



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

September 19, 2024

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the August 15, 2024 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for August 2024 for \$148,493.14
Approval of the Treasurer's report for the month ending Aug. 31, 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. Approval of Contract for Parking Lot Renovation Project
- NEW BUSINESS: 2. Approval of FY2025 Annual Budget
3. Approval of FY2024 Levy
4. Approval of Recommendations of Personnel Committee
 a. Executive Session per 5 ILCS 120/2(c)(1) to discuss
 appointment, employment, compensation, discipline,
 performance or dismissal of specific employees
 b. Review of Library Director's Job Description, Salary, and
 Benefits
 c. Library Director's Annual Performance Review
5. Approval of Donated Artwork in Memory of Elenor Hawley
6. Approval of Slate of Officers for 2024-2025 Term
- ADJOURNMENT
- NEXT MEETING: Thursday, October 17, 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

August 15, 2024

Minutes

The meeting of the Board of Trustees was called to order at 7:00 PM by Vice-President Zubik. The following Trustees were present: Jankowski, Keough, Key, Rhodes, Snow, Zubik and Peltz. Absent were Trustees Foertsch and Burek. A quorum was declared.

Library staff members attending were Library Director, Jesse Blazek, Business Manager, Terry Fleckenstein, and Youth and Teen Section Supervisor, Tina Ruzsala. Representative Riley Martin from Lauterbach and Amen, our auditors, was present.

No members of the public attended and no public comment was offered.

The minutes of the June 20, 2024 were approved on a motion by Trustee Snow and second by Trustee Key. The motion carried on a voice vote.

Trustee Rhodes presented the Treasurer's motions. The first of these was the motion to approve the General Fund bills, totaling \$144,763.75, for the month of June 2024. Trustee Peltz seconded. On a roll call vote, the motion carried. The next motion put forth by Trustee Rhodes was to approve the

Treasurer's report for the month ending June 30 2024. Trustee Key seconded. This motion carried on a roll call vote. Next, Trustee Rhodes moved to approve the general fund bills for the month of July in the amount of \$161,064.22. Trustee Peltz seconded and the motion passed with a roll call vote. Trustee Peltz moved to approve the Treasurer's report for the month ending July 31, 2024. Trustee Key seconded. A roll call vote was taken and the motion carried.

The Vice President asked the Trustees to agree to hear from Mr. Martin, on the subject of our audit, out of order rather than keep him waiting for the approval of the Annual Financial Report when it appears in New Business later in the agenda. With the opportunity for Trustees to question Mr. Martin after his oral report, and learning of the high degree of preparation and cooperation with the audit by the Director and Business Manager, Trustee Rhodes moved to approve this report for FY 2023, and Trustee Key seconded. The motion carried on a roll call vote.

Returning to the agenda, Director Blazek made his additions to the written narrative provided in the Board packets. The question of a continued banking relationship with Old National Bank has been settled, and we will continue to be their depositor/customer. In general, the Director reported that this had been the busiest summer ever for the Palos Heights Public Library. The Director's narrative had brought up the issues created by birds finding entry to the netted area over the

library entrance. With the question being how to approach the next stage of remediation, Trustee Snow moved that the cheaper option of those suggested by the Director, to wit, spending up to \$3200 on netting repair and enhancement be the first step. Trustee Rhodes seconded the motion and it carried on a roll call vote.

Committee reports were given as follows:

Trustee Keogh reported that the Budget and Finance Committee has met once and will have a second, shorter meeting in the future.

Trustee Jankowski reported as the Liaison to the Friends of the Library. The Friends were in the 'community tent' at the Palos Heights Farmers' Market this week and gave away books to visitors at their booth. She and the Director continue to work with the Circulation Supervisor Lorena Rodriguez in planning events to celebrate the 40th anniversary of the Friends in period from October 20-26th.

Trustee Jankowski, as Chair of the Long Range Planning Committee, said that we are still pursuing our 3 goals and continue to refresh our efforts in doing so.

Trustee Snow will make the Nominating Committee report in New Business.

Trustee Key reminded us that the Personnel Committee will meet at 6 PM on September 19th, before the regular Board meeting.

Unfinished Business consisted of continuing updates about the parking lot resurfacing plans and scheduling. The Director reported that core testing had been done and all efforts to get the bidding process initiated and completed before the September board meeting are being pursued

New Business

Approval was sought for the two new recommendations for policies related to Staff benefits. The first, an amendment to the Staff Benefits Policy, was approved on a motion by Trustee Jankowski and second by Trustee Key. The motion carried on a voice vote. The second modification recommended by the Policy Committee relates to Staff Educational Benefits. (I did not write down the movant or the second!) The motion to approve was made by Trustee Jankowski and the motion was seconded by Trustee Key. The motion was carried on a voice vote. The text of both of the approved policies appears as an addendum to these minutes.

Trustee Snow presented the results of the Nominating Committee's deliberations. The slate offered for the elections to be held at the September Board meeting are: for President, Susan Snow; for Vice President, Rose Zubik, for Secretary, Hilary Rhodes and for Treasurer, John Peltz.

Trustee Zubik brought up a new requirement for businesses enacted as Federal legislation, and known as The Corporate Transparency Act. She had some familiarity with its application and deadlines and wanted the Director to become

familiar with it, beginning with the possibility that it applies to public institutions. Director Blazek will delve into this with the Library's attorney.

Trustee Snow moved to adjourn the meeting and Trustee Jankowski seconded, whereupon Trustee Zubik adjourned the meeting at 8:00 PM.



PALOS HEIGHTS
PUBLIC LIBRARY

STAFF BENEFITS POLICY

I. INSURANCE

Health Insurance: The Library provides health insurance for employees who work a minimum of 20 hours per week as scheduled by the policy carrier. The library pays 100% of the premium for full-time employees. Part-time employees as well as spouses and children of full-time employees can be insured on the same policy at the employee's expense. See the Library Director for details concerning the type of policy presently being carried and how to continue coverage due to termination or reduction of work hours. An employee that resigns and elects coverage under state regulations may be assessed an administrative fee.

Life Insurance: Full-time employees are eligible for life insurance to begin as scheduled by the policy carrier. Life insurance ceases immediately upon termination of employment. The premium is paid by the Library.

II. RETIREMENT

Staff members who are scheduled to work 1000 or more hours per year begin contributing to the Illinois Municipal Retirement Fund (IMRF) with the first pay period. Benefits are paid per the IMRF policy. The premiums are paid both by the Library Board and the covered employee per the IMRF policy. A letter of resignation must be received to initiate the IMRF pension.

III. PAID TIME OFF

The Library grants four categories of Paid Time Off as delineated below. All requests to use leave should be submitted through the Library's payroll system with no less than seven days of notice when possible.

A. Sick Leave

Full-time employees accrue one day of sick leave for each calendar month they are employed, credited at the beginning of each month of service. Unused sick leave may accumulate up to 36 days. Sick leave in excess of 36 days may be accrued solely for the purpose of additional unpaid sick leave credit for the Illinois Municipal Retirement Fund. Benefits will be in accordance with the IMRF policies and procedures.

Part-time employees are not eligible for sick leave compensation.

B. Personal Leave

Full-time employees may take four (4) personal days per calendar year. New employees, after six (6) months employment, and before January 1, may take one day. There will be no accumulation of personal days.

Regular part-time employees (who work a minimum of 20 hours average per week, excluding Saturday and Sunday) will receive paid personal leave each year calculated on the basis of two-fifths of the average weekly hours scheduled in increments of his/her regular shift hours. New part-time employees after 6 months of employment and before January 1st will receive paid personal leave calculated on the basis of one-fifth of their average weekly hours.

C. Vacations

Effective July 1, 2002, a paid vacation is earned by all full-time employees and part-time employees that work a minimum of 20 hours per week. Vacations should be scheduled so as not to interfere with the operation of the Library. The Board President should be notified when the Library Director takes vacation time.

The number of vacation days given are scheduled by job classification.

I.	Library Director	4 weeks (20 working days)
II.	Department Head or Full-Time Librarian	2 weeks (10 working days)
		3 weeks (15 working days) after five years
III.	Other Full-Time Employees	1 week (5 working days)
		2 weeks (10 working days) after 2 years
		3 weeks (15 working days) after 7 years
IV.	Regular Part-Time Employees (work minimum of 20 hours/week)	1 week (average weekly hours worked previous year)
		2 weeks (average weekly hours worked previous year) after 2 years
		3 weeks (average weekly hours worked previous year) after 7 years

When a regular part-time employee (who works a minimum of 20 hours average per week) takes a vacation day, he/she will be paid for the equivalent number of hours that he/she normally would be scheduled to work on the requested vacation day provided he/she has accrued sufficient hours.

During the first year of employment, Class I & II employees (as referred to in section C above) hired prior to July 1st may take one week of vacation, after completing six months of employment. Employees hired after July 1st may take one week following six months of employment and a second week after their anniversary date and before the end of the calendar year. The following

calendar year they will be on the normal vacation schedule. Part-time employees and other fulltime employees may take one week's vacation after six months of employment if hired prior to July 1st. If hired after July 1st, vacation entitlement begins January 1st of the next year. The vacation hours of regular part-time employees' (who works a minimum of 20 hours/week) will be based on the average weekly hours worked.

Part-time employees who become full-time employees will be given 50% credit for their Palos Heights Public Library work experience toward the accruing of vacation time.

D. Other Paid Time Off

In compliance with the Paid Leave for All Workers Act (820 ILCS 192), any employee who is not otherwise granted paid time off in an amount equivalent to one hour of paid time for every forty hours worked will be granted that amount on a quarterly basis in the form of general Paid Time Off. This PTO will be front loaded on the first day of each quarter throughout the year calculated as one hour of PTO for every forty hours expected to be worked during that quarter. This PTO will accrue up to a maximum of forty hours throughout the fiscal year but be lost if unused after one year. Any unused time is forfeited upon termination of employment.

Adopted: 9/28/2017

Revised: 1/18/2024

Revised: 8/16/2024



PALOS HEIGHTS
PUBLIC LIBRARY

STAFF EDUCATION POLICY

I. IN-SERVICE TRAINING

Attendance is required by all employees except pages at in-service training. Exceptions need to be approved by the library director.

II. EDUCATION AND TRAINING

Employees who work more than 20 hours per week are encouraged to take library science and related courses at fully accredited colleges and universities. Employees may receive a 50% rebate of the tuition costs with a maximum allowance of \$1,500 per year, provided they get prior approval of the course(s) from the library director. Reimbursement of the tuition fees will be contingent upon successful completion of the approved course(s), submission of an official transcript, and the availability of budgeted funds. If an employee desires (because of a scholarship, for example), books may be paid for in lieu of tuition. Applicable money limits and conditions still apply.

Full-time employees wishing to attend meetings or conferences sponsored by professional library or library related organizations, of which they are members, will be given a reasonable amount of library time off—if schedules permit. All meetings and conferences must be approved by the library director. Conferences exceeding two days are not to be considered reasonable unless special permission from the Board of Trustees is obtained.

Funds are available for travel, meals, lodging, conference dues, professional association dues, journals, and other special professional activities. Request for such funds must be made in writing to the library director. A line item in the budget called "Professional Development" has been established to handle such request and the distribution of these funds is controlled by the library director.

Adopted: September 28, 2017

Amended: August 15, 2024



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
9/19/2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	AUGUST	\$148,493.14	6.1 to 6.3
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	8/31/2024	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: AUGUST 2024

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$443,544.62		\$443,544.62
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$76.96		\$76.96
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$92.50		\$92.50
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$3,998.30		\$3,998.30
» Miscellaneous	\$1,211.94		\$1,211.94
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$118.65		\$118.65
» Planned Giving (Trusts/Wills)	-\$50.00		-\$50.00
COPIER	\$463.60		\$463.60
GRANTS	\$0.00		\$0.00
INTEREST	\$5,596.31	\$2.72	\$5,599.03
TOTAL REVENUES	\$455,052.88	\$2.72	\$455,055.60
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$72,467.99		\$72,467.99
» Employee Benefits	\$23,021.07		\$23,021.07
» Staff & Board Development	\$469.36		\$469.36
CONTRACTUAL SERVICES	\$10,724.81		\$10,724.81
BUILDING MAINTENANCE	\$7,524.52		\$7,524.52
INSURANCE	\$407.76		\$407.76
UTILITIES	\$652.72		\$652.72
SUPPLIES	\$2,092.46		\$2,092.46
CAPITAL EXPENSES	\$16,725.29		\$16,725.29
MEDIA	\$11,396.22		\$11,396.22
REIMBURSEMENTS	\$2,450.94		\$2,450.94
SR PROJECTS	\$560.00		\$560.00
TOTAL EXPENDITURES	\$148,493.14	\$0.00	\$148,493.14
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	\$306,559.74	\$2.72	\$306,562.46
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	\$306,559.74	\$2.72	\$306,562.46
FUND BALANCES, BEGINNING OF MONTH	\$1,126,590.72	\$3,142.85	\$1,129,733.57
END OF MONTH	\$1,433,150.46	\$3,145.57	\$1,436,296.03



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: AUGUST 2024

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$1,893,961.31	\$31,538.08	98.36%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$24,912.99	\$5,087.01	83.04%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$1,689.83	\$810.17	67.59%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$302.19	\$1,497.81	16.79%
Miscellaneous	\$3,500.00	\$3,500.00	\$2,689.28	\$810.72	76.84%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$11,471.86	-\$471.86	104.29%
Miscellaneous	\$12,784.00	\$12,784.00	\$17,681.61	-\$4,897.61	138.31%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Unrestricted	\$15,000.00	\$15,000.00	\$1,797.78	\$13,202.22	11.99%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$4,442.28	-\$442.28	111.06%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$6,575.00	\$6,575.00	\$10,893.67	-\$4,318.67	165.68%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$1,969,842.80	\$76,615.89	96.26%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$627,609.46	-\$336,836.54	-34.93%
Employee Benefits	\$293,484.36	\$293,484.36	\$191,016.91	-\$102,467.45	-34.91%
Staff & Board Development	\$10,500.00	\$10,500.00	\$6,410.14	-\$4,089.86	-38.95%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$115,943.14	-\$71,040.74	-37.99%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$32,052.50	-\$14,352.19	-30.93%
INSURANCE	\$23,087.56	\$23,087.56	\$23,087.56	\$0.00	0.00%
UTILITIES	\$14,193.12	\$14,193.12	\$6,734.57	-\$7,458.55	-52.55%
SUPPLIES	\$26,595.00	\$26,595.00	\$17,267.08	-\$9,327.92	-35.07%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$39,777.87	-\$438,722.13	-91.69%
MEDIA	\$179,278.95	\$179,278.95	\$114,951.77	-\$64,327.18	-35.88%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$32,652.05	-\$15,333.08	-31.95%
SR PROJECTS	\$25,000.00	\$25,000.00	\$22,395.45	-\$2,604.55	-10.42%
TOTAL EXPENDITURES	\$2,296,458.69	\$2,296,458.69	\$1,229,898.50	-\$1,066,560.19	-46.44%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	\$739,944.30	-\$989,944.30	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			\$739,944.30		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$1,343,313.41		
			-\$734,050.69		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: AUGUST 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$57,280.48	\$487,524.14	\$258,615.26	34.66%
4312 HOURLY EMPLOYEES	\$213,106.60	\$15,187.51	\$139,410.32	\$73,696.28	34.58%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$675.00	\$4,525.00	87.02%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$72,467.99	\$627,609.46	\$336,836.54	34.93%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,605.08	\$48,119.67	\$27,128.94	36.05%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,493.72	\$47,477.22	\$25,905.10	35.30%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$95,420.02	\$48,433.41	33.67%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$23,021.07	\$191,016.91	\$102,467.45	34.91%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$145.70	\$2,006.70	\$193.30	8.79%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$259.99	\$540.01	67.50%
4353 ADMINISTRATOR	\$500.00	\$54.30	\$465.00	\$35.00	7.00%
4354 PROFESSIONAL STAFF	\$5,000.00	\$205.00	\$2,563.32	\$2,436.68	48.73%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$492.00	\$508.00	50.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$64.36	\$623.13	\$376.87	37.69%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$469.36	\$6,410.14	\$4,089.86	38.95%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$95,958.42	\$825,036.51	\$443,393.85	34.96%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$5,200.00	\$1,971.50	27.49%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$795.50	\$1,204.50	60.23%
4363 CONSULTANT FEES	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4364 APPRAISAL	\$3,500.00	\$0.00	\$590.00	\$2,910.00	83.14%
4365 ACCOUNTANT	\$4,714.50	\$365.00	\$2,920.00	\$1,794.50	38.06%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$365.00	\$10,005.50	\$7,880.50	44.06%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$250.47	\$3,151.26	\$1,648.74	34.35%
4414 ALARM	\$3,226.00	\$0.00	\$1,984.37	\$1,241.63	38.49%
4416 MAINTENANCE	\$39,000.00	\$2,909.86	\$25,491.40	\$13,508.60	34.64%
4417 SWAN	\$30,238.74	\$0.00	\$21,772.24	\$8,466.50	28.00%
4418 TECHNOLOGY	\$38,010.00	\$5,200.00	\$23,908.63	\$14,101.37	37.10%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$8,360.33	\$76,307.90	\$38,966.84	33.80%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$0.00	\$9,481.10	\$9,342.04	49.63%
TOTAL PRINTING	\$18,823.14	\$0.00	\$9,481.10	\$9,342.04	49.63%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$913.05	\$6,285.61	\$3,714.39	37.14%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$412.00	\$7,236.57	\$5,763.43	44.33%
4454 GENERAL PROGRAMMING	\$9,000.00	\$468.09	\$3,827.21	\$5,172.79	57.48%
TOTAL PROGRAMMING	\$32,000.00	\$1,793.14	\$17,349.39	\$14,650.61	45.78%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$206.34	\$2,799.25	\$200.75	6.69%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$206.34	\$2,799.25	\$200.75	6.69%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$10,724.81	\$115,943.14	\$71,040.74	37.99%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: AUGUST 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE						
REPAIRS & MAINTENANCE						
4431	PEST CONTROL	\$856.68	\$64.90	\$519.20	\$337.48	39.39%
4432	HEATING/COOLING SERVICE	\$12,600.00	\$5,471.14	\$8,196.64	\$4,403.36	34.95%
4434	BUILDING REPAIRS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
4436	LAWN MAINTENANCE	\$9,574.57	\$1,356.94	\$5,605.79	\$3,968.78	41.45%
4437	SNOW REMOVAL	\$6,554.96	\$0.00	\$3,358.00	\$3,196.96	48.77%
TOTAL REPAIRS & MAINTENANCE		\$38,586.21	\$6,892.98	\$26,679.63	\$11,906.58	30.86%
EQUIPMENT MAINTENANCE						
4531	COPIER	\$7,578.48	\$631.54	\$5,372.87	\$2,205.61	29.10%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE		\$7,818.48	\$631.54	\$5,372.87	\$2,445.61	31.28%
GROUP TOTAL BUILDING MAINTENANCE		\$46,404.69	\$7,524.52	\$32,052.50	\$14,352.19	30.93%
INSURANCE						
4441	BLDG. & CONTENTS/GLASS/LIMRICC	\$21,346.66	\$407.76	\$21,346.66	\$0.00	0.00%
4443	DISABILITY (WORKMEN'S COMP)	\$1,740.90	\$0.00	\$1,740.90	\$0.00	0.00%
GROUP TOTAL INSURANCE		\$23,087.56	\$407.76	\$23,087.56	\$0.00	0.00%
UTILITIES						
4472	WATER	\$2,750.00	\$0.00	\$2,750.00	\$0.00	0.00%
4473	GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474	TELEPHONE/FAX	\$2,625.00	\$192.67	\$1,504.39	\$1,120.61	42.69%
4475	INTERNET/LOCAL AREA NET	\$6,318.12	\$460.05	\$2,480.18	\$3,837.94	60.74%
GROUP TOTAL UTILITIES		\$14,193.12	\$652.72	\$6,734.57	\$7,458.55	52.55%
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$8.25	\$543.03	\$456.97	45.70%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$477.64	\$1,522.36	76.12%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$164.40	\$1,430.32	\$1,769.68	55.30%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$482.32	\$4,564.50	\$1,435.50	23.93%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$254.14	\$2,003.56	\$1,046.44	34.31%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$53.54	\$334.98	\$865.02	72.09%
TOTAL OFFICE SUPPLIES		\$17,450.00	\$962.65	\$9,354.03	\$8,095.97	46.40%
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$299.04	\$4,018.87	\$431.13	9.69%
TOTAL JANITORIAL/CLEANINGSUPPLIES		\$4,450.00	\$299.04	\$4,018.87	\$431.13	9.69%
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	\$600.00	\$30.77	\$374.18	\$225.82	37.64%
4553	BULK FEES & PERMITS	\$4,095.00	\$800.00	\$3,520.00	\$575.00	14.04%
TOTAL OFFICE EXPENSE		\$4,695.00	\$830.77	\$3,894.18	\$800.82	17.06%
GROUP TOTAL SUPPLIES		\$26,595.00	\$2,092.46	\$17,267.08	\$9,327.92	35.07%
CAPITAL EXPENSES						
4631	SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$16,725.29	\$39,777.87	\$438,722.13	91.69%
GROUP TOTAL CAPITAL EXPENSES		\$478,500.00	\$16,725.29	\$39,777.87	\$438,722.13	91.69%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: AUGUST 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA -LIBRARY SUPPLIES						
4710A	DATABASES - Adult	\$27,000.00	\$1,165.94	\$15,448.23	\$11,551.77	42.78%
4710B	DATABASES -Youth	\$6,000.00	\$0.00	\$3,083.16	\$2,916.84	48.61%
4711	PERIODICALS	\$14,500.00	\$0.00	\$957.64	\$13,542.36	93.40%
4712	CONTINUATIONS	\$600.00	\$111.85	\$247.71	\$352.29	58.72%
4714	LARGE PRINT	\$5,500.00	\$509.09	\$3,109.91	\$2,390.09	43.46%
4715	BOOKS - Adult	\$32,300.00	\$3,493.80	\$20,036.80	\$12,263.20	37.97%
4716	BOOKS - Youth	\$33,000.00	\$1,274.45	\$27,471.22	\$5,528.78	16.75%
4717	VIDEOS - Adult	\$4,500.00	\$315.63	\$2,669.68	\$1,830.32	40.67%
4718	VIDEOS - Youth	\$1,300.00	\$0.00	\$479.02	\$820.98	63.15%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$194.96	\$1,230.41	\$769.59	38.48%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$911.33	\$1,365.76	\$1,884.24	57.98%
4721	SOFTWARE	\$11,795.70	\$440.45	\$8,680.63	\$3,115.07	26.41%
4722	REALIA	\$1,000.00	\$159.57	\$515.76	\$484.24	48.42%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$618.07	\$681.93	52.46%
4724	GADGETS & GIZMOS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$804.45	\$9,213.79	\$786.21	7.86%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$714.15	\$10,029.95	\$2,970.05	22.85%
4726	EBOOKS - Youth	\$3,500.00	\$1,300.55	\$2,798.55	\$701.45	20.04%
4727	PRESS READER	\$7,733.25	\$0.00	\$5,995.48	\$1,737.77	22.47%
GROUP TOTAL MEDIA		\$179,278.95	\$11,396.22	\$114,951.77	\$64,327.18	35.88%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$18,184.83	\$1,094.86	\$7,185.33	\$10,999.50	60.49%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,920.98	-\$120.68	-0.68%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$1,060.49	\$7,219.43	\$3,780.57	34.37%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$295.59	\$326.31	\$673.69	67.37%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$47,985.13	\$2,450.94	\$32,652.05	\$15,333.08	31.95%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$560.00	\$22,395.45	\$2,604.55	10.42%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$25,000.00	\$560.00	\$22,395.45	\$2,604.55	
TOTAL EXPENDITURES		\$2,296,458.69	\$148,493.14	\$1,229,898.50	\$1,066,560.19	46.44%



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
Check	08/12/2024	5804	07 July Bank Reconciliations Invoice	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
Anderson Pest Solutions					
Check	08/09/2024	5803	Invoice 66275192	4431 Pest Control	\$64.90
Total for Anderson Pest Solutions					\$64.90
At&T - Fiber Line					
Check	08/05/2024	5787	Monthly Fee	4475 Internet	\$460.05
Total for At&T - Fiber Line					\$460.05
Baker & Taylor C205293 Continuations					
Expense	08/05/2024	BT PORTAL	07 July Continuations	4712 Continuations	\$111.85
Total for Baker & Taylor C205293 Continuations					\$111.85
Baker & Taylor L5346512 Youth Books					
Expense	08/05/2024	BT PORTAL	07 July YTS	4716 Books - Youth	\$953.67
Expense	08/05/2024	BT PORTAL	07 July Pre Processing Fee	4515 Technical Services - Supplies	\$54.45
Total for Baker & Taylor L5346512 Youth Books					\$1,008.12
Baker & Taylor L5394112 Gift Fund					
Expense	08/07/2024	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$187.80
Expense	08/07/2024	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$51.90
Expense	08/07/2024	BT PORTAL	CRAWLEY-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$28.69
Expense	08/07/2024	BT PORTAL	Adult book	4715 Books - Adult	\$31.81
Total for Baker & Taylor L5394112 Gift Fund					\$300.20
Baker & Taylor Summer Reading					
Expense	08/05/2024	BT PORTAL	Summer Reading	4451 Youth & Teen Programming	\$4.87
Total for Baker & Taylor Summer Reading					\$4.87
Ballet					
Check	08/05/2024	5801	8.10.24 Books and Ballerinas	4451 Youth & Teen Programming	\$300.00
Total for Ballet					\$300.00
CIT					
Check	08/09/2024	5802	Invoice 45331963	4531 Copier	\$631.54
Total for CIT					\$631.54
City Of Palos Heights IMRF					
Check	08/27/2024	23064	08 August Payment	4331 IMRF III. Muni. Ret. Fund	\$5,605.08
Check	08/27/2024	23064	08 August Payment	2053 FT- Employee Contribution IMRF	\$2,577.70
Check	08/27/2024	23064	08 August Payment	2054 PT- Employee Contribution IMRF	\$125.71
Check	08/27/2024	23064	08 August Payment	2055 Employee Paid Vol. IMRF	\$1,421.02
Total for City Of Palos Heights IMRF					\$9,729.51
City of Palos Hts. - Water Bill					
Check	08/15/2024	5810	Monthly bill Excess water bill due to leak	4631 Special Reserves Replenishment	\$1,157.22
Total for City of Palos Hts. - Water Bill					\$1,157.22
C.J. Erickson Plumbing Co.					
Check	08/05/2024	5788	1st fl Women's replace 2 faucets	4631 Special Reserves Replenishment	\$1,907.50
Total for C.J. Erickson Plumbing Co.					\$1,907.50
ComEd					
Check	08/05/2024	5789	Billing through 7.2.24	4631 Special Reserves Replenishment	\$12,829.33
Total for ComEd					\$12,829.33
Cosmopolitan Building Services					
Check	08/05/2024	5790	08 Aug Janitorial Services Invoice 6639	4416 Maintenance	\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50
Demco					
Check	08/05/2024	5791	Invoice 7503942 Supplies	4515 Technical Services - Supplies	\$145.25
Total for Demco					\$145.25
GT Mechanical					
Expense	08/22/2024	ACH GT	Invoice 23006037 Compressor B	4432 Heating/Cooling Service	\$1,921.14
Expense	08/22/2024	ACH GT	Invoice 23005965 Exhaust Fan EF-2	4432 Heating/Cooling Service	\$3,550.00
Total for GT Mechanical					\$5,471.14
Illinois Library Association					
Check	08/12/2024	5805	Invoice 288740 J. Blazek Membership	4351 Membership Fees	\$145.70
Check	08/12/2024	5805	Invoice 288740 J. Blazek Membership	4353 Administrator	\$54.30
Total for Illinois Library Association					\$200.00
Independent Construction Services					
Check	08/12/2024	5806	Parking Lot Site Visit 7.16.24 & 7.25.24	7001 Special Reserves Projects	\$560.00
Total for Independent Construction Services					\$560.00



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Ingram					
Check	08/05/2024	5792	07 July Invoices	4714 Large Print Books	\$503.71
Check	08/05/2024	5792	07 July Invoices	4715 Books - Adult	\$3,461.99
Check	08/05/2024	5792	PHWC - PURCELL	4906a Reimb. - Restricted Donations	\$27.20
Check	08/05/2024	5792	07 July Pre processing fee	4515 Technical Services - Supplies	\$168.30
Check	08/05/2024	5792	07 July Invoices	4716 Books - Youth	\$320.78
Total for Ingram					\$4,481.98
JR Midwest Irrigation Co.					
Check	08/05/2024	5793	Invoice 582 Repair leak in pipe back of	4436 Lawn Maintenance	\$112.00
Total for JR Midwest Irrigation Co.					\$112.00
LIMRICC-Employees					
Expense	08/22/2024	ACH LIM	08 August	4333 Insurance	\$11,922.27
Expense	08/22/2024	ACH LIM	08 August	2050 Employee Paid Benefits	\$654.76
Expense	08/22/2024	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$1,079.37
Total for LIMRICC-Employees					\$13,656.40
Mary Beth Sexton					
Check	08/05/2024	5794	Card Class Supplies	4452 Public Services Programming	\$83.00
Check	08/12/2024	5809	Card Class Supplies	4452 Public Services Programming	\$154.00
Total for Mary Beth Sexton					\$237.00
M. DiFoggio Plumbing Co. Inc.					
Check	08/26/2024	5814	Water cooler relay replacement both	4631 Special Reserves Replenishment	\$468.00
Total for M. DiFoggio Plumbing Co. Inc.					\$468.00
Midwest Tape - 17568					
Check	08/05/2024	5797	07 July Invoices	4717 Videos - Adult	\$58.48
Check	08/05/2024	5797	07 July Pre processing fee	4515 Technical Services - Supplies	\$9.36
Total for Midwest Tape - 17568					\$67.84
Midwest Tape - 19730					
Check	08/05/2024	5795	07 July Invoices	4717 Videos - Adult	\$257.15
Check	08/05/2024	5795	07 July Invoices	4719 Audiobooks - Adult	\$194.96
Check	08/05/2024	5795	07 July Pre processing fee	4515 Technical Services - Supplies	\$43.59
Total for Midwest Tape - 19730					\$495.70
Midwest Tape - 19996					
Check	08/05/2024	5796	07 July Invoices	4720 Audiobooks/Playaways - Youth	\$98.97
Check	08/05/2024	5796	07 July Pre processing fee	4515 Technical Services - Supplies	\$8.97
Total for Midwest Tape - 19996					\$107.94
Old National Bank - MasterCard					
Expense	08/05/2024	Mastercard	Disney Plus	4451 Youth & Teen Programming	\$9.99
Expense	08/05/2024	Mastercard	Adjustment for fraud account from	4900 Miscellaneous - Reimbursements	\$15.49
Expense	08/05/2024	Mastercard	Sip/Google	4474 Telephone/FAX	\$115.22
Expense	08/05/2024	Mastercard	OCLC	4551 Postage & Handling	\$30.77
Expense	08/05/2024	Mastercard	Adobe/Duo	4721 Software	\$149.99
Expense	08/05/2024	Mastercard	Affinity Universal license	4721 Software	\$90.46
Expense	08/05/2024	Mastercard	Cubebakup	4721 Software	\$200.00
Expense	08/05/2024	Mastercard	Meta game downloads	4451 Youth & Teen Programming	\$82.83
Expense	08/05/2024	Mastercard	Credit for clear bags	4451 Youth & Teen Programming	-\$47.56
Expense	08/05/2024	Mastercard	Dep Paint the Town 10.5.24	4451 Youth & Teen Programming	\$140.00
Expense	08/05/2024	Mastercard	Sensory Table	4451 Youth & Teen Programming	\$404.98
Expense	08/05/2024	Mastercard	ILA EN, MM, TR, MKK: SLUI SL	4354 Professional Staff	\$205.00
Expense	08/05/2024	Mastercard	Fan Con Tshirts	4454 General Programming	\$309.09
Expense	08/05/2024	Mastercard	Inflatable Arch	4454 General Programming	\$159.00
Expense	08/05/2024	Mastercard	Cardboard boxes	4461 Public Relations	\$52.25
Expense	08/05/2024	Mastercard	Parade supplies	4461 Public Relations	\$154.09
Expense	08/05/2024	Mastercard	Seasonings for programs	4511 Public Services - Supplies	\$8.25
Expense	08/05/2024	Mastercard	Supplies	4514 Business Office - Supplies	\$164.40
Expense	08/05/2024	Mastercard	July supplies	4515 Technical Services - Supplies	\$52.40
Expense	08/05/2024	Mastercard	July supplies	4516 Circulation - Supplies	\$67.87
Expense	08/05/2024	Mastercard	Thermal receipt paper	4516 Circulation - Supplies	\$186.27
Expense	08/05/2024	Mastercard	Kcups	4519 Hospitality - Supplies	\$53.54
Expense	08/05/2024	Mastercard	Supplies	4541 Maintenance/Cleaning Supplies	\$299.04
Expense	08/05/2024	Mastercard	Return postage duplicate order placed	4714 Large Print Books	\$5.38
Expense	08/05/2024	Mastercard	Tonies/3D doodler	4722 Realia	\$159.57
Expense	08/05/2024	Mastercard	Fab Lab supplies	4904 Reimb. - Friends Book Sales	\$60.49
Expense	08/05/2024	Mastercard	ILA EN, MM, TR, MKK: SLUI SL	4904 Reimb. - Friends Book Sales	\$1,000.00
Total for Old National Bank - MasterCard					\$4,128.81



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Otis Elevator					
Expense	08/15/2024	OTIS PORTAL	Invoice 100401652266	4416 Maintenance	\$187.36
Total for Otis Elevator					\$187.36
OverDrive, Inc.					
Check	08/12/2024	5808	01658CO24231828	4725B E-Audiobooks - Adult	\$714.15
Check	08/12/2024	5808	01658CO24231827	4725A E-Books - Adult	\$804.45
Check	08/22/2024	5812	24242250	4726 E-Books - Youth	\$1,300.55
Total for OverDrive, Inc.					\$2,819.15
Paylocity Payroll Billing					
Expense	08/09/2024	EFT		4412 Payroll Services	\$76.50
Expense	08/23/2024	EFT		4412 Payroll Services	\$173.97
Total for Paylocity Payroll Billing					\$250.47
Paylocity Payroll Net					
Expense	08/09/2024	EFT		4311 Salaried Employees	\$19,878.35
Expense	08/09/2024	EFT		4312 Hourly Employees	\$6,313.51
Expense	08/09/2024	EFT	MKK Midwest Conference 7.27.24	4356 Mileage Reimbursement	\$28.00
Expense	08/23/2024	EFT		4311 Salaried Employees	\$20,364.52
Expense	08/23/2024	EFT		4312 Hourly Employees	\$6,531.55
Expense	08/23/2024	EFT	SL Laconi 8.9.24 Lombard, IL	4356 Mileage Reimbursement	\$36.36
Expense	08/23/2024	EFT	JD Joann Fabrics	4451 Youth & Teen Programming	\$17.94
Total for Paylocity Payroll Net					\$53,170.23
Paylocity Payroll Taxes					
Expense	08/09/2024	EFT		4311 Salaried Employees	\$6,107.10
Expense	08/09/2024	EFT		4332 FICA Social Security	\$2,711.24
Expense	08/09/2024	EFT		4312 Hourly Employees	\$1,096.09
Expense	08/23/2024	EFT		4311 Salaried Employees	\$6,277.03
Expense	08/23/2024	EFT		4332 FICA Social Security	\$2,782.48
Expense	08/23/2024	EFT		4312 Hourly Employees	\$1,120.65
Total for Paylocity Payroll Taxes					\$20,094.59
Peerless Network, Inc					
Check	08/15/2024	5811	Invoice 57508	4474 Telephone/FAX	\$77.45
Total for Peerless Network, Inc					\$77.45
Playaway Products					
Check	08/05/2024	5798	07 July Invoices	4720 Audiobooks/Playaways - Youth	\$812.36
Total for Playaway Products					\$812.36
ProQuest					
Check	08/26/2024	5815	Invoice 70833178 Culture Grams	4710a Databases (Adult)	\$1,165.94
Total for ProQuest					\$1,165.94
Risk Program Administrators					
Check	08/22/2024	5813	Installment 3 split with 4631	4441 Bldg & Contents/Glass/LIM	\$407.76
Check	08/22/2024	5813	Installment 3 split with account 4441	4631 Special Reserves Replenishment	\$363.24
Total for Risk Program Administrators					\$771.00
Roy Erikson Outdoor Maintenance					
Check	08/05/2024	5799	08 Aug Landscaping	4436 Lawn Maintenance	\$915.97
Check	08/12/2024	5807	Remove and replace dead lilac bush	4436 Lawn Maintenance	\$328.97
Total for Roy Erikson Outdoor Maintenance					\$1,244.94
Tim Wilsey					
Check	08/05/2024	5800	8.1.24 Watergate	4452 Public Services Programming	\$175.00
Total for Tim Wilsey					\$175.00
Truty, Marcin					
Expense	08/05/2024	ACH MT	07 July 24 IT Services	4418 Technology	\$5,200.00
Total for Truty, Marcin					\$5,200.00
U.S. Post Office					
Check	08/26/2024	23063	Newsletter postage	4553 Bulk Fees & Permits	\$800.00
Total for U.S. Post Office					\$800.00
TOTAL CHECKS FOR BOARD APPROVAL					\$148,493.14



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: AUGUST 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	\$27,976.11	\$1,097,311.28	\$1,103.33	\$200.00	\$572.09	\$2,570.76	\$1,129,733.57
WITHDRAWLS	(\$148,493.14)						(\$148,493.14)
TRANSFERS	\$70,000.00	(\$70,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$132.57	\$191,582.99					\$449,456.57
	\$202.50	\$130,959.99					
	\$296.35	\$121,001.64					
	\$305.50						
	\$1,079.37						
	\$1,340.21						
	\$2,555.45						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.76	\$5,590.55	\$5.00	N/A	N/A	\$2.72	\$5,599.03
ENDING BALANCE	\$15,395.68	\$1,416,446.45	\$1,108.33	\$200.00	\$572.09	\$2,573.48	\$1,436,296.03
TOTALS	\$1,433,150.46 GENERAL FUND				\$3,145.57 SPECIAL RESERVES FUND		\$1,436,296.03 TOTAL FUND BALANCE
INTEREST RATES	0.02%	5.00%	4.530%	N/A	N/A	1.25%	

TOTAL FUND BALANCE MONTH ENDING: AUGUST 31, 2024

\$1,436,296.03



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
September 19, 2024

Library News

Usually, things get a bit quieter in the library once summer reading ends at the end of July. Not so for us! The Friends hosted their semi-annual book sale the weekend of August 16th. They raised over \$3,500 for the library despite what we felt was below average foot traffic. We co-hosted the annual paper shredding and pill drop-off event, along with Lake Katherine and the City, on August 24th. This continues to be a popular event with a constant flow of residents shredding a few tons of documents in just a few hours. We also hosted what has become our annual pet adoption event with Traveling Tails. Kudos to Lorena and Beth for a fun event where a number of dogs were adopted and lots of donations were collected for Traveling Tails. Finally, preparations are underway for our 6th annual Fan Con event on September 26th. It's going to be a fun day for all ages!

You might recall that we opted to try something different for our August staff in-service day this year. We all attended the SWAN Expo in Palos Hills on August 23rd. This is a one-day conference for the 100 SWAN library members held annually with a keynote speaker and presentations on various topics throughout the day. This year's topics included Circulation Best Practices, Collection Management, and School Partnerships, to name a few. It was a great experience for all staff, especially those who don't typically get to attend conferences like this. It was also a great opportunity to have all of our staff attend, when we normally can only send a few due to the library being open.

Here are some of our staff's takeaways from the day:

Beth S. – Public Services Librarian

The Swan Expo sessions I went to were, Utilizing the Illinois Digital Archives, Aspen for Library Staff and Be a Workflows Detective. Even though most of the IDA program dealt with how to submit your records to IDA, which we have already done, I did learn a bit about applying for grants and that we can have our IDA records added to Aspen. I will reach out to Aaron to have our items added to the catalog. If we wanted to apply for grants, they will help walk us through the process. I'm not sure we would qualify for any, since we have already digitized quite a bit, but it is worth looking into.

The Aspen session was very helpful. I have not been utilizing Aspen to the extent I should, and didn't realize how much customization we could do at our end.

Christina V. – Public Services Librarian

The Swan Expo on August 23rd was very intriguing this year and I was able to attend some very informative panels. It started off with the introductory speech where Aaron Skog talked about the 50th anniversary of SWAN and the history of it. The guest speaker was Troy Siewert, a police officer. He was very introspective and talked about tough situations he has faced with police calls and Mental Health Crises. He talked about how sometimes you have to deal with situations you are not prepared for and that you have to assess the situation. Think about how you can help them and to be calm in your approach. Listening to the person is key, and remember to validate them, acknowledge their perceived injustices, have points of agreement, and ask them open-ended questions. To resolve the issues, remember again to validate them, set limits on what they can do, and collaborate with them on a solution. I thought he was a very good speaker with many good points.

Sue P. – Public Services Librarian

Troy Siewert's presentation about mental health crisis intervention was good and very practical for those of us working on the front lines with the public. I was reminded of Ryan Dowd's presentations about working with homeless patrons. Both give useful tools for difficult situations.

I had planned to attend BLUEcloud Analytics Basics, but the room was full. Instead, I attended the Self Care in the Balance of Work & Life roundtable. It was an interesting session with great handouts.

Unfortunately, the Aspen for Library Staff class was full so instead I attended Circulation Best Practices: Moments at the Service Desk. It was a nice refresher of the ins and outs and complexities of circulation.

The last session I attended was BLUEcloud Analytics Q&A for Public Services. The actual "how to" was over my head, but it was interesting to hear specific details that other libraries are looking to include in their reports.

Being an old-time, I enjoy getting together with library staff from across SWAN to share information and swap stories. My biggest takeaway is if the session you want to attend needs a computer, get to the room as quickly as possible!

Carla D. – Assistant Head of Youth & Teen Services

I learned a few interesting things from the SWAN Expo. I found the Basic Copyright Literacy for Librarians especially interesting. Under current copyright laws, it lasts a person's lifetime plus 70 years. Prior to 1923, copyright was different so now every New Year's Day, more music, film, and books come into the public domain. Librarians also have an easier time when creating media under Fair Use because most of what we create is for educational purposes. Finally, if you can prove that your work is transformative or in other words, presents a new idea or meaning to the work, it likely will fall under fair use.

Mary Kate K. – Youth & Teen Services Librarian

From the SWAN Expo, I got the most from the Keynote speaker. This was an important thing to learn about, especially as an LIC. I know I will keep VIPO (v-validate, i-perceived injustices, p-point of agreement, o-open ended questions) and VLC (v-validate, l-limit, c-collaborate) in my mind when dealing with a difficult patron or situation.

At the Roundtable: Staff development, Library In-service days, & what libraries do for fun, there are 3 types of fun things we could do on an in-service day. To get out of the building & do team building, we could go to Dave & Busters with a corporate package or see who could beat an Escape Room. A great outdoor option would be Iron Oaks in Olympia Fields, that features different teambuilding events like wall climbing and high ropes course. My mom's school would take students to build trust and connect to each other. To have in-house competitive games we could play fun minute to win it games or do a scavenger hunt. During an in-service, I know I need a brain break. They suggested something artsy, so we could do paint by number with stickers or diamond painting fun bookmarks or coasters. They also recommended having tasty food and I think it would be fun to have a fun book T-shirt.

Jolie D. – Youth & Teen Services Assistant

I really enjoyed Swan Expo as we got to expand our horizons by learning more about how each department operates daily. I liked how our first keynote speaker, who is a police officer, talked more about how we should always keep our safety in mind before we act in a difficult situation as well as accurately accessing the situation. Handling situations that are more challenging allows us to solve a problem while also growing in our profession. An example of this could be a patron that is unhappy with one of our policies by starting out explaining why the policy benefits our library as well as the safety of our patrons while keeping a calm manner. It's always beneficial to listen to the patron's argument because this essentially helps us to see their point of view even if we don't necessarily agree with their argument. I attended the Bluecloud Analytics session first because I wanted to learn more about how collection development is done. My key takeaway from Bluecloud was learning how to make different reports that all use data generated by Swan Workflows. I also liked learning more about Bluecloud as we learned how to share and save a report. An example would be sharing a report made by Acorn Public Library about tech processing to our library and we find ours using the dropdown menu. In our second session, I went to learn more about the circulation desk which was led by Susana's sister, Sandra Leyva, manager at Alsip library along with two other circulation managers. We learned more about how to determine if an item is damaged and the right steps to take when receiving damaged items in the book drop. The last session I went to was the roundtable for how to deal with difficult situations. We listened to those that went through a difficult situation such as one lady not arguing with a patron that returned a damaged book in the book drop claiming that the book was probably damaged in the book drop overnight. The book had some water damage and the patron kept insisting that it was the library's fault. The patron explained that she wasn't going to take responsibility for the item and she just explained that it's alright, we will take care of it. I liked how this lady handled this situation because sometimes, it's not worth asking or investigating when the patron just won't be honest.

Building & Grounds News

The bird netting work was completed earlier this month. It certainly looks impenetrable, but we probably won't know for sure until the birds begin nesting again in the spring. Discussion of the parking lot project is under Agenda Item 1, below. There are a few other small issues that I plan to discuss with the Building & Grounds Committee in October.

Budget News

Tax disbursements continued to come in at a great pace in August. To date, we have received 99% of the expected disbursements for the year, which is fantastic. We will likely receive the remaining percent in drips as the year concludes. We also received our first substantial interest payment after Old National having converted account to the higher rate. We received over \$5,600 in interest revenue in August, compared to just over \$5,000 for January thru July. This will provide a welcome boost to the budget as long as interest rates remain strong.

Upcoming Events

- Thursday, September 19th – Personnel Committee, 6:00pm
- Thursday, September 19th – Regular Board Meeting, 7:00pm
- Thursday, October 17th – Building & Grounds Committee, 6:00pm
- Thursday, October 17th – Regular Board Meeting, 7:00pm

Agenda Items

Item 1: Parking Lot Repair Project

We moved forward with our parking lot repaving project on an accelerated time frame in the hope of completing the job this fall. That would allow us to avoid another winter of water getting into the cracks and freezing, potentially destabilizing the subsurface and dramatically increasing the cost of this work. We issued our call for bids the week of August 19th. We had a non-mandatory pre-bid site walkthrough on Wednesday, September 4th. Bids are due and will be opened at 2pm on Tuesday the 17th. We had inquiries from 19 companies prior to the pre-bid meeting.

I won't have satisfying information on this topic until bids are opened on Tuesday, but we are hoping for some strong bids with the strong interest we have seen from contractors. Dan and the engineers will assist us in evaluating the bids on Tuesday afternoon. Assuming that we have a responsible bid that falls within our budget, I expect to have a recommendation on awarding a contract at Thursday's meeting.

Recommendation: I recommend that you approve the contract with the lowest responsible bidder as recommended by our engineers, as long as that bid falls within our budgetary capabilities.

Item 2: FY2025 Budget

The Budget and Finance Committee met in August to discuss the FY2025 budget and FY2024 levy. My narrative is in this month's meeting packet. The budget doesn't balance because we have

earmarked \$225,000 for the parking lot project to be completed next year, so that the funds are allocated in case we aren't able to move forward this fall. The revenues for that work are in the FY2024 budget, so they don't need to be re-levied in 2025. Other than this contingency, the budget balances and includes a substantial amount for the reserve fund.

Recommendation: I recommend that you approve the FY2025 budget as proposed.

Item 3: FY2024 Levy

As has been our practice the past few years, the levy is derived directly from the budget. Every item on the levy matches up directly with the revenue lines on the budget. If everything holds to form with the extension for the past few years, we can expect close to 100% funding of this levy. The proposed levy includes a 2.5% increase in the Corporate Levy, which the City should be happy about.

Recommendation: I recommend that you approve the FY2024 levy as proposed.

Item 4: Recommendations of the Personnel Committee

The Personnel Committee will meet immediately prior to this month's Regular Meeting to consider the submitted evaluation forms and complete the annual evaluation process. If necessary, we have included an executive session in the agenda so that the full board can discuss the specifics of my performance and evaluation over the past year. No final action can be taken while in executive session. It is just for the discussion of relevant private information. Per the Open Meetings Act (5 ILCS 120/2(e)), once the Board has returns from executive session, "Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted."

If no specific discussion is needed and a general approval of the performance review is all that is taking place, this executive session can be skipped.

Recommendation: I recommend that you approve any recommendations of the Personnel Committee or as a result of executive session.

Item 5: Approval of Donated Artwork in Memory of Elenor Hawley

Through Celeste Kappel, the family of Elenor Hawley has reached out to the library to inquire about donating a work of art in her memory. Through Celeste, I have worked with the family to select an item that fits their budget and how they would like her to be remembered. Specifically, they were looking for something that would reflect her love of music and butterflies in the neighborhood of \$200-\$250 to be displayed on the first floor of the library. This is the piece that the family has selected:



The actual dimensions are 46" x 16", which is quite a bit smaller than the above picture but still substantial enough to contribute to the ambience of the space.

We have a number of places on the first floor where this piece could be displayed. I think it would go well in the Reading Room, on the south wall above the little cabinet. The question is whether you feel that the selected work is suitable for display in our building for the next decade or more.

Recommendation: I recommend that you approve the selected donation.

Item 6: Approval of Slate of Officers for 2024-2025 Term

The Nominating Committee made its recommendations for the 2024-2025 term at the August meeting. Now it is time to vote on the slate.

Recommendation: I recommend that you approve the slate of officers for the 2024-2025 term as presented.

Respectfully submitted,
Jesse Blazek
Library Director

CIRCULATION DEPARTMENT REPORT

AUGUST 2024

At the Desk:

9 online library cards were issued to residents.

8 directional questions were answered by the Circulation staff.

2 patrons used Curveside pickup.

Department Highlights:

Karen M., Karen D., Joyce, Chris, Crystine, and Lorena attended the SWAN Expo for staff in-service day. They learned something new and learned more about other libraries from the sessions provided.

Chris, Nikki, Marilyn, and Mary Kate promoted the library at the Farmers Market, providing informational and promotional library materials.

Lorena helped the Palos Heights Woman's Club with the Mayor for a Day flyer invitations for Palos Heights schools.

Lorena attended the Trinity Student Involvement Day, handing out promotional materials.

Lorena and Beth hosted the Dog Adoption event which was a great success! Five of six puppies were adopted from the event – one of them adopted by Lorena. Kindness Corner requested dog donations for the Traveling Tails Dog Rescue, and the library had pet blankets, pot holders, and pull toys (a special thanks to Mary Kate's grandmother, Nancy).



Meetings:

August 5 – Friends of the Library 40th Anniversary meeting

August 6 – Fan Con meeting

August 9 – LACONI Presents: Managing Systems That Help!

August 12 – Social Media meeting

August 13 – 1 on 1 with Jesse

August 14 – LACONI Unconference

August 21 – Management Team meeting

August 26 – Fan Con meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

CIRCULATION STATISTICS FOR AUGUST 2024

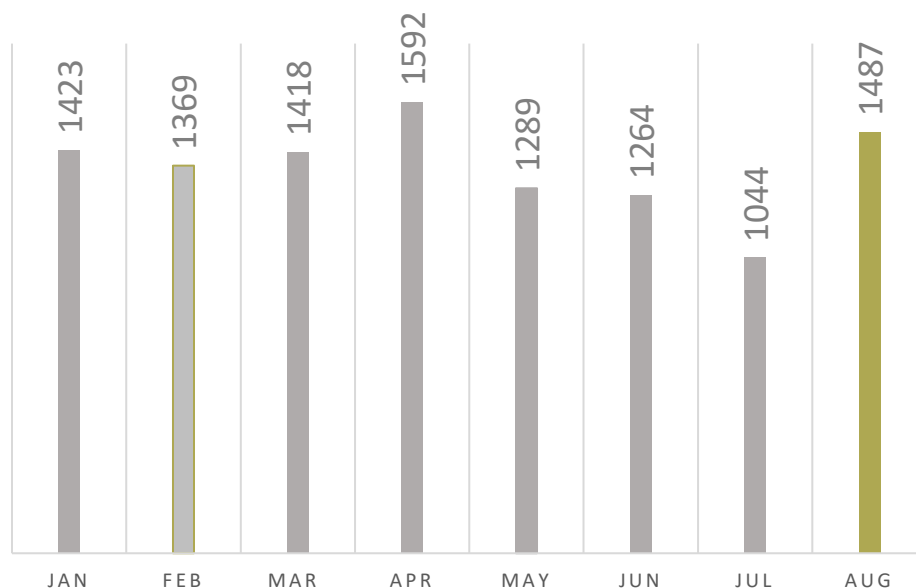
	Aug-24	YTD 24	Aug-23	YTD 23
Adult Circulation				
Books	4,008	30,846	4,317	30,593
Video	394	3,827	723	4,749
Audio	345	2,481	438	3,305
Periodicals	154	1,322	211	1,638
Other Formats	12	131	32	104
In House	81	758	109	774
Total Adult Circulation	4,994	39,365	5,830	41,163
Youth Circulation				
Books	4,262	35,264	3,998	33,384
Audio	45	475	135	902
Teen Circulation				
Books	338	2,394	365	2,968
Audio	6	36	6	21
Youth & Teen Circulation				
Video	253	1,872	219	1,704
Periodicals	16	119	17	77
Other Formats	78	537	-	2
In House Use	844	7,152	804	7,157
Total Youth & Teen Circulation	5,842	47,849	5,544	46,215
Gadgets & Gizmos	18	98	Collection started June 2024	
Electronic Circulation				
eBooks (Media On Demand)	1,260	10,366	1,342	10,194
eBooks (e-Read IL)	96	738	98	783
eAudio (e-Read IL)	85	595	50	454
eAudio (Media On Demand)	931	7,161	775	5,833
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	255	2,285	90	771
Periodicals (PressReader)	1	1,750	-	-
Total Electronic Circulation	2,628	22,895	3,286	24,856
TOTAL CIRCULATION	13,482	110,207	14,660	112,234
ILL - Received				
ILL - Sent	1,342	10,394	1,411	10,367
Reciprocal Borrowing	1,066	8,121	968	8,350
Online Renewals	1,245	9,923	1,408	10,023
Self-Checkout	30	301	36	307
Computer Usage	4,283	34,552	4,489	34,810
Library Workstation Sessions	558	3,966	433	3,137
Wireless Sessions	915	7,464	860	6,551
Total Sessions	1,473	11,430	1,293	9,688
# of People Using the Library	10,065	80,815	10,313	73,978
Homebound Deliveries			Current Month	Full Year
Patrons Serviced			7	
Visits			26	147
Items			189	935
Museum Pass Program			Current Month	Full Year
Total Passes			28	136
Library Cards Issued				
Patron Types	Month's Start	Renewed	New	Deleted
Resident	4,121	83	35	-
Non-Resident/Trinity/Business	26	3	-	-
Cards for Kids	73	-	1	

Respectfully submitted by Lorena Rodriguez, Head of Circulation

Public Services Department Report

August 2024

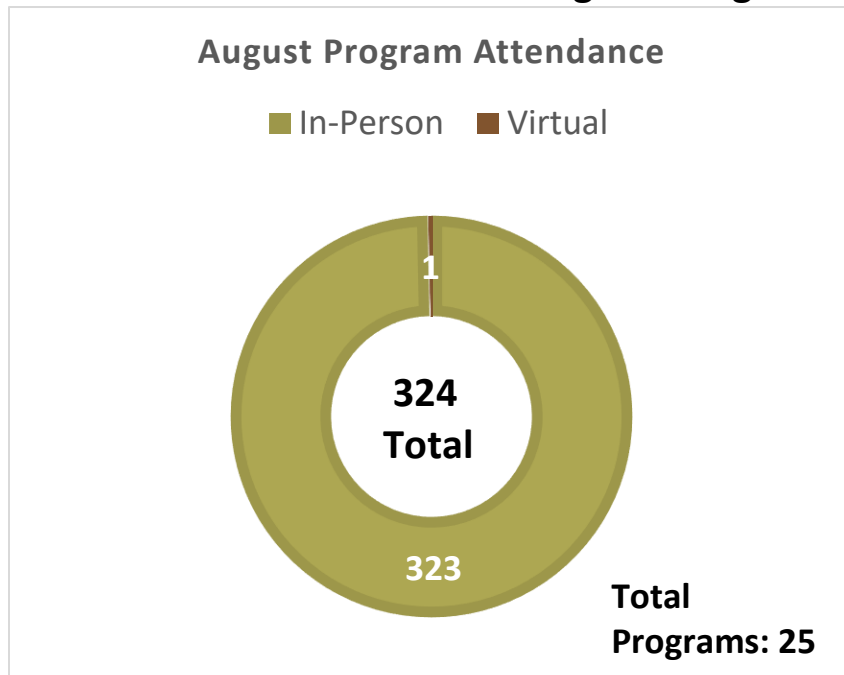
PS Reference Questions



Meetings & Trainings

- 8-5-24: Channel 4 “At the Library” Taping
- 8-7-24: Project Management Training @ MPPL
- 8-9-24: LACONI Managing Systems That Can Help @ Lombard
- 8-14-24: LACONI Unconference @ Dominican University
- 8-16-24: Reaching Forward North Committee Meeting
- 8-19-24: 1 on 1 with Director
- 8-19-24: ILA Annual Conference Committee Meeting
- 8-21-24: Management Team Meeting
- 8-28-24: Civic Literacy Webinar
- 8-28-24: Accessible PDFs Webinar
- 8-29-24: SSAP Programmers Meeting @ Midlothian

Programming



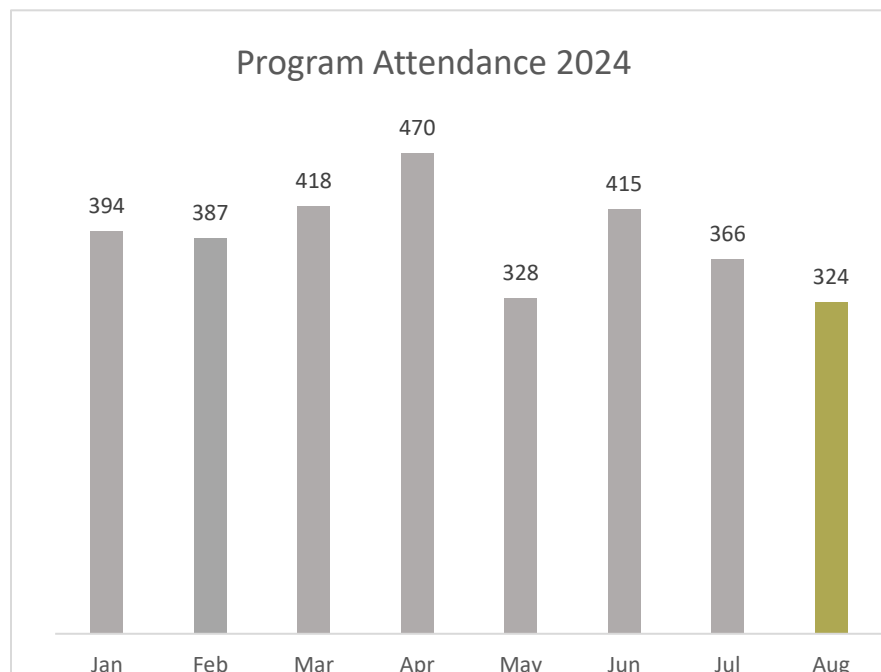
August is another light programming month for us, but even so we had pretty respectable numbers. The two scrapbook classes filled-up immediately and all the people who signed-up attended the program, which has been the standard for these programs. We also had the first of a trio of end-of-year iCash events from the IL Treasurer's office, and a good number of folks dropped-in for that, as well. Treasurer personnel continue to be impressed with the number of people

that turn up for these at our library.

Our only "traditional" program was our Watergate lecture, held around the 50th anniversary of Nixon's resignation, which once again had a higher turnout than number of registrants, something that has been becoming more common lately.

Other than that, our weekly clubs continue to do well, for the most part. The Mah Jongg club can be hit or miss in terms of attendance, but Needle Crafters and Scrabble Club consistently get solid numbers.

The annual cord cutting class went well. Things in the streaming service landscape are definitely getting more confusing. The program was well-attended, and patrons had excellent questions.



Marketing/Publicity/Outreach

Two big outreach events happened in August, the Dog Adoption Event and the Shredding / Pill Drop-Off Event we do in partnership with the City and Lake Katherine. I can't speak much to the dog adoption event, as I was not involved with it, but I can say there were a lot of people attending and all the puppies were adopted, so that seems like a success.

The shredding event, on the other hand, I was very involved with. This year we did more advertising, in addition to that done by the City and Lake Katherine. After feedback from last year's event, we tried it with less volunteers and more signage. I was a little nervous about this, but I am happy to report that, from all I've heard, the event was a success. 225 cars came through (227 if you count the two that rolled in just after the shredding trucks had left), and the police filled 3 large garbage bags with pills people turned in. We also got some specific compliments for the signage, which was nice to hear given that we were testing the more signs/less people approach to the event.

Other than that, Tina and I filmed the September Channel 4 spot.

Local History

Our various local history projects continue apace.

Collection Development

Much weeding was done in anticipation of the August book sale, and now we turn our attention towards a large shifting project in the fiction section.

Other

The PS staff continues to receive compliments on service provided to patrons. I know I said the same thing last month, but it continues to be the case this month.

Respectfully submitted,
Matt Matkowski
Head of Public Services



August 2024

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	3	3	\$412	58	Reference	Computer	Directional
Free	0	1	1	N/A	18	834	309	344
Book Discussions	0	3	3	N/A	25	TOTAL		1,487
Movie			0		0	HOMEBOUND DELIVERIES		
Passive Programs			4		103			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	6	7	26	189
Needle Crafters			4	N/A	24	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	64			
COMPUTER TRAINING - LAB			2	N/A	26	5		
TOTAL PROGRAMMING			25	\$412	324			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
8/1/2024	7:00 PM	No	Watergate: 50 Years Later			33	\$175	34
8/3/2024	10:00 AM	No	Scrapbooking Trio Card			N/A	\$83	12
8/6/2024	7:00 pm	No	Scrapbooking Paper Mini-Albums			12	\$154	12
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
08/08/24	7:00 PM	No	Illinois State Treasurer iCash Event			N/A	N/A	18
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
08/12/24	12:00 PM	No	Lunch Bunch			N/A	N/A	11
08/14/24	7:00 PM	No	Horror Book Club			N/A	N/A	9
08/20/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	5
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
08/06/24	12:00 PM	Mah Jongg				N/A	N/A	4
08/13/24	12:00 PM	Mah Jongg				N/A	N/A	0
08/20/24	12:00 PM	Mah Jongg				N/A	N/A	0
08/27/24	12:00 PM	Mah Jongg				N/A	N/A	2
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
08/06/24	10:00 AM	Needle Crafters				N/A	N/A	6
08/13/24	10:00 AM	Needle Crafters				N/A	N/A	6
08/20/24	10:00 AM	Needle Crafters				N/A	N/A	7
08/27/24	10:00 AM	Needle Crafters				N/A	N/A	5
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
08/06/24	10:00 AM	Scrabble				N/A	N/A	16
08/13/24	10:00 AM	Scrabble				N/A	N/A	18
08/20/24	10:00 AM	Scrabble				N/A	N/A	15
08/27/24	10:00 AM	Scrabble				N/A	N/A	15
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
08/12/24	2:00 PM	Facebook Basics				4	N/A	1
08/26/24	2:00 pm	Smart TVs, Streaming Services, and You				20	N/A	25
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						70
		Spice Club Kits						15
		Extra Spice Club Kits						17
		FabLab Project of the Month						1



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

AUGUST 2024

Meetings and Training:

On August 06, Susana attended the Fan Con meeting.

On August 09, Susana attended LACONI: Managing Systems that Help.

On August 21, Susana attended the Management Team meeting and attended Niche Academy: Strengthening Your Communication Skills webinar.

On August 22, Susana met with Jesse for a 1-on-1 meeting and discussed department updates.

On August 23, Susana, Marilyn and Jalal attended SWAN Expo. (See staff summaries below.)

On August 24, Susana attended PR 101 for Library Trustees: Leading Through Crisis webinar.

On August 26, Susana attended the Fan Con meeting.

On August 27, Susana attended SWAN Fireside Chat and Library Journal: Using Emotional Intelligence to Build Effective Work Relationship webinar.

On August 29, Susana met with Carla to discuss enhancing bags to go with interactive activities.

On August 30, Susana met with SWAN Acquisition & Cataloging Users team to discuss the next meeting agenda.

Staff Related:

Susana completed a 4-week ALA course on Who Manages, Who Leads: Part Two. The course covered important ideas about leadership, including key practices, different leadership styles, and how to keep improving as a leader. It explained how good leaders act, how various leadership styles affect teams, how organizations can keep learning and adapting, and the differences between managing day-to-day tasks and inspiring big changes. It also looks at leadership roles, and the importance of ongoing training and career development.

During August, Fan Con has been working on social media content, flyers, event schedule and layout of the activities.

The department staff is working on an acquisition cleanup project per SWAN request to delete old fiscal years. The fiscal years prior to 2023 have been completed. Nikki is working on this year's order records received but not loaded during the months of January through July.

Susana trained Jalal on library's VHS Conversion Service. Jalal trained specifically on converting VHS tape to USB flash drive.

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.

SWAN EXPO Summaries:

Jalal's Summary:

What I took away from SWAN EXPO is how to be more efficient with Workflows. The main thing I took away is how to further solve problems. I learned new techniques and how to better use tools to search up wizards and find details to certain library discrepancies. Other people who were in that session with me helped me figure out ways to get to the bottom of things. One example is clicking on underlined words to get specified information regarding bills and an item's library of origin. The three mysteries challenges were fun and very educational for my benefit as well as that of our library. I would like to go more in detail about learning these techniques or methods so that I can improve as a Tech Service Clerk.

Marilyn's Summary:

I attended: "Roundtable: Self Care in the Balance of Work & Life". This talked about identifying symptoms of stress and the various coping strategies. How to make time for yourself and separate Work/Home responsibilities. Good examples were given on how to accomplish this.

Circulation Best Practices: Moments at the Service Desk. I enjoyed this session the most, the panel gave great examples and suggestions on how to avoid the most common errors at check in/Circ Desk. And how to reduce those errors. This was a GREAT presentation.

Roundtable: How to deal with Difficult Situations. Attendees shared the most difficult moments encountered with patrons. Each also went on to explain how these situations are handled in their particular libraries. In many cases the patrons were disrespectful, obnoxious and rude. Discussion centered around resolving the issues and calming the patron.

I thought the SWAN recap-We Predict the Future of Swan was a bit long and drawn out.

Susana's Summary:

In the session "Crisis Plans from an HR Perspective," presented by Candace Fisher from HR source at the SWAN Expo, I gained valuable insights into creating effective emergency preparedness plans for our library. With the rise in various crises such as protests, bomb threats, or global pandemics, Fisher emphasized the importance of having comprehensive plans that include clear evacuation procedures, communication strategies, and protocols for dealing with specific threats. I found this session eye opening because as a department head, I am not confident my staff knows what to do in case of a bomb threat or a shooter. Fisher outlined several key elements necessary for effective crisis management. For example:

1. Evacuation procedures: Clearly defined routes and assembly points for staff and patrons.
2. Communication Plans: Create a system for distributing information quickly, such as emergency alerts, staff notifications, and public announcements.
3. Incident Response Protocols: Specific procedures for handling various emergencies, including lockdowns during active threats or medical emergencies.
4. Staff Training and Drills: Regular training sessions and practice drills to ensure that staff are familiar with emergency procedures and can act swiftly.
5. Coordination with Local Authorities: Establishing connections with local emergency services to facilitate effective collaboration and support during a crisis.

These elements help ensure that the library is prepared for unexpected events, enhancing safety and operational continuity.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered Items	148	213	0	0	0	0	-	-
Received Items	130	128	13	2	2	0	-	-
Added Items	154	167	14	2	2	0	46	7

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
Adult Discarded Items	575	0	1	0	N/A	0	0	0
Juvenile Discarded Items	95	0	0	0	0	0	0	0

Library Services:

	January	February	March	April	May	June	July	August
Laminating Service*	0	1	0	0	0	1	0	0
VHS Conversion:	48 VHS tapes	0 VHS tapes	1 VHS tapes	1 VHS tapes	0 VHS tapes	0 VHS tapes	1 VHS tapes	4 VHS tapes
DVD Format	0	0	1	1	0	0	3	0
USB Flash drive Format	48	0	0	0	0	0	0	1

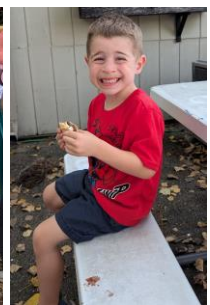
* Data for laminating services are total number of pieces laminated.

Respectfully submitted,
Susana Leyva
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

AUGUST 2024

Highlights of the Month:



Tina had so much fun at Lake Katherine for this month's Nature Hour program. Those in attendance heard stories about camping, sang campfire songs, made a lantern craft, played charades, built a campfire, and made s'mores!

Carla's favorite program of the month was Olympics Buttons for grades 4-8. The kids enjoyed discussing their favorite athletes and Olympic events while making buttons.

Mary Kate enjoyed the program 3D Printed Keychain. She showed kids in grades 4-12 how to design their own name as a keychain using Tinkercad.com, and printed their keychains on the 3D printer.

Jolie's favorite program was Beetlejuice for grades 4-8. The kids enjoyed making friendship bracelets with their favorite characters from the movie and decorating salt shakers.



Claire prepared Summer STEAM Olympics for grades 3-5. Children had lots of fun designing their own soccer fields, javelins, and sailboats out of common household materials while discussing their favorite sports and players.

Meetings and Department News:

LACONI: Insights & Strategies to Advance Program Marketing – Mary Kate attended this event on 08/01.

SLJ Picture Book Palooza! – Tina, Carla, and Claire watched this event on 08/01.

SWAN Expo Presentation Meeting – Tina met with fellow presenters on 08/01.

One-on-One Meeting – Tina met with the library director on 08/02 and 08/28.

Social Media Meeting – Mary Kate and Tina attended this meeting on 08/12. The committee planned a schedule for Library Card Sign-Up month, Dog Adoption, FanCon, and FOL week.

Booklist: Daring YA Debuts from Zando Young Readers – Claire and Mary Kate watched this webinar on 08/13.

Fan Con Meetings – Carla and Claire attended the meeting on 08/06, and Carla attended the meeting on 08/26.

Laconi Recharge: Networking Unconference – Tina attended this at Dominican University on 08/14.

Management Team Meeting – Tina and Carla attended on 08/21.

Booklist: DK School & Library Fall 2024 – Carla watched this webinar on 08/22.

Booklist: MacKids School & Library Fall 2024 Titles – Carla watched this webinar on 08/22.

Swan Expo – Tina, Carla, Mary Kate, and Jolie attended on 08/23. Tina was also part of a panel presentation for, Collection Management: Weeding, Storage, Renovations.

SLJ: Teen Live! – Tina, Carla, Mary Kate and Claire watched this event on 08/24.

SLJ: The Best in Fall Nonfiction – Part 1 – Claire watched this webinar on 08/27.

SLJ: Amazing Picture Books – Carla watched this webinar on 08/29.

SLJ: Winning Back to School Activities for Every Age – Carla and Mary Kate watched this webinar on 08/29.

Outreach:

Worth Township Backpack Giveaway Event – Mary Kate attended this event on 08/04.

Farmers Market – Mary Kate presented a story time for Farmers Market Day on 08/07.

Orchard Park Opening Ceremony – Carla attended this event celebrating the opening of the new park on 08/08.

Trinity's Back to School Fair – Carla attended this event on 08/28.

Independence Junior High Open House – Claire attended this event on 08/28.

Navajo Open House – Mary Kate attended this event on 08/29.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	6	92		Reference	Computer	Directional
Free Tween/Teen Programming	6	33		254	88	158
Youth Paid Programming	1	33	\$300	TOTAL	500	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	13	158	\$300	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	428	215	17
TOTAL OUTREACH	0	7	418	TOTAL	660	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
08/01/24	2:00 pm	Spider-Man Day	30
08/07/24	11:30 am	Sports Storytime	14
08/07/24	2:00 pm	Summer STEAM Olympics	7
08/14/24	2:00 pm	Bluestem Battle of the Books	0
08/14/24	4:30 pm	Furry Readers	7
08/30/24	10:00 am	Nature Hour	34

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
08/01/24	4:00 pm	Volunteens	16
08/05/24	2:00 pm	Olympics Buttons	5
08/08/24	2:00 pm	Ghostbusters: Afterlife	0
08/10/24	5:00 pm	Teen Book Box	7
08/15/24	4:00 pm	3D Printed Keychain	4
08/21/24	5:00 pm	Beetlejuice	1

DATE	TIME	PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
08/10/24	11:00 am	Ballet 5:8 Books and Ballerinas	\$300	33

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	35
Passive Activity - What's Your Favorite Read?	17
FabLab - Dog Pen Holder	3
Craft - Ice Cream Cone	100
Craft - School Bus	158
Teen Craft - How to Draw Bus	35
Teen Craft - Shark	72
Teen Craft - Monster Bookmark	70
Craft - Crayon	170

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
08/06/24	Worth Township Back-to-School Backpack Giveaway	1	121
08/07/24	Farmer's Market & Storytime 10:30	1	12
08/07/24	Farmer's Market & Storytime 11:30	1	0
08/08/24	Orchard Park Opening Ceremony	1	40
08/28/24	Trinity's Back to School Fair	1	45
08/28/24	Independence Jr. High Open House	1	100
08/29/24	Navajo Heights School Open House	1	100



FY25 BUDGET NARRATIVE

After the tax bill issues in 2022 and 2023, we finally seem to have returned to normalcy in that respect. Not having to try to account for deficient tax disbursements or loan repayments makes budgeting easier. Overall, inflation currently sits at 2.9%. This is the maximum rate at which we could increase our Corporate Levy for the coming year, and this is the most important factor to consider in establishing expected revenues and thereby setting expenditures. But in talking with the City, they have asked that we shoot for a 2.5% increase in the Corporate Levy so that they can recapture some of the margin that they lost in their Corporate levy due to the tax cap this year. This budget accomplishes that.

In total, this year's budget balances and accounts for necessary cost of living increases to staff salaries as well as all other financial needs of the library. It also accounts for \$283,711 in needed capital expenses in 2025 along with \$194,908.20 to be put in reserves for future capital needs.

EXPENDITURES:

#4310 (Operational Salaries): As has been our practice, I have calculated a COLA for staff salaries based on the 12-month rate of inflation (CPI-U) from July 2023 thru July 2024. We use the July figure each year (released mid-August) as it is the most current data that we have at the time of setting the budget. While this will inevitably not match up perfectly with the calendar year inflation figure, consistently using the July rate each year compensates for any differences. This year's CPI-U for the month of July is 2.9%. I have increased pay for all staff for 2025 by 2.9%.

I have also added in an allowance for merit-based pay increases of up to an additional 1% for each employee. The merit increase is what allows an employee to progress within a pay grade over time. In practice, not every employee will get the additional 1%. That is determined by performance review in December of each year. But I think it's wise to budget as if everyone will get the full increase. Any unexpended funds at the end of the year due to actual spending being under budget would be used to top up the reserve fund in the following fiscal year.

Additionally, I have budgeted to increase one of our Technical Services Clerks from very part-time to majority part-time status, enrolling him in IMRF beginning in 2025. Finally, I am budgeting for an additional 1% increase for two very high-performing department heads who are underpaid relative to their skills, performance, and experience. In total, this comes out to a 4.61% increase over this year.

#4330 (Employee Benefits): IMRF and FICA costs are a set percentage of salaries, so we have little control over them. IMRF is projecting an increase in their employer contribution rate for FY25 from 9.33% to 9.82%. We are planning to add one part-time staff to this total as well. Finally, we are preparing for a 10% increase in employee health insurance. Taken together, this adds up to a 8.84% increase over FY24.

#4350 (Professional Education): This grouping is increased a bit over previous years. This is in anticipation of a tuition reimbursement for a staff member who is studying for her MLS as well as normal continuing education and conference attendance. I am proposing a 12.38% increase over FY2024.

#4401 (Professional Services): Our audit, appraisal, and accounting fees are largely set for us. Legal and consultant fees are more within our control, although we tend to have some need for these every year.

#4402 (Outside Services): There isn't much flexibility with these lines. Terry was able to negotiate a lower rate with our payroll vendor, but there isn't a lot we can do about the cost of the alarm system and SWAN. Our building cleaning service is a significant expense. We seek out competing quotes for that work every few years, and we have never seen a quote that approaches what we have been paying for Cosmopolitan for many years now. I continue to boost our Technology spending incrementally as these needs are only continuing to grow. In total, I'm proposing a 3.35% increase over FY2024.

#4403 (Printing): This is our newsletter printing. I recommend that we keep it where it is as our print newsletter is still one of our most impactful marketing tools and the current 12-page format is working well for us. Cost savings could be realized here by cutting back to an 8-page publication or eliminating the print newsletter altogether, but I highly recommend against going this route. I am budgeting for a 3% increase to printing costs.

#4404 (Programming): We continue to have a strong reputation for having great programming, and I am proposing that we boost these lines for the first time in many years. This would be a 9.38% increase of FY2024.

#4405 (PR): As with the newsletter, this is a line that can be cut pretty easily if necessary. However, I consider this to be money well-spent in continuing to connect with the community. This line pays for things like parade candy, monogrammed pens, various giveaways, and participation in some sponsorship activities in the community each year. I am proposing no increase over FY2024.

#4406 (Maintenance): These costs are pretty consistent from one year to the next. I have increased our HVAC and Building Repairs lines as those costs continue to rise each year. In total, I am proposing a 10.56% increase in these lines.

#4440 (Corporate Insurance): I am budgeting for a significant increase to our corporate policy this year. With cyber crime ever on the rise, the cyber policies continue to balloon. I have budgeted for a 12% increase in our corporate policy. On the bright side, our worker's comp policy continues to be below expectations.

#4470 (Utilities): I view utilities like death and taxes: you just have to pay them when the bill comes due. It's been a few years since we've gotten a gas bill. I've never quite understood how that works, but I take it for what it is. I think it's wise to leave something in that line just in case. The water bill continues to trend upward, but that is offset by expected reductions in internet and phone service. In total, this would be a 9.18% decrease.

#4500 (Supplies): These costs are largely within our control, and we keep them stable from year to year. We increased our local history supplies in recent years so that we can continue to update our public displays and develop our online collection. We are now able to reduce that line a bit, as we have fewer displays to update going forward. Maintenance supplies are where we are seeing the greatest increases in cost. Bulk mailing cost, which is the postage for our newsletter, also continues to increase pretty dramatically. In total, I'm proposing an 7.61% increase over FY2024.

#4600 (Capital Services): The furniture and building improvement lines are largely redundant now that I am able to approve small capital expenditures without prior board approval. The key line here is #4631, which is for any contingent expenses that come up throughout the year. In practice, this ends up being the amount that we expect to carry over to top up our reserve fund the following year. I'm proposing that we budget \$195,523.97, the majority of which would be carried over into reserves in January of 2026. Anticipated spending 2025 capital needs is accounted for in line #7001 below.

#4700 (Media): This section accounts for most of our collections spending. We control the spending in these lines, but they are also the cornerstone of our services as they constitute everything that we lend out to patrons, both physically and virtually. I'm expecting reduced spending on databases thanks to the State's recent database purchase on our behalf. Periodical spending has also come down in recent years as circulation of physical magazines and newspapers has dwindled in favor of their online counterparts. We are also planning on rolling Continuations into the regular Book budget, as we no longer purchase things in the traditional "continuation" model. In general, we have made modest reductions to some of our physical item lines, such as Periodicals and videos, in favor of increases to digital resources like E-Books and E-Audio, which continue to grow in popularity. The second year of PressReader will also be less expensive because the first year included an extra prorated six months to get us on their billing cycle. In total, this would be a 4.85% decrease over FY2024.

#4900 (Reimbursables): As always, each of these lines are tied to a specific revenue line. If those revenues are not received, these lines do not get expended. We do not levy any funds related to these lines.

#7000 (Special Reserves Projects): This is where we account for actual capital expenses that we anticipate for next year. According to our Capital Needs Assessment spreadsheet, we should plan on a total of \$58,711. This includes upgrading our phone system, server infrastructure, tree trimming, and various other small projects. All of this is included in our Capital Needs Assessment, which is up to date. Additionally, I am including \$225,000 for the parking lot project, in case it isn't completed in 2024. This amount is not included on the revenue side as it would be paid for out of 2024 revenues. Thus the discrepancy between total expenses and revenues in this budget.

REVENUES:

#3100 (Tax Revenues): Making up the vast majority of our revenues, the goal is to keep our increase in the Corporate Levy at or below 2.5%. This proposed budget succeeds in that, which the City will appreciate. Other levy lines pull directly from their expenditure counterparts, above. I'm not expecting anything out of the ordinary in these lines.

#3200 (Miscellaneous receipts): These lines remain quite stable. Friends book sales continue to be strong and reliable. The Miscellaneous and Restricted Donation lines offset spending in #4900, so they don't really count for much. Our fundraising is down in 2024 due to the focus on getting the Foundation off the ground. Hopefully, that will get back on track in 2024 and build off of the success that we saw in 2023. We also continue to work on developing planned giving relationships.

#3300 (Interest): We are seeing much better interest rates now than in the past few years, which is great. With the recent upgrade of our money market interest rate up to 5%, I conservatively expect a 300%+ increase in interest income. This is based on an assumed average daily balance of \$600,000, which is lower than our expected balance according to our cash flow analysis for 2025. The actual anticipated daily balance is closer to \$800,000, but I don't

want to overestimate in case interest rates come down or some unforeseen event affects our balance during the year.

This is a balanced budget, when corrected for the parking lot paving project, that I believe adequately accounts for the library's needs while controlling costs and keeping the Corporate Levy at a 2.5% total increase.

Palos Heights Public Library FY2025 BUDGET

4000 · EXPENSES

2025

4300 · PERSONNEL SERVICES

4310 · OPERATIONAL SALARIES

4311 · Salaried Employees	\$ 774,582.04
4312 · Hourly Employees	\$ 229,111.38
4313 · Additional Compensation	\$ 5,250.00

Total 4310 · OPERATIONAL SALARIES	\$1,008,943.42
--	-----------------------

4330 · EMPLOYEE BENEFITS

4331 · IMRF III. Muni. Ret. Fund (Levied separately)	\$ 84,082.63
4332 · FICA Social Security (Levied separately)	\$ 76,778.12
4333 · Insurance	\$ 157,362.44
4334 · Staff Apparel	\$ 1,200.00

Total 4330 · EMPLOYEE BENEFITS	\$319,423.19
---------------------------------------	---------------------

4350 · STAFF & BOARD PROFESSIONAL EDUCATION

4351 · Membership Fees	\$ 2,400.00
4352 · Board Development	\$ 800.00
4353 · Administrator	\$ 500.00
4354 · Professional Staff	\$ 6,000.00
4355 · Support Staff	\$ 1,000.00
4356 · Mileage Reimbursement	\$ 1,100.00

Total 4350 · STAFF & BOARD PROFESSIONAL EDUCATION	\$11,800.00
--	--------------------

Total 4300 · PERSONNEL SERVICES	\$1,340,166.61
--	-----------------------

4400 · CONTRACTUAL SERVICES

4401 · PROFESSIONAL SERVICES

4361 · Audit Fees (levied separately)	\$ 7,450.00
4362 · Legal Fees	\$ 2,000.00
4363 · Consultant Fees	\$ 500.00
4364 · Appraisal Fees	\$ 650.00
4365 · Accounting	\$ 4,950.00

Total 4401 · PROFESSIONAL SERVICES	\$15,550.00
---	--------------------

4402 · OUTSIDE SERVICES

4412 · Payroll Services	\$ 5,040.00
4414 · Alarm	\$ 3,600.00
4416 · Maintenance	\$ 40,500.00
4417 · SWAN/OCLC	\$ 30,000.00
4418 · Technology	\$ 40,000.00

Total 4402 · OUTSIDE SERVICES	\$119,140.00
--------------------------------------	---------------------

4403 · PRINTING

4421 · Newspaper/Advertising Notices	\$ -
4424 · Newsletter Printing	\$ 19,387.83

Total 4403 · PRINTING	\$19,387.83
------------------------------	--------------------

4404 · PROGRAMMING

4451 · Youth & Teen Programming	\$ 11,000.00
4452 · Public Services Programming	\$ 14,000.00
4454 · General Programming	\$ 10,000.00

Total 4404 · PROGRAMMING	\$35,000.00
---------------------------------	--------------------

4405 · PUBLIC RELATIONS

4461 · Public Relations	\$ 3,000.00
-------------------------	-------------

Total 4405 · PUBLIC RELATIONS	\$3,000.00
--------------------------------------	-------------------

Total 4400 · CONTRACTUAL SERVICES	\$192,077.83
--	---------------------

4406 · BUILDING MAINTENANCE

4407 · REPAIRS & MAINTENANCE

4431 · Pest Control	\$ 856.68
4432 · Heating/Cooling Service	\$ 13,000.00
4434 · Other Repairs/Maintenance	\$ 12,000.00
4436 · Lawn Maintenance	\$ 10,053.30
4437 · Snow Removal	\$ 6,751.61

Total 4407 · REPAIRS & MAINTENANCE	\$42,661.59
---	--------------------

4408 · EQUIPMENT MAINTENANCE

4531 · Copier	\$ 8,220.00
---------------	-------------

**Palos Heights Public Library
FY2025 BUDGET**

4533 · Other Equipment	\$ 240.00
Total 4408 · EQUIPMENT MAINTENANCE	\$8,460.00
Total 4406 · BUILDING MAINTENANCE	\$51,121.59
4440 · INSURANCE	
4441 · Bldg & Contents	\$ 23,451.57
4443 · Worker's Comp (levied separately)	\$ 1,827.95
Total 4440 · INSURANCE	\$25,279.51
4470 · UTILITIES	
4472 · Water	\$ 3,000.00
4473 · Gas	\$ 2,000.00
4474 · Telephone/FAX	\$ 2,369.60
4475 · INTERNET	\$ 5,520.60
Total 4470 · UTILITIES	\$12,890.20
4500 · SUPPLIES	
4501 · OFFICE SUPPLIES	
4511 · Public Services - Supplies	\$ 1,000.00
4512 · Youth & Teen - Supplies	\$ 2,000.00
4514 · Business Office - Supplies	\$ 3,200.00
4515 · Technical Services - Supplies	\$ 6,000.00
4516 · Circulation - Supplies	\$ 3,050.00
4518 · Local History - Supplies	\$ 500.00
4519 · Hospitality - Supplies	\$ 1,200.00
Total 4501 · OFFICE SUPPLIES	\$16,950.00
4502 · MAINTENANCE/CLEANING SUPPLIES	
4541 · Maintenance/Cleaning Supplies	\$ 5,350.00
Total 4502 · MAINTENANCE/CLEANING SUPPLIES	\$5,350.00
4503 · MAILING EXPENSES & FEES	
4551 · Postage & Handling	\$ 650.00
4553 · Bulk Fees & Permits	\$ 5,670.00
Total 4503 · MAILING EXPENSES & FEES	\$6,320.00
Total 4500 · SUPPLIES	\$28,620.00
4600 · CAPITAL EXPENSES	
4601 · FURNITURE & EQUIPMENT	
4611 · Furniture	\$ -
4612 · Library Equipment	\$ -
4614 · Other Equipment	\$ -
Total 4601 · FURNITURE & EQUIPMENT	\$0.00
4602 · BUILDING/FACILITY IMPROVEMENTS	
4641 · Building Improvements	\$ -
4642 · Facility Improvements	\$ -
4643 · Capital Landscape/Hardscape	\$ -
Total 4602 · BUILDING/FACILITY IMPROVEMENTS	\$0.00
4603 · Special Reserves/Contingency	
4631 · Special Reserves Replenishment	\$ 195,523.97
4603 · Special Reserves/Contingency	\$195,523.97
Total 4600 · CAPITAL EXPENSES	\$195,523.97
4700 · MEDIA/LIBRARY MATERIALS	
4710a · Databases (adult)	\$ 25,000.00
4710b · Databases (youth)	\$ 4,700.00
4711 · Periodicals	\$ 12,000.00
4712 · Continuations	\$ -
4714 · Large Print Books	\$ 5,250.00
4715 · Books - Adult	\$ 32,900.00
4716 · Books - Youth	\$ 33,000.00
4717 · Videos - Adult	\$ 4,000.00
4718 · Videos - Youth	\$ 800.00
4719 · Audiobooks/Playaways - Adult	\$ 2,000.00
4720 · Audiobooks/Playaways - Youth	\$ 3,750.00
4721 · Software	\$ 10,188.15
4722 · Realia	\$ 1,000.00

**Palos Heights Public Library
FY2025 BUDGET**

4723B · Video Games - Youth	\$ 1,300.00
4724 · Library of Things	\$ 1,000.00
4725A · E-Books - Adult	\$ 12,000.00
4725B · E-Audiobooks - Adult	\$ 14,000.00
4726 · E-Content - Youth	\$ 3,500.00
4727 · PressReader	\$ 4,196.85
Total 4700 · MEDIA/LIBRARY MATERIALS	\$170,585.00
4900A · MISC. REIMB. (NOT LEVIED FOR)	
4900 · Reimbursement - Miscellaneous	\$ 19,094.07
4902 · Grants	\$ 17,800.30
4904 · Reimbursement Friends Book Sale	\$ 11,000.00
4906a · Reimbursements - Restricted Gifts/Donation	\$ 1,000.00
4906b · Reimbursements - Fundraising Expenses	\$ -
Total 4900A · MISC. REIMB. (NOT LEVIED FOR)	\$48,894.37
7000 · SPECIAL RESERVES PROJECTS	
7001 · Special Reserves Projects	\$ 283,711.00
Total 7000 · SPECIAL RESERVES PROJECTS	\$283,711.00
Total 4000 · EXPENSES	\$2,348,870.08
3000 · RECEIPTS	
3100 · REAL ESTATE TAXES	
3101 · Tax Levies- Prior Years	\$ 5,000.00
* 3103 · Tax Levies-Current FY*	\$ 1,964,410.78
Corporate Fund Levy	\$ 1,791,926.93
IMRF Fund Levy	\$ 84,082.63
Social Security Levy	\$ 76,778.12
Audit Fund Levy	\$ 7,450.00
Liability Fund Levy	\$ 2,345.16
Worker's Comp Levy	\$ 1,827.95
3105 · Tax Levies-Last Yr	\$ 15,000.00
3261 · Corporate Replacement Tax	\$ 25,000.00
Total 3100 · REAL ESTATE TAXES	\$2,009,410.78
3200 · MISCELLANEOUS RECEIPTS	
3201 · FRONT DESK	
3210 · LOST/DAMAGED/OVERDUE FEES	\$ 2,500.00
3220 · BORROWERS CARDS	\$ 1,800.00
3250 · MISCELLANEOUS FRONT DESK	\$ 3,500.00
Total 3201 · Front Desk	\$7,800.00
3202 · MISCELLANEOUS - REIMBURSEMENTS	
3231 · Friends Book Sales	\$ 11,000.00
3251 · Miscellaneous	\$ 12,784.00
3260a · Restricted Gifts/Donations	\$ 1,000.00
3260b · Unrestricted Gifts/Annual Fundraising	\$ 15,000.00
3260c · Planned Giving	\$ 15,000.00
Total 3202 · MISCELLANEOUS - REIMBURSEMENTS	\$54,784.00
3240 · COPIER	
Copier	\$ 4,000.00
3240 · COPIER	\$4,000.00
3270 · Grants	
Per Capita Grant	\$ 17,800.30
3270 · Grants	\$17,800.30
Total 3200 · MISCELLANEOUS RECEIPTS	\$84,384.30
3300 · INTEREST EARNED	
3382 · Prior Years Taxes	\$ -
3384 · Money Market FMB General Fund	\$ 30,000.00
3387 · Money Market IPTIP	\$ 40.00
3388 · Checking Account	\$ 35.00
Total 3300 · INTEREST EARNED	\$30,075.00
Total 3000 · RECEIPTS	\$2,123,870.08

RESOLUTION NO. 240919-1

PALOS HEIGHTS PUBLIC LIBRARY

RESOLUTION SETTING FORTH THE AMOUNT TO BE LEVIED
ON BEHALF OF THE PALOS HEIGHTS PUBLIC LIBRARY
BY THE CITY OF PALOS HEIGHTS
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024
AND ENDING DECEMBER 31, 2024

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

SECTION 1:

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

EXPENDITURE CATEGORIES	AMOUNT TO BE LEVIED
A. CORPORATE FUND	
1) PERSONNEL	\$ 950,308
2) EMPLOYEE BENEFITS	\$ 149,347
3) STAFF/BOARD DEVELOPMENT	\$ 11,114
4) CONTRACTUAL SERVICES	\$ 173,898
5) MAINTENANCE	\$ 48,151
6) INSURANCE	\$ 19,880
7) UTILITIES	\$ 12,141
8) SUPPLIES	\$ 26,957
9) CAPITAL EXPENSES	\$ 184,161
10) MEDIA	\$ 160,671
11) SPECIAL RESERVES PROJECTS	\$ 55,299
TOTAL CORPORATE LEVY	\$ 1,791,927

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

B. BOARD CONTRIBUTION TO IMRF	\$84,083
BOARD CONTRIBUTION TO SOCIAL SECURITY	\$76,778

TOTAL**\$160,861**

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

C. AUDIT**\$7,450**

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

D. PUBLIC LIABILITY INSURANCE**\$2,345**

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

E. UNEMPLOYMENT COMPENSATION**\$0**

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

F. WORKER'S COMPENSATION**\$1,828**

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

Summary of Levy

TOTAL CORPORATE FUND	\$1,791,927
LIBRARY PAYMENT MADE TO I.M.R.F.	\$84,083
LIBRARY PAYMENT TO SOCIAL SECURITY	\$76,778
AUDITING	\$7,450
PUBLIC LIABILITY INSURANCE	\$2,345
UNEMPLOYMENT INSURANCE	\$0
WORKER'S COMPENSATION	\$1,828
GRAND TOTAL	\$1,964,411

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

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

ADOPTED THIS 19TH DAY OF SEPTEMBER, 2024

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 19th day of September, 2024

President

ATTEST:

Secretary

Palos Heights Public Library

Job Title: Library Director	Hours: Full-Time, exempt; 40 hours/week
Department: Administration	Schedule: Mon-Fri, 9am-5pm; other hours as required
Reports to: Board of Trustees	

Position Overview

Within the goals, policies and guidelines established by the library board, assume overall responsibility for the development and delivery of high-quality library services and for the administration, operation, and security of the library.

Essential Job Functions

- Coordinate and oversee day-to-day library operations, including the delivery of library services and facility management.
- Coordinate all planning efforts of the staff and library board, to include: developing, implementing and evaluating library services; building and maintaining a strong, balanced, up-to-date and useful collection of library materials and resources; and developing and implementing strategic planning cycles.
- Develop and prepare the annual budget and related fiscal documents for the library board. Implement and manage the approved budget, and monitor and control expenditures. Oversee the ongoing business operations of the library.
- Provide regular reports to the board about the status of the library and its services, resources and usage. Attend and prepare background materials for board and board committee meetings, and provide information, counsel and advice on all matters that are considered. Recommend and help formulate policies and policy changes. Execute decisions of the board.
- Develop and sustain a public information program that effectively informs the community about library services. Represent the library on occasions that require professional competence for promoting library services, programs and goals, and for explaining policies, procedures and operations. Pursue and maintain contact with other community organizations, including the Friends of the Library, and develop methods of cooperation. Establish effective working relationships with community leaders and officials and serve on committees of community organizations whose efforts may affect the nature and quality of library service.
- Provide for recruitment, training, supervision, evaluation, motivation and ongoing development of a highly effective, responsive and service-oriented staff. Directly supervise and evaluate the performance of department heads and other administrative staff. Direct and coordinate the efforts of the staff management team.
- Stay abreast of new technologies and library trends. Identify, assess feasibility, and implement information technology services that respond to the needs and interests of the community.
- Collect, maintain, report, and analyze accurate and up-to-date statistics about the use of library services.

Qualifications and Skills

- MLS from an ALA accredited graduate school.
- Five years full time professional experience in a public library environment, including four years with supervisory and managerial responsibilities.
- Verifiable leadership, teambuilding, budgeting, and fiscal management skills.
- Intermediate to advanced computer and information technology skills.
- Ability to learn various job functions (including those that require computer competence), to perform them correctly and completely, and to understand why they are necessary and how they affect library operations and other staff members.
- Ability to function efficiently and purposefully so as to produce the expected volume of useful work in a timely manner.
- Ability to make appropriate management decisions given both the situation at hand and each employee's position at the library, to exercise discretion where needed, and to establish priorities for employees in the performance of their duties.
- Capacity to interact effectively with all staff members for the common good of the staff and the library as a whole. A cooperative, non-competitive spirit, supportiveness, courtesy, and respect for the feelings, circumstances, and perspectives of others all contribute to teamwork and staff cohesiveness. An ability to adapt to change and a willingness to accept direction and constructive criticism from a diverse Board of Trustees are also needed.
- Willingness and the ability to be a strong leader and assume responsibility for all library operations. Employees who are leaders model the work habits, behaviors and attitudes expected of all library staff. Effective leaders exhibit creative problem-solving skills and the ability to grow and develop in times of change.
- Ability to adapt to new technologies regarding computers, audiovisual equipment, information management systems and other library systems. Proficiency in using library technologies; understanding of critical and evolving role of technology in libraries; resolving routine problems with minimal assistance; facilitating information access for patrons; demonstrating level of technical expertise appropriate to job function and a wiliness and ability to learn and apply new and emerging technologies.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>

Revised: September 2024