTAL	0003292070	4715 Books - Adult	-\$23.97
<b>Total for Baker &amp; Taylor L5040682 Adult Books</b>					<b>\$1,855.80</b>
<b>Baker &amp; Taylor L5394112 Gift Fund</b>					
12/01/2023	Expense	BT PORTAL	MROTEK-STRACK	4631 Special Reserves Replenishment	\$41.07
12/07/2023	Expense	BT PORTAL	MROTEK-STRACK	4631 Special Reserves Replenishment	\$11.92
<b>Total for Baker &amp; Taylor L5394112 Gift Fund</b>					<b>\$52.99</b>
<b>Breeze Creative</b>					
12/11/2023	Check	5548	Draw alive subscription	7001 Special Reserves Projects	\$588.00
12/11/2023	Check	5548	Ball Wall subscription	7001 Special Reserves Projects	\$588.00
<b>Total for Breeze Creative</b>					<b>\$1,176.00</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Capri Restaurant</b>					
12/10/2023	Expense	23044	Holiday Party (56) 12.10.23	4454 General Programming	\$1,800.00
<b>Total for Capri Restaurant</b>					<b>\$1,800.00</b>
<b>CENGAGE/Gale Learning</b>					
12/01/2023	Check	5535	83008864	4714 Large Print Books	\$28.78
12/01/2023	Check	5535	83001246	4714 Large Print Books	-\$28.79
12/01/2023	Check	5535	82983605	4714 Large Print Books	\$18.39
12/01/2023	Check	5535	82978800	4714 Large Print Books	\$840.53
12/07/2023	Check	5543	83031154	4714 Large Print Books	\$29.59
12/07/2023	Check	5543	83031072	4714 Large Print Books	\$27.20
<b>Total for CENGAGE/Gale Learning</b>					<b>\$915.70</b>
<b>Chicago Backflow, Inc.</b>					
12/13/2023	Check	5551	Replace backflow assembly	7001 Special Reserves Projects	\$8,841.00
<b>Total for Chicago Backflow, Inc.</b>					<b>\$8,841.00</b>
<b>CIT</b>					
12/11/2023	Check	5547	Invoice 43746355	4631 Special Reserves Replenishment	\$631.54
<b>Total for CIT</b>					<b>\$631.54</b>
<b>City Of Palos Heights</b>					
12/26/2023	Check	23045	Tax Anticipation Loan - Repayment	4900 Miscellaneous - Reimbursements	\$250,000.00
<b>Total for City Of Palos Heights</b>					<b>\$250,000.00</b>
<b>City of Palos Hts. - Water Bill</b>					
12/18/2023	Check	5556	Monthly bill	4472 Water	\$147.82
<b>Total for City of Palos Hts. - Water Bill</b>					<b>\$147.82</b>
<b>C.J. Erickson Plumbing Co.</b>					
12/20/2023	Check	5559	Rebuild sloan valves/replaced stem 2nd fl staff toilet	7001 Special Reserves Projects	\$147.82
<b>Total for C.J. Erickson Plumbing Co.</b>					<b>\$2,353.97</b>
<b>Cosmopolitan Building Services</b>					
12/05/2023	Check	5540	12 December Janitorial Services	4416 Maintenance	\$2,353.97
<b>Total for Cosmopolitan Building Services</b>					<b>\$2,722.50</b>
<b>Everest Snow Management, Inc.</b>					
12/01/2023	Check	5534	Payment 3 of 4	4437 Snow Removal	\$1,462.04
12/01/2023	Check	5534	Payment 3 of 4 Balance	4631 Special Reserves Replenishment	\$216.96
<b>Total for Everest Snow Management, Inc.</b>					<b>\$1,679.00</b>
<b>Grasso Graphics</b>					
12/21/2023	Check	5560	Jan/Feb Newsletters	4424 Newsletter Printing	\$2,475.85
12/21/2023	Check	5560	Jan/Feb Newsletters	4631 Special Reserves Replenishment	\$612.15
<b>Total for Grasso Graphics</b>					<b>\$3,088.00</b>
<b>GT Mechanical</b>					
12/11/2023	Expense	ACH GT	Humidifier valve	7001 Special Reserves Projects	\$1,176.55
12/11/2023	Expense	ACH GT	Humidifier valve	4434 Building Repairs	\$164.72
12/11/2023	Expense	ACH GT	Humidifier valve	4432 Heating/Cooling Service	\$88.30



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>GT Mechanical (con't)</b>					
12/29/2023	Expense	ACHGT	Humidifier dripping nut loose due to water shut off	7001 Special Reserves Projects	\$359.25
<b>Total for GT Mechanical</b>					<b>\$1,788.82</b>
<b>Impact Networking, Inc</b>					
12/01/2023	Check	5537	Overages group total	4531 Copier	\$133.05
12/01/2023	Check	5537	Budget Adjustment	4631 Special Reserves Replenishment	\$137.81
<b>Total for Impact Networking, Inc</b>					<b>\$270.86</b>
<b>IMRF</b>					
12/30/2023	Expense	EFT	12 December 2023	4331 IMRF Ill. Muni. Ret. Fund	\$7,205.59
12/30/2023	Expense	EFT	VIMRF	2055 Employee Paid Vol. IMRF	\$1,398.03
12/30/2023	Expense	EFT	4.50%	2054 PT -Employee Contribution IMRF	\$215.22
12/30/2023	Expense	EFT	4.50%	2053 FT- Employee Contribution IMRF	\$3,745.20
12/30/2023	Expense	EFT	12 December 2023	4631 Special Reserves Replenishment	\$794.47
<b>Total for IMRF</b>					<b>\$13,358.51</b>
<b>Ingram</b>					
12/01/2023	Check	5533	December Statement	4716 Books - Youth	\$220.31
12/01/2023	Check	5533	December Statement	4716 Books - Youth	\$11.72
12/01/2023	Check	5533	December Statement	4716 Books - Youth	\$12.28
12/01/2023	Check	5533	December Statement	4716 Books - Youth	\$12.29
12/01/2023	Check	5533	December Statement	4515 Technical Services - Supplies	\$12.87
12/01/2023	Check	5533	December Statement	4515 Technical Services - Supplies	\$3.00
<b>Total for Ingram</b>					<b>\$272.47</b>
<b>Klein, Thorpe And Jenkins</b>					
12/18/2023	Check	5555	Legal services through 11.30.23	4362 Legal Fees	\$45.00
<b>Total for Klein, Thorpe And Jenkins</b>					<b>\$45.00</b>
<b>LACONI</b>					
12/05/2023	Check	5541	Annual Library Membership 2024	4351 Membership Fees	\$150.00
<b>Total for LACONI</b>					<b>\$150.00</b>
<b>Libraries First</b>					
12/11/2023	Check	5546	Museum Adventure Pass 2024	4710a Databases (Adult)	\$195.00
<b>Total for Libraries First</b>					<b>\$195.00</b>
<b>LIMRiCC-Employees</b>					
12/07/2023	Expense	ACH LIM	12 December	4333 Insurance	\$10,333.65
12/07/2023	Expense	ACH LIM	Employee paid benefits	2050 Employee Paid LIMRiCC	\$1,582.48
12/07/2023	Expense	ACH LIM	Kacmar - Retiree	4631 Special Reserves Replenishment	\$973.00
12/07/2023	Expense	ACH LIM	12 December	4631 Special Reserves Replenishment	\$418.55
<b>Total for LIMRiCC-Employees</b>					<b>\$13,307.68</b>
<b>Melka Landscaping</b>					
12/11/2023	Check	5549	Holiday decorations and poinsettias	4904 Reimb. - Friends Book Sales	\$945.33
12/11/2023	Check	5549	Holiday decorations and poinsettias	4631 Special Reserves Replenishment	\$1,042.61
<b>Total for Melka Landscaping</b>					<b>\$1,987.94</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Midwest Tape</b>					
12/01/2023	Check	5536	Pre processing fee	4515 Technical Services - Supplies	\$42.47
12/01/2023	Check	5536	504657186	4631 Special Reserves Replenishment	\$32.24
12/01/2023	Check	5536	504657187	4631 Special Reserves Replenishment	\$44.99
12/01/2023	Check	5536	504657189	4631 Special Reserves Replenishment	\$39.99
12/01/2023	Check	5536	504657300	4631 Special Reserves Replenishment	\$179.92
12/01/2023	Check	5536	504675870	4631 Special Reserves Replenishment	\$362.91
12/01/2023	Check	5536	504700477	4717 Videos - Adult	\$27.39
12/01/2023	Check	5536	Budget Adjustment 504700477	4631 Special Reserves Replenishment	\$106.80
12/07/2023	Check	5544	Pre processing fee	4515 Technical Services - Supplies	\$7.02
12/07/2023	Check	5544	504657186	4631 Special Reserves Replenishment	\$68.97
12/07/2023	Check	5545	Pre processing fee	4515 Technical Services - Supplies	\$21.33
12/07/2023	Check	5545	504707798	4631 Special Reserves Replenishment	\$56.99
12/07/2023	Check	5545	504716937	4631 Special Reserves Replenishment	\$44.99
12/07/2023	Check	5545	504716938	4631 Special Reserves Replenishment	\$128.95
12/07/2023	Check	5545	504716939	4631 Special Reserves Replenishment	\$39.99
<b>Total for Midwest Tape</b>					<b>\$1,204.95</b>
<b>NIR Roof Care, Inc</b>					
12/18/2023	Check	5557	Semi Annual Maintenance	4631 Special Reserves Replenishment	\$414.00
<b>Total for NIR Roof Care, Inc</b>					<b>\$414.00</b>
<b>Old National Bank - Visa</b>					
12/04/2023	Expense	VISA PORTAL	Fab Lab wood	4904 Reimb. - Friends Book Sales	\$140.00
12/04/2023	Expense	VISA PORTAL	Credit returned item	4514 Business Office - Supplies	<span style="color: red;">-\$21.76</span>
12/18/2023	Expense	VISA PORTAL	Zoom	4631 Special Reserves Replenishment	\$140.00
12/18/2023	Expense	VISA PORTAL	Adobe	4631 Special Reserves Replenishment	\$29.99
12/18/2023	Expense	VISA PORTAL	4723-July Video Games	4723B Video Games - Youth	\$145.23
12/21/2023	Expense	VISA PORTAL	Earbuds	4900 Miscellaneous - Reimbursements	\$277.58
12/21/2023	Expense	VISA PORTAL	Google Fi	4631 Special Reserves Replenishment	\$41.28
12/21/2023	Expense	VISA PORTAL	Kringle Market	4461 Public Relations	\$17.57
12/21/2023	Expense	VISA PORTAL	Acrylic Frame (2) Palmer	4461 Public Relations	\$58.64
12/21/2023	Expense	VISA PORTAL	Netflix	4631 Special Reserves Replenishment	\$15.49
12/21/2023	Expense	VISA PORTAL	Spirit Committee staff lunch	4454 General Programming	\$93.47
12/21/2023	Expense	VISA PORTAL	Vistaprint Stationary /business cards	4461 Public Relations	\$250.31
12/29/2023	Expense	VISA PORTAL	SIP	4631 Special Reserves Replenishment	\$87.83
12/29/2023	Expense	VISA PORTAL	Duo	4631 Special Reserves Replenishment	\$120.00
12/29/2023	Expense	VISA PORTAL	Toilet paper	4541 Maintenance/Cleaning Supplies	\$110.81
12/29/2023	Expense	VISA PORTAL	Spotify	4451 Youth & Teen Programming	\$10.99
<b>Total for Old National Bank - Visa</b>					<b>\$1,517.43</b>
<b>Otis Elevator</b>					
12/13/2023	Expense	OTIS PORTAL	Invoice 100401394612	4416 Maintenance	\$181.12
<b>Total for Otis Elevator</b>					<b>\$181.12</b>
<b>OverDrive, Inc.</b>					
12/04/2023	Check	5539	01658DA23430989	4726 E-Books - Youth	\$43.99
<b>Total for OverDrive, Inc.</b>					<b>\$43.99</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Paylocity Payroll Billing</b>					
12/01/2023	Expense	EFT --		4412 Payroll Services	\$111.26
12/15/2023	Expense	EFT --		4412 Payroll Services	\$111.26
12/29/2023	Expense	EFT --		4412 Payroll Services	\$25.00
12/29/2023	Expense	EFT --		4631 Special Reserves Replenishment	\$249.23
<b>Total for Paylocity Payroll Billing</b>					<b>\$496.75</b>
<b>Paylocity Payroll Net</b>					
12/15/2023	Expense	EFT --		4311 Salaried Employees	\$19,667.61
12/15/2023	Expense	EFT --		4312 Hourly Employees	\$6,754.01
12/15/2023	Expense	EFT	Mini Marshmallows Kringle	4461 Public Relations	\$8.52
12/15/2023	Expense	EFT	TR Jewel fake snow	4451 Youth & Teen Programming	\$6.86
12/15/2023	Expense	EFT	Postage OCLC	4631 Special Reserves Replenishment	\$20.73
12/15/2023	Expense	EFT	ATLAS meeting KM	4356 Mileage Reimbursement	\$8.65
12/15/2023	Expense	EFT	11 Nov Homebound deliveries	4356 Mileage Reimbursement	\$15.00
12/29/2023	Expense	EFT --		4311 Salaried Employees	\$20,070.66
12/29/2023	Expense	EFT --		4312 Hourly Employees	\$3,495.66
12/29/2023	Expense	EFT	12 Dec Homebound deliveries	4356 Mileage Reimbursement	\$13.69
12/29/2023	Expense	EFT --		4631 Special Reserves Replenishment	\$2,815.22
<b>Total for Paylocity Payroll Net</b>					<b>\$52,876.61</b>
<b>Paylocity Payroll Taxes</b>					
12/15/2023	Expense	EFT --		4311 Salaried Employees	\$5,825.56
12/15/2023	Expense	EFT --		4312 Hourly Employees	\$1,211.12
12/15/2023	Expense	EFT --		4332 FICA Social Security	\$2,696.16
12/29/2023	Expense	EFT --		4311 Salaried Employees	\$5,957.01
12/29/2023	Expense	EFT --		4631 Special Reserves Replenishment	\$1,161.29
12/29/2023	Expense	EFT --		4332 FICA Social Security	\$2,699.07
<b>Total for Paylocity Payroll Taxes</b>					<b>\$19,550.21</b>
<b>Peerless Network, Inc</b>					
12/18/2023	Check	5553	12 Dec 23	4631 Special Reserves Replenishment	\$68.24
<b>Total for Peerless Network, Inc</b>					<b>\$68.24</b>
<b>Quality Alarm System, Inc.</b>					
12/07/2023	Check	5542	01.1.24 to 03.31.24 Alarm Services	4414 Alarm	\$744.00
<b>Total for Quality Alarm System, Inc.</b>					<b>\$744.00</b>
<b>SWANK</b>					
12/13/2023	Check	5552	--	4452 Public Services Programming	\$158.00
12/13/2023	Check	5552	--	4451 Youth & Teen Programming	\$158.00
12/18/2023	Check	5554	--	4451 Youth & Teen Programming	\$158.00
12/18/2023	Check	5554	--	4452 Public Services Programming	\$158.00
<b>Total for SWANK</b>					<b>\$632.00</b>
<b>Truty, Marcin</b>					
12/04/2023	Expense	ACH MT	11 November IT Services	4418 Technology	\$1,895.13
12/04/2023	Expense	ACH MT	11 Nov. IT Budget Adjustment IT Services	4631 Special Reserves Replenishment	\$2,824.87
<b>Total for Truty, Marcin</b>					<b>\$4,720.00</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY  
CHECKS FOR BOARD APPROVAL  
DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
U.S. Post Office					
12/06/2023	Check	23043	Newsletter postage	4551 Postage & Handling	\$300.00
12/06/2023	Check	23043	Newsletter postage	4631 Special Reserves Replenishment	\$500.00
Total for U.S. Post Office					\$800.00
TOTAL CHECKS FOR BOARD APPROVAL					\$391,252.77

Check	12/11/2023	5548	Breeze Creative	7001 Special Reserves Projects	\$	1,176.55
Check	12/13/2023	5551	Chicago Backflow	7001 Special Reserves Projects	\$	8,841.00
Check	12/20/2023	5559	C. J. Erickson Plumbing	7001 Special Reserves Projects	\$	2,353.97
ACH	12/11/2023	ACH GT	GT Mechanical	7001 Special Reserves Projects	\$	1,176.55
ACH	12/29/2023	ACH GT	GT Mechanical	7001 Special Reserves Projects	\$	359.25
Total 7001 · Special Reserves Projects					\$	13,907.32



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Adducci Vega Financial Group, LLC</b>					
12/12/2023	Check	5550	11 Nov. Bank Reconciliations	4365 Accountant	\$285.00
12/12/2023	Check	5550	11 Nov. Bank Reconciliations	4631 Special Reserves Replenishment	\$80.00
<b>Total for Adducci Vega Financial Group, LLC</b>					<b>\$365.00</b>
<b>At&amp;T - Fiber Line</b>					
12/01/2023	Check	5538	Monthly Fee	4475 Internet	\$770.20
<b>Total for At&amp;T - Fiber Line</b>					<b>\$770.20</b>
<b>Baker &amp; Taylor C205293 Continuations</b>					
12/01/2023	Expense	BT PORTAL	2037944609	4712 Continuations	\$13.27
12/18/2023	Expense	BT PORTAL	2037993911	4712 Continuations	\$11.02
12/18/2023	Expense	BT PORTAL	2037993911	4631 Special Reserves Replenishment	\$0.35
<b>Total for Baker &amp; Taylor C205293 Continuations</b>					<b>\$24.64</b>
<b>Baker &amp; Taylor L4361272 Large Print</b>					
12/01/2023	Expense	BT PORTAL	2037940748	4714 Large Print Books	\$107.95
12/01/2023	Expense	BT PORTAL	2037940747	4714 Large Print Books	\$18.97
12/01/2023	Expense	BT PORTAL	2037940746	4714 Large Print Books	\$18.97
12/01/2023	Expense	BT PORTAL	L4361272	4515 Technical Services - Supplies	\$1.98
12/18/2023	Check	5558	2037963930	4714 Large Print Books	\$57.04
12/18/2023	Check	5558	Pre processing fee	4515 Technical Services - Supplies	\$0.99
12/18/2023	Check	5558	3283694 Credit	4714 Large Print Books	-\$23.07
12/18/2023	Check	5558	3271683 Credit	4714 Large Print Books	-\$18.63
12/26/2023	Expense	BT PORTAL	252249180	4714 Large Print Books	\$57.04
12/26/2023	Expense	BT PORTAL	L4361272	4515 Technical Services - Supplies	\$0.99
12/26/2023	Expense	BT PORTAL	0003292071	4714 Large Print Books	-\$19.20
<b>Total for Baker &amp; Taylor L4361272 Large Print</b>					<b>\$203.03</b>
<b>Baker &amp; Taylor L5040682 Adult Books</b>					
12/01/2023	Expense	BT PORTAL	L5040682	4515 Technical Services - Supplies	\$58.41
12/01/2023	Expense	BT PORTAL	2037940760	4715 Books - Adult	\$1,221.63
12/01/2023	Expense	BT PORTAL	2037936697	4715 Books - Adult	\$336.07
12/01/2023	Expense	BT PORTAL	2037951949	4715 Books - Adult	\$193.25
12/01/2023	Expense	BT PORTAL	0003291295	4715 Books - Adult	-\$18.35
12/07/2023	Expense	BT PORTAL	L5040682	4515 Technical Services - Supplies	\$0.99
12/07/2023	Expense	BT PORTAL	2037940760	4715 Books - Adult	\$27.63
12/26/2023	Expense	BT PORTAL	L5040682	4515 Technical Services - Supplies	\$1.98
12/26/2023	Expense	BT PORTAL	2037940760	4715 Books - Adult	\$58.16
12/26/2023	Expense	BT PORTAL	0003292070	4715 Books - Adult	-\$23.97
<b>Total for Baker &amp; Taylor L5040682 Adult Books</b>					<b>\$1,855.80</b>
<b>Baker &amp; Taylor L5394112 Gift Fund</b>					
12/01/2023	Expense	BT PORTAL	MROTEK-STRACK	4631 Special Reserves Replenishment	\$41.07
12/07/2023	Expense	BT PORTAL	MROTEK-STRACK	4631 Special Reserves Replenishment	\$11.92
<b>Total for Baker &amp; Taylor L5394112 Gift Fund</b>					<b>\$52.99</b>
<b>Breeze Creative</b>					
12/11/2023	Check	5548	Draw alive subscription	7001 Special Reserves Projects	\$588.00
12/11/2023	Check	5548	Ball Wall subscription	7001 Special Reserves Projects	\$588.00
<b>Total for Breeze Creative</b>					<b>\$1,176.00</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Capri Restaurant</b>					
12/10/2023	Expense	23044	Holiday Party (56) 12.10.23	4454 General Programming	\$1,800.00
<b>Total for Capri Restaurant</b>					<b>\$1,800.00</b>
<b>CENGAGE/Gale Learning</b>					
12/01/2023	Check	5535	83008864	4714 Large Print Books	\$28.78
12/01/2023	Check	5535	83001246	4714 Large Print Books	-\$28.79
12/01/2023	Check	5535	82983605	4714 Large Print Books	\$18.39
12/01/2023	Check	5535	82978800	4714 Large Print Books	\$840.53
12/07/2023	Check	5543	83031154	4714 Large Print Books	\$29.59
12/07/2023	Check	5543	83031072	4714 Large Print Books	\$27.20
<b>Total for CENGAGE/Gale Learning</b>					<b>\$915.70</b>
<b>Chicago Backflow, Inc.</b>					
12/13/2023	Check	5551	Replace backflow assembly	7001 Special Reserves Projects	\$8,841.00
<b>Total for Chicago Backflow, Inc.</b>					<b>\$8,841.00</b>
<b>CIT</b>					
12/11/2023	Check	5547	Invoice 43746355	4631 Special Reserves Replenishment	\$631.54
<b>Total for CIT</b>					<b>\$631.54</b>
<b>City Of Palos Heights</b>					
12/26/2023	Check	23045	Tax Anticipation Loan - Repayment	4900 Miscellaneous - Reimbursements	\$250,000.00
<b>Total for City Of Palos Heights</b>					<b>\$250,000.00</b>
<b>City of Palos Hts. - Water Bill</b>					
12/18/2023	Check	5556	Monthly bill	4472 Water	\$147.82
<b>Total for City of Palos Hts. - Water Bill</b>					<b>\$147.82</b>
<b>C.J. Erickson Plumbing Co.</b>					
12/20/2023	Check	5559	Rebuild sloan valves/replaced stem 2nd fl staff toilet	7001 Special Reserves Projects	\$147.82
<b>Total for C.J. Erickson Plumbing Co.</b>					<b>\$2,353.97</b>
<b>Cosmopolitan Building Services</b>					
12/05/2023	Check	5540	12 December Janitorial Services	4416 Maintenance	\$2,353.97
<b>Total for Cosmopolitan Building Services</b>					<b>\$2,722.50</b>
<b>Everest Snow Management, Inc.</b>					
12/01/2023	Check	5534	Payment 3 of 4	4437 Snow Removal	\$1,462.04
12/01/2023	Check	5534	Payment 3 of 4 Balance	4631 Special Reserves Replenishment	\$216.96
<b>Total for Everest Snow Management, Inc.</b>					<b>\$1,679.00</b>
<b>Grasso Graphics</b>					
12/21/2023	Check	5560	Jan/Feb Newsletters	4424 Newsletter Printing	\$2,475.85
12/21/2023	Check	5560	Jan/Feb Newsletters	4631 Special Reserves Replenishment	\$612.15
<b>Total for Grasso Graphics</b>					<b>\$3,088.00</b>
<b>GT Mechanical</b>					
12/11/2023	Expense	ACH GT	Humidifier valve	7001 Special Reserves Projects	\$1,176.55
12/11/2023	Expense	ACH GT	Humidifier valve	4434 Building Repairs	\$164.72
12/11/2023	Expense	ACH GT	Humidifier valve	4432 Heating/Cooling Service	\$88.30



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>GT Mechanical (con't)</b>					
12/29/2023	Expense	ACHGT	Humidifier dripping nut loose due to water shut off	7001 Special Reserves Projects	\$359.25
<b>Total for GT Mechanical</b>					<b>\$1,788.82</b>
<b>Impact Networking, Inc</b>					
12/01/2023	Check	5537	Overages group total	4531 Copier	\$133.05
12/01/2023	Check	5537	Budget Adjustment	4631 Special Reserves Replenishment	\$137.81
<b>Total for Impact Networking, Inc</b>					<b>\$270.86</b>
<b>IMRF</b>					
12/30/2023	Expense	EFT	12 December 2023	4331 IMRF III. Muni. Ret. Fund	\$7,205.59
12/30/2023	Expense	EFT	VIMRF	2055 Employee Paid Vol. IMRF	\$1,398.03
12/30/2023	Expense	EFT	4.50%	2054 PT -Employee Contribution IMRF	\$215.22
12/30/2023	Expense	EFT	4.50%	2053 FT- Employee Contribution IMRF	\$3,745.20
12/30/2023	Expense	EFT	12 December 2023	4631 Special Reserves Replenishment	\$794.47
<b>Total for IMRF</b>					<b>\$13,358.51</b>
<b>Ingram</b>					
12/01/2023	Check	5533	December Statement	4716 Books - Youth	\$220.31
12/01/2023	Check	5533	December Statement	4716 Books - Youth	\$11.72
12/01/2023	Check	5533	December Statement	4716 Books - Youth	\$12.28
12/01/2023	Check	5533	December Statement	4716 Books - Youth	\$12.29
12/01/2023	Check	5533	December Statement	4515 Technical Services - Supplies	\$12.87
12/01/2023	Check	5533	December Statement	4515 Technical Services - Supplies	\$3.00
<b>Total for Ingram</b>					<b>\$272.47</b>
<b>Klein, Thorpe And Jenkins</b>					
12/18/2023	Check	5555	Legal services through 11.30.23	4362 Legal Fees	\$45.00
<b>Total for Klein, Thorpe And Jenkins</b>					<b>\$45.00</b>
<b>LACONI</b>					
12/05/2023	Check	5541	Annual Library Membership 2024	4351 Membership Fees	\$150.00
<b>Total for LACONI</b>					<b>\$150.00</b>
<b>Libraries First</b>					
12/11/2023	Check	5546	Museum Adventure Pass 2024	4710a Databases (Adult)	\$195.00
<b>Total for Libraries First</b>					<b>\$195.00</b>
<b>LIMRiCC-Employees</b>					
12/07/2023	Expense	ACH LIM	12 December	4333 Insurance	\$10,333.65
12/07/2023	Expense	ACH LIM	Employee paid benefits	2050 Employee Paid LIMRiCC	\$1,582.48
12/07/2023	Expense	ACH LIM	Kacmar - Retiree	4631 Special Reserves Replenishment	\$973.00
12/07/2023	Expense	ACH LIM	12 December	4631 Special Reserves Replenishment	\$418.55
<b>Total for LIMRiCC-Employees</b>					<b>\$13,307.68</b>
<b>Melka Landscaping</b>					
12/11/2023	Check	5549	Holiday decorations and poinsettias	4904 Reimb. - Friends Book Sales	\$945.33
12/11/2023	Check	5549	Holiday decorations and poinsettias	4631 Special Reserves Replenishment	\$1,042.61
<b>Total for Melka Landscaping</b>					<b>\$1,987.94</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Midwest Tape</b>					
12/01/2023	Check	5536	Pre processing fee	4515 Technical Services - Supplies	\$42.47
12/01/2023	Check	5536	504657186	4631 Special Reserves Replenishment	\$32.24
12/01/2023	Check	5536	504657187	4631 Special Reserves Replenishment	\$44.99
12/01/2023	Check	5536	504657189	4631 Special Reserves Replenishment	\$39.99
12/01/2023	Check	5536	504657300	4631 Special Reserves Replenishment	\$179.92
12/01/2023	Check	5536	504675870	4631 Special Reserves Replenishment	\$362.91
12/01/2023	Check	5536	504700477	4717 Videos - Adult	\$27.39
12/01/2023	Check	5536	Budget Adjustment 504700477	4631 Special Reserves Replenishment	\$106.80
12/07/2023	Check	5544	Pre processing fee	4515 Technical Services - Supplies	\$7.02
12/07/2023	Check	5544	504657186	4631 Special Reserves Replenishment	\$68.97
12/07/2023	Check	5545	Pre processing fee	4515 Technical Services - Supplies	\$21.33
12/07/2023	Check	5545	504707798	4631 Special Reserves Replenishment	\$56.99
12/07/2023	Check	5545	504716937	4631 Special Reserves Replenishment	\$44.99
12/07/2023	Check	5545	504716938	4631 Special Reserves Replenishment	\$128.95
12/07/2023	Check	5545	504716939	4631 Special Reserves Replenishment	\$39.99
<b>Total for Midwest Tape</b>					<b>\$1,204.95</b>
<b>NIR Roof Care, Inc</b>					
12/18/2023	Check	5557	Semi Annual Maintenance	4631 Special Reserves Replenishment	\$414.00
<b>Total for NIR Roof Care, Inc</b>					<b>\$414.00</b>
<b>Old National Bank - Visa</b>					
12/04/2023	Expense	VISA PORTAL	Fab Lab wood	4904 Reimb. - Friends Book Sales	\$140.00
12/04/2023	Expense	VISA PORTAL	Credit returned item	4514 Business Office - Supplies	<span style="color: red;">-\$21.76</span>
12/18/2023	Expense	VISA PORTAL	Zoom	4631 Special Reserves Replenishment	\$140.00
12/18/2023	Expense	VISA PORTAL	Adobe	4631 Special Reserves Replenishment	\$29.99
12/18/2023	Expense	VISA PORTAL	4723-July Video Games	4723B Video Games - Youth	\$145.23
12/21/2023	Expense	VISA PORTAL	Earbuds	4900 Miscellaneous - Reimbursements	\$277.58
12/21/2023	Expense	VISA PORTAL	Google Fi	4631 Special Reserves Replenishment	\$41.28
12/21/2023	Expense	VISA PORTAL	Kringle Market	4461 Public Relations	\$17.57
12/21/2023	Expense	VISA PORTAL	Acrylic Frame (2) Palmer	4461 Public Relations	\$58.64
12/21/2023	Expense	VISA PORTAL	Netflix	4631 Special Reserves Replenishment	\$15.49
12/21/2023	Expense	VISA PORTAL	Spirit Committee staff lunch	4454 General Programming	\$93.47
12/21/2023	Expense	VISA PORTAL	Vistaprint Stationary /business cards	4461 Public Relations	\$250.31
12/29/2023	Expense	VISA PORTAL	SIP	4631 Special Reserves Replenishment	\$87.83
12/29/2023	Expense	VISA PORTAL	Duo	4631 Special Reserves Replenishment	\$120.00
12/29/2023	Expense	VISA PORTAL	Toilet paper	4541 Maintenance/Cleaning Supplies	\$110.81
12/29/2023	Expense	VISA PORTAL	Spotify	4451 Youth & Teen Programming	\$10.99
<b>Total for Old National Bank - Visa</b>					<b>\$1,517.43</b>
<b>Otis Elevator</b>					
12/13/2023	Expense	OTIS PORTAL	Invoice 100401394612	4416 Maintenance	\$181.12
<b>Total for Otis Elevator</b>					<b>\$181.12</b>
<b>OverDrive, Inc.</b>					
12/04/2023	Check	5539	01658DA23430989	4726 E-Books - Youth	\$43.99
<b>Total for OverDrive, Inc.</b>					<b>\$43.99</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
<b>Paylocity Payroll Billing</b>					
12/01/2023	Expense	EFT	--	4412 Payroll Services	\$111.26
12/15/2023	Expense	EFT	--	4412 Payroll Services	\$111.26
12/29/2023	Expense	EFT	--	4412 Payroll Services	\$25.00
12/29/2023	Expense	EFT	--	4631 Special Reserves Replenishment	\$249.23
<b>Total for Paylocity Payroll Billing</b>					<b>\$496.75</b>
<b>Paylocity Payroll Net</b>					
12/15/2023	Expense	EFT	--	4311 Salaried Employees	\$19,667.61
12/15/2023	Expense	EFT	--	4312 Hourly Employees	\$6,754.01
12/15/2023	Expense	EFT	Mini Marshmallows Kringle	4461 Public Relations	\$8.52
12/15/2023	Expense	EFT	TR Jewel fake snow	4451 Youth & Teen Programming	\$6.86
12/15/2023	Expense	EFT	Postage OCLC	4631 Special Reserves Replenishment	\$20.73
12/15/2023	Expense	EFT	ATLAS meeting KM	4356 Mileage Reimbursement	\$8.65
12/15/2023	Expense	EFT	11 Nov Homebound deliveries	4356 Mileage Reimbursement	\$15.00
12/29/2023	Expense	EFT	--	4311 Salaried Employees	\$20,070.66
12/29/2023	Expense	EFT	--	4312 Hourly Employees	\$3,495.66
12/29/2023	Expense	EFT	12 Dec Homebound deliveries	4356 Mileage Reimbursement	\$13.69
12/29/2023	Expense	EFT	--	4631 Special Reserves Replenishment	\$2,815.22
<b>Total for Paylocity Payroll Net</b>					<b>\$52,876.61</b>
<b>Paylocity Payroll Taxes</b>					
12/15/2023	Expense	EFT	--	4311 Salaried Employees	\$5,825.56
12/15/2023	Expense	EFT	--	4312 Hourly Employees	\$1,211.12
12/15/2023	Expense	EFT	--	4332 FICA Social Security	\$2,696.16
12/29/2023	Expense	EFT	--	4311 Salaried Employees	\$5,957.01
12/29/2023	Expense	EFT	--	4631 Special Reserves Replenishment	\$1,161.29
12/29/2023	Expense	EFT	--	4332 FICA Social Security	\$2,699.07
<b>Total for Paylocity Payroll Taxes</b>					<b>\$19,550.21</b>
<b>Peerless Network, Inc</b>					
12/18/2023	Check	5553	12 Dec 23	4631 Special Reserves Replenishment	\$68.24
<b>Total for Peerless Network, Inc</b>					<b>\$68.24</b>
<b>Quality Alarm System, Inc.</b>					
12/07/2023	Check	5542	01.1.24 to 03.31.24 Alarm Services	4414 Alarm	\$744.00
<b>Total for Quality Alarm System, Inc.</b>					<b>\$744.00</b>
<b>SWANK</b>					
12/13/2023	Check	5552	--	4452 Public Services Programming	\$158.00
12/13/2023	Check	5552	--	4451 Youth & Teen Programming	\$158.00
12/18/2023	Check	5554	--	4451 Youth & Teen Programming	\$158.00
12/18/2023	Check	5554	--	4452 Public Services Programming	\$158.00
<b>Total for SWANK</b>					<b>\$632.00</b>
<b>Truty, Marcia</b>					
12/04/2023	Expense	ACH MT	11 November IT Services	4418 Technology	\$1,895.13
12/04/2023	Expense	ACH MT	11 Nov. IT Budget Adjustment IT Services	4631 Special Reserves Replenishment	\$2,824.87
<b>Total for Truty, Marcia</b>					<b>\$4,720.00</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY  
CHECKS FOR BOARD APPROVAL  
DECEMBER 2023

Type	Date	Num	Memo	Account	Amount
U.S. Post Office					
12/06/2023	Check	23043	Newsletter postage	4551 Postage & Handling	\$300.00
12/06/2023	Check	23043	Newsletter postage	4631 Special Reserves Replenishment	\$500.00
Total for U.S. Post Office					\$800.00
TOTAL CHECKS FOR BOARD APPROVAL					\$391,252.77

Check	12/11/2023	5548	Breeze Creative	7001 Special Reserves Projects	\$	1,176.55
Check	12/13/2023	5551	Chicago Backflow	7001 Special Reserves Projects	\$	8,841.00
Check	12/20/2023	5559	C. J. Erickson Plumbing	7001 Special Reserves Projects	\$	2,353.97
ACH	12/11/2023	ACH GT	GT Mechanical	7001 Special Reserves Projects	\$	1,176.55
ACH	12/29/2023	ACH GT	GT Mechanical	7001 Special Reserves Projects	\$	359.25
Total 7001 · Special Reserves Projects					\$	13,907.32



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION DECEMBER 31, 2023

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	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	\$21,589.27	\$536,231.35	\$1,064.22	\$200.00	\$572.09	\$2,549.43	\$562,206.36
WITHDRAWALS	(\$391,252.77)						(\$391,252.77)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$10,000.00	(\$10,000.00)					
	\$5,000.00	(\$5,000.00)					
	\$10,000.00	(\$10,000.00)					
	\$60,000.00	(\$60,000.00)					
	\$250,000.00	(\$250,000.00)					
DEPOSITS	\$973.00	\$220.42					\$503,607.01
	\$326.60	\$243,732.57					
	\$254.50	\$226,946.57					
	\$649.25	\$776.27					
	\$410.60	\$22,478.49					
	\$354.95	\$233.56					
	\$362.74	\$5,601.27					
	\$286.22						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.70	\$877.07	\$4.95	N/A	N/A	\$2.71	\$885.43
ENDING BALANCE	\$18,955.06	\$652,097.57	\$1,069.17	\$200.00	\$572.09	\$2,552.14	\$675,446.03
TOTALS	\$672,321.80 GENERAL FUND				\$3,124.23 SPECIAL RESERVES FUND		\$675,446.03 TOTAL FUND BALANCE
INTEREST RATES	0.02%	5.462%	5.519%	N/A	N/A	1.260%	

TOTAL FUND BALANCE MONTH ENDING: DECEMBER 31, 2023

\$675,446.03



PALOS HEIGHTS  
PUBLIC LIBRARY

# DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting  
January 18, 2024

## Library News

We had a wonderful week of programs post-Thanksgiving to help usher in a festive holiday season. We had well over 200 attendees between the Chicago Christmas program, the madrigal sing-along, Baking with Beth, craft programs, and the kids dance party. Then we set up our table at the City's Kris Kringle Market and gave away around 27 gallons of hot cocoa to shoppers. We put out the tip jar and received over \$250 in donations, which is enough to cover our costs for the weekend. We also donated four staff-created items from the Zanardo FabLab, for which the City held drawings. It was an amazing week of celebrating the season and bringing holiday cheer to our neighbors!

Those of you who use the SWAN Libraries app probably noticed that the app stopped working suddenly on November 27<sup>th</sup>. This was as much a surprise to SWAN as it was to our patrons. The app was a collaboration between two companies, SirsiDynix who manages all of the backend data for the consortium, and Solus, who managed the front end of the app for the consortium. There was a catastrophic disagreement between these companies, which resulted in Solus suddenly taking down the app and permanently severing its relationship with SirsiDynix. SWAN doesn't know what caused this fallout. I speculate that it is rooted in Solus offering its own competing backend product and no longer wanting to support a competitor. Regardless, SWAN went into crisis mode as the app was used by well over 10,000 users per day. Thankfully, due to existing partnerships with other technology providers, SWAN had a few quick options at its disposal. Bywater Solutions, which currently runs the Aspen web-based catalog frontend for the consortium, already has its own app that is fully deployed with a few thousand libraries worldwide. They were able to quickly build a production-ready app for SWAN, which has since gone live in app stores as SWAN Libraries+. It is a completely different app that loses a few features from the old one and has a few extras as well. I don't like it quite as much, personally, but it is functional and has some browsing features that are a significant upgrade.

SirsiDynix was the entity which was contractually obligated to provide the old SWAN Libraries app. They will be refunding approximately \$45,000 in fees to the consortium and reduce its fee for the final full year of the current contract by over \$90,000. Because of its existing partnership with SirsiDynix to run the Aspen product, Bywater is able to provide its app to the consortium at a very low cost of less than \$10,000 per year. We will see this savings as a reduction in our annual SWAN membership fee of around \$1,000 beginning in the new fiscal year.

Our new online newspaper and magazine service, PressReader, went live in January. We're really excited about this service as it allows all cardholders free daily access to the Chicago Tribune and Southtown in

addition to a huge catalog of national and international daily newspapers and magazines. I've wanted to find a way to offer patrons virtual access to our local papers for a long time now. For decades, the library has been a daily destination for a lot of people simply to come in and read the daily paper. In this digital age, it only makes sense that we should be able to offer a similar virtual service. PressReader allows us to do that. Access is flexible and intuitive. There is an app that can be downloaded on phones or tablets, and the service is fully accessible via traditional web browsers as well. Access validates with the same library card number and PIN that patrons use for other online library services. While not inexpensive (\$3,996 per year), I believe that this will be a very well-used resource that will drive engagement with regular patrons and help us bridge the gap to those who don't currently use the library with regularity. We are able to afford this new service due to discontinuing the Freegal music service (\$7,365 annually), which has seen a precipitous decline in usage in recent years.

### Building & Grounds News

On November 20<sup>th</sup>, there was a water main break in the neighborhood. The City had to cut water to the building for a number of hours. We closed the building until 1pm that day as we can't maintain sanitary conditions for staff or patrons without running water. When the City turned the water back on, our plumbing system was slammed with a wave of muck that overwhelmed our backflow prevention system. Chicago Backflow was called and responded immediately. They were able to patch the system up and get it working again, but most of our backflow preventer system was ruined. It was able to hold together until repairs could be completed. After consulting with Trustee Burek, I approved the repair proposal in the amount of \$8,841.00 as an emergency measure. This was something that couldn't wait until our next meeting for approval. I felt that we couldn't even wait to try to get some competing quotes. The system was barely holding together, requiring a few minutes between toilet flushes for the pressure to rebuild enough to flush for the next person. Repairs to the backflow system were completed on December 12<sup>th</sup>. Water pressure immediately returned to normal. Once the backflow system was repaired, we then had the plumbers come and clean the dirt out of some toilet valves. The same had to be done for the building humidifier as well. At this point, pressure is back to normal and all aspects of the building's plumbing seem to be working as they should. I filed a property claim with Gallagher to reimburse us for this repair. That reimbursement was approved and received, less the \$1,000 deductible.

### Budget News

Between November 30<sup>th</sup> and December 22<sup>nd</sup>, we received ~\$905,000 in tax disbursements from the County. Despite being four months late, this represents approximately 99% of what we were expecting for the second half of FY22. This gives us enough funds to repay the loan from the City and pay the bills through the spring. The next round of tax bills should go out as usual in early January with those disbursements beginning in March. After that, we will be in good shape to make it to the end of the year, regardless of any delay from the County.

Because we received those tax payments before the end of the year, the City requested that we repay the loan before the end of December. The reasoning behind this was twofold. First, instead of sitting in our money market and gathering interest for the library over the next couple of months, that money could be doing so for the City. As they made this loan to us with no interest, it seems right that we would try to maximize their ability to receive interest income on this money if it is in our ability to do so. The easiest way to do this is simply to return the funds to them sooner rather than later. The second reason for doing this is that it will make for a cleaner audit, both for the City and the Library. Because our accounting is on a cash basis, that additional income being matched by equal outflow in the same fiscal year will make for a tidy little set of transactions for the auditor, as opposed to doing so across different fiscal years. So, on the assumption that the Board would have no objection to formally approving repayment at its next opportunity, I acquiesced to their request and hand-delivered a check for \$250,000 on December 26<sup>th</sup>.

As a result, you will see that the expenditures for the month of December in the financial reports is quite high. When taking the loan repayment into account, December's expenditures are right where they should be. Similarly, the November expenditures are high because this was one of the two three-payroll months that we have each year. Other than the three payrolls, November's expenditures are also on target.

## Annual Tasks

It's the time of year when I have various administrative tasks to do that will keep us officially recognized as a functioning as a public library for another year. Our annual Per Capita Grant application has been filed and accepted by the State. I have submitted our list of Statement of Economic Interest filers to the County. We are compiling statistics to submit our annual Illinet resource sharing and IPLAR statistical reports. Once those are complete, I will file our annual certification with the State.

I have submitted our list of required filers for the annual Statements of Economic Interest to the County. You should see an email from the County asking for that filing sometime in March. I will make sure and let you know when I have received mine so that nobody misses it.

On November 29<sup>th</sup>, I attended the annual LIRA membership meeting for our corporate insurance bundle. The LIRA pool is up to 63 libraries at this point with well over \$1 billion of insured property statewide. Pooling our resources like this allows for much more leverage in the market than any of us would be able to command on our own. This is reflected year after year with our rates outperforming the industry without sacrificing any coverage. In 2024, we will see a total increase of 13%, which is a big number. However, compared to the industry average of 22%, we are fortunate that it is where it is. These increases are even more significant in the Midwest, as they are now on par with rates on the coasts for the first time possibly ever due to huge increases in catastrophic losses from major weather events. Hopefully, this year was a big adjustment for the market, and we will see softening in future years. But I take comfort in the fact that our costs are reasonable, and our coverage is excellent.

## Upcoming Events

- January 18: Policy Committee Meeting at 6:30pm
- January 18: Regular Board Meeting at 7pm
- February 2-5: Friends of the Library Book Sale
- February 9: Staff In-Service Day
- February 15: Building & Grounds Committee Meeting at 6:00pm
- February 15: Regular Board Meeting at 7pm

## Agenda Items

### Item 1: Policy Updates

The Policy Committee will be meeting right before our regular meeting to discuss changes to the Personnel Benefits Policy and the Financial Policy. The Benefits Policy issue is in response to the new Paid Leave for All Workers Act, which went into effect on January 1. We are now required to provide paid time off to all employees. Currently, most of our part-time employees are granted no paid time off. So we have to adjust our policy to comply with the new law.

With regard to the Financial Policy, the emergency plumbing issue in December brought to light that it might make sense to have a statement that authorizes the Library Director to authorize expenditures in excess of \$5,000 in an emergency situation. The proposed amendment would insert this language.

**Recommendation:** I recommend that you approve these policies per the recommendations of the Policy Committee.

### Item 2: City Loan Repayment

Though we have already issued the check to repay this loan at the City's request, I am asking for ex post facto permission. Because repayment was a formality and the City was firm in their request that it be repaid before the new year, that action was already taken. But we should still get the formal action on the record.

**Recommendation:** I recommend that you approve repayment of the loan to the City of Palos Heights in the amount of \$250,000.

### Item 3: Plumbing Repair

Similar to the above item, this is work that has already been completed as it was an emergency situation. I spoke with enough of you individually beforehand to convince me that taking immediate action was more important than waiting for the next possible meeting for approval. Hopefully, the above changes to our Financial Policy will eliminate this kind of procedural issue in the future.

**Recommendation:** I recommend that you approve the plumbing backflow repair in the amount of \$8,841.00.

Respectfully submitted,  
Jesse Blazek  
Library Director



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## NOVEMBER 2023

### At the Desk:

22 online library cards were issued to residents.

19 directional questions were answered by the Circulation staff.

15 patrons used Curveside pickup.

### Continuing Education:

*Practicing Inclusion: Welcoming Transgender Customers and Colleagues*

### Department Highlights:

Lorena used the Glowforge to make the library giving tree ornaments and Santa's Reindeer barn. Karen M., Chris, Crystine, and Mickey helped paint these items. Lorena also made red and green donation tags on the Cricut machine.

Joyce and Chris used their creativity to decorate the Circ wreath for the wreath drawing.

Lorena painted the front doors and the windows on the first floor while Mickey painted the windows on the second floor for the season.

Lorena brought the Christmas trees out and decorated the library for the holidays.

Karen D., Karen M., Dora, and Lorena all shared their holiday favorites with Channel 4.

Lorena created and posted the library giving tree information on social media. She also helped record the Grinch videos for the library social media.

Some Circ staff brought in appetizers and sweet treats for the Veteran's Day reception at the library.

### Meetings:

November 1 – Management Team meeting

November 7 – RAILS: Conflict De-escalation in the Workplace

November 7 – Palos Heights Woman's Club meeting

November 8 – SWAN Circ/ILL/Outreach Office Hours

November 8 – Social Media meeting

November 8 – Friends meeting

November 15 – SWAN Circ Advisory

November 17 – LACONI & Recharge Present: Networking Unconference

November 17 – Itasca Circ Department Head meeting

November 29 – Department Head meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

# CIRCULATION STATISTICS FOR NOVEMBER 2023

	Nov-23	YTD 23	Nov-22	YTD 22
Adult Circulation				
Books	3,574	41,787	3,438	40,693
Video	566	6,438	530	6,414
Audio	489	4,504	459	4,986
Periodicals	146	2,181	185	2,350
Other Formats	23	175	17	119
In House	69	1,003	109	990
Total Adult Circulation	4,867	56,088	4,738	55,552
Youth Circulation				
Books	4,049	45,643	4,011	29,864
Audio	139	1,304	60	746
Teen Circulation				
Books	265	3,848	Included in Youth totals for 2022	
Audio	1	29		
Youth & Teen Circulation				
Video	240	2,334	281	1,755
Periodicals	11	129	18	171
Other Formats	-	2	-	-
In House Use	655	9,487	659	4,574
Total Youth & Teen Circulation	5,360	62,776	5,029	37,110
Electronic Circulation				
eBooks (Media On Demand)	1,097	13,692	1,026	12,294
eBooks (e-Read IL)	104	1,109	59	868
Audio (e-Read IL)	53	598	26	486
Audio (Media On Demand)	803	8,273	592	6,592
Video (Media On Demand)	-	-	-	1
Periodicals (Overdrive)	362	1,617	92	1,054
Music Streaming (Freegal)	841	9,985	1,901	11,395
Music (Freegal)	77	542	58	500
Total Electronic Circulation	3,337	35,816	3,754	33,190
TOTAL CIRCULATION	13,564	154,680	13,521	125,852

ILL - Received	1,179	14,030	1,094	13,880
ILL - Sent	1,001	11,429	1,058	8,845
Reciprocal Borrowing	992	13,323	981	7,134
Online Renewals	18	393	40	452
Self-Checkout	3,994	47,076	3,957	27,236
<b>Computer Usage</b>				
Library Workstation Sessions	884	4,703	307	2,794
Wireless Sessions	434	9,075	643	6,571
Total Sessions	1,318	13,778	950	9,365
# of People Using the Library*	8,967	102,617	7,733	76,513

<b>Homebound Deliveries</b>		<b>Current Month</b>	<b>Full Year</b>
Patrons Served		4	
Visits		9	115
Items		84	1,337

<b>Museum Pass Program</b>		<b>Current Month</b>	<b>Full Year</b>
Total Passes		14	186

<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	5,504	44	29	-	5,533
Non-Resident/Trinity/Business	137	-	2	-	139
Cards for Kids	46	-	5	-	51

Respectfully submitted by Lorena Rodriguez, Head of Circulation



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## DECEMBER 2023

### At the Desk:

14 online library cards were issued to residents.

11 directional questions were answered by the Circulation staff.

11 patrons used Curveside pickup.

### Continuing Education:

The Grinch Reads "*How the Grinch Stole Christmas!*"

### Department Highlights:

Joyce, Dora, and Lorena helped make and serve hot chocolate at the Kris Kringle market.

Joyce and Dora helped decorate the tree as a snowman for the city's annual tree decorating contest.

Karen M. attended the annual ATLAS Multi-library Staff Day: Let's Talk De-escalation training.

Lorena helped create content and record videos of the Grinch for the Social Media Committee to post throughout the month of December.

Lorena updated marketing materials for the February Friends book sale to handout and post in January.

Lorena created the LIC schedule for the month of January.

The Kindness Corner displayed a Library Giving Tree throughout the month of December. Patrons received an ornament as a thank you for donating to the library. The Circ, Youth and Teen, and Public Services departments all helped make and decorate ornaments in the Glowforge.

### Meetings:

December 7 – Karen M. and Crystine evaluations

December 7 – SWAN Quarterly meeting

December 11 – Joyce, Chris, Karen D., and Mickey evaluations

December 12 – Department Head meeting

December 14 – Dora evaluation

December 14 – PLA Leadership Purposeful Service: Maintaining Your Motivation

December 21 – 1 on 1 with Jesse

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

# CIRCULATION STATISTICS FOR DECEMBER 2023

	Dec-23	YTD 23	Dec-22	YTD 22
Adult Circulation				
Books	3,428	45,215	3,247	44,131
Video	575	7,013	527	6,944
Audio	374	4,878	450	5,445
Periodicals	147	2,328	112	2,535
Other Formats	23	198	7	136
In House	50	1,053	48	1,099
Total Adult Circulation	4,597	60,685	4,391	60,290
Youth Circulation				
Books	3,372	49,015	3,633	33,875
Audio	116	1,420	60	806
Teen Circulation				
Books	268	4,116	Included in Youth totals for 2022	
Audio	4	33		
Youth & Teen Circulation				
Video	179	2,513	119	2,036
Periodicals	12	141	5	189
Other Formats	-	2	-	-
In House Use	583	10,070	432	5,233
Total Youth & Teen Circulation	4,534	67,310	4,249	42,139
Electronic Circulation				
eBooks (Media On Demand)	1,228	14,920	1,098	13,320
eBooks (e-Read IL)	92	1,201	75	927
Audio (e-Read IL)	51	649	45	512
Audio (Media On Demand)	845	9,118	592	7,184
Video (Media On Demand)	-	-	-	1
Periodicals (Overdrive)	348	1,965	116	1,146
Music Streaming (Freegal)	663	10,648	974	13,296
Music (Freegal)	59	601	44	558
Total Electronic Circulation	3,286	39,102	2,944	36,944
TOTAL CIRCULATION	12,417	167,097	11,584	139,373

ILL - Received	1,077	15,107	886	14,974
ILL - Sent	944	12,373	939	9,903
Reciprocal Borrowing	925	14,248	779	8,115
Online Renewals	20	413	38	492
Self-Checkout	3,445	50,521	3,169	34,393
<b>Computer Usage</b>				
Library Workstation Sessions	470	5,173	229	3,101
Wireless Sessions	887	9,962	685	7,214
Total Sessions	1,357	15,135	914	10,315
# of People Using the Library*	8,209	110,826	6,336	84,246

<b>Homebound Deliveries</b>		<b>Current Month</b>	<b>Full Year</b>
Patrons Served		4	
Visits		9	124
Items		141	1,478

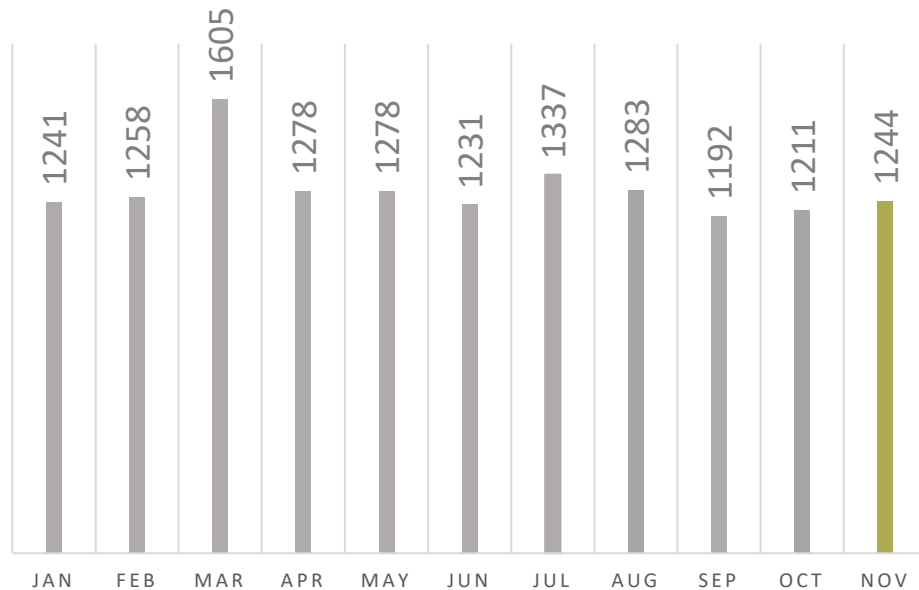
<b>Museum Pass Program</b>		<b>Current Month</b>	<b>Full Year</b>
Total Passes		17	203

<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	5,533	25	13	-	5,546
Non-Resident/Trinity/Business	139	-	2	-	141
Cards for Kids	51	1	-	-	51

Respectfully submitted by Lorena Rodriguez, Head of Circulation

# Public Services Department Report November 2023

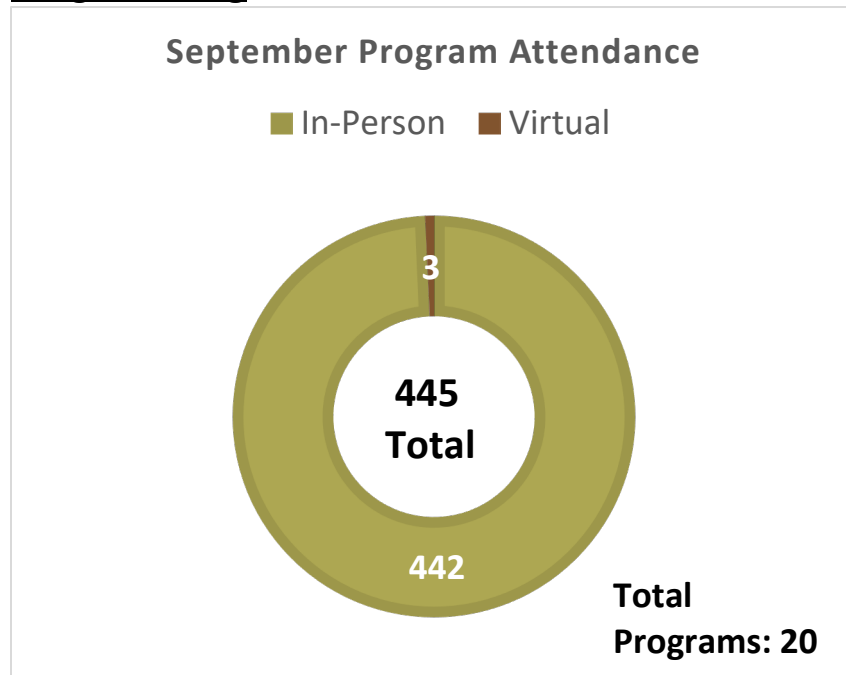
## PS Reference Questions



## Meetings & Trainings

- 11-1-23: Management Team Meeting
- 11-2-23: West Side Area Programmers Meeting
- 11-2-23: ARRT Meeting
- 11-8-23: ASMR Meeting (Adult Services Managers Roundtable)
- 11-8-23: Social Media Committee Meeting
- 11-13-23: Channel 4 Taping
- 11-13-23: ILA Annual Committee 2024 Meeting
- 11-15-23: Social Media & The First Amendment Webinar
- 11-15-23: RAILS Update Webinar
- 11-15-23: Green Team Meeting
- 11-17-23: Middle Managers Roundtable Meeting
- 11-27-23: ARRTCon Panel Check-In
- 11-28-23: ARRTCon Panel Meeting
- 11-30-23: ARRTCon

## Programming



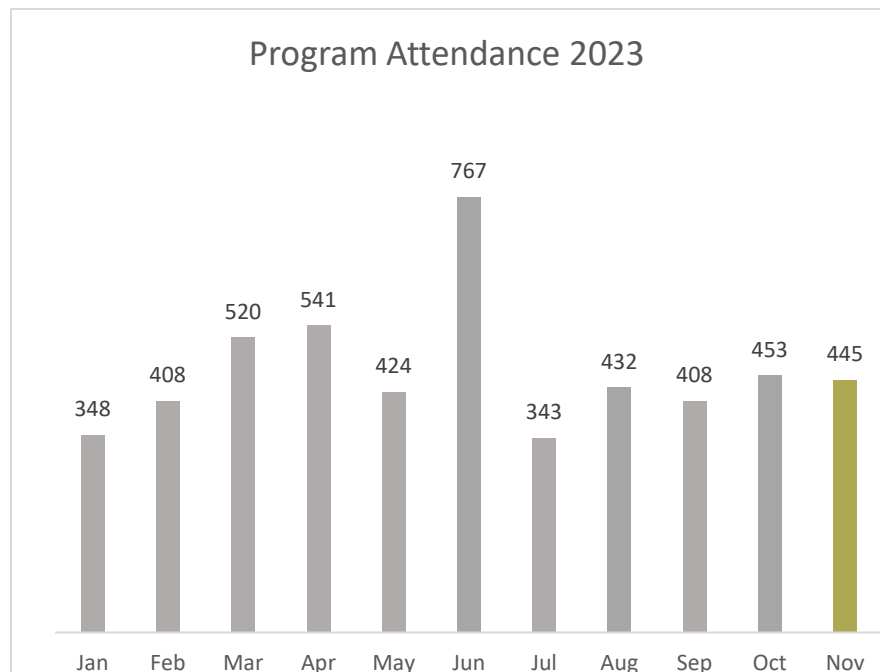
Programming in November remained fairly steady, and this was the first month where none of the presenters wanted to be virtual, except the ones that were presenting virtually. Not sure if that is going to become more common the further we get from lockdowns, but it is an interesting development.

In any event, given that we had two weeks “off” from programming due to Thanksgiving, the numbers are pretty good. We kicked

off November with Leslie Goddard, who was great but drew far less people than she usually does. Not sure if it’s because people just got the newsletter and she was on November 2 or if there was some other factor, but it was a reminder that I should not schedule “big” programs the week a new newsletter comes out. Another lesson from this month was that a lot of people are very passionate about their viewpoint of the JFK assassination.

We had our first FabLab class, this one was making holiday placecards on the Cricut. We had 6 register and 3 attend. Less people than we would have liked, but the December Glowforge program is full and has a full waiting list, so we’re probably going to run that one twice.

Beth’s Spice Club Meet & Greet went well and was quite charming. Merry & Bright in the Heights programs were well-attended, as always.



## Marketing/Publicity/Outreach

Tina and I held down the library table at the Lake Katherine Pumpkin Smash event. It went well and we had a fair number of visitors stop by the table to talk about the FabLab.

Speaking of the FabLab, we once again produced a number of items for the Kris Kringle Market. It was a somewhat challenging process this year, but it turned out well.

Finally, Tina and I also filmed the December “At the Library” for Channel 4.

## Local History

We received our new photo displays and Beth has started organizing them to be put out next year. We will have a healthy rotation of a number of photo displays throughout the library over the course of the year.

Beth’s slideshow of local veterans also went over very well at the Veterans Day event this year.

## Collection Development

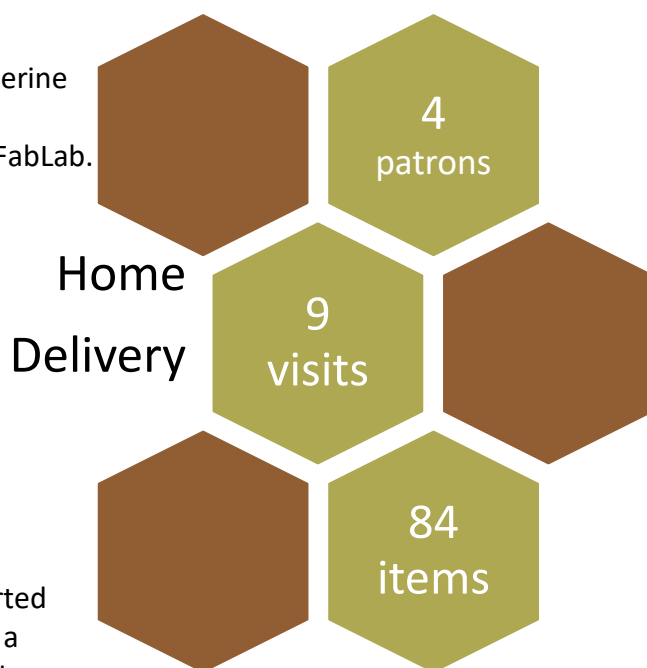
We wrapped-up our first year of having the whole staff participate in ordering, rather than having all of it done by Beth. Overall, it went well. We are in the process of going over how things went to see if we need to make any adjustments in 2024.

## Other

My staff continues to be one of the best in the business, I remain very happy to have them.

I attended ARRTCon on November 30 and got a lot of great ideas for adult readers advisory, hopefully we’ll be able to put some into place. I also presented a panel about writing book reviews (my piece was specifically audiobook reviews) with Becky Spratford (!), LibraryReads executive director Rebecca Vnuk, NovelList’s Yaika Sabat, and Annabelle Mortensen from LibraryReads.

Respectfully submitted,  
Matt Matkowski



A couple of Madrigal Singers photos:



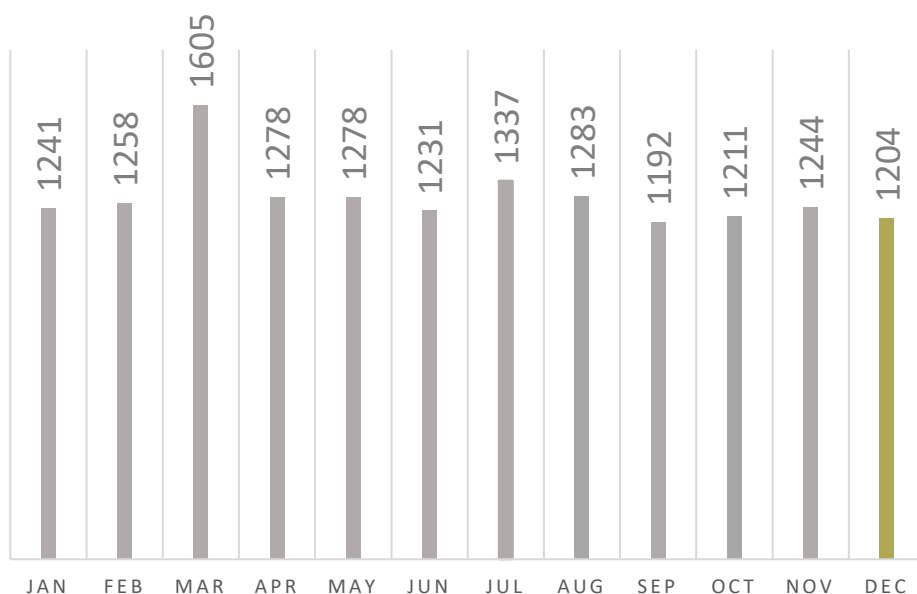
# PUBLIC SERVICES - MONTHLY STATISTICS

## November 2023

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$1,195	95	Reference	Computer	Directional
Free	0	4	4	N/A	121	682	288	274
Book Discussions	0	4	4	N/A	22	TOTAL		1,244
						HOMEBOUND DELIVERIES		
Passive Programs			4		112			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	10	4	9	84
Needle Crafters			4	N/A	26	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	59			
COMPUTER TRAINING - LAB			1	N/A	0	5		
TOTAL PROGRAMMING			20	\$1,195	445			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
11/2/2023	7:00 pm	No	Flying High: Betty the Pan Am Stewardess			37	\$400	34
11/04/23	1:00 pm	No	Self-Care for Busy People			3	\$200	5
11/07/23	7:00 pm	No	The Kennedy Assassination			31	\$260	34
11/08/23	7:00 pm	No	Taste of Love (0 in-person)			3	ILP	3
11/28/23	7:00 pm	No	It's Christmastime in the City			30	\$335	19
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
11/01/23	6:30 pm	No	Spice club Meet & Greet			8	N/A	11
11/16/23	7:00 pm	No	FabLab Holiday Place Cards			6	N/A	3
11/29/23	6:30 pm	No	Madrigal Singers			34	n/a	67
11/30/23	7:00 pm	No	Baking with Beth			53	n/a	40
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
11/13/23	12:00 pm	No	Lunch Bunch Book Discussion				N/A	10
11/08/23	7:00 pm	No	Horror Book Club				N/A	4
11/21/23	2:00 pm	No	TeaTime on Tuesdays Book Discussion				N/A	6
11/28/23	11:00 am	No	Senior Center				n/a	2
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
11/19/23	2:00 pm	Sunday @ the Cinema: Book club				15	n/a	13
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
11/07/23	12:00 pm	Mah Jongg				N/A	N/A	4
11/14/23	12:00 pm	Mah Jongg				N/A	N/A	2
11/21/23	12:00 pm	Mah Jongg				N/A	N/A	4
11/28/23	12:00 pm	Mah Jongg				N/A	N/A	0
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
11/07/23	10:00 am	Needle Crafters				N/A	N/A	6
11/14/23	10:00 am	Needle Crafters				N/A	N/A	8
11/21/23	10:00 am	Needle Crafters				N/A	N/A	6
11/28/23	10:00 am	Needle Crafters				N/A	N/A	6
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
11/07/23	10:00 am	Scrabble				N/A	N/A	14
11/14/23	10:00 am	Scrabble				N/A	N/A	16
11/21/23	10:00 am	Scrabble				N/A	N/A	14
11/28/23	10:00 am	Scrabble				N/A	N/A	15
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
11/13/23	2:00 pm	LinkedIn Basics				0	N/A	0
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						84
		Spice Club Kits						13
		Extra Spice Club Kits						7
		Project of the Month						8

# Public Services Department Report December 2023

## PS Reference Questions



## 2023 Stats

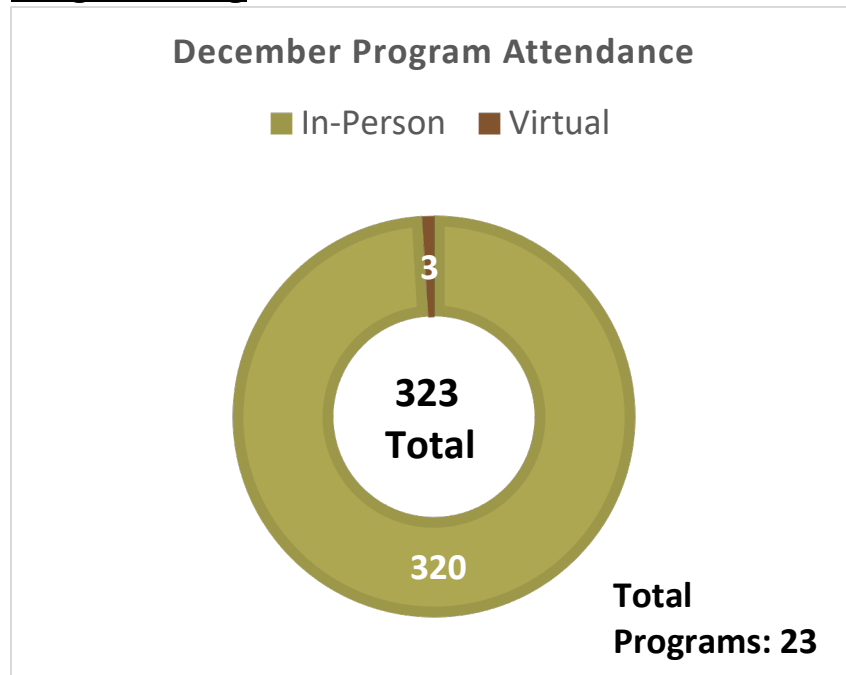
### • Total

- Questions Answered: 15,362
- Program Attendees: 4,497
- Home Delivery Items: 1,548
- Puzzle Tablers (At Least): 1,053
- Spice Kits Handed Out: 348
- Number of Programs: 331
- Book Discussion Patrons: 233
- Tech Time w/Emily Patrons: 80

### Top Ten Programs By Attendance in 2023

1. Julia Child w/Leslie Goddard (April): 78
2. Madrigal Singers (Nov): 67
3. Celtic Christmas (Dec): 66
4. Wills & Trusts (Sep): 65
5. Irish Music (March): 60
6. Blues in America (Feb): 59
7. Grilling w/Chef Maddox (July): 53
8. Beatles Revolver (Aug): 52
9. New Year, New You Cooking (Jan): 50
10. James Herriot / All Creatures Great & Small (Feb): 49

## Programming

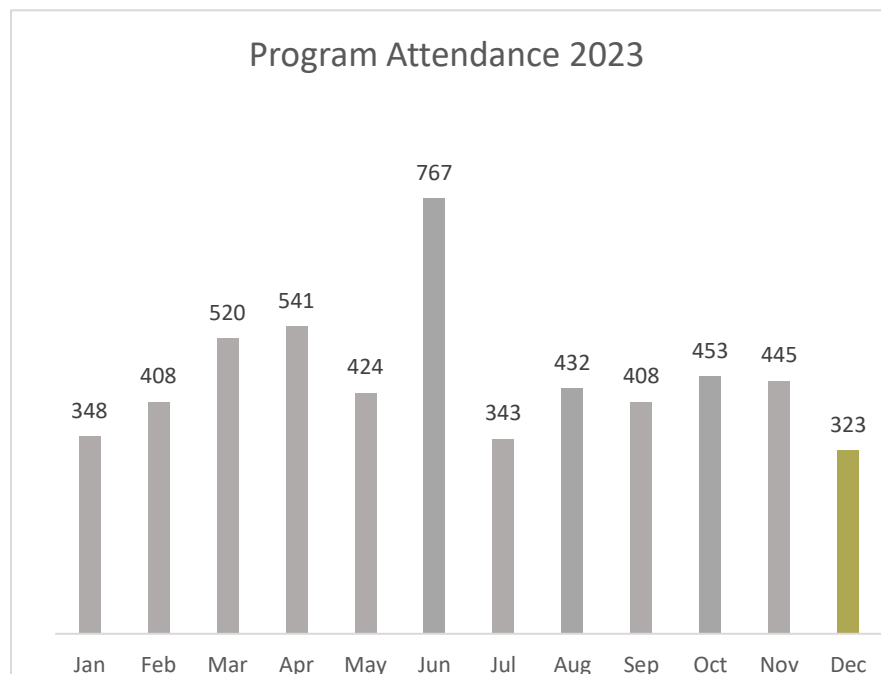


We did not have many programs in December (aside from the typical weekly Scrabble Club, etc), and historically we tend not to have any programs in December, so I was curious to see how it would go. One of them, the Billy Joel presentation, had been rescheduled to December since it was originally planned for Merry & Bright in the Heights week.

The others were purposely scheduled for December. We had the people who came in

to do our March Irish music concert back for a “Celtic Christmas” performance. They let me know in March that they also happen to play music in months other than March, and since our patrons loved them, I figured they were worth having back. Glad I did, it was a great performance and many people attended. They even closed out with a lyrically-modified cover of “Fairytale of New York”.

I decided to give “Adult Coloring and Cocoa” a go, wherein the idea is that people drop-in, grab an adult coloring book page (holiday-themed, of course), and a cup of hot chocolate. I put a yule log up on the Meeting Room projector screen with a classic holiday playlist in the background. It went pretty well. Most of the attendees were special needs adults who were VERY excited about the whole thing, which warmed my heart. It was an experiment to see if something like that might work on a random



Saturday, and since it is a pretty low effort thing staff-wise, I think we'll do it again at some point.

The FabLab class, our second, was interesting. This one was making ornaments on the Glowforge. It filled-up quickly and the waitlist filled-up, so we added a second class the hour before and offered for the waitlisted people to come to that one. In an interesting turn of events, 5 of the waitlisted people showed-up for the extra class, but only 3 of the 8 registered for the original class appeared for that one. In any event, I'm glad we added the second class and accommodated as many people as possible.

### Marketing/Publicity/Outreach

PS created 3 items in the FabLab for Kris Kringle Market. YTS created an additional "kids" item. There were some challenges with creating the items, but in the end they turned out okay.

I filmed the January & February segments of "Book Talk" for Channel 4.

### Local History

We are busy planning ways to bring the local history collection to more people next year, as well as working on additional photo displays.

We will be testing out the open source alternative for collection software.

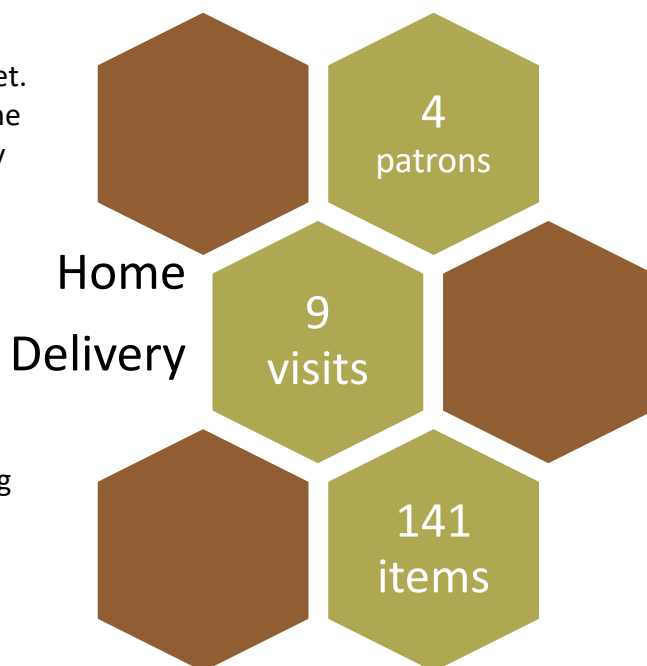
### Collection Development

We wrapped-up our first year of having the whole staff participate in ordering, rather than having all of it done by Beth. Overall, it went well. We are in the process of going over how things went to see if we need to make any adjustments in 2024.

### Meetings & Trainings

12-8-23: ILA Reaching Forward Committee  
12-11-23: Channel 4 Jan/Feb 2024 Book Talk taping  
12-13-23: ILA Subcommittee meeting  
12-13-23: Niche AI in Libraries webinar  
12-14-23: Southside Area Programmers Meeting

Respectfully submitted,  
Matt Matkowski



# PUBLIC SERVICES - MONTHLY STATISTICS

## December 2023

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	3	3	\$950	89	Reference	Computer	Directional
Free	0	2	2	N/A	21	637	223	344
Book Discussions	0	2	2	N/A	14	TOTAL		1,204
						HOMEBOUND DELIVERIES		
Passive Programs			4		103			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	4	4	9	141
Needle Crafters			4	N/A	29	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	65			
COMPUTER TRAINING - LAB			0	N/A	0	12		
TOTAL PROGRAMMING			23	\$950	325			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
12/5/2023	7:00 pm	no	Billy Joel		22	\$300	20	
12/06/23	7:00 pm	no	ILP: Surviving the Holidays (0 in-person)			ILP	3	
12/12/23	7:00 pm	no	Celtic Christmas		80	\$650	66	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
12/07/23	7:00 pm	No	FabLab: Holiday Design		8	N/a	7	
12/09/23	1:00 pm	No	Adult Coloring and Cocoa		0	N/a	14	
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
12/11/23	12:00 pm	No	Lunch Bunch Book Discussion		N/A	N/A	10	
12/13/23	7:00 pm	No	Horror Book Club		N/a	N/A	4	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
12/05/23	12:00 pm	Mah Jongg			N/A	N/A	4	
12/12/23	12:00 pm	Mah Jongg			N/A	N/A	0	
12/19/23	12:00 pm	Mah Jongg			N/A	N/A	0	
12/26/23	12:00 pm	Mah Jongg			N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
12/05/23	10:00 am	Needle Crafters			N/A	N/A	8	
12/12/23	10:00 am	Needle Crafters			N/A	N/A	7	
12/19/23	10:00 am	Needle Crafters			N/A	N/A	7	
12/26/23	10:00 am	Needle Crafters			N/A	N/A	7	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
12/05/23	10:00 am	Scrabble			N/A	N/A	11	
12/12/23	10:00 am	Scrabble			N/A	N/A	20	
12/19/23	10:00 am	Scrabble			N/A	N/A	17	
12/26/23	10:00 am	Scrabble			N/A	N/A	17	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					70	
		Spice Club Kits					17	
		Extra Spice Club Kits					13	
		Project of the Month					3	



PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## NOVEMBER 2023

### Meetings and Training:

November 01, 2023 Management Team meeting.

November 17, 2023 ATLAS Middle Managers Round Table and RAILS Technical Services Networking group.

November 28, 2023 Department Head Meeting.

### Staff Related:

Susana continues to work on fiscal year closing by reviewing all backordered items.

Susana worked on staff evaluations.

Susana worked on releasing a new adult video format, Binge Box.

Technical Services continues to work on the easy readers collection project. Technical Services completed level two and is moving forward with level three easy readers.

Susana trained Marilyn and Nikki on how to use the Glowforge for the Birthday Bookmarks for residents.

Susana continues to work on processing prototypes for the upcoming new collection Gadgets & Gizmos. In addition to creating a plan for Technical Services in transitioning current kits and technology items to this new collection.

### Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered	128	5	31	0	1	0	-	-
Received	230	49	32	13	4	0	-	-
Added	251	212	26	12	5	0	81	18
Discarded	42	294	0	2	0	1	1	0



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

Library Services											
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.
<b>Laminating Service*</b>	11	18	0	0	3	1	0	1	1	1	0
<b>VHS Conversion:</b>	0 VHS tapes	6 VHS tapes	41 VHS tapes	1 VHS tapes	0 VHS tapes	2 VHS tapes	0 VHS tapes	0 VHS tapes	4 VHS tapes	4 VHS tapes	24 VHS tapes
<b>DVD Format</b>	0	6	20	1	0	1	0	0	4	8	0
<b>USB Flash drive Format</b>	0	7	3	0	0	1	0	0	0	0	24

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

Respectfully submitted,  
Susana Leyva  
Head of Technical Services



PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## DECEMBER 2023

### Meetings and Training:

December 02, 2023 Susana and Jalal helped at the Kris Kringle Market.

December 12, 2023 Department Head meeting.

December 13, 2023 Susana attended ALA Webinar: Empowering Future Managers through Cohort Mentoring.

December 18, 2023 Technical Services department meeting.

December 20, 2023 1-on-1 with Jesse.

### Staff Related:

Susana closed fiscal year 2023 and prepared 2024 fiscal year in Workflows.

Technical Services completed the easy readers collection project and the juvenile non-fiction holiday project.

Susana continues to work with Marilyn and Nikki on how to use the Glowforge for the Birthday Bookmarks for residents.

Staff have been working on VHS conversion request slips, totaling up to 78 VHS tapes.

Susana continues to work on processing prototypes for the upcoming new collection Gadgets & Gizmos. In addition to creating a plan for Technical Services in transitioning current kits and technology items to this new collection.

### Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
<b>Ordered</b>	0	0	0	0	0	0	-	-
<b>Received</b>	54	0	25	3	0	0	-	-
<b>Added</b>	148	315	25	6	2	0	51	6
<b>Discarded</b>	636	322	153	5	198	0	69	15



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
<b>Adult</b>	195	0	153	0	0	3
<b>Juvenile</b>	0	0	5	0	0	0

Library Services												
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
<b>Laminating Service*</b>	11	18	0	0	3	1	0	1	1	1	0	0
<b>VHS Conversion:</b>	0 VHS tapes	6 VHS tapes	41 VHS tapes	1 VHS tapes	0 VHS tapes	2 VHS tapes	0 VHS tapes	0 VHS tapes	4 VHS tapes	4 VHS tapes	24 VHS tapes	22 VHS tapes
<b>DVD Format</b>	0	6	20	1	0	1	0	0	4	8	0	0
<b>USB Flash drive Format</b>	0	7	3	0	0	1	0	0	0	0	24	22

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

Respectfully submitted,  
Susana Leyva  
Head of Technical Services

# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## November 2023

### Highlights of the Month:

Volunteers – Mary Kate had 10 hours of volunteering helping in the Youth and Teen Department.

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

Dungeons & Dragons – Mary Kate hosted a session of D&D, with returning and new teens joining the adventure!

Teen Book Box – Mary Kate created 7 boxes for teens that include a specially selected library book, treats, and goodies.

STEAM: Straw Airplane – Mary Kate helped kids, grades K-3, learn 4 ways to make straw airplanes and test which one works the best.

Dino-Mite! – Mary Kate helped kids, grades K-3, in creating a STEAM dinosaur skeleton and two other crafts.

Turkey Crafts and Facts – Mary Kate lead K-3 kids in creating 3 turkey crafts while learning fun facts about turkeys.

Thankful Shadowbox – Tina used the Cricut machine with our tweens to create shadowboxes.



Holiday Crafts – 'Tis the season! Mary Kate prepared crafts for kids in K-3 to enjoy while listening to music.

Christmas Tree Puzzle – Mary Kate prepared Christmas tree puzzles on the Glowforge for kids in middle and high school for them to put together and decorate.

Thanksgiving Scavenger Hunt – Claire planned and prepared this program for children ages 2-5 and their caregivers, who enjoyed searching through the library for different Thanksgiving foods.

Holiday Dance Party – Claire led a dance party to classic holiday songs and incorporated props like the parachute, scarves, jingle bells, and streamers. Both kids and adults enjoyed getting in the festive spirit and letting off some steam!

Christmas Ornaments – Carla led children in grades 3-5 in assembling an ornament cut on the Cricut machine. Children enjoyed weeding and decorating simple ornaments off the mats themselves!



Pumpkin Pie Day – Jolie prepared this program for kids in grades K-3 with pumpkin pie stories, crafts and games to get ready for Thanksgiving.

## Meetings and Department News:

Management Team Meeting – Tina and Carla attended the management team meeting on 11/01.

Booklist: MacKids School & Library Winter 2024 Preview Event – Claire and Carla watched this webinar on 11/04 to learn about upcoming fiction and nonfiction titles for children of all ages.

Mackin: Magical Realism Reimagined – Carla watched this webinar on 11/03 and listened to a panel of Latinx authors discuss magical realism and its role in their middle grade novels.

Social Media Meeting – Tina and Mary Kate attended meetings on 11/08.

At the Library – Tina shared December programs with channel 4 on 11/13.

Bookshelf – Tina talked about the best books of 2023 and suggested titles as gifts for 3 different age groups on 11/13.

Booklist: DK School & Library Spring 2024 Preview – Claire and Mary Kate watched this webinar on 11/14 and 11/24 to learn about upcoming nonfiction and picture books.

Booklist: New and Notable Novels in Verse from Random House Children's Books – Carla watched this webinar on 11/14 and listened to a panel of authors discuss their novels for children.

YALD (Young Adult Librarian Discussion) Meeting – Mary Kate attended this meeting on 11/15, to learn about other librarian's successful teen programs, the struggles with outreach, and other relevant library issues.

Laconi & Recharge Present: Networking Unconference – Tina attended this event at the Oak Park Public Library on 11/17. She joined discussions on leadership, management, and career goals. It was a great networking opportunity and she learned a lot. Going forward, Recharge will be joining Laconi for other workshops and continuing education opportunities.

SLJ: Native Storytelling in Children's Books – Claire watched this webinar on 11/21 and listened to a panel of authors discuss current Native American representation in children's books, along with the future of the genre.

Mackin -- She Persisted: Telling Stories of Resilience, Strength and Sisterhood – Carla watched this webinar on 11/20 and listened to a panel of authors discuss their contributions to the "She Persisted" series for youth.

Department Head Meeting – Tina and Carla attended this meeting on 11/29.

## Outreach:

Book Talks – Mary Kate shared her book recommendations with students in districts 128 and 118.

Reggio Academy Preschool – Mary Kate visited two preschool classes on 11/13 and shared a story time about things starting with the letter “M”.

Trusting Hearts Preschool – Claire visited this preschool on 11/14 and shared a story time about bears and hibernation.

Rec Center and Indian Hill Preschools – Carla visited these preschools and shared a story time about transportation.

Girl Scout Troop – Claire and Tina gave a girl scout troop a tour of the YTS space and the FabLab. The girls also made a snowmen with the Cricut machine.

Respectfully submitted,

Tina Ruzala

Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	20	331		Reference	Computer	Directional
Free Tween/Teen Programming	5	36		174	42	172
Youth Paid Programming	0	0		TOTAL	388	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	25	367		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	460	125	0
TOTAL OUTREACH	1	11	180	TOTAL	585	

DATE	TIME	FREE: YOUTH PROGRAMMING/CLUBS	ATTENDANCE
11/01/23	11:30 am	Tales for Twos	18
11/01/23	1:00 pm	Kindergarten Ready!	14
11/02/23	11:30 am	Little Wiggles	22
11/07/23	4:00 pm	STEAM: Straw Airplane	16
11/08/23	11:30 am	Tales for Twos	17
11/08/23	1:00 pm	Kindergarten Ready!	14
11/08/23	4:30 pm	Furry Readers	28
11/09/23	11:30 am	Little Wiggles	19
11/13/23	5:00 pm	Pumpkin Pie Day	8
11/14/23	4:00 pm	Dino-Mite!	18
11/15/23	11:30 am	Tales for Twos	18
11/15/23	1:00 pm	Kindergarten Ready!	16
11/16/23	11:30 am	Little Wiggles	26
11/21/23	11:30 am	Thanksgiving Scavenger Hunt	14
11/21/23	4:00 pm	Turkey Crafts and Facts	7
11/22/23	11:30 am	Tales for Twos	11
11/22/23	1:00 pm	Kindergarten Ready!	12
11/27/23	4:00 pm	Christmas Ornaments	5
11/28/23	4:00 pm	Holiday Crafts	14
11/29/23	4:00 pm	Holiday Dance Party	34

DATE	TIME	TWEEN/TEEN - PROGRAMMING/CLUBS	ATTENDANCE
11/01/23	5:00 pm	Volunteens	10
11/09/23	3:30 pm	Dungeons & Dragons	3
11/10/23	5:00 pm	Teen Book Box	7
11/15/23	4:00 pm	Thankful Shadow Box	10
11/30/23	5:00 pm	Christmas Tree Puzzle	6

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	15
Fab Lab - Cookie Cutters and Christmas Ornaments	0
Craft - Candy Corn	170
Teen Craft - Sugar Skull	80
Craft - Turkey Feathers	220
Teen Craft - Turkey Corner Bookmark	30
Craft - Popsicle Stick Turkey	70

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
11/13/23	Reggio Academy Preschool	2	28
11/14/23	Rec Center Preschool	1	15
11/14/23	Trusting Hearts Preschool	1	28
11/15/23	Rec Center Preschool	1	13
11/15/23	Indian Hill Preschool	6	78
11/29/23	Girl Scout Troop - Library Visit and Tour	1	18

# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## DECEMBER 2023

### Highlights of the Month:

Volunteers – Mary Kate had 9 hours of volunteering helping in the Youth and Teen Department.

Elf Parachutes – Carla planned this program for children in grades 3-5 to design their own parachutes with coffee filters and string. They enjoyed launching them over the stairwell!



Jingle Bell Storytime – Carla read stories and sang songs about jingle bells to get children ages 2-5 in the holiday spirit! Children enjoyed making a Rudolph craft with a bell for his nose.



3D Christmas Tree Ornaments – Carla created two ornaments on the Glowforge and provided paint for teens in grades 6-12 to decorate their ornaments.

Snow Much Fun Storytime – Carla read stories and sang songs about snow for young children and their caregivers.

Wooden Gingerbread Houses – Tina painted festive wooden gingerbread themed houses with tweens and teens.



Santa Storytime – Claire led this storytime full of stories and songs all about jolly old St. Nick for children ages 2-5 and their caregivers.

Holiday Snow Globes – Claire guided children in grades 3-5 in decorating their own snow globes out of small jars.

STEAM: Holiday Slime – Claire led children in grades 3-5 in mixing up sparkly red and green slime. Children enjoyed experimenting with the ingredients to find the best slime mixture.

Winter Ice Skating Rink – Jolie prepared this program for teens in grades 4-12 to make a winter ice skating rink using cardboard and other craft supplies to make their own winter masterpiece.



Winter Salt Shakers – Jolie guided children in grades 3-5 to make a fun winter salt shaker with mini figures and letters. Children enjoyed using their creativity to make their own salt shaker just in time for the holiday.

Christmas Wrap Party – Claire guided tweens in grades 4-12 in wrapping gifts for their friends and family. Children enjoyed learning to wrap their own gifts and listening to festive music to set the mood.

3D Christmas Lights – Mary Kate guided teens, 6-12 grade, in making a 3D Christmas light with a design from the Cricut.

Teen Book Box – Mary Kate curated 4 boxes for teens that included a specially selected library book and goodies.

Follow Along Christmas Painting – Mary Kate provided the supplies for tweens in grades 4-8 to follow a painting tutorial.

Reindeer Games – Mary Kate created an obstacle course, reindeer toss, and other games for kids in grades K-3 to play.



## Meetings and Department News:

Social Media – Tina met with the social committee, circulation, public services, and youth services throughout the month to create content each week. This year's holiday theme was the Grinch.

LACONI YSS – Tina and the board hosted a workshop on The Anatomy of a Meltdown via Zoom on 12/8.

Booklist: Spring Youth Preview – Claire, Carla, and Mary Kate watched this webinar on 12/14 and learned about upcoming youth and teen titles from various publishers.

Booklist: Dazzling Debuts – Mary Kate watched this webinar on 12/17 and learned about upcoming debut titles and listened to a debut author discussing their book.

SLJ: Found in Translation – Claire watched this webinar on 12/23 and listened to a panel of authors discuss their experiences with bringing other cultures to life for children through translating books.

Scholastic Presents: Picture Books that Inspire — Claire and Carla watched this webinar on 12/23 and listened to two authors discuss their picture books.

## Outreach:

Book Talks – Tina shared her book recommendations with students in districts 128 and 118.

Rec Center and Indian Hill Preschools – Carla visited these schools and shared holiday songs and stories.

Kringle Market – Tina and Carla passed out hot cocoa at the Kringle Market this year.

Girl Scout Troop – 12/07 – Mary Kate assisted a group of 1<sup>st</sup> grade Girl Scouts in 3 different activities including melting ice, fake snow, and a snow craft.



Girl Scout Troop – 12/14 – Claire and Mary Kate assisted a group of 3<sup>rd</sup> grade Girl Scouts in decorating wooden ornaments created with the Glowforge, and provided a tour of the Fab Lab.

Reggio Academy – Claire visited this preschool on 12/18 and presented a story time with snowman songs and stories.

Trusting Hearts Preschool – Tina shared a few of her favorite holiday books and songs on 12/18.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	9	122		Reference	Computer	Directional
Free Tween/Teen Programming	7	43		177	41	114
Youth Paid Programming	0	0		TOTAL	332	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	16	165		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	270	182	68
TOTAL OUTREACH	2	11	206	TOTAL	520	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS		ATTENDANCE
12/04/23	4:00 pm	Elf Parachutes		10
12/05/23	11:30 am	Santa Storytime		19
12/06/23	11:30 am	Jingle Bell Storytime		31
12/06/23	4:00 pm	Holiday Snow Globes		11
12/13/23	1:00 pm	Sensory Friendly Playtime		4
12/13/23	4:00 pm	STEAM: Holiday Slime		12
12/18/23	5:00 pm	Winter Salt Shakers		11
12/19/23	4:00 pm	Reindeer Games		6
12/21/23	11:30 am	Snow Much Fun Storytime		18

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
12/05/23	5:00 pm	Winter Ice Skating Rink	7
12/05/23	5:00 pm	Voluteens	7
12/07/23	5:00 pm	3D Christmas Light	4
12/11/23	4:00 pm	3D Christmas Ornaments	5
12/14/23	5:00 pm	Follow Along Christmas Painting	12
12/20/23	5:00 pm	Wooden Gingerbread House	5
12/21/23	5:00 pm	Christmas Wrap Party	3

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Ornament	98
Teen Craft - Gingerbread Cat	24
Teen Gaming -Nintendo Switch	73
Fab Lab - Holiday Gift Tags and Sled	0
Craft - Christmas Tree	172
Teen Craft - Grinch Doodle	85
Elf on the Shelf Scavenger Hunt	68

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
12/7/2023	Girl Scout Troop @ the library	1	12
12/12/23	Rec Center Preschool	1	14
12/13/23	Rec Center Preschool	1	17
12/13/23	Indian Hill Preschool	6	75
12/14/23	Girl Scout Troop @ the library	1	16
12/18/23	Trusting Hearts Preschool	1	23
12/18/23	Reggio Academy Preschool	2	49



## Chicago Backflow, Inc.

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Email: [contact@chicagobackflow.com](mailto:contact@chicagobackflow.com)  
Web: <http://chicagobackflow.com>

## REMIT TO:

PO Box 280  
Worth, IL 60482

Bill To:  
**Palos Heights Public Library**  
12501 S. 71st Avenue  
Palos Heights, IL 60463

Invoice No.

**392744**

PO Number

**112823**

Ship To:

**Palos Heights Public Library**  
12501 S. 71st Avenue  
Palos Heights, IL 60463

**Invoice Date:** December 12, 2023

**Due Date:** 01/10/2024

Terms Net 30

Item List	Quantity	Unit Price	Total Price
Installation of 2-1/2" RPZ Backflow Assembly on domestic water and two OS&Y shutoff valves	1	\$8,841.00	\$8,841.00
Sub Total :			\$8,841.00
TOTAL :			\$8,841.00
Balance :			\$8,841.00

Thank You For Your Business!!!