



PALOS HEIGHTS  
PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

March 21, 2024

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the February 15, 2024 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for February 2024 for \$140,161.86  
Approval of the Treasurer's report for the month ending February 29, 2024
- 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
- UNFINISHED BUSINESS: 1. Discussion of Library Foundations
- NEW BUSINESS: 2. Discussion of Upcoming Construction Projects  
a. Parking Lot Repair  
b. Building Envelope Repair  
3. Discussion of Gadget & Gizmos Collection  
4. Approval of National Library Workers Day Honoraria for \$675.00
- ADJOURNMENT
- NEXT MEETING: Thursday, April 18, 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 February 15, 2024

The meeting was called to order at 7:00 PM by President Geri Burek. The following Trustees were present: Trustee Rhodes, Keough, Jankowski, 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, Head of the Youth and Teen Services Department, was also present. No members of the public were present.

The minutes of the January 18<sup>th</sup>, 2024 Board meeting were approved on Trustee Snow's motion, Trustee 's Rhodes' second, and a voice vote. Motion carried. Trustee Snow thanked Trustee Rhodes for her work taking and preparing these minutes.

Treasurer, Trustee Keough, moved to approve the General Fund bills for the month of January, for the total of \$165,750.85. 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 January 2024 and Trustee Rhodes seconded his motion. On a roll call vote, the motion carried.

President Burek made no report.

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

The planning has begun for the Summer Reading Kickoff event on June 1<sup>st</sup>, between 10am and 2pm. The Library will be closed that day.

The Director has been asked to present a program for Directors University at the April event in Starved Rock.

The following Committee reports were made:

Budget and Finance Chairman, Patrick Keough, met with the Director to discuss strategy and budget. The Committee will meet twice a year.

Building and Grounds Committee Chairman, Sue Jankowski, reported on their meeting which was attended by Dan Eallonardo, our Owner's Representative, to discuss the need for parking lot resurfacing and repair of the window leak. The parking lot work will be discussed again in March.

Friends of the Library liaison, Sue Jankowski, reported on the February book sale recently held which yielded \$3500 in sales.

The Long Range Planning Committee is scheduled to meet in March, reported the Chair, Trustee Jankowski.

## New Business

### Discussion of Library Foundations

The Director presented a report of his research on the advantages and disadvantages of library foundations. The Trustees asked questions and discussed various perspectives, but no action was taken.

The annual articulation of the Trustees' Ethics Statement was made and on the motion of Trustee Zubik, and second by Trustee Jankowski, was resolved for the year 2024, by a voice vote.

Trustee Zubik moved to adjourn the meeting and Trustee Jankowski seconded the motion. The meeting was adjourned by the President at 8:19.

The next Board of Trustees meeting is March 21, 2024 at 7PM Central Daylight Time.



# PALOS HEIGHTS PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
March 21, 2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	FEBRUARY	\$140,161.86	6.1 to 6.4
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	2/29/2024	N/A	1



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: FEBRUARY 2024

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$259,221.94		\$259,221.94
CORPORATE REPLACEMENT TAX	\$24,912.99		\$24,912.99
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$248.80		\$248.80
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$0.00		\$0.00
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$3,611.00		\$3,611.00
» Miscellaneous	\$223.98		\$223.98
<b>DONATIONS/GIFTS</b>			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$109.06		\$109.06
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$234.20		\$234.20
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$506.71	\$2.53	\$509.24
<b>TOTAL REVENUES</b>	<b>\$289,068.68</b>	<b>\$2.53</b>	<b>\$289,071.21</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$74,374.83		\$74,374.83
» Employee Benefits	\$23,242.73		\$23,242.73
» Staff & Board Development	\$216.84		\$216.84
CONTRACTUAL SERVICES	\$6,944.16		\$6,944.16
BUILDING MAINTENANCE	\$1,884.71		\$1,884.71
INSURANCE	\$0.00		\$0.00
UTILITIES	\$321.11		\$321.11
SUPPLIES	\$3,013.66		\$3,013.66
CAPITAL EXPENSES	\$7,698.39		\$7,698.39
MEDIA	\$16,505.92		\$16,505.92
REIMBURSEMENTS	\$4,839.37		\$4,839.37
SR PROJECTS	\$1,120.14		\$1,120.14
<b>TOTAL EXPENDITURES</b>	<b>\$140,161.86</b>	<b>\$0.00</b>	<b>\$140,161.86</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	\$148,906.82	\$2.53	\$148,909.35
<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>	<b>\$148,906.82</b>	<b>\$2.53</b>	<b>\$148,909.35</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$521,366.39</b>	<b>\$3,126.93</b>	<b>\$524,493.32</b>
<b>END OF MONTH</b>	<b>\$670,273.21</b>	<b>\$3,129.46</b>	<b>\$673,402.67</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: FEBRUARY 2024

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
<b>REVENUES</b>					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$259,221.94	\$1,666,277.45	13.46%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$24,912.99	\$5,087.01	83.04%
<b>DIRECT REVENUES</b>					
<b>FRONT DESK</b>					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$298.72	\$2,201.28	11.95%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$302.19	\$1,497.81	16.79%
Miscellaneous	\$3,500.00	\$3,500.00	\$887.30	\$2,612.70	25.35%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$4,107.50	\$6,892.50	37.34%
Miscellaneous	\$12,784.00	\$12,784.00	\$10,539.72	\$2,244.28	82.44%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Unrestricted	\$15,000.00	\$15,000.00	\$167.31	\$14,832.69	1.12%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$644.45	\$3,355.55	16.11%
<b>GRANTS</b>	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
<b>INTEREST</b>	\$6,575.00	\$6,575.00	\$1,103.00	\$5,472.00	16.78%
<b>TOTAL REVENUES</b>	<b>\$2,046,458.69</b>	<b>\$2,046,458.69</b>	<b>\$302,185.12</b>	<b>\$1,744,273.57</b>	<b>14.77%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$964,446.00	\$964,446.00	\$147,680.39	-\$816,765.61	-84.69%
Employee Benefits	\$293,484.36	\$293,484.36	\$46,341.43	-\$247,142.93	-84.21%
Staff & Board Development	\$10,500.00	\$10,500.00	\$1,108.84	-\$9,391.16	-89.44%
<b>CONTRACTUAL SERVICES</b>	\$186,983.88	\$186,983.88	\$22,001.59	-\$164,982.29	-88.23%
<b>BUILDING MAINTENANCE</b>	\$46,404.69	\$46,404.69	\$7,018.12	-\$39,386.57	-84.88%
<b>INSURANCE</b>	\$23,087.56	\$23,087.56	\$22,679.80	-\$407.76	-1.77%
<b>UTILITIES</b>	\$14,193.12	\$14,193.12	\$800.94	-\$13,392.18	-94.36%
<b>SUPPLIES</b>	\$26,595.00	\$26,595.00	\$5,990.69	-\$20,604.31	-77.47%
<b>CAPITAL EXPENSES</b>	\$478,500.00	\$478,500.00	\$7,972.49	-\$470,527.51	-98.33%
<b>MEDIA</b>	\$179,278.95	\$179,278.95	\$32,768.32	-\$146,510.63	-81.72%
<b>REIMBURSEMENTS</b>	\$47,985.13	\$47,985.13	\$10,429.96	-\$37,555.17	-78.26%
<b>SR PROJECTS</b>	\$25,000.00	\$25,000.00	\$1,120.14	-\$23,879.86	-95.52%
<b>TOTAL EXPENDITURES</b>	<b>\$2,296,458.69</b>	<b>\$2,296,458.69</b>	<b>\$305,912.71</b>	<b>-\$1,990,545.98</b>	<b>-86.68%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>-\$250,000.00</b>	<b>-\$250,000.00</b>	<b>-\$3,727.59</b>	<b>-\$246,272.41</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>-\$3,727.59</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$599,641.52</b>		
			<b>-\$734,050.69</b>		



PALOS HEIGHTS  
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GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: FEBRUARY 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>						
<b>OPERATIONAL SALARIES</b>						
4311	SALARIED EMPLOYEES	\$746,139.40	\$57,281.82	\$114,114.28	\$632,025.12	84.71%
4312	HOURLY EMPLOYEES	\$213,106.60	\$17,093.01	\$33,566.11	\$179,540.49	84.25%
4313	ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$0.00	\$5,200.00	100.00%
<b>TOTAL OPERATIONAL SALARIES</b>		<b>\$964,446.00</b>	<b>\$74,374.83</b>	<b>\$147,680.39</b>	<b>\$816,765.61</b>	<b>84.69%</b>
<b>EMPLOYEE BENEFITS</b>						
4331	ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,680.88	\$11,299.52	\$63,949.09	84.98%
4332	SOCIAL SECURITY - FICA	\$73,382.32	\$5,639.58	\$11,197.37	\$62,184.95	84.74%
4333	INSURANCE	\$143,853.43	\$11,922.27	\$23,844.54	\$120,008.89	83.42%
4334	CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>\$293,484.36</b>	<b>\$23,242.73</b>	<b>\$46,341.43</b>	<b>\$247,142.93</b>	<b>84.21%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>						
4351	MEMBERSHIP FEES	\$2,200.00	\$0.00	\$462.00	\$1,738.00	79.00%
4352	BOARD DEVELOPMENT	\$800.00	\$150.00	\$150.00	\$650.00	81.25%
4353	ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354	PROFESSIONAL STAFF	\$5,000.00	\$0.00	\$430.00	\$4,570.00	91.40%
4355	SUPPORT STAFF	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4356	MILEAGE REIMBURSEMENT	\$1,000.00	\$66.84	\$66.84	\$933.16	93.32%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>		<b>\$10,500.00</b>	<b>\$216.84</b>	<b>\$1,108.84</b>	<b>\$9,391.16</b>	<b>89.44%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>		<b>\$1,268,430.36</b>	<b>\$97,834.40</b>	<b>\$195,130.66</b>	<b>\$1,073,299.70</b>	<b>84.62%</b>
<b>CONTRACTUAL SERVICES</b>						
<b>PROFESSIONAL SERVICES</b>						
4361	AUDIT FEES	\$7,171.50	\$0.00	\$0.00	\$7,171.50	100.00%
4362	LEGAL FEES	\$2,000.00	\$225.00	\$225.00	\$1,775.00	88.75%
4363	CONSULTANT FEES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4364	APPRAISAL	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4365	ACCOUNTANT	\$4,714.50	\$365.00	\$730.00	\$3,984.50	84.52%
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$17,886.00</b>	<b>\$590.00</b>	<b>\$955.00</b>	<b>\$16,931.00</b>	<b>94.66%</b>
<b>OUTSIDE SERVICES</b>						
4412	PAYROLL SERVICES	\$4,800.00	\$633.49	\$1,020.98	\$3,779.02	78.73%
4414	ALARM	\$3,226.00	\$496.37	\$496.37	\$2,729.63	84.61%
4416	MAINTENANCE	\$39,000.00	\$2,903.62	\$5,807.24	\$33,192.76	85.11%
4417	SWAN	\$30,238.74	\$0.00	\$7,494.90	\$22,743.84	75.21%
4418	TECHNOLOGY	\$38,010.00	\$488.99	\$1,962.97	\$36,047.03	94.84%
<b>TOTAL OUTSIDE SERVICES</b>		<b>\$115,274.74</b>	<b>\$4,522.47</b>	<b>\$16,782.46</b>	<b>\$98,492.28</b>	<b>85.44%</b>
<b>PRINTING</b>						
4424	NEWSLETTER PRINTING	\$18,823.14	\$0.00	\$0.00	\$18,823.14	100.00%
<b>TOTAL PRINTING</b>		<b>\$18,823.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,823.14</b>	<b>100.00%</b>
<b>PROGRAMMING</b>						
4451	YOUTH & TEEN PROGRAMMING	\$10,000.00	\$0.00	\$1,280.14	\$8,719.86	87.20%
4452	PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,360.00	\$2,512.30	\$10,487.70	80.67%
4454	GENERAL PROGRAMMING	\$9,000.00	\$432.50	\$432.50	\$8,567.50	95.19%
<b>TOTAL PROGRAMMING</b>		<b>\$32,000.00</b>	<b>\$1,792.50</b>	<b>\$4,224.94</b>	<b>\$27,775.06</b>	<b>86.80%</b>
<b>PUBLIC RELATIONS</b>						
4461	Public Relations	\$3,000.00	\$39.19	\$39.19	\$2,960.81	98.69%
<b>TOTAL PUBLIC RELATIONS</b>		<b>\$3,000.00</b>	<b>\$39.19</b>	<b>\$39.19</b>	<b>\$2,960.81</b>	<b>98.69%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>		<b>\$186,983.88</b>	<b>\$6,944.16</b>	<b>\$22,001.59</b>	<b>\$164,982.29</b>	<b>88.23%</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: FEBRUARY 2024

	BUDGET 2024	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	\$129.80	\$726.88	84.85%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%
4434 BUILDING REPAIRS	\$9,000.00	\$1,188.27	\$1,957.27	\$7,042.73	78.25%
4436 LAWN MAINTENANCE	\$9,574.57	\$0.00	\$309.97	\$9,264.60	96.76%
4437 SNOW REMOVAL	\$6,554.96	\$0.00	\$3,358.00	\$3,196.96	48.77%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$38,586.21</b>	<b>\$1,253.17</b>	<b>\$5,755.04</b>	<b>\$32,831.17</b>	<b>85.09%</b>
<b>EQUIPMENT MAINTENANCE</b>					
4531 COPIER	\$7,578.48	\$631.54	\$1,263.08	\$6,315.40	83.33%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
<b>TOTAL EQUIPMENT MAINTENANCE</b>	<b>\$7,818.48</b>	<b>\$631.54</b>	<b>\$1,263.08</b>	<b>\$6,555.40</b>	<b>83.84%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>	<b>\$46,404.69</b>	<b>\$1,884.71</b>	<b>\$7,018.12</b>	<b>\$39,386.57</b>	<b>84.88%</b>
<b>INSURANCE</b>					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$21,346.66	\$0.00	\$20,938.90	\$407.76	1.91%
4443 DISABILITY (WORKMEN'S COMP)	\$1,740.90	\$0.00	\$1,740.90	\$0.00	0.00%
<b>GROUP TOTAL INSURANCE</b>	<b>\$23,087.56</b>	<b>\$0.00</b>	<b>\$22,679.80</b>	<b>\$407.76</b>	<b>1.77%</b>
<b>UTILITIES</b>					
4472 WATER	\$2,750.00	\$219.92	\$396.58	\$2,353.42	85.58%
4473 GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474 TELEPHONE/FAX	\$2,625.00	\$101.19	\$404.36	\$2,220.64	84.60%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$0.00	\$0.00	\$6,318.12	100.00%
<b>GROUP TOTAL UTILITIES</b>	<b>\$14,193.12</b>	<b>\$321.11</b>	<b>\$800.94</b>	<b>\$13,392.18</b>	<b>94.36%</b>
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$149.92	\$850.08	85.01%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$173.24	\$187.36	\$1,812.64	90.63%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$0.00	\$43.19	\$3,156.81	98.65%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$1,912.24	\$2,082.84	\$3,917.16	65.29%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$1,541.57	\$1,508.43	49.46%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$89.61	\$1,110.39	92.53%
<b>TOTAL OFFICE SUPPLIES</b>	<b>\$17,450.00</b>	<b>\$2,085.48</b>	<b>\$4,094.49</b>	<b>\$13,355.51</b>	<b>76.54%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$123.56	\$986.48	\$3,463.52	77.83%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>	<b>\$4,450.00</b>	<b>\$123.56</b>	<b>\$986.48</b>	<b>\$3,463.52</b>	<b>77.83%</b>
<b>MAILING EXPENSES &amp; FEES</b>					
4551 POSTAGE & HANDLING	\$600.00	\$4.62	\$109.72	\$490.28	81.71%
4553 BULK FEES & PERMITS	\$4,095.00	\$800.00	\$800.00	\$3,295.00	80.46%
<b>TOTAL OFFICE EXPENSE</b>	<b>\$4,695.00</b>	<b>\$804.62</b>	<b>\$909.72</b>	<b>\$3,785.28</b>	<b>80.62%</b>
<b>GROUP TOTAL SUPPLIES</b>	<b>\$26,595.00</b>	<b>\$3,013.66</b>	<b>\$5,990.69</b>	<b>\$20,604.31</b>	<b>77.47%</b>
<b>CAPITAL EXPENSES</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$7,698.39	\$7,972.49	\$470,527.51	98.33%
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$478,500.00</b>	<b>\$7,698.39</b>	<b>\$7,972.49</b>	<b>\$470,527.51</b>	<b>98.33%</b>





# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: FEBRUARY 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
4710A	DATABASES - Adult	\$27,000.00	\$1,688.50	\$7,280.29	\$19,719.71	73.04%
4710B	DATABASES - Youth	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%
4711	PERIODICALS	\$14,500.00	\$0.00	\$0.00	\$14,500.00	100.00%
4712	CONTINUATIONS	\$600.00	\$23.39	\$23.39	\$576.61	96.10%
4714	LARGE PRINT	\$5,500.00	\$179.49	\$179.49	\$5,320.51	96.74%
4715	BOOKS - Adult	\$32,300.00	\$3,702.21	\$3,702.21	\$28,597.79	88.54%
4716	BOOKS - Youth	\$33,000.00	\$5,842.19	\$5,842.19	\$27,157.81	82.30%
4717	VIDEOS - Adult	\$4,500.00	\$394.35	\$394.35	\$4,105.65	91.24%
4718	VIDEOS - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$129.97	\$129.97	\$1,870.03	93.50%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$11,795.70	\$0.00	\$5,672.13	\$6,123.57	51.91%
4722	REALIA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4724	GADGETS & GIZMOS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$1,532.74	\$3,895.24	\$6,104.76	61.05%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,506.54	\$2,144.04	\$10,855.96	83.51%
4726	EBOOKS - Youth	\$3,500.00	\$1,506.54	\$1,506.54	\$1,993.46	56.96%
4727	PRESS READER	\$7,733.25	\$0.00	\$1,998.48	\$5,734.77	74.16%
<b>GROUP TOTAL MEDIA</b>		<b>\$179,278.95</b>	<b>\$16,505.92</b>	<b>\$32,768.32</b>	<b>\$146,510.63</b>	<b>81.72%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>						
4900	MISCELLANEOUS	\$18,184.83	\$1,079.37	\$2,308.74	\$15,876.09	87.30%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$3,760.00	\$8,000.00	\$9,800.30	55.06%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$0.00	\$121.22	\$10,878.78	98.90%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>		<b>\$47,985.13</b>	<b>\$4,839.37</b>	<b>\$10,429.96</b>	<b>\$37,555.17</b>	<b>78.26%</b>
<b>SPECIAL RESERVE PROJECTS</b>						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$1,120.14	\$1,120.14	\$23,879.86	95.52%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>		<b>\$25,000.00</b>	<b>\$1,120.14</b>	<b>\$1,120.14</b>	<b>\$23,879.86</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$2,296,458.69</b>	<b>\$140,161.86</b>	<b>\$305,912.71</b>	<b>\$1,990,545.98</b>	<b>86.68%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: FEBRUARY 2024

Type	Date	Num	Memo	Account	Amount
<b>Adducci Vega Financial Group, LLC</b>					
02/15/2024	Check	5610	01 Jan. Bank Reconciliations	4365 Accountant	\$ 365.00
<b>Total for Adducci Vega Financial Group, LLC</b>					<b>\$ 365.00</b>
<b>Anderson Pest Solutions</b>					
02/12/2024	Check	5609	Invoice 57537284	4431 Pest Control	\$ 64.90
<b>Total for Anderson Pest Solutions</b>					<b>\$ 64.90</b>
<b>Baker &amp; Taylor C205293 Continuations</b>					
02/06/2024	Expense	BT Portal	01 Jan Continuations	4712 Continuations	\$ 23.39
<b>Total for Baker &amp; Taylor C205293 Continuations</b>					<b>\$ 23.39</b>
<b>Baker &amp; Taylor L4361272 Large Print</b>					
02/06/2024	Expense	BT Portal	01 Jan Large Print	4714 Large Print Books	\$ 123.51
02/06/2024	Expense	BT Portal	01 Jan pre process fee	4515 Technical Services - Supplies	\$ 0.99
<b>Total for Baker &amp; Taylor L4361272 Large Print</b>					<b>\$ 124.50</b>
<b>Baker &amp; Taylor L5040682 Adult Books</b>					
02/06/2024	Expense	BT Portal	01 Jan Adult	4515 Technical Services - Supplies	\$ 3,702.21
02/06/2024	Expense	BT Portal	01 Jan pre processing fee	4515 Technical Services - Supplies	\$ 145.53
02/06/2024	Expense	BT Portal	TS360 renewal	4710a Databases (Adult)	\$ 1,688.50
<b>Total for Baker &amp; Taylor L5040682 Adult Books</b>					<b>\$ 5,536.24</b>
<b>Baker &amp; Taylor L5346512 Youth Books</b>					
02/06/2024	Expense	BT Portal	01 Jan YTS	4716 Books - Youth	\$ 5,768.05
02/06/2024	Expense	BT Portal	01 Jan pre processing fee	4515 Technical Services - Supplies	\$ 319.77
<b>Total for Baker &amp; Taylor L5346512 Youth Books</b>					<b>\$ 6,087.82</b>
<b>Barrett, Barbara J.</b>					
02/05/2024	Check	5592	2.29.24 Amazing Castles	4452 Public Services Programming	\$ 175.00
<b>Total for Barrett, Barbara J.</b>					<b>\$ 175.00</b>
<b>CENGAGE/Gale Learning</b>					
02/06/2024	Check	5600	01 Jan Large Print	4714 Large Print Books	\$ 55.98
<b>Total for CENGAGE/Gale Learning</b>					<b>\$ 55.98</b>
<b>CIT</b>					
02/12/2024	Check	5608	Invoice 44142256	4531 Copier	\$ 631.54
<b>Total for CIT</b>					<b>\$ 631.54</b>
<b>City of Palos Hts. - Water Bill</b>					
02/19/2024	Check	5617	Monthly bill	4472 Water	\$ 219.92
<b>Total for City of Palos Hts. - Water Bill</b>					<b>\$ 219.92</b>
<b>C.J. Erickson Plumbing Co.</b>					
02/16/2024	Check	5616	1st fl mens toilet leak	4434 Building Repairs	\$ 429.35
<b>Total for C.J. Erickson Plumbing Co.</b>					<b>\$ 429.35</b>
<b>Clarence Goodman</b>					
02/05/2024	Check	5591	2.20.24 Emancipation to Inauguration	4452 Public Services Programming	\$ 335.00
<b>Total for Clarence Goodman</b>					<b>\$ 335.00</b>
<b>ComEd</b>					
02/06/2024	Check	5605	Billing through 12.29.23	4631 Special Reserves Replenishment	\$ 7,698.39
<b>Total for ComEd</b>					<b>\$ 7,698.39</b>
<b>Cosmopolitan Building Services</b>					
02/06/2024	Check	5607	02 February Janitorial Services Invoice 6633	4416 Maintenance	\$ 2,722.50
<b>Total for Cosmopolitan Building Services</b>					<b>\$ 2,722.50</b>
<b>Demco</b>					
02/06/2024	Check	5601	Invoice 7419504- Supplies	4515 Technical Services - Supplies	\$ 903.54
<b>Total for Demco</b>					<b>\$ 903.54</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: FEBRUARY 2024

Type	Date	Num	Memo	Account	Amount
<b>Dynamic Business Technology</b>					
	02/05/2024	Check 5598	Invoice 92373 Tech copier repair	4434 Building Repairs	\$ 624.95
<b>Total for Dynamic Business Technology</b>					<b>\$ 624.95</b>
<b>Illinois Library Association</b>					
	02/15/2024	Check 5614	Invoice 278392 S. Snow	4352 Board Development	\$ 75.00
	02/15/2024	Check 5615	Invoice 278177 G. Burek	4352 Board Development	\$ 75.00
<b>Total for Illinois Library Association</b>					<b>\$ 150.00</b>
<b>IMRF</b>					
	02/21/2024	Expense --	02 February	4331 IMRF III. Muni. Ret. Fund	\$ 5,680.88
	02/21/2024	Expense --	VIMRF	2055 Employee Paid Vol. IMRF	\$ 958.68
	02/21/2024	Expense --	4.5%	2054 PT -Employee Contribution IMRF	\$ 162.28
	02/21/2024	Expense --	4.5%	2053 FT -Employee Contribution IMRF	\$ 2,577.70
<b>Total for IMRF</b>					<b>\$ 9,379.54</b>
<b>Ingram</b>					
	02/06/2024	Check 5602	01 Jan Orders	4716 Books - Youth	\$ 74.14
	02/06/2024	Check 5602	01 Jan pre processing fee	4515 Technical Services - Supplies	\$ 3.96
<b>Total for Ingram</b>					<b>\$ 78.10</b>
<b>John LeGear</b>					
	02/05/2024	Check 5589	2.13.24 Movie Music Romance II	4452 Public Services Programming	\$ 175.00
<b>Total for John LeGear</b>					<b>\$ 175.00</b>
<b>JR Media Group, LLC</b>					
	02/05/2024	Check 5590	2.25.24 Grandma goes to Antarctica	4452 Public Services Programming	\$ 300.00
<b>Total for JR Media Group, LLC</b>					<b>\$ 300.00</b>
<b>Klein, Thorpe And Jenkins</b>					
	02/05/2024	Check 5593	Legal services through 12.31.23	4362 Legal Fees	\$ 225.00
<b>Total for Klein, Thorpe And Jenkins</b>					<b>\$ 225.00</b>
<b>LIMRiCC-Employees</b>					
	02/08/2024	Expense ACH LIM	02 February	4333 Insurance	\$ 11,922.27
	02/08/2024	Expense ACH LIM	Employee Benefits	2050 Employee Paid Benefits	\$ 654.76
	02/08/2024	Expense ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$ 1,079.37
<b>Total for LIMRiCC-Employees</b>					<b>\$ 13,656.40</b>
<b>Midwest Tape</b>					
	02/06/2024	Check 5599	Pre processing fee	4515 Technical Services - Supplies	\$ 4.68
	02/06/2024	Check 5599	01 Jan Orders	4717 Videos - Adult	\$ 26.99
	02/06/2024	Check 5606	Pre processing fee	4515 Technical Services - Supplies	\$ 42.78
	02/06/2024	Check 5606	01 Jan Audiobooks	4719 Audiobooks - Adult	\$ 129.97
	02/06/2024	Check 5606	01 Jan Videos	4717 Videos - Adult	\$ 367.36
<b>Total for Midwest Tape</b>					<b>\$ 571.78</b>
<b>Old National Bank - Visa</b>					
	02/08/2024	Expense ON Portal	VCR replacement for Tech	4418 Technology	\$ 143.99
	02/08/2024	Expense ON Portal	Facebook boost book sale post	4461 Public Relations	\$ 10.00
	02/08/2024	Expense ON Portal	SIP	4474 Telephone/FAX	\$ 30.00
	02/08/2024	Expense ON Portal	OCLC postage	4551 Postage & Handling	\$ 4.62
	02/08/2024	Expense ON Portal	Jan supplies - partial order	4512 Youth & Teen - Supplies	\$ 173.24
<b>Total for Old National Bank - Visa</b>					<b>\$ 361.85</b>
<b>Otis Elevator</b>					
	02/14/2024	Expense Otis Portal	Invoice 100401460749	4416 Maintenance	\$ 181.12
<b>Total for Otis Elevator</b>					<b>\$ 181.12</b>
<b>OverDrive, Inc.</b>					
	02/05/2024	Check 5595	01658CO2402975	4725A E-Books - Adult	\$ 1,532.74
	02/05/2024	Check 5596	01658CO2409589	4725B E-Audiobooks - Adult	\$ 1,506.54
	02/15/2024	Check 5611	01658O24041451	4726 E-Books - Youth	\$ 1,506.54
<b>Total for OverDrive, Inc.</b>					<b>\$ 4,545.82</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: FEBRUARY 2024

Type	Date	Num	Memo	Account	Amount
<b>Pay Pal</b>					
	2/6/2024	Expense EFT	Year in reveiw flyer desgin	4461 Public Relations	\$ 29.19
	2/9/2024	Expense EFT	Dell computer	7001 Special Reserves	\$ 161.47
	2/12/2024	Expense EFT	Dell computer	7001 Special Reserves	\$ 148.74
	2/12/2024	Expense EFT	Dell computer	7001 Special Reserves	\$ 809.93
<b>Total for Pay Pal</b>					<b>\$ 1,149.33</b>
<b>Paylocity Payroll Billing</b>					
	02/09/2024	Expense EFT	--	4412 Payroll Services	\$ 111.26
	02/23/2024	Expense EFT	--	4412 Payroll Services	\$ 276.23
	02/23/2024	Expense EFT	W2/1099	4412 Payroll Services	\$ 246.00
<b>Total for Paylocity Payroll Billing</b>					<b>\$ 633.49</b>
<b>Paylocity Payroll Net</b>					
	02/09/2024	Expense EFT	--	4311 Salaried Employees	\$ 20,138.39
	02/09/2024	Expense EFT	--	4312 Hourly Employees	\$ 6,927.04
	02/09/2024	Expense EFT	TR Laconi mileage	4451 Youth & Teen Programming	\$ 50.92
	02/09/2024	Expense EFT	BS Jan Homebound deliveries	4356 Mileage Reimbursement	\$ 15.92
	02/23/2024	Expense EFT	--	4311 Salaried Employees	\$ 20,623.69
	02/23/2024	Expense EFT	--	4312 Hourly Employees	\$ 7,429.54
<b>Total for Paylocity Payroll Net</b>					<b>\$ 55,185.50</b>
<b>Paylocity Payroll Taxes</b>					
	02/09/2024	Expense EFT	--	4311 Salaried Employees	\$ 6,079.57
	02/09/2024	Expense EFT	--	4332 FICA Social Security	\$ 2,772.73
	02/09/2024	Expense EFT	--	4312 Hourly Employees	\$ 1,251.22
	02/23/2024	Expense EFT	--	4311 Salaried Employees	\$ 6,249.03
	02/23/2024	Expense EFT	--	4332 FICA Social Security	\$ 2,866.85
	02/23/2024	Expense EFT	--	4312 Hourly Employees	\$ 1,322.93
<b>Total for Paylocity Payroll Taxes</b>					<b>\$ 20,542.33</b>
<b>Peerless Network, Inc</b>					
	02/15/2024	Check 5612	Invoice 44373	4474 Telephone/FAX	\$ 71.19
<b>Total for Peerless Network, Inc</b>					<b>\$ 71.19</b>
<b>Quality Alarm System, Inc.</b>					
	02/15/2024	Check 5613	Invoice 149781 Fire Alarm Inspection	4414 Alarm	\$ 246.00
	02/15/2024	Check 5613	18amp Fire alarm batteries (2)	4414 Alarm	\$ 120.37
	02/15/2024	Check 5613	7 Amp Alarm batteries (3)	4414 Alarm	\$ 130.00
<b>Total for Quality Alarm System, Inc.</b>					<b>\$ 496.37</b>
<b>Reflect Window &amp; Door</b>					
	2/1/2024	EFT EFT	Weatherstripping outside front door	4434 Building Repairs	\$ 133.97
<b>Total for Reflect Window &amp; Door</b>					<b>\$ 133.97</b>
<b>Showcases</b>					
	02/06/2024	Check 5604	01 Jan Supplies	4515 Technical Services - Supplies	\$ 180.34
<b>Total for Showcases</b>					<b>\$ 180.34</b>
<b>Team One Repair</b>					
	02/05/2024	Check 5597	Invoice 1510461 Holds printer Circ.	4418 Technology	\$ 345.00
<b>Total for Team One Repair</b>					<b>\$ 345.00</b>
<b>The Library Store</b>					
	02/06/2024	Check 5603	Invoice 669306 Supplies	4515 Technical Services - Supplies	\$ 310.65
<b>Total for The Library Store</b>					<b>\$ 310.65</b>
<b>Truty, Marcin</b>					
	02/05/2024	Expense ACH MT	01 January 24	4902 Grants	\$ 3,760.00
<b>Total for Truty, Marcin</b>					<b>\$ 3,760.00</b>
<b>U.S. Post Office</b>					
	02/16/2024	Check 23046	Newsletter postage	4551 Postage & Handling	\$ 800.00
<b>Total for U.S. Post Office</b>					<b>\$ 800.00</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY  
CHECKS FOR BOARD APPROVAL  
MONTH ENDING: FEBRUARY 2024

Type	Date	Num	Memo	Account	Amount
<b>Warehouse Direct</b>					
	2/23/2024	Check	5618 Large Liners / Toilet Tissue	4541 Maintenance/Cleaning Supplies	\$ 123.56
<b>Total for Warehouse Direct</b>					<b>\$ 123.56</b>
<b>Wood, Kevin J.</b>					
	02/05/2024	Check	5588 2.8.24 The Political Lincoln	4452 Public Services Programming	\$ 375.00
<b>Total for Wood, Kevin J.</b>					<b>\$ 375.00</b>
<b>Zoos Are Us, Inc.</b>					
	02/05/2024	Check	5594 Summer Reading kick off 6.1.24 Deposit 50%	4454 General Programming	\$ 432.50
<b>Total for Zoos Are Us, Inc.</b>					<b>\$ 432.50</b>
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>					<b>\$140,161.86</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: FEBRUARY 2024

	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	\$12,404.21	\$507,688.07	\$1,074.11	\$200.00	\$572.09	\$2,554.84	\$524,493.32
WITHDRAWALS	(\$140,161.86)						(\$140,161.86)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$10,000.00	(\$10,000.00)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$24,912.99	\$68,443.62					\$288,561.97
	\$2,362.50	\$31,374.20					
	\$997.16	\$128,769.67					
	\$323.50	\$30,634.45					
	\$320.60						
	\$150.00						
	\$149.30						
	\$73.98						
	50.00						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.49	\$501.58	\$4.64	N/A	N/A	\$2.53	\$509.24
ENDING BALANCE	\$21,582.87	\$647,411.59	\$1,078.75	\$200.00	\$572.09	\$2,557.37	\$673,402.67
TOTALS	\$670,273.21 GENERAL FUND				\$3,129.46 SPECIAL RESERVES FUND		\$673,402.67 TOTAL FUND BALANCE
INTEREST RATES	0.02%			N/A	N/A		

TOTAL FUND BALANCE MONTH ENDING: FEBRUARY 29, 2024  
\$673,402.67



PALOS HEIGHTS  
PUBLIC LIBRARY

# DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting  
March 21, 2024

## Library News

February was another strong month for the library. Statistically, we kept pace with or exceeded 2023's torrid numbers in most categories. Circulation and visits remain at an all-time high along with computer usage. Program attendance and outreach remain high.

Operationally, things were busier as the new year is fully underway. Terry and I worked with the auditors to provide the last bits of information they required for their report. I was part of an ATLAS Libraries continuing education panel presentation at the Oak Lawn Public Library on the topic of "Friends, Foundations, and Fundraising." Our building maintenance service was out for most of a day taking care of a short list of minor repair projects throughout the building including things like repairing some damaged carpet squares and properly hanging some large posters and whiteboards. Our intern continues to do a great job as she has spent a few weeks working in each department.

In very sad news, Marge Damm, long-time Friend of the Library, passed away at the end of February. She resigned from the Friends board back in January following a pretty serious fall. She was the Vice President of the Friends board for many years and a very active Friends member going back as far as anyone here can remember. She was really a cornerstone of that group, and she will be dearly missed.

## Statements of Economic Interest

You should have received an email on or about March 11<sup>th</sup> with a link to submit your annual statement of economic interest to the county. Please note, they changed the format of these questions two years ago, and the way they word these questions is counterintuitive, in my opinion. For example, they ask you to list assets worth more than \$10,000. Many of us have cars, residences, or bank accounts that we consider to be assets. They are NOT counting those as assets. Please look at the document titled, "SEI Definitions" in this month's packet before answering "yes" to any of their questions. For most of us, the answers to all of these questions are "no." Please let me know if you have any questions or are having trouble filling out your SEI. I'm happy to help!

## Youth Quilt

Our Head of Youth and Teen Services, Tina, brought up an interesting idea that I want to put in front of you. The quilt that hangs in the stairway leading upstairs is now 20 years old. It has been a beloved fixture of our library since the community came together to create it. Now some of those squares are falling apart. We have “HE ITT,” “CLIF D,” and Paddington who no longer has a name. Others are no longer as popular as they once were and don’t resonate as much with today’s families. Tina suggests that perhaps this is a good time to refresh and reimagine this quilt.

Tina’s idea is two-fold. She would like to embark on a project to create a new quilt in the same vein as the old one, asking patrons to design squares of their favorite children’s books. There will likely be some overlap with the old quilt, as far as the titles are concerned. But there would certainly be some welcome new additions. I think it would reinvigorate the idea that the quilt was originally built upon and allow for a similar connection with a new generation of residents.

The other part of Tina’s idea is that we could auction off the old quilt as part of a fundraising event later this year. This would allow the quilt to live on in the care of someone who has a strong connection with it. Please let me know your thoughts on this.

## Building & Grounds News

See my comments under Agenda Item 2, below, for discussion of the parking lot and building envelope issues. Other building systems continue to be stable. We have replaced a couple of staff computers, which is in keeping with our capital reserves plan. In general, we are getting an average of 5 years out of those computers, which is significantly better than the 4-year anticipated lifespan of those high-use machines. The same is true of our patron computers. We have not had to take any of those computers out of commission in recent years, and we added a new unit to the computer lab this year as we have been seeing occasions when all computers are simultaneously in use. This is all evidence that the technology plan that we have implemented on the advice of our IT consultant is working as intended.

One of the three computers that runs the interactive space in YTS has died. It’s not a huge surprise considering the long hours at intense loads those machines are under. It also explains why we can’t get more than a 1-year warranty on them, as the company that produces them knows that they can’t survive very long under those conditions. So we’ve ordered a new computer with the same software. It costs about \$1,000. I’m adjusting the entry in our capital needs spreadsheet to indicate that we should expect to replace this machine every two years. So far, the other two computers in that installation are fine. The software that they run is less demanding than the Ball Wall, so I’m hopeful that we’ll see a more standard lifespan out of those machines. We’ve also replaced the bulbs in all three of those projectors as they have surpassed their 15,000-hour lifespans. Those lamps cost around \$100 each and lasted about a year and a half. Considering the \$32,000 price tag of the installation, an average annual maintenance cost of less than \$1,000 per year is not bad.



## Budget News

We began receiving tax disbursements for the first half of the FY2023 levy in late February, as we usually do. As of this writing, we have received a little over \$900,000, which is 90.1% of the expected disbursements for the first half of this year and 49% of the whole FY23 tax year. Most of that came in after March 1<sup>st</sup>, so you won't see it in the financial reports until next month. But rest assured our bank balance is in good shape at this point. My working budget spreadsheet is currently projecting that we will have about \$800,000 in the bank at the end of the year, which would translate to something like \$200,000 as a transfer to the reserve fund in January.

We have received a completed first draft of the audit. All looks good, despite it being a bumpy first year implementing the new annual budget system. As is always the case, finalizing will be held up until IMRF releases their data regarding our pension obligations, which usually happens at the end of April. Everything is on target for final presentation and approval at our May board meeting.

## Upcoming Events

- March 21: Regular Board Meeting at 7pm
- April 7-13: National Library Week
- April 18: Long Range Planning Committee Meeting at 6pm
- April 18: Regular Board Meeting at 7pm
- May 18 (Saturday): ATLAS Continuing Education Program – “Director Trustee Relations” at 10 am at the Orland Park Public Library

## Agenda Items

### Item 1: Library Foundations Discussion

Following the great discussion at our February board meeting, I have been doing more research into our eligibility for grant funding and whether 501(c)(3) status would make a big difference in that regard. It's been a few years since I have immersed myself in the grant writing world, and a lot has changed! There are great resources for finding grant programs out there, although most of them require paid subscriptions. Also, most of the major grantors that I looked into now allow applications not just from 501(c)(3) organizations but also from other tax-exempt organizations more broadly construed. I don't believe this to have been the case a decade ago. The McKnight Foundation says that “applicants must be classified by the Internal Revenue Service as tax-exempt, non-profit organizations,” of which I believe us clearly to be one as defined in IRC 170(c)(1). The Bill & Melinda Gates Foundation lists under eligible entities, “a state, a possession of the United States, or a political subdivision (e.g., a local government), agency or instrumentality of the foregoing,” which

again seems clearly to include public libraries. These are just a couple of examples, but it appears that the landscape is much more open than I remembered.

To further clarify, I took a deeper dive into the IRS discussion of the tax-exempt status of public entities and found the following:

“Due to misunderstanding about the Chapter 42 restrictions on private foundations, governmental units often have difficulty obtaining foundation grants. This misunderstanding relates to the taxable expenditure provisions and distribution requirements, and may cause governmental units to seek 501(c)(3) exemption unnecessarily.”<sup>1</sup>

To me, this is an argument both for and against establishing a foundation for the library. In one brief paragraph, the IRS points out that governmental entities simultaneously have a hard time getting grants from foundations but also don't need 501(c)(3) status to do so. Perhaps the reason for the opening up of the landscape is that people are becoming increasingly aware of the nuances of federal tax status.

Further illustrating the diminished need for 501(c)(3) status for receiving charitable donations, I have spoken with some directors at other libraries who have successfully utilized the 501(c)(3) status of The Fund for Illinois Libraries for receiving restricted funds. We already have an account with Illinois Funds and can easily make financial transactions through them. This allows us to channel contributions through a 501(c)(3) with very little red tape and no additional cost. While a library foundation might make this a more direct connection between the library and its 501(c)(3) presence, the benefit of that connection over what currently exists is again minimal, in my opinion.

All of this is to say that having 501(c)(3) status might open us up to slightly more funding than we are currently eligible for, but I think the difference would be minimal. However, there is another major reason that I think tips the scales in favor of pursuing a library foundation.

During our discussion in February, a few trustees mentioned that they might not have been willing to serve on the board if they had known that there were obligations to engage in fundraising activities. While advocacy for the library is a key component of being a trustee, fundraising doesn't have to be. If major fundraising activities like our Library Comes Alive event last Fall are going to become a regular thing, having a foundation in place to facilitate those events provides an easy avenue for interested Trustees and community members to be involved with those activities without placing a default fundraising responsibility on all Trustees. Those who are interested in fundraising can participate in the foundation. Those who aren't interested in fundraising can continue to be Trustees without the expectation that they're going to be primary fundraisers for the library. It would prevent the possibility of scaring off new Trustees who don't want to be involved in fundraising. Conversely, it would allow for the participation of residents who would be interested in doing fundraising but who

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<sup>1</sup> 1990 IRS EO CPE Text, Topic E. “Instrumentalities.” Retrieved from <https://www.irs.gov/pub/irs-tege/eotopice90.pdf> on March 1, 2024.

aren't interested in being Trustees. I think that's a win-win in terms of participation in fundraising activities. I think that having a foundation to act as the fundraising arm of the library would provide a framework that would allow trustees and residents to more easily participate in those activities if they want but also to allow them to work with the library without implicitly committing to fundraising if they aren't interested in doing so.

I have included some examples of bylaws of existing library foundations in this month's packet, if anyone cares to peruse them. I don't think the process of establishing a foundation is particularly daunting. Though fundraising isn't my strongest suit, I'm happy to help get a foundation started and to help facilitate its effective operation in a manner similar to the library's current relationship with its Friends organization.

**Recommendation:** I don't think any formal action is needed on this topic one way or the other. If there is interest in continuing to pursue a foundation, I think interested individuals should start meeting to discuss incorporation, bylaws, and other details. Those who aren't interested can continue being great trustees, as they always have been. And if there is no strong interest, we can let the idea go entirely.

## Item 2: Building Repairs

Following up on last week's committee meeting and the brief discussion at our regular meeting, here is how I see things with regard to our two primary building repair needs.

Regarding the parking lot, we are already on borrowed time. The current surface is at the end of its life. It has extensive cracking and is developing potholes than can no longer be patched and covered effectively. The drains have gradually separated from the grade of the asphalt surface, which is something that happens over time as the ground gradually settles and changes. All of this is to be expected with the existing 35+ year old asphalt surface. We have gotten all of the life we could have hoped for out of the existing materials.

At a minimum, the surface needs to be re-paved with new asphalt. Hopefully, the subsurface material remains in good shape and won't need significant attention. If the subsurface needs any significant work, the cost of this project will increase dramatically. This is what the initial engineering work will tell us. The risk that we currently face is that, with each subsequent season that passes, water is more and more likely to penetrate the existing asphalt surface and unsettle the subsurface layers. There are multiple layers below the asphalt, all of which need to be perfect in order for new asphalt to be put on. The longer we wait before getting new asphalt on, the more likely that there will be subsurface damage, and the much higher the cost of this work will be.

Regarding the building envelope leak, this is a problem that has been with us for years. It is possible that this goes all the way back to the construction of the new building twenty years ago. We've caulked. We've been keeping the gutters clean. And those things have helped reduce the moisture

that we get. But there is a bigger structural problem at play. The opinion of our Owner's Representative is that there is a failure at some point where two or more of the various building materials meet in the structure of the wall. We have aluminum cladding and metal beams and wood windows and a few different types of masonry in those walls. Every time two of those materials meet, there needs to be a barrier to keep water out. Each of those types of barriers has its own possibility of failure, and it is possible that more than one of them is failing. There is no way to learn where the water is coming from without taking the wall apart from the outside and systematically exposing it to water to pinpoint the origin(s) of any leaks. Then we will know what needs to be done to remedy the problem.

In my opinion, there is less urgency here than with the parking lot for a few reasons. First, this is a longstanding problem. Any damage that we are likely to incur by waiting two years to repair this is unlikely to be significantly more than the damage that already exists in those walls. There are signs of water damage in the walls, but they aren't very pronounced and don't appear to be increasing at any observable pace. It's possible that we could hit a tipping point with regard to mold or drywall degradation in the next two years, but I believe that the likelihood of this happening is small because I would expect to see more obvious physical damage to the walls and/or window frames and/or ceiling than we are currently seeing.

The total anticipated cost of the parking lot repair project is \$250,000. This is based on previous engineering proposals of approximately \$20,000, which typically total around 10% of the total cost of construction. I'm also building in about 5% inflation per year, as these proposals were submitted in early 2023. Around \$10,000 of this amount would be paid in FY2024 to cover the evaluation and bid preparation portions of the engineering work. The rest would be paid in FY2025 with the reserve funds that are being accumulated in FY2024.

The total anticipated repair cost of the building envelope repair is unknown and dependent on a number of factors. The proposed cost of the engineering work to diagnose the problem is approximately \$25,000. Per our Owner's Representative, the outcome of that work will likely include three possible recommendations, viz. a minimum recommended repair, a substantial repair that might last longer, an extensive repair that would cost more up front but would likely require less maintenance and expense in the long run. The anticipated cost of these diagnosed repairs ranges from probably no less than \$10,000 to well above \$100,000, which is a difficult range for which to budget.

We probably don't have the funds to address both of these problems at the same time. I say "probably" because there is a possibility that the building envelope could be a much less expensive fix when all is said and done. The problem is that we won't know how expensive that fix will be until we lay out \$25,000 for it to be diagnosed. I think that, for practical purposes, we should assume that it is going to be a costly repair. We are budgeting around \$200,000 to go to our reserve fund at the end of 2024. We are also budgeting for \$25,000 of special reserves spending during the course of FY2024. With similar amounts in our FY2025 budget, we likely have in the neighborhood of \$450,000

to \$500,000 to spend on such projects in the next two years. However, we would like to maintain a minimum balance of \$200,000 in our reserve fund for an unforeseen emergency, should one arise. That leaves us with what I estimate to be the cost of one repair or the other, but not both, between this year and the next.

Regarding the parking lot, I believe that waiting two years could cost us hundreds of thousands of dollars in additional damage and repairs. I don't believe that waiting two years to deal with the building envelope is likely to increase the needed repairs by a significant amount over and above what is currently needed to repair the envelope and repair the currently damaged building materials. So I believe that we should prioritize the parking lot repair with the understanding that the building envelope issue will be undertaken at the soonest possible opportunity thereafter.

My thoughts on a general timeline are as follows:

1. We should move forward with the parking lot repair work first.
  - a. I propose to collect proposals for the engineering work, to analyze the lot and prepare bid documents for the project, to be presented at the April meeting for approval.
  - b. Engineering evaluation and bid document preparation would take place over the summer.
  - c. Bid documents would be issued in January 2025 for opening/evaluation in February 2025.
  - d. Construction firm would be engaged in March 2025 to complete work in the summer of 2025.
2. Once the parking lot is finished and when the budget allows, we should begin the building envelope work.
  - a. I propose that we solicit proposals for the engineering diagnostic work in the fall of 2025, to be presented at the January 2026 meeting for approval.
  - b. Engineering work to diagnose the envelope problem would take place in the spring of 2026.
  - c. Depending on the diagnosis, bid documents for that repair would be drawn up and issued in the summer of 2026 with a target construction date of fall of 2026 or spring of 2027, depending on budget and timing.

**Recommendation:** I don't believe that we need formal board action to begin this process as the first step is simply to gather proposals for the parking lot engineering work. Based on your reactions to this report, I would proceed accordingly or propose a different direction. I am interested to know your thoughts.

### Item 3: Gadgets & Gizmos Discussion

Going back a few years now, we have offered some items for circulation that people might not ordinarily think of as belonging in a library. These include tables and chairs, Tonies, a GoPro camera,

a drone, and other similar items that patrons might not normally have access to or might want to try out before deciding whether to purchase one for themselves. This is a growing trend in libraries as we continually seek to adjust our services to continue to enhance the lives of our modern patrons. Libraries are offering everything from outdoor movie theater kits to pickleball equipment to metal detectors to Chromebooks. Staff are interested in, and I am wholeheartedly in support of, expanding our collection of non-traditional offerings and branding it in a way to make these items more known.

We have called this our Gadgets & Gizmos collection, and we would like to build a display for it near the first-floor staircase using a slatwall and card system similar to this setup at the Northbrook Library:



This would allow us to efficiently display and check out these items without storing them on the floor where they would take up a lot of space and potentially invite unwanted touching.

We are proposing to install a slatwall in this location: We are envisioning a stenciled or painted sign that says “Gadgets & Gizmos” vertically on the green strip of wall with a large “G&G” above the fire alarm box. This location would give good visibility to the display, and it would allow staff to provide proactive help to browsers as this is directly in front of the Public Services Desk.

Patrons would sign an agreement acknowledging the higher replacement cost of these items should they be lost or damaged, similar to the agreement that people sign when using the Zanardo FabLab equipment. Items would only be available for checkout to Palos Heights residents and would likely have somewhat stricter hold and renewal rules.

In addition to things that we already have available to patrons, we are considering providing the following items that people might only need occasionally or might want to try before investing in for themselves:

- Tech items like mobile hotspots, video projector, or a/v recording equipment (nothing too expensive)
- Games like bags, oversize Jenga and Connect 4, or a Dungeons and Dragons starter kit
- Crafting items like a 3doodler or button maker
- Tools and gardening equipment like a stud finder, hand truck, or OBD2 scanner
- Assistive technologies like magnifiers, memory kits, and sensory kits

Obviously, this is not a new idea for us. We have \$1,000 in this year’s budget for getting this collection off the ground. What is new is our plan for branding and displaying/circulating these items and for building this into a long-term asset to our residents.

**Recommendation:** We don’t need formal board action to begin this process as we have already built it into our budget for this year. Assuming you all like the direction we’re going with this, we’ll continue to build this collection in future years. Next steps would include procuring the display materials, i.e. a nice slatwall system to go by the stairs; designing cards and signage for display and circulation; re-cataloging current items to fit with this system; and acquiring and processing a few new items to add to this collection. If successful, we would budget in future years to slowly build and maintain this collection in perpetuity.





#### Item 4: National Library Workers Day Honoraria

It is our tradition every year to recognize National Library Workers' Day by giving a gift card to each staff member in the amount of \$25. Staff have always been very appreciative of this gesture, and I recommend that we continue it. In the past, these gift cards have been purchased from various local restaurants. We currently have 27 employees, so the total cost of these cards would be \$675. Certainly, if the board has any suggestions for a different way of honoring our employees on National Library Workers' Day or if you have suggestions for specific restaurants or other businesses from which to purchase these, such input is welcome. The cost of these honoraria has already been factored into this year's budget.

**Recommendation:** I recommend that you approve National Library Workers Day honoraria in a total amount of \$675.

Respectfully submitted,  
Jesse Blazek  
Library Director





PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## FEBRUARY 2024

### At the Desk:

14 online library cards were issued to residents.

30 directional questions were answered by the Circulation staff.

12 patrons used Curveside pickup.

8 birthday bookmarks were given out to patrons.

### Continuing Education:

Wild Wisconsin Winter Web Conference: *Can't We All Just Get Along*

### Department Highlights:

Lorena, Chris, Crystine, Dora, Joyce, Karen D., and Mickey all attended Staff In-service day, participating in the activities planned for the day.

The Circulation staff helped take down the winter decorations around the library and set up Valentine's Day decorations.

Lorena set up Precious Moments figurines in the display case for patrons to view during the month of February.

Lorena created a monthly checklist of items for this year's Fan Con as she steps down as committee chair and hands it off to Christina in Public Services. Christina will do great in leading this committee and continue to provide a wonderful library event for the community.

Lorena reached out to a representative at *Facing Forward to End Homelessness* and prepared marketing materials for the March Kindness Corner donation request.

Lorena created a staff committee list for 2024.

Lorena ran reports and gathered Circulation statistics for the yearly ILLINET report.

Lorena completed the LIC schedules for the months of January, February, and March.

Lorena helped the Palos Heights Woman's Club set up a love display board for patrons to write down how they spread love throughout the month of February. The Woman's Club graciously donated laminated bookmarks for patrons to take.

## Meetings:

February 5 – ILA Noon Network: Training PIC's webinar

February 14 – 1 on 1 with Jesse

February 17 – Meeting with Linda Gray

February 21 – Management Team meeting

February 22 – 1 on 1 with Karen M.

February 26 – Department Head meeting

February 20 – 1 on 1 with Christina

February 29 – 1 on 1 with Jesse

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

# CIRCULATION STATISTICS FOR FEBRUARY 2024

	Feb-24	YTD 24	Feb-23	YTD 23
<b>Adult Circulation</b>				
Books	3,778	7,705	3,391	7,106
Video	559	1,084	473	934
Audio	287	609	326	698
Periodicals	156	330	209	405
Other Formats	2	9	3	11
In House	73	147	113	178
<b>Total Adult Circulation</b>	<b>4,855</b>	<b>9,884</b>	<b>4,515</b>	<b>9,332</b>
<b>Youth Circulation</b>				
Books	3,938	8,235	3,949	8,298
Audio	49	135	90	196
<b>Teen Circulation</b>				
Books	223	492	316	690
Audio	3	9	1	2
<b>Youth &amp; Teen Circulation</b>				
Video	165	407	185	408
Periodicals	10	27	1	7
Other Formats	57	152	-	2
In House Use	778	1,814	823	1,622
<b>Total Youth &amp; Teen Circulation</b>	<b>5,223</b>	<b>11,271</b>	<b>5,365</b>	<b>11,225</b>
<b>Electronic Circulation</b>				
eBooks (Media On Demand)	1,266	2,608	1,268	2,588
eBooks (e-Read IL)	69	177	94	182
Audio (e-Read IL)	67	122	55	105
Audio (Media On Demand)	812	1,755	621	1,358
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	278	616	89	200
Periodicals (PressReader)	22	1,113	-	-
<b>Total Electronic Circulation</b>	<b>2,514</b>	<b>6,391</b>	<b>3,011</b>	<b>6,345</b>
<b>TOTAL CIRCULATION</b>	<b>12,592</b>	<b>27,546</b>	<b>12,891</b>	<b>26,902</b>

ILL - Received	1,307	2,628	1,100	2,340
ILL - Sent	1,090	2,228	1,025	2,198
Reciprocal Borrowing	1,249	2,515	1,172	2,434
Online Renewals	44	80	38	59
Self-Checkout	3,859	8,243	3,780	8,178
<b>Computer Usage</b>				
Library Workstation Sessions	493	918	333	653
Wireless Sessions	995	1,971	775	1,400
Total Sessions	1,488	2,889	1,108	2,053
# of People Using the Library	9,552	19,807	8,769	17,879

<b>Homebound Deliveries</b>		<b>Current Month</b>	<b>Full Year</b>
Patrons Served		5	
Visits		14	23
Items		62	191

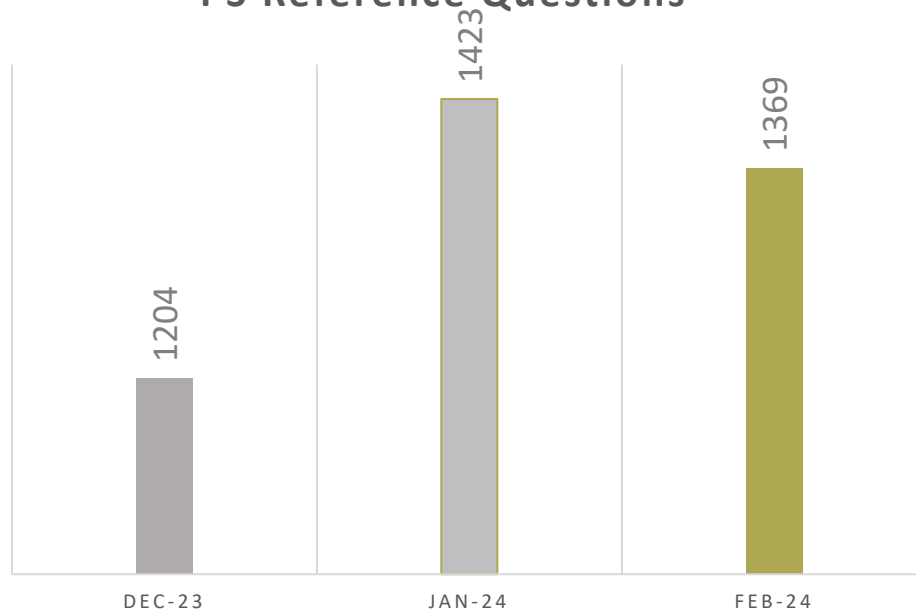
<b>Museum Pass Program</b>		<b>Current Month</b>	<b>Full Year</b>
Total Passes		15	22

<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	3,838	39	56	-	3,894
Non-Resident/Trinity/Business	19	1	3	-	22
Cards for Kids	61	-	-	-	61

Respectfully submitted by Lorena Rodriguez, Head of Circulation

# Public Services Department Report February 2024

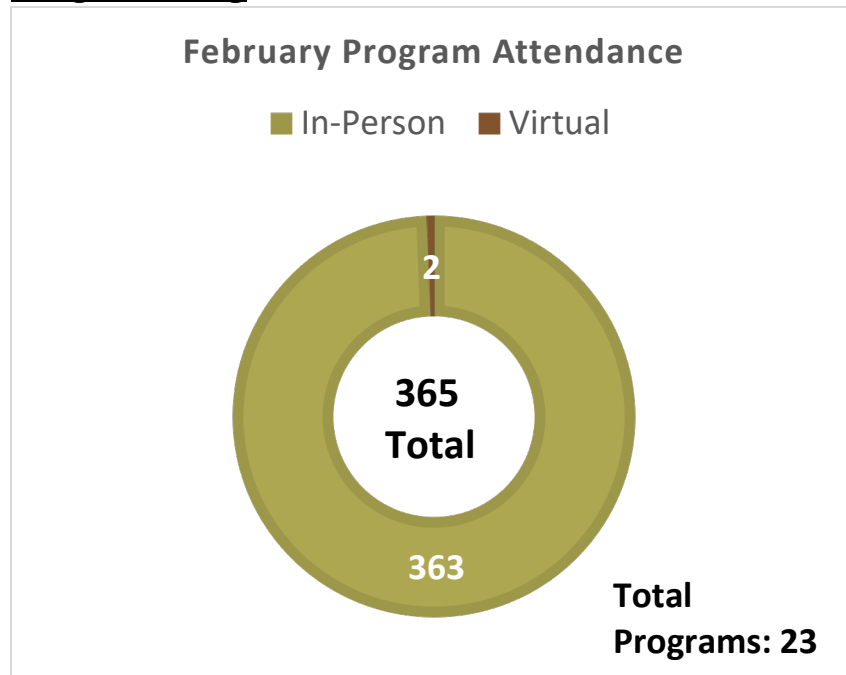
## PS Reference Questions



## Meetings & Trainings

- 2-1-24: WSAP Meeting
- 2-2-24: Reaching Forward Committee Meeting
- 2-5-24: One-on-One with Director
- 2-7-24: Green Team Meeting
- 2-14-24: ASMR Meeting
- 2-14-24: RAILS Update
- 2-19-24: Summer Reading Kickoff Planning Meeting
- 2-21-24: Management Team Meeting
- 2-22-24: ILA Annual Conference Committee Video Recording Meeting
- 2-26-24: Department Head Meeting
- 2-28-24: Making Decisions Centered Around EDI Webinar
- 2-29-24: TechSoup Webinar
- 2-29-24: SSAP Meeting

## Programming



February was an okay month for programming. I was definitely not expecting the Amazing Castles program on 2-29 to be the best-attended program of the month. I had tried my best to get a program about Leap Day on Leap Day, but I guess Plan B worked out well.

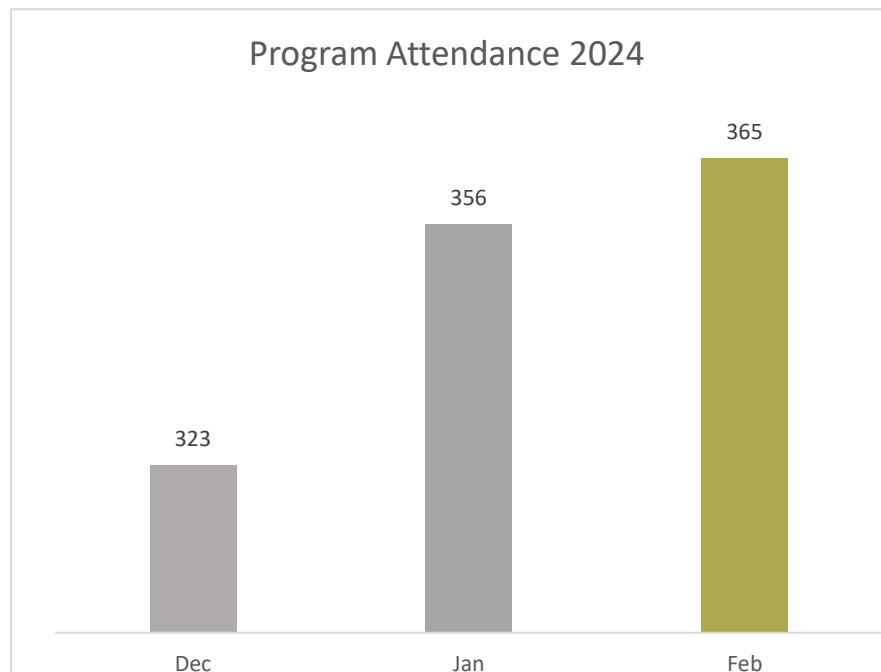
Otherwise, a fairly solid month. Not as many people came out to see Abe Lincoln as I would have expected. The traveling Grandma did well. I will say, given that we tend to have a fairly high

average attendance for our programs compared to other libraries, I was disappointed that our Black History Month program only had 5 registrants and 4 attendees.

The FabLab classes continue to defy prediction. Registration for them always fills up quickly, but actual attendance varies from a handful to a full-house. This month we were lucky enough to have 8 out of 8 attend. This was also the first time someone other than me taught a class, and I am told Emily knocked it out of the park, as expected.

The Horror Book Club continues to grow, which is great to see. There are generally 1-2 new people each time. This one is still led by the community member who suggested it, and he continues to be very enthusiastic about it.

Spice Club and the Puzzle Table continue to do well. Looking forward to seeing how the rest of the year goes.



## Marketing/Publicity/Outreach

Tina and I filmed the March “At the Library” segment for Channel 4.

Green Team continues to go well with some big things planned for this year, including another community clean-up day, pumpkin smash event, community composting, and we have confirmed the paper shredding event for August 24.

## Local History

There is some talk of using the front display case as a way to bring more of the local history collection out for people to look at.

We have given the go-ahead for using the open source Collective Access software as our archive tool going forward. We look forward to it being set-up and continuing with the photo archive project.

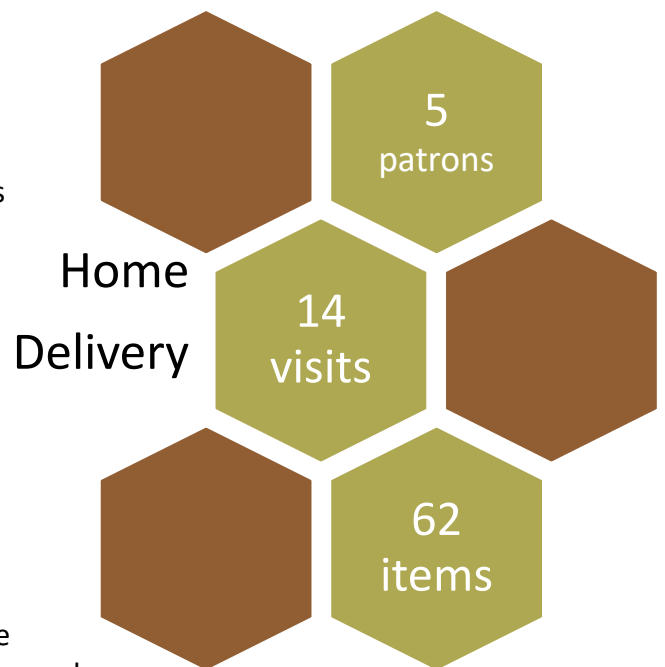
## Collection Development

Nothing big to report on the collection development front, things are continuing as they have. Every month it seems like the staff is getting better at selecting books after our transition to having all staff select, which is, of course, the goal.

## Other

The computer lab has been getting close to capacity lately, with at least one time of having it be at capacity. A good problem, and one we are addressing by adding another computer to the lab. We are still down from the number of computers we had pre-COVID, but it is nice to see the gradual increase of use over time.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



# PUBLIC SERVICES - MONTHLY STATISTICS

## February 2024

PROGRAMMING	HYBRID	IN HOUSE	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$1,360	115	Reference	Computer	Directional
Free	0	1	1	N/A	10	766	278	325
Book Discussions	0	3	3	N/A	22	TOTAL		1,369
						HOMEBOUND DELIVERIES		
Passive Programs			4		118			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	4	5	14	62
Needle Crafters			4	N/A	29	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	57			
COMPUTER TRAINING - LAB			2	N/A	10	9		
TOTAL PROGRAMMING			23	\$1,360	365			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
2/8/2024	7:00 PM	No	The Political Lincoln			34	\$375	22
2/13/2024	7:00 PM	No	Movie Music Romance II			14	\$175	16
02/25/24	7:00 PM	No	Grandma in Antartica			22	\$300	24
02/20/24	7:00 PM	No	Emancipation to Inauguration			5	\$335	4
02/29/24	7:00 PM	No	Amazing Castles			63	\$175	49
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
02/27/24	7:00 PM	No	Adult Onset Type II Diabetes			20	N/A	10
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
02/12/24	12:00 PM	No	Lunch Bunch			N/A	N/A	11
02/21/24	7:00 PM	No	Horror Book Club			N/A	N/A	7
02/20/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	4
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
02/18/24	2:00 PM	Sunday @ the Cinema: Love Again				23	N/A	22
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
02/06/24	12:00 PM	Mah Jongg				N/A	N/A	0
02/13/24	12:00 PM	Mah Jongg				N/A	N/A	0
02/20/24	12:00 PM	Mah Jongg				N/A	N/A	0
02/27/24	12:00 PM	Mah Jongg				N/A	N/A	4
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
02/06/24	10:00 AM	Needle Crafters				N/A	N/A	7
02/13/24	10:00 AM	Needle Crafters				N/A	N/A	6
02/20/24	10:00 AM	Needle Crafters				N/A	N/A	8
02/27/24	10:00 AM	Needle Crafters				N/A	N/A	8
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
02/06/24	10:00 AM	Scrabble				N/A	N/A	15
02/13/24	10:00 AM	Scrabble				N/A	N/A	13
02/20/24	10:00 AM	Scrabble				N/A	N/A	14
02/27/24	10:00 AM	Scrabble				N/A	N/A	15
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
02/12/24	2:00 PM	PowerPoint Basics				2	N/A	2
02/22/24	7:00 PM	Fablab Glowforge Tea Light Holder				8	N/A	8
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						81
		Spice Club Kits						22
		Extra Spice Club Kits						14
		Project of the Month						1



PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## FEBRUARY 2024

### Meetings and Training:

On February 02, Susana attended LACONI Technical Services Section program on Delving into Dewy Decimal Classification System.

On February 08, Susana co-chaired the SWAN Acquisition and Cataloging Users Meeting.

On February 09, Staff attended the staff in-service day.

On February 14, Susana met with Nikki to recap the staff in-service day department meeting.

On February 21, Susana attended the management team meeting.

On February 23, Susana met with Jesse at our 1-on-1 meeting to discuss Gadgets & Gizmos collection plan in technical services.

On February 26, Susana met with the department heads to discuss Gadgets & Gizmos collection update.

On February 28, Marilyn completed SWAN online learning training course on Adding Call Numbers and Item Records in Workflows.

On February 29, Susana watched SWAN Fireside Chat 02/27 recorded webinar.

### Staff Related:

During the month of February, the Technical Services department began to work on cleaning up all the current kits to transfer kits into plastic mesh zipper bags. The cleaning up of kits consists of replacing damaged bags, torn accompanied material, and re-marking all pieces with library initials. While clerks are taking care of the physical aspect of this project, Susana has been working with the management team with all the details regarding location, storage, maintenance of the collection, and other specifics to this collection. Susana has also been working on the checkout cards for patrons to use to process their checkout for a specific item.

Susana started training Nikki on the different functions within the Acquisitions module in Workflows. Training has been focusing on modifying invoices and manually entering invoices.

Susana trained Jalal on the award book procedures; this includes modifying item records on Workflows and removing labels from books. As well as modifying item records for items that are on the new 2025 award lists.



## Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
<b>Ordered Items</b>	236	355	0	0	5	0	-	-
<b>Received Items</b>	139	105	3	0	1	0	-	-
<b>Added Items</b>	71	171	1	0	2	0	65	19

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
<b>Adult Discarded Items</b>	702	2	1	0	5	0	0	1
<b>Juvenile Discarded Items</b>	524	3	2	0	0	1	0	0

## Library Services:

	January	February	March	April	May	June
<b>Laminating Service*</b>	0	1	0	0	0	0
<b>VHS Conversion:</b>	48 VHS tapes	0 VHS tapes	0 VHS tapes	0 VHS tapes	0 VHS tapes	0 VHS tapes
<b>DVD Format</b>	0	0	0	0	0	0
<b>USB Flash drive Format</b>	48	0	0	0	0	0

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

Respectfully submitted,  
 Susana Leyva  
 Head of Technical Services



PALOS HEIGHTS  
PUBLIC LIBRARY

# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## FEBRUARY 2024

### Highlights of the Month:



Tina and Tara from Lake Katherine provided a Nature Hour story time with the topic of geese. Tina read stories and led a matching game. Then the children made a goose craft with real feathers and learned facts from Tara. The program ended with a scavenger hunt of the children finding the goslings and bringing them back to her mother.



Carla had a great time with STEAM: Volcanic Blast! Children in grades 4-8 had fun making their own volcanoes explode using different supplies. The children worked well in groups and helped clean up, which was an added bonus.



Mary Kate had three programs where the patrons showed just how creative our patrons are. In the first program, Celebrate Mardi Gras, K-3 graders were able to paint with Mardi Gras beads. The next program was Northern Lights art, a seventh grader showed her appreciation of the library. Lastly, patrons showed their creativity in Snowmen That Never Melt. Two third graders painted their own version of a snowman with a marshmallow as the paint brush.

Claire had lots of fun teaching children in grades 4-8 how to make heart-shaped pillows with no sewing required. Children enjoyed watching their pillows come together as they tied their knots and were excited to take their creations home to show their parents.

Jolie had lots of fun doing Groundhog Day Celebration for children in grades K-3. She read stories and shared facts about groundhogs. They made crafts and played a ring toss game as a fun end to the program.

## **Meetings and Department News:**

Laconi YSS – Tina attended a board meeting at Downers Grove Public Library on 02/02. They inducted new board members, discussed committee assignments, and Tina shared an IYSI update.

Caudill Award – Laura attended this nominating committee on 02/03. They put together their list of 20 books for 2025.

SLJ: Fact Finding and Black History – Carla watched this webinar on 02/05 and listened to a panel of authors discuss their process when writing books about black history.

Staff In-Service – Tina, Carla, Mary Kate, Claire, and Laura attended the in-service on 02/09. They also attended a meeting regarding LIC duties and a YTS department meeting.

Booklist: Graphic Novels for Adults and Young Adults – Mary Kate watched this webinar on 02/10 to help strengthen our young adult graphic novel collection and listened for great options for readers advisory.

Lincoln Award – Tina attended a nominating committee meeting on 02/10. The committee met with teens who also read the books and wrote reviews. The committee discussed 75 books and narrowed it down to a list of 20 for 2025.

Illinois Youth Services Institute – Tina led a meeting for the IYSI 2025 conference on 02/12. The committee finalized the schedule, logo, and venue for the conference.

PHTV Channel 4 – Tina shared the upcoming March programs on 02/12.

Booklist: Disney Publishing Spring 2024 Preview – Tina, Carla, and Claire watched this webinar on 02/17 to learn about upcoming titles for youth and listened to the authors discuss their books.

Mackin's Storyteller Spotlight: Mac Barnett & Jon Klassen – Carla watched this webinar on 02/17 and listened to Mac Barnett and Jon Klassen discuss their works for children.

MacKids School & Library Spring 2024 Preview Event – Carla, Mary Kate, and Claire watched this webinar on 02/17 and learned about new upcoming titles for youth and teens from Mackin.

Management Team Meeting – Tina and Carla attended this meeting on 02/21.

Laconi YSS – Tina met with the programming committee on 02/23. They selected a date for May's workshop and discussed possible venue options. They also discussed possible workshops for the remainder of the year based on feedback.

Summer Reading Kick-Off Party Co-Chairs – Mary Kate and Emily met to discuss the Summer Reading Party on 02/12 and 02/26. The committee met as a whole on 02/19.

Department Head Meeting – Tina and Carla attended this meeting on 02/26.

IYSI Co-Chairs – Tina met with her IYSI co-chair on 02/27 to bring her up to speed on everything going on with the planning committee.

Booklist: Magnificent Middle Grade – Tina, Carla, and Claire watched this webinar on 02/27 to learn about upcoming titles from various publishers for middle grade youth.

Spirit Committee – Carla and Claire attended this meeting to discuss ideas for the upcoming year on 02/28.

Amani Rashid started interning at the library on 02/06. She has been very eager to learn about how the Palos Heights Public Library works and everything it has to offer her patrons. During her time in the Youth and Teen Department, she has made a Ramadan display, added Arabic and Superhero topics to our “Books to Go” collection, created passive crafts, and learned how to use some of the machines in the FabLab. Amani also started planning her Ramadan Celebration program for next month. It has been a pleasure having her in the department this month.

## Outreach:

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

Reggio Academy – Claire presented two storytimes about polar bears to the preschool and toddler classes.

Trusting Hearts Preschool – Tina provided a rainy and Valentine’s Day story time.

Rec Center Preschools – Carla presented a storytime about the ocean.

Stagg High School Library Visit – Claire provided a tour and craft for Stagg High School’s special education class. Children and teachers had a great time crumpling and sticking tissue paper onto their rainbows for their craft, and teachers were very impressed with the library’s recent renovation.

Sandbox School – Claire presented two storytimes about community helpers for the morning preschool class and the after school program.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming	21	358		Reference	Computer	Directional
Free Tween/Teen Programming	6	54		234	41	128
Youth Paid Programming	0	0		TOTAL	403	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	27	412		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	428	140	36
TOTAL OUTREACH	1	32	1648	TOTAL	604	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
02/01/24	5:00 pm	Groundhog Day Celebration	10
02/06/24	4:00 pm	Celebrate Mardi Gras	12
02/07/24	11:30 am	Tales for Twos	25
02/07/24	1:00 pm	Kindergarten Ready!	9
02/07/24	4:30 pm	Furry Readers	21
02/08/24	11:30 am	Little Wiggles	33
02/12/24	4:00 pm	Heartstrings	6
02/13/24	4:00 pm	Valentine's Day Activities	12
02/14/24	11:30 am	Tales for Twos	18
02/14/24	1:00 pm	Kindergarten Ready!	11
02/15/24	11:30 am	Little Wiggles	33
02/16/24	10:00 am	Nature Hour Storytime	23
02/20/24	4:00 pm	Snowmen that Never Melt	7
02/21/24	11:30 am	Tales for Twos	23
02/21/24	1:00 pm	Kindergarten Ready!	13
02/22/24	11:30 am	Little Wiggles	29
02/22/24	4:00 pm	Coffee Filter Flowers	6
02/27/24	4:00 pm	Make Your Own Buttons	5
02/28/24	11:30 am	Tales for Twos	11
02/28/24	1:00 pm	Kindergarten Ready!	19
02/29/24	11:30 am	Little Wiggles	32

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
02/02/24	5:00 pm	Volunteens	11
02/01/24	4:00 pm	Snowflake Art	4
02/08/24	4:00 pm	Heart Pillows	11
02/10/24	5:00 pm	Teen Book Box	9
02/15/24	4:00 pm	Northern Lights Art	9
02/26/24	4:00 pm	STEAM: Volcanic Explosion	10

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	9
FabLab - Geometric Bookmark	4
Craft - Valentine's Heart	230
Teen Craft - Heart Bouquet	57
Activity - Dragon Scavenger Hunt	36
Craft - Heart Buddy	90
Craft - Unicorn	108
Teen Craft - Origami Heart	70

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
02/13/24	Trusting Hearts Preschool	1	22
02/19/24	Reggio Academy Preschool	2	38
02/20/24	Sandbox School	2	51
02/20/24	Rec Center Preschool	1	13
02/21/24	Rec Center Preschool	1	14
02/27/24	Library Visit- Stagg High School	1	18
02/29/24	Book Talks Grades K-1	6	148
02/29/24	Book Talks Grades 2-3	7	177
02/29/24	Book Talks Grades 4-5	5	167
02/29/24	Book Talks Grades 6-8	7	1000



# **DOWNERS GROVE PUBLIC LIBRARY FOUNDATION**

## **BYLAWS**

### **ARTICLE I**

#### **NAME AND PURPOSE**

##### **Section 1.     Name**

This corporation shall be known as DOWNERS GROVE PUBLIC LIBRARY FOUNDATION, and it is hereafter referred to as the "Foundation."

##### **Section 2.     Purpose**

The Foundation is a not-for-profit corporation that has for its purpose to serve as a vehicle for sponsoring fundraising events and sales, soliciting, receiving and allocating gifts, grants, memorials and bequests of money, property, or services to enhance and enrich the programs, activities, and special projects of the Downers Grove Public Library, an Illinois public library under the Illinois Local Library Act (75 ILCS 5/1-0.1 et seq.).

##### **Section 3.     501(c)3**

The Foundation shall be a 501(c)(3) entity.

### **ARTICLE II**

#### **BOARD OF DIRECTORS**

##### **Section 1.     Members**

The Foundation shall have no members. All rights which would otherwise rest in the members shall be vested solely and exclusively in the Board of Directors.

##### **Section 2.     Powers and Duties**

The property, affairs, and business of the Foundation shall be managed by the Board of Directors. The Board of Directors shall have the power to accept or refuse to accept any bequests, memorials, gifts, or grants which are proposed to be made to the Foundation, based upon the discretion and judgment of the Board of Directors, taking into consideration the nature of any proposed gift, the conditions or restrictions placed upon any gift and the appropriateness of any gift to the purposes of the Foundation.

##### **Section 3.     Number of Directors**

The number of elected Directors shall be not less than ten (10) and not more than fifteen (15), as determined from time to time by the Directors by a Resolution or by an amendment to these Bylaws.

#### Section 4. Election of Directors

The Library Director of the Downers Grove Public Library (or designee) shall be an ex officio Director, but he or she shall have no right to vote, and his or her presence or absence shall not be considered for the purpose of determining the presence of a quorum of Directors. The Library Director (or designee) shall not be counted in the number of elected directors – ten to fifteen (10 – 15).

##### a) Initial Terms

With the exception of the Library Director, one-third of the initial Directors shall be designated by lot to serve a term of one (1) year, one-third ( $\frac{1}{3}$ ) of the Directors shall be designated by lot to serve a term of two (2) years and the remainder of the Directors shall be designated to serve a term of three (3) years. Annually thereafter, the election of new Directors shall be by a plurality of the votes of the current Directors entitled to vote, for a term of three (3) years, to succeed each Director whose term then expires. Upon the expiration of the initial terms described above, Directors may be elected to serve one additional, consecutive, three-year term.

##### b) Subsequent Terms

Upon expiration of the terms described above, Directors are eligible to be reelected to the Board after an absence of three (3) years. After the three (3) year absence, Directors are eligible to be reelected to the Board two additional, consecutive, three-year terms.

The term of the office of all elected Directors shall begin at the Annual Meeting of the Foundation. All newly elected Directors shall be formally seated at the Annual Meeting.

#### Section 5. Resignation

With the exception of the Library Director, any Director may resign at any time by giving written notice of such resignation to the Secretary of the Foundation. The Secretary may resign at any time by giving written notice of such resignation to the President of the Foundation. The resignation shall become effective upon the date specified in the notice, or, if no date is specified, upon receipt of the notice by the Secretary or President as specified. Acceptance shall not be necessary to render the resignation effective.

#### Section 6. Removal

Any Director of the Foundation may be removed from the Board, with or without cause, by vote of two-thirds ( $\frac{2}{3}$ ) of the Board of Directors.



## Section 7. Vacancies

In the event of a vacancy on the Board of Directors due to any cause (including a vacancy caused by an increase in the number of Directors), the remaining Directors of the Foundation who are entitled to vote shall, by plurality vote, elect an individual to fill the vacancy. In the case of a vacancy on the Board due to resignation or removal, the newly elected Director shall hold office for the same term as the term of the replaced Director. In the case of an increase in the number of Directors, the additional Director(s) shall hold office for a term of three (3) years.

## Section 8. Compensation

Members of the Board of Directors shall not receive compensation for their services rendered to the Foundation in any capacity.

## Section 9. Emeritus Board

Directors may establish an Emeritus Board to support the mission of the Foundation. Service on the Emeritus Board is restricted to retired or past members of the Board of Directors by invitation of the Board of Directors and seated by the current Board of Directors.

### a) Nominations

Any standing member of the Board of Directors can nominate individuals for service to the Emeritus Board. Nominations must be approved by a majority vote of the standing members of the Board of Directors.

### b) Meetings

Emeritus Board members are welcome to attend regular Board of Director meetings in a non-voting capacity, but are not required to do so.

### c) Duties and Responsibilities.

The responsibilities of Emeritus Board members are to: i) Serve as advocates for the Foundation and its mission; ii) Provide feedback to the Board of Directors and staff; iii) Provide advice and technical expertise to the Board of Directors; iv) Assist in identifying and fostering relationships with others whose interest and support are important and beneficial to the Foundation; and v) Assist and advise the Board of Directors in fundraising efforts, where appropriate.

## Section 10. Conflicts of Interest and Nepotism

### a) Conflicts of Interest

Members of the Foundation Board of Directors may not be interested persons. Interested persons means: i) Any person currently being compensated by the Foundation for services rendered within the previous twelve (12) months, whether a full- or part-time contractor, service provider, or employee; ii) or any brother, sister, ancestor, descendant, spouse, partner, or in-law of any such person.

Whenever a Director or Officer has a financial or personal interest in any matter coming before the Board of Directors, the affected Director shall: i) fully disclose the nature of the interest; and ii) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Directors determine that it is in the best interest of the Foundation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

b) Nepotism

It is in the Foundation's best interest to avoid conflicts of interest between work-related and family-related obligations, to reduce favoritism or the appearance of favoritism, and to prevent family conflicts from affecting the workplace. As such, neither Library employees, nor Library Trustees, nor their relatives are eligible for election to the Foundation Board of Directors. For the purpose of this policy, "relative" is defined as a member of the employee's immediate family which includes: spouse, parent, child, grandparent, sibling, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, step-parent, step-child, domestic partner, or legal guardian or other person who stands in the place of a parent.

## **ARTICLE III**

### **OFFICERS**

Section 1. Principal Officers

The principal Officers of the Foundation shall consist of a President, a Vice President, a Secretary and a Treasurer, and such additional Officers as the Board of Directors may from time to time deem desirable. The Officers shall be elected by the members of the Board of Directors who are entitled to vote, at their Annual Meeting, and shall serve one (1) year terms. Officers may serve three consecutive one (1) year terms as an Officer. The ex officio Director shall not serve as an Officer.

Section 2. President

The President shall be elected from the Board of Directors, shall be principal executive Officer of the Foundation, and shall preside over all meetings of the Board of Directors and the Foundation. The President shall perform such other duties as may be specified from time to time

by the Directors.

### Section 3. Vice President

The Vice President shall be elected from the Board of Directors and shall perform the duties and exercise the powers of the President during any absence or disability of the President.

### Section 4. Treasurer

The Treasurer shall be elected from the Board of Directors. The Treasurer shall keep accurate records of all property and disbursements of the Foundation in financial books to be maintained for that purpose; shall deposit all assets in the name and to the credit of the Foundation with such depository or depositories as shall be designated by the Directors; shall disburse the funds of the Foundation and render to the Directors such reports as they shall prescribe.

All books, records and vouchers of the Foundation shall be open to the inspection of any Director. The Treasurer shall, at each regular meeting and whenever requested by the Directors, render a full and detailed account of all receipts and expenditures and submit a schedule showing the financial status of the Foundation and the changes, if any, since the last report of the Treasurer. The Treasurer shall perform such other duties as may be specified from time to time by the Board of Directors.

### Section 5. Secretary

The Secretary shall be elected from the Board of Directors. The Secretary shall give notice of each meeting of the Board of Directors of the Foundation for which notice is required, shall record minutes of each such meeting, and shall perform such other duties as may be specified from time to time by the Board of Directors.

### Section 6. Resignation

Any Officer may resign such office at any time by giving written notice of such resignation to the Secretary of the Foundation. The Secretary may resign at any time by giving written notice of such resignation to the President of the Foundation. The resignation shall become effective upon the date specified in such notice or, if no date is specified, upon receipt of the notice by the Secretary. Acceptance shall not be necessary to render the resignation effective.

### Section 7. Removal

Any Officer of the Foundation may be removed at any time, with or without cause, by vote of two-thirds (2/3) of the Directors then holding office.

### Section 8. Vacancies

Any vacancy in any Office of the Foundation may be filled for the unexpired portion of the term

by majority vote of the Directors present at a meeting of the Directors called for such purpose. If any Officer is absent or unable to perform the duties of that office, during the period of such absence or disability the Board of Directors shall temporarily assign the duties of the Officer to another person.

## **ARTICLE IV**

### **COMMITTEES**

The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate one or more other committees. Each committee shall include one or more Directors, one of which Directors shall serve as chair. The Directors may annually appoint, or authorize the President to appoint, non-Directors to serve on such committees. Committees may recommend action to the Board of Directors.

## **ARTICLE V**

### **MEETINGS**

#### **Section 1.     Annual Meeting**

The Annual Meeting of the Foundation shall be held in January, on a date chosen by the Board of Directors each year to elect Directors and Officers and to transact such business as may be appropriate. Notice of the Annual Meeting shall be given in writing not less than ten (10) days before the meeting date.

#### **Section 2.     Regular Meetings**

Regular meetings of the Board of Directors shall be held at such time and place within the State of Illinois as the Board may determine by resolution adopted by a majority of the whole Board of Directors. Notice of Regular meetings shall be by postal or electronic mail to each Director, at least five (5) days before the day on which the meeting is to be held.

#### **Section 3.     Special Meetings**

Special meetings of the Board of Directors shall be held whenever called by the President or by two or more of the Directors. Notice of each such special meeting shall be by postal or electronic mail to each Director, at least five (5) days before the day on which the meeting is to be held. Each such notice shall state the time and place of the meeting, but need not state the purpose.

#### **Section 4.     Quorum**

A quorum shall be one half (1/2) of the Board of Directors plus one additional Director. A quorum shall be sufficient to conduct business at any meeting. One half of the Board of Directors

shall constitute a quorum for the transaction of business at any of their meetings.

Section 5.     Manner of Acting

The act of a majority of the Directors present at a meeting at which a quorum is present will be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

Section 6.     Action without Meeting

Any action required to be taken at a meeting of the Directors may be taken without a meeting via a written vote and/or consent either physically or electronically. The Director proposing action without a meeting shall provide information regarding the action and a reasonable amount of time for the Directors to respond and/or vote. For purposes of action taken without a meeting, the full Board of Directors shall be considered a quorum and all actions shall require a majority vote to pass. Decisions made by electronic polls will be certified by the Board of Directors at the next Board meeting as part of the Consent Agenda, and a copy of polls by which decisions are made electronically will be attached to the minutes of that meeting.

## **ARTICLE VI**

### **FINANCES**

Section 1.     Fiduciary Responsibility

The Board of Directors shall assume fiduciary responsibility with respect to all funds held or administered by this Foundation.

Section 2.     Fiscal Agents

The Foundation may designate such fiscal agents, investment advisors and custodians as the Board of Directors may select by resolution. The Board of Directors may at any time, with or without cause, discontinue the use of the services of any such fiscal agent, investment advisor or custodian.

Section 3.     Allocation of Funds

The Board of Directors shall study the long-range needs and objectives of the Downers Grove Public Library as specified by the Library Board of Trustees and shall consider requests from the Library Board of Trustees concerning the use of Foundation funds in fulfilling such needs and objectives. Distribution of funds of the Foundation shall be made by the Board of Directors of the Foundation.

Section 4.     Expenses

All expenses necessary to the maintenance of the Foundation are to be paid promptly and do not require Board of Directors approval. Necessary expenses include expenses related to the maintenance of the checking and investment accounts, expenses related to tax filings, PayPal expenses, and expenses related to the creation of bricks. Any additions to these necessary expenses require approval by the Board of Directors and amendment of the Bylaws. Necessary expenses shall be paid out of Foundation funds.

All other reasonable expenses and expenses related to Special Projects must be approved by the Board of Directors.

At each Annual Meeting, each committee will propose a discretionary budget for that year for action by the Board of Directors.

#### Section 5. Books of Record

The Board of Directors shall prepare and maintain the following records:

- a) minutes of all meetings of the Board of Directors;
- b) all financial statements of the Foundation;
- c) Articles of Incorporation and Bylaws of the Foundation and all amendments to each; and,
- d) such other records and books of account necessary and appropriate to the conduct of the corporate business.

Physical and electronic records described above shall be physically and electronically kept by the Library administration.

#### Section 6. Audit and Annual Report

The Board of Directors shall cause the records and books of account of the Foundation to be audited by an independent auditing firm at least once in each fiscal year in the event that contributions in such fiscal year exceed \$500,000 or the assets then being held exceed \$1,000,000.00, or at the discretion of the Board of Directors. An annual report shall be published to report on the activities and finances of the Foundation.

#### Section 7. Fiscal Year

The fiscal year of the Foundation shall commence on January 1 and end on December 31 of each year.

#### Section 8. Bond

The Foundation may obtain bond on such persons and in such amounts as may from time to time be deemed necessary or appropriate by the Board of Directors or otherwise required by law.

Section 9. Contracts

The Board of Directors may authorize any Officer or Officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Foundation, and such authority may be general or confined to specific instances.

Section 10. Authority to Borrow, Encumber Assets

No Officer, Director, agent or employee of the Foundation shall have any power or authority to borrow money on behalf of the Foundation to pledge its credit or to mortgage or pledge its real or personal property except within the scope and the extent or the authority delegated by resolutions adopted from time to time by the Board of Directors.

Section 11. Checks, Drafts, etc.

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Foundation, shall be signed by such Officer or Officers, agent or agents of the Foundation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 12. Deposit of Funds

All funds of the Foundation not otherwise employed shall be deposited from time to time to the credit of the Foundation in such banks, trust companies or other depositories as the Board of Directors may approve or designate, and all such funds shall be withdrawn only in the manner of manners authorized by the Board of Directors from time to time.

Section 13. Debts and Obligations of Foundation

The Directors and Officers of the Foundation shall not be personally liable for the debts or obligations of the Foundation.

## **ARTICLE VII**

### **WAIVER OF NOTICE**

Whenever any notice is required to be given by these Bylaws or any of the corporate laws of the State of Illinois, such notice may be waived in writing, signed by the person or persons entitled to said notice, whether before, at, or after the time stated therein, or before, at, or after the meeting.

## ARTICLE VIII

### INDEMNIFICATION

The Foundation shall defend and indemnify Directors and Officers against third-party actions, suits, or proceedings, civil or criminal, which are brought by reason of the fact that he or she is or was a Director or Officer of the Foundation. The Foundation and/or its insurer reserves the right to provide and direct the defense of its Directors and Officers in such actions, suits, or proceedings. The Foundation shall not defend and indemnify Directors and Officers in actions, suits, or proceedings brought by the Foundation against any Director or Officer.

## ARTICLE IX

### AMENDMENTS

The power to alter, amend, or repeal the Articles of Incorporation or Bylaws of the Foundation, or adopt new Bylaws, shall be vested in the Board of Directors. Such action may be taken at a regular or special meeting for which written notice of the purpose shall be given and a quorum is present, upon receiving the affirmative vote of not less than fifty-one percent (51%) of the whole number of Directors entitled to vote; provided, however, that these Bylaws may be amended to add any provisions for the regulation and management of the affairs of the Foundation not inconsistent with law, the Articles of Incorporation or these Bylaws.

## ARTICLE X

### PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Foundation in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Foundation may adopt, and with the laws of the State of Illinois.

## ARTICLE XI

### DISSOLUTION

#### Section 1. Dissolution of the Foundation

Dissolution of the Foundation must be authorized by the affirmative vote of a majority of Directors then in office who are entitled to vote. Notice of the meeting to authorize the dissolution shall be given to each Director not less than ten (10) days before the meeting and shall state that the purpose of the meeting is to vote on dissolution of the Foundation. The notice



shall include a copy or summary of the plan for distribution of assets.

If the dissolution is approved, the Foundation shall cease to conduct its affairs except as may be necessary for the winding up of the Foundation. The Foundation shall immediately cause Articles of Dissolution to be executed and filed, setting forth: (a) the name of the Foundation; (b) the date and place of the meeting of Directors approving the dissolution; and (c) a statement that dissolution was approved by the requisite vote of Directors.

## Section 2.     Distribution of Assets

In the event of dissolution, all assets of the Foundation, real and personal, shall be distributed to the Downers Grove Public Library pursuant to the Articles of Incorporation of the Foundation.

**BYLAWS OF THE  
EVERGREEN PARK PUBLIC LIBRARY FOUNDATION**

**ARTICLE ONE  
THE EVERGREEN PARK PUBLIC LIBRARY FOUNDATION (“Foundation”)**

The Evergreen Park Public Library Foundation shall be known as a non-profit corporation incorporated under the laws of the State of Illinois General Not-for-Profit Corporation Act.

**ARTICLE TWO  
MISSION STATEMENT/PURPOSE**

Section 2.01. MISSION. The mission of the Evergreen Park Public Library Foundation is to support the development and growth of the Evergreen Park Public Library.

Section 2.02. PURPOSE. The Foundation is an Illinois not-for-profit corporation that is organized and operates exclusively for educational and charitable purposes within the meaning of Section 501(c)3 of the Internal Revenue Code (or the corresponding section of any future federal tax laws) including for such purposes the making of distributions to organizations that qualify as exempt organizations under such code.

Section 2.02.a. The Foundation will seek support and to supplement conventional sources of revenue for the purpose of enhancing the services of the Evergreen Park Public Library. The Foundation is a blended component unit of the Evergreen Park Public Library and its assets are reported as a restricted-use special revenue fund.

Section 2.02.b. The Foundation shall not, as a substantial part of its activities, carry on propaganda or otherwise attempt to influence legislation. This Foundation shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

**ARTICLE THREE  
OFFICES**

The principal office of this corporation is at the Evergreen Park Public Library, 9400 S Troy Avenue, Evergreen Park, Illinois 60805.

## **ARTICLE FOUR MEMBERSHIP**

The Foundation shall consist of the members of the Board of Directors. The regular membership of a Director shall terminate at the end of his/her term of office or upon his/her death or resignation as a Director. All members of the Board of Directors are entitled to one vote on all matters requiring same.

## **ARTICLE FIVE BOARD OF DIRECTORS**

Section 5.01. GENERAL POWERS. The affairs of the Foundation shall be managed by and under the direction of the Board of Directors. The Board of Directors shall have the power to accept any bequests, memorials, gifts, or grants which are proposed to be made to the Foundation.

Section 5.02. NUMBER AND TENURE. The Board of Directors of the Evergreen Park Public Library Foundation shall consist of at least five and not more than ten members. The number of directors may be increased or decreased within the above range, from time to time, by the Board of Directors without amendment to this section. No decrease in the number or range of directors shall have the effect of shortening the term of an incumbent director.

Section 5.02.a. One currently-elected member of the Evergreen Park Public Library Board of Trustees is eligible to serve as a non-voting, ex-officio liaison to the Evergreen Park Public Library Foundation Board.

Section 5.02.b. The Director of the Evergreen Park Public Library is a non-voting, ex officio member of the Evergreen Park Public Library Foundation Board.

Section 5.03. TERM OF OFFICE. The term of office of each director shall be two years, with each term expiring as of the January meeting of the Board of Directors immediately following the year in which the director's term expires. There is no limit on the number of terms which a director may serve.

Section 5.04. VACANCIES. In the event of a vacancy, the Board of Directors shall appoint a successor to complete the unexpired term.

Section 5.05. COMPENSATION. Directors shall not receive any compensation for their service on the Board.

Section 5.06. RESIGNATION. Any Director may resign at any time by giving written notice to the President and/or Secretary of the Board of Directors.

Section 5.07: REMOVAL. Any Director may be removed, with or without cause, by the unanimous vote of all the members of the Board of Directors (other than the Director sought to be removed).

Section 5.08. LIABILITY. The Directors of the Foundation shall not be personally liable for its debts, liabilities, or other obligations of the Foundation.

## **ARTICLE SIX OFFICERS**

Section 6.01. DESIGNATION. The officers of the Evergreen Park Public Library Foundation shall be a President, a Vice-President, a Treasurer, and a Secretary. No two offices may be held by the same person. There shall be no limit on the number of terms for which an individual may hold office.

Section 6.01.a. Only one currently-elected member of the Evergreen Park Public Library Board of Trustees may serve as a liaison during a particular term of office.

Section 6.02. PRESIDENT. The President shall be elected from the membership of the Board of Directors, shall be the chief executive officer of the Foundation, shall preside over all the meetings, and shall in general supervise and control all of the business and affairs of the corporation. The President shall perform other duties as may be specified by the Board of Directors.

Section 6.03. VICE-PRESIDENT. The Vice-President shall be elected from the membership of the Board of Directors and, in the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

Section 6.04. TREASURER. The Treasurer shall be elected from the membership of the Board, and shall be the principal financial and accounting officer of the Foundation. The Treasurer shall have custody of all the funds of the Foundation and have custody or maintain an accurate record of all Foundation assets. The Treasurer shall provide an accounting of all receipts and disbursements to the Board of Directors. The Treasurer shall also be responsible for the preparation of all state and federal income tax returns, and/or any other tax returns, required to be filed by Foundation. The Treasurer shall perform other duties as may be specified by the Board of Directors.

Section 6.05. SECRETARY. The Secretary shall be elected from the membership of the Board. The Secretary shall keep the minutes of the meetings of the Board of Directors, see that notices are duly given in accordance with the provisions of these bylaws or as required by law, have custody or maintain accurate records of the Foundation, and keep a register of contact information of each member. The Secretary shall perform other duties as may be specified by the Board of Directors.

Section 6.06. ELECTION AND TERM OF OFFICE. Each officer shall serve a term of one year. Officers are elected by the Board of Directors at the January meeting. If the election of officers shall not be held at such meeting, such election shall be held as soon as thereafter conveniently may be.

Section 6.07 REMOVAL. Any officer elected by the Board of Directors may be removed by the Board of Directors whenever in its judgement the interests of the corporation would be best served, provided that no officer shall be so removed unless all members of the board (other than the officer being removed) vote for approval.

Section 6.08. VACANCIES. In the event of a vacancy, the Board of Directors shall appoint a successor to complete the unexpired term.

Section 6.09. INDEMNIFICATION. The Foundation shall indemnify to the full extent permitted by law any person made party to any action, suit, proceeding, whether civil or criminal, by reason of the fact that he or she is or was a Director of the Foundation and has not been found guilty or wrong doing, against the reasonable expenses, including attorney's fees, actually or reasonably incurred by him or her in connection with defense of the action, suit, or proceeding or in connection with any appeal in it.

## **ARTICLE SEVEN MEETINGS/PROCEDURAL MATTERS**

Section 7.01. ANNUAL MEETING. An annual meeting shall be held in January for the purpose of electing officers and for the transaction of such other business as may come before the meeting.

Section 7.02. REGULAR MEETINGS. Meetings of the Evergreen Park Public Library Foundation will be conducted six times each year (January, March, May, August, October and December of each calendar year) at a time and place determined by the Evergreen Park Public Library Foundation Board of Directors.

Section 7.03. ADDITIONAL MEETINGS. Additional meetings may be scheduled at the discretion of the Board of Directors.

Section 7.04. NOTICE. Notice for additional meetings shall be announced in writing at least 48 hours prior to the meeting.

Section 7.05. QUORUM. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting.

Section 7.06. MANNER OF ACTING. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, except where otherwise provided by law or these bylaws.

Section 7.07. ACTION WITHOUT MEETING. No meeting need be held to take action required or permitted to be taken by law, provided all Directors shall individually or collectively consent in writing to such action. Action by written consent shall have the same force and effect as action by unanimous vote.

## **ARTICLE EIGHT FINANCES**

Section 8.01. FISCAL YEAR. The fiscal year of the Foundation shall coincide with the fiscal year of the Evergreen Park Public Library.

Section 8.02. CONTRACTS. The Board of Directors may authorize any officers or officers, agent or agents of the Foundation, to enter into any contract or to execute and deliver any instrument in the name of the Foundation. Such authority may be general, or confined to specific instances.

Section 8.03. GIFTS AND CONTRIBUTIONS. The Board of Directors may:

- Accept on behalf of the Foundation any gift, contribution, bequest, or devise of any type of property ("donations") for the general and special charitable purposes of the Foundation, on such terms as the Board shall approve.
- Hold such funds or property in the name of the Foundation or of such nominee or nominees as the board may appoint.
- Collect and receive the income from such funds or property.
- Devote the principal or income from such donations to such benevolent and charitable purposes as the Board may determine.
- Enter into an agreement with any donor to continue to devote the principal or income from the donation to such particular purpose as the donor may designate, and after approval of such agreement by the Board devote the principal or income from that donation according to the agreement.

Section 8.04. DEPOSITS. All funds of the Foundation shall be deposited from time to time to the credit of the Foundation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 8.05. CHECKS, DRAFTS, ORDERS FOR PAYMENT. The President, Treasurer, Secretary, and Library Director shall be allowed to sign checks. Each check shall require two signatures.

Section 8.06. AUDIT. The Foundation is a blended component unit of the Evergreen Park Public Library and its assets are reported as a restricted-use special revenue fund. The fund undergoes annual audit by an independent accounting firm.

## **ARTICLE NINE**

## **MISCELLANEOUS PROVISIONS**

Any miscellaneous provision not noted above may be discussed and voted upon, if necessary, by the Board of Directors of the Evergreen Park Public Library Foundation.

### **ARTICLE TEN AMENDMENTS TO BYLAWS**

Section 10.01. These bylaws may be altered, amended, or repealed and new bylaws adopted with the approval of at least a two-thirds (2/3) majority of all duly qualified voting members of the Evergreen Park Public Library Foundation Board of Directors.

Section 10.02. Any intent to modify these bylaws as stated above must be submitted in writing to the President of the Evergreen Park Public Library Foundation Board of Directors at least 72 hours prior to a regularly scheduled board meeting.

Section 10.03. No action on any amendment to the bylaws may be taken unless done so at a regularly scheduled board meeting.

Section 10.04. By consensus, the Evergreen Park Public Library Foundation Board of Directors acting as a committee of the whole may conduct an annual review of these by laws. Any modification to same must adhere to those stipulations noted in sections 8.01, 8.02, and 8.03 above.

### **ARTICLE ELEVEN DISSOLUTION**

Section 11.01. DISSOLUTION. The Foundation may be dissolved upon the affirmative vote of a majority of Directors of the Board present at any regular or special meeting called for that purpose.

Section 11.02. NOTICE. Notice of the meeting to authorize the dissolution shall be given in writing to all members of the Board of Directors not less than ten days before the meeting at which the vote will be taken, and will include the basis for the recommendation to dissolve the Foundation.

Section 11.03. DISTRIBUTION OF ASSETS. Upon dissolution of the Foundation, its assets shall be distributed, or applied, as follows:

- 1) All liabilities and obligations of the corporation shall be paid, satisfied, and discharged, or adequate provision made therefore.
- 2) The balance of the assets shall be distributed to the Evergreen Park Public Library in Evergreen Park, Illinois.

# Waukegan Public Library Foundation

**Corporate Bylaws**



## ARTICLE I

### NAME, LOCATION, AND PURPOSE

The name of the corporation is: WAUKEGAN PUBLIC LIBRARY FOUNDATION, INC. The principal office of the corporation shall be located at 128 North County Street, Waukegan, Illinois, 60085. The corporation may have such other offices as the Board of Directors may determine or as the affairs of the corporation may require from time to time.

The Corporation shall have and continuously maintain a registered agent whose office is identical with the principal office of the corporation. The registered agent shall be the Executive Director of the Waukegan Public Library or his or her designee.

The purposes of the Waukegan Public Library Foundation are to enhance the quality of Waukegan Public Library services to the community by securing resources to support library and literacy programs and projects not normally met by public funding; to stimulate and encourage gifts of funds, books, desirable collections, endowments and bequests to the library; and receive, hold, manage, use and dispose of funds and properties of all kinds, whether given absolutely or in trust, for the benefit of Waukegan Public Library.

The purposes of the corporation shall be exclusively charitable and educational within the meaning of section 501 (c) (3) of the Internal Revenue Code. The following rules will bind the corporation and all persons acting for or on behalf of the corporation: (1) Conflict of Interest. No member of the Board shall derive any personal financial benefit, either directly or indirectly, by reason of his or her membership on the Board. Each member shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participating in any decision on the matter; and (2) Non-Discrimination. The Waukegan Public Library Foundation shall not discriminate on the basis of race, gender, color, creed or national or ethnic origin in the administration of its policies.

## ARTICLE II

### BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by its Board of Directors. Each director shall be entitled to one vote in each matter submitted to the Board of Directors.

Section 2. Composition. The number of directors comprising the board shall be not less than seven (7) or more than fifteen (15) members, at least 50% of whom shall live or work in the City of Waukegan. Selection and appointment shall be made by the Foundation Board of Directors of the Waukegan Public Library. Not less than one representative of the Trustee board shall be appointed to serve as a liaison on the Board of Directors of the Waukegan Public Library Foundation to serve a term of two years.

Section 3. Term of Office. The term of office for Board of Directors is three (3) years with a maximum of three consecutive terms before reaching tenure. At the end of the third consecutive term, the Board has the option of identifying viable candidates for succession. If there are no candidates identified and vetted, the Board may vote to retain that individual for an additional term at the next Board Meeting. Terms shall begin at the close of the Annual Meeting.

Section 4. Resignation and Removal of Director. A director may be removed, with or without cause, by the affirmative vote of two-thirds of the total directors at a regular meeting of the Board, provided that notice of the intent to call for such a vote, naming the director, is given at the prior Board of Directors meeting. Directors are expected to attend all meetings of the Board. A director may be removed if he or she has not attended three consecutive Board meetings. A director may retire or resign at any time upon written notice to the Board of Directors.

Section 5. Compensation. Directors and officers as such shall not receive any stated salaries for their services; but nothing herein contained shall be construed to preclude any director from serving the corporation in any other capacity and receiving compensation therefore.

Section 6. Power to Appoint. The Board of Directors shall have the power to appoint any person or persons to act and hold in trust for the corporation any property belonging to the corporation or in which it is interested, or for any other purposes, and to execute and to do all such duties and things as may be requisite in relation to any such trust providing it is not inconsistent with the proposes of the corporation.

## ARTICLE III

### EXECUTIVE OFFICERS

Section 1. Executive Officers. The executive officers of the corporation shall be a president, vice president, secretary, treasurer, and such other officers as may be elected in accordance within the provisions of Article III, Section 2. The Board of Directors may elect or appoint such other officers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, in a timely manner, by the Board of Directors. Any two or more offices may be held by the same person, except the office of president.

Section 2. Election and Term of Office. The officers of the corporation shall be elected biennially at the first meeting of the calendar year of the Board of Directors. If the election of officers is not held at the annual meeting, it shall be held at the next meeting. New officers may be created and filled at any meeting of the Board of Directors. Each officer shall hold office for no more than two, two year terms or until a successor shall have been duly elected and shall have qualified.

Section 3. President. The president shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. He or she shall preside at all meetings of the Board of Directors. He or she may sign, with the secretary or any officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bond, contract or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these by-laws or by statute to some other officer or agent of the corporation; and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors from time to time.

Section 4. Vice President. In the absence of, inability or refusal to act by the president, the vice president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall perform such other duties as from time to time may be assigned by the president or by the Board of Directors.

Section 5. Treasurer. The treasurer shall be the principal accounting and financial officer of the corporation. The Waukegan Public Library Controller and the treasurer shall (a) have charge of and be responsible for the maintenance of adequate books of account for the corporation; (b) have charge and custody of all funds and securities of the corporation, and be responsible thereof, and for the receipt and disbursement thereof; (c) oversee the completion of the annual audit and Form 990; and (d) perform all the duties incident to such other duties as from time to time may be assigned to him or her by the president or by the Board of Directors.

Section 6. Secretary. The secretary shall see that all notices are given in accordance with the provisions of these by-laws or as required by law, and be custodian of the cor-

porate records. Keep a register of the post office address of each member which shall be furnished to the secretary by such member; and in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the Board of Directors. The records shall be retained at the Waukegan Public Library.

Section 7. Removal. Any executive officers elected and appointed by the Board of Directors may be removed by a two-thirds majority vote provided that notice of the intent to call for such a vote, naming the Executive Officer, is given at the prior Board of Directors meeting. Executive Officers are expected to attend all executive committee meetings. An Executive Officer shall be removed if he or she has not attended three consecutive Executive Committee meetings. An Executive Officer may resign at any time upon written notice to the Executive Committee, who would notify the Board of Directors at the following meeting.

Section 8. Vacancies. In the event of a vacancy in any office because of death, resignation, removal, disqualification, or otherwise, the Board of Directors must be notified and the vacancy will be filled by the order of executive succession. If an executive officer respectfully declines, the Board of Directors are able to make an interim appointment for the unexpired portion of the term, which must be passed by a two-thirds majority vote.

#### ARTICLE IV

##### FOUNDATION MEETINGS

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held on dates to be determined by the Board, for no less than four (4) regular meetings each year. The officers of the corporation shall be elected biennially at the first meeting of the calendar year of the Board of Directors. If the election of officers is not held at the annual meeting, it shall be held at the next meeting.

Section 2. Special Meetings. A Special meeting of the Board of Directors may be called at or by the request of the president or any three directors. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meeting of the Board called by them.

Section 3. Electronic Meetings. Any or all directors may participate in a meeting of the Board of Directors, or a committee of the Board, by means of a telephone or video conference or by any means of communication by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence at the meeting. Directors must provide forty-eight hours notice to Library staff to ensure appropriate provisions can be made.

Section 4. Notice. Notice of any special meetings of the Board of Directors shall be given at least two days previously.

Section 5. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting and schedule it at another time without further notice.

Section 6. Notwithstanding any other provision of the corporation, the association shall not carry on any other activities not permitted to be carried on by an association exempt from Federal Income Tax under section 501(c) 3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

The association shall be empowered and authorized to do such other things as are incidental to the foregoing or are necessary or desirable in order to accomplish the foregoing.

## ARTICLE V

### COMMITTEES

The President is authorized to form committees with the approval of the Board of Directors, and shall appoint a chairperson to all committees and task forces and other such committees as deemed necessary. The appointed chairperson shall in general be accountable for the duties to be performed and delivered in a timely manner by the committee or task force formed. Prior to being authorized, the potential committee will be required to provide specific goals and objectives, timeline and budget to be reviewed by the Executive Committee prior to the commencement of such committee.

## ARTICLE VI

### CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

The Waukegan Public Library Board of Trustees is the ultimate authority on acceptance of all gifts, contracts, deposits, funds and naming opportunities. The Foundation is authorized to accept such gifts, etc. on their behalf pending the Board of Trustee's approval.

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Di-

rectors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the treasurer and countersigned by the president or vice-president of the corporation.

Section 3. Deposits. All funds of the corporation shall be deposited in a timely manner to the credit of the corporation in such banks, trust companies, or other depositaries as the Board of Directors may select.

Section 4. Gifts. The Board of Directors, or person designated by the Board of Directors, or an officer of the corporation, may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the corporation.

## ARTICLE VII

### BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors.

## ARTICLE VIII

### INDEMNIFICATION

Section 1. Indemnification of Officers and Directors. The corporation may indemnify all officers and directors of the corporation to the fullest extent permitted by the Illinois General Not for Profit Act. In each specific instance, the corporation shall indemnify an officer or director if authorized by a resolution of the Board of Directors to do so.

Section 2. Insurance. The corporation is entitled to purchase insurance for purposes of the indemnifications provided in the Article to the full extent as determined from time to time by the Board of Directors.

## ARTICLE IX

### FISCAL YEAR

The fiscal year of the corporation shall be fixed by resolution of the Board of Directors.

## ARTICLE X

### SEAL

The Board of Directors may provide a corporate seal.

## ARTICLE XI

## AMENDMENTS

The power to alter, amend, or repeal the by-laws or adopt new by-laws shall be vested in the Board of Directors unless otherwise provided in the Articles of Incorporation or the by-laws. Such action must be adopted by no less than two-thirds of the members of the Board of Directors at a regular meeting for which written notice of the purpose shall be given; provided, however, that no amendment to the by-laws may be adopted unless such amendment is first presented for consideration at a prior regular meeting of the Board of Directors. The bylaws may contain any provisions for the regulations and management of the affairs of the Corporation not inconsistent with the law or the Articles of Incorporation.

## ARTICLE XII

### DISSOLUTION

Upon liquidation and/or dissolution of this Board, the entire net assets remaining after payment of any and all liabilities and obligations of this Board shall be distributed to the Waukegan Public Library's general operating fund.

## ARTICLE XIII

### CERTIFICATION

These by-laws were approved at a meeting of the Board of Directors by a two-thirds majority vote on February 8, 2017.

## DEFINITIONS

These definitions were provided in PA 102-664. Section references are to the Public Statute. Because political candidates are also required to file these disclosures, you may see references to political committees and requirements that may not be applicable to your filing situation.

**"Asset"** means, for the purposes of Sections 4A-102 and 4A-103, an item that is owned and has monetary value. For the purposes of Sections 4A-102 and 4A-103, assets include, but are not limited to: stocks, bonds, sector mutual funds, sector exchange traded funds, commodity futures, investment real estate, beneficial interests in trusts, business interests, and partnership interests.

For the purposes of Sections 4A-102 and 4A-103, **assets do not include:** personal residences; personal vehicles; savings or checking accounts; bonds, notes, or securities issued by any branch of federal, state, or local government; Medicare benefits; inheritances or bequests, other than beneficial interests in trusts; diversified funds; annuities; pensions (including government pensions); retirement accounts; college savings plans that are qualified tuition plans; qualified tax-advantaged savings programs that allow individuals to save for disability-related expenses; or tangible personal property.

**"Compensation"** means any money, thing of value, or economic benefit conferred on, or received by, any person in return for services rendered, or to be rendered, by himself or another.

**"Creditor"** means, for the purposes of Sections 4A-102 and 4A-103, an individual, organization, or other business entity to whom money or its equivalent is owed, no matter whether that obligation is secured or unsecured, except that if a filer makes a loan to members of his or her family, then that filer does not, by making such a loan, become a creditor of that individual for the purposes of Sections 4A-102 and 4A-103 of this Act.

**"Debt"** means, for the purposes of Sections 4A-102 and 4A-103, any money or monetary obligation owed at any time during the preceding calendar year to an individual, company, or other organization, other than a loan that is from a financial institution, government agency, or business entity and that is granted on terms made available to the general public.

For the purposes of Sections 4A-102 and 4A-103, "debt" includes, but is not limited to: personal loans from friends or business associates, business loans made outside the lender's regular course of business, and loans made at below market rates. For the purposes of Sections 4A-102 and 4A-103, "debt" does not include: (i) debts to or from financial institutions or government entities, such as mortgages, student loans, credit card debts, or loans secured by automobiles, household furniture, or appliances, as long as those loans were made on terms available to the general public and do not exceed the purchase price of



the items securing them; (ii) debts to or from a political committee registered with the Illinois State Board of Elections or political committees, principal campaign committees, or authorized committees registered with the Federal Election Commission; or (iii) a loan from a member of the filer's family not known by the filer to be registered to lobby under the Lobbyist Registration Act.

**"Diversified funds"** means investment products, such as mutual funds, exchange traded funds, or unit investment trusts, that invest in a wide variety of securities across multiple sectors or asset classes. "Diversified funds" does not include sector funds.

**"Economic opportunity"** means any purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services wherein a legislator may gain an economic benefit. The term shall not include gifts.

**"Economic relationship"** means, for the purposes of Sections 4A-102 and 4A-103, any joint or shared ownership interests in businesses and creditor-debtor relationships with third parties, other than commercial lending institutions, where: (a) the filer is entitled to receive (i) more than 7.5% of the total distributable income, or (ii) an amount in excess of the salary of the Governor; or (b) the filer together with his or her spouse or minor children is entitled to receive (i) more than 15%, in the aggregate, of the total distributable income, or (ii) an amount in excess of 2 times the salary of the Governor.

**"Family"** means, for the purposes of Sections 4A-102 and 4A-103, a filer's spouse, children, step-children, parents, step-parents, siblings, step-siblings, half-siblings, sons-in-law, daughters-in-law, grandparents, and grandchildren, as well as the parents and grandparents of the filer's spouse, and any person living with the filer.

**"Filer"** means, for the purposes of Sections 4A-102 and 4A-103, a person required to file a statement of economic interests pursuant to this Act.

**"Income"** means, for the purposes of Sections 4A-102 and 4A-103, pension income and any income from whatever source derived, required to be reported on the filer's federal income tax return, including, but not limited to: compensation received for services rendered or to be rendered (as required to be reported on any Internal Revenue Service forms, including, but not limited to, Forms W-2, 1099, or K-1); earnings or capital gains from the sale of assets; profit; interest or dividend income from all assets; revenue from leases and rentals, royalties, prizes, awards, or barter; forgiveness of debt; and earnings derived from annuities or trusts other than testamentary trusts. "Income" does not include compensation earned for service in the position that necessitates the filing of the statement of

economic interests, or investment or interest returns on items excluded from the definition of "asset", or income from the sale of a personal residence or personal vehicle.

**"Instrument of Ownership"** means deeds, common or preferred stock certificates, rights, warrants, options, bills of sale, contracts, interests in proprietorships, partnerships and joint ventures, and beneficial interests in trusts or land trusts.

**"Investment real estate"** means any real property, other than a filer's personal residences, purchased to produce a profit, whether from income or resale. Investment real estate may be described by the city and state where the real estate is located.

**"Legislative interest"** means a substantial economic interest, distinct from that of the general public, in one or more legislative matters.

**"Legislative matter"** means any bill, resolution, nomination, or other issue or proposal pending before the General Assembly or any committee, sub-committee, or commission thereof.

**"Legislator"** means a member or member-elect of the General Assembly.

**"Lobbying"** means engaging in activities that require registration under the Lobbyist Registration Act promoting or opposing in any manner the passage by the General Assembly of any legislative matter affecting the interests of any individual, association or corporation as distinct from those of the people of the State as a whole.

**"Lobbyist"** means an individual who is required to be registered to engage in lobbying activities pursuant to the Lobbyist Registration Act any person required to be registered under "An Act concerning lobbying and providing a penalty for violation thereof", approved July 10, 1957, as amended.

**"Person" or "entity"** means an individual, proprietorship, partnership, association, trust, estate, business trust, group, or corporation, whether or not operated for profit, or a governmental agency, unit, or subdivision.

**"Person with whom the legislator maintains a close economic association"** means a person associated with the legislator in a partnership, association or professional service corporation, whether as partner, officer, employee, associate, or otherwise.

**"Personal residence"** means, for the purposes of Sections 4A-102 and 4A-103, a filer's primary home residence and any residential real property held by the filer and used by the filer for residential rather than commercial or income generating purposes.

**"Public utility"** has the meaning provided in Section 3-105 of the Public Utilities Act.

**"Representation case"** means the professional representation of any person, client or principal, with or without compensation, in any matter before any State agency where the action or non-action of the State agency involves the exercise of substantial discretion. However, the term shall not include inquiries for information or other services rendered in a legislative capacity on behalf of a constituent or other member of the public.

**"Sector funds"** means mutual funds or exchange traded funds invested in a particular industry or business.

**"Spouse"** means a party to a marriage, a party to a civil union, or a registered domestic partner.