



PALOS HEIGHTS  
PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

May 16, 2024

CALL TO ORDER: 7:00pm

ROLL CALL:

WELCOME OF GUESTS:

PUBLIC COMMENT:

MINUTES OF MEETING: Approval of the minutes of the March 21, 2024 regular meeting

TREASURER'S REPORT: Approval of the General Fund bills for March 2024 for \$130,329.82

Approval of the Treasurer's report for the month ending March 31, 2024

Approval of the General Fund bills for April 2024 for \$

Approval of the Treasurer's report for the month ending April 30, 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 Upcoming Construction Projects  
a. Parking Lot Repair

NEW BUSINESS: 2. Approval of 2024-2025 Non-resident Card Fee  
3. Discussion of Using Illinois Funds for Short-Term Storage of Funds  
4. Approval to change August library closing date from 16<sup>th</sup> to 23<sup>rd</sup>

ADJOURNMENT

NEXT MEETING: Thursday, June 20, 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 Meeting March 21, 2024  
Minutes

Vice President Zubik called the meeting to order at 7:01PM. After a call of the roll of Trustees, the following were present in person: Trustees Foertsch, Jankowski, Key, Rhodes and Zubik. Attending via zoom were President Burek, and Trustees Snow and Peltz. Trustee Keough was absent at the start but arrived later. A quorum was declared.

Library Director, Jesse Blazek, Business Manager, Terry Fleckenstein, and YTS Supervisor Tina Ruzala were also in attendance. No members of the public were present and there was no public comment.

On a motion by Trustee Jankowski and second by Trustee Key, the minutes of the meeting of the February 15<sup>th</sup> 2024 were approved by voice vote.

The Treasurer's report was presented by Trustee Foertsch, who moved to approve the General Fund bills, in the amount of \$140, 161.86. Trustee Rhodes seconded the motion. A roll call vote, from which Trustee Snow abstained, was taken and the motion carried. Trustee Keough then moved to approve the Treasurer's report for the month ending February 29, 2024 and Trustee Foertsch seconded. On a roll call vote, this motion carried.

The President made her report, informing the Board that she had attended a workshop on library foundations presented by our Atlas consortium at the Oak Lawn Public Library.

The Director presented the following reports in addition to the Director's Narrative in our Board Packets. He brought the issue of the aging Library Quilt (which hangs on the wall of the stairway landing on the way to the Youth and Teen Section). This evoked discussion of ideas about the possibility of replacing the quilt, Supervisor Ruzala's proposals for same, and ideas for disposal of the existing quilt, in which the Trustees participated. The ideas will be developed for future consideration.

There was no correspondence.

The following committee reports were presented:

Building and Grounds met and has items on the New Business agenda.

Ethics Officer, Trustee Snow, reminded the Trustees of the deadline for completing the Cook County Ethics statement sent to each of the Board members. She made a recommendation as to possible selection on a section with ambiguous options.

The agenda continued with Unfinished Business in the form of the ongoing discussion of the creation of a foundation for this Library. The Director continued reporting on his research, as in the Director's Narrative and prior meetings. The question arose as to the necessity of Board of Trustees action, and it was decided that no Board action was necessary at this time.

#### New Business

Predicted issues discussed by the Building and Grounds Committee at their meeting, were presented and prioritized to the Board members. After hearing about the relative priorities of Parking lot resurfacing and building envelope repairs, Trustee Foertsch moved to prioritize the parking lot resurfacing project by going out for a bid from an engineer to evaluate the project. Trustee Keough seconded, and the Board approved this plan for stage 1 of action, by a voice vote.

The concept of a Gadget and Gizmos collection, proposed by staff, was presented. There was no disagreement from Trustees as the branding, display and accommodation of a growing collection of items were described.

On the motion of Trustees Burek and second by Trustee Key, the National Library Workers Day (April 9<sup>th</sup>) honorarium for staff members was approved by the Trustees on a roll call vote. The total amount approved by this action is \$675.

On motion by Trustee Keough and second by Trustee Key the meeting was adjourned at 8:08 PM.

The next meeting is April 18, 2024 at 7:00 PM



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED**  
**April 18, 2024**

		AMOUNT	PAGE(s)
<b>MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:</b>	<b>MARCH</b>	<b>\$130,329.82</b>	<b>6.1 to 6.4</b>
<b>MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:</b>			
<b>MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:</b>	<b>3/31/2024</b>	<b>N/A</b>	<b>1</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: MARCH 2024

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$703,460.53		\$703,460.53
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$58.99		\$58.99
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$364.55		\$364.55
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$767.85		\$767.85
» Miscellaneous	\$1,107.37		\$1,107.37
<b>DONATIONS/GIFTS</b>			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$32.58		\$32.58
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$551.17		\$551.17
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$356.91	\$2.71	\$359.62
<b>TOTAL REVENUES</b>	<b>\$706,699.95</b>	<b>\$2.71</b>	<b>\$706,702.66</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$70,095.98		\$70,095.98
» Employee Benefits	\$17,517.27		\$17,517.27
» Staff & Board Development	\$1,972.66		\$1,972.66
CONTRACTUAL SERVICES	\$18,882.28		\$18,882.28
BUILDING MAINTENANCE	\$1,827.39		\$1,827.39
INSURANCE	\$0.00		\$0.00
UTILITIES	\$1,002.51		\$1,002.51
SUPPLIES	\$1,790.68		\$1,790.68
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$9,378.39		\$9,378.39
REIMBURSEMENTS	\$4,836.35		\$4,836.35
SR PROJECTS	\$3,026.31		\$3,026.31
<b>TOTAL EXPENDITURES</b>	<b>\$130,329.82</b>	<b>\$0.00</b>	<b>\$130,329.82</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	\$576,370.13	\$2.71	\$576,372.84
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$1,506.54		\$1,506.54
**Check #5611 dated 2/15/24 uncleared adjustment made by accountant			
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$1,506.54</b>	<b>\$0.00</b>	<b>\$1,506.54</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>\$577,876.67</b>	<b>\$2.71</b>	<b>\$577,879.38</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$670,273.21</b>	<b>\$3,129.46</b>	<b>\$673,402.67</b>
<b>END OF MONTH</b>	<b>\$1,248,149.88</b>	<b>\$3,132.17</b>	<b>\$1,251,282.05</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	
<b>REVENUES</b>					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$962,682.47	\$962,816.92	50.00%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$24,912.99	\$5,087.01	83.04%
<b>DIRECT REVENUES</b>					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$357.71	\$2,142.29	14.31%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$302.19	\$1,497.81	16.79%
Miscellaneous	\$3,500.00	\$3,500.00	\$1,251.85	\$2,248.15	35.77%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$4,875.35	\$6,124.65	44.32%
Miscellaneous	\$12,784.00	\$12,784.00	\$11,647.09	\$1,136.91	91.11%
<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	\$199.89	\$14,800.11	1.33%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$1,195.62	\$2,804.38	29.89%
<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	\$1,459.91	\$5,115.09	22.20%
<b>TOTAL REVENUES</b>	<b>\$2,046,458.69</b>	<b>\$2,046,458.69</b>	<b>\$1,008,885.07</b>	<b>\$1,037,573.62</b>	<b>49.30%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$964,446.00	\$964,446.00	\$217,776.37	-\$746,669.63	-77.42%
Employee Benefits	\$293,484.36	\$293,484.36	\$63,858.70	-\$229,625.66	-78.24%
Staff & Board Development	\$10,500.00	\$10,500.00	\$3,081.50	-\$7,418.50	-70.65%
<b>CONTRACTUAL SERVICES</b>	\$186,983.88	\$186,983.88	\$40,883.87	-\$146,100.01	-78.14%
<b>BUILDING MAINTENANCE</b>	\$46,404.69	\$46,404.69	\$8,845.51	-\$37,559.18	-80.94%
<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	\$1,803.45	-\$12,389.67	-87.29%
<b>SUPPLIES</b>	\$26,595.00	\$26,595.00	\$7,781.37	-\$18,813.63	-70.74%
<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	\$40,640.17	-\$138,638.78	-77.33%
<b>REIMBURSEMENTS</b>	\$47,985.13	\$47,985.13	\$15,266.31	-\$32,718.82	-68.19%
<b>SR PROJECTS</b>	\$25,000.00	\$25,000.00	\$4,146.45	-\$20,853.55	-83.41%
<b>TOTAL EXPENDITURES</b>	<b>\$2,296,458.69</b>	<b>\$2,296,458.69</b>	<b>\$434,735.99</b>	<b>-\$1,861,722.70</b>	<b>-81.07%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>-\$250,000.00</b>	<b>-\$250,000.00</b>	<b>\$574,149.08</b>	<b>-\$824,149.08</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>			\$574,149.08		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$1,177,518.19</b>		
			-\$734,050.69		



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MARCH 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	\$53,745.44	\$167,859.72	\$578,279.68	77.50%
4312 HOURLY EMPLOYEES	\$213,106.60	\$16,350.54	\$49,916.65	\$163,189.95	76.58%
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>\$70,095.98</b>	<b>\$217,776.37</b>	<b>\$746,669.63</b>	<b>77.42%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$0.00	\$11,299.52	\$63,949.09	84.98%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,595.00	\$16,792.37	\$56,589.95	77.12%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$35,766.81	\$108,086.62	75.14%
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>\$17,517.27</b>	<b>\$63,858.70</b>	<b>\$229,625.66</b>	<b>78.24%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,200.00	\$414.00	\$876.00	\$1,324.00	60.18%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$150.00	\$650.00	81.25%
4353 ADMINISTRATOR	\$500.00	\$35.70	\$35.70	\$464.30	92.86%
4354 PROFESSIONAL STAFF	\$5,000.00	\$915.11	\$1,345.11	\$3,654.89	73.10%
4355 SUPPORT STAFF	\$1,000.00	\$492.00	\$492.00	\$508.00	50.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$115.85	\$182.69	\$817.31	81.73%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$10,500.00</b>	<b>\$1,972.66</b>	<b>\$3,081.50</b>	<b>\$7,418.50</b>	<b>70.65%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,268,430.36</b>	<b>\$89,585.91</b>	<b>\$284,716.57</b>	<b>\$983,713.79</b>	<b>77.55%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$7,171.50	\$5,200.00	\$5,200.00	\$1,971.50	27.49%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$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	\$1,095.00	\$3,619.50	76.77%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$17,886.00</b>	<b>\$5,565.00</b>	<b>\$6,520.00</b>	<b>\$11,366.00</b>	<b>63.55%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$4,800.00	\$401.49	\$1,422.47	\$3,377.53	70.37%
4414 ALARM	\$3,226.00	\$744.00	\$1,240.37	\$1,985.63	61.55%
4416 MAINTENANCE	\$39,000.00	\$2,909.86	\$8,717.10	\$30,282.90	77.65%
4417 SWAN	\$30,238.74	\$0.00	\$7,494.90	\$22,743.84	75.21%
4418 TECHNOLOGY	\$38,010.00	\$1,690.00	\$3,652.97	\$34,357.03	90.39%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$115,274.74</b>	<b>\$5,745.35</b>	<b>\$22,527.81</b>	<b>\$92,746.93</b>	<b>80.46%</b>
<b>PRINTING</b>					
4424 NEWSLETTER PRINTING	\$18,823.14	\$3,088.00	\$3,088.00	\$15,735.14	83.59%
<b>TOTAL PRINTING</b>	<b>\$18,823.14</b>	<b>\$3,088.00</b>	<b>\$3,088.00</b>	<b>\$15,735.14</b>	<b>83.59%</b>
<b>PROGRAMMING</b>					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$538.19	\$1,818.33	\$8,181.67	81.82%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$956.50	\$3,468.80	\$9,531.20	73.32%
4454 GENERAL PROGRAMMING	\$9,000.00	\$1,540.63	\$1,973.13	\$7,026.87	78.08%
<b>TOTAL PROGRAMMING</b>	<b>\$32,000.00</b>	<b>\$3,035.32</b>	<b>\$7,260.26</b>	<b>\$24,739.74</b>	<b>77.31%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$1,448.61	\$1,487.80	\$1,512.20	50.41%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$1,448.61</b>	<b>\$1,487.80</b>	<b>\$1,512.20</b>	<b>50.41%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$186,983.88</b>	<b>\$18,882.28</b>	<b>\$40,883.87</b>	<b>\$146,100.01</b>	<b>78.14%</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: MARCH 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	\$194.70	\$661.98	77.27%
4432	HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%
4434	BUILDING REPAIRS	\$9,000.00	\$968.00	\$2,925.27	\$6,074.73	67.50%
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>\$1,032.90</b>	<b>\$6,787.94</b>	<b>\$31,798.27</b>	<b>82.41%</b>
<b>EQUIPMENT MAINTENANCE</b>						
4531	COPIER	\$7,578.48	\$794.49	\$2,057.57	\$5,520.91	72.85%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
<b>TOTAL EQUIPMENT MAINTENANCE</b>		<b>\$7,818.48</b>	<b>\$794.49</b>	<b>\$2,057.57</b>	<b>\$5,760.91</b>	<b>73.68%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>		<b>\$46,404.69</b>	<b>\$1,827.39</b>	<b>\$8,845.51</b>	<b>\$37,559.18</b>	<b>80.94%</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	\$205.50	\$602.08	\$2,147.92	78.11%
4473	GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474	TELEPHONE/FAX	\$2,625.00	\$157.03	\$561.39	\$2,063.61	78.61%
4475	INTERNET/LOCAL AREA NET	\$6,318.12	\$639.98	\$639.98	\$5,678.14	89.87%
<b>GROUP TOTAL UTILITIES</b>		<b>\$14,193.12</b>	<b>\$1,002.51</b>	<b>\$1,803.45</b>	<b>\$12,389.67</b>	<b>87.29%</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$16.24	\$166.16	\$833.84	83.38%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$41.98	\$229.34	\$1,770.66	88.53%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$555.85	\$599.04	\$2,600.96	81.28%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$295.62	\$2,378.46	\$3,621.54	60.36%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$6.65	\$1,548.22	\$1,501.78	49.24%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$43.36	\$132.97	\$1,067.03	88.92%
<b>TOTAL OFFICE SUPPLIES</b>		<b>\$17,450.00</b>	<b>\$959.70</b>	<b>\$5,054.19</b>	<b>\$12,395.81</b>	<b>71.04%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$778.43	\$1,764.91	\$2,685.09	60.34%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>		<b>\$4,450.00</b>	<b>\$778.43</b>	<b>\$1,764.91</b>	<b>\$2,685.09</b>	<b>60.34%</b>
<b>MAILING EXPENSES &amp; FEES</b>						
4551	POSTAGE & HANDLING	\$600.00	\$52.55	\$162.27	\$437.73	72.96%
4553	BULK FEES & PERMITS	\$4,095.00	\$0.00	\$800.00	\$3,295.00	80.46%
<b>TOTAL OFFICE EXPENSE</b>		<b>\$4,695.00</b>	<b>\$52.55</b>	<b>\$962.27</b>	<b>\$3,732.73</b>	<b>79.50%</b>
<b>GROUP TOTAL SUPPLIES</b>		<b>\$26,595.00</b>	<b>\$1,790.68</b>	<b>\$7,781.37</b>	<b>\$18,813.63</b>	<b>70.74%</b>
<b>CAPITAL EXPENSES</b>						
4631	SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$0.00	\$7,972.49	\$470,527.51	98.33%
<b>GROUP TOTAL CAPITAL EXPENSES</b>		<b>\$478,500.00</b>	<b>\$0.00</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: MARCH 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
4710A	DATABASES - Adult	\$27,000.00	\$0.00	\$7,280.29	\$19,719.71	73.04%
4710B	DATABASES -Youth	\$6,000.00	\$850.00	\$850.00	\$5,150.00	85.83%
4711	PERIODICALS	\$14,500.00	\$0.00	\$0.00	\$14,500.00	100.00%
4712	CONTINUATIONS	\$600.00	\$0.00	\$23.39	\$576.61	96.10%
4714	LARGE PRINT	\$5,500.00	\$92.77	\$272.26	\$5,227.74	95.05%
4715	BOOKS - Adult	\$32,300.00	\$2,293.69	\$5,995.90	\$26,304.10	81.44%
4716	BOOKS - Youth	\$33,000.00	\$911.13	\$6,753.32	\$26,246.68	79.54%
4717	VIDEOS - Adult	\$4,500.00	\$0.00	\$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	\$169.96	\$299.93	\$1,700.07	85.00%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$11,795.70	\$481.27	\$6,153.40	\$5,642.30	47.83%
4722	REALIA	\$1,000.00	\$179.65	\$179.65	\$820.35	82.04%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4724	GADGETS & GIZMOS	\$1,000.00	\$57.69	\$57.69	\$942.31	94.23%
4725A	E-BOOKS - Adult	\$10,000.00	\$1,768.17	\$5,663.41	\$4,336.59	43.37%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$2,574.06	\$4,718.10	\$8,281.90	63.71%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
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>\$9,378.39</b>	<b>\$40,640.17</b>	<b>\$138,638.78</b>	<b>77.33%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>						
4900	MISCELLANEOUS	\$18,184.83	\$1,156.35	\$3,465.09	\$14,719.74	80.95%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$3,680.00	\$11,680.00	\$6,120.30	34.38%
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>\$4,836.35</b>	<b>\$15,266.31</b>	<b>\$32,718.82</b>	<b>68.19%</b>
<b>SPECIAL RESERVE PROJECTS</b>						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$3,026.31	\$4,146.45	\$20,853.55	83.41%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>		<b>\$25,000.00</b>	<b>\$3,026.31</b>	<b>\$4,146.45</b>	<b>\$20,853.55</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$2,296,458.69</b>	<b>\$130,329.82</b>	<b>\$434,735.99</b>	<b>\$1,861,722.70</b>	<b>81.07%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Adducci Vega Financial Group, LLC</b>					
Check	03/13/2024	5638	02 Feb Bank Reconciliations Invoice 2020454365	Accountant	365.00
<b>Total for Adducci Vega Financial Group, LLC</b>					<b>\$ 365.00</b>
<b>Allegion Access Technologies LLC</b>					
Check	03/04/2024	5626	Service call on outside door	4434 Building Repairs	268.00
<b>Total for Allegion Access Technologies LLC</b>					<b>\$ 268.00</b>
<b>American Library Assoc - Membership</b>					
Check	03/19/2024	5647	L2-Library Membership Dues	4351 Membership Fees	314.00
<b>Total for American Library Assoc - Membership</b>					<b>\$ 314.00</b>
<b>Anderson Pest Solutions</b>					
Check	03/11/2024	5637	58554933	4431 Pest Control	64.90
<b>Total for Anderson Pest Solutions</b>					<b>\$ 64.90</b>
<b>ATLAS</b>					
Check	03/01/2024	5619	ATLAS Meeting 3.12.24 Rodriguez	4354 Professional Staff	15.00
Check	03/01/2024	5619	ATLAS Meeting 3.12.24 Leyva	4354 Professional Staff	15.00
Check	03/01/2024	5619	ATLAS Meeting 3.12.24 Ruszala	4354 Professional Staff	15.00
<b>Total for ATLAS</b>					<b>\$ 45.00</b>
<b>At&amp;T - Fiber Line</b>					
Check	03/04/2024	5625	Monthly Fee	4475 Internet	179.93
Check	03/26/2024	5653	Monthly Fee	4475 Internet	460.05
<b>Total for At&amp;T - Fiber Line</b>					<b>\$ 639.98</b>
<b>Baker &amp; Taylor L5040682 Adult Books</b>					
Expense	03/05/2024	BT PORTAL	02 Feb Adult	4715 Books - Adult	440.47
Expense	03/05/2024	BT PORTAL	02 Feb pre processing fee	4515 Technical Services - Supplies	22.77
<b>Total for Baker &amp; Taylor L5040682 Adult Books</b>					<b>\$ 463.24</b>
<b>Baker &amp; Taylor L5346512 Youth Books</b>					
Expense	03/05/2024	BT PORTAL	02 Feb YTS	4716 Books - Youth	323.41
Expense	03/05/2024	BT PORTAL	02 Feb pre processing fee	4515 Technical Services - Supplies	16.83
<b>Total for Baker &amp; Taylor L5346512 Youth Books</b>					<b>\$ 340.24</b>
<b>Breeze Creative</b>					
Check	03/04/2024	5624	Digital Ball Wall replacement PC	4418 Technology	1,690.00
<b>Total for Breeze Creative</b>					<b>\$ 1,690.00</b>
<b>CENGAGE/Gale Learning</b>					
Check	03/05/2024	5631	02 Feb Large Print	4714 Large Print Books	63.98
Check	03/29/2024	5654	83001246	4714 Large Print Books	28.79
<b>Total for CENGAGE/Gale Learning</b>					<b>\$ 92.77</b>
<b>CIT</b>					
Check	03/11/2024	5636	Invoice 4436742	4531 Copier	631.54
<b>Total for CIT</b>					<b>\$ 631.54</b>
<b>City of Palos Hts - Miscellaneous</b>					
Check	03/07/2024	5634	Concert in the Park	4454 General Programming	1,000.00
<b>Total for City of Palos Hts - Miscellaneous</b>					<b>\$ 1,000.00</b>
<b>City of Palos Hts. - Water Bill</b>					
Check	03/15/2024	5643	Monthly bill	4472 Water	205.50
<b>Total for City of Palos Hts. - Water Bill</b>					<b>\$ 205.50</b>
<b>C.J. Erickson Plumbing Co.</b>					
Check	03/04/2024	5627	Rod water fountain on 1st floor	4434 Building Repairs	700.00
<b>Total for C.J. Erickson Plumbing Co.</b>					<b>\$ 700.00</b>
<b>Cosmopolitan Building Services</b>					
Check	03/13/2024	5641	03 March Janitorial Services Invoice 6634	4416 Maintenance	2,722.50
<b>Total for Cosmopolitan Building Services</b>					<b>\$ 2,722.50</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Dell Marketing L.P.</b>					
Expense	03/21/2024	Pay Pal	Dell Dock UD22	7001 Special Reserves Projects	162.55
Expense	03/21/2024	Pay Pal	Dell 24" Monitor S2421HS	7001 Special Reserves Projects	105.18
Expense	03/21/2024	Pay Pal	Dell Wireless Key board & Mouse KM5221V	7001 Special Reserves Projects	44.93
<b>Total for Dell Marketing L.P.</b>					<b>\$ 312.66</b>
<b>Firefly Family Theatre LLC</b>					
Check	03/04/2024	5630	3.26.24 Performance "Grow"	4451 Youth & Teen Programming	500.00
<b>Total for Firefly Family Theatre LLC</b>					<b>\$ 500.00</b>
<b>Grasso Graphics</b>					
Check	03/04/2024	5628	Mar/Apr Newsletters	4424 Newsletter Printing	2,612.05
Check	03/04/2024	5628	Mar/Apr Newsletters	4424 Newsletter Printing	475.95
<b>Total for Grasso Graphics</b>					<b>\$ 3,088.00</b>
<b>Illinois Library Association</b>					
Check	03/21/2024	5651	Reaching Forward	4354 Professional Staff	480.00
Check	03/21/2024	5651	Reaching Forward	4355 Support Staff	320.00
<b>Total for Illinois Library Association</b>					<b>\$ 800.00</b>
<b>Impact Networking, Inc</b>					
Check	03/04/2024	5629	Overages group total	4531 Copier	162.95
<b>Total for Impact Networking, Inc</b>					<b>\$ 162.95</b>
<b>Independent Construction Services</b>					
Check	03/07/2024	5635	Parking lot Meetings	7001 Special Reserves Projects	210.00
<b>Total for Independent Construction Services</b>					<b>\$ 210.00</b>
<b>Ingram</b>					
Check	03/05/2024	5633	02 Feb pre processing fee	4515 Technical Services - Supplies	89.10
Check	03/05/2024	5633	80327165	4715 Books - Adult	109.91
Check	03/05/2024	5633	80395915	4715 Books - Adult	144.47
Check	03/05/2024	5633	80615057	4715 Books - Adult	330.42
Check	03/05/2024	5633	80615058	4715 Books - Adult	33.40
Check	03/05/2024	5633	80615059	4715 Books - Adult	818.56
Check	03/05/2024	5633	80692109	4715 Books - Adult	133.51
Check	03/05/2024	5633	80692110	4715 Books - Adult	34.95
Check	03/05/2024	5633	80692111	4715 Books - Adult	46.61
Check	03/05/2024	5633	80746785	4715 Books - Adult	10.82
Check	03/05/2024	5633	80746786	4715 Books - Adult	171.21
Check	03/05/2024	5633	80746787	4716 Books - Youth	194.19
Check	03/05/2024	5633	80746788	4716 Books - Youth	10.78
Check	03/05/2024	5633	80746789	4716 Books - Youth	382.75
<b>Total for Ingram</b>					<b>\$ 2,510.68</b>
<b>J. C. Schultz Enterprises, Inc.</b>					
Check	03/26/2024	5652	US Nylon Flag 5x8	4541 Maintenance/Cleaning Supplies	37.35
Check	03/26/2024	5652	Illinois Flag 3 x 5	4541 Maintenance/Cleaning Supplies	19.40
<b>Total for J. C. Schultz Enterprises, Inc.</b>					<b>\$ 56.75</b>
<b>Kathryn Atwood</b>					
Check	03/01/2024	5622	3.26.24 Women of the Vietnam War	4452 Public Services Programming	150.00
<b>Total for Kathryn Atwood</b>					<b>\$ 150.00</b>
<b>Lauterbach &amp; Amen, LLP</b>					
Check	03/01/2024	5623	2023 Audit	4361 Audit Fees	5,200.00
<b>Total for Lauterbach &amp; Amen, LLP</b>					<b>\$ 5,200.00</b>
<b>LIMRiCC-Employees</b>					
Expense	03/06/2024	ACH	03 March	4333 Insurance	11,922.27
Expense	03/06/2024	ACH	Employee Benefits	2050 Employee Paid Benefits	654.76
Expense	03/06/2024	ACH	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	1,079.37
<b>Total for LIMRiCC-Employees</b>					<b>\$ 13,656.40</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Mark Murphy</b>					
Check	03/01/2024	5620	3.14.24 Irish Music	4452 Public Services Programming	300.00
<b>Total for Mark Murphy</b>					<b>\$ 300.00</b>
<b>Mary Beth Sexton</b>					
Check	03/20/2024	5648	Scrapbooking Class	4452 Public Services Programming	119.50
<b>Total for Mary Beth Sexton</b>					<b>\$ 119.50</b>
<b>Midwest Tape</b>					
Check	03/05/2024	5632	Pre processing fee	4515 Technical Services - Supplies	11.96
Check	03/05/2024	5632	02 Feb Audiobooks	4719 Audiobooks - Adult	169.96
<b>Total for Midwest Tape</b>					<b>\$ 181.92</b>
<b>Mindell, Loren</b>					
Expense	03/08/2024	Pay Pal	Dell Monitor	7001 Special Reserves Projects	196.56
<b>Total for Mindell, Loren</b>					<b>\$ 196.56</b>
<b>Old National Bank - Visa</b>					
Expense	03/07/2024	MasterCard	ILA Dues - Matt Matkowski	4351 Membership Fees	100.00
Expense	03/07/2024	MasterCard	3.12.24 Friends, Foundations and Fundraisin	4353 Administrator	35.70
Expense	03/07/2024	MasterCard	In Service lunch/breakfast	4354 Professional Staff	172.01
Expense	03/07/2024	MasterCard	ALA S. Leyva Who Manages, Who Leads	4354 Professional Staff	188.10
Expense	03/07/2024	MasterCard	E. Navarro M. Matkowski Reading Round Te	4354 Professional Staff	30.00
Expense	03/07/2024	MasterCard	In Service lunch/breakfast	4355 Support Staff	172.00
Expense	03/07/2024	MasterCard	Netflix	4451 Youth & Teen Programming	15.49
Expense	03/07/2024	MasterCard	NLW / giveaways	4461 Public Relations	1,358.61
Expense	03/07/2024	MasterCard	Google Fi / Sip	4474 Telephone/FAX	85.84
Expense	03/07/2024	MasterCard	4512 Jan supplies balance on order	4512 Youth & Teen - Supplies	41.98
Expense	03/07/2024	MasterCard	Toner/ Office supplies	4514 Business Office - Supplies	506.03
Expense	03/07/2024	MasterCard	Cases for Tonies	4515 Technical Services - Supplies	154.96
Expense	03/07/2024	MasterCard	Coffee/donuts FOTL booksale	4519 Hospitality - Supplies	43.36
Expense	03/07/2024	MasterCard	Supplies/hanging track for holiday room/to	4514 Business Office - Supplies	49.82
Expense	03/07/2024	MasterCard	Multifold towels/toilet paper/mop replacen	4541 Maintenance/Cleaning Supplies	571.45
Expense	03/07/2024	MasterCard	OCLC	4551 Postage & Handling	46.20
Expense	03/07/2024	MasterCard	Paperback In At The Kill	4715 Books - Adult	19.36
Expense	03/07/2024	MasterCard	Adobe/Duo/Zoom	4721 Software	289.99
Expense	03/07/2024	MasterCard	Creative bug annual renewal	4721 Software	71.40
Expense	03/07/2024	MasterCard	Cricut Access annual renewal	4721 Software	119.88
Expense	03/07/2024	MasterCard	Realia	4722 Realia	179.65
Expense	03/07/2024	MasterCard	Gadgets & Gizmos Collection	4724 Gadgets & Gizmos	57.69
Expense	03/07/2024	MasterCard	FOTL reimb for booksale lunch	4900 Miscellaneous - Reimbursements	76.98
Expense	03/07/2024	MasterCard	Tumblebooks annual renewal	4710b Databases (Youth)	850.00
Expense	03/07/2024	MasterCard	Surface Pro/paint/chair rail/vacuum/projec	7001 Special Reserves Projects	2,307.09
<b>Total for Old National Bank - Visa</b>					<b>\$ 7,543.59</b>
<b>Otis Elevator</b>					
Expense	03/13/2024	OTIS PORTAL	Invoice 10041497587	4416 Maintenance	187.36
<b>Total for Otis Elevator</b>					<b>\$ 187.36</b>
<b>OverDrive, Inc.</b>					
Check	03/18/2024	5644	01658CO24059125	4725A E-Books - Adult	888.94
Check	03/18/2024	5645	01658CO24059133	4725B E-Audiobooks - Adult	1,081.22
Check	03/20/2024	5649	01658CO24084206	4725A E-Books - Adult	879.23
Check	03/20/2024	5650	01658CO24084216	4725B E-Audiobooks - Adult	1,008.56
Check	03/11/2024	5611	01658CO24084216	4725B E-Audiobooks - Adult	484.28
<b>Total for OverDrive, Inc.</b>					<b>\$ 4,342.23</b>
<b>Palos Heights Woman's Club</b>					
Check	03/21/2024	23047	Rodriguez & Navarro Dues	4461 Public Relations	90.00
<b>Total for Palos Heights Woman's Club</b>					<b>\$ 90.00</b>
<b>Paylocity Payroll Billing</b>					
Expense	03/08/2024	EFT	--	4412 Payroll Services	109.26
Expense	03/22/2024	EFT	--	4412 Payroll Services	292.23
<b>Total for Paylocity Payroll Billing</b>					<b>\$ 401.49</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Paylocity Payroll Net</b>					
Expense	03/08/2024	EFT	--	4311 Salaried Employees	20,138.39
Expense	03/08/2024	EFT	--	4312 Hourly Employees	7,122.78
Expense	03/08/2024	EFT	02 Feb Homebound deliveries	4356 Mileage Reimbursement	31.57
Expense	03/08/2024	EFT	MM SSAP Meeting   Chair Testing	4356 Mileage Reimbursement	29.34
Expense	03/08/2024	EFT	CD Target Volcano	4451 Youth & Teen Programming	7.58
Expense	03/08/2024	EFT	MM Jewel 2024 Oscar Supplies	4511 Public Services - Supplies	16.24
Expense	03/08/2024	EFT	Spirit Committee DC Target	4454 General Programming	17.18
Expense	03/08/2024	EFT	Spirit Committee CV Party City	4454 General Programming	25.00
Expense	03/08/2024	EFT	CV Mileage to Party City	4356 Mileage Reimbursement	6.70
Expense	03/22/2024	EFT	--	4311 Salaried Employees	20,623.69
Expense	03/22/2024	EFT	--	4312 Hourly Employees	6,733.86
Expense	03/22/2024	EFT	CD Jewel Veggie Art	4451 Youth & Teen Programming	15.12
Expense	03/22/2024	EFT	SL Media Mail postage	4551 Postage & Handling	6.35
Expense	03/22/2024	EFT	LR Target Kindness Corner	4516 Circulation - Supplies	6.65
Expense	03/22/2024	EFT	LR Mileage Laconi 3.8.24	4356 Mileage Reimbursement	48.24
<b>Total for Paylocity Payroll Net</b>					<b>\$ 54,828.69</b>
<b>Paylocity Payroll Taxes</b>					
Expense	03/08/2024	EFT	--	4311 Salaried Employees	6,079.57
Expense	03/08/2024	EFT	--	4332 FICA Social Security	2,788.98
Expense	03/08/2024	EFT	--	4312 Hourly Employees	1,269.21
Expense	03/22/2024	EFT	--	4311 Salaried Employees	6,249.03
Expense	03/22/2024	EFT	--	4332 FICA Social Security	2,806.02
Expense	03/22/2024	EFT	--	4312 Hourly Employees	1,224.69
<b>Total for Paylocity Payroll Taxes</b>					<b>\$ 20,417.50</b>
<b>Peerless Network, Inc</b>					
Check	03/13/2024	5640	Invoice 46628	4474 Telephone/FAX	71.19
<b>Total for Peerless Network, Inc</b>					<b>\$ 71.19</b>
<b>Pens.com</b>					
Check	03/13/2024	5642	Ombre 500 pens	4454 General Programming	498.45
<b>Total for Pens.com</b>					<b>\$ 498.45</b>
<b>Quality Alarm System, Inc.</b>					
Check	03/13/2024	5639	Invoice 150252	4414 Alarm	744.00
<b>Total for Quality Alarm System, Inc.</b>					<b>\$ 744.00</b>
<b>Truty, Marcin</b>					
Expense	03/04/2024	ACH	02 February 24	4902 Grants	3,680.00
<b>Total for Truty, Marcin</b>					<b>\$ 3,680.00</b>
<b>Violet Velvet Cooking Classes</b>					
Check	03/01/2024	5621	3.21.24 Street Tacos	4452 Public Services Programming	387.00
<b>Total for Violet Velvet Cooking Classes</b>					<b>\$ 387.00</b>
<b>Warehouse Direct</b>					
Check	03/18/2024	5646	Large Liners (2)	4541 Maintenance/Cleaning Supplies	91.60
Check	03/18/2024	5646	Sm Liners (2)	4541 Maintenance/Cleaning Supplies	62.56
Check	03/18/2024	5646	Credit	4541 Maintenance/Cleaning Supplies	-3.93
<b>Total for Warehouse Direct</b>					<b>\$ 150.23</b>
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>					<b>\$130,329.82</b>



# PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES  
BY FINANCIAL INSTITUTION  
MONTH ENDING: MARCH 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	\$21,582.87	\$647,411.59	\$1,078.75	\$200.00	\$572.09	\$2,557.37	\$673,402.67
WITHDRAWALS	(\$130,329.82)						(\$130,329.82)
TRANSFERS	\$75,000.00	(\$75,000.00)					\$0.00
	\$65,000.00	(\$65,000.00)					
DEPOSITS	\$1,079.37	\$229,175.20					\$705,494.14
	\$28.00	\$217,520.34					
	\$248.65	\$150,467.82					
	\$276.90	\$84,370.25					
	\$365.40	\$20,726.82					
	\$361.60	\$351.20					
	\$321.96						
	\$200.63						
ADJUSTMENTS	\$1,506.54						\$1,506.54
INTEREST EARNED	\$0.75	\$1,200.10	\$4.96	N/A	N/A	\$2.71	\$1,208.52
ENDING BALANCE	\$35,642.85	\$1,211,223.32	\$1,083.71	\$200.00	\$572.09	\$2,560.08	\$1,251,282.05
TOTALS	\$1,248,149.88 GENERAL FUND				\$3,132.17 SPECIAL RESERVES FUND		\$1,251,282.05 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.26%	5.403%	N/A	N/A	1.26%	

TOTAL FUND BALANCE MONTH ENDING: MARCH 31, 2024

\$1,251,282.05



PALOS HEIGHTS  
PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
May 16, 2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	APRIL	\$160,305.52	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:	4/30/2024	N/A	1



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**STATEMENT OF FUND BALANCES  
MONTH ENDING: APRIL 2024**

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
<b>FRONT DESK</b>			
» Fines/Lost/Damaged	\$78.77		\$78.77
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$147.11		\$147.11
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$636.00		\$636.00
» Miscellaneous	\$1,380.67		\$1,380.67
<b>DONATIONS/GIFTS</b>			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$55.00		\$55.00
» Planned Giving (Trusts/Wills)	\$36.45		\$36.45
<b>COPIER</b>	\$540.00		\$540.00
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$1,140.79	\$2.62	\$1,143.41
<b>TOTAL REVENUES</b>	<b>\$4,014.79</b>	<b>\$2.62</b>	<b>\$4,017.41</b>
<b>EXPENDITURES</b>			
<b>PERSONNEL SERVICES</b>			
» Operational Salaries	\$76,572.84		\$76,572.84
» Employee Benefits	\$28,803.41		\$28,803.41
» Staff & Board Development	\$711.02		\$711.02
<b>CONTRACTUAL SERVICES</b>	\$12,480.63		\$12,480.63
<b>BUILDING MAINTENANCE</b>	\$3,528.64		\$3,528.64
<b>INSURANCE</b>	\$0.00		\$0.00
<b>UTILITIES</b>	\$406.34		\$406.34
<b>SUPPLIES</b>	\$2,348.33		\$2,348.33
<b>CAPITAL EXPENSES</b>	\$5,849.36		\$5,849.36
<b>MEDIA</b>	\$11,284.74		\$11,284.74
<b>REIMBURSEMENTS</b>	\$7,060.67		\$7,060.67
<b>SR PROJECTS</b>	\$11,259.54		\$11,259.54
<b>TOTAL EXPENDITURES</b>	<b>\$160,305.52</b>	<b>\$0.00</b>	<b>\$160,305.52</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DEFICIENCY)</b>	-\$156,290.73	\$2.62	-\$156,288.11
<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>	-\$156,290.73	\$2.62	-\$156,288.11
<b>FUND BALANCES, BEGINNING OF MONTH</b>	\$1,248,149.88	\$3,132.17	\$1,251,282.05
<b>END OF MONTH</b>	<b>\$1,091,859.15</b>	<b>\$3,134.79</b>	<b>\$1,094,993.94</b>





# PALOS HEIGHTS PUBLIC LIBRARY

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

	BUDGETED AMOUNTS			Variance	Balance
	Original	Final	Actual	With Final Budget	%
<b>REVENUES</b>					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$962,682.47	\$962,816.92	50.00%
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	\$436.48	\$2,063.52	17.46%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$302.19	\$1,497.81	16.79%
Miscellaneous	\$3,500.00	\$3,500.00	\$1,398.96	\$2,101.04	39.97%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$5,511.35	\$5,488.65	50.10%
Miscellaneous	\$12,784.00	\$12,784.00	\$13,027.76	-\$243.76	101.91%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$55.00	\$945.00	5.50%
Unrestricted	\$15,000.00	\$15,000.00	\$236.34	\$14,763.66	1.58%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$1,735.62	\$2,264.38	43.39%
<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	\$2,600.70	\$3,974.30	39.55%
<b>TOTAL REVENUES</b>	<b>\$2,046,458.69</b>	<b>\$2,046,458.69</b>	<b>\$1,012,899.86</b>	<b>\$1,033,558.83</b>	<b>49.50%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$964,446.00	\$964,446.00	\$294,349.21	-\$670,096.79	-69.48%
Employee Benefits	\$293,484.36	\$293,484.36	\$92,662.11	-\$200,822.25	-68.43%
Staff & Board Development	\$10,500.00	\$10,500.00	\$3,792.52	-\$6,707.48	-63.88%
<b>CONTRACTUAL SERVICES</b>	\$186,983.88	\$186,983.88	\$53,364.50	-\$133,619.38	-71.46%
<b>BUILDING MAINTENANCE</b>	\$46,404.69	\$46,404.69	\$12,374.15	-\$34,030.54	-73.33%
<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	\$2,209.79	-\$11,983.33	-84.43%
<b>SUPPLIES</b>	\$26,595.00	\$26,595.00	\$10,129.70	-\$16,465.30	-61.91%
<b>CAPITAL EXPENSES</b>	\$478,500.00	\$478,500.00	\$13,821.85	-\$464,678.15	-97.11%
<b>MEDIA</b>	\$179,278.95	\$179,278.95	\$51,924.91	-\$127,354.04	-71.04%
<b>REIMBURSEMENTS</b>	\$47,985.13	\$47,985.13	\$22,326.98	-\$25,658.15	-53.47%
<b>SR PROJECTS</b>	\$25,000.00	\$25,000.00	\$15,405.99	-\$9,594.01	-38.38%
<b>TOTAL EXPENDITURES</b>	<b>\$2,296,458.69</b>	<b>\$2,296,458.69</b>	<b>\$595,041.51</b>	<b>-\$1,701,417.18</b>	<b>-74.09%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>-\$250,000.00</b>	<b>-\$250,000.00</b>	<b>\$417,858.35</b>	<b>-\$667,858.35</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>\$417,858.35</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$1,021,227.46</b>		
			<b>-\$734,050.69</b>		



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: APRIL 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	\$60,818.20	\$228,677.92	\$517,461.48	69.35%
4312 HOURLY EMPLOYEES	\$213,106.60	\$15,754.64	\$65,671.29	\$147,435.31	69.18%
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>\$76,572.84</b>	<b>\$294,349.21</b>	<b>\$670,096.79</b>	<b>69.48%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$11,356.15	\$22,655.67	\$52,592.94	69.89%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,524.99	\$22,317.36	\$51,064.96	69.59%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$47,689.08	\$96,164.35	66.85%
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>\$28,803.41</b>	<b>\$92,662.11</b>	<b>\$200,822.25</b>	<b>68.43%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,200.00	\$0.00	\$876.00	\$1,324.00	60.18%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$150.00	\$650.00	81.25%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$35.70	\$464.30	92.86%
4354 PROFESSIONAL STAFF	\$5,000.00	\$690.06	\$2,035.17	\$2,964.83	59.30%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$492.00	\$508.00	50.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$20.96	\$203.65	\$796.35	79.64%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$10,500.00</b>	<b>\$711.02</b>	<b>\$3,792.52</b>	<b>\$6,707.48</b>	<b>63.88%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,268,430.36</b>	<b>\$106,087.27</b>	<b>\$390,803.84</b>	<b>\$877,626.52</b>	<b>69.19%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$5,200.00	\$1,971.50	27.49%
4362 LEGAL FEES	\$2,000.00	\$523.50	\$748.50	\$1,251.50	62.58%
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	\$1,460.00	\$3,254.50	69.03%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$17,886.00</b>	<b>\$888.50</b>	<b>\$7,408.50</b>	<b>\$10,477.50</b>	<b>58.58%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$4,800.00	\$383.49	\$1,805.96	\$2,994.04	62.38%
4414 ALARM	\$3,226.00	\$0.00	\$1,240.37	\$1,985.63	61.55%
4416 MAINTENANCE	\$39,000.00	\$2,909.86	\$11,626.96	\$27,373.04	70.19%
4417 SWAN	\$30,238.74	\$7,422.84	\$14,917.74	\$15,321.00	50.67%
4418 TECHNOLOGY	\$38,010.00	\$50.97	\$3,703.94	\$34,306.06	90.26%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$115,274.74</b>	<b>\$10,767.16</b>	<b>\$33,294.97</b>	<b>\$81,979.77</b>	<b>71.12%</b>
<b>PRINTING</b>					
4424 NEWSLETTER PRINTING	\$18,823.14	\$0.00	\$3,088.00	\$15,735.14	83.59%
<b>TOTAL PRINTING</b>	<b>\$18,823.14</b>	<b>\$0.00</b>	<b>\$3,088.00</b>	<b>\$15,735.14</b>	<b>83.59%</b>
<b>PROGRAMMING</b>					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$189.97	\$2,008.30	\$7,991.70	79.92%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$635.00	\$4,103.80	\$8,896.20	68.43%
4454 GENERAL PROGRAMMING	\$9,000.00	\$0.00	\$1,973.13	\$7,026.87	78.08%
<b>TOTAL PROGRAMMING</b>	<b>\$32,000.00</b>	<b>\$824.97</b>	<b>\$8,085.23</b>	<b>\$23,914.77</b>	<b>74.73%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$0.00	\$1,487.80	\$1,512.20	50.41%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$1,487.80</b>	<b>\$1,512.20</b>	<b>50.41%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$186,983.88</b>	<b>\$12,480.63</b>	<b>\$53,364.50</b>	<b>\$133,619.38</b>	<b>71.46%</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND  
BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: APRIL 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	\$259.60	\$597.08	69.70%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%
4434 BUILDING REPAIRS	\$9,000.00	\$1,916.23	\$4,841.50	\$4,158.50	46.21%
4436 LAWN MAINTENANCE	\$9,574.57	\$915.97	\$1,225.94	\$8,348.63	87.20%
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>\$2,897.10</b>	<b>\$9,685.04</b>	<b>\$28,901.17</b>	<b>74.90%</b>
<b>EQUIPMENT MAINTENANCE</b>					
4531 COPIER	\$7,578.48	\$631.54	\$2,689.11	\$4,889.37	64.52%
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>\$2,689.11</b>	<b>\$5,129.37</b>	<b>65.61%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>	<b>\$46,404.69</b>	<b>\$3,528.64</b>	<b>\$12,374.15</b>	<b>\$34,030.54</b>	<b>73.33%</b>
<b>INSURANCE</b>					
4441 BLDG. & CONTENTS/GLASS/LIMR/ICC	\$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	\$822.00	\$1,928.00	70.11%
4473 GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474 TELEPHONE/FAX	\$2,625.00	\$186.42	\$747.81	\$1,877.19	71.51%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$0.00	\$639.98	\$5,678.14	89.87%
<b>GROUP TOTAL UTILITIES</b>	<b>\$14,193.12</b>	<b>\$406.34</b>	<b>\$2,209.79</b>	<b>\$11,983.33</b>	<b>84.43%</b>
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$152.75	\$318.91	\$681.09	68.11%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$229.34	\$1,770.66	88.53%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$49.68	\$648.72	\$2,551.28	79.73%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$460.66	\$2,839.12	\$3,160.88	52.68%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$24.90	\$1,573.12	\$1,476.88	48.42%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$92.67	\$225.64	\$974.36	81.20%
<b>TOTAL OFFICE SUPPLIES</b>	<b>\$17,450.00</b>	<b>\$780.66</b>	<b>\$5,834.85</b>	<b>\$11,615.15</b>	<b>66.56%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$746.19	\$2,511.10	\$1,938.90	43.57%
<b>TOTAL JANITORIAL/CLEANING SUPPLIES</b>	<b>\$4,450.00</b>	<b>\$746.19</b>	<b>\$2,511.10</b>	<b>\$1,938.90</b>	<b>43.57%</b>
<b>MAILING EXPENSES &amp; FEES</b>					
4551 POSTAGE & HANDLING	\$600.00	\$21.48	\$183.75	\$416.25	69.38%
4553 BULK FEES & PERMITS	\$4,095.00	\$800.00	\$1,600.00	\$2,495.00	60.93%
<b>TOTAL OFFICE EXPENSE</b>	<b>\$4,695.00</b>	<b>\$821.48</b>	<b>\$1,783.75</b>	<b>\$2,911.25</b>	<b>62.01%</b>
<b>GROUP TOTAL SUPPLIES</b>	<b>\$26,595.00</b>	<b>\$2,348.33</b>	<b>\$10,129.70</b>	<b>\$16,465.30</b>	<b>61.91%</b>
<b>CAPITAL EXPENSES</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$5,849.36	\$13,821.85	\$464,678.15	97.11%
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$478,500.00</b>	<b>\$5,849.36</b>	<b>\$13,821.85</b>	<b>\$464,678.15</b>	<b>97.11%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: APRIL 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
4710A DATABASES - Adult	\$27,000.00	\$0.00	\$7,280.29	\$19,719.71	73.04%
4710B DATABASES - Youth	\$6,000.00	\$0.00	\$850.00	\$5,150.00	85.83%
4711 PERIODICALS	\$14,500.00	\$901.64	\$901.64	\$13,598.36	93.78%
4712 CONTINUATIONS	\$600.00	\$16.43	\$39.82	\$560.18	93.36%
4714 LARGE PRINT	\$5,500.00	\$485.03	\$757.29	\$4,742.71	86.23%
4715 BOOKS - Adult	\$32,300.00	\$2,097.47	\$8,093.37	\$24,206.63	74.94%
4716 BOOKS - Youth	\$33,000.00	\$3,766.66	\$10,519.98	\$22,480.02	68.12%
4717 VIDEOS - Adult	\$4,500.00	\$696.84	\$1,091.19	\$3,408.81	75.75%
4718 VIDEOS - Youth	\$1,300.00	\$246.64	\$246.64	\$1,053.36	81.03%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$127.97	\$427.90	\$1,572.10	78.61%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721 SOFTWARE	\$11,795.70	\$898.99	\$7,052.39	\$4,743.31	40.21%
4722 REALIA	\$1,000.00	\$0.00	\$179.65	\$820.35	82.04%
4723A VIDEO GAMES - Youth	\$1,300.00	\$549.07	\$549.07	\$750.93	57.76%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$57.69	\$942.31	94.23%
4725A E-BOOKS - Adult	\$10,000.00	\$0.00	\$5,663.41	\$4,336.59	43.37%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$0.00	\$4,718.10	\$8,281.90	63.71%
4726 EBOOKS - Youth	\$3,500.00	\$1,498.00	\$1,498.00	\$2,002.00	57.20%
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>\$11,284.74</b>	<b>\$51,924.91</b>	<b>\$127,354.04</b>	<b>71.04%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>					
4900 MISCELLANEOUS	\$18,184.83	\$1,079.37	\$4,544.46	\$13,640.37	75.01%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,720.00	\$16,400.00	\$1,400.30	7.87%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$1,261.30	\$1,382.52	\$9,617.48	87.43%
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>\$7,060.67</b>	<b>\$22,326.98</b>	<b>\$25,658.15</b>	<b>53.47%</b>
<b>SPECIAL RESERVE PROJECTS</b>					
7001 SPECIAL RESERVE - PROJECTS	\$25,000.00	\$11,259.54	\$15,405.99	\$9,594.01	38.38%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>	<b>\$25,000.00</b>	<b>\$11,259.54</b>	<b>\$15,405.99</b>	<b>\$9,594.01</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$2,296,458.69</b>	<b>\$160,305.52</b>	<b>\$595,041.51</b>	<b>\$1,701,417.18</b>	<b>74.09%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
Check	04/18/2024	5674	03 Mar. Bank Reconciliations Invoice 2020	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
Anderson Pest Solutions					
Check	04/18/2024	5675	Invoice 59615772	4431 Pest Control	\$64.90
Total for Anderson Pest Solutions					\$64.90
Baker & Taylor C205293 Continuations					
Expense	04/04/2024	BT PORTAL	03 March Continuations	4712 Continuations	\$16.43
Total for Baker & Taylor C205293 Continuations					\$16.43
Baker & Taylor L5040682 Adult Books					
Expense	04/04/2024	BT PORTAL	03 March Adult	4715 Books - Adult	\$155.34
Expense	04/04/2024	BT PORTAL	03 March pre processing fee	4515 Technical Services - Supplies	\$0.99
Total for Baker & Taylor L5040682 Adult Books					\$156.33
Baker & Taylor L5346512 Youth Books					
Expense	04/04/2024	BT PORTAL	03 March YTS	4716 Books - Youth	\$813.14
Expense	04/04/2024	BT PORTAL	03 March pre processing fee	4515 Technical Services - Supplies	\$56.43
Total for Baker & Taylor L5346512 Youth Books					\$869.57
Breeze Creative					
Check	04/12/2024	23052	void printed incorrectly	7001 Special Reserves Projects	\$0.00
Check	04/16/2024	23053	Digital Ball Wall replacement Projector	7001 Special Reserves Projects	\$1,690.00
ACH	4/30/2024	ACH	Digital Wall computer	7001 Special Reserves Projects	\$1,790.00
Total for Breeze Creative					\$3,480.00
CDW Government, Inc.					
Check	04/23/2024	5680	NUC AIRSERVIER CONNECT 2	7001 Special Reserves Projects	\$547.24
Total for CDW Government, Inc.					\$547.24
CENGAGE/Gale Learning					
Check	04/04/2024	5667	03 March Invoices	4714 Large Print Books	\$380.68
Total for CENGAGE/Gale Learning					\$380.68
CIT					
Check	04/08/2024	5669	Invoice 4451068	4531 Copier	\$631.54
Total for CIT					\$631.54
City Of Palos Heights IMRF					
Check	04/02/2024	23051	03 March Payment	4331 IMRF III. Muni. Ret. Fund	\$5,675.27
Check	04/02/2024	23051	03 March Payment	2053 FT- Employee Contribution IMRF	\$2,577.70
Check	04/02/2024	23051	03 March Payment	2054 PT -Employee Contribution IMRF	\$159.58
Check	04/02/2024	23051	03 March Payment	2055 Employee Paid Vol. IMRF	\$958.68
Check	04/26/2024	23055	04 April Payment	2053 FT- Employee Contribution IMRF	\$2,577.70
Check	04/26/2024	23055	04 April Payment	2054 PT -Employee Contribution IMRF	\$162.28
Check	04/26/2024	23055	04 April Payment	2055 Employee Paid Vol. IMRF	\$958.68
Check	04/26/2024	23055	04 April Payment	4331 IMRF III. Muni. Ret. Fund	\$5,680.88
Total for City Of Palos Heights IMRF					\$18,750.77
City of Palos Hts. - Water Bill					
Check	04/18/2024	5676	Monthly bill	4472 Water	\$219.92
Total for City of Palos Hts. - Water Bill					\$219.92
ComEd					
Check	04/10/2024	5673	Billing through 3.6.24	4631 Special Reserves Replenishment	\$5,849.36
Total for ComEd					\$5,849.36
Cosmopolitan Building Services					
Check	04/08/2024	5670	04 April Janitorial Services Invoice 6635	4416 Maintenance	\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Demco					
Check	04/04/2024	5662	Invoice 7462222 Supplies	4511 Public Services - Supplies	\$207.98
Total for Demco					\$207.98
Dependable Building Maintenance Svc LLC					
Check	04/23/2024	5679	Invoice 21891 & 21853	4434 Building Repairs	\$1,916.23
Total for Dependable Building Maintenance Svc LLC					\$1,916.23
Gary Midkiff					
Check	04/03/2024	5660	4.29.24 Overlooked American Women	4452 Public Services Programming	\$260.00
Total for Gary Midkiff					\$260.00
Ingram					
Check	04/04/2024	5668	03 March Invoices	4714 Large Print Books	\$104.35
Check	04/04/2024	5668	03 March Invoices	4715 Books - Adult	\$1,887.19
Check	04/04/2024	5668	03 March Invoices	4716 Books - Youth	\$2,953.52
Check	04/04/2024	5668	03 March Pre processing fee	4515 Technical Services - Supplies	\$246.51
Total for Ingram					\$5,191.57
Klein, Thorpe And Jenkins					
Check	04/08/2024	5671	Legal services through 02.29.24	4362 Legal Fees	\$319.00
Check	04/18/2024	5677	Legal services through 03.31.24	4362 Legal Fees	\$204.50
Total for Klein, Thorpe And Jenkins					\$523.50
LIMRiCC-Employees					
Expense	04/08/2024	ACH LIM	04 April	4333 Insurance	\$11,922.27
Expense	04/08/2024	ACH LIM	Employee Paid Benefits	2050 2050 Employee Paid LIMRiCC	\$654.76
Expense	04/08/2024	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$1,079.37
Total for LIMRiCC-Employees					\$13,656.40
Midwest Tape					
Check	04/04/2024	5663	03 March Pre processing fee	4515 Technical Services - Supplies	\$8.97
Check	04/04/2024	5663	03 March Audiobooks	4719 Audiobooks - Adult	\$127.97
Check	04/04/2024	5664	03 March Pre processing fee	4515 Technical Services - Supplies	\$25.74
Check	04/04/2024	5664	03 March YTS	4718 Videos - Youth	\$246.64
Check	04/04/2024	5665	03 March Pre processing fee	4515 Technical Services - Supplies	\$14.04
Check	04/04/2024	5666	03 March Videos	4717 Videos - Adult	\$626.01
Total for Midwest Tape					\$1,049.37
Nina Koziol					
Check	04/03/2024	5659	4.18.24 Gardening , for Birds Butterflies & Bees	4452 Public Services Programming	\$200.00
Total for Nina Koziol					\$200.00
Old National Bank - Visa					
Expense	04/04/2024	MC PORTAL	M Matkowski Arranging Time	4354 Professional Staff	\$150.00
Expense	04/04/2024	MC PORTAL	Netflix	4451 Youth & Teen Programming	\$15.49
Expense	04/04/2024	MC PORTAL	Google Fi / Sip	4474 Telephone/FAX	\$115.23
Expense	04/04/2024	MC PORTAL	Adobe/Duo/Zoom	4721 Software	\$289.99
Expense	04/04/2024	MC PORTAL	4451-April Programming	4451 Youth & Teen Programming	\$150.56
Expense	04/04/2024	MC PORTAL	Supplies/Credit for white boards	4511 Public Services - Supplies	-\$55.23
Expense	04/04/2024	MC PORTAL	Supplies	4514 Business Office - Supplies	\$49.68
Expense	04/04/2024	MC PORTAL	4515-March 24 Supplies	4515 Technical Services - Supplies	\$107.98
Expense	04/04/2024	MC PORTAL	Custom Stamp	4516 Circulation - Supplies	\$24.90
Expense	04/04/2024	MC PORTAL	Paper plates, bowls, ect	4519 Hospitality - Supplies	\$92.67
Expense	04/04/2024	MC PORTAL	Cleaning supplies/Maint supplies	4541 Maintenance/Cleaning Supplies	\$746.19
Expense	04/04/2024	MC PORTAL	OCLC	4551 Postage & Handling	\$21.48
Expense	04/04/2024	MC PORTAL	Books	4715 Books - Adult	\$54.94
Expense	04/04/2024	MC PORTAL	DVD	4717 Videos - Adult	\$70.83
Expense	04/04/2024	MC PORTAL	Constant Contact renewal	4721 Software	\$609.00
Expense	04/04/2024	MC PORTAL	March 24 Video Games	4723B Video Games - Youth	\$549.07
Expense	04/04/2024	MC PORTAL	Summer Reading Tshirts	4904 Reimb. - Friends Book Sales	\$422.02
Expense	04/04/2024	MC PORTAL	Little Free Library	4904 Reimb. - Friends Book Sales	\$397.32
Expense	04/04/2024	MC PORTAL	Fab Lab Supplies	4904 Reimb. - Friends Book Sales	\$141.96
Expense	04/04/2024	MC PORTAL	Laptop under desk mount (3)	4418 Technology	\$50.97
Expense	04/04/2024	MC PORTAL	Chairs for managers/ego leaf blower/ projector lamp replacement	7001 Special Reserves Projects	\$3,051.49
Total for Old National Bank - Visa					\$7,056.54



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Otis Elevator					
Expense	04/18/2024	OTIS PORTAL	Invoice 100401525010	4416 Maintenance	\$187.36
Total for Otis Elevator					\$187.36
OverDrive, Inc.					
Check	04/03/2024	5656	01658CO24095205	4726 E-Books - Youth	\$1,498.00
Check	04/08/2024	5672	CD165824038290 Magazine Subscriptions	4711 Periodicals	\$901.64
Total for OverDrive, Inc.					\$2,399.64
Paylocity Payroll Billing					
Expense	04/05/2024	EFT	--	4412 Payroll Services	\$111.26
Expense	04/19/2024	EFT	--	4412 Payroll Services	\$272.23
Total for Paylocity Payroll Billing					\$383.49
Pay Pal					
Expense	04/18/2024	PAY PAL		7001 B&H Photo - CyberPower Sinewave UPS	\$3,548.08
Total for Pay Pal					\$3,548.08
Paylocity Payroll Net					
Expense	04/05/2024	EFT	--	4311 Salaried Employees	\$20,123.39
Expense	04/05/2024	EFT	--	4312 Hourly Employees	\$6,661.65
Expense	04/05/2024	EFT	CD Conference Power UP - Madison Wisc.	4354 Professional Staff	\$540.06
Expense	04/05/2024	EFT	CE Painting Program Home Depot	4451 Youth & Teen Programming	\$23.92
Expense	04/05/2024	EFT	BS 03 March Homebound Deliveries	4356 Mileage Reimbursement	\$20.96
Expense	04/19/2024	EFT	--	4311 Salaried Employees	\$20,595.69
Expense	04/19/2024	EFT	--	4312 Hourly Employees	\$6,446.80
Total for Paylocity Payroll Net					\$54,412.47
Paylocity Payroll Taxes					
Expense	04/05/2024	EFT	--	4311 Salaried Employees	\$6,094.57
Expense	04/05/2024	EFT	--	4332 FICA Social Security	\$2,746.79
Expense	04/05/2024	EFT	--	4312 Hourly Employees	\$1,177.56
Expense	04/19/2024	EFT	--	4311 Salaried Employees	\$6,277.03
Expense	04/19/2024	EFT	--	4332 FICA Social Security	\$2,778.20
Expense	04/19/2024	EFT	--	4312 Hourly Employees	\$1,146.77
Total for Paylocity Payroll Taxes					\$20,220.92
Peerless Network, Inc					
Check	04/18/2024	5678	Invoice 48854	4474 Telephone/FAX	\$71.19
Total for Peerless Network, Inc					\$71.19
Roy Erikson Outdoor Maintenance					
Check	04/03/2024	5655	04 April Weekly Landscaping	4436 Lawn Maintenance	\$915.97
Total for Roy Erikson Outdoor Maintenance					\$915.97
SWAN					
Expense	04/18/2024	ACH SWAN	Reciprocal Borrowing ILL	4417 SWAN/OCLC	\$7,422.84
Total for SWAN					\$7,422.84
Tim Wilsey					
Check	04/03/2024	5658	4.16.24 White Sox & Cubs Legends	4452 Public Services Programming	\$175.00
Total for Tim Wilsey					\$175.00
Truty, Marcin					
Expense	04/04/2024	ACH MT	03 March 24	4902 Grants	\$4,720.00
Total for Truty, Marcin					\$4,720.00
Uline					
Check	04/03/2024	5657	Glass Magnetic White Boards 1st Floor	7001 Special Reserves Projects	\$632.73
Total for Uline					\$632.73
U.S. Post Office					
Check	04/25/2024	23054	Newsletter postage	4553 Bulk Fees & Permits	\$800.00
Total for U.S. Post Office					\$800.00



PALOS HEIGHTS  
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Wenstrup, Gary					
Check	04/03/2024	5661	4.30.24 History of Willie Nelson	4904 Reimb. - Friends Book Sales	\$300.00
Total for Wenstrup, Gary					\$300.00
TOTAL CHECKS FOR BOARD APPROVAL					\$160,305.52





# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: APRIL 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	\$35,642.85	\$1,211,223.32	\$1,083.71	\$200.00	\$572.09	\$2,560.08	\$1,251,282.05
WITHDRAWALS	(\$160,305.52)						(\$160,305.52)
TRANSFERS	\$75,000.00	(\$75,000.00)					\$0.00
	\$37,516.72	(\$37,516.72)					
	\$40,000.00	(\$40,000.00)					
	\$37,944.85	(\$37,944.85)					
DEPOSITS	\$1,079.37						\$2,874.00
	\$329.92						
	\$312.41						
	\$55.00						
	\$248.50						
	\$288.30						
	\$259.20						
	\$301.30						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.70	\$1,135.28	\$4.81	N/A	N/A	\$2.62	\$1,143.41
ENDING BALANCE	\$68,673.60	\$1,021,897.03	\$1,088.52	\$200.00	\$572.09	\$2,562.70	\$1,094,993.94
TOTALS	\$1,091,859.15 GENERAL FUND				\$3,134.79 SPECIAL RESERVES FUND		\$1,094,993.94 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.25%	5.422%	N/A	N/A	1.25%	

TOTAL FUND BALANCE MONTH ENDING: APRIL 30, 2024

\$1,094,993.94



PALOS HEIGHTS  
PUBLIC LIBRARY

# DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting  
May 16, 2024

## Library News

These are some of the most exciting weeks of the year as we gear up for summer reading! Plans are in place for our 2<sup>nd</sup> annual Summer Reading Kickoff Party on Saturday, June 1<sup>st</sup> from 10am until 2pm. We'll have a bounce house, petting zoo, food, games, and a musical performance by Super Stolie. Hopefully, we won't be swarmed by cicadas, but that's just going to be a fact of life in Illinois this summer. The total budget for this event is \$2,500, with \$1,000 of this being donated by the Friends of the Library.

Speaking of the Friends, they have agreed to purchase two new Little Free Libraries for the community. One has already been purchased and installed at Lake Katherine, replacing the aging Little Free Library that was on its last legs. The other is planned for installation at the new park being built by the Rec Department on 127<sup>th</sup> Street. I'm excited to see more of these great book-sharing stations popping up in our neighborhoods!

On April 9<sup>th</sup>, I gave a solo 90-minute presentation at Director's University 2.0 on the topic of capital needs assessments. Directors University 2.0 is a week-long intensive professional training experience for library directors from anywhere in the state. You might not think that a 90-minute presentation on capital needs assessments would be all that interesting, but they were incredibly engaged and asked tons of great questions.

We continue to work on getting our new Gadgets & Gizmos collection ready for prime time. The new slat wall display is ready to be installed on the first floor at the side of the staircase. New wall decals have been ordered to draw attention to the display. In addition to existing items that are going in this collection, e.g. tables and chairs and the mini drone, we have purchased three new mobile WIFI hotspots and two sets of pickleball paddles and balls for the collection. Susana has been working feverishly to get all of our items cataloged and packaged for smooth circulation. I expect that we'll go live with our current collection prior to June 1<sup>st</sup>, just in time for summer reading! The plan is to continue to add 1 or 2 items to this collection per month moving forward.

## Building & Grounds News

Things have been relatively quiet on this front. We have made a few repairs to equipment in the Interactive Space upstairs. The diner has also had a few small issues that our Owners Representative is working to fix for us. New whiteboards were installed in our first-floor study rooms. A new one will also

go up in the Teen Area shortly. We have a number of ballasts that need to be replaced on both floors, so we will have the electrician in the building to do that work soon.

## Budget News

Our budget is healthy. We have received 92% of our expected tax revenues for the first half of 2024. This is in the ballpark of what is normal at this point in the year. The remainder of those funds will continue to trickle in throughout the year and even into future years as those late payees eventually get caught up. Expenditures continue as normal.

The audit is delayed until June this year. The City has been slow to get the IMRF numbers over to our auditor. They are going to be filing for an extension on their filing, so they said that we can have until June or later to finalize ours. There should be no issue with getting ours finalized at the June meeting.

## Upcoming Events

- May 14: Budget & Finance Committee Meeting at 4pm
- May 16: Regular Board Meeting at 7pm
- May 18 (Saturday): ATLAS Continuing Education Program – “Director Trustee Relations” at 10 am at the Orland Park Public Library
- June 20: Personnel Committee Meeting at 6pm
- June 20: Regular Board Meeting at 7pm

## Agenda Items

### Item 1: Parking Lot Repair Project

Our Owner’s Representative, Dan Eallonardo is working on getting us at least three proposal from engineering firms for the work needed to repair and resurface our parking lot. I expect to have those proposals for your consideration at our June meeting. Once we have selected an engineer, they will do their analysis and put together documents needed to issue an RFP in January 2025 for construction later in 2025.

**Recommendation:** No action is needed at this time.

### Item 2: 2024-2025 Nonresident Card Fee

(For those of you familiar with how the non-resident fee works, please feel free to skip to the end of this discussion for this year’s calculation.)

The Library is required by law to offer Non-Resident borrowing privileges to people who live outside of the Library's service area on an annual basis. The law stipulates that a Non-Resident must use the Library closest to their residence, so our Non-Resident borrowers all come from the area of unincorporated Palos Heights (approximately) between Ridgeland Avenue to the west, Central Avenue to the east, College Drive to the north, and 135<sup>th</sup> Street to the South. This service is to be paid for by that non-resident as calculated by one of three methods, although only two of these methods are available to us. Most of what is in this resolution is non-negotiable. The main issue here is which of these calculations the Library wishes to employ in determining the Non-Resident rate for the next year.

**Option 1:** Historically, the Library has opted to use the "general mathematical formula." This formula takes our property tax revenues from the previous fiscal year, divides that by the total local population (which gives us an average tax dollar per resident value), and multiplies by the average household size (which gives us an average tax dollar per household value). The result is the average amount that was paid per household by residents for the use of the Library in the previous fiscal year.

Advantages of this method:

- it is very simple and straightforward for both staff and patrons
- previous nonresident card purchasers are already familiar with this method

Disadvantage of this method:

- It isn't necessarily the fairest method on an individual basis because to use an average value means that the nonresident isn't paying the same amount that they would pay if they were a Palos Heights resident. If they live on a less expensive property than the average for Palos Heights, the average household amount is more than they would pay if they lived on that property within the City. If they live on a more expensive property, they would pay less for Library services than if they lived on that same property within the City.

**Option 2:** This option involves calculating a Non-Resident rate for each individual Non-Resident borrower using either the valuation of the property assessment (for homeowners) or a minimum of 15 percent of the monthly rent (for renters).

Advantage of this method:

- It is fairer to each individual Non-Resident as the fee they pay is exactly what they would pay were their property located within the City. Renters and those living on lower-than-average-value properties won't pay a disproportionately high rate and vice versa for those living on higher-value properties.

Disadvantage of this method:

- It is more cumbersome and invasive for both staff and patrons. Staff have to make the calculation for each Non-Resident applying for a card. Patrons have to gather and present more

documentation than they would otherwise, i.e. a property tax bill, and they might find sharing that information to be invasive. This might be a turnoff for current and past Non-Resident users as they are accustomed to a much simpler process that does not involve the disclosure of personal financial information.

In the past, I have recommended using Option 1 because it is simpler. This is the method that we have always used, and it is easier to continue a longstanding previous practice than to change it if there is no compelling reason for making a change. Monetarily, the difference to the Library should be close to nothing because the average amount paid using the second option should average out to be the same as the first.

The second method requires a bit more time and effort on the part of Library staff and collecting and bringing in more paperwork on the part of non-resident patrons. It is more invasive for patrons as it requires staff to look at their property tax bill. It would also require training staff to accurately make this calculation and having someone check after-the-fact that it was done correctly. These are by no means insurmountable issues. I have created a fillable spreadsheet that staff can use to make the correct calculation.

If we were to use the General Mathematical Formula, here is the calculation based on the most recent official census data:

Property tax income received in 2022:	\$2,200,217.93
Local population (2020 census):	12,068
Average household size (2020 census):	2.55
<b>Nonresident Card Fee:</b>	<b>\$464.91</b>

This is a much higher fee than we have seen because we received part of FY2021 tax revenues in 2023 due to Cook County being so late with that year's tax bills. Essentially, we received well over a year's worth of tax revenues in 2023, whereas we received well under in 2022. I believe there would be some sticker shock among our half dozen regular nonresident payees. For this reason, I believe that this might be a good year to switch from our traditional General Mathematical Formula to the Property Tax Bill method. Next year, when tax revenues are back to normal, we can opt to continue or switch back.

**Recommendation:** I recommend that you approve "2024 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS" using the Property Tax Bill method. I have prepared two versions of this document so that we are prepared to sign and enact whichever method you approve.

### Item 3: Illinois Funds

I mentioned in March that we already have an account established with The Illinois Funds that allows us to accept donations intended for 501(c)3 entities. The Illinois Funds are an investment pool managed by the State Treasurer's office for the benefit of public entities. Many years ago, tax disbursements from Cook County were deposited directly into Illinois Funds on behalf of taxing bodies, and we would transfer

them from there to our local bank accounts for use. They put a stop to those direct deposits a few years ago because they wanted to public entities to accept those disbursements directly without The Illinois Funds having to administer all of those transactions every year. (They have since recognized the error of this, i.e. a significant reduction in their cash flow, and now allow entities to use them for that purpose again.) When they stopped accepting those payments, we pulled most of our cash out of their account and have kept it in money markets with our bank. For a number of years, there was no reason for us to do business with The Illinois Funds.

That is no longer the case as The Illinois Funds now offers the highest interest rate available for completely liquid accounts. Now that interest rates have recovered from close to zero in recent years, The Illinois Funds is returning 5.399% compared with our Old National money markets at 1.26%. Illinois Funds is completely liquid. There is no required time that funds have to be invested before being withdrawn. There are no fees for moving money in or out, although Old National charges a nominal fee for those transactions. While these funds aren't FDIC insured, The Illinois Funds has a long and consistent history of portfolio management with a AAAm S&P Global rating (which has never been downgraded in its history) and Fitch's highest rating of AAAmf. They are a solid, simple, and worthwhile short-term investment option, in my opinion.

Now that we have some cash on hand again, I think it would make a lot of sense for us to store excess cash with The Illinois Funds to take advantage of their higher interest rate. For reference, a deposit of \$500,000 at their current rate of 5.399% would yield almost \$2,200 per month in interest. Compared to the \$500 or so dollars that we are getting in our Old National money markets, I think this would be a meaningful change for us.

I think you all know me well enough to know that I'm extremely conservative when it comes to stewardship of our financial resources. As a test case to prove (mostly to myself) that The Illinois Funds is still as easy and reliable as it used to be, I propose to transfer \$10,000 from our Old National General Fund money market later this month. Once I have seen that the transfer process is as smooth and free of fees that it is claimed to be, I would transfer the majority of our General Fund balance into The Illinois Funds account, leaving enough in Old National to cover expenses for the coming two months. The strategy would be to make a single transfer each month from The Illinois Funds into Old National in the amount needed to cover another month's bills. If balances were to run low or our money markets were to begin outperforming The Illinois Funds, we could easily transfer all of those funds back to Old National whenever we like.

**Recommendation:** I don't believe any action is required on this topic as current policies already allow me to transfer funds between our existing bank accounts as long as that money remains within the General Fund.

#### Item 4: August Closing Date

Back when we set our library closings for the year in October, we were under the assumption that the SWAN conference would take place on the third Friday in August as it has for the past few years. SWAN has announced that this year's conference will be a week later on the 23<sup>rd</sup>. We had planned this as a closure date for the library so that our staff could all attend the conference as our August in-service day. I still think this is a very worthwhile event for us to attend as a staff and would like for the library to be closed on the 23<sup>rd</sup> instead of the 16<sup>th</sup>.

**Recommendation:** I recommend that you approve the library closing date of August 23, 2024 instead of the previously approved August 16, 2024.

Respectfully submitted,  
Jesse Blazek  
Library Director



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## MARCH 2024

### At the Desk:

13 online library cards were issued to residents.

24 directional questions were answered by the Circulation staff.

8 patrons used Curveside pickup.

7 birthday bookmarks were given out to patrons.

### Continuing Education:

Wild Wisconsin Winter Web Conference: *But We've Always Done It This Way!*

### Department Highlights:

Circ welcomed the library intern, Amani and helped show her the ins and outs of the department.

Circ helped decorate the library for St. Patrick's Day, Easter, and spring.

Mickey filled the display case with beautiful Belleek items, fitting for the month of March.

The community generously donated toiletries during March for our Kindness Corner. Toothpaste, toothbrushes, floss, shampoo, body wash, deodorant, lotion, adult pads, and bars of soap were among the many items donated.

### Meetings:

March 4 – Fan Con meeting

March 5 – Social Media meeting

March 5 – Palos Heights Woman's Club meeting

March 8 – LACONI Circulation Services: I'm A Manager, Now What?

March 12 – ATLAS: Friends, Foundations, and Fundraising

March 13 – 1 on 1 with Jesse

March 15 – Middle Managers Round Table



March 15 – RAILS BIPOC meeting

March 19 – Quarterly check-ins with Circ

March 20 – Management Team meeting

March 22 – Networking with Green Hills Library

March 26 – SWAN Fireside Chat

March 29 – SWAN MessageBee Demo

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

# CIRCULATION STATISTICS FOR MARCH 2024

	Mar-24	YTD 24	Mar-23	YTD 23
<b>Adult Circulation</b>				
Books	3,766	11,471	3,830	10,936
Video	577	1,661	566	1,500
Audio	236	845	427	1,125
Periodicals	177	507	210	615
Other Formats	12	21	25	36
In House	92	239	115	293
<b>Total Adult Circulation</b>	<b>4,860</b>	<b>14,744</b>	<b>5,173</b>	<b>14,505</b>
<b>Youth Circulation</b>				
Books	4,493	12,728	4,628	12,926
Audio	53	188	135	331
<b>Teen Circulation</b>				
Books	282	736	312	1,002
Audio	2	11	3	5
<b>Youth &amp; Teen Circulation</b>				
Video	243	650	211	619
Periodicals	12	39	5	12
Other Formats	75	227	-	2
In House Use	850	2,664	1,340	2,962
<b>Total Youth &amp; Teen Circulation</b>	<b>6,010</b>	<b>17,243</b>	<b>6,634</b>	<b>17,859</b>
<b>Electronic Circulation</b>				
eBooks (Media On Demand)	1,294	3,902	1,345	3,933
eBooks (e-Read IL)	73	250	100	282
Audio (e-Read IL)	54	176	47	152
Audio (Media On Demand)	871	2,626	621	1,358
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	333	949	79	279
Periodicals (PressReader)	135	1,248	-	-
<b>Total Electronic Circulation</b>	<b>2,760</b>	<b>9,151</b>	<b>3,325</b>	<b>9,670</b>
<b>TOTAL CIRCULATION</b>	<b>13,630</b>	<b>41,138</b>	<b>15,132</b>	<b>42,034</b>

ILL - Received	1,400	4,028	1,441	3,781
ILL - Sent	936	3,164	1,216	3,370
Reciprocal Borrowing	1,346	3,861	1,598	4,032
Online Renewals	49	129	44	103
Self-Checkout	4,425	12,668	4,487	12,665
<b>Computer Usage</b>				
Library Workstation Sessions	537	1,455	473	1,126
Wireless Sessions	1,009	2,980	961	2,361
Total Sessions	1,546	4,435	1,434	3,487
# of People Using the Library	10,649	30,456	9,524	27,403

<b>Homebound Deliveries</b>		<b>Current Month</b>	<b>Full Year</b>
Patrons Served		8	
Visits		16	39
Items		69	260

<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	3,894	46	74	-	3,968
Non-Resident/Trinity/Business	22	1	3	-	25
Cards for Kids	61	4	7	-	68

Respectfully submitted by Lorena Rodriguez, Head of Circulation



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## APRIL 2024

### At the Desk:

15 online library cards were issued to residents.

29 directional questions were answered by the Circulation staff.

7 patrons used Curveside pickup.

4 birthday bookmarks were given out to patrons.

### Department Highlights:

Circulation staff helped pass out the solar eclipse sunglasses to patrons the week leading up to the big day and did a great job answering questions and phone calls.

During National Library Week, Circulation staff helped with the drawing of prizes to patrons and handed out free coffee and cookies for Patron Appreciation Day.

Lorena went through the local history room for library memorabilia to have in the display case and created signage for National Library Week during the month of April.

Dora and Lorena went to the Senior Living Center to provide library cards to residents. They also answered library related questions and how they can use online resources as well as our Homebound Delivery services.

Kindness Corner: Lorena dropped off the generous donation of toiletries from the community to Facing Forward to End Homelessness.

### Meetings:

April 1 – Fan Con meeting

April 10 – 1 on 1 with Jesse

April 10 – Dog Adoption event meeting

April 18 – SWAN Circ/ILL/Billing Hours

April 22 – RAILS: Why Emotional Intelligence Matters at Work

April 22 – Social Media meeting

April 23 – 1 on 1 with Jesse

April 24 – Management Team meeting

April 30 – Circ/Tech Services Networking Group meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

# CIRCULATION STATISTICS FOR APRIL 2024

	Apr-24	YTD 24	Apr-23	YTD 23
<b>Adult Circulation</b>				
Books	3,737	8,062	3,575	14,511
Video	468	2,129	611	2,111
Audio	397	1,242	394	1,519
Periodicals	218	725	207	822
Other Formats	27	48	5	41
In House	103	342	65	358
<b>Total Adult Circulation</b>	<b>4,950</b>	<b>12,548</b>	<b>4,857</b>	<b>19,362</b>
<b>Youth Circulation</b>				
Books	4,325	17,053	3,961	16,887
Audio	48	236	83	414
<b>Teen Circulation</b>				
Books	296	1,032	300	1,302
Audio	4	15	1	6
<b>Youth &amp; Teen Circulation</b>				
Video	198	848	194	813
Periodicals	14	53	14	26
Other Formats	66	293	-	2
In House Use	842	3,506	878	3,840
<b>Total Youth &amp; Teen Circulation</b>	<b>5,793</b>	<b>23,036</b>	<b>5,431</b>	<b>23,290</b>
<b>Electronic Circulation</b>				
eBooks (Media On Demand)	1,297	5,199	1,264	5,197
eBooks (e-Read IL)	79	329	77	359
Audio (e-Read IL)	87	263	71	223
Audio (Media On Demand)	828	3,454	716	2,851
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	239	1,188	90	369
Periodicals (PressReader)	287	1,535	-	-
<b>Total Electronic Circulation</b>	<b>2,817</b>	<b>11,968</b>	<b>3,094</b>	<b>12,764</b>
<b>TOTAL CIRCULATION</b>	<b>13,560</b>	<b>47,552</b>	<b>13,382</b>	<b>55,416</b>

ILL - Received	1,251	5,279	1,262	5,007
ILL - Sent	960	4,124	1,003	4,373
Reciprocal Borrowing	1,160	5,021	1,278	5,310
Online Renewals	43	172	36	139
Self-Checkout	3,952	16,620	3,607	16,272
<b>Computer Usage</b>				
Library Workstation Sessions	484	1,939	410	1,536
Wireless Sessions	965	3,945	867	3,228
Total Sessions	1,449	5,884	1,277	4,764
# of People Using the Library	9,988	40,444	8,787	36,190

Homebound Deliveries	Current Month	Full Year
Patrons Serviced	6	
Visits	22	61
Items	104	364

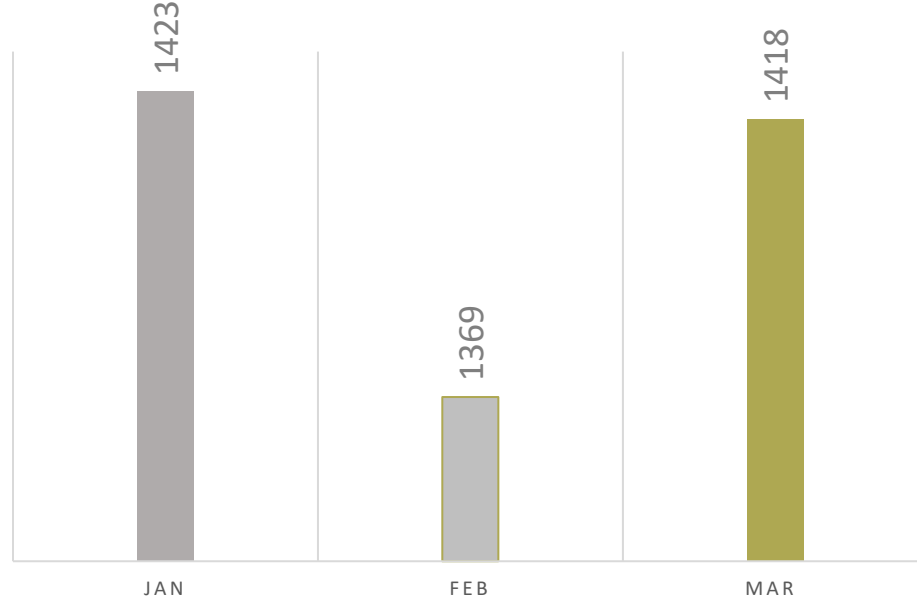
Museum Pass Program	Current Month	Full Year
Total Passes	17	39

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	3,968	64	51	4	4,015
Non-Resident/Trinity/Business	25	1	-	-	25
Cards for Kids	68	1	-	-	68

Respectfully submitted by Lorena Rodriguez, Head of Circulation

# Public Services Department Report March 2024

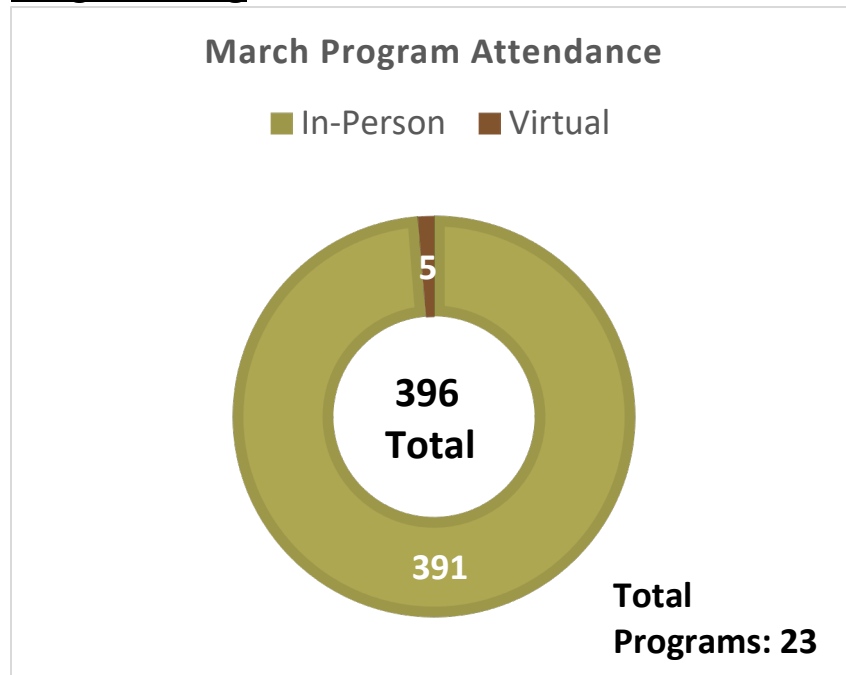
## PS Reference Questions



## Meetings & Trainings

- 3-1-24: Programming for Seniors
- 3-4-24: Channel 4 Taping
- 3-4-24: Director One on One
- 3-7-24: ARRT Meeting
- 3-8-24: Reaching Forward Meeting
- 3-8-24: Arranging Time Meeting
- 3-13-24: Green Team Meeting
- 3-20-24: Director One on One
- 3-20-24: Management Team Meeting
- 3-20-24: Summer Reading Kickoff Meeting
- 3-21-24: Problem Solving for Library Leaders Webinar
- 3-29-24: Arranging Time Meeting

## Programming



March's programs confirmed two things: People like Irish music, and people like cooking programs.

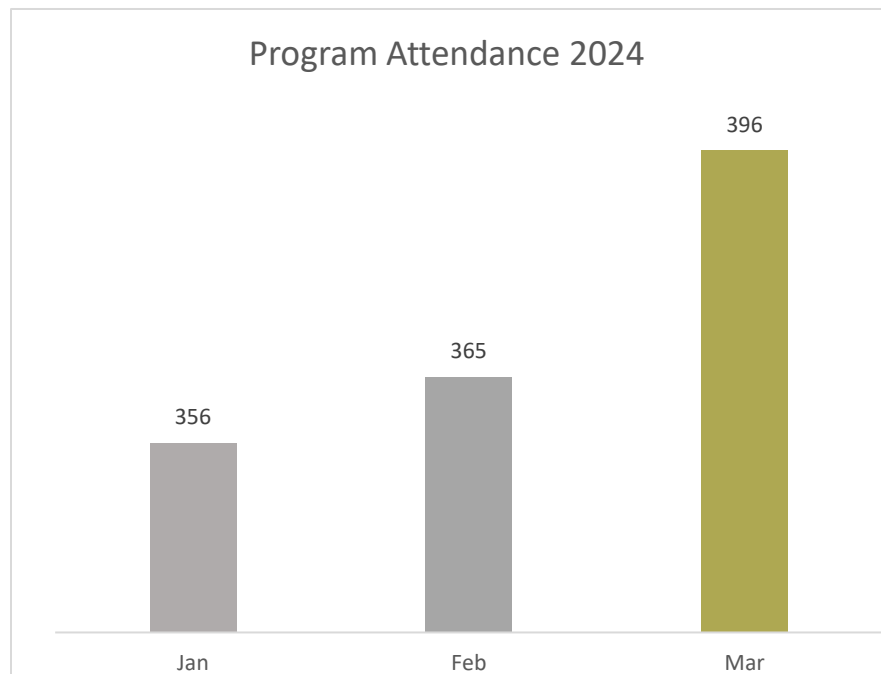
Unsurprisingly, the concert and street tacos program were the two best attended programs this month. It was our first time using the chef that presented this cooking program, Violeta Trujeque. Based on patron response, we will definitely be adding her to the rotation of cooking presenters.

We had another scrapbook program this month, a

return of the "Make a Mini Scrapbook" program that we had last year. These are taught by a local scrapbook enthusiast, and once again, people love them. They always fill-up and there are usually very few no-shows. We will certainly be having more of these this year.

The Horror Book Club continues to impress, with 8 attendees this month. There was also a front page write-up about it in the Daily Southtown, so I will be interested to see if that does anything to attract some more people.

March Spice Club did much better than I thought it would. Since Ramadan is in March, we chose za'atar. Definitely "different" for most of our spice audience, it got more sign-ups than the last couple months, and most everyone seemed to really like it and said they'd be adding it to their grocery lists.

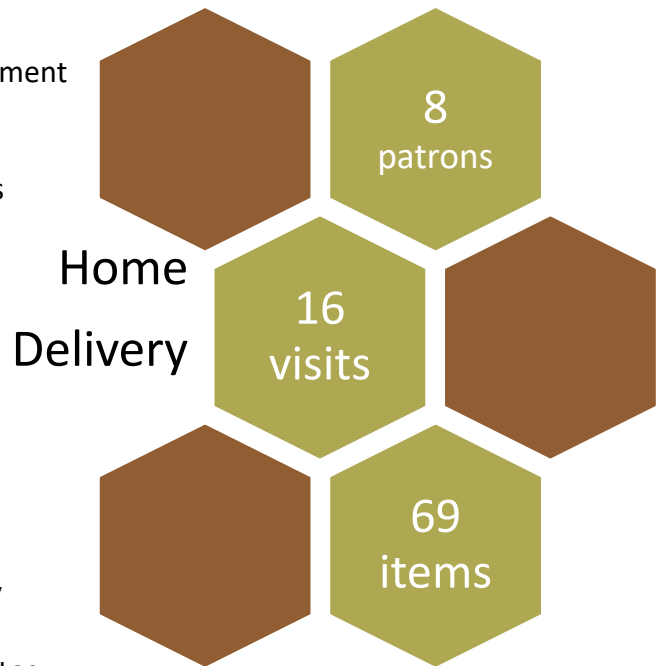


## Marketing/Publicity/Outreach

Mary Kate 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.

We have been adding more and more home delivery patrons the past couple months.



## Local History

Beth helped Lorena select items from the local history room to use in the April display case. It's all about the history of the library and features some historical photos and documents.

Our new open source archival software, Collective Access, is being worked on and should soon be added to all PS Surfaces.

## Collection Development

The DVDs have been successfully weeded. Generally I'd say this is good because we can fit many new DVDs onto the shelves, but the drought of DVD purchases continues into 2024. I presume with last year's strikes, it'll remain fairly slow for a while yet.

Our intern, Amani, took a close look at our current Arabic language collection and provided me with a healthy list of additional books to order for the collection, complete with links to a variety of vendors we had not previously used, as well as reviews for them.

## Other

Two new computers were added to the public computer lab in March. We have been getting pretty close to capacity these days, so they are a welcome addition. We are still only at about half the stations we had pre-COVID, but the usage numbers have been accelerating at a fairly steady pace over the course of the last year.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



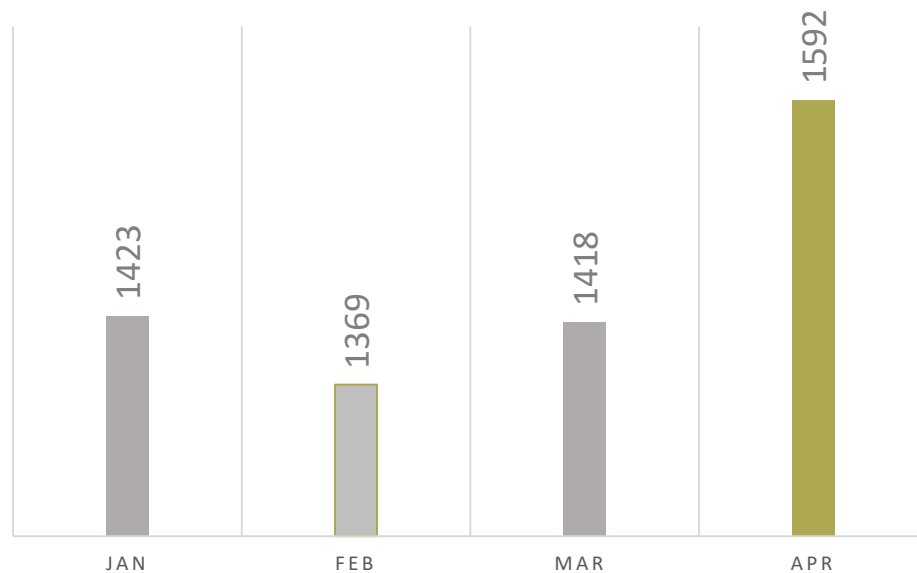
# PUBLIC SERVICES - MONTHLY STATISTICS

## March 2024

PROGRAMMING	HYBRID	IN HOUSE	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	4	5	\$957	118	Reference	Computer	Directional
Free	0	2	2	N/A	32	808	295	315
Book Discussions	0	3	3	N/A	26	TOTAL		1,418
					HOMEBOUND DELIVERIES			
Passive Programs			4	115				
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	2	8	16	69
Needle Crafters			4	N/A	28	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	70			
COMPUTER TRAINING - LAB			2	N/A	5	13		
TOTAL PROGRAMMING			23	\$957	396			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
3/14/2024	7:00 PM	No	Irish Music concert: Dr. Murphy			51	\$300	50
3/19/2024	7:00 PM	No	Mini Scrapbook			10	\$120	8
3/20/2024	7:00 PM	Yes	ILP: Ruth E. Carter			5	ILP	5
03/21/24	7:00 PM	No	Mexican Street Tacos			50	\$387	42
03/26/24	7:00 PM	No	Women of the Vietnam War			16	\$150	13
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
03/07/24	7:00 PM	No	Oscar Preview			11	N/A	9
03/28/24	7:00 PM	No	Eclipses: Why and Where?			24	N/A	23
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
03/11/24	12:00 PM	No	Lunch Bunch			N/A	N/A	12
03/13/24	7:00 PM	No	Horror Book Club			N/A	N/A	8
03/19/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	6
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
03/17/24	2:00 PM	Sunday @ the Cinema: The Quiet Man			11	N/A	22	
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
03/05/24	12:00 PM	Mah Jongg				N/A	N/A	0
03/12/24	12:00 PM	Mah Jongg				N/A	N/A	2
03/19/24	12:00 PM	Mah Jongg				N/A	N/A	0
03/26/24	12:00 PM	Mah Jongg				N/A	N/A	0
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
03/05/24	10:00 AM	Needle Crafters				N/A	N/A	7
03/12/24	10:00 AM	Needle Crafters				N/A	N/A	8
03/19/24	10:00 AM	Needle Crafters				N/A	N/A	7
03/26/24	10:00 AM	Needle Crafters				N/A	N/A	6
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
03/05/24	10:00 AM	Scrabble				N/A	N/A	15
03/12/24	10:00 AM	Scrabble				N/A	N/A	17
03/19/24	10:00 AM	Scrabble				N/A	N/A	18
03/26/24	10:00 AM	Scrabble				N/A	N/A	20
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
03/05/24	7:00 PM	FabLab Cricut: Shamrock			5	N/A	3	
03/11/24	2:00 PM	Microsoft Word: Basics			3	N/A	2	
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						75
		Spice Club Kits						19
		Extra Spice Club Kits						20
		Project of the Month						1

# Public Services Department Report April 2024

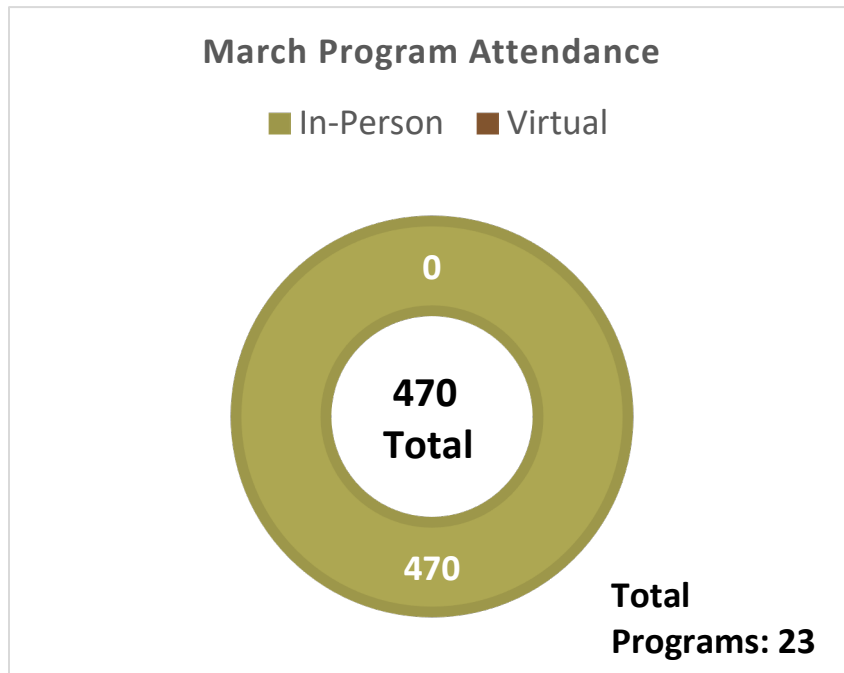
## PS Reference Questions



## Meetings & Trainings

- 4-8-24: Channel 4 Taping
- 4-8-24: Director Meeting
- 4-10-24: Green Team
- 4-24-24: When Generations Connect Webinar
- 4-25-24: Reaching Forward Meeting
- 4-29-24: LACONI Mental Health First Aid
- 4-30-24: OCLC LendingKey Webinar

## Programming

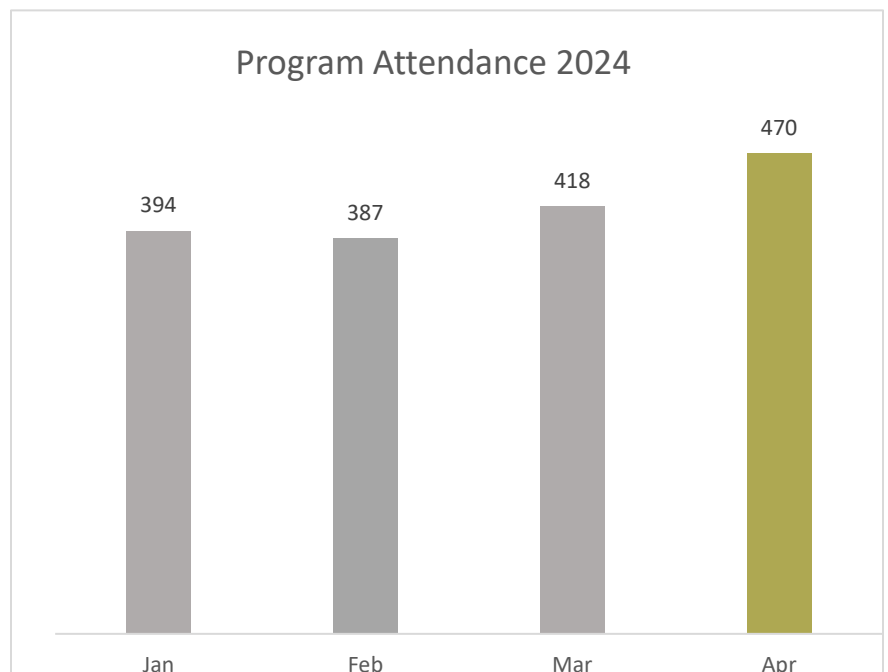


A good month for programs. Noteworthy that we had 0 virtual attendees this month for the first time we started doing virtual programs. This can be attributed to the fact that the April ILP program got rescheduled, but also, the continued trend of presenters preferring to not do hybrid. We have a couple of virtual presenters coming up that we'll be offering in the library on the screen in the Meeting Room, and have the option to watch virtually from home. I will be very interested to see how the

numbers break down for those.

Our second Puzzle-Palooza took place this month, where teams of up to 4 each receive the same puzzle and compete to see who can put it together fastest. The first time we did this we used a 500-piece puzzle. The winning team finished very near to closing time, taking nearly 2 hours. This time we used a 300-piece puzzle and started half an hour earlier. The winning team finished in 28 minutes. Speaking to some repeat teams, they seem to prefer the 300-piece puzzle. Overall, people had a great time and we'll definitely be doing it again.

Another experiment this month was a program we had on Monday afternoon. It was the same speaker that did our JFK program back in November. People liked him, and given his schedule these days, we went with 2PM on a Monday. I was not sure what to expect, but 21 people attended, including a group of 6 from a local senior home who said it's much easier for them to get



out during afternoons than evenings. Patron feedback was they wanted him back for part 2 of the presentation. Overall, seems like a success that suggests we'll need to have more programs in that timeframe.

Sports programs continue to have a moderate turnout. We hosted a local resident who presented on airline safety from his experience as a 30-year airline pilot. He did great. The drop-in all day scrapbooking program was a runaway success, we'll definitely be having more scrapbook programs.

We capped the month off with The History of Willie Nelson, which occurred 1 day after his 91<sup>st</sup> birthday, and saw a strong turnout that included some people in their 30s and 40s.

### Marketing/Publicity/Outreach

Tina and I filmed the May Channel 4 segment.

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

We are brainstorming ways to get more of the local history collection out of the room and in front of the eyes of patrons.

Beth continues to digitize and organize in the room.

### Collection Development

Another round of Arabic language books has been ordered and is starting to come in. These titles were selected by our former intern, Amani.

### Other

An odd month for me, what with a week-long vacation followed by disease. The Public Services staff did great while I was gone. I am very grateful to them!

In other news, we installed nice looking glass whiteboards in both adult study rooms in April. I am pleased to report that at least one person/group uses the board in each room every day.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



# PUBLIC SERVICES - MONTHLY STATISTICS

## April 2024

PROGRAMMING	HYBRID	IN HOUSE	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$975	112	Reference	Computer	Directional
Free	0	5	5	N/A	94	927	280	385
Book Discussions	0	3	3	N/A	27	TOTAL		1,592
Movie					25	HOMEBOUND DELIVERIES		
Passive Programs				4	77			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	14	6	22	104
Needle Crafters			5	N/A	32	BOOK-A-LIBRARIAN # Sessions		
Scrabble			5	N/A	89			
COMPUTER TRAINING - LAB			1	N/A	0	8		
TOTAL PROGRAMMING			23	\$975	470			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
4/16/2024	7:00 PM	No	White Sox & Cubs Legends			19	\$175	15
4/18/2024	7:00 PM	No	Gardening for Pollinators			31	\$200	18
4/29/2024	2:00 PM	No	Forgotten Women in History			29	\$260	21
04/25/24	6:30 PM	No	Puzzla-Palooza			20	\$40	19
04/30/24	7:00 PM	No	The History of Willie Nelson			42	\$300	39
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
04/04/24	7:00 PM	No	Managing Stress & Anxiety			37	N/A	19
04/06/24	9:30 AM	No	Scrapbooking: Open Crop			16	N/A	30
04/09/24	7:00 PM	No	Airline Safety			11	n/a	8
04/11/24	7:00 PM	No	Sustainability			18	n/a	18
04/23/24	7:00 PM	No	Fraud Awareness			22	N/A	19
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
04/08/24	12:00 PM	No	Lunch Bunch			N/A	N/A	9
04/10/24	7:00 PM	No	Horror Book Club			N/A	N/A	14
04/16/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	4
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
04/21/24	2:00 PM	Sunday @ the Cinema: The Holdovers				10	N/A	25
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
04/02/24	12:00 PM	Mah Jongg				N/A	N/A	3
04/09/24	12:00 PM	Mah Jongg				N/A	N/A	4
04/16/24	12:00 PM	Mah Jongg				N/A	N/A	0
04/23/24	12:00 PM	Mah Jongg				N/A	N/A	3
04/30/24	12:00 PM	Mah Jongg				N/A	N/A	4
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
04/02/24	10:00 AM	Needle Crafters				N/A	N/A	7
04/09/24	10:00 AM	Needle Crafters				N/A	N/A	7
04/16/24	10:00 AM	Needle Crafters				N/A	N/A	7
04/23/24	10:00 AM	Needle Crafters				N/A	N/A	4
04/30/24	10:00 AM	Needle Crafters				N/A	N/A	7
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
04/02/24	10:00 AM	Scrabble				N/A	N/A	18
04/09/24	10:00 AM	Scrabble				N/A	N/A	15
04/16/24	10:00 AM	Scrabble				N/A	N/A	15
04/23/24	10:00 AM	Scrabble				N/A	N/A	19
04/30/24	10:00 AM	Scrabble				N/A	N/A	22
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
04/08/24	2:00 PM	Internet Basics				1	N/A	0
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						52
		Spice Club Kits						16
		Extra Spice Club Kits						9
		Project of the Month						0



PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## MARCH 2024

### Meetings and Training:

On March 04, Susana attended Fan Con 6<sup>th</sup> annual event planning meeting.

On March 06, Susana met with Marilyn for a 1-on-1 meeting to discuss annual goal progress.

On March 08, Susana completed part 1 of the project management course.

On March 12, Susana attended ATLAS Friends, Foundations, & Fundraising.

On March 13, Susana met with Jalal and Nikki for a 1-on-1 meeting to discuss annual goal progress.

On March 15, Susana attended ATLAS Middle Managers Round Table.

On March 19, Susana met with Jesse for a 1-on-1 meeting to discuss Gadgets & Gizmos collection, Amani's intern work and department training updates.

On March 20, Susana attended the Management Team meeting.

On March 25, Susana attended LACONI: Four Strategies for Smooth Task Management.

On March 26, Jalal completed SWAN's Workflows Circulation basic training webinar.

### Staff Related:

During March, the Technical Services department has been working on scanning instruction manuals and other documentation for possible reprinting. Staff have also been working on two new kits, Rocks & Minerals and Spy Science. Susana continues to work on the information cards for checkout.

Susana continues training Nikki on the different functions within the Acquisitions module in Workflows. Training continues to focus on modifying invoices and manually entering invoices.

Jalal continues to work on modifying item records on Workflows and removing labels for all 2024 and 2025 award books.

Our intern, Amani, worked in Tech and learned how to receive items in acquisitions, create item records, copy catalog juvenile items, and create a brief bibliographic record.

## Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
<b>Ordered Items</b>	204	140	38	14	0	0	-	-
<b>Received Items</b>	136	347	24	23	3	0	-	-
<b>Added Items</b>	136	140	13	5	5	0	49	10

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
<b>Adult Discarded Items</b>	75	222	5	1	N/A	0	0	1
<b>Juvenile Discarded Items</b>	576	184	1	0	1	0	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	1 VHS tapes	0 VHS tapes	0 VHS tapes	0 VHS tapes
<b>DVD Format</b>	0	0	1	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

# TECHNICAL SERVICES DEPARTMENT REPORT

## APRIL 2024

### Meetings and Training:

On April 01, Marilyn and Nikki completed SWAN's Workflows Circulation basic training webinar.

On April 01, Susana attended Fan Con 6<sup>th</sup> annual event planning meeting.

On April 16, Susana met with Jesse for a 1-on-1 meeting and discussed department updates.

On April 24, Susana attended the Management Team meeting.

On April 26, Susana attended LACONI: Public Speaking as a Library Presenter at Oak Park PL.

On April 26, Jalal watched the recorded webinar for LACONI: Four Strategies for Smooth Task Management.

On April 29, Marilyn watched the recorded webinar for LACONI: Four Strategies for Smooth Task Management.

On April 30, Susana attended the Circulation/Technical Services Networking meeting at Alsip-Merrionette Park PLD.

On April 30, Nikki watched the recorded webinar for LACONI: Four Strategies for Smooth Task Management.

### Staff Related:

During April, the Technical Services department finalized the first 27 Gadgets & Gizmos kits. Susana created brief bibliographic records for all items in the collection to improve results when searching for items in the collection. The second phase has begun, which is starting to process ten new items that will be added to the G&G collection. New items include 3-hotspots, a digital converter, giant connect-4-yard game, bag toss yard game, 3Doodler, 2-pickleball sets, and giant Jenga.

Susana started training Jalal on how to set up packing slip/invoice paperwork when receiving shipments. As well as learning how to print cataloging slips for items already received in acquisitions.

Susana is creating brief bibliographic records for Arabic language print materials using Google translate images.

Susana continues training Nikki on the different functions within the Acquisitions module in Workflows. Training continues to focus on modifying invoices and manually entering invoices.



## Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
<b>Ordered Items</b>	240	566	26	12	6	0	-	-
<b>Received Items</b>	238	324	13	2	2	0	-	-
<b>Added Items</b>	204	329	40	19	2	0	84	11

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
<b>Adult Discarded Items</b>	119	5	127	8	N/A	0	0	70
<b>Juvenile Discarded Items</b>	120	85	135	51	42	0	0	14

## 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	1 VHS tapes	1 VHS tapes	0 VHS tapes	0 VHS tapes
<b>DVD Format</b>	0	0	1	1	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

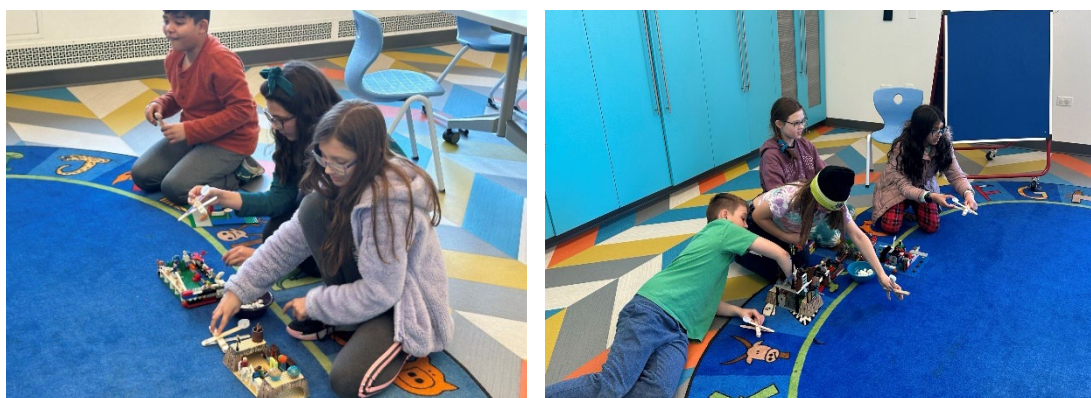
# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## MARCH 2024

### Highlights of the Month:



Mary Kate had three programs that stood out from the rest. Both Monster Straw Painting, grades 3-5, and Abstract Watercolor, grades 4-12, gave kids the opportunity to show their creativity and get a little messy. It was the first meeting of the Video Game Club, and the 4-8 graders had a blast racing against the librarians in Mario Kart.



Carla's favorite program of the month was STEAM: Attack on the Fort! Children in grades 4-8 enjoyed building their own catapults out of popsicle sticks, building Lego forts, and then battling it out! Her other favorite was the Ladybug Craft for children in grades 3-5. The children learned how to cut and weed their own ladybugs on the Cricut machine.



Claire had lots of fun helping children ages 2-5 and their caregivers learn to paint spring trees with cotton balls in her Spring Tree Cotton Ball Painting program. Both children and adults enjoyed the chance to get messy and the children especially had fun practicing their fine motor skills by gripping their cotton balls with clothespins.





This month's Nature Hour event was about all things "green". Tina read stories about frogs and the kids enjoyed leaping on colorful leap pads. Then they created their own pond complete with animals and plant life.



Amani and patrons Welcomed Ramadan at this story time! They read stories, sang songs, did crafts, and walked around the library to receive treats in celebration of Ramadan.

## Meetings and Department News:

Laconi YSS: An Introduction to the Science of Reading for Librarians – Tina and other members of the Laconi board organized this workshop for youth staff on 03/01. Dr. Heidi Beverine-Curry, a co-founder and Chief Academic Officer for The Reading League clarified some basic understandings about the science of reading, including what it is, what it is not, and how librarians may use this knowledge to support library patrons.

IYSI Planning Committee – Tina led a meeting on 03/04. They discussed budgeting and timelines.

PHTV Channel 4 – Mary Kate shared April programs on 03/04.

Fan Con Meeting – Carla and Claire attended this meeting on 03/04.

Booklist: Summer 2024 Preview with HarperCollins Children's Books—Carla and Claire watched this webinar on 03/05 about upcoming youth titles from HarperCollins.

Social Media Committee – Tina and Mary Kate attended this meeting on 03/05.

Booklist: Disney Publishing Spring 2024 Preview – Mary Kate watched this webinar on 03/10 about upcoming titles for youth and listened to the authors discuss their books.

ATLAS: Friends, Foundations, and Fundraising – Tina attended this meeting at the Oak Lawn Public Library on 03/12.

SLJ: Ink and Imagination – Mary Kate watched this webinar on 03/13 about six new graphic novels coming out and about the authors' reasons for writing the stories.

SLJ: Middle Grade Magic – Tina and Carla watched this event on 03/14 and listened to panels of authors discuss their upcoming middle grade novels.

Laconi YSS: Tina attended this board meeting on 03/15.

Booklist: DK Summer 2024 School & Library Preview – Carla watched this webinar on 03/16 about upcoming youth titles from DK publishing.

Booklist: New by Newberry! Spring into These New Middle Grade Reads by Newbery Authors! – Carla watched this webinar on 03/16 and listened to a panel of Newberry authors discuss their new middle grade novels.

Mackin: Storyteller Spotlight with Kate DiCamillo – Carla watched this webinar on 03/17 and listened to author Kate DiCamillo discuss her newest upcoming middle grade novel.

Summer Reading Kick-Off Party – Mary Kate attended meetings on 03/18 and 03/20.

Management Meeting – Tina attended on 03/20.

YALD Meeting – Mary Kate attended this meeting on 03/20 about popular programming for teens at other libraries.

Booklist: Picture Books – Claire watched this webinar on 03/21 about upcoming picture book titles.

Booklist: Summer Scares Middle Grade – Claire watched this webinar on 03/26 and listened to a panel of authors discuss their upcoming horror novels for middle grade readers and their writing processes.

## Outreach:

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

Indian Hill and Rec Center Preschools – Carla presented a storytimes about spring.

Trusting Hearts Preschool – Claire presented a storytime about the sun.

St. Alexander's Preschool Visit – Tina gave students a tour of the library, shared a story time about rain, did a freeze dance, and completed a craft. They enjoyed their time so much that another class is coming in May!

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	16	273		Reference	Computer	Directional
Free Tween/Teen Programming	6	51		243	64	184
Youth Paid Programming	1	56	\$500	TOTAL	491	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	23	380	\$500	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	566	80	90
TOTAL OUTREACH	1	34	1654	TOTAL	736	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
03/05/24	11:00 am	Spring Tree Cotton Ball Painting	35
03/05/24	4:30 pm	Ramadan Celebration	40
03/06/24	4:00 PM	STEAM: Fruit and Veggie Art	12
03/07/24	4:00 PM	Monster Straw Painting	8
03/11/24	4:00 PM	Ladybug Craft	5
03/12/24	4:00 pm	Hopping Like a Frog	7
03/13/24	4:30 PM	Furry Readers	20
03/14/24	11:30 AM	Spring Storytime	42
03/14/24	4:00 pm	Spring Terrariums	9
03/19/24	11:30 am	Sensory Friendly Stories and Play	6
03/20/24	11:30 am	Sunshine Storytime	25
03/22/24	10:00 am	Nature Hour	17
03/25/24	5:00 pm	Let's Fly a Kite!	9
03/27/24	11:00 am	Fine Motor Skills Playtime	15
03/28/24	11:30 am	Space Storytime	18
03/28/24	4:00 pm	Cricut Bunny Boxes	5

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
03/01/24	5:00 PM	Volunteens	21
03/10/24	5:00 PM	Teen Book Boxes	9
03/18/24	4:00 PM	STEAM: Attack on the Fort!	7
03/19/24	4:00 PM	Abstract Watercolor	8
03/26/24	4:00 PM	Spring Has Sprung	2
03/27/24	2:00 pm	Video Game Club	4

DATE	TIME	PAID YOUTH - PROGRAMMING	ATTENDANCE
03/26/24	10:30 am	Firefly Family Theatre: Grow!	56

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	17
Fab Lab - Arcylic Shamrock Bookmark	3
Craft - Baby Chick	196
Teen Craft - Bird Bookmark	60
Activity - Spring Caterpillar	90
Craft - Easter Eggs	370

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
03/12/24	Rec Center Preschool	1	13
03/13/24	Indian Hill Preschool	6	80
03/13/24	Rec Center Preschool	1	17
03/18/24	Library Visit - St. Alexander's Preschool	1	24
03/19/24	Trusting Hearts Preschool	1	28
03/31/24	Book Talks Grades K-1	6	148
03/31/24	Book Talks Grades 2-3	7	177
03/31/24	Book Talks Grades 4-5	5	167
03/31/24	Book Talks Grades 6-8	7	1000



# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## APRIL 2024

### Highlights of the Month:



Tina and Mary Kate planned a whole week of fun for any Swifties looking forward to the release of her new album! Taylor Swift fans made bracelets, buttons, designed their own hats, created guitar keychains, designed their own totes, had fun with the green screen, and watched the Eras Tour. It was all hands on deck in the Youth and Teen Department and the Public Services Department helped out during peak times to make sure we had desk coverage.

For this month's Nature Hour, Tina planned an Earth Day themed program, complete with stories and songs. Children learned about the importance of recycling and Lake Katherine brought flowers for them to plant.



Mary Kate's favorite program in April was Paper Plate Frisbee's for grades K-3. The kids were able to decorate 2 paper plates, have target practice, and test how well their frisbee's work outside.



In honor of the eclipse, Carla and tweens made Moon Lanterns for grades 4-8. The kids had a great time creating a 3D moon using material printed on the Cricut machine. We also enjoyed discussing the eclipse together!

Claire enjoyed the Paper Flower Bouquets for grades 4-12. The kids had fun using their creativity to put together some beautiful paper flowers perfect for Mother's Day.

Jolie's favorite program was Rainy Day for grades K-3. The kids enjoyed a short story time followed by two rain crafts.

## Meetings and Department News:

Illinois Youth Services Institute – Tina held this conference planning meeting on 04/01.

Fan Con Meeting – Carla and Claire attended this meeting on 04/01.

Booklist: Middle Grade Graphic Novel Debuts from Random House Children's Books – Carla watched this on 04/03.

Booklist: Picture Books – Carla watched this webinar on 04/06.

Booklist: Strong Women & Girls – Carla watched this webinar on 04/06.

One-on-One Meeting – Tina and Carla met with Jesse on 04/08. Tina also met with Jesse on 04/23.

Booklist: Lee & Low Fall Showcase 2024 – Carla and Claire watched this webinar on 04/09 about new fall titles for youth.

Laconi: Four Strategies for Smooth Task Management – Tina, Carla, and Claire watched this webinar on 04/11 for strategies on organization and productivity.

Laconi YSS – Tina attended the programming committee on 04/11. They finalized plans for the upcoming workshop, Youth Services Day at the Morton Arboretum.

Booklist: Random House Children's Books Summer 2024 Preview – Carla and Claire watched this webinar on 04/11.

Makerspace Networking Group Meeting – Mary Kate attended this meeting on 04/12 to hear what other libraries are focusing on when it comes to their makerspaces.

Laconi YSS – Tina attended this board meeting on 04/12. The workshop and marketing was presented to the board. Tina also provided the board with an update on the IYSI 2025 conference.

Booklist: Prepare for a Summer of Scares – Carla and Mary Kate watched this on 04/16 about spooky new titles.

SRP Kick-Off Meeting – Mary Kate and Jolie attended this meeting on 04/17.

Booklist: Summer Scares YA– Mary Kate watched this webinar on 04/20 and heard authors share their love for YA scares.

Social Media Committee – Tina and Mary Kate attended this meeting on 04/22.

Management Meeting – Tina attended on 04/24 and Mary Kate provided the management team with an update on the Summer Reading Kick-Off Party.

## Outreach:

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

Rec Center and Indian Hill Preschools – Carla visited and presented a storytime about transportation.

Trusting Hearts Preschool – Claire visited this preschool on 04/16 and presented a storytime about rainbows.

Reggio Academy Preschool – Mary Kate visited this preschool on 04/22 and presented a storytime about spring.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services



## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	20	382		Reference	Computer	Directional
Free Tween/Teen Programming	9	70		208	58	137
Youth Paid Programming	0	0		TOTAL	403	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	29	452		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	140	75	6
TOTAL OUTREACH	0	36	1687	TOTAL	221	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
04/02/24	4:00 pm	Outer Space		12
04/03/24	11:30 am	Tales for Twos		27
04/03/24	1:00 pm	Kindergarten Ready!		14
04/04/24	11:30 am	Little Wiggles		32
04/09/24	4:00 pm	Facts & Crafts: Ocean Animals		13
04/10/24	11:30 am	Tales for Twos		21
04/10/24	1:00 pm	Kindergarten Ready!		14
04/10/24	4:30 pm	Furry Readers		21
04/11/24	11:30 am	Little Wiggles		26
04/11/24	4:00 pm	3D Gemstones		8
04/16/24	4:00 pm	STEAM: Spring Weather		11
04/17/24	11:30 am	Tales for Twos		25
04/17/24	1:00 pm	Kindergarten Ready!		13
04/18/24	11:30 am	Little Wiggles		22
04/22/24	5:00 pm	Rainy Day		4
04/23/24	4:00 pm	Paper Plate Frisbee		11
04/24/24	11:30 am	Tales for Twos		23
04/24/24	1:00 pm	Kindergarten Ready!		28
04/25/24	11:30 am	Little Wiggles		26
04/26/24	10:00 am	Nature Hour		31

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
04/01/24	5:00 PM	Volunteens		1
04/08/24	4:00 pm	Moon Lanterns		4
04/10/24	4:00 pm	Teen Book Boxes		6
04/18/24	4:00 pm	Paper Flower Bouquets		11
04/15-04/19		TAYLOR SWIFT WEEK - 5 Days/Programs		48

FREE: YOUTH PASSIVE PROGRAMMING - Supplies Provided	ATTENDANCE
Teen Gaming - Nintendo Switch	15
Activity - SRP Bookmark Contest	6
Craft - Ladybug	140
Teen Craft - Fox	50
Teen Activity - Blackout Poetry	10

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
04/16/24	Trusting Hearts Preschool	1	32
04/16/24	Rec Center Preschool	1	13
04/17/24	Rec Center Preschool	1	18
04/17/24	Indian Hill Preschool	6	92
04/22/24	Reggio Academy Preschool	2	40
04/30/24	Book Talks Grades K-1	6	148
04/30/24	Book Talks Grades 2-3	7	177
04/30/24	Book Talks Grades 4-5	5	167
04/30/24	Book Talks Grades 6-8	7	1000

**2024 ANNUAL RESOLUTION AUTHORIZING  
PUBLIC LIBRARY NON-RESIDENT CARDS**

**WHEREAS**, The Palos Heights Public Library is a tax-supported public library; and

**WHEREAS**, people residing within the jurisdictional boundaries of the Palos Heights Public Library pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

**WHEREAS**, PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

**WHEREAS**, the Office of the Illinois Secretary of State has issued regulations defining the “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

**WHEREAS**, the Board of Library Trustees of the Palos Heights Public Library has determined from **July 1, 2024 to June 30, 2025**, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

**NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE PALOS HEIGHTS PUBLIC LIBRARY** as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the Palos Heights Public Library whose closest library is the Palos Heights Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Palos Heights Public Library, may purchase a non-resident fee card for the price calculated according to the box which is checked off below:

- ☐ General Mathematical Formula (23 Ad. Code 3050.60(a));
- ☒ Tax Bill Method (23 Ad. Code 3050.60(b)); or
- ☐ Average Non-Resident Fee (23 Ad. code 3050.60(c)), if  
authorized by the Director of this Illinois State Library.

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the Palos Heights Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Palos Heights Public Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Palos Heights Public Library, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable

property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12 month period of validity for non-resident cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

**Section 4:** The Palos Heights Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The Palos Heights Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the Palos Heights Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

**Section 7:** A valid non-resident library card issued by the Palos Heights Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a "local use" library card from the Palos Heights Public Library.

ADOPTED this **16<sup>th</sup> day of May 2024** by a roll call vote as follows:

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

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

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

APPROVED by the President and Board of Library Trustees of the Palos Heights Public Library.

\_\_\_\_\_  
Geraldine Burek  
Library Board of Trustees, President

ATTEST:

\_\_\_\_\_  
Susan Snow  
Library Board of Trustees, Secretary

STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF COOK        )

**SECRETARY'S CERTIFICATE**

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

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

**2024 ANNUAL RESOLUTION AUTHORIZING  
PUBLIC LIBRARY NON-RESIDENT CARDS**

adopted by the Board of Library Trustees of the Palos Heights Public Library at the monthly meeting of said Board of Library Trustees on the 16<sup>th</sup> of May 2024, and that said Resolution was duly approved by the President and Board of Library Trustees of the Palos Heights Public Library on the same date.

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said Palos Heights Public Library, Cook County, Illinois this 16<sup>th</sup> day of May 2024.

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