



PALOS HEIGHTS  
PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

April 17, 2025

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the February 20, 2025 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for February 2025 for \$157,985.27  
Approval of the Treasurer's report for the month ending Mar. 31, 2025
- PRESIDENT'S REPORT
- DIRECTOR'S REPORT
- CORRESPONDENCE
- COMMITTEE REPORTS: Budget & Finance – John Peltz  
Building & Grounds – Steve Foertsch  
City Council Liaison – Sue Jankowski  
Ethics Officer – Susan Snow  
Friends of the Library Liaison – Sue Jankowski  
Long Range Planning – Sue Jankowski  
Nominating – Hilary Rhodes  
Personnel – Dianne Key  
Policy – Rose Zubik
- UNFINISHED BUSINESS:
- NEW BUSINESS: 1. Discussion of Youth and Teen Services Department with Carla Dinnocenzo  
2. Approval of Recommendations of Policy Committee, if needed
- ADJOURNMENT
- NEXT MEETING: Thursday, May 15, 2025

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 Library Board Meeting

March 21, 2025 Minutes

1. The meeting was called to order at 7:00 PM by President Susan Snow. The following trustees were present: Hilary Rhodes, Steve Foertsch, Sue Jankowski, John Peltz and Dianne Key. Rose Zubik and Patrick Keough were absent.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager, Tina Ruzala, Head of Youth & Teen Services and Lorena Rodriguez, Head of Technical Services.
3. No members of the public attended and there was no public comment.
4. The minutes of the February regular board meeting were approved by a voice vote.
5. **Treasurer's Report**
  - a. Treasurer Peltz moved to approve the General Fund bills for February 2025 for \$129,083.17. His motion was seconded by Trustee Key. On a roll call vote, the motion carried.
  - b. Treasurer Peltz moved to approve the Treasurer's report for the month ending Feb. 28, 2025. His motion was seconded by Trustee Foertsch. On a roll call vote, the motion carried.
6. **President's Report:** Cook County Clerk's office sent out the Statement of Economic Interests (SEI) - Trustee Snow encouraged all trustees to fill this out at our earliest convenience. These forms are due May 1st.
7. **Director's Report:** In addition to his written report included in the trustee narrative packets, Director Blazek noted that the complete IPLAR (ILLINOIS PUBLIC LIBRARY ANNUAL REPORT) pdf is in our trustee packet this month for our reference, as that was just completed by Director Blazek (due each March 1st).
8. There was no correspondence.
9. **Committee Reports**
  - a. **Budget & Finance** - the committee met tonight before this regular meeting. The library is on budget and finances are all in order. The list of the current expenditures from special reserves are listed in the Director's Report.
  - b. Trustee Foertsch reported for **Building and Grounds** – Biggest issue is the leak on the front of the building which we are addressing in new business.
  - c. **City Council Liaison**, Trustee Jankowski raised the question of the

purpose of this committee/position. President Snow will consult library law to look if there is anything we need to follow before dissolving a committee.

- d. Trustee Jankowski reported for **Friends of the Library** – notable events and happenings include:
  - i. Nice turnout for the last meeting.
  - ii. The Little Free Library at the Palos train station was vandalized, a small amount of books will be put there for now.
  - iii. Some contributions the Friends will be making include:
    - 1. Summer Reading Kickoff Party - \$1,000.00
    - 2. Fablab - \$800.00
    - 3. A new tree at the west end of the parking lot - \$850.00
  - iv. The February book sale had \$2550 in sales
  - v. Next Friends Book Sale - August 15, 16, 18, 19
  - vi. National Library Week - April 6-12: Patron Appreciation Day  
Tuesday, April 8th - ½ price book day
  - vii. Looking for book, dvd and cd donations!
- e. **Nominating** had no report but President Snow let us know that Nancy Silvestri will be coming to help the trustees learn parliamentary procedures for libraries, which will help any future nominees.
- f. There were no reports from the **Ethics, Long Range Planning, Nominating, Personnel, and Policy** Committees.

## 10. New Business

- a. Presentation by **Lorena Rodriguez**, Head of Technical Services  
Cataloging of materials, placing the orders, adding barcodes and spine labels, thinking about accessibility. There are three part time employees in the Technical Services Department that Lorena oversees. Technical Services helps to get books in the patrons' hands! Lorena is a key part of the larger management team, no matter the task or event.
- b. Trustee Foertsch made a motion to **approve the Water Leak Evaluation proposal** from Building Technology Consultants, Inc. in an amount not to exceed \$14,900. Trustee Key seconded the motion. This motion carried on a roll call vote.
  - i. Discussion was about this just being a diagnostic project, and we won't know until we have this done how much we will need to spend to possibly fix the problem.

- c. Trustee Rhodes made a motion to approve April 8th National Library Workers Day honoraria in a total amount of \$675 (\$25 per staff member). Trustee Key seconded the motion. The motion carried on a roll call vote.
  - d. Trustee Jankowski brought up the Ramadan storytime and whether this was the library hosting a religious event. She suggested we find out what the legal components are of hosting an event like this.
    - i. Director Blazek added that these are cultural events that people in our community celebrate that we are recognizing to meet the patrons needs. The intention is not to hold a religious service in any way.
  - e. On a motion by Trustee Key and a second by Trustee Foertsch, President Snow adjourned the meeting at 8:03pm.
11. The next board meeting is Thursday, April 17th at 7:00pm.



PALOS HEIGHTS  
PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
4/17/2025

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	MARCH	\$157,985.27	6.1 to 6.4
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	3/31/2025	N/A	1



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**STATEMENT OF FUND BALANCES  
MONTH ENDING: MARCH, 2025**

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$642,354.16		\$642,354.16
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$246.82		\$246.82
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$438.71		\$438.71
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$1,052.70		\$1,052.70
» Miscellaneous	\$1,198.00		\$1,198.00
<b>DONATIONS/GIFTS</b>			\$0.00
» Restricted	\$1,000.00		\$1,000.00
» Annual Fundraising	\$137.88		\$137.88
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$747.40		\$747.40
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$3,682.90	\$2.02	\$3,684.92
<b>TOTAL REVENUES</b>	<b>\$650,858.57</b>	<b>\$2.02</b>	<b>\$650,860.59</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$77,542.74		\$77,542.74
» Employee Benefits	\$25,239.84		\$25,239.84
» Staff & Board Development	\$964.89		\$964.89
CONTRACTUAL SERVICES	\$17,118.67		\$17,118.67
BUILDING MAINTENANCE	\$10,625.57		\$10,625.57
INSURANCE	\$13.00		\$13.00
UTILITIES	\$831.33		\$831.33
SUPPLIES	\$1,698.16		\$1,698.16
CAPITAL EXPENSES	\$2,809.41		\$2,809.41
MEDIA	\$13,157.68		\$13,157.68
REIMBURSEMENTS	\$7,983.98		\$7,983.98
SR PROJECTS	\$0.00		\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$157,985.27</b>	<b>\$0.00</b>	<b>\$157,985.27</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	<b>\$492,873.30</b>	<b>\$2.02</b>	<b>\$492,875.32</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
**Tansfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>\$492,873.30</b>	<b>\$2.02</b>	<b>\$492,875.32</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$793,102.41</b>	<b>\$3,158.80</b>	<b>\$796,261.21</b>
<b>END OF MONTH</b>	<b>\$1,285,975.71</b>	<b>\$3,160.82</b>	<b>\$1,289,136.53</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: MARCH 2025

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
<b>REVENUES</b>					
PROPERTY TAXES	\$1,984,410.78	\$1,984,410.78	\$954,956.65	\$1,029,454.13	48.12%
CORPORATE REPLACEMENT TAX	\$25,000.00	\$25,000.00	\$14,662.24	\$10,337.76	58.65%
<b>DIRECT REVENUES</b>					
<b>FRONT DESK</b>					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$519.26	\$1,980.74	20.77%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$3,500.00	\$3,500.00	\$1,181.12	\$2,318.88	33.75%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$4,712.95	\$6,287.05	42.85%
Miscellaneous	\$12,784.00	\$12,784.00	\$3,950.42	\$8,833.58	30.90%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$1,050.00	-\$50.00	105.00%
Unrestricted	\$15,000.00	\$15,000.00	\$723.74	\$14,276.26	4.82%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$1,982.15	\$2,017.85	49.55%
<b>GRANTS</b>	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
<b>INTEREST</b>	\$30,075.00	\$30,075.00	\$7,219.30	\$22,855.70	24.00%
<b>TOTAL REVENUES</b>	<b>\$2,123,870.08</b>	<b>\$2,123,870.08</b>	<b>\$990,957.83</b>	<b>\$1,132,912.25</b>	<b>46.66%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$224,534.53	-\$784,408.89	-77.75%
Employee Benefits	\$319,423.19	\$319,423.19	\$72,082.68	-\$247,340.51	-77.43%
Staff & Board Development	\$11,800.00	\$11,800.00	\$3,599.00	-\$8,201.00	-69.50%
<b>CONTRACTUAL SERVICES</b>	\$192,077.83	\$192,077.83	\$35,508.03	-\$156,569.80	-81.51%
<b>BUILDING MAINTENANCE</b>	\$51,121.59	\$51,121.59	\$19,533.09	-\$31,588.50	-61.79%
<b>INSURANCE</b>	\$25,279.51	\$25,279.51	\$24,801.11	-\$478.40	-1.89%
<b>UTILITIES</b>	\$12,890.20	\$12,890.20	\$2,481.47	-\$10,408.73	-80.75%
<b>SUPPLIES</b>	\$28,620.00	\$28,620.00	\$6,687.20	-\$21,932.80	-76.63%
<b>CAPITAL EXPENSES</b>	\$195,523.97	\$195,523.97	\$18,850.55	-\$176,673.42	-90.36%
<b>MEDIA</b>	\$170,585.00	\$170,585.00	\$34,374.67	-\$136,210.33	-79.85%
<b>REIMBURSEMENTS</b>	\$48,894.37	\$48,894.37	\$21,414.00	-\$27,480.37	-56.20%
<b>SR PROJECTS</b>	\$58,711.00	\$58,711.00	\$19,719.03	-\$38,991.97	-66.41%
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$2,123,870.08</b>	<b>\$483,585.36</b>	<b>-\$1,640,284.72</b>	<b>-77.23%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$507,372.47</b>	<b>-\$507,372.47</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>\$507,372.47</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$1,110,741.58</b>		
			<b>-\$734,050.69</b>		



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: MARCH 2025

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>						
<b>OPERATIONAL SALARIES</b>						
4311	SALARIED EMPLOYEES	\$774,582.04	\$58,724.16	\$169,811.04	\$604,771.00	78.08%
4312	HOURLY EMPLOYEES	\$229,111.38	\$18,818.58	\$54,723.49	\$174,387.89	76.11%
4313	ADDITIONAL COMPENSATION	\$5,250.00	\$0.00	\$0.00	\$5,250.00	100.00%
<b>TOTAL OPERATIONAL SALARIES</b>		<b>\$1,008,943.42</b>	<b>\$77,542.74</b>	<b>\$224,534.53</b>	<b>\$784,408.89</b>	<b>77.75%</b>
<b>EMPLOYEE BENEFITS</b>						
4331	ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$6,132.52	\$17,773.85	\$66,308.78	78.86%
4332	SOCIAL SECURITY - FICA	\$76,778.12	\$5,880.12	\$17,030.43	\$59,747.69	77.82%
4333	INSURANCE	\$157,362.44	\$13,227.20	\$37,278.40	\$120,084.04	76.31%
4334	CLOTHING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>\$319,423.19</b>	<b>\$25,239.84</b>	<b>\$72,082.68</b>	<b>\$247,340.51</b>	<b>77.43%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>						
4351	MEMBERSHIP FEES	\$2,400.00	\$0.00	\$625.00	\$1,775.00	73.96%
4352	BOARD DEVELOPMENT	\$800.00	\$0.00	\$100.00	\$700.00	87.50%
4353	ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354	PROFESSIONAL STAFF	\$6,000.00	\$659.24	\$1,830.24	\$4,169.76	69.50%
4355	SUPPORT STAFF	\$1,000.00	\$229.35	\$919.35	\$80.65	8.07%
4356	MILEAGE REIMBURSEMENT	\$1,100.00	\$76.30	\$124.41	\$975.59	88.69%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>		<b>\$11,800.00</b>	<b>\$964.89</b>	<b>\$3,599.00</b>	<b>\$8,201.00</b>	<b>69.50%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>		<b>\$1,340,166.61</b>	<b>\$103,747.47</b>	<b>\$300,216.21</b>	<b>\$1,039,950.40</b>	<b>77.60%</b>
<b>CONTRACTUAL SERVICES</b>						
<b>PROFESSIONAL SERVICES</b>						
4361	AUDIT FEES	\$7,450.00	\$5,450.00	\$5,450.00	\$2,000.00	26.85%
4362	LEGAL FEES	\$2,000.00	\$0.00	\$245.00	\$1,755.00	87.75%
4363	CONSULTANT FEES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4364	APPRAISAL	\$650.00	\$0.00	\$0.00	\$650.00	100.00%
4365	ACCOUNTANT	\$4,950.00	\$365.00	\$1,235.00	\$3,715.00	75.05%
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$15,550.00</b>	<b>\$5,815.00</b>	<b>\$6,930.00</b>	<b>\$8,620.00</b>	<b>55.43%</b>
<b>OUTSIDE SERVICES</b>						
4412	PAYROLL SERVICES	\$5,040.00	\$273.47	\$1,018.30	\$4,021.70	79.80%
4414	ALARM	\$3,600.00	\$744.00	\$1,756.00	\$1,844.00	51.22%
4416	MAINTENANCE	\$40,500.00	\$3,166.32	\$8,986.04	\$31,513.96	77.81%
4417	SWAN	\$30,000.00	\$0.00	\$6,830.75	\$23,169.25	77.23%
4418	TECHNOLOGY	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%
<b>TOTAL OUTSIDE SERVICES</b>		<b>\$119,140.00</b>	<b>\$4,183.79</b>	<b>\$18,591.09</b>	<b>\$100,548.91</b>	<b>84.40%</b>
<b>PRINTING</b>						
4424	NEWSLETTER PRINTING	\$19,387.83	\$3,196.55	\$3,196.55	\$16,191.28	83.51%
<b>TOTAL PRINTING</b>		<b>\$19,387.83</b>	<b>\$3,196.55</b>	<b>\$3,196.55</b>	<b>\$16,191.28</b>	<b>83.51%</b>
<b>PROGRAMMING</b>						
4451	YOUTH & TEEN PROGRAMMING	\$11,000.00	\$602.48	\$1,515.10	\$9,484.90	86.23%
4452	PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$2,240.50	\$4,044.47	\$9,955.53	71.11%
4454	GENERAL PROGRAMMING	\$10,000.00	\$1,039.67	\$1,039.67	\$8,960.33	89.60%
<b>TOTAL PROGRAMMING</b>		<b>\$35,000.00</b>	<b>\$3,882.65</b>	<b>\$6,599.24</b>	<b>\$28,400.76</b>	<b>81.15%</b>
<b>PUBLIC RELATIONS</b>						
4461	Public Relations	\$3,000.00	\$40.68	\$191.15	\$2,808.85	93.63%
<b>TOTAL PUBLIC RELATIONS</b>		<b>\$3,000.00</b>	<b>\$40.68</b>	<b>\$191.15</b>	<b>\$2,808.85</b>	<b>93.63%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>		<b>\$192,077.83</b>	<b>\$17,118.67</b>	<b>\$35,508.03</b>	<b>\$156,569.80</b>	<b>81.51%</b>





# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

## BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MARCH 2025

		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	\$68.79	\$198.59	\$658.09	76.82%
4432	HEATING/COOLING SERVICE	\$13,000.00	\$7,234.00	\$11,874.00	\$1,126.00	8.66%
4434	BUILDING REPAIRS	\$12,000.00	\$2,484.99	\$3,457.63	\$8,542.37	71.19%
4436	LAWN MAINTENANCE	\$10,053.30	\$0.00	\$135.00	\$9,918.30	98.66%
4437	SNOW REMOVAL	\$6,751.61	\$0.00	\$1,767.00	\$4,984.61	73.83%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>\$42,661.59</b>	<b>\$9,787.78</b>	<b>\$17,432.22</b>	<b>\$25,229.37</b>	<b>59.14%</b>
<b>EQUIPMENT MAINTENANCE</b>						
4531	COPIER	\$8,220.00	\$631.54	\$1,894.62	\$6,325.38	76.95%
4533	OTHER EQUIPMENT	\$240.00	\$206.25	\$206.25	\$33.75	14.06%
<b>TOTAL EQUIPMENT MAINTENANCE</b>		<b>\$8,460.00</b>	<b>\$837.79</b>	<b>\$2,100.87</b>	<b>\$6,359.13</b>	<b>75.17%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>		<b>\$51,121.59</b>	<b>\$10,625.57</b>	<b>\$19,533.09</b>	<b>\$31,588.50</b>	<b>61.79%</b>
<b>INSURANCE</b>						
4441	BLDG. & CONTENTS/GLASS/LIMRICC	\$23,451.56	\$0.00	\$22,649.11	\$802.45	3.42%
4443	DISABILITY (WORKMEN'S COMP)	\$1,827.95	\$13.00	\$2,152.00	-\$324.05	-17.73%
<b>GROUP TOTAL INSURANCE</b>		<b>\$25,279.51</b>	<b>\$13.00</b>	<b>\$24,801.11</b>	<b>\$478.40</b>	<b>1.89%</b>
<b>UTILITIES</b>						
4472	WATER	\$3,000.00	\$205.50	\$659.76	\$2,340.24	78.01%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,369.60	\$625.83	\$1,821.71	\$547.89	23.12%
4475	INTERNET/LOCAL AREA NET	\$5,520.60	\$0.00	\$0.00	\$5,520.60	100.00%
<b>GROUP TOTAL UTILITIES</b>		<b>\$12,890.20</b>	<b>\$831.33</b>	<b>\$2,481.47</b>	<b>\$10,408.73</b>	<b>80.75%</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$153.36	\$293.23	\$706.77	70.68%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$500.24	\$1,499.76	74.99%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$311.20	\$1,333.08	\$1,866.92	58.34%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$435.29	\$1,195.90	\$4,804.10	80.07%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$136.76	\$248.33	\$2,801.67	91.86%
4518	LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$217.53	\$982.47	81.87%
<b>TOTAL OFFICE SUPPLIES</b>		<b>\$16,950.00</b>	<b>\$1,036.61</b>	<b>\$3,788.31</b>	<b>\$13,161.69</b>	<b>77.65%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>						
4541	MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$615.56	\$2,019.84	\$3,330.16	62.25%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>		<b>\$5,350.00</b>	<b>\$615.56</b>	<b>\$2,019.84</b>	<b>\$3,330.16</b>	<b>62.25%</b>
<b>MAILING EXPENSES &amp; FEES</b>						
4551	POSTAGE & HANDLING	\$650.00	\$45.99	\$79.05	\$570.95	87.84%
4553	BULK FEES & PERMITS	\$5,670.00	\$0.00	\$800.00	\$4,870.00	85.89%
<b>TOTAL OFFICE EXPENSE</b>		<b>\$6,320.00</b>	<b>\$45.99</b>	<b>\$879.05</b>	<b>\$5,440.95</b>	<b>86.09%</b>
<b>GROUP TOTAL SUPPLIES</b>		<b>\$28,620.00</b>	<b>\$1,698.16</b>	<b>\$6,687.20</b>	<b>\$21,932.80</b>	<b>76.63%</b>
<b>CAPITAL EXPENSES</b>						
4631	SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$2,809.41	\$18,850.55	\$176,673.42	90.36%
<b>GROUP TOTAL CAPITAL EXPENSES</b>		<b>\$195,523.97</b>	<b>\$2,809.41</b>	<b>\$18,850.55</b>	<b>\$176,673.42</b>	<b>90.36%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MARCH 2025

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>MEDIA -LIBRARY SUPPLIES</b>					
4710A DATABASES - Adult	\$25,000.00	\$0.00	\$5,464.49	\$19,535.51	78.14%
4710B DATABASES -Youth	\$4,700.00	\$850.00	\$850.00	\$3,850.00	81.91%
4711 PERIODICALS	\$12,000.00	\$0.00	\$901.64	\$11,098.36	92.49%
4714 LARGE PRINT	\$5,250.00	\$118.61	\$213.75	\$5,036.25	95.93%
4715 BOOKS - Adult	\$32,900.00	\$1,885.46	\$4,235.67	\$28,664.33	87.13%
4716 BOOKS - Youth	\$33,000.00	\$1,136.44	\$2,610.05	\$30,389.95	92.09%
4717 VIDEOS - Adult	\$4,000.00	\$255.67	\$587.05	\$3,412.95	85.32%
4718 VIDEOS - Youth	\$800.00	\$197.92	\$197.92	\$602.08	75.26%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$122.97	\$200.95	\$1,799.05	89.95%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$0.00	\$3,750.00	100.00%
4721 SOFTWARE	\$10,188.15	\$2,845.28	\$5,903.21	\$4,284.94	42.06%
4722 REALIA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4723A VIDEO GAMES - Youth	\$1,300.00	\$382.48	\$382.48	\$917.52	70.58%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$28.91	\$971.09	97.11%
4725A E-BOOKS - Adult	\$12,000.00	\$1,180.42	\$4,923.35	\$7,076.65	58.97%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$1,560.92	\$5,253.69	\$8,746.31	62.47%
4726 EBOOKS - Youth	\$3,500.00	\$2,621.51	\$2,621.51	\$878.49	25.10%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
<b>GROUP TOTAL MEDIA</b>	<b>\$170,585.00</b>	<b>\$13,157.68</b>	<b>\$34,374.67</b>	<b>\$136,210.33</b>	<b>79.85%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>					
4900 MISCELLANEOUS	\$19,094.07	\$1,298.78	\$3,694.78	\$15,399.29	80.65%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$5,680.00	\$16,152.56	\$1,647.74	9.26%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$898.67	\$1,460.13	\$9,539.87	86.73%
4906a RESTRICTED DONATIONS	\$1,000.00	\$106.53	\$106.53	\$893.47	89.35%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>	<b>\$48,894.37</b>	<b>\$7,983.98</b>	<b>\$21,414.00</b>	<b>\$27,480.37</b>	<b>56.20%</b>
<b>SPECIAL RESERVE PROJECTS</b>					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$0.00	\$19,719.03	\$38,991.97	66.41%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>	<b>\$58,711.00</b>	<b>\$0.00</b>	<b>\$19,719.03</b>	<b>\$38,991.97</b>	<b>66.41%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$157,985.27</b>	<b>\$483,585.36</b>	<b>\$1,640,284.72</b>	<b>77.23%</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY  
CHECKS FOR BOARD APPROVAL  
MONTH ENDING: MARCH 2025

Type	Date	Num	Memo	Amount
<b>Adducci Vega Financial Group, LLC</b>				
Check	03/10/2025	6013	02 Feb Reconciliation Invoice 202059102	4365 Accountant 365.00
<b>Total for Adducci Vega Financial Group, LLC</b>				<b>\$ 365.00</b>
<b>Amazon</b>				
Expenditure	03/03/2025	AMAZON PORT. 1L6R-R4YD-RNG4	4514 Business Office Supplies	15.68
Expenditure	03/03/2025	AMAZON PORT. 17CG-DCLN-RVLW	4514 Business Office Supplies	13.83
Expenditure	03/03/2025	AMAZON PORT. 1LW6-TWGG-PJHC Cylinder replacement	4514 Business Office Supplies	60.00
Expenditure	03/03/2025	AMAZON PORT. 114X-6QD4-KV91 (1) Multifold Towels	4541 Maintenance/Cleaning Supplies	41.79
Expenditure	03/03/2025	AMAZON PORT. 1NLR-GKTM-W7DK NLW Cookies	4461 Public Relations	40.68
Expenditure	03/03/2025	AMAZON PORT. Sensory Table 1LCT-WXJ4-JDFM	4904 Friends Book Sales	441.20
Expenditure	03/04/2025	AMAZON PORT. 11R3-C4TD-CJVC Spirit Committee	4454 General Programming	6.99
Expenditure	03/07/2025	AMAZON PORT. 1LMC-JJLQ-61C PS Clock	4514 Business Office Supplies	76.99
Expenditure	03/12/2025	AMAZON PORT. 1DMX-MKXN-6GWY Supplies	4511 Public Services - Supplies	88.83
Expenditure	03/12/2025	AMAZON PORT. 1X13-R6FV-4WNL Supplies	4511 Public Services - Supplies	24.26
Expenditure	03/12/2025	AMAZON PORT. 1JMD-64JL-6YOPP Spice Club	4511 Public Services - Supplies	23.29
Expenditure	03/16/2025	AMAZON PORT. 199W-XR69-D6MK Toilet Paper	4541 Maintenance/Cleaning Supplies	38.88
Expenditure	03/16/2025	AMAZON PORT. 1PH7-HYWM-4G3L Supplies	4541 Maintenance/Cleaning Supplies	31.58
Expenditure	03/16/2025	AMAZON PORT. 1LHW-QPY4-4F6V Spice club	4511 Public Services - Supplies	16.98
Expenditure	03/16/2025	AMAZON PORT. 1L7W-XXVR-43N7 Exit decal 1st fl	4514 Business Office Supplies	7.50
Expenditure	03/17/2025	AMAZON PORT. 1XRR-F737-9XN4	4541 Maintenance/Cleaning Supplies	90.85
Expenditure	03/20/2025	AMAZON PORT. 1QVF-H9LQ-67NP Supplies	4514 Business Office Supplies	49.29
Expenditure	03/20/2025	AMAZON PORT. 14W4-7HLV-NP73 Toilet Paper	4541 Maintenance/Cleaning Supplies	229.92
Expenditure	03/20/2025	AMAZON PORT. 13NT-7D1V-91X6 Fab Lab	4904 Reimb. - Friends Book Sales	115.10
Expenditure	03/20/2025	AMAZON PORT. 1QLL-QNVD-XJXF Multifold Towels	4541 Maintenance/Cleaning Supplies	155.94
Expenditure	03/25/2025	AMAZON PORT. 1W6R-MTP3-VL4D Video Games Mar 25	4723B Video Games - Youth	382.48
Expenditure	03/25/2025	AMAZON PORT. 1P96-R4WX-4HTC SRP Kid Prizes	4451 Youth & Teen Programming	535.52
Expenditure	03/26/2025	AMAZON PORT. 1XND-JTDV-NH4K Supplies	4514 Business Office Supplies	37.99
Expenditure	03/31/2025	AMAZON PORT. 1CFT-9CGT-1V9V Supplies	4514 Business Office Supplies	49.92
Expenditure	03/31/2025	AMAZON PORT. 1XYJ-1KRQ-MVH3 Koronkowski/Szeniaewski	4906a Reimb. - Restricted Donations	106.53
Expenditure	03/31/2025	AMAZON PORT. 1N49-W7MV-R1Q1 Supplies	4541 Maintenance/Cleaning Supplies	26.60
Expenditure	03/31/2025	AMAZON PORT. 1XND-JTDV-Y41F	4516 Circulation - Supplies	44.39
Expenditure	03/31/2025	AMAZON PORT. 1H93-RFH3-J9WJ	4516 Circulation - Supplies	48.98
Expenditure	03/31/2025	AMAZON PORT. 1CLN-YVCL-HGCI	4516 Circulation - Supplies	43.39
<b>Total for Amazon</b>				<b>\$ 2,845.38</b>
<b>Anderson Pest Solutions</b>				
Check	03/10/2025	6012	Invoice 74984235	4431 Pest Control 68.79
<b>Total for Anderson Pest Solutions</b>				<b>\$ 68.79</b>
<b>At&amp;T - Fiber Line</b>				
Check	03/03/2025	6005	Monthly Fee	4474 Telephone/FAX 462.61
<b>Total for At&amp;T - Fiber Line</b>				<b>\$ 462.61</b>
<b>Baker &amp; Taylor L5040682 Adult Books</b>				
Expenditure	03/03/2025	BT PORTAL	02 FEB	4715 Books - Adult 21.84
Expenditure	03/03/2025	BT PORTAL	02 FEB Shipping	4715 Books - Adult 0.66
<b>Total for Baker &amp; Taylor L5040682 Adult Books</b>				<b>\$ 22.50</b>
<b>Baker &amp; Taylor L5346512 Youth Books</b>				
Expenditure	03/03/2025	BT PORTAL	02 FEB Shipping	4716 Books - Youth 13.39
Expenditure	03/03/2025	BT PORTAL	02 FEB Processing Fee	4515 Technical Services - Supplies 25.20
Expenditure	03/03/2025	BT PORTAL	02 FEB YTS	4716 Books - Youth 446.19
<b>Total for Baker &amp; Taylor L5346512 Youth Books</b>				<b>\$ 484.78</b>
<b>CIT</b>				
Check	03/10/2025	6011	Invoice 46668270	4531 Copier 631.54
<b>Total for CIT</b>				<b>\$ 631.54</b>
<b>City Of Palos Heights IMRF</b>				
Check	03/31/2025	23099	03 March Payment	4331 IMRF Ill. Muni. Ret. Fund 6,132.52
Journal Entry	03/31/2025	90	4.50%	4311 Salaried Employees 2,642.60
Journal Entry	03/31/2025	91	VIMRF	4311 Salaried Employees 1,195.02
Journal Entry	03/31/2025	90	4.50%	4312 Hourly Employees 167.63
<b>Total for City Of Palos Heights IMRF</b>				<b>\$ 10,137.77</b>
<b>City of Palos Hts - Miscellaneous</b>				
Check	03/31/2025	23100	Concert in the Park	4454 General Programming 1,000.00
<b>Total for City of Palos Hts - Miscellaneous</b>				<b>\$ 1,000.00</b>
<b>City of Palos Hts. - Water Bill</b>				
Check	03/21/2025	6027	Monthly bill	4472 Water 205.50
<b>Total for City of Palos Hts. - Water Bill</b>				<b>\$ 205.50</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: MARCH 2025

Type	Date	Num	Memo	Amount
<b>ComEd</b>				
Check	03/13/2025	6018	Billing through 3.4.25	4631 Contingency / Special Reserves Replenishment 2,809.41
<b>Total for ComEd</b>				<b>\$ 2,809.41</b>
<b>Cosmopolitan Building Services</b>				
Check	03/12/2025	6015	Machine clean 7 bathroom floors	4416 Maintenance 250.00
Check	03/12/2025	6015	03 Mar 25 Invoice 6646	4416 Maintenance 2,722.50
<b>Total for Cosmopolitan Building Services</b>				<b>\$ 2,972.50</b>
<b>Demco</b>				
Check	03/14/2025	6019	Invoice 7616128	4515 Technical Services - Supplies 238.51
<b>Total for Demco</b>				<b>\$ 238.51</b>
<b>Dependable Building Maintenance Svc LLC</b>				
Check	03/16/2025	6020	Invoice 23228 Library Painting public areas 1st and 2nd fl	4434 Building Repairs 1,768.00
<b>Total for Dependable Building Maintenance Svc LLC</b>				<b>\$ 1,768.00</b>
<b>Grasso Graphics</b>				
Check	03/03/2025	6004	Mar/Apr Newsletters	4424 Newsletter Printing 3,196.55
<b>Total for Grasso Graphics</b>				<b>\$ 3,196.55</b>
<b>GT Mechanical</b>				
Expenditure	03/03/2025	ACH GT	Boiler #1 leak Invoice 20337897	4432 Heating/Cooling Service 882.00
Expenditure	03/03/2025	ACH GT	VAV retrofit 2 boxes Invoice 23007894	4432 Heating/Cooling Service 4,800.00
Expenditure	03/07/2025	ACH GT	Boiler #1 Repair Invoice 23007936	4432 Heating/Cooling Service 1,552.00
<b>Total for GT Mechanical</b>				<b>\$ 7,234.00</b>
<b>Heritage Technology Solutions</b>				
Check	03/17/2025	6022	Inv. 247678 Typewriter Cleaning	4533 Other Equipment 206.25
<b>Total for Heritage Technology Solutions</b>				<b>\$ 206.25</b>
<b>Imagine Video Productions</b>				
Check	03/03/2025	6001	3.11.25 Alice's Ordinary People	4452 Public Services Programming 350.00
<b>Total for Imagine Video Productions</b>				<b>\$ 350.00</b>
<b>Ingram</b>				
Check	03/03/2025	6007	02 February Invoices	4715 Books - Adult 1,849.28
Check	03/03/2025	6007	02 February Invoices	4714 Large Print Books 117.00
Check	03/03/2025	6007	02 Feb Pre processing adult books	4515 Technical Services - Supplies 73.26
Check	03/03/2025	6007	01 Feb Pre processing youth books	4515 Technical Services - Supplies 41.58
Check	03/03/2025	6007	02 Feb Shipping	4714 Large Print Books 1.61
Check	03/03/2025	6007	02 Feb Shipping	4716 Books - Youth 17.71
Check	03/03/2025	6007	02 February Invoices	4716 Books - Youth 659.15
Check	03/03/2025	6007	02 Feb Shipping	4715 Books - Adult 13.68
<b>Total for Ingram</b>				<b>\$ 2,773.27</b>
<b>Jim Parks</b>				
Check	03/21/2025	6026	4.17.25 Monet Lives	4452 Public Services Programming 275.00
<b>Total for Jim Parks</b>				<b>\$ 275.00</b>
<b>Kelli Marshall</b>				
Check	03/03/2025	6002	3.18.25 The Fugitive	4452 Public Services Programming 400.00
<b>Total for Kelli Marshall</b>				<b>\$ 400.00</b>
<b>Lauterbach &amp; Amen, LLP</b>				
Check	03/03/2025	6006	Audit 2024 Financials	4361 Audit Fees 5,450.00
<b>Total for Lauterbach &amp; Amen, LLP</b>				<b>\$ 5,450.00</b>
<b>LIMRICC-Employees</b>				
Expenditure	03/12/2025	ACH LIM	03 Mar 25	4333 Insurance 13,227.20
Journal Entry	03/12/2025	89	Employee Paid Benefits	4311 Salaried Employees 678.49
Expenditure	03/12/2025	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements 1,198.00
<b>Total for LIMRICC-Employees</b>				<b>\$ 15,103.69</b>
<b>M. DiFoggio Plumbing Co. Inc.</b>				
Check	03/12/2025	6014	Invoice 3467 Toilet repairs	4434 Building Repairs 360.00
<b>Total for M. DiFoggio Plumbing Co. Inc.</b>				<b>\$ 360.00</b>
<b>Mary Beth Sexton</b>				
Check	03/03/2025	6003	Card Class Supplies	4452 Public Services Programming 353.00
Check	03/31/2025	6028	Card Class Supplies	4452 Public Services Programming 262.50
<b>Total for Mary Beth Sexton</b>				<b>\$ 615.50</b>
<b>Meescan, Inc</b>				
Check	03/10/2025	23097	INV-R 2501318 Renewal Tier 2	4721 Software 2,534.00
<b>Total for Meescan, Inc</b>				<b>\$ 2,534.00</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: MARCH 2025

Type	Date	Num	Memo	Amount
<b>Midwest Tape - 19730</b>				
Check	03/04/2025	6008	02 February Invoices	4717 Videos - Adult 255.67
Check	03/04/2025	6008	02 February pre processing 4719	4515 Technical Services - Supplies 8.97
Check	03/04/2025	6008	02 February pre processing 4717	4515 Technical Services - Supplies 29.05
Check	03/04/2025	6008	02 February Invoices	4719 Audiobooks - Adult 122.97
<b>Total for Midwest Tape - 19730</b>				<b>\$ 416.66</b>
<b>Midwest Tape - 19996</b>				
Check	03/04/2025	6009	02 February Invoices	4718 Videos - Youth 119.20
Check	03/04/2025	6009	02 February pre processing	4515 Technical Services - Supplies 11.70
Check	03/26/2025	6035	03 March Invoices	4718 Videos - Youth 78.72
Check	03/26/2025	6035	03 March pre processing	4515 Technical Services - Supplies 7.02
<b>Total for Midwest Tape - 19996</b>				<b>\$ 216.64</b>
<b>Old National Bank - MasterCard</b>				
Expenditure	03/05/2025	MasterCard	SIP, Google Fi	4474 Telephone/FAX 85.72
Expenditure	03/05/2025	MasterCard	Tumblebooks Database Renewal	4710b Databases (Youth) 850.00
Expenditure	03/05/2025	MasterCard	Cricut Annual Subscription	4721 Software 119.88
Expenditure	03/05/2025	MasterCard	Duo	4721 Software 120.00
Expenditure	03/05/2025	MasterCard	Staff InService - Breakfast/Lunch	4354 Professional Staff 198.82
Expenditure	03/05/2025	MasterCard	Paint for interior touchups	4434 Building Repairs 356.99
Expenditure	03/05/2025	MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming 10.99
Expenditure	03/05/2025	MasterCard	FOTL Reimb Lunch Jimmy Johns Book Sale	4900 Miscellaneous - Reimbursements 100.78
Expenditure	03/05/2025	MasterCard	OCLC	4551 Postage & Handling 45.99
Expenditure	03/05/2025	MasterCard	Staff In Service - Breakfast/Lunch	4355 Support Staff 198.83
Expenditure	03/05/2025	MasterCard	Cricut Maker 3	4904 Reimb. - Friends Book Sales 342.37
Expenditure	03/05/2025	MasterCard	Creative Bug Annual Subscription	4721 Software 71.40
<b>Total for Old National Bank - MasterCard</b>				<b>\$ 2,501.77</b>
<b>Otis Elevator</b>				
Expenditure	03/19/2025	OTIS PORTAL	Invoice 100401874321	4416 Maintenance 193.82
<b>Total for Otis Elevator</b>				<b>\$ 193.82</b>
<b>OverDrive, Inc.</b>				
Check	03/05/2025	6010	01658MA25063366	4725A E-Books - Adult 48.41
Check	03/05/2025	6010	01658MA20563365	4725B E-Audiobooks - Adult 147.20
Check	03/20/2025	6023	01658CO25085185	4725A E-Books - Adult 1,132.01
Check	03/20/2025	6023	01658CO20585186	4725B E-Audiobooks - Adult 1,413.72
Check	03/31/2025	6029	01658CO25093118 YTS	4726 E-Books - Youth 2,621.51
<b>Total for OverDrive, Inc.</b>				<b>\$ 5,362.85</b>
<b>Paul Neumann</b>				
Check	03/31/2025	6033	3.6.25 REISSUED CHECK #6000 LOST IN MAIL	4452 Public Services Programming 250.00
<b>Total for Paul Neumann</b>				<b>\$ 250.00</b>
<b>Paylocity Payroll Billing</b>				
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4412 Payroll Services 78.00
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4412 Payroll Services 195.47
<b>Total for Paylocity Payroll Billing</b>				<b>\$ 273.47</b>
<b>Paylocity Payroll Net</b>				
Expenditure	03/07/2025	PAYLOCITY	CV Spirit Committee	4454 General Programming 5.60
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4312 Hourly Employees 8,343.95
Expenditure	03/07/2025	PAYLOCITY	TR IL Youth Institute Conference Normal IL 2.26.25 - 2.28.25	4354 Professional Staff 208.01
Expenditure	03/07/2025	PAYLOCITY	MKK IL Youth Institute Conference Normal IL 2.26.25 - 2.28.25	4354 Professional Staff 221.89
Expenditure	03/07/2025	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement 7.98
Expenditure	03/07/2025	PAYLOCITY	CD Preschool Fair	4451 Youth & Teen Programming 55.97
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4311 Salaried Employees 20,673.93
Expenditure	03/21/2025	PAYLOCITY	LR Laconi Meeting Mileage Plainfield	4356 Mileage Reimbursement 38.64
Expenditure	03/21/2025	PAYLOCITY	BS In Service Candy	4355 Support Staff 30.52
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4312 Hourly Employees 7,392.73
Expenditure	03/21/2025	PAYLOCITY	BS In Service Candy	4354 Professional Staff 30.52
Expenditure	03/21/2025	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement 21.98
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4311 Salaried Employees 21,187.82
Expenditure	03/21/2025	PAYLOCITY	DS Spirit Committee	4454 General Programming 27.08
Expenditure	03/21/2025	PAYLOCITY	MV Oak Lawn PL Meeting Mileage	4356 Mileage Reimbursement 7.70
<b>Total for Paylocity Payroll Net</b>				<b>\$ 58,254.32</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: MARCH 2025

Type	Date	Num	Memo	Amount
<b>Paylocity Payroll Taxes</b>				
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4312 Hourly Employees 1,536.60
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4332 FICA Social Security 2,956.51
Expenditure	03/07/2025	PAYLOCITY	Check date 3.07.25	4311 Salaried Employees 6,090.85
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4332 FICA Social Security 2,923.61
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4312 Hourly Employees 1,377.67
Expenditure	03/21/2025	PAYLOCITY	Check date 3.21.25	4311 Salaried Employees 6,255.45
<b>Total for Paylocity Payroll Taxes</b>				<b>\$ 21,140.69</b>
<b>Peerless Network, Inc</b>				
Check	03/16/2025	6021	Invoice 71721	4474 Telephone/FAX 77.50
<b>Total for Peerless Network, Inc</b>				<b>\$ 77.50</b>
<b>Quality Alarm System, Inc.</b>				
Check	03/12/2025	6016	Invoice 156630 Alarm Services April-June	4414 Alarm 744.00
<b>Total for Quality Alarm System, Inc.</b>				<b>\$ 744.00</b>
<b>Risk Program Administrators</b>				
Check	03/12/2025	6017	Invoice 5501481 Premium Audit	4443 Worker's Comp 13.00
<b>Total for Risk Program Administrators</b>				<b>\$ 13.00</b>
<b>Sangoma US Inc.</b>				
Check	03/14/2025	23098	VOID check lost in transit	Reissued in April 0.00
<b>Total for Sangoma US Inc.</b>				<b>\$ 0.00</b>
<b>Tim Wilsey</b>				
Check	03/21/2025	6024	4.1.25 All Time Best Comedians	4452 Public Services Programming 175.00
<b>Total for Tim Wilsey</b>				<b>\$ 175.00</b>
<b>Timothy Communications Inc.</b>				
Check	03/21/2025	6025	4.3.25 Songs of the Silver Screen	4452 Public Services Programming 175.00
<b>Total for Timothy Communications Inc.</b>				<b>\$ 175.00</b>
<b>Truty, Marcin</b>				
Expenditure	03/03/2025	ACH	02 Feb IT Services 25-02	4902 Grants 5,680.00
<b>Total for Truty, Marcin</b>				<b>\$ 5,680.00</b>
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>				<b>\$157,985.27</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION March 31, 2025

	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	\$31,991.93	\$759,775.55	\$1,134.93	\$200.00	\$572.09	\$2,586.71	\$796,261.21
WITHDRAWALS	(\$157,985.27)						(\$157,985.27)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$75,000.00	(\$75,000.00)					
DEPOSITS	\$1,198.00	\$92,393.91					\$647,175.67
	\$782.66	\$472,282.80					
	\$361.99	\$36,184.32					
	\$374.15	\$41,493.13					
	\$281.70						
	\$1,000.00						
	\$360.20						
	\$462.81						
ADJUSTMENTS							
INTEREST EARNED	\$0.93	\$3,677.67	\$4.30	N/A	N/A	\$2.02	\$3,684.92
ENDING BALANCE	\$73,829.10	\$1,210,807.38	\$1,139.23	\$200.00	\$572.09	\$2,588.73	\$1,289,136.53
TOTALS	\$1,285,975.71 GENERAL FUND				\$3,160.82 SPECIAL RESERVES FUND		\$1,289,136.53 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.820%	4.436%	N/A	N/A	0.920%	

TOTAL FUND BALANCE MONTH ENDING: FEBRUARY 28, 2025  
\$1,289,136.53



PALOS HEIGHTS  
PUBLIC LIBRARY

# DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting  
April 17, 2025

## Library News

This is typically a quietly busy time of year for us. We are busily preparing for summer reading and our kickoff party. We had a busy week when local schools were on spring break in March. I don't have a lot to report on my end, so I encourage you to take a look through the department reports for greater detail on what's been happening in the library this month.

## Building & Grounds News

After last month's committee meeting, we have begun working on some new projects around the building.

- BTC is doing the background work (studying available drawings/documentation of our building) in preparation of their building envelope work in the coming weeks.
- Equipment for the new phone system has been delivered and is awaiting installation by our IT consultant.
- Tree trimming is scheduled for 4/21.
- Stanley Steemer is scheduled to come and deep clean all of our carpets on 4/19.

## Budget News

Our bank balances continue to be healthy. So far, we have received almost 94% of the total tax disbursements that we expect to receive in the first half of 2025 totaling a little over \$1 million. There are no major surprises on either the expenditure or revenue side at this point. There is speculation that cuts to federal spending might lead to diminished revenues in our E-Rate and Per Capita Grants, but that is just speculation at this point. Federal cuts to the Institute of Museum and Library Services would likely affect some of the funding of the Illinois State Library, which provides the Per Capita Grant. However, I expect that the state would step in to provide a stopgap for any federal losses. In any event, these funds represent less than 1% of our annual budget, so a total loss would not be catastrophic for us.



## Upcoming Events

- Thursday, April 17<sup>th</sup> – Policy Committee Meeting (if needed), 6:00pm
- Thursday, April 17<sup>th</sup> – Regular Board Meeting, 7:00pm
- Thursday, May 15<sup>th</sup> – Committee Meeting, 6:00pm
- Thursday, May 15<sup>th</sup> – Regular Board Meeting, 7:00pm
- Saturday, May 31<sup>st</sup> – Summer Reading Kickoff Party!, 10am – 2pm
- **Wednesday**, June 18<sup>th</sup> – Regular Board Meeting, 7:00pm

## Agenda Items

### Item 1: Discussion of Youth and Teen Services Department with Carla Dinnocenzo

We have heard from our four Department Heads, but we have one department that has an Assistant Department Head who is also a member of our Management Team. I have asked Carla to come and speak with you about her experience in Youth and Teen Services.

**Recommendation:** No action is needed on this item.

### Item 2: Policy Committee Recommendations

Rose has been reviewing a number of policies that are up for revision. I'm not sure if those will be ready for approval at this month's meeting, but I have tentatively scheduled a Policy Committee Meeting in case they are. If so, I expect to have them for your approval at the regular meeting. If not, look for those in the next month or two.

**Recommendation:** I recommend that you approve any recommendations of the Policy Committee, if they have any to present at the meeting.

Respectfully submitted,  
Jesse Blazek  
Library Director



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## MARCH 2025

### At the Desk:

14 online library cards were issued to residents.

27 directional questions were answered by the Circulation staff.

4 patrons used Curveside pickup.

### Department Highlights:

Karen M. decorated Circ for Easter

Circulation collected donations for the Crisis Center of South Suburbia. Patrons donated toiletries, pillows, children's sheets and other requested items

Beth, Lorena and Emily met with Jen Fischer to set up the dog adoption event for Saturday, Sept. 6

Beth set up Farmer's Market dates.

Beth ordered give away items for Farmer's Market, Concert in the Park and the 4<sup>th</sup> of July parade.

Beth lead the Lunch Bunch Book Discussion of *When Women Ran Fifth Avenue* by Julie Satow by attended by 10 patrons.

### Continuing Education:

3/20-OCLC: Worldshare ILL Lending- Manage and Respond Requests

### **SWAN Webinars**

Let's Talk Billing: Avoiding Common Billing Mistakes

### Meetings:

3/3- 1 on 1 with Jesse

3/10- Summer Reading Committee

3/17- 1 on 1 with Jesse

3/25- Fireside Chat

3/26- Management Team meeting

Respectfully submitted,  
Beth Stevens  
Head of Circulation

# CIRCULATION STATISTICS FOR MARCH 2025

	Mar-25	YTD 25	Mar-24	YTD 24
Adult Circulation				
Books	3,473	10,178	3,766	11,471
Video	475	1,396	577	1,661
Audio	148	474	236	845
Periodicals	153	461	177	507
Other Formats	14	43	12	21
In House	90	214	92	239
Total Adult Circulation	4,353	12,766	4,860	14,744
Youth Circulation				
Books	4,847	12,835	4,493	12,728
Audio	69	166	53	188
Teen Circulation				
Books	354	838	282	736
Audio	4	7	2	11
Youth & Teen Circulation				
Video	124	261	243	650
Periodicals	35	39	12	39
Other Formats	168	246	75	227
In House Use	1,080	2,892	850	2,664
Total Youth & Teen Circulation	5,264	17,284	6,010	17,243
Gadgets & Gizmos	15	29	Collection started June 2024	
Electronic Circulation				
eBooks (Media On Demand)	1,210	3,507	1,294	3,902
eBooks (e-Read IL)	75	269	73	250
eAudio (e-Read IL)	57	190	54	176
eAudio (Media On Demand)	949	2,649	871	2,626
Video (Media On Demand)	-		-	-
Periodicals (Overdrive)	410	1,011	333	949
Periodicals (PressReader)	-	62	135	1,248
Total Electronic Circulation	2,701	7,688	2,514	9,151
TOTAL CIRCULATION	12,333	37,767	13,384	41,138

ILL - Received	1,112	3,749	1,400	4,028
ILL - Sent	945	3,164	936	3,164
Reciprocal Borrowing	1,508	3,947	1,346	3,861
Online Renewals	64	202	49	129
Self-Checkout	4,479	12,228	4,425	12,668
<b>Computer Usage</b>				
Library Workstation Sessions	478	1,398	537	918
Wireless Sessions	1,037	3,522	1,009	1,971
Total Sessions	1,515	4,920	1,546	2,889
# of People Using the Library	9,994	2/11-3/31-15015	10,649	19,807

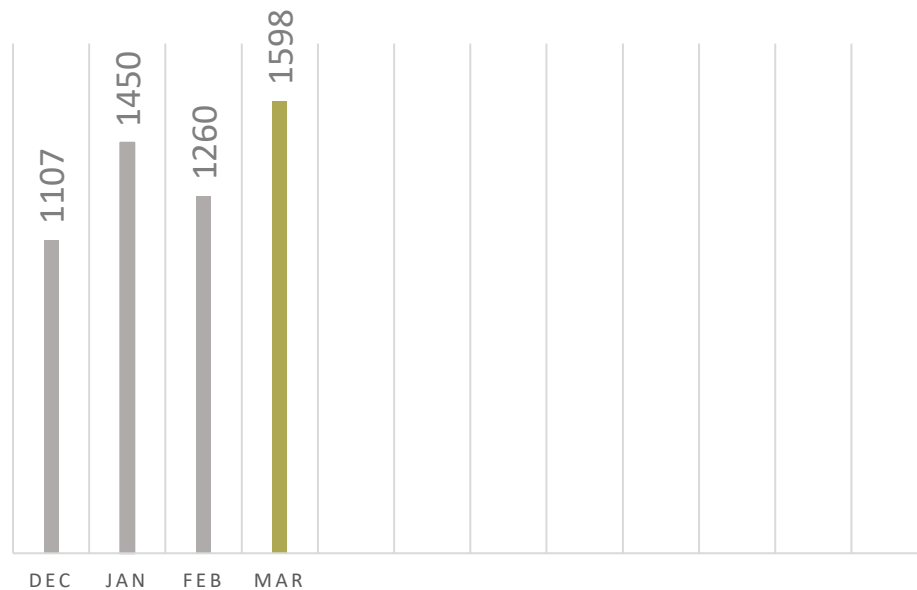
<b>Homebound Deliveries</b>	<b>Current Month</b>	<b>Full Year</b>
Patrons Serviced	12	
Visits	26	79
Items	127	437

<b>Museum Pass Program</b>	<b>Current Month</b>	<b>Full Year</b>
Total Passes	24	35

<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,234	46	36	2	4,314
Non-Resident/Trinity/Business	30	-	0	-	32
Cards for Kids	88	0	3	-	78

# Public Services Department Report March 2025

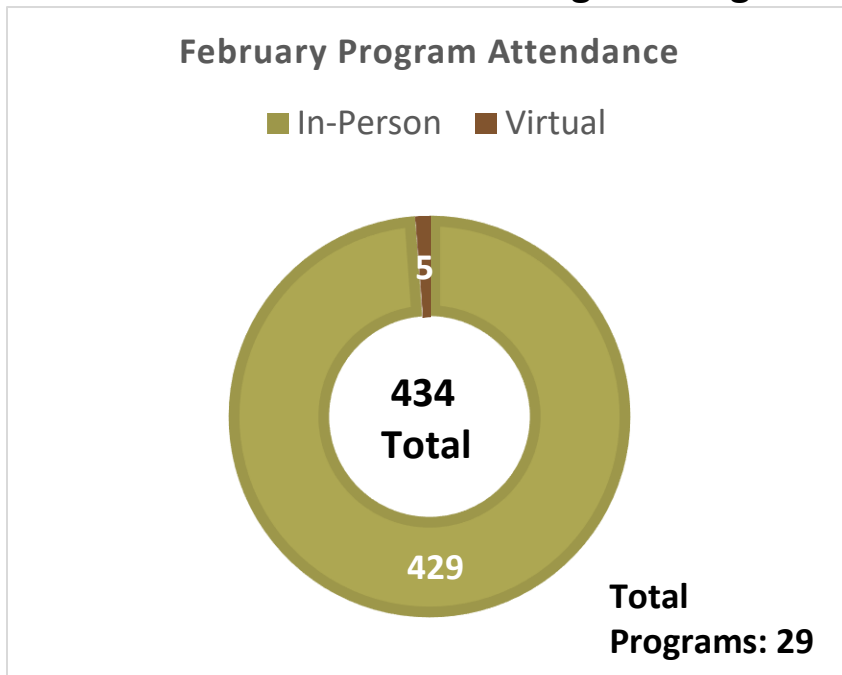
## PS Reference Questions



## Meetings & Trainings

- 3-3-25: 1:1 with Director
- 3-4-25: Mgmt Team Meeting
- 3-5-25: OEFF Team Zoom
- 3-6-25: OEFF Meeting
- 3-6-25: ARRT SC Meeting
- 3-7-25: Programs for Seniors
- 3-12-25: Green Team Meeting
- 3-13-25: OEFF Meeting
- 3-14-25: LACONI Mgmt Training
- 3-17-25: 1:1 with Director
- 3-17-25: Ch4 Taping
- 3-19-25: RAILS Meeting
- 3-19-25: Patron Trauma Training
- 3-20-25: ARRT Meeting
- 3-20-25: OEFF Zoom
- 3-21-25: RFN Meeting
- 3-24-25: Social Media Meeting
- 3-26-25: Mgmt Team Meeting

## Programming



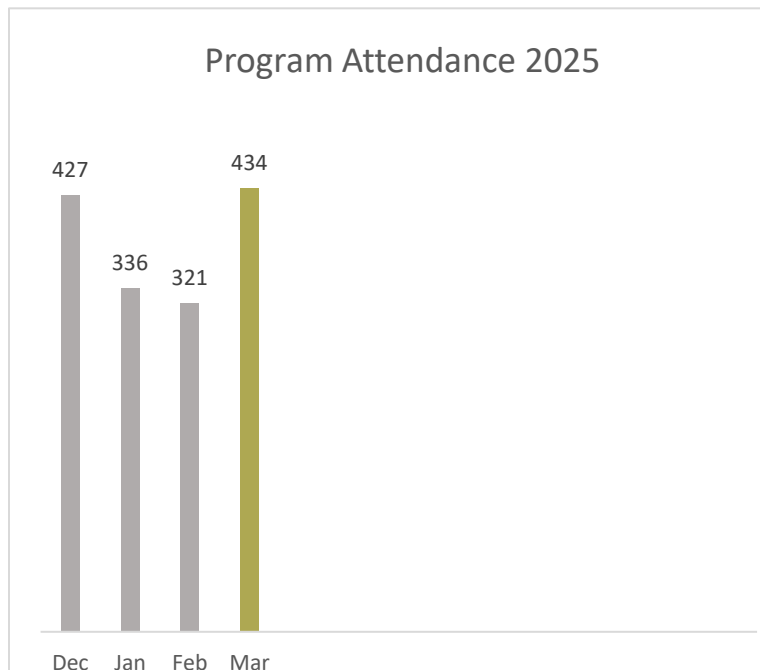
March was a good month for programming. Of course the highlight was the Irish dance troop, which packed-in record numbers of people. I am still receiving compliments about it weeks later.

Our other St. Patrick's Day program, a lecture that was a mixture of the movie *The Fugitive*, the St. Patrick's Day parade, and dyeing the Chicago River, was also great. I have seen a lot of library programs in my time, and this was one of the

absolute best. The presenter, the content, even the slides were all top-notch. Big thanks to our own trustee, Sue Jankowski, for recommending this presenter. She has a variety of movie topics and we will definitely be having her back.

Our community partner, the Crisis Center for South Suburbia, canceled this month's domestic violence program due to low registration numbers. She says they only go forward if 5 or more people registered, we only had 3. The presenter has a new plan for libraries, though, and is recording these programs to be available for on-demand access. The thinking is that the people who need them may not necessarily want to come out to attend them in person.

Finally, Emily knocked it out of the park with her FabLab program doing coasters from the *Fourth Wing* series of books. Great feedback from attendees!



## Marketing/Publicity/Outreach

Tina and I recorded our spot for Channel 4 and set the date to record the next one. We the dates we will have a table at the Concerts in the Park (6-5 and 8-14).

## Local History

We are devising some exciting Local History projects to pursue in the later half of the year.

## Collection Development

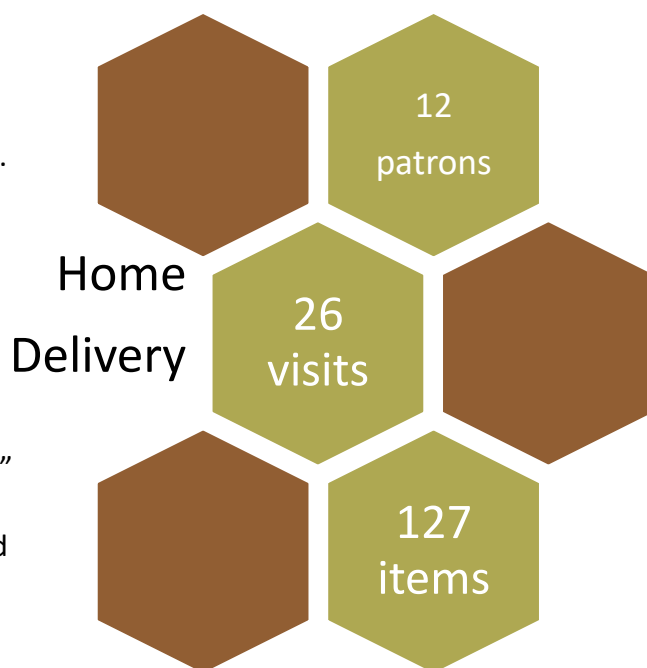
March was the first month we were truly “on our own” in terms of book ordering in our new post-Beth world. It went okay. There were a couple big releases that did not end up in carts, and many more books that were included that were not well-suited to our collection. The vast majority of those were in the non-fiction cart. And that’s okay. It provided a great teaching opportunity as to what we’re really looking for and how to determine those titles. In the end, the books we need made it into the order, and the books we didn’t need were removed. I look forward to seeing how things improve in April.

## Other

Lyndsey’s second month closed out great. She continues to work well with our patrons, is excited to attend virtual and in-person training opportunities, and is working well with other staff.

As discussed at our department meeting at our in-service, everyone is also now a programmer. I am pleased to report that staff has started booking some good programs for later in the year. Since scrapbook programs have been doing well, we are expanding to add some other crafting programs to the mix. Hopefully they will also be well-received.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



## PUBLIC SERVICES - MONTHLY STATISTICS

### March 2025

PROGRAMMING		HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	5	6	\$1,562.50	154	Reference	Computer	Directional	
Free	0	2	2	N/A	17	779	481	338	
Book Discussions	0	3	3	N/A	22	TOTAL		1,598	
Movie			1	N/A	4	HOMEBOUND DELIVERIES			
Passive Programs			4		141				
IN HOUSE CLUBS						# Patrons	# Visits	# Items	
Mah Jongg			4	N/A	3	12	26	127	
Needle Crafters			4	N/A	29	BOOK-A-LIBRARIAN # Sessions			
Scrabble			4	N/A	64				
COMPUTER TRAINING - LAB			1	N/A	0	12			
TOTAL PROGRAMMING			29	\$1,563	434				
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERE	COST	ATTENDANCE	
3/4/2025	7:00 pm	Yes	ILP: Coralie Adams (0 inperson)			2	ILP	1	
03/06/25	7:00 pm	No	Great American Homes			22	\$250	25	
03/11/25	6:30 pm	No	Alice's Ordinary People			3	\$350	2	
03/13/25	7:00 pm	No	Irish Dance			63	\$300	100	
03/18/25	7:00 pm	No	St. Patrick's Day and the Fugitive			18	\$400	15	
03/27/25	6:30 pm	No	Scrapbook: Birthday Cards			14	\$262.50	11	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERE	COST	ATTENDANCE	
03/05/25	1:00 pm	No	IRS 2025 Tax Help			6	N/A	10	
03/20/25	7:00 pm	No	FabLab Class: Onyx Storm Coasters			7	N/A	7	
	pm						N/A		
	pm						N/A		
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERE	COST	ATTENDANCE	
03/10/25	12:00 pm	No	Lunch Bunch Book Discussion			N/A	N/A	10	
03/12/25	7:00 pm	No	Horror Book Club			N/A	N/A	8	
03/18/25	2:00 pm	No	Teatime on Tuesdays			N/A	N/A	4	
DATE	TIME	MOVIES				REGISTERE	COST	ATTENDANCE	
03/23/25	2:00 pm	Sunday @ The Cinema: 9to5 (6 in-library)				5	N/A	10	
DATE	TIME	MAH JONGG				REGISTERE	COST	ATTENDANCE	
03/04/25	12:00 pm	Mah Jongg				N/A	N/A	0	
03/11/25	12:00 pm	Mah Jongg				N/A	N/A	0	
03/18/25	12:00 pm	Mah Jongg				N/A	N/A	0	
03/25/25	12:00 pm	Mah Jongg				N/A	N/A	3	
DATE	TIME	NEEDLE CRAFTERS				REGISTERE	COST	ATTENDANCE	
03/04/25	10:00 am	Needle Crafters				N/A	N/A	7	
03/11/25	10:00 am	Needle Crafters				N/A	N/A	8	
03/18/25	10:00 am	Needle Crafters				N/A	N/A	5	
03/25/25	10:00 am	Needle Crafters				N/A	N/A	9	
DATE	TIME	SCRABBLE				REGISTERE	COST	ATTENDANCE	
03/04/25	10:00 am	Scrabble				N/A	N/A	13	
03/11/25	10:00 am	Scrabble				N/A	N/A	15	
03/18/25	10:00 am	Scrabble				N/A	N/A	17	
03/25/25	10:00 am	Scrabble				N/A	N/A	19	
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERE	COST	ATTENDANCE	
03/10/25	2:00 pm	Internet Basics				0	N/A	0	
Date	Time	Passive Programs				Registered	Cost	Attendance	
		Puzzle Table						106	
		Spice Club Kits						21	
		Extra Spice Club Kits						14	
		Project of the Month						0	





PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## MARCH 2025

### Department Highlights:

Jalal, Marilyn, and Nikki completed the annual harassment training webinar.

Jalal's training continues in receiving packages from Baker & Taylor, Ingram, and Midwest Tape.

Lorena worked with Nikki to create a new process for Amazon orders and invoices in Workflows.

Nikki showed Lorena the process and tools used to repair books from the collection.

Marilyn updated and continues to update periodical predictions in Workflows for magazines in the Public Services and Youth and Teen Services collections.

Lorena worked with Mary Kate in modifying and editing the Summer Reading staff t-shirts, banner, and promotional materials in Canva.

Lorena helped the Social Media Committee come up with different ideas to promote National Library Week. She suggested bringing along D.D. Dino to home deliveries to make it a fun experience for patrons that can't make it to the library.

### Meetings and Training:

March 3 – 1 on 1 with Jesse

March 5 – Tech Services Dept. meeting

March 11 – Fan Con meeting

March 12 – Dog adoption event meeting

March 14 – LACONI book discussion

March 17 – 1 on 1 with Jesse

March 21 – ATLAS Middle Managers meeting

March 24 – Social Media meeting

March 26 – Management Team meeting

## Statistics:

Adult	Print	Video	Audio	Periodical	Other Format
Ordered Items	158	17	3	-	-
Added Items	162	17	3	71	-

Juvenile	Print	Video	Audio	Periodical	Other Format
Ordered Items	121	-	-	-	-
Added Items	196	12	-	13	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	330	-	-	-	1	-	62
Juvenile Discarded Items	578	1	4	-	-	-	13

## Library Services:

	Jan	Feb	Mar
Laminating Service*	-	10	-
VHS Conversion:			
DVD Format	-	-	-
USB Format	-	-	-

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

Respectfully submitted,  
Lorena Rodriguez  
Head of Technical Services

# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## MARCH 2025

### Highlights of the Month:



Carla showed teens how to use the Autopress to decorate their own tote bags. The teens enjoyed painting them after too! Children in grades 3-5 also had fun painting spring themed magnets made on the Glowforge.



Mary Kate had a great time with kids birth to age 5 getting to know colors in the program, Color Play. The kids were able to paint with ice cubes and play with orbeez.



Jolie helped tweens make their own buttons to celebrate St. Patrick's Day!

Claire had lots of fun helping kids in grades 4-8 use the Glowforge to cut their own personalized bunny door hangers. Tweens also enjoyed painting their bunnies once they were cut and assembled.

## Meetings and Department News:

Management Team Meeting – Tina and Carla attended meetings on 03/04 and 03/26.

Booklist: Disney Publishing 2025 Preview – Carla watched this webinar on 03/06.

Booklist: Magnificent Middle Grade – Tina, Carla, and Mary Kate watched this webinar on 03/06.

Laconi YSS Board – Tina attended this meeting on 03/07 to discuss upcoming workshops.

IYSI Recap Meeting – Tina attended this meeting on 03/10.

SR Kickoff Party Meeting – Mary Kate and Tina attended this meeting on 03/10.

Fan Con Meeting – Carla and Claire attended this meeting on 03/11.

IMLS Library Makerspaces National Forum Listening Session – Carla and Mary Kate attended this event on 03/12.

Prairie State Story League – Claire attended this meeting on 03/14.

Booklist: Summer Scares Middle-Grade Panel – Carla watched this webinar on 03/14.

One-On-One Meeting – Tina had a meeting with Jesse on 03/17.

At the Library – Tina was at a channel 4 taping on 03/17.

Children's Librarians' Association of the South Suburbs – Claire attended this meeting on 03/19.

Booklist: DK's Summer 2025 School & Library Preview – Claire watched this webinar on 03/22.

SLJ: Middle Grade Magic – Carla and Claire watched this event on 03/22.

Social Media Meeting – Tina and Mary Kate attended this meeting on 03/24 for National Library Week.

Booklist: Summer Scares YA Panel – Mary Kate watched this webinar on 03/24.

Management Team Meeting – Tina and Carla attended meetings on 03/04 and 03/26.

Mackin's Storyteller Spotlight Welcomes Nic Stone – Carla watched this webinar on 03/27.

Booklist: Random House Children's Books Summer 2025 Preview – Claire watched this webinar on 03/27.

## Outreach:

Reggio Academy – Mary Kate performed a story time to toddlers and 3-5-year-olds on 03/10.

Trusting Hearts – Claire presented a story time about leprechauns to the 4 & 5-year-old preschool class on 03/11.

Stagg and Sandberg High School Group – Mary Kate gave a tour and led a craft for about 15 disabled high school students.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING		TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training		14	193		Reference	Computer	Directional
Free Tween/Teen Programming		8	57		287	86	162
Youth Paid Programming		0	0		TOTAL	535	
Tween/Teen Paid Programming		0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING		22	250		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS		# VISITS	# SESSIONS	ATTENDANCE	538	228	41
TOTAL OUTREACH		2	28	1454	TOTAL	807	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
03/10/25	5:00 pm	STEAM: Lucky Shamrocks	8
03/11/25	11:30 am	Sensory Friendly Stories and Play	10
03/12/25	11:30 am	Leprechaun Story Time	40
03/12/25	4:30 PM	Furry Readers	8
03/13/25	11:30 am	Green Story Time	24
03/13/25	4:00 pm	Leprechaun Trap	15
03/14/25	10:00 am	Nature Hour - Lake Katherine Cancelled	0
03/17/25	5:00 pm	Shamrock Buttons	12
03/19/25	4:00 pm	Graphic Novel Club	2
03/20/25	11:30 am	Color Play	26
03/20/25	4:00 pm	Minecraft Madness	10
03/25/25	4:00 pm	Sea Turtle Paint-Along	8
03/27/25	11:30 am	Lion Story Time	24
03/31/25	4:00 pm	Flower Magnets	6

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
03/01/25	5:00 PM	Volunteens	23
3/03/25-03/06/25	5:00 PM	Teen Tech Week	4
03/03/25	4:00 PM	Flower Tote Bags	2
03/10/25	5:00 PM	Teen Book Box	6
03/18/25	4:00 PM	Let's Play Ball	4
03/24/25	4:00 pm	Spring Coasters	7
03/25/25	4:00 pm	Bunny Door Hangers	7
03/27/25	4:00 pm	Video Game Club: Mario Cart Competition	4

FREE: YOUTH PASSIVE PROGRAMMING		ATTENDANCE
Teen Gaming - Nintendo Switch		15
Fab Lab - Tablet Stand		5
Craft - Bear		210
Teen Craft - How to Draw Bear		50
Craft - Shamrock		188
Teen Craft - Leprechaun		90
Activity - Find the Pot of Gold		41
Craft - Frog		140
Teen Craft - Word Search		68

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
3/6/2025	Library Visit - Stagg High School Group	1	10
3/10/2025	Reggio Academy	2	22
03/11/25	Library Visit - Sandburg and Stagg High School Group	1	26
03/31/25	Book Talks Grades K-1	8	154
03/31/25	Book Talks Grades 2-3	7	155
03/31/25	Book Talks Grades 4-5	4	87
03/31/25	Book Talks Grades 6-8	7	1000