



PALOS HEIGHTS  
PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

October 17, 2024

CALL TO ORDER:	7:00pm
ROLL CALL:	
WELCOME OF GUESTS:	
PUBLIC COMMENT:	
MINUTES OF MEETING:	Approval of the minutes of the September 19, 2024 regular meeting
TREASURER'S REPORT:	Approval of the General Fund bills for September 2024 for \$135,152.10 Approval of the Treasurer's report for the month ending Sept. 30, 2024
PRESIDENT'S REPORT	
DIRECTOR'S REPORT	
CORRESPONDENCE	
COMMITTEE REPORTS:	Budget & Finance – John Peltz 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 Donated Artwork in Memory of Elenor Hawley
NEW BUSINESS:	2. Parking Lot Renovation Update 3. Approval of 2025 Library Closing Dates 4. Approval of 2025 Regular Board Meeting Dates 5. Approval of Staff Appreciation Awards 6. Approval of 2024 Palmer Award Recipient(s)
ADJOURNMENT	
NEXT MEETING:	Thursday, November 21, 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 of September 19, 2024

### Minutes

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

Library staff members attending were Library Director, Jesse Blazek, Business Manager, Terry Fleckenstein, and Youth and Teen Section Supervisor, Tina Ruszala. Owners' representative Dan Eallonardo was also present.

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

The minutes of the August 15, 2024 meeting were approved on a motion by Trustee Snow and second by Trustee Rhodes. The motion carried on a voice vote.

Trustee Keough presented the Treasurer's motions. The first of these was the motion to approve the General Fund bills, totaling \$148,493.14, for the month of August 2024. Trustee Key seconded. On a roll call vote, the motion carried. Trustee Keough next moved to approve the Treasurer's report for the month ending August 31, 2024. Trustee Rhodes seconded. This motion carried on a roll call vote.

The President did not make a report. With the Board's agreement, she invited the Owners' Representative to inform the Board members about the imminent plans for resurfacing the parking lot, taken out of order, in the business before the Board.

Mr. Eallonardo reported, with the Director, that the contract for resurfacing was put out to bid, as required. The low bidder, McGill Construction, bid \$99,117 for their base and alternate bids, taken together. Mr. Eallonardo presented the overall project budget he had previously prepared, which suggested a possible cost of \$137,867. Mr. Eallonardo, therefore, recommended that the Board accept this bid and allow work to be scheduled immediately. Trustee Snow moved that the contract for parking lot resurfacing be awarded to McGill Construction for the combined base and alternate bid of \$99,117. This motion was seconded by

Trustee Key and carried on a roll call vote. The fact of the contract award will be communicated to the contractor and work will be scheduled.

The Director reported, in conjunction with this action, about the plans for Library closure during the resurfacing. Trustee discussion and suggestions regarding public awareness of the upcoming work and closure followed.

There was no correspondence.

The President called upon Committee Chairmen to make reports, and the following were made:

Budget and Finance chairman Trustee Keough deferred this report to New Business.

Trustee Foertsch reported that the Building and Grounds Committee will meet on October 17<sup>th</sup> at 6:00 PM.

For the Friends of the Library, Director Blazek reported that National Friends of the Library Week begins October 20<sup>th</sup>. On October 26<sup>th</sup> an ice cream social will be held in honor of the Friends. Additional recognition of our Friends will include a book giveaway, a bookmark creating contest, and a feature on PHTV4. The Friends of the Palos Heights Public Library have raised just under \$11,000 this year.

The Nominating Committee report is deferred to New Business.

The Personnel Committee report is deferred to New Business.

## New Business

Trustee Peltz moved to approve the Budget for FY 2025 after an amendment to the original document proposed is made, removing the \$225,000 at line item 7001 and re-reconciling all budget numbers after doing so. Trustee Rhodes seconded the motion. This motion carried on a roll call vote.

Trustee Snow moved to approve the FY 2024 Levy of \$1,964,411. Trustee Key seconded the motion, which carried on a roll call vote.

Trustee Key made the report of the Personnel Committee as related to compensation for the Library Director. The Committee met before the Board meeting and recommended increases for the Director's compensation. The

performance evaluation, completed by the Committee members, rated the Director with the highest possible score. Several years have passed since the Board has been able to consider a merit increase for the Director. The motion made by Trustee Key was to award a 3% increase in the Director's compensation based upon merit, and an additional 3% increase based the fact that in the last several years he had not received a merit increase. Trustee Snow seconded. The roll call vote carried this motion.

The next item of new business was presented by the Director. A proposed gift to honor the memory of Elenor Hawley, with donated art work, was discussed. After some discussion, Trustee Snow made a motion to lay the subject on the table, seconded by Trustee Peltz. Carried on a voice vote.

Trustee Snow reiterated the nominated slate of officers for election at this meeting. The President called for any nominations from the floor for each of the offices and none were proposed. Trustee Key moved the election of the entire nominated slate: Trustee Susan Snow for President, Trustee Rose Zubik for Vice President, Trustee Hilary Rhodes for Secretary, and Trustee John Peltz for Treasurer. The motion was seconded by Trustee Key and carried on a voice vote. Accordingly these Trustees are elected to office: Susan Snow as President, Rose Zubik as Vice President, Hilary Rhodes as Secretary and John Peltz as Treasurer.

Appreciation was expressed by the Trustees for Trustee Geri Burek's service as President.

Trustee Keogh moved to adjourn the meeting and Trustee Peltz seconded the motion, whereupon President Burek adjourned the meeting at 8:01 PM.

The next meeting is October 17, 2024.



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: SEPTEMBER 2024

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$94.20		\$94.20
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$141.01		\$141.01
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$480.25		\$480.25
» Miscellaneous	\$1,079.37		\$1,079.37
<b>DONATIONS/GIFTS</b>			\$0.00
» Restricted	\$25.00		\$25.00
» Annual Fundraising	\$10.24		\$10.24
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$566.69		\$566.69
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$5,194.02	\$2.53	\$5,196.55
<b>TOTAL REVENUES</b>	<b>\$7,590.78</b>	<b>\$2.53</b>	<b>\$7,593.31</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$73,108.73		\$73,108.73
» Employee Benefits	\$23,140.84		\$23,140.84
» Staff & Board Development	\$854.64		\$854.64
CONTRACTUAL SERVICES	\$19,137.57		\$19,137.57
BUILDING MAINTENANCE	\$2,992.78		\$2,992.78
INSURANCE	\$0.00		\$0.00
UTILITIES	\$1,127.03		\$1,127.03
SUPPLIES	\$1,117.19		\$1,117.19
CAPITAL EXPENSES	\$3,700.30		\$3,700.30
MEDIA	\$6,051.90		\$6,051.90
REIMBURSEMENTS	\$1,338.96		\$1,338.96
SR PROJECTS	\$2,582.16		\$2,582.16
<b>TOTAL EXPENDITURES</b>	<b>\$135,152.10</b>	<b>\$0.00</b>	<b>\$135,152.10</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DEFICIENCY)</b>	<b>-\$127,561.32</b>	<b>\$2.53</b>	<b>-\$127,558.79</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$119.50		\$119.50
**Adjustments: Check #5648 Lost reissued Check #5681			
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$119.50</b>	<b>\$0.00</b>	<b>\$119.50</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$127,441.82</b>	<b>\$2.53</b>	<b>-\$127,439.29</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$1,433,150.46</b>	<b>\$3,145.57</b>	<b>\$1,436,296.03</b>
<b>END OF MONTH</b>	<b>\$1,305,708.64</b>	<b>\$3,148.10</b>	<b>\$1,308,856.74</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
<b>REVENUES</b>					
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%
<b>DIRECT REVENUES</b>					
<b>FRONT DESK</b>					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$1,784.03	\$715.97	71.36%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$906.57	\$893.43	50.37%
Miscellaneous	\$3,500.00	\$3,500.00	\$2,830.29	\$669.71	80.87%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$11,952.11	-\$952.11	108.66%
Miscellaneous	\$12,784.00	\$12,784.00	\$18,760.98	-\$5,976.98	146.75%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$705.00	\$295.00	70.50%
Unrestricted	\$15,000.00	\$15,000.00	\$1,808.02	\$13,191.98	12.05%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$5,008.97	-\$1,008.97	125.22%
<b>GRANTS</b>	\$17,800.30	\$17,800.30	\$17,920.98	-\$120.68	100.68%
<b>INTEREST</b>	\$6,575.00	\$6,575.00	\$16,087.69	-\$9,512.69	244.68%
<b>TOTAL REVENUES</b>	<b>\$2,046,458.69</b>	<b>\$2,046,458.69</b>	<b>\$1,996,638.94</b>	<b>\$49,819.75</b>	<b>97.57%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$964,446.00	\$964,446.00	\$700,718.19	-\$263,727.81	-27.35%
Employee Benefits	\$293,484.36	\$293,484.36	\$214,157.75	-\$79,326.61	-27.03%
Staff & Board Development	\$10,500.00	\$10,500.00	\$7,264.78	-\$3,235.22	-30.81%
<b>CONTRACTUAL SERVICES</b>	\$186,983.88	\$186,983.88	\$134,961.21	-\$52,022.67	-27.82%
<b>BUILDING MAINTENANCE</b>	\$46,404.69	\$46,404.69	\$35,045.28	-\$11,359.41	-24.48%
<b>INSURANCE</b>	\$23,087.56	\$23,087.56	\$23,087.56	\$0.00	0.00%
<b>UTILITIES</b>	\$14,193.12	\$14,193.12	\$7,861.60	-\$6,331.52	-44.61%
<b>SUPPLIES</b>	\$26,595.00	\$26,595.00	\$18,384.27	-\$8,210.73	-30.87%
<b>CAPITAL EXPENSES</b>	\$478,500.00	\$478,500.00	\$43,478.17	-\$435,021.83	-90.91%
<b>MEDIA</b>	\$179,278.95	\$179,278.95	\$121,003.67	-\$58,275.28	-32.51%
<b>REIMBURSEMENTS</b>	\$47,985.13	\$47,985.13	\$33,991.01	-\$13,994.12	-29.16%
<b>SR PROJECTS</b>	\$25,000.00	\$25,000.00	\$24,977.61	-\$22.39	-0.09%
<b>TOTAL EXPENDITURES</b>	<b>\$2,296,458.69</b>	<b>\$2,296,458.69</b>	<b>\$1,364,931.10</b>	<b>-\$931,527.59</b>	<b>-40.56%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>-\$250,000.00</b>	<b>-\$250,000.00</b>	<b>\$631,707.84</b>	<b>-\$881,707.84</b>	
<b>OTHER FINANCING USES</b>					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
<b>TOTAL OTHER FINANCING USES</b>			<b>\$0.00</b>		
<b>NET CHANGE IN FUND BALANCE</b>			<b>\$631,707.84</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$1,235,076.95</b>		
			<b>-\$734,050.69</b>		



PALOS HEIGHTS  
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GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: SEPTEMBER 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>						
<b>OPERATIONAL SALARIES</b>						
4311	SALARIED EMPLOYEES	\$746,139.40	\$57,274.86	\$544,799.00	\$201,340.40	26.98%
4312	HOURLY EMPLOYEES	\$213,106.60	\$15,833.87	\$155,244.19	\$57,862.41	27.15%
4313	ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$675.00	\$4,525.00	87.02%
<b>TOTAL OPERATIONAL SALARIES</b>		<b>\$964,446.00</b>	<b>\$73,108.73</b>	<b>\$700,718.19</b>	<b>\$263,727.81</b>	<b>27.35%</b>
<b>EMPLOYEE BENEFITS</b>						
4331	ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,675.84	\$53,795.51	\$21,453.10	28.51%
4332	SOCIAL SECURITY - FICA	\$73,382.32	\$5,542.73	\$53,019.95	\$20,362.37	27.75%
4333	INSURANCE	\$143,853.43	\$11,922.27	\$107,342.29	\$36,511.14	25.38%
4334	CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>\$293,484.36</b>	<b>\$23,140.84</b>	<b>\$214,157.75</b>	<b>\$79,326.61</b>	<b>27.03%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>						
4351	MEMBERSHIP FEES	\$2,200.00	\$0.00	\$2,006.70	\$193.30	8.79%
4352	BOARD DEVELOPMENT	\$800.00	\$0.00	\$259.99	\$540.01	67.50%
4353	ADMINISTRATOR	\$500.00	\$35.00	\$500.00	\$0.00	0.00%
4354	PROFESSIONAL STAFF	\$5,000.00	\$315.00	\$2,878.32	\$2,121.68	42.43%
4355	SUPPORT STAFF	\$1,000.00	\$385.00	\$877.00	\$123.00	12.30%
4356	MILEAGE REIMBURSEMENT	\$1,000.00	\$119.64	\$742.77	\$257.23	25.72%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>		<b>\$10,500.00</b>	<b>\$854.64</b>	<b>\$7,264.78</b>	<b>\$3,235.22</b>	<b>30.81%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>		<b>\$1,268,430.36</b>	<b>\$97,104.21</b>	<b>\$922,140.72</b>	<b>\$346,289.64</b>	<b>27.30%</b>
<b>CONTRACTUAL SERVICES</b>						
<b>PROFESSIONAL SERVICES</b>						
4361	AUDIT FEES	\$7,171.50	\$1,971.50	\$7,171.50	\$0.00	0.00%
4362	LEGAL FEES	\$2,000.00	\$399.50	\$1,195.00	\$805.00	40.25%
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	\$3,285.00	\$1,429.50	30.32%
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$17,886.00</b>	<b>\$2,736.00</b>	<b>\$12,741.50</b>	<b>\$5,144.50</b>	<b>28.76%</b>
<b>OUTSIDE SERVICES</b>						
4412	PAYROLL SERVICES	\$4,800.00	\$248.36	\$3,399.62	\$1,400.38	29.17%
4414	ALARM	\$3,226.00	\$744.00	\$2,728.37	\$497.63	15.43%
4416	MAINTENANCE	\$39,000.00	\$2,909.86	\$28,401.26	\$10,598.74	27.18%
4417	SWAN	\$30,238.74	\$0.00	\$21,772.24	\$8,466.50	28.00%
4418	TECHNOLOGY	\$38,010.00	\$4,880.00	\$28,788.63	\$9,221.37	24.26%
<b>TOTAL OUTSIDE SERVICES</b>		<b>\$115,274.74</b>	<b>\$8,782.22</b>	<b>\$85,090.12</b>	<b>\$30,184.62</b>	<b>26.18%</b>
<b>PRINTING</b>						
4424	NEWSLETTER PRINTING	\$18,823.14	\$3,196.55	\$12,677.65	\$6,145.49	32.65%
<b>TOTAL PRINTING</b>		<b>\$18,823.14</b>	<b>\$3,196.55</b>	<b>\$12,677.65</b>	<b>\$6,145.49</b>	<b>32.65%</b>
<b>PROGRAMMING</b>						
4451	YOUTH & TEEN PROGRAMMING	\$10,000.00	\$191.99	\$6,477.60	\$3,522.40	35.22%
4452	PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$2,974.00	\$10,091.07	\$2,908.93	22.38%
4454	GENERAL PROGRAMMING	\$9,000.00	\$1,248.81	\$5,076.02	\$3,923.98	43.60%
<b>TOTAL PROGRAMMING</b>		<b>\$32,000.00</b>	<b>\$4,414.80</b>	<b>\$21,644.69</b>	<b>\$10,355.31</b>	<b>32.36%</b>
<b>PUBLIC RELATIONS</b>						
4461	Public Relations	\$3,000.00	\$8.00	\$2,807.25	\$192.75	6.43%
<b>TOTAL PUBLIC RELATIONS</b>		<b>\$3,000.00</b>	<b>\$8.00</b>	<b>\$2,807.25</b>	<b>\$192.75</b>	<b>6.43%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>		<b>\$186,983.88</b>	<b>\$19,137.57</b>	<b>\$134,961.21</b>	<b>\$52,022.67</b>	<b>27.82%</b>



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GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: SEPTEMBER 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>					
<b>REPAIRS &amp; MAINTENANCE</b>					
4431 PEST CONTROL	\$856.68	\$64.90	\$584.10	\$272.58	31.82%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$609.46	\$8,806.10	\$3,793.90	30.11%
4434 BUILDING REPAIRS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$9,574.57	\$1,050.97	\$6,656.76	\$2,917.81	30.47%
4437 SNOW REMOVAL	\$6,554.96	\$0.00	\$3,358.00	\$3,196.96	48.77%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$38,586.21</b>	<b>\$1,725.33</b>	<b>\$28,404.96</b>	<b>\$10,181.25</b>	<b>26.39%</b>
<b>EQUIPMENT MAINTENANCE</b>					
4531 COPIER	\$7,578.48	\$1,267.45	\$6,640.32	\$938.16	12.38%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
<b>TOTAL EQUIPMENT MAINTENANCE</b>	<b>\$7,818.48</b>	<b>\$1,267.45</b>	<b>\$6,640.32</b>	<b>\$1,178.16</b>	<b>15.07%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>	<b>\$46,404.69</b>	<b>\$2,992.78</b>	<b>\$35,045.28</b>	<b>\$11,359.41</b>	<b>24.48%</b>
<b>INSURANCE</b>					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$21,346.66	\$0.00	\$21,346.66	\$0.00	0.00%
4443 DISABILITY (WORKMEN'S COMP)	\$1,740.90	\$0.00	\$1,740.90	\$0.00	0.00%
<b>GROUP TOTAL INSURANCE</b>	<b>\$23,087.56</b>	<b>\$0.00</b>	<b>\$23,087.56</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>UTILITIES</b>					
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	\$356.01	\$1,860.40	\$764.60	29.13%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$771.02	\$3,251.20	\$3,066.92	48.54%
<b>GROUP TOTAL UTILITIES</b>	<b>\$14,193.12</b>	<b>\$1,127.03</b>	<b>\$7,861.60</b>	<b>\$6,331.52</b>	<b>44.61%</b>
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$43.38	\$586.41	\$413.59	41.36%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$186.90	\$664.54	\$1,335.46	66.77%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$250.68	\$1,681.00	\$1,519.00	47.47%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$257.35	\$4,821.85	\$1,178.15	19.64%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$173.00	\$2,176.56	\$873.44	28.64%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$334.98	\$865.02	72.09%
<b>TOTAL OFFICE SUPPLIES</b>	<b>\$17,450.00</b>	<b>\$911.31</b>	<b>\$10,265.34</b>	<b>\$7,184.66</b>	<b>41.17%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$164.15	\$4,183.02	\$266.98	6.00%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>	<b>\$4,450.00</b>	<b>\$164.15</b>	<b>\$4,183.02</b>	<b>\$266.98</b>	<b>6.00%</b>
<b>MAILING EXPENSES &amp; FEES</b>					
4551 POSTAGE & HANDLING	\$600.00	\$41.73	\$415.91	\$184.09	30.68%
4553 BULK FEES & PERMITS	\$4,095.00	\$0.00	\$3,520.00	\$575.00	14.04%
<b>TOTAL OFFICE EXPENSE</b>	<b>\$4,695.00</b>	<b>\$41.73</b>	<b>\$3,935.91</b>	<b>\$759.09</b>	<b>16.17%</b>
<b>GROUP TOTAL SUPPLIES</b>	<b>\$26,595.00</b>	<b>\$1,117.19</b>	<b>\$18,384.27</b>	<b>\$8,210.73</b>	<b>30.87%</b>
<b>CAPITAL EXPENSES</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$3,700.30	\$43,478.17	\$435,021.83	90.91%
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$478,500.00</b>	<b>\$3,700.30</b>	<b>\$43,478.17</b>	<b>\$435,021.83</b>	<b>90.91%</b>





# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

## BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: SEPTEMBER 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>MEDIA - LIBRARY SUPPLIES</b>						
4710A	DATABASES - Adult	\$27,000.00	\$0.00	\$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	\$15.80	\$263.51	\$336.49	56.08%
4714	LARGE PRINT	\$5,500.00	\$278.47	\$3,388.38	\$2,111.62	38.39%
4715	BOOKS - Adult	\$32,300.00	\$1,870.01	\$21,906.81	\$10,393.19	32.18%
4716	BOOKS - Youth	\$33,000.00	\$1,285.61	\$28,756.83	\$4,243.17	12.86%
4717	VIDEOS - Adult	\$4,500.00	\$336.62	\$3,006.30	\$1,493.70	33.19%
4718	VIDEOS - Youth	\$1,300.00	\$0.00	\$479.02	\$820.98	63.15%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$79.98	\$1,310.39	\$689.61	34.48%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$56.98	\$1,422.74	\$1,827.26	56.22%
4721	SOFTWARE	\$11,795.70	\$501.44	\$9,182.07	\$2,613.63	22.16%
4722	REALIA	\$1,000.00	\$30.18	\$545.94	\$454.06	45.41%
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	\$500.91	\$9,714.70	\$285.30	2.85%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,003.44	\$11,033.39	\$1,966.61	15.13%
4726	EBOOKS - Youth	\$3,500.00	\$92.46	\$2,891.01	\$608.99	17.40%
4727	PRESS READER	\$7,733.25	\$0.00	\$5,995.48	\$1,737.77	22.47%
<b>GROUP TOTAL MEDIA</b>		<b>\$179,278.95</b>	<b>\$6,051.90</b>	<b>\$121,003.67</b>	<b>\$58,275.28</b>	<b>32.51%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>						
4900	MISCELLANEOUS	\$18,184.83	\$1,246.93	\$8,432.26	\$9,752.57	53.63%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,920.98	-\$120.68	-0.68%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$0.00	\$7,219.43	\$3,780.57	34.37%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$92.03	\$418.34	\$581.66	58.17%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>		<b>\$47,985.13</b>	<b>\$1,338.96</b>	<b>\$33,991.01</b>	<b>\$13,994.12</b>	<b>29.16%</b>
<b>SPECIAL RESERVE PROJECTS</b>						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$2,582.16	\$24,977.61	\$22.39	0.09%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>		<b>\$25,000.00</b>	<b>\$2,582.16</b>	<b>\$24,977.61</b>	<b>\$22.39</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$2,296,458.69</b>	<b>\$135,152.10</b>	<b>\$1,364,931.10</b>	<b>\$931,527.59</b>	<b>40.56%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Adducci Vega Financial Group, LLC</b>					
09/11/2024	Check	5841	08 Aug Bank Reconciliations Invoice	4365 Accountant	\$ 365.00
<b>Total for Adducci Vega Financial Group, LLC</b>					\$ 365.00
<b>A.J. Bird Control</b>					
09/23/2024	Check	5850	Bird netting repairs	4631 Special Reserves Replenishment	\$ 3,250.00
<b>Total for A.J. Bird Control</b>					\$ 3,250.00
<b>Amani Rashid</b>					
09/20/2024	Check	10397	Paylocity check A. Rashid live check	4312 Hourly Employees	\$ 283.97
<b>Total for Amani Rashid</b>					\$ 283.97
<b>Anderson Pest Solutions</b>					
09/11/2024	Check	5833	Invoice 67630456	4431 Pest Control	\$ 64.90
<b>Total for Anderson Pest Solutions</b>					\$ 64.90
<b>At&amp;T - Fiber Line</b>					
09/04/2024	Check	5828	Monthly Fee	4475 Internet	\$ 771.02
<b>Total for At&amp;T - Fiber Line</b>					\$ 771.02
<b>Baker &amp; Taylor C205293 Continuations</b>					
09/05/2024	Expense	BT PORTAL	08 AUGUST Continuations	4712 Continuations	\$ 15.80
<b>Total for Baker &amp; Taylor C205293 Continuations</b>					\$ 15.80
<b>Baker &amp; Taylor L5346512 Youth Books</b>					
09/05/2024	Expense	BT PORTAL	08 AUG YTS	4716 Books - Youth	\$ 667.39
09/05/2024	Expense	BT PORTAL	08 AUG Pre Processing Fee	4515 Technical Services - Supplies	\$ 41.16
<b>Total for Baker &amp; Taylor L5346512 Youth Books</b>					\$ 708.55
<b>Baker &amp; Taylor L5394112 Gift Fund</b>					
09/05/2024	Expense	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$ 16.29
09/05/2024	Expense	BT PORTAL	PHWC-Marbach2	4906a Reimb. - Restricted Donations	\$ 34.00
09/05/2024	Expense	BT PORTAL	CRAWLEY-SZENIAWSKI	4906a Reimb. - Restricted Donations	\$ 24.45
09/05/2024	Expense	BT PORTAL	PHWC-Purcell	4906a Reimb. - Restricted Donations	\$ 17.29
<b>Total for Baker &amp; Taylor L5394112 Gift Fund</b>					\$ 92.03
<b>CDW Government, Inc.</b>					
09/18/2024	Check	5849	Invoice AA38M9D Zebra printer ZD621 DT	7001 Special Reserves Projects	\$ 744.94
09/18/2024	Check	5849	Invoice aa5ww5f Zebra ZD621 DT returned	7001 Special Reserves Projects	-\$ 744.94
09/18/2024	Check	5849	Invoice AA5G24T Zebra printer DZ621 TT	7001 Special Reserves Projects	\$ 799.20
<b>Total for CDW Government, Inc.</b>					\$ 799.20
<b>CIT</b>					
09/17/2024	Check	5847	Invoice 45524738	4531 Copier	\$ 631.54
<b>Total for CIT</b>					\$ 631.54
<b>City Of Palos Heights IMRF</b>					
09/30/2024	Check	23066	09 September Payment	4331 IMRF III. Muni. Ret. Fund	\$ 5,675.84
09/30/2024	Check	23066	09 September Payment	2053 FT Employee Contribution	\$ 2,577.70
09/30/2024	Check	23066	09 September Payment	2054 PT Employee Contribution	\$ 159.85
09/30/2024	Check	23066	09 September Payment	2055 Employee Paid Vol.	\$ 1,421.02
<b>Total for City Of Palos Heights IMRF</b>					\$ 9,834.41
<b>City of Palos Hts. - Water Bill</b>					
09/16/2024	Check	5843	Monthly bill	4631 Special Reserves Replenishment	\$ 421.80
<b>Total for City of Palos Hts. - Water Bill</b>					\$ 421.80
<b>Cosmopolitan Building Services</b>					
09/05/2024	Check	5829	09 Sept Janitorial Services Invoice 6640	4416 Maintenance	\$ 2,722.50
<b>Total for Cosmopolitan Building Services</b>					\$ 2,722.50
<b>Donald Skoog</b>					
09/02/2024	Check	5818	9.24.24 Chicago Arabic Music Ensemble	4452 Public Services Programming	\$ 750.00
<b>Total for Donald Skoog</b>					\$ 750.00
<b>Donivin, Truty</b>					
09/11/2024	Check	5839	9.28.24 Fan Con Dungeons & Dragons	4454 General Programming	\$ 250.00
<b>Total for Donivin, Truty</b>					\$ 250.00
<b>EDHS</b>					
09/02/2024	Check	5816	9.10.24 Eastland Disaster	4452 Public Services Programming	\$ 566.00
<b>Total for EDHS</b>					\$ 566.00
<b>Goddard, Leslie</b>					
09/02/2024	Check	5819	9.26.24 Lilly Pulitzer	4452 Public Services Programming	\$ 400.00
<b>Total for Goddard, Leslie</b>					\$ 400.00
<b>Grasso Graphics</b>					
09/03/2024	Check	5825	Sept/Oct Newsletters	4424 Newsletter Printing	\$ 2,612.05
09/03/2024	Check	5825	Sept/Oct Newsletters	4424 Newsletter Printing	\$ 584.50
<b>Total for Grasso Graphics</b>					\$ 3,196.55



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
GT Mechanical					
09/19/2024 Expense	ACH GT		Invoice 23006357 outdoor temp sensor	4432 Heating/Cooling Service	\$ 609.46
<b>Total for GT Mechanical</b>					\$ 609.46
Impact Networking, Inc					
09/02/2024 Check	5820		Overages group total	4531 Copier	\$ 635.91
<b>Total for Impact Networking, Inc</b>					\$ 635.91
Independent Construction Services					
09/11/2024 Check	5835		Parking Lot Drawing Review 8.14.24	7001 Special Reserves Projects	\$ 280.00
<b>Total for Independent Construction Services</b>					\$ 280.00
Ingram					
09/05/2024 Check	5830		08 August Invoices	4714 Large Print Books	\$ 278.47
09/05/2024 Check	5830		08 August Invoices	4715 Books - Adult	\$ 1,839.71
09/05/2024 Check	5830		08 August Pre processing fee	4515 Technical Services - Supplies	\$ 108.90
09/05/2024 Check	5830		08 August Invoices	4716 Books - Youth	\$ 612.90
<b>Total for Ingram</b>					\$ 2,839.98
Klein, Thorpe And Jenkins					
09/17/2024 Check	5845		Services through 08.31.24 parking lot	4362 Legal Fees	\$ 399.50
<b>Total for Klein, Thorpe And Jenkins</b>					\$ 399.50
Lauterbach & Amen, LLP					
09/03/2024 Check	5826		Final Billing	4361 Audit Fees	\$ 1,971.50
09/03/2024 Check	5826		Final Billing	4631 Special Reserves Replenishment	\$ 28.50
<b>Total for Lauterbach &amp; Amen, LLP</b>					\$ 2,000.00
LIMRiCC-Employees					
09/11/2024 Expense	ACH		09 September	4333 Insurance	\$ 11,922.27
09/11/2024 Expense	ACH		09 September	2050	\$ 654.76
09/11/2024 Expense	ACH		Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$ 1,079.37
<b>Total for LIMRiCC-Employees</b>					\$ 13,656.40
Mary Beth Sexton					
09/23/2024 Check	5851		Card Class Supplies	4452 Public Services Programming	\$ 108.00
<b>Total for Mary Beth Sexton</b>					\$ 108.00
Meder, Meredith					
09/02/2024 Check	5817		9.12.24 Cheese 101	4452 Public Services Programming	\$ 850.00
<b>Total for Meder, Meredith</b>					\$ 850.00
Midwest Tape - 19730					
09/05/2024 Check	5832		08 August Invoices	4717 Videos - Adult	\$ 336.62
09/05/2024 Check	5832		08 August Invoices	4719 Audiobooks - Adult	\$ 79.98
09/05/2024 Check	5832		08 August Pre processing fee	4515 Technical Services - Supplies	\$ 40.89
<b>Total for Midwest Tape - 19730</b>					\$ 457.49
Midwest Tape - 19996					
09/05/2024 Check	5831		08 August Invoices	4720 Audiobooks/Playaways - Youth	\$ 56.98
09/05/2024 Check	5831		08 August Pre processing fee	4515 Technical Services - Supplies	\$ 4.68
<b>Total for Midwest Tape - 19996</b>					\$ 61.66
Old National Bank - MasterCard					
09/04/2024 Expense	MasterCard		Disney Plus	4451 Youth & Teen Programming	\$ 9.99
09/04/2024 Expense	MasterCard		Sip/Google	4474 Telephone/FAX	\$ 278.56
09/04/2024 Expense	MasterCard		OCLC	4551 Postage & Handling	\$ 36.62
09/04/2024 Expense	MasterCard		Adobe/Duo/Bluehost	4721 Software	\$ 501.44
09/04/2024 Expense	MasterCard		Amazon 4451 Fall Programs	4451 Youth & Teen Programming	\$ 182.00
09/04/2024 Expense	MasterCard		Fan Con Amazon	4454 General Programming	\$ 84.44
09/04/2024 Expense	MasterCard		FOTL Facebook boost	4461 Public Relations	\$ 8.00
09/04/2024 Expense	MasterCard		PS Supplies Amazon Mailers	4511 Public Services - Supplies	\$ 43.38
09/04/2024 Expense	MasterCard		4512 Aug Supplies Amazon	4512 Youth & Teen - Supplies	\$ 186.90
09/04/2024 Expense	MasterCard		Supplies	4514 Business Office - Supplies	\$ 250.68
09/04/2024 Expense	MasterCard		Tech Supplies CD Cases Business Card	4515 Technical Services - Supplies	\$ 61.72
09/04/2024 Expense	MasterCard		Zoo Membership Drawing	4516 Circulation - Supplies	\$ 148.00
09/04/2024 Expense	MasterCard		Cleaning Supplies	4541 Maintenance/Cleaning Supplies	\$ 41.28
09/04/2024 Expense	MasterCard		Duplicate order postage	4715 Books - Adult	\$ 5.31
09/04/2024 Expense	MasterCard		Duplicate order postage	4716 Books - Youth	\$ 5.32
09/04/2024 Expense	MasterCard		4722 Realia July	4722 Realia	\$ 16.19
09/04/2024 Expense	MasterCard		4724 G&G	4722 Realia	\$ 13.99
09/04/2024 Expense	MasterCard		Return G&G Case	4900 Miscellaneous - Reimbursements	\$ 31.99
09/04/2024 Expense	MasterCard		FOTL lunch Reimb	4900 Miscellaneous - Reimbursements	\$ 135.57
<b>Total for Old National Bank - MasterCard</b>					\$ 2,041.38



# PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
<b>Otis Elevator</b>					
09/18/2024	Expense	OTIS PORTAL	Invoice 100401683771	4416 Maintenance	\$ 187.36
<b>Total for Otis Elevator</b>					\$ 187.36
<b>OverDrive, Inc.</b>					
09/02/2024	Check	5821	01658DA24250483	4726 E-Books - Youth	\$ 92.46
09/11/2024	Check	5836	01658DA24262885	4725A E-Books - Adult	\$ 500.91
09/11/2024	Check	5837	01658CO24262894	4725B E-Audiobooks - Adult	\$ 1,003.44
<b>Total for OverDrive, Inc.</b>					\$ 1,596.81
<b>Paylocity Payroll Billing</b>					
09/06/2024	Expense	EFT		4412 Payroll Services	\$ 75.00
09/20/2024	Expense	EFT		4412 Payroll Services	\$ 173.36
<b>Total for Paylocity Payroll Billing</b>					\$ 248.36
<b>Paylocity Payroll Net</b>					
09/06/2024	Expense	EFT		4311 Salaried Employees	\$ 19,880.04
09/06/2024	Expense	EFT		4312 Hourly Employees	\$ 6,495.43
09/06/2024	Expense	EFT	LR LACONI Mtg. Dominican 8.14.24	4356 Mileage Reimbursement	\$ 30.00
09/06/2024	Expense	EFT	BS 08 Homebound Deliveries	4356 Mileage Reimbursement	\$ 31.90
09/06/2024	Expense	EFT	CD Target Ice Cream Spirit Committee	4454 General Programming	\$ 14.37
09/20/2024	Expense	EFT		4311 Salaried Employees	\$ 20,356.22
09/20/2024	Expense	EFT		4312 Hourly Employees	\$ 6,602.64
09/20/2024	Expense	EFT	SL Des Plaines PL 9.13.24	4356 Mileage Reimbursement	\$ 49.44
09/20/2024	Expense	EFT	MV Swan Expo	4356 Mileage Reimbursement	\$ 8.30
09/20/2024	Expense	EFT	OCLC	4551 Postage & Handling	\$ 5.11
09/20/2024	Expense	EFT	Sinking of Eastland	4715 Books - Adult	\$ 24.99
09/20/2024	Expense	EFT	LR Starbucks gift card dog adoption	4516 Circulation - Supplies	\$ 25.00
<b>Total for Paylocity Payroll Net</b>					\$ 53,523.44
<b>Paylocity Payroll Taxes</b>					
09/06/2024	Expense	EFT		4311 Salaried Employees	\$ 6,108.09
09/06/2024	Expense	EFT		4332 FICA Social Security	\$ 2,730.07
09/06/2024	Expense	EFT		4312 Hourly Employees	\$ 1,125.22
09/20/2024	Expense	EFT		4311 Salaried Employees	\$ 6,277.03
09/20/2024	Expense	EFT		4332 FICA Social Security	\$ 2,812.66
09/20/2024	Expense	EFT		4312 Hourly Employees	\$ 1,166.76
<b>Total for Paylocity Payroll Taxes</b>					\$ 20,219.83
<b>Peerless Network, Inc</b>					
09/16/2024	Check	5844	Invoice 59621	4474 Telephone/FAX	\$ 77.45
<b>Total for Peerless Network, Inc</b>					\$ 77.45
<b>Quality Alarm System, Inc.</b>					
09/11/2024	Check	5838	Invoice 153716	4414 Alarm	\$ 744.00
<b>Total for Quality Alarm System, Inc.</b>					\$ 744.00
<b>Roy Erikson Outdoor Maintenance</b>					
09/04/2024	Check	5827	09 Sept Lawn Maintenance	4436 Lawn Maintenance	\$ 915.97
09/17/2024	Check	5848	Fertilizer & Herbicide #2	4436 Lawn Maintenance	\$ 135.00
<b>Total for Roy Erikson Outdoor Maintenance</b>					\$ 1,050.97
<b>Ryan Electrical Services, Inc.</b>					
09/17/2024	Check	5846	2 Cases of T5 3500K lamps (40)	7001 Special Reserves Projects	\$ 702.00
<b>Total for Ryan Electrical Services, Inc.</b>					\$ 702.00
<b>Shark Shredding</b>					
09/02/2024	Check	5822	Shredding Event 8.24.24	4454 General Programming	\$ 600.00
<b>Total for Shark Shredding</b>					\$ 600.00
<b>Southwest Regional Publishing, LLC</b>					
09/11/2024	Check	5840	Invoice 24-3639 Legal Notice Parking Lot	7001 Special Reserves Projects	\$ 575.96
<b>Total for Southwest Regional Publishing, LLC</b>					\$ 575.96
<b>Stanley Access Tech LLC</b>					
09/02/2024	Check	5823	Exterior door latch not releasing	7001 Special Reserves Projects	\$ 225.00
<b>Total for Stanley Access Tech LLC</b>					\$ 225.00
<b>SWAN</b>					
09/13/2024	Expense	ACH	SWAN EXPO - INSERVICE DAY	4353 Administrator	\$ 35.00
09/13/2024	Expense	ACH	SWAN EXPO - INSERVICE DAY	4354 Professional Staff	\$ 315.00
09/13/2024	Expense	ACH	SWAN EXPO - INSERVICE DAY	4355 Support Staff	\$ 385.00
<b>Total for SWAN</b>					\$ 735.00
<b>Thurman, Brittany</b>					
09/11/2024	Check	5834	9.28.24 Fan Con	4454 General Programming	\$ 300.00
<b>Total for Thurman, Brittany</b>					\$ 300.00



PALOS HEIGHTS  
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Truty, Marcin					
09/11/2024	Expense	ACH	08 August 24 IT Services	4418 Technology	\$ 4,880.00
Total for Truty, Marcin					\$ 4,880.00
Warehouse Direct					
09/02/2024	Check	5824	Large Liners (2)	4541 Maintenance/Cleaning Supplies	\$ 91.60
09/02/2024	Check	5824	Sm Liners (1)	4541 Maintenance/Cleaning Supplies	\$ 31.27
Total for Warehouse Direct					\$ 122.87
Wenstrup, Gary					
09/13/2024	Check	5842	10.1.24 Fleetwood Mac	4452 Public Services Programming	\$ 300.00
Total for Wenstrup, Gary					\$ 300.00
TOTAL CHECKS FOR BOARD APPROVAL					\$135,152.10



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: SEPTEMBER 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	\$15,395.68	\$1,416,446.45	\$1,108.33	\$200.00	\$572.09	\$2,573.48	\$1,436,296.03
WITHDRAWLS	(\$135,152.10)						(\$135,152.10)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$40,000.00	(\$40,000.00)					
	\$40,000.00	(\$40,000.00)					
DEPOSITS	\$117.30						\$2,396.76
	\$201.64						
	\$25.00						
	\$392.85						
	\$291.30						
	\$289.30						
	\$1,079.37						
ADJUSTMENTS	\$119.50						\$119.50
INTEREST EARNED	\$0.62	\$5,188.66	\$4.74	N/A	N/A	\$2.53	\$5,196.55
ENDING BALANCE	\$12,760.46	\$1,291,635.11	\$1,113.07	\$200.00	\$572.09	\$2,576.01	\$1,308,856.74
TOTALS	\$1,305,708.64 GENERAL FUND				\$3,148.10 SPECIAL RESERVES FUND		\$1,308,856.74 TOTAL FUND BALANCE
INTEREST RATES	0.02%	4.90%	5.229%	N/A	N/A	1.21%	

TOTAL FUND BALANCE MONTH ENDING: SEPTEMBER 30, 2024

\$1,308,856.74

Adjustments: Check #5648 Lost reissued Check #5681



PALOS HEIGHTS  
PUBLIC LIBRARY

# DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting  
October 17, 2024

## Library News

Parking lot construction is set to begin on October 14<sup>th</sup>. The library will be closed the 14<sup>th</sup> thru the 16<sup>th</sup> as those are the days the curbs and sidewalks will be torn up. There will be no way for patrons or staff to safely access the building without these sidewalks. Staff will be working remotely during this time. We will reopen on the 17<sup>th</sup> with the paving work still underway, so street parking will be the order of the day for the remainder of construction. As long as weather cooperates, we expect construction to conclude on the 21<sup>st</sup> with the parking lot reopening on the 22<sup>nd</sup>. I will have more information for you at our meeting.

Our 6<sup>th</sup> annual Fan Con event was another huge success! On September 28<sup>th</sup>, we had a fun-filled day that was attended by approximately 445 people. There was a game room with video games, board games, and a basketball shooter, which was busy all day. People enjoyed the craft room from open to close, and the giveaways and scavenger hunt were a big hit. And of course our Mario Kart tournament on the big screen was a lot of fun. Kudos to Christina and the rest of the committee for organizing a very smooth event that had a lot of moving parts.

## Building & Grounds News

There isn't a whole lot to report in terms of building and grounds. The parking lot is the big news. We have a couple of dying trees that I plan to have removed in the spring. We continue to make needed repairs to keep our aging HVAC system running smoothly. There are no indications of pending systemic failure, so I hope that small repairs as needed here and there will keep the system functioning well for a long time to come. The Building & Grounds Committee will meet immediately prior to our regular meeting to do our annual building walk-through.

## Budget News

Our FY2025 Budget and FY2024 Levy have been submitted to the City. The City's Finance Director has confirmed that everything looks good from their end. There have been no further tax disbursements, and none are expected at this point. Our balances remain strong, and our spending is steady. Even with the large expense of the parking lot project, we are very well situated as we approach the end of the fiscal year.

## Upcoming Events

- Thursday, October 17<sup>th</sup> – Building & Grounds Committee, 6:00pm
- Thursday, October 17<sup>th</sup> – Regular Board Meeting, 7:00pm
- Saturday, October 26<sup>th</sup> – Friends Ice Cream Social,
- Monday, November 11<sup>th</sup> – Veterans Day Reception, 11:30am
- Thursday, November 21<sup>st</sup> – Regular Board Meeting, 7:00pm
- Tuesday, December 3<sup>rd</sup> – Madrigal Singers, 7:00pm
- Friday, December 6<sup>th</sup> – Kringle Market, 5:00pm-9:00pm
- Saturday, December 7<sup>th</sup> – Kringle Market, 10:00am-5:00pm
- Sunday, December 15<sup>th</sup> – Holiday Party, 5:30pm

## Agenda Items

### Item 1: Approval of Donated Artwork in Memory of Elenor Hawley

After our September meeting, Trustee Rhodes got to work on reimagining a memorial for Elenor Hawley that would keep with the family's wishes but also better fit our aesthetic at the proposed budget. She came up with the following design:





I sent this to Celeste Kappel to discuss with the family, and they have given their approval. So all that is left is for you to approve the design. Then we can move forward with the project.

**Recommendation:** I recommend that you approve this design in memory of Elenor Hawley.

## Item 2: Parking Lot Repaving

As stated above, construction is expected to be well underway when we meet this month. We had a kickoff meeting with the engineer, contractor, and owner's representative on 10/1 to discuss the project in detail, including timeline and whether closing could be avoided. We determined that there would be no safe way to access the building with the sidewalks torn out, so closing for that portion of the project is unavoidable. Permitting was finalized on 10/7. It should be wrapping up well short of the original two-week estimate.

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

### Item 3: 2025 Library Closing Dates

There are no surprises with regard to next year's closing dates. In addition to the normal holidays, we have our two staff in-service days and the three customary early closing days on July 3<sup>rd</sup>, July 17<sup>th</sup>, and November 26<sup>th</sup>.

**Recommendation:** I recommend that you approve the list of 2025 library closing dates.

### Item 4: 2025 Board Meeting Dates

I have laid out our schedule of meetings for next year according to our current practice of meeting on the third Thursday of each month at 7pm, with the exceptions of July and December.

**Recommendation:** I recommend that you approve the list of 2025 board meeting dates.

### Item 5: Staff Appreciation Awards

I have calculated the staff appreciation awards for the year, per our policy. That policy is also included in the packet, for your reference. The total amount of the awards for this year is \$4,400, which is within budget.

**Recommendation:** I recommend that you approve the annual staff appreciation awards in the total amount of \$4,400.

### Item 6: Palmer Award

It is that time of year again when we recognize community members or organizations who have had an exceptional impact on the library. I have two proposals for you this year. The first is Marge Damm. Marge passed away in January. She was a very longtime member of the Friends of the Library and one of the core members of that group for many years. She was a fixture at our book sales. She was a regular when it came to sorting books. She served as their Vice President and kept track of the membership list. While she has received recognition from the library in the past as a member of the Friends, I don't believe that she was ever recognized individually. Nor would she probably have wanted to be, as she was an incredibly humble person who served without any desire for praise. Nonetheless, I can think of no more deserving person for this recognition, and I only wish that we had done so before her brief illness and passing.

The other proposal that I have for you is Bill Poore. Bill is the current president of the Friends of the Library and has been for many years. He is the glue that holds that group together, and he has put many hours and a lot of sweat into making their work a success. He is also a former library trustee, so he has decades of service to the library under his belt. Bill has had some health issues recently, and that prompted me to want to put him forward so that he can be recognized in person and while he is still active with us. He was given the Palmer Award in 2014 for his work with the Board. I believe it appropriate to recognize him again, this time for his work with the Friends.

**Recommendation:** I recommend that you approve the Palmer Award for Marge Damm and Bill Poore.

Respectfully submitted,  
Jesse Blazek  
Library Director



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## SEPTEMBER 2024

### At the Desk:

13 online library cards were issued to residents.

14 directional questions were answered by the Circulation staff.

8 patrons used Curveside pickup.

1 birthday bookmark was given out to a patron.

### Department Highlights:

Joyce, Crystine, and Lorena promoted the library at the Farmers Market, providing informational and promotional library materials.

Karen D. celebrated her 25<sup>th</sup> work anniversary!

Lorena created the marketing materials for Library Card Sign-up Month and Circ helped new patrons enter a drawing to win a Family Brookfield Zoo 1-year membership. We had 29 entries and the winner was Michael Small!

Throughout September, Circ helped collect bookmark designs for the Friends of the Library bookmark contest. There were 49 entries and three winners were chosen: Sarah Kroese, Charlie, and Caroline Hermann!

Lorena created various marketing materials for the Friends 40<sup>th</sup> Anniversary. She also interviewed with Sue and Patti on PHTV4 to help promote upcoming activities.

The Fan Con Committee decorated the library and the display case to help promote the big event. Circ also helped in preparing the giveaway bags and crafts. The committee is very thankful for all of their help.

Lorena helped come up with program ideas, craft activities, layout, schedule, marketing materials, and various other things to create an eventful day for Fan Con. She helped the new chair of the committee understand the role and get comfortable with creating a large scale library event for the community. Christina did a fantastic job planning and leading this committee and she will continue to provide exciting things for Fan Con.

Lorena created posts and videos promoting Library Card Sign-up Month and Fan Con on Social Media platforms.

### Meetings:

September 3 – Fan Con meeting

September 5 – Fan Con crafts meeting with Susana

September 11 – Fan Con meeting

September 11 – Friends of the Library 40<sup>th</sup> Anniversary meeting

September 16 – LACONI: Documentation is Communication

September 17 – Fan Con meeting

September 24 – 1 on 1 with Jesse

September 24 – Management Team meeting

September 26 – Fan Con meeting

September 30 – Management Team meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

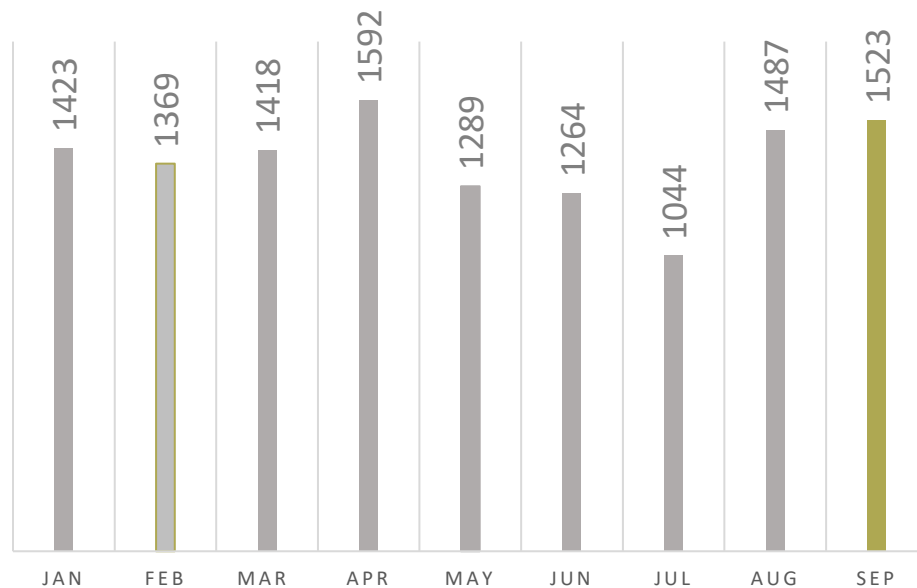
# CIRCULATION STATISTICS FOR SEPTEMBER 2024

	Sep-24	YTD 24	Sep-23	YTD 23
Adult Circulation				
Books	3,478	34,324	3,832	34,425
Video	358	4,185	613	5,362
Audio	280	2,761	335	3,640
Periodicals	220	1,542	224	1,862
Other Formats	29	160	33	137
In House	55	813	79	853
Total Adult Circulation	4,420	43,785	5,116	46,279
Youth Circulation				
Books	4,001	39,265	4,070	37,454
Audio	39	514	131	1,033
Teen Circulation				
Books	205	2,599	285	3,253
Audio	-	36	5	26
Youth & Teen Circulation				
Video	156	2,028	190	1,894
Periodicals	12	131	28	105
Other Formats	66	603	-	2
In House Use	865	8,017	882	8,039
Total Youth & Teen Circulation	5,344	53,193	5,591	51,806
Gadgets & Gizmos	18	116	Collection started June 2024	
Electronic Circulation				
eBooks (Media On Demand)	1,082	11,448	1,221	11,415
eBooks (e-Read IL)	107	845	114	897
eAudio (e-Read IL)	69	664	39	493
eAudio (Media On Demand)	842	8,003	798	6,631
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	326	2,611	164	935
Periodicals (PressReader)	67	1,817	-	-
Total Electronic Circulation	2,493	25,388	3,968	28,824
TOTAL CIRCULATION	12,275	122,482	14,675	126,909
ILL - Received				
ILL - Sent	1,126	11,520	1,264	11,631
Reciprocal Borrowing	1,058	9,179	1,022	9,372
Online Renewals	1,131	11,054	1,296	11,319
Self-Checkout	23	324	39	346
Computer Usage	3,820	38,372	4,249	39,059
Library Workstation Sessions	485	4,451	387	3,524
Wireless Sessions	1,038	8,502	1,052	7,603
Total Sessions	1,523	12,953	1,439	11,127
# of People Using the Library	10,453	91,268	9,696	83,674
Homebound Deliveries			Current Month	Full Year
Patrons Serviced			9	
Visits			21	168
Items			132	1,067
Museum Pass Program			Current Month	Full Year
Total Passes			14	150
Library Cards Issued				
Patron Types	Month's Start	Renewed	New	Deleted
Resident	4,156	51	29	-
Non-Resident/Trinity/Business	29	3	-	-
Cards for Kids	74	7	-	

Respectfully submitted by Lorena Rodriguez, Head of Circulation

# Public Services Department Report September 2024

## PS Reference Questions



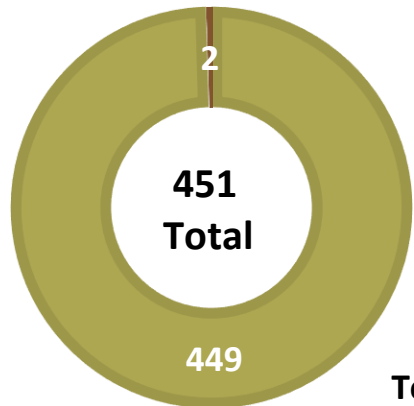
## Meetings & Trainings

- 9-3-24: 1 on 1 with Director
- 9-4-24: RAILS Member Update
- 9-5-24: ILA Conference Committee Meeting
- 9-9-24: Channel 4 "At the Library" Recording
- 9-10-24: Generative AI in Libraries Webinar
- 9-12-24: ELSUM Meeting
- 9-16-24: Documentation is Communication Webinar
- 9-16-24: 1 on 1 with Director
- 9-16-24: Kris Kringle Market Meeting
- 9-19-24: LJ Library Skills Demo
- 9-19-24: ARRT Meeting
- 9-20-24: RFN Meeting
- 9-20-24: Increase Comm. Engagement Webinar
- 9-24-24: One Earth Meeting
- 9-25-24: Green Team Meeting
- 9-26-24: Management Meeting

## Programming

### August Program Attendance

■ In-Person ■ Virtual



**Total Programs: 28**

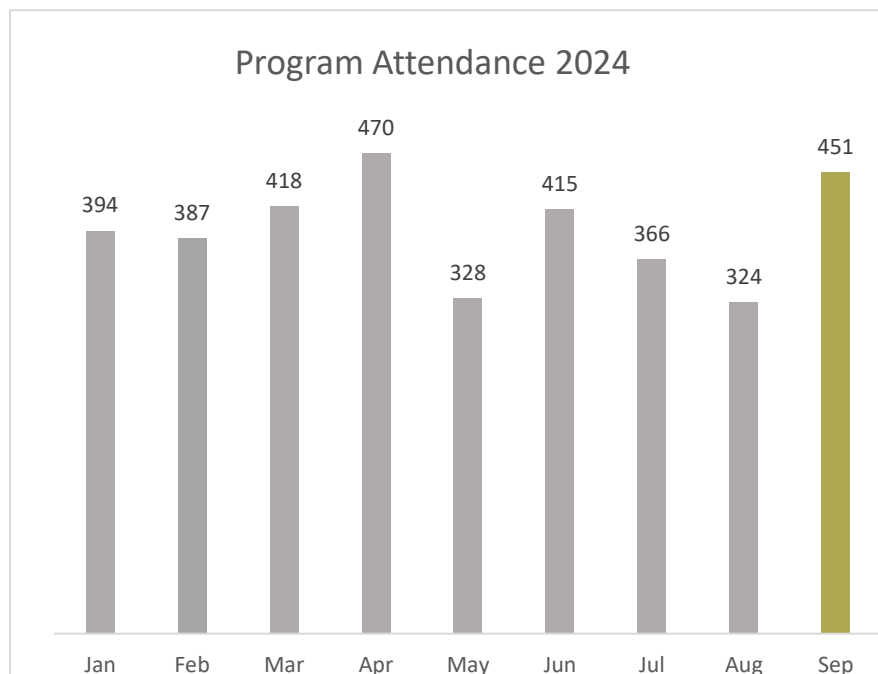
September saw us return to our normal packed program schedule after Labor Day week. We started with a well-attended presentation from about the Eastland disaster that featured not one but two granddaughters of survivors. A patron also brought in a large model of the Eastland that the everyone, including the presenters, were very interested in.

As predicted, the Cheese 101 program was a big hit. The presenter came highly

recommended, and she has several other cheese programs, so I foresee more installments of this in the future.

The Glowforge and Scrapbook classes were filled-up and well-received, as always. The Glowforge class was a bit different, we usually make the items in the class, but since these projects were a little “bigger” than usual, I pre-made most of the pieces for people, then did one “live” so people could see how the software and machine worked. Then they glued things together and painted them up, another more “crafty” process than we usually do.

I was disappointed with attendance at the Chicago Arabic Music Ensemble concert. We had 34 people registered, already lower than our typical concerts, and only 15 people attended. This was one of our first program efforts to connect more with our local Arab American community, we will keep





trying. The Middle Eastern Cooking Demo coming up in November is nearly full, I have high hopes for that one.

### Marketing/Publicity/Outreach

The Big Event for September was, of course, Fan Con. Public Services Librarian Christina Vincent chaired the Fan Con committee this year, and the whole thing went very well. Meticulously planned, the library welcomed around 445 attendees for the festivities that day. We also continued to provide typical library services despite all the commotion. Most of our patrons wondered what was going on, but nobody had any complaints.

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

### Local History

We are gearing up to do a deep dive back into metadata tagging the remaining Regional photos during the parking lot construction.

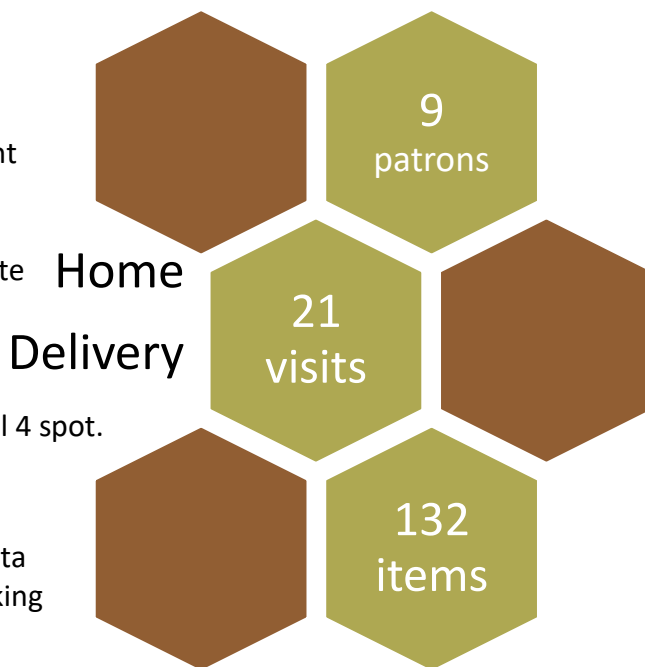
### Collection Development

Our Fiction shifting project is still in the planning stages. We are continuing to work with Tech Services (whom, let's face it, are doing the majority of the work on this) on authors who are split across the collection. Some authors have books both in Fiction and Mystery. That tends to be confusing for patrons, so as new books from authors come in, we've been making the decision as to whether they best belong in Fiction or Mystery, then make that switch. That, plus the recent weeding for the August book sale, has left us with some need to move things around with a shifting project.

### Other

PS staff continues to impress. We even have patrons using the chat function on the website now to thank PS staff for helping them out days earlier.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



## PUBLIC SERVICES - MONTHLY STATISTICS

## September 2024

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$2,674	171	Reference	Computer	Directional
Free	1	0	1	N/A	0	886	278	359
Book Discussions	0	3	3	N/A	23	TOTAL		1,523
Movie			1		24	HOMEBOUND DELIVERIES		
Passive Programs			4		127			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	9	9	21	132
Needle Crafters			4	N/A	25	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	65			
COMPUTER TRAINING - LAB			2	N/A	7	7		
TOTAL PROGRAMMING			28	\$2,674	451			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
9/10/2024	7:00 PM	No	Eastland Disaster			46	\$566	50
9/12/2024	10:00 AM	No	Cheese 101			50	\$850	44
9/19/2024	6:30 pm	No	Scrapbook Birthday Card			12	\$108	8
09/24/24	7:00 pm	No	Chicago Arabic Music Ensemble			37	\$750	15
09/26/24	7:00 pm	No	Lilly Pulitzer			61	\$400	54
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
09/19/24	7:00 PM	Yes	Nobody's Fool (multi-library partnership)			0	N/A	0
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
09/09/24	12:00 PM	No	Lunch Bunch			N/A	N/A	10
09/11/24	7:00 PM	No	Horror Book Club			N/A	N/A	7
09/17/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	6
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
09/15/24	2:00 pm	Sunday @ the Cinema: Past lives				17	N/A	24
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
09/03/24	12:00 PM	Mah Jongg				N/A	N/A	3
09/10/24	12:00 PM	Mah Jongg				N/A	N/A	0
09/17/24	12:00 PM	Mah Jongg				N/A	N/A	3
09/24/24	12:00 PM	Mah Jongg				N/A	N/A	3
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
09/03/24	10:00 AM	Needle Crafters				N/A	N/A	7
09/10/24	10:00 AM	Needle Crafters				N/A	N/A	5
09/17/24	10:00 AM	Needle Crafters				N/A	N/A	7
09/24/24	10:00 AM	Needle Crafters				N/A	N/A	6
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
09/03/24	10:00 AM	Scrabble				N/A	N/A	16
09/10/24	10:00 AM	Scrabble				N/A	N/A	17
09/17/24	10:00 AM	Scrabble				N/A	N/A	17
09/24/24	10:00 AM	Scrabble				N/A	N/A	15
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
09/09/24	2:00 PM	LinkedIn Basics				2	N/A	2
09/17/24	7:00 pm	Fablab Halloween Welcome Sign				7	N/A	5
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						92
		Spice Club Kits						30
		Extra Spice Club Kits						5
		FabLab Project of the Month						0



PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT SEPTEMBER 2024

## Meetings and Training:

On September 06, Susana attended LACONI TSS: We've Got This Under Control: Learn All About Authority Control.

On September 13, Susana attended LACONI Presents: The Dark Side of Management: May the HR Force Be with You.

On September 16, Nikki attended the Book Repair Workshop at White Oak Library District. Susana attended LACONI's Documentation is Communication webinar.

On September 17, Susana met with Jesse for a 1-on-1 meeting and discussed department updates.

On September 18, Susana attended SWAN: Getting Involved: 2025 User/Advisory Groups webinar.

On September 20, Susana attended the ATLAS Middle Managers meeting.

On September 24, Susana attended the management team meeting to discuss upcoming parking lot construction.

On September 25, Susana attended the SWAN Fireside Chat webinar.

On September 28, Fan Con event.

On September 30, Susana attended the management team meeting.

## Staff Related:

During September, Fan Con met weekly and finalized social media content, flyers, event schedule and layout of the activities. Fan Con event was a success with roughly 445 in attendance. Check out Christina's, Public Services Librarian, recap and photos on Fan Con2024.



Nikki processed three new items for the Gadgets & Gizmos collection, Brain Flakes (educational), Blu-ray/DVD Player (technology) and Automobile OBD diagnostic scanner (technology).

Nikki is working on fiscal year 2024 acquisition cleanup project per SWAN request. All other fiscal cycles have been completed.

Susana continues training Jalal to receive packing slips for Ingram and Baker & Taylor.

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

## Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
<b>Ordered Items</b>	158	5	6	0	7	0	-	-
<b>Received Items</b>	238	79	6	1	4	0	-	-
<b>Added Items</b>	144	52	3	1	1	0	59	12

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
<b>Adult Discarded Items</b>	167	2	1	0	N/A	0	0	0
<b>Juvenile Discarded Items</b>	19	0	0	0	0	0	0	0

## Library Services:

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.
<b>Laminating Service*</b>	0	1	0	0	0	1	0	1	1
<b>VHS Conversion:</b>	48 VHS tapes	0 VHS tapes	1 VHS tapes	1 VHS tapes	0 VHS tapes	0 VHS tapes	1 VHS tapes	4 VHS tapes	0 VHS tapes
<b>DVD Format</b>	0	0	1	1	0	0	3	0	0
<b>USB Flash drive Format</b>	48	0	0	0	0	0	0	1	0

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

Respectfully submitted,  
 Susana Leyva  
 Head of Technical Services



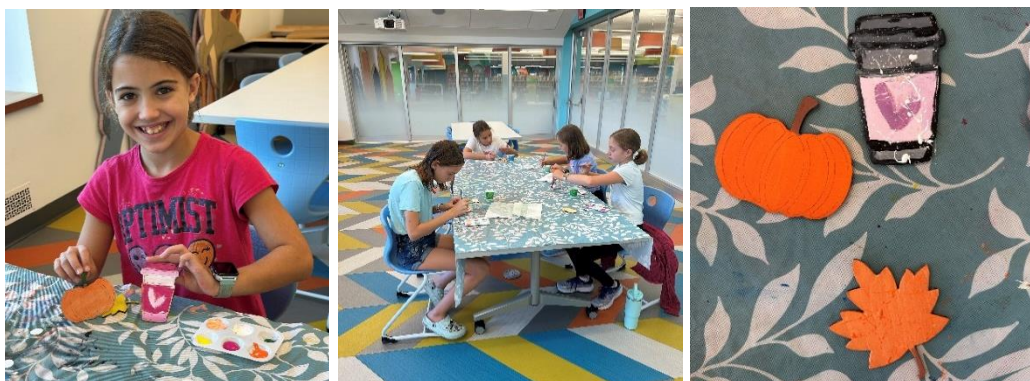
# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## SEPTEMBER 2024

### Highlights of the Month:



Tina always has fun at Nature Hour, but going inside the butterfly tent is one of her favorite things to do! Children learned about the Monarch life cycle, heard stories, sang songs, and got to see the butterflies up close.



Carla's favorite programs of the month were Fall Magnets for grades 3-5 and Pumpkin Crafternoon for grades 4-8. The kids showed their creativity with splatter paint techniques and different color pumpkins!

Claire's favorite program this month was Macrame Backpack Keychains for grades 6-12. The kids had a great time following video instructions to create personalized woven accessories in their favorite colors.



Mary Kate enjoyed planning Autumn Leaves & Crafting Please, for grades K-3. The kids were able to create 4 different art pieces using paint, paper, chalk, and markers. She also had fun at Little Wiggles, the baby story time. The kids were so cute during bubbles and playtime.

## Meetings and Department News:

ILA Presentation Meeting – Tina and Mary Kate attended on 09/03. They reviewed slides and did a practice run through of the presentation.

Fan Con Meetings – Carla and Claire attended these meetings on 09/03, 09/11, 09/17, and 09/26.

At the Library – Tina shared October programs on 09/09 with PHTV Channel 4.

IYSI Planning Meeting – Tina led this meeting on 09/09.

Booklist: Magnificent Middle Grade – Tina, Claire, and Mary Kate watched this webinar on 09/19.

SLJ: The Best in Fall Nonfiction – Part 2 – Claire watched this webinar on 09/19.

Booklist: Romance & Love Stories for All Ages – Mary Kate watched this webinar on 09/21.

One-on-One Meeting – Tina met with Jesse on 09/27.

Booklist: Learning, Growing, Reading: Books for Early Readers – Claire watched this webinar on 09/29.

Management Team Meeting – Tina and Carla attended this meeting on 09/30.

## Outreach:

Palos East Curriculum Night – Mary Kate attended this event on 09/03.

Palos South Curriculum Night – Claire attended this event on 09/04.

Palos West Curriculum Night – Mary Kate attended this event on 09/05.

Sandbox School – Claire presented a story time about community helpers to the morning preschool class on 09/20.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	21	353		Reference	Computer	Directional
Free Tween/Teen Programming	5	34		209	50	149
Youth Paid Programming	0	0		TOTAL	408	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	26	387		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	330	83	28
TOTAL OUTREACH	0	31	1473	TOTAL	441	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
09/03/24	4:00 pm	Sports Ball!	3
09/04/24	11:30 am	Tales for Twos	23
09/04/24	1:00 pm	Kindergarten Ready!	11
09/05/24	11:30 am	Little Wiggles	25
09/10/24	4:00 pm	Autumn Leaves and Crafting Please!	20
09/11/24	11:30 am	Tales for Twos	27
09/11/24	1:00 pm	Kindergarten Ready!	8
09/01/24	4:30 pm	Furry Readers	11
09/12/24	11:30 am	Little Wiggles	42
09/17/24	4:00 pm	Crafts N' Facts: Owls	11
09/18/24	11:30 am	Tales for Twos	13
09/18/24	1:00 pm	Kindergarten Ready!	23
09/18/24	4:00 pm	Bluestem Battle of the Books	1
09/19/24	11:30 am	Little Wiggles	25
09/24/24	4:00 pm	Mario and Luigi Jam	22
09/25/24	11:30 am	Tales for Twos	10
09/25/24	1:00 pm	Kindergarten Ready!	11
09/25/24	4:00 pm	Fall Magnets	6
09/26/24	11:30 am	Little Wiggles	27
09/26/24	5:00 pm	Watercolors and Leaves	11
09/27/24	10:00 am	Nature Hour	23

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
09/01/24	4:00 pm	Volunteens	13
09/12/24	4:00 pm	Macrame Backpack Keychains	4
09/19/24	4:00 pm	Video Game Club: Just Dance 2024	0
09/26/24	4:00 pm	Spooky String Art	9
09/30/24	4:00 pm	Pumpkin Crafternoon	8

<b>FREE: YOUTH PASSIVE PROGRAMMING</b>	<b>ATTENDANCE</b>
Craft - Acorn	140
Teen Craft - Leaf	50
FabLab - Pencil Box	0
Teen Gaming - Nintendo Switch	3
Activity - Find Thor's Hammer	28
Craft - Candy Corn	190
Teen Craft - Word Search	30

<b>OUTREACH &amp; SCHOOL VISITS</b>			
<b>DATE</b>	<b>ORGANIZATION</b>	<b># SESSIONS</b>	<b>ATTENDANCE</b>
09/03/24	Palos East Elementary School Curriculum Night	1	10
09/04/24	Palos South Middle School Curriculum Night	1	16
09/05/24	Palos West Elementary School Curriculum Night	1	20
09/05/24	Sandbox School Storytime and Library Card Sign-Up Month Visit	1	23
09/20/24	Sandbox School Storytime	1	8
09/31/24	Book Talks Grades K-1	8	154
09/31/24	Book Talks Grades 2-3	7	155
09/31/24	Book Talks Grades 4-5	4	87
09/31/24	Book Talks Grades 6-8	7	1000



# PALOS HEIGHTS PUBLIC LIBRARY

## PROPOSED CLOSINGS 2025

Wednesday, January 1	New Year's Day*
Friday, February 7	Staff In-Service
Sunday, April 20	Easter
Sunday, May 11	Mother's Day
Sunday, May 25	Closed Sundays until Sept. 11th
Monday, May 26	Memorial Day*
Thursday, June 19	Juneteenth*
Thursday, July 3	Close at 5pm
Friday, July 4	Independence Day*
Thursday, July 17	Close at 5pm (Classic Car Event Parking)
Friday, August 8	Staff In-Service
Monday, September 1	Labor Day*
Wednesday, November 26	Close at 5pm
Thursday, November 27	Thanksgiving Day*
Wednesday, December 24	Christmas Eve*
Thursday, December 25	Christmas Day*
Wednesday, December 31	New Year's Eve*
Thursday, January 1 (2026)	New Year's Day*

# PALOS HEIGHTS PUBLIC LIBRARY

## PROPOSED BOARD MEETING DATES - 2025

All meetings to be held in the Library Conference Room at 7pm  
on the third Thursday of the month (unless otherwise noted)

January 16

February 20

March 20

April 17

May 15

June 19

July - No Meeting

August 21

September 18

October 16

November 20

December - No Meeting

## 2024 Staff Appreciation Awards Spreadsheet

Employee:	Years of Service:	Base Award:	Premium:	Total Award:
Director	9	\$125	\$150	\$275
Head of Circulation	6	\$125	\$100	\$225
Head of Public Services	6	\$125	\$100	\$225
Head of Technical Services	8	\$125	\$100	\$225
Head of Youth and Teen Services	7	\$125	\$100	\$225
Asst Head of YTS	3	\$100	\$100	\$200
Business Manager	16	\$175	\$100	\$275
PS Librarian 1	8	\$125	\$50	\$175
PS Librarian 2	7	\$125	\$50	\$175
PS Librarian 3	2	\$100	\$50	\$150
PS Librarian 4	1	\$100		\$100
YTS Librarian 1	1	\$100	\$50	\$150
YTS Librarian 2	3	\$100	\$50	\$150
YTS Librarian 3	7	\$125		\$125
YTS Librarian 4	2	\$100		\$100
YTS Librarian 5	0	\$100		\$100
Circ Clerk 1	25	\$225		\$225
Circ Clerk 2	18	\$175		\$175
Circ Clerk 3	14	\$150		\$150
Circ Clerk 4	8	\$125		\$125
Circ Clerk 5	3	\$100		\$100
Circ Clerk 6	2	\$100		\$100
Circ Clerk 7	2	\$100		\$100
Tech Clerk 1	13	\$150		\$150
Tech Clerk 2	7	\$125		\$125
Tech Clerk 3	6	\$125		\$125
Custodian	13	\$150		\$150
			<b>Total:</b>	<b>\$4,400</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

# STAFF APPRECIATION AWARDS POLICY

It shall be the policy of the Palos Heights Public Library to make discretionary annual Staff Appreciation Awards in December of each year in order to recognize each employee's years of service, part-time or full-time employment, and the responsibility and leadership of an employee's management positions. This policy shall apply so long as budgetary conditions exist to support it.

## Awards will be calculated as follows:

### Years of Service:

0-4 yrs: \$100

5-9 yrs: \$125

10-14 yrs: \$150

15-19 yrs: \$175

20-24 yrs: \$200

25+ yrs: \$225

## The following premiums shall be added to the service awards as applicable:

Premium for full-time staff: \$50

Premium for full-time Managers: \$100

Premium for Library Director: \$150

The results shall then be reported to the Board of Trustees at their October Board meeting, voted on, and approved before awards are granted.

Adopted: February 12, 2015

Revised: October 21, 2021