



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

May 15, 2025

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the April 17, 2025 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for April 2025 for \$157,703.85
Approval of the Treasurer's report for the month ending Apr. 30, 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. Approval of the 2025-2026 Non-Resident Card Fee
- ADJOURNMENT
- NEXT MEETING: **Wednesday, June 18, 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

April 17, 2025 Minutes

1. The meeting was called to order at 7:00 PM by Vice President Rose Zubik. The following trustees were present: Diane Key, John Peltz, Hilary Rhodes, Rose Zubik (also acting President), Sue Jankowski, and Patrick Keough. Steve Foertsch and President Susan Snow were absent.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager, Tina Ruzala, Head of Youth & Teen Services and Carla Dinnocenzo, Assistant Head of Youth & Teen Services.
3. Presentation by **Carla Dinnocenzo**, Assistant Head of Youth & Teen Services
Carla has known her whole life she wanted to work with kids! At our library, she works on outreach with the community, including both PH school districts 118 and 128. Some highlights of her job include leading the baby storytimes and working with the FabLab programs. She is a well qualified addition to the team since 2020!
4. No members of the public attended and there was no public comment.
5. Trustee Peltz moved to approve the minutes of the March regular board meeting and Trustee Key seconded. The minutes were approved by a voice vote.
6. **Treasurer's Report**
 - a. Treasurer Peltz moved to approve the General Fund bills for March 2025 for \$157,985.27. 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 March 31, 2025. His motion was seconded by Trustee Keough. On a roll call vote, the motion carried.
7. There was no President's report.
8. **Director's Report:** In addition to Jesse Blazek's written report:
 - a. Reminder to complete Cook County Clerk's office Statement of Economic Interests (SEI) if trustees haven't already
 - b. Alexi Giannoulis (Illinois Secretary of State) is working on new legislation to give grants to libraries for updated security
 - c. Jalal in tech services will increase hours - from 19 hours to 28 hours - great asset to the department
 - d. Bethshan – housing for adults with mental disabilities in unincorporated Palos Heights – requested access to library cards without purchasing a non-resident card for each resident. Discussion about what might be the

best approach to this - both legally and procedurally

- e. Handed out the new Illinois Library Laws & Rules books to every trustee
 - f. Follow up to last month's discussion about the Ramadan storytime - Tina was able to attend this latest storytime and everything was within our policies and guidelines
9. There was no correspondence.
 10. There were no committee reports.
 11. There was no new business.
 12. On a motion by Trustee Key and a second by Trustee Keough, Vice President Zubik adjourned the meeting at 7:25pm.
 13. The next board meeting is Thursday, May 15th at 7:00pm.



**PALOS HEIGHTS
PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED
5/15/2025**

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	APRIL	\$157,703.85	6.1 to 6.4
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:	 	 	
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	4/30/2025	N/A	1



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$51,406.53		\$51,406.53
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$184.39		\$184.39
» Non Resident Cards	\$194.72		\$194.72
» Miscellaneous	\$260.13		\$260.13
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$706.40		\$706.40
» Miscellaneous	\$1,198.00		\$1,198.00
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$69.67		\$69.67
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$809.15		\$809.15
GRANTS	\$0.00		\$0.00
INTEREST	\$3,618.22	\$1.96	\$3,620.18
TOTAL REVENUES	\$58,447.21	\$1.96	\$58,449.17
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$76,067.37		\$76,067.37
» Employee Benefits	\$25,515.33		\$25,515.33
» Staff & Board Development	\$1,215.30		\$1,215.30
CONTRACTUAL SERVICES	\$20,140.60		\$20,140.60
BUILDING MAINTENANCE	\$7,293.76		\$7,293.76
INSURANCE	\$0.00		\$0.00
UTILITIES	\$1,192.35		\$1,192.35
SUPPLIES	\$2,714.55		\$2,714.55
CAPITAL EXPENSES	\$11,843.62		\$11,843.62
MEDIA	\$6,089.67		\$6,089.67
REIMBURSEMENTS	\$4,717.60		\$4,717.60
SR PROJECTS	\$913.70		\$913.70
TOTAL EXPENDITURES	\$157,703.85	\$0.00	\$157,703.85
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$99,256.64	\$1.96	-\$99,254.68
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$1,768.00	\$0.00	\$1,768.00
<small>Check #6020 dated 3/21/25 Dependable lost in mail</small>			
<small>Cut #6037 dated 4/4/25 replacement</small>			
TOTAL OTHER FINANCING SOURCES	\$1,768.00	\$0.00	\$1,768.00
NET CHANGE IN FUND BALANCES	-\$97,488.64	\$1.96	-\$97,486.68
FUND BALANCES, BEGINNING OF MONTH			
	\$1,285,975.71	\$3,160.82	\$1,289,136.53
END OF MONTH	\$1,188,487.07	\$3,162.78	\$1,191,649.85



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: APRIL 2025**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$774,582.04	\$58,724.16	\$228,535.20	\$546,046.84	70.50%
4312 HOURLY EMPLOYEES	\$229,111.38	\$17,343.21	\$72,066.70	\$157,044.68	68.55%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$0.00	\$0.00	\$5,250.00	100.00%
TOTAL OPERATIONAL SALARIES	\$1,008,943.42	\$76,067.37	\$300,601.90	\$708,341.52	70.21%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$6,138.88	\$23,912.73	\$60,169.90	71.56%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$5,767.25	\$22,797.68	\$53,980.44	70.31%
4333 INSURANCE	\$157,362.44	\$13,227.20	\$50,505.60	\$106,856.84	67.90%
4334 CLOTHING	\$1,200.00	\$382.00	\$382.00	\$818.00	68.17%
TOTAL EMPLOYEE BENEFITS	\$319,423.19	\$25,515.33	\$97,598.01	\$221,825.18	69.45%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,400.00	\$0.00	\$625.00	\$1,775.00	73.96%
4352 BOARD DEVELOPMENT	\$800.00	\$210.00	\$310.00	\$490.00	61.25%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354 PROFESSIONAL STAFF	\$6,000.00	\$975.20	\$2,805.44	\$3,194.56	53.24%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$919.35	\$80.65	8.07%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$30.10	\$154.51	\$945.49	85.95%
TOTAL STAFF & BOARD DEVELOPMENT	\$11,800.00	\$1,215.30	\$4,814.30	\$6,985.70	59.20%
GROUP TOTAL PERSONNEL SERVICES	\$1,340,166.61	\$102,798.00	\$403,014.21	\$937,152.40	69.93%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$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	\$94.39	\$94.39	\$405.61	81.12%
4364 APPRAISAL	\$650.00	\$0.00	\$0.00	\$650.00	100.00%
4365 ACCOUNTANT	\$4,950.00	\$365.00	\$1,600.00	\$3,350.00	67.68%
TOTAL PROFESSIONAL SERVICES	\$15,550.00	\$459.39	\$7,389.39	\$8,160.61	52.48%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$5,040.00	\$253.47	\$1,271.77	\$3,768.23	74.77%
4414 ALARM	\$3,600.00	\$0.00	\$1,756.00	\$1,844.00	51.22%
4416 MAINTENANCE	\$40,500.00	\$2,916.32	\$11,902.36	\$28,597.64	70.61%
4417 SWAN	\$30,000.00	\$6,830.75	\$13,661.50	\$16,338.50	54.46%
4418 TECHNOLOGY	\$40,000.00	\$3,072.26	\$3,072.26	\$36,927.74	92.32%
TOTAL OUTSIDE SERVICES	\$119,140.00	\$13,072.80	\$31,663.89	\$87,476.11	73.42%
PRINTING					
4424 NEWSLETTER PRINTING	\$19,387.83	\$3,196.55	\$6,393.10	\$12,994.73	67.03%
TOTAL PRINTING	\$19,387.83	\$3,196.55	\$6,393.10	\$12,994.73	67.03%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$2,007.85	\$3,522.95	\$7,477.05	67.97%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$1,282.65	\$5,327.12	\$8,672.88	61.95%
4454 GENERAL PROGRAMMING	\$10,000.00	\$91.36	\$1,131.03	\$8,868.97	88.69%
TOTAL PROGRAMMING	\$35,000.00	\$3,381.86	\$9,981.10	\$25,018.90	71.48%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$30.00	\$221.15	\$2,778.85	92.63%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$30.00	\$221.15	\$2,778.85	92.63%
GROUP TOTAL CONTRACTUAL SERVICES	\$192,077.83	\$20,140.60	\$55,648.63	\$136,429.20	71.03%



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: APRIL 2025**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$68.79	\$267.38	\$589.30	68.79%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$11,874.00	\$1,126.00	8.66%
4434 BUILDING REPAIRS	\$12,000.00	\$5,452.10	\$7,141.73	\$4,858.27	40.49%
4436 LAWN MAINTENANCE	\$10,053.30	\$956.63	\$1,091.63	\$8,961.67	89.14%
4437 SNOW REMOVAL	\$6,751.61	\$0.00	\$1,767.00	\$4,984.61	73.83%
TOTAL REPAIRS & MAINTENANCE	\$42,661.59	\$6,477.52	\$22,141.74	\$20,519.85	48.10%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$8,220.00	\$816.24	\$2,710.86	\$5,509.14	67.02%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$206.25	\$33.75	14.06%
TOTAL EQUIPMENT MAINTENANCE	\$8,460.00	\$816.24	\$2,917.11	\$5,542.89	65.52%
GROUP TOTAL BUILDING MAINTENANCE	\$51,121.59	\$7,293.76	\$25,058.85	\$26,062.74	50.98%
INSURANCE					
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	\$0.00	\$2,152.00	-\$324.05	-17.73%
GROUP TOTAL INSURANCE	\$25,279.51	\$0.00	\$24,801.11	\$478.40	1.89%
UTILITIES					
4472 WATER	\$3,000.00	\$227.67	\$887.43	\$2,112.57	70.42%
4473 GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474 TELEPHONE/FAX	\$2,369.60	-\$1,194.17	\$627.54	\$1,742.06	73.52%
4475 INTERNET/LOCAL AREA NET	\$5,520.60	\$2,158.85	\$2,158.85	\$3,361.75	60.89%
GROUP TOTAL UTILITIES	\$12,890.20	\$1,192.35	\$3,673.82	\$9,216.38	71.50%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$111.94	\$405.17	\$594.83	59.48%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$500.24	\$1,499.76	74.99%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$318.73	\$1,651.81	\$1,548.19	48.38%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$238.71	\$1,434.61	\$4,565.39	76.09%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$700.65	\$948.98	\$2,101.02	68.89%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$96.97	\$314.50	\$885.50	73.79%
TOTAL OFFICE SUPPLIES	\$16,950.00	\$1,467.00	\$5,255.31	\$11,694.69	69.00%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$357.71	\$2,377.55	\$2,972.45	55.56%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$5,350.00	\$357.71	\$2,377.55	\$2,972.45	55.56%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$650.00	\$89.84	\$168.89	\$481.11	74.02%
4553 BULK FEES & PERMITS	\$5,670.00	\$800.00	\$1,600.00	\$4,070.00	71.78%
TOTAL OFFICE EXPENSE	\$6,320.00	\$889.84	\$1,768.89	\$4,551.11	72.01%
GROUP TOTAL SUPPLIES	\$28,620.00	\$2,714.55	\$9,401.75	\$19,218.25	67.15%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$11,843.62	\$30,694.17	\$164,829.80	84.30%
GROUP TOTAL CAPITAL EXPENSES	\$195,523.97	\$11,843.62	\$30,694.17	\$164,829.80	84.30%



**PALOS HEIGHTS
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**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: APRIL 2025**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$25,000.00	\$0.00	\$5,464.49	\$19,535.51	78.14%
4710B DATABASES -Youth	\$4,700.00	\$0.00	\$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	\$223.58	\$437.33	\$4,812.67	91.67%
4715 BOOKS - Adult	\$32,900.00	\$892.02	\$5,127.69	\$27,772.31	84.41%
4716 BOOKS - Youth	\$33,000.00	\$2,003.10	\$4,613.15	\$28,386.85	86.02%
4717 VIDEOS - Adult	\$4,000.00	\$198.67	\$785.72	\$3,214.28	80.36%
4718 VIDEOS - Youth	\$800.00	\$0.00	\$197.92	\$602.08	75.26%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$79.98	\$280.93	\$1,719.07	85.95%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$0.00	\$3,750.00	100.00%
4721 SOFTWARE	\$10,188.15	\$120.00	\$6,023.21	\$4,164.94	40.88%
4722 REALIA	\$1,000.00	\$291.19	\$291.19	\$708.81	70.88%
4723A VIDEO GAMES - Youth	\$1,300.00	\$147.86	\$530.34	\$769.66	59.20%
4724 GADGETS & GIZMOS	\$1,000.00	\$360.00	\$388.91	\$611.09	61.11%
4725A E-BOOKS - Adult	\$12,000.00	\$759.46	\$5,682.81	\$6,317.19	52.64%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$448.49	\$5,702.18	\$8,297.82	59.27%
4726 EBOOKS - Youth	\$3,500.00	\$565.32	\$3,186.83	\$313.17	8.95%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
GROUP TOTAL MEDIA	\$170,585.00	\$6,089.67	\$40,464.34	\$130,120.66	76.28%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$19,094.07	\$1,207.99	\$4,902.77	\$14,191.30	74.32%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$1,647.74	\$17,800.30	\$0.00	0.00%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$1,805.90	\$3,266.03	\$7,733.97	70.31%
4906a RESTRICTED DONATIONS	\$1,000.00	\$55.97	\$162.50	\$837.50	83.75%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$48,894.37	\$4,717.60	\$26,131.60	\$22,762.77	46.55%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$913.70	\$20,632.73	\$38,078.27	64.86%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$58,711.00	\$913.70	\$20,632.73	\$38,078.27	64.86%
TOTAL EXPENDITURES	\$2,123,870.08	\$157,703.85	\$639,521.21	\$1,484,348.87	69.89%



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Adducci Vega Financial Group, LLC				
04/15/2025	Check	6050	03 Mar Reconciliation Invoice 202060897	4365 Accountant
Total for Adducci Vega Financial Group, LLC				<u>365.00</u>
Aga Walkowicz				
04/30/2025	Check	23106	5.10.25 Polish Storytime	4451 Youth & Teen Programming
Total for Aga Walkowicz				<u>150.00</u>
Amazon				
04/03/2025	Expense	AMAZON PORTAL	1K6L-DYR4-4P4L	4723B Video Games - Youth
04/04/2025	Expense	AMAZON PORTAL	11GP-3YHP-11PP NLW cookies	4461 Public Relations
04/04/2025	Expense	AMAZON PORTAL	1TMN-47PQ-CN1V Video games Mar25	4723B Video Games - Youth
04/04/2025	Expense	AMAZON PORTAL	1TMN-47PQ-CN1V Video games Mar25	4723B Video Games - Youth
04/04/2025	Expense	AMAZON PORTAL	11TF-FHYD-1WF7	4516 Circulation - Supplies
04/04/2025	Expense	AMAZON PORTAL	1T9K-T449-6QWJ Tech Copier Toner	4514 Business Office - Supplies
04/07/2025	Expense	AMAZON PORTAL	1J4L-MKYK-9LQC Cups	4519 Hospitality - Supplies
04/10/2025	Expense	AMAZON PORTAL	1MR1-W7FH-RP6G	4452 Public Services Programming
04/10/2025	Expense	AMAZON PORTAL	1V11-DMCP-16WX	4514 Business Office - Supplies
04/14/2025	Expense	AMAZON PORTAL	1HW3-VV6X-K7JX SRP KIDS PRIZES	4451 Youth & Teen Programming
04/15/2025	Expense	AMAZON PORTAL	1K1H-6N4Q-3LTY	4541 Maintenance/Cleaning Supplies
04/15/2025	Expense	AMAZON PORTAL	17PF3C-RPRT	4541 Maintenance/Cleaning Supplies
04/15/2025	Expense	AMAZON PORTAL	Summer Reading Kick Off Party	4904 Reimb. - Friends Book Sales
04/15/2025	Expense	AMAZON PORTAL	Summer Reading Kick Off Party	4904 Reimb. - Friends Book Sales
04/17/2025	Expense	AMAZON PORTAL	1RMG-W94C-HJVC	4515 Technical Services - Supplies
04/17/2025	Expense	AMAZON PORTAL	1QLN-HL96-M366	4723B Video Games - Youth
04/21/2025	Expense	AMAZON PORTAL	1KH6-MYGV-MFFM Summer Programming	4451 Youth & Teen Programming
04/21/2025	Expense	AMAZON PORTAL	1JXW-DXMK-WTW9 SRP BABIES	4451 Youth & Teen Programming
04/21/2025	Expense	AMAZON PORTAL	1M36-LD1F-XYC6	4511 Public Services - Supplies
04/21/2025	Expense	AMAZON PORTAL	199C-KYHH-RK3R	4514 Business Office - Supplies
04/21/2025	Expense	AMAZON PORTAL	11ND-4F6H-YWFR Coffee lids	4519 Hospitality - Supplies
04/28/2025	Expense	AMAZON PORTAL	1RFT-MRQG-36NH Nature to go bags	4451 Youth & Teen Programming
04/28/2025	Expense	AMAZON PORTAL	1M1H-CNRX-C7PG Goo Gone	4541 Maintenance/Cleaning Supplies
04/28/2025	Expense	AMAZON PORTAL	1M1H-CNRX-C7PG Clean Smart refill	4541 Maintenance/Cleaning Supplies
04/28/2025	Expense	AMAZON PORTAL	1M1H-CNRX-C7PG	4514 Business Office - Supplies
04/28/2025	Expense	AMAZON PORTAL	1NHR-MYQC-6FJX Paper Products	4511 Public Services - Supplies
04/29/2025	Expense	AMAZON PORTAL	1Y4Q-1JYQ-7JTN Toilet Paper	4541 Maintenance/Cleaning Supplies
04/29/2025	Expense	AMAZON PORTAL	137X-39W1-3GCP Diner Toys	4722 Realia
04/29/2025	Expense	AMAZON PORTAL	137X-39W1-7Y64 Teen SRP & Cricut	4451 Youth & Teen Programming
04/30/2025	Expense	AMAZON PORTAL	1PQ1-1FHQ-7PW9	4515 Technical Services - Supplies
04/30/2025	Expense	AMAZON PORTAL	11W9T-RJWW-3YTM Custom stamp	4516 Circulation - Supplies
04/30/2025	Expense	AMAZON PORTAL	1FXK-FGP7-4HFJ Diner Toys	4722 Realia
04/30/2025	Expense	AMAZON PORTAL	1VC9-NYPV-YD9F Teen SRP & Cricut	4451 Youth & Teen Programming
Total for Amazon				<u>\$3,434.54</u>
Anderson Pest Solutions				
04/14/2025	Check	6047	Invoice 76233340	4431 Pest Control
Total for Anderson Pest Solutions				<u>68.79</u>
At&T - Fiber Line				
04/08/2025	Check	6040	Monthly Fee	4475 Internet
Total for At&T - Fiber Line				<u>771.02</u>
Baker & Taylor L5346512 Youth Books				
04/01/2025	Expense	BT PORTAL	03 MAR YTS	4716 Books - Youth
04/01/2025	Expense	BT PORTAL	03 MAR Processing Fee	4515 Technical Services - Supplies
04/01/2025	Expense	BT PORTAL	03 MAR Shipping	4716 Books - Youth
Total for Baker & Taylor L5346512 Youth Books				<u>634.31</u>
Carolyn Law Antiques LLC				
04/30/2025	Check	23104	5.20.25 My kids don't want my stuff	4452 Public Services Programming
Total for Carolyn Law Antiques LLC				<u>100.00</u>
CDW Government, Inc.				
04/08/2025	Check	6041	Invoice AD37L3N	7001 Special Reserves Projects
Total for CDW Government, Inc.				<u>552.86</u>
City Of Palos Heights IMRF				
04/30/2025	Check	23107	4.5%	4311 Salaried Employees
04/30/2025	Check	23107	4.5%	4312 Hourly Employees
04/30/2025	Check	23107	VIMRF	4311 Salaried Employees
04/30/2025	Check	23107	04 April Payment	4331 IMRF Ill. Muni. Ret. Fund
Total for City Of Palos Heights IMRF				<u>\$10,147.04</u>
CIT				
04/10/2025	Check	6043	Invoice 46852422	4531 Copier
Total for CIT				<u>631.54</u>



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
City of Palos Hts. - Water Bill				
04/16/2025	Check	6053	Monthly bill	4472 Water 227.67
Total for City of Palos Hts. - Water Bill				\$227.67
Clarence Goodman				
04/30/2025	Check	23103	5.01.25 Public Enemy Dillinger in Chicago	4452 Public Services Programming 340.00
Total for Clarence Goodman				\$340.00
ComEd				
04/15/2025	Check	6052	Billing through 4.3.25	4631 Contingency / Special Reserves Replenishment 2,961.27
Total for ComEd				\$2,961.27
Cosmopolitan Building Services				
04/10/2025	Check	6044	04 APR 25 Invoice 6647	4416 Maintenance 2,722.50
Total for Cosmopolitan Building Services				\$2,722.50
Dell Marketing L.P.				
04/30/2025	Check	6056	Dell Pro All in one QC24250	7001 Special Reserves Projects 1,489.71
Total for Dell Marketing L.P.				\$1,489.71
Dependable Building Maintenance Svc LLC				
04/04/2025	Check	6037	Invoice 23228 Reissue #6020 lost in mail	4434 Building Repairs 1,768.00
Total for Dependable Building Maintenance Svc LLC				\$1,768.00
Grasso Graphics				
04/29/2025	Check	6055	May/June Newsletters	4424 Newsletter Printing 3,196.55
Total for Grasso Graphics				\$3,196.55
High 5 Heights				
04/10/2025	Check	23101	Staff TShirts Summer Reading	4334 Staff Apparel 382.00
Total for High 5 Heights				\$382.00
Impact Networking, Inc				
04/14/2025	Check	6049	Overages Nov-Feb	4531 Copier 184.70
Total for Impact Networking, Inc				\$184.70
Independent Construction Services				
04/08/2025	Check	6042	Invoice 1547	4631 Contingency / Special Reserves Replenishment 217.50
Total for Independent Construction Services				\$217.50
Ingram				
04/01/2025	Check	6032	03 March Invoices	4714 Large Print Books 221.39
04/01/2025	Check	6032	03 March Invoices	4715 Books - Adult 881.05
04/01/2025	Check	6032	03 March Invoices	4716 Books - Youth 1,387.48
04/01/2025	Check	6032	03 Mar Pre processing adult books	4515 Technical Services - Supplies 42.57
04/01/2025	Check	6032	03 Mar Pre processing youth books	4515 Technical Services - Supplies 87.12
04/01/2025	Check	6032	03 Mar Shipping	4714 Large Print Books 2.19
04/01/2025	Check	6032	03 Mar Shipping	4715 Books - Adult 10.97
04/01/2025	Check	6032	03 Mar Shipping	4716 Books - Youth 19.84
04/01/2025	Check	6032	PHWC/HULQUIST	4906a Reimb. - Restricted Donations 17.97
04/01/2025	Check	6032	PHWC/FOSKETT	4906a Reimb. - Restricted Donations 38.00
04/01/2025	Check	6032	87305156 Credit Memo	4716 Books - Youth -12.28
Total for Ingram				\$2,696.30
LIMRiCC-Employees				
04/08/2025	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements 1,198.00
04/08/2025	Expense	ACH LIM	Employee Paid Benefits	4311 Salaried Employees 678.49
04/08/2025	Expense	ACH LIM	04 Apr 25	4333 Insurance 13,227.20
Total for LIMRiCC-Employees				\$15,103.69
Mary Beth Sexton				
04/10/2025	Check	6045	Card Class Supplies	4452 Public Services Programming 311.00
Total for Mary Beth Sexton				\$311.00
Midwest Tape - 19730				
04/01/2025	Check	6031	03 March Invoices	4717 Videos - Adult 198.67
04/01/2025	Check	6031	03 March Invoices	4719 Audiobooks - Adult 79.98
04/01/2025	Check	6031	03 March pre processing 4717	4515 Technical Services - Supplies 20.87
04/01/2025	Check	6031	03 March pre processing 4719	4515 Technical Services - Supplies 5.98
Total for Midwest Tape - 19730				\$305.50
Midwest Tape - 7243				
04/01/2025	Check	6030	0506933367 Item paid for replacement cost	4900 Miscellaneous - Reimbursements 9.99
04/01/2025	Check	6030	0506943855 Battery replacement door	4515 Technical Services - Supplies 19.95
Total for Midwest Tape - 7243				\$29.94
Otis Elevator				
04/21/2025	Expense	OTIS PORTAL	Invoice 100401907312	4416 Maintenance 193.82
Total for Otis Elevator				\$193.82



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Old National Bank - MasterCard				
04/08/2025	Expense	MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming 10.99
04/08/2025	Expense	MasterCard	SIP, Google Fi	4474 Telephone/FAX 116.16
04/08/2025	Expense	MasterCard	OCLC	4551 Postage & Handling 31.42
04/08/2025	Expense	MasterCard	Duo	4721 Software 120.00
04/08/2025	Expense	MasterCard	Fab Lab Shelves	4904 Reimb. - Friends Book Sales 56.50
04/08/2025	Expense	MasterCard	Summer Reading Banner	4454 General Programming 91.36
04/08/2025	Expense	MasterCard	Mobile Beacon annual renewal	4724 Gadgets & Gizmos 360.00
04/08/2025	Expense	MasterCard	Postage	4551 Postage & Handling 58.42
04/08/2025	Expense	MasterCard	B&H Photo Phone System accessories	7001 Special Reserves Projects 268.21
04/08/2025	Expense	MasterCard	Bulbs for parking lot	4434 Building Repairs 271.58
04/08/2025	Expense	MasterCard	Circ giveaways	4516 Circulation - Supplies 645.96
04/08/2025	Expense	MasterCard	Irish Dance Performance	4452 Public Services Programming 300.00
04/08/2025	Expense	MasterCard	New employee background check	4363 Consultant Fees 94.39
04/08/2025	Expense	MasterCard	Library Law and Rules handbooks (7)	4352 Board Development 210.00
04/08/2025	Expense	MasterCard	ILA MKK, TR, LC ILA Adult reading roundtable	4354 Professional Staff 975.20
04/08/2025	Expense	MasterCard	Light Bulbs linear fixtures	4434 Building Repairs 226.52
Total for Old National Bank - MasterCard				\$3,836.71
OverDrive, Inc.				
04/01/2025	Check	6034	01658CO25097569	4725A E-Books - Adult 27.50
04/07/2025	Check	6039	01658DA25120840	4726 E-Books - Youth 120.86
04/07/2025	Check	6039	01658DA25120840	4726 E-Books - Youth 332.47
04/10/2025	Check	6046	01658DA25113224	4726 E-Books - Youth 111.99
04/14/2025	Check	6048	01658CO25115625	4725B E-Audiobooks - Adult 448.49
04/14/2025	Check	6048	01658CO25115626	4725A E-Books - Adult 731.96
Total for OverDrive, Inc.				\$1,773.27
Paylocity Payroll Billing				
04/04/2025	Expense	PAYLOCITY	Check date 4.4.25	4412 Payroll Services 78.00
04/18/2025	Expense	PAYLOCITY	Check date 4.18.25	4412 Payroll Services 175.47
Total for Paylocity Payroll Billing				\$253.47
Paylocity Payroll Net				
04/04/2025	Expense	PAYLOCITY	Check date 4.4.25	4311 Salaried Employees 20,673.93
04/04/2025	Expense	PAYLOCITY	Check date 4.4.25	4312 Hourly Employees 7,076.01
04/04/2025	Expense	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement 13.79
04/18/2025	Expense	PAYLOCITY	Check date 4.18.25	4311 Salaried Employees 21,187.82
04/18/2025	Expense	PAYLOCITY	Check date 4.18.25	4312 Hourly Employees 7,397.33
04/18/2025	Expense	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement 16.31
Total for Paylocity Payroll Net				\$56,365.19
Paylocity Payroll Taxes				
04/04/2025	Expense	PAYLOCITY	Check date 4.4.25	4311 Salaried Employees 6,090.85
04/04/2025	Expense	PAYLOCITY	Check date 4.4.25	4332 FICA Social Security 2,843.27
04/04/2025	Expense	PAYLOCITY	Check date 4.4.25	4312 Hourly Employees 1,322.83
04/18/2025	Expense	PAYLOCITY	Check date 4.18.25	4311 Salaried Employees 6,255.45
04/18/2025	Expense	PAYLOCITY	Check date 4.18.25	4332 FICA Social Security 2,923.98
04/18/2025	Expense	PAYLOCITY	Check date 4.18.25	4312 Hourly Employees 1,376.50
Total for Paylocity Payroll Taxes				\$20,812.88
Peerless Network, Inc				
04/15/2025	Check	6051	Invoice 73627	4474 Telephone/FAX 77.50
Total for Peerless Network, Inc				\$77.50
Roy Erikson Outdoor Maintenance				
04/03/2025	Check	6036	Weekly Landscaping Maintenance	4436 Lawn Maintenance 956.63
Total for Roy Erikson Outdoor Maintenance				\$956.63
Sangoma US Inc.				
04/08/2025	Expense	ACH SANGNOMA	Telephone System pre note	7001 Special Reserves Projects 0.01
04/08/2025	Expense	ACH SANGNOMA	Telephone System	7001 Special Reserves Projects 8,757.47
Total for Sangoma US Inc.				\$8,757.48
Scott Pointon				
04/30/2025	Check	23105	5.22.25 You Can Brew It Part 1`	4452 Public Services Programming 160.00
Total for Scott Pointon				\$160.00
Stanley Steemer International Inc.				
04/24/2025	Check	6054	4.19.25 Carpet Cleaning whole building	4434 Building Repairs 3,186.00
Total for Stanley Steemer International Inc.				\$3,186.00
SWAN				
04/14/2025	Expense	ACH SWAN	Swan Fees 4.1.25 to 6.30.25	4417 SWAN/OCLC 6,830.75
Total for SWAN				\$6,830.75



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Truty, Marcin				
04/08/2025	Expense	ACH MT	03 Mar IT Services 25-03	4902 Grants 1,647.74
04/08/2025	Expense	ACH MT	03 Mar IT Services 25-03	4418 Technology 3,072.26
Total for Truty, Marcin				\$4,720.00
U.S. Post Office				
04/21/2025	Check	23102	Newsletter postage	4553 Bulk Fees & Permits 800.00
Total for U.S. Post Office				\$800.00
Warehouse Direct				
04/04/2025	Check	6038	(4) Lg Liners	4541 Maintenance/Cleaning Supplies 188.72
Total for Warehouse Direct				\$188.72
TOTAL CHECKS FOR BOARD APPROVAL				\$157,703.85



**PALOS HEIGHTS
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
April 30, 2025**

ACCOUNT	GENERAL FUND				SPECIAL RESERVES FUND		TOTAL FUND BALANCE
	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	
BEGINNING BALANCE	\$73,829.10	\$1,210,807.38	\$1,139.23	\$200.00	\$572.09	\$2,588.73	\$1,289,136.53
WITHDRAWALS	(\$157,703.85)						(\$157,703.85)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$334.05	\$28,244.67					\$54,828.99
	\$226.65	\$23,161.86					
	\$329.59						
	\$447.95						
	\$635.07						
	\$251.15						
	\$1,198.00						
ADJUSTMENTS	\$1,768.00						
INTEREST EARNED	\$0.82	\$3,613.22	\$4.18	N/A	N/A	\$1.96	\$3,620.18
ENDING BALANCE	\$41,316.53	\$1,145,827.13	\$1,143.41	\$200.00	\$572.09	\$2,590.69	\$1,189,881.85
TOTALS	\$1,188,487.07 GENERAL FUND				\$3,162.78 SPECIAL RESERVES FUND		\$1,191,649.85 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.820%	4.439%	N/A	N/A	0.930%	

TOTAL FUND BALANCE MONTH ENDING: APRIL 30, 2025

\$1,191,649.85

Check #6020 dated 3/21/25 lost in mail



DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
May 15, 2025

Library News

With the pending dissolution of the Institute for Museum and Library Services federally, libraries have been in the news more than normal lately. A lot of people are sounding the alarms about what this federal change could mean for libraries at the state and local level. There was a [front page article](#) in the Chicago Tribune on the negative impact that reduced federal funding could have on inter-library delivery services. Currently, this service is funded almost entirely by a grant from IMLS. To be sure, the collapse of RAILS deliveries would be devastating to us and to every library in northern Illinois. It is a cornerstone of modern library services. I believe that now is an important moment for library advocacy on the state and federal levels.

That said, I don't believe the situation is quite as dire as is being made out. While it is true that RAILS delivery service is currently funded mostly by the IMLS grant on paper, it is not true that delivery service would likely cease to exist without this grant. The IMLS grant represents something like 10% of the RAILS annual budget. While significant, this would probably not be an insurmountable loss for the system. This would be like if we lost our Per Capita Grant. Right now, our Per Capita Grant is earmarked for funding our IT services, which is a fundamental aspect of just about everything we do. On paper, if we lost the Per Capita Grant, we would lose funding for about 30% of our IT costs. But in reality, if we lost this funding, we probably wouldn't cut back our IT spending. We would compensate by diverting funds from other parts of the budget to keep IT spending at the necessary level. Certainly, it would hurt, but it wouldn't be a catastrophe.

RAILS recognizes the importance of its delivery service and would rearrange its budget to ensure this core service continues. Also, we have a Secretary of State, whose responsibilities include serving at the State Librarian, who has been very proactive and attentive to the needs of public libraries. I believe that there is good support and momentum at the state level to find funding to compensate for any federal shortfalls, should they occur. So while the news isn't good right now, I believe that support for public libraries is as strong as ever and that the real risk to our funding and our services is relatively low.

This support is reflected in a recent PBS broadcast, [Free for All: The Public Library](#), which aired last month and is viewable online and on the PBS app through July. It does a great job of discussing the origins of modern American libraries, the role that they have played in shaping our nation, and many of the pioneers who laid the foundation for what libraries do today. I encourage all of you to watch it, if you haven't

already. I think it's a great illustration of just how beloved and vital this public institution is and why so many people are so eager to defend what we do.

In unrelated news, I reached out to our attorneys at Klein, Thorpe, and Jenkins on the two topics of recent discussion, under what conditions we could provide library cards to residents at Bethshan and what issues we need to be aware of in celebrating religiously-based holidays as a public institution. As of this writing, they are still working on their briefs. I will share them with you as soon as they are available.

Finally, our YTS staff has created a new Tonies Listening Station upstairs. This creates a prominent display for the Tonies, which is a very popular collection with those who know about it. Hopefully, this will significantly increase this awareness. It also provides an opportunity for patrons to use the Tonies while in the building, which is a fun addition to our space. In order to create this space, we removed the desk that was holding the upstairs self-checkout station and moved the self-checkout machine over to the staff desk. I think this is a small but exciting change that enhances our space, looks nice, and adds just a little bit more excitement to kids' visits to the library.



Building & Grounds News

- Stanley Steemer deep-cleaned our carpets on 4/19. This was our first time doing this in a few years. Our carpets weren't in terrible shape, but this cleaning was long overdue.
- Tree trimming was completed on 4/21. All trees along the south property line were trimmed. One dead tree on the south side of the parking lot was removed, and one dead tree along the west fence line was removed. The Friends have agreed to purchase a new tree to be planted along the fence line.
- BTC will be here on Monday and Tuesday, May 12th and 13th, to conduct their testing on the building envelope. Dan has done a great job of lining up everything that BTC will need, including

the lift and contractor to open up and re-close the wall. I don't expect to have any news to share at this month's meeting. It's possible the issue will be something obvious with a straightforward fix, but I expect that we won't have clarity on this until June.

- All hardware for the new phone system has been received. Our IT consultants are working on programming the new system behind the scenes. It's a completely different type of system from what we've had before. Rather than a physical switchbox that routes calls around the building on traditional phone lines, the new system is internet-based. Calls will be routed through our server to IP-based handsets at each desk. It's a completely computerized system, which should bring some really nice enhancements to what we can do in terms of the ease of routing calls, changing automated messages, and more efficient communication all around. There is a significant amount of programming with this new system, and testing has to be conducted outside of library hours so that the new system can be tested on live phone lines without disrupting normal business. So it's going to take a few weeks to get everything programmed and tested before we're ready to implement. But I'm excited for the new system. I think staff are going to love it!
- A new computer has been purchased and installed in the patron computer lab, and another has been purchased for the Public Services department. These are part of the rolling maintenance/replacement schedule for these computers and are replacing computers that are well beyond their anticipated end-of-life.

Budget News

Things are in good shape in terms of the overall budget. We have received a few more small disbursements, bringing our tax distributions up to 96.4% of the total expected for the first half of the year. I expect the remainder to continue to trickle in over the coming months. Interest rates have dropped a bit, but we are still bringing in some meaningful interest income for a change. I'm doing my best to be patient with our Special Reserves spending. There are a lot of items on our list, including some moderately large purchases for meeting room chairs and study room furniture, but I want to know where we stand with the building envelope repair in order to avoid over-extending ourselves with other purchases. We did purchase a new staff computer and a new computer for the computer lab, as there was an urgent need for these. Computer prices have jumped significantly in the past few months. I'm going to attempt to be more opportunistic with future purchases, taking advantage of sales when they occur rather than attempting to get every possible day of use out of an old unit before replacing it.

Upcoming Events

- Thursday, May 15th – Committee Meeting, 6:00pm
- Thursday, May 15th – Regular Board Meeting, 7:00pm
- Saturday, May 31st – Summer Reading Kickoff Party!, 10am – 2pm
- **Wednesday**, June 19th – Personnel Committee Meeting, 6:00pm
- **Wednesday**, June 18th – Regular Board Meeting, 7:00pm

Agenda Items

Item 1: Non-Resident Card Fee

As you know, people who don't reside within the Palos Heights city limits aren't entitled to a library card as they don't pay into the tax base that funds the library. We are a bit unusual in that we have two sizeable areas on unincorporated Palos Heights who don't pay taxes to any library. Statute allows us to offer library cards to people who live in unincorporated areas if they pay a non-resident card fee each year. There are two allowable methods for calculating what this fee will be.

The first is the "general mathematical formula." This entails calculating that average cost that each household in Palos Heights pays to the library and charging that amount to any non-resident household that wants to have a card. The advantages of this method are that it's simple and non-intrusive. We do a simple calculation to establish the average cost per household of library services, and we apply that cost identically to every non-resident.

The second method that we can use is the "tax bill formula." This method entails looking at the tax bill of each non-resident who is interested in getting a card and doing a quick calculation to determine how much they would pay to the library if their home were in the city limits. The advantage of this system is that it's fairer to non-residents, charging them exactly what they would actually pay rather than what the average household pays. The disadvantages are that it requires patrons to bring in a current property tax bill each year, which can feel intrusive, and that it's a little bit more work for library staff to do this calculation on a case-by-case basis.

In the past, we always used the general mathematical formula. It was simple and straightforward. This year was the first year that we implemented the tax bill method. Frankly, it's probably too soon to say whether this has been a success or not. Most of our non-resident cards are purchased in May and June, which makes sense because they typically expire at the end of June each year. So far, we have only had one non-resident card purchased with the new system. I expect there to be 3-5 more in the next few weeks. My recommendation is that we stay the course for now and give both staff and non-resident patrons an opportunity to work within the new system before evaluating its efficacy.

Recommendation: I recommend that you approve the "tax bill method" in calculating non-resident card fees for the year beginning July 1, 2025.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

APRIL 2025

At the Desk:

15 online library cards were issued to residents.

28 directional questions were answered by the Circulation staff.

6 patrons used Curveside pickup.

Department Highlights:

For National Library Week Circ ran a raffle for a Pop's gift card patrons could enter to win when they checked out an item. Maryann Ferreri was the winner.

Circ department is working on making decorations in the FabLab. This month Joyce, Karen M., and Crys painted tulips to display on the bookshelves.

Beth held one on one meetings with each staff member.

Circ has change the way we're doing shelf reading going back to a running list of sections that everyone works on rather than each person taking small sections. I want to see if it gives me a better sense of how much shelf reading gets done each day.

Beth created new signs for the Friends of the Library requesting donations.

Beth created Kindness Corner signs and bookmarks for the May Kindness Corner drive with the South Suburban Humane Society.

Beth prepped giveaways for the Farmer's Market.

Beth started updating the Circ Manager's binder.

Beth lead the Lunch Bunch Book Discussion of *Walk in the Park: The True Story of a Spectacular Misadventure in the Grand Canyon* by Kevin Fedarko by attended by 11 patrons.

Continuing Education:

4/17-OCLC: OCLC: Introduction to WorldShare ILL - Prepare and plan

Meetings:

4/7- Summer Reading Committee

4/12- Summer Reading Committee

4/16- Circ Networking Meeting

4/23- Management Team meeting

Respectfully submitted,

Beth Stevens

Head of Circulation

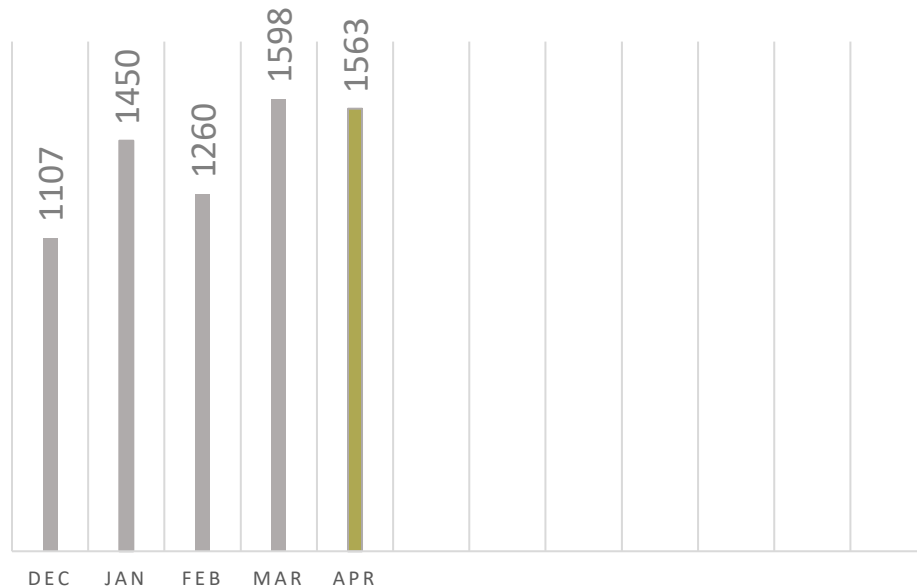
CIRCULATION STATISTICS FOR APRIL 2025

	Apr-25	YTD 25	Apr-24	YTD 24	
Adult Circulation					
Books	3,293	13,471	3,737	15,208	
Video	416	1,812	468	2,129	
Audio	287	761	397	1,242	
Periodicals	153	614	218	725	
Other Formats	15	58	27	48	
In House	71	285	103	342	
Total Adult Circulation	4,235	17,001	4,950	19,694	
Youth Circulation					
Books	4,360	17,195	4,325	17,053	
Audio	49	215	48	236	
Teen Circulation					
Books	254	1,092	296	1,032	
Audio	3	10	4	15	
Youth & Teen Circulation					
Video	139	400	198	848	
Periodicals	48	87	14	53	
Other Formats	168	414	66	293	
In House Use	844	3,736	842	3,506	
Total Youth & Teen Circulation	5,865	23,149	5,793	23,036	
Gadgets & Gizmos	17	46	Collection started June 2024		
Electronic Circulation					
eBooks (Media On Demand)	1,193	4,700	1,297	5,199	
eBooks (e-Read IL)	85	354	79	329	
eAudio (e-Read IL)	51	241	87	263	
eAudio (Media On Demand)	886	3,534	828	3,454	
Video (Media On Demand)	-		-	-	
Periodicals (Overdrive)	332	1,343	239	1,188	
Periodicals (PressReader)	1	63	287	1,535	
Total Electronic Circulation	2,548	10,235	2,817	11,968	
TOTAL CIRCULATION	12,665	50,431	13,560	54,698	
ILL - Received	1,347	5,096	1,251	5,279	
ILL - Sent	839	4,003	960	4,124	
Reciprocal Borrowing	1,143	5,090	1,160	5,021	
Online Renewals	79	281	43	172	
Self-Checkout	3,751	11,500	3,952	16,620	
Computer Usage					
Library Workstation Sessions	497	1,895	484	1,939	
Wireless Sessions	1,151	4,673	965	3,945	
Total Sessions	1,648	6,568	1,449	5,884	
# of People Using the Library	8,972	23987*	9,988	40,444	
Homebound Deliveries					
			Current Month	Full Year	
Patrons Serviced			10	101	
Visits			22	101	
Items			142	579	
Museum Pass Program					
			Current Month	Full Year	
Total Passes			16	51	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,234	48	32	0	4,394
Non-Resident/Trinity/Business	30	-	3	-	35
Cards for Kids	88	2		-	80

*Door count stats don't include 1/1 - 2/14

Public Services Department Report April 2025

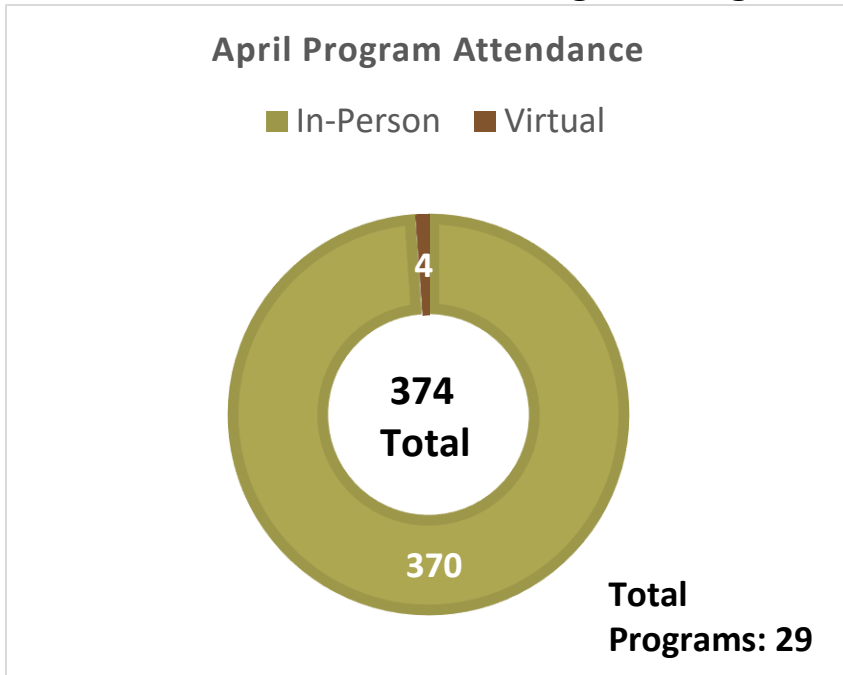
PS Reference Questions



Meetings & Trainings

- 4-4-25: OEFF Planning Meeting
- 4-7-25: ARRT Webinar Practice
- 4-7-25: Summer Reading Meeting
- 4-8-25: RFN Awards Meeting
- 4-8-25: One on One w/Director
- 4-9-25: OEFF Meeting @ LK
- 4-10-25: OEFF Planning Meeting
- 4-10-25: ARRT Webinar
- 4-14-25: Ch4 Taping
- 4-18-25: RFN Meeting
- 4-23-25: RAILS Update
- 4-23-25: Management Meeting
- 4-28-25: One on One w/Director
- 4-29-25: Dept. Head Meeting
- 4-30-25: RFN Set-Up

Programming



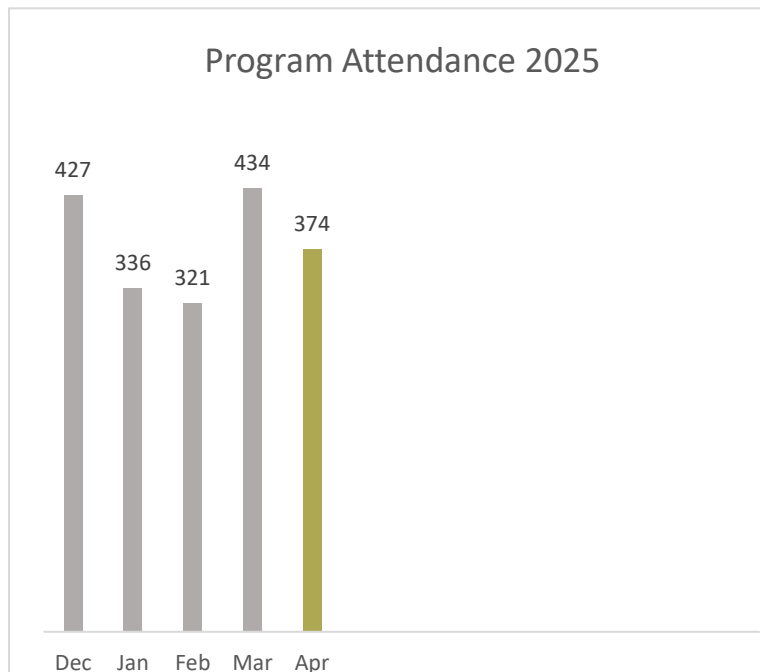
What better way to kick off April than a program about the “All Time Best Comedians” on Aprils Fools Day? Presenter Tim Wilsey was back, and this one was a blast.

Other notable programs in April included a Middle Eastern embroidery class led by our own staff member, Amani. She even went so far as to get donations of snacks and tea from local merchants. The program went well and she did a great job instructing on

beginning efforts for doing this style of embroidery. Patrons went home with a guide on how to continue the project, and were invited to come back and finish up with Amani if they needed.

“Monet Lives!” was another well-loved program. The presenter, an artist himself, portrayed Claude Monet and brought in 70 4”x4” recreations of Monet paintings the audience was able to choose, and he used those to talk about not only Monet’s art, but also his life and times. The program was enjoyed by all, and my only regret is it’s this presenter’s only program.

Finally, we hosted the One Earth Film Festival. This was done in partnership with Lake Katherine, PH Parks & Rec, and the PH Green Team. We showed *Food Inc. 2* on a Saturday evening at the Rec Center. We had a fair turnout, especially for a Saturday evening showing of an environmental documentary. Pass Health Foods donated light refreshments for the crowd, which were a hit. I’m not sure if we’ll do this exact thing again, as One Earth was not easy to work with, but we will surely do something like it.



Marketing/Publicity/Outreach

Double duty at Channel 4 this month, I did the usual “At the Library” spot, and also a special One Earth Film Festival promotion that included a taste-test of the snacks provided by Pass Health Foods.

Local History

It has come to my attention that the quilt in the Local History Room will turn 50 years old next year. We are brainstorming ways to celebrate this milestone.

Collection Development

Things are working well, our carts are getting filled faster so orders can go in sooner, and Emily is doing a great job spearheading the operation.

Other

All in all, the department is doing well. It feels like we are back firing on all cylinders thanks to how well Lyndsey acclimated to the job. The rest of the team is still performing well, as always, and coming up with new ways to serve our patrons. For example, Emily will be restarting a library-led book club at a local senior living center, and Christina and Lyndsey are bringing back in-person computer classes.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

April 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	6	6	\$1,007.65	129	Reference	Computer	Directional
Free	0	2	0	N/A	0	786	426	351
Book Discussions	0	3	3	N/A	23	TOTAL		1,563
Movie			1	\$300	4	HOMEBOUND DELIVERIES		
Passive Programs			4		103			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	10	22	142
Needle Crafters			5	N/A	36	BOOK-A-LIBRARIAN # Sessions		
Scrabble			5	N/A	79	2		
COMPUTER TRAINING - LAB			1	N/A	0			
TOTAL PROGRAMMING			29	\$1,308	374			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
4/1/2025	7:00 pm	No	The All-Time Best Comedians			28	\$175	27
04/03/25	7:00 pm	No	Songs of the Silver Screen			30	\$175	26
04/08/25	6:30 pm	No	Scrapbook Class: Card Making			15	\$311	12
04/10/25	7:00 pm	No	ILP Alexis Nelson (3 inperson)			0	ILP	7
04/15/25	7:00 pm	No	Middle Eastern Embroidery			25	\$71.65	12
04/17/25	7:00 pm	No	Monet Lives!			56	\$275.00	45
FREE: ADULT PROGRAMMING								
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
03/05/25	1:00 pm	No					N/A	
03/20/25	7:00 pm	No					N/A	
	pm						N/A	
	pm						N/A	
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
04/14/25	12:00 pm	No	Lunch Bunch Book Discussion			N/A	N/A	11
04/09/25	7:00 pm	No	Horror Book Club			N/A	N/A	8
04/15/25	2:00 pm	No	Teatime on Tuesdays			N/A	N/A	4
MOVIES								
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
04/26/25	2:00 pm	Saturday @ the Cinema: One Earth "Food, Inc. 2"				N/A	\$300	41
MAH JONGG								
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
04/01/25	12:00 pm	Mah Jongg				N/A	N/A	0
04/08/25	12:00 pm	Mah Jongg				N/A	N/A	0
04/15/25	12:00 pm	Mah Jongg				N/A	N/A	0
04/22/25	12:00 pm	Mah Jongg				N/A	N/A	0
04/29/25	12:00 pm	Mah Jongg				N/A	N/A	0
NEEDLE CRAFTERS								
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
04/01/25	10:00 am	Needle Crafters				N/A	N/A	8
04/08/25	10:00 am	Needle Crafters				N/A	N/A	9
04/15/25	10:00 am	Needle Crafters				N/A	N/A	3
04/22/25	10:00 am	Needle Crafters				N/A	N/A	8
04/29/25	10:00 am	Needle Crafters				N/A	N/A	8
SCRABBLE								
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
04/01/25	10:00 am	Scrabble				N/A	N/A	11
04/08/25	10:00 am	Scrabble				N/A	N/A	16
04/15/25	10:00 am	Scrabble				N/A	N/A	17
04/22/25	10:00 am	Scrabble				N/A	N/A	18
04/29/25	10:00 am	Scrabble				N/A	N/A	17
COMPUTER TRAINING - LAB								
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
04/14/25	2:00 pm	Gmail Basics				0	N/A	0
PASSIVE PROGRAMS								
Date	Time	PASSIVE PROGRAMS				Registered	Cost	Attendance
		Puzzle Table						78
		Spice Club Kits						10
		Extra Spice Club Kits						15
		Project of the Month						0



TECHNICAL SERVICES DEPARTMENT REPORT

APRIL 2025

Department Highlights:

Jalal was offered more hours in his position as clerk in the Tech Services Department to which he accepted. He begins his new hours Monday, May 5!

Lorena met with the Social Media Committee for ideas on promoting National Library Week. She created a post highlighting the most circulated PH books for adults and kids. She also dressed up as D.D. the dinosaur.

Lorena completed the annual harassment training webinar.

Nikki has started to process a new library collection item: Nature-To-Go Bags in partnership with Lake Katherine. She came up with different ideas on how to bundle and label items included in each of the three bags.

Marilyn, Nikki, and Lorena have been working more on items needing repairs, while Jalal has been working on the project of replacing labels on juvenile fiction materials.

Meetings and Training:

April 1 – Fan Con meeting

April 7 – Meeting with Tina and Tara (Lake Katherine)

April 7 – Summer Reading Kick-off Party meeting

April 8 – 1 on 1 with Jalal

April 8 – 1 on 1 with Jesse

April 9 – 1 on 1 with Marilyn

April 9 – 1 on 1 with Nikki

April 15 – LACONI: Mental Health First Aid Training

April 15 – Palos Heights Woman's Club meeting

April 18 – RAILS: Tech Services Networking Group

April 21 – Summer Reading Kick-off Party meeting

April 23 – Management Team meeting

April 29 – Dept. Head meeting

April 30 – 1 on 1 with Jesse

Statistics:

Adult	Print	Video	Audio	Periodical	Other Format
Ordered Items	168	11	4	-	-
Added Items	131	13	2	58	-

Juvenile	Print	Video	Audio	Periodical	Other Format
Ordered Items	291	-	-	-	-
Added Items	194	1	-	13	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	302	1	-	-	-	-	125
Juvenile Discarded Items	472	-	-	-	-	1	24

Library Services:

	Jan	Feb	Mar	Apr
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

APRIL 2025

Highlights of the Month:



Tina had fun at this month's Nature Hour where they talked about rain. Participants heard stories, sang a song about the water cycle, popped bubbles, saw a raincloud demo, played at the sensory table, and made rain sticks!

Carla enjoyed helping teens in grades 6-12 build their own robots, cut on the Glowforge. The robot offered the teens an opportunity to complete a more challenging project, which they greatly appreciated!



Claire had a great time guiding children ages 2-5 and their caregivers through an Easter egg scavenger hunt. Kids loved listening to a pop-up story and finding all the egg printouts hidden throughout the library!



Jolie enjoyed helping kids in Grades 3-5 make their own Bunny baskets. They put them together and used their creativity to paint each piece. They had a great time painting their baskets!



Mary Kate and kids in grades K-3 had the best time working on Lego Boats and celebrating graphic novels. The kids were able to create boats out of Legos and test if they would sink or float. They also enjoyed celebrating some of their favorite graphic novels like *Dog Man* and *Narwhal and Jelly* through a themed obstacle course and creating their own page in a graphic novel.



Amani celebrated Eid Storytime with lantern suncatchers craft with ages from birth to 5 years. There was bubbles, playdoh, and parachute fun mixed with laughter and joy. They had a wonderful time creating their own suncatchers and catching bubbles.

Meetings and Department News:

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

SLJ: DK's Summer 2025 School & Library Preview – Carla and Claire watched this webinar on 04/03.

ILA YS Forum Meeting – Carla attended this meeting on 04/04.

Laconi YSS – Tina attended this board meeting on 04/04.

Summer Reading Kickoff Party Meeting – Mary Kate and Tina attended this meeting on 04/07 and 04/21.

Prairie State Story League Meeting – Claire attended this meeting on 04/11.

Mackin's Storyteller Spotlight: Dan Santat & Lisa Yee – Carla and Claire watched this on 04/12.

SLJ: Spring Teen & Young Adult Book Buzz – Mary Kate watched this webinar on 04/15.

Laconi SAAM: Mental Health First Aid – Tina attended on 04/15 and is now certified.

Mackin's Storyteller Spotlight: Kimberly Brubaker Bradley – Carla watched this on 04/21.

Social Media Meeting – Tina and Mary Kate attended on 04/21.

Booklist: Memorable Manga – Mary Kate watched this webinar on 04/22.

Management Team Meeting – Tina and Carla attended this meeting on 04/23.

TWILL Meeting – Carla attended this meeting on 04/24.

Booklist: Reading, Learning, Growing: SEL Titles for Young Readers – Claire watched this webinar on 04/26.

Booklist: Imagining Our Future: The Essential Role of Climate Fiction and Nonfiction in Shaping Middle Grade Minds – Claire watched this webinar on 04/27.

One-On-One – Tina met with Jesse on 04/28.

Department Head Meeting – Tina and Carla attended on 04/30. The Strategic Plan and upcoming staff in-service were on the agenda.

Outreach:

Reggio Academy – Mary Kate visited the preschool on 04/14 and read a story time about emotions.

Trusting Hearts Preschool – Claire visited the preschool class on 04/15 and presented a story time about Easter.

Rec Center Preschool – Carla visited these classes on 04/15 and 04/16.

SRP Video – Carla, Claire, Mary Kate, and Tina filmed a video to promote summer reading and shared it with the schools.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS			
Free Youth Programming/Training	23	448		Reference	Computer	Directional	
Free Tween/Teen Programming	6	38		212	49	93	
Youth Paid Programming	0	0		TOTAL	354		
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING			
TOTAL PROGRAMMING	29	486		Craft	Teen	Activity	
OUTREACH/SCHOOL VISITS		# VISITS	# SESSIONS	ATTENDANCE	380	103	614
TOTAL OUTREACH	0	31	1471	TOTAL	1097		

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
04/01/25	4:00 pm	Homemade Kaleidoscopes	10
04/02/24	11:30 am	Tales for Twos	8
04/02/25	1:00 pm	Kindergarten Ready!	16
04/03/25	11:30 am	Little Wiggles	27
04/03/25	5:00 pm	Egg Games	23
04/04/25	1:30 pm	Eid Al-Fitr Story Time	42
04/08/25	4:00 pm	Graphic Novel Celebration	8
04/09/25	11:30 am	Tales for Twos	18
04/09/25	1:00 pm	Kindergarten Ready!	23
04/09/25	4:30 pm	Furry Readers	8
04/10/25	11:30 am	Little Wiggles	24
04/10/25	5:00 pm	Easter Baskets	7
04/15/25	11:30 am	Easter Egg Hunt	68
04/15/25	4:00 pm	Lego Boats	8
04/16/25	11:30 am	Tales for Twos	10
04/16/25	1:00 pm	Kindergarten Ready!	16
04/16/25	4:00 pm	Graphic Novel Club	0
04/17/25	11:30 am	Little Wiggles	26
04/22/25	4:00 pm	Facts & Crafts: Birds	16
04/23/25	11:30 am	Tales for Twos	21
04/23/25	1:00 pm	Kindergarten Ready!	24
04/24/25	11:30 am	Little Wiggles	20
04/25/25	10:00 am	Nature Hour	25

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
04/01/25	4:00 PM	Volunteers	20
04/09/25	4:00 PM	3D Paper Flowers	2
04/10/25	4:00 pm	Teen Book Boxes	3
04/14/25	4:00 pm	Bleep Bop Robot	2
04/17/25	4:00 pm	Video Game Club: Mario Cart Competition	3
04/24/25	4:00 pm	Neon Art	8

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	22
Craft - Bee	270
Teen Craft - Marvel Crossword	40
Fab Lab - Best Mom Bookmark	1
Activity - Summer Reading Log Voting: Minecraft vs Pokemon	614
Teen Craft - How to Draw Pikachu	40
Craft - Duck	110

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
4/14/2025	Reggio Preschool	1	15
4/15/2025	Trusting Hearts Preschool	1	32
04/15/25	Rec Center Preschool	2	15
04/16/25	Rec Center Preschool	1	13
04/30/25	Book Talks Grades K-1	8	154
04/30/25	Book Talks Grades 2-3	7	155
04/30/25	Book Talks Grades 4-5	4	87
04/30/25	Book Talks Grades 6-8	7	1000

**2025 ANNUAL RESOLUTION AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS**

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

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

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

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

WHEREAS, the Board of Library Trustees of the Palos Heights Public Library has determined from **July 1, 2025 to June 30, 2026**, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

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

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

General Mathematical Formula (23 Ad. Code 3050.60(a));

Tax Bill Method (23 Ad. Code 3050.60(b)); or

Average Non-Resident Fee (23 Ad. code 3050.60(c)), if authorized by the Director of this Illinois State Library.

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

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

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

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

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

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

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

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

ADOPTED this **15th day of May 2025** by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

Susan Snow
Library Board of Trustees, President

ATTEST:

Hilary Rhodes
Library Board of Trustees, Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

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

**2025 ANNUAL RESOLUTION AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS**

adopted by the Board of Library Trustees of the Palos Heights Public Library at the monthly meeting of said Board of Library Trustees on the 15th of May 2025, and that said Resolution was duly approved by the President and Board of Library Trustees of the Palos Heights Public Library on the same date.

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said Palos Heights Public Library, Cook County, Illinois this 15th day of May 2025.

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