



BOARD OF TRUSTEES MEETING AGENDA

May 20, 2021

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the March 18 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for March 2021 for \$108,867.22
Approval of the Special Reserve Fund bills for March 2021 for \$560.00
Approval of the Treasurer's report for the month ending March 31, 2021
Approval of the General Fund bills for April 2021 for \$118,251.35
Approval of the Treasurer's report for the month ending April 30, 2021
- PRESIDENT'S REPORT
- DIRECTOR'S REPORT
- CORRESPONDENCE
- COMMITTEE REPORTS: Budget & Finance – Steve Foertsch
Building & Grounds – Geri Burek
City Council Liaison – Geri Burek
Ethics Officer – Jennifer Georgis
Friends of the Library Liaison – Susan Snow
Long Range Planning – Jennifer Georgis
Nominating – Rose Zubik
Personnel – Susan Snow
Policy – Rose Zubik
- UNFINISHED BUSINESS: 1. Discussion of Donation from the Estate of Francine Zanardo
2. Discussion of the Library's Reopening Plan
3. Discussion of Youth and Teen Services Renovation Project
- NEW BUSINESS: 4. Approval of 21-22 Non-Resident Card Fee
5. Approval of Special Reserves Expenditure in Excess of \$5,000
 - Concrete Repairs by TMO Construction for \$6,960.00
- ADJOURNMENT
- NEXT MEETING: Thursday, June 17, 2021

The Palos Heights Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, please contact Jesse Blazek, 708-448-1473.

Palos Heights Public Library Board of Trustees

Meeting of March 18, 2021

Minutes

President Burek called the meeting to order at 7:00 PM. The meeting was conducted via Zoom video-conferencing.

The Secretary called the roll and the following Trustees were present: Zubik, Snow, Foertsch, Fear, and Jankowski, as well as President Burek. The President declared that a quorum was present. Trustees Georgis and Rhodes joined the meeting shortly after roll was called.

Library Director, Jesse Blazek, and Business Manager Terry Fleckenstein were present. No guests were present, nor was any public comment delivered to the Director via email for reading at the meeting.

Minutes of the Special Meeting of February 17th, 2021, were reviewed and approved on a motion by Trustee Snow, seconded by Trustee Jankowski. The vote on this motion, as are all votes in meetings on a virtual platform, was conducted by a roll call vote. It carried and the approved minutes are filed. Similarly, a motion by Trustee Snow to approve the minutes of the regular meeting of February 18th was seconded by Trustee Fear and carried on a roll call vote.

President Burek then called on Trustee Foertsch, Board Treasurer, to present the Treasurer's motions. The first motion, to approve the General Fund Bills for the month of February 2021, in the amount of \$108,122.52, was seconded by Trustee Zubik. A question as to the nature of the Cares grant gave rise to the thought that bookkeeping should move it from grant to Miscellaneous. On a roll call vote the motion to approve the General Fund Bills carried. The second motion made by Trustee Foertsch was to approve the Treasurer's report for the month ending February 28, 2021, was seconded by Trustee Zubik, and was carried on a roll call vote.

Board President Geri Burek did not have anything to report.

Director Jesse Blazek gave his report. He has rebuilt our Trustees' website leading the Trustees to discuss inclusions in it. Director Blazek discussed the current Phase of the Library's Re-Opening Protocol to the public. He listened to Trustee comments about a return to in person Board meetings. The Director will consider the possibility of doing so and inform the Board of the relevant circumstances. The Director briefly touched on a multi-library program, virtual, in the works. He also mentioned an awareness, through correspondence, that another bequest to the Library will be coming. With Trustee Jankowski assisting, the Trustees were made aware of the re-opening celebration of Palmer Park on Wednesday the 24th.

President Burek called for Committee Reports:

No committee reports were made except that the Policy Committee Chairman, Trustee Zubik, deferred that report for inclusion in the Unfinished Business.

Unfinished Business

Regarding the funds attributable to Francine Zanardo's gift, the topic is deferred to the April meeting.

The Reopening Plan was discussed in the Director's report.

Trustee Zubik reported, with the Director, the revision of the Circulation Policy, previously set for discussion on February 18th. The new content proposed in Trustee Zubik's motion to adopt this revision, seconded by Trustee Fear, includes elimination of daily fines for overdue books. The Trustees discussed the pros and cons of the policy revision, especially what is called 'going fine free', and the cost to patrons when a book is considered 'lost' or damaged. When a roll call vote was ultimately taken, the motion carried and the policy revision is approved.

New Business

On the subject of the Youth and Teen Services renovation project, the Director updated the Trustees as to activity with the chosen architecture firm, Product Architecture and Design ("Product") since the firm was chosen at the February 18th Board meeting. A kick off meeting was had with Product representatives, Dan Elanardo and PHPL staff. Three designs will be presented as a way to describe three ranges of proposed work. The contract proposed, for architectural services, calls for a standard 8% cost of work as the firm's fee. On a motion by Trustee Snow, seconded by Trustee Zubik, the Board approved the Director signing the contract with Product. The Trustees were made aware of a Pinterest page on which Library staff might post ideas for the renovation.

New Business included anticipating National Library Workers Day Honoria for staff members. The Director and Business Manager described the recent use of gift cards, to local businesses/restaurants, for each staff member. Trustee Zubik's motion to approve this expenditure of \$50 gift cards was seconded by Trustee Jankowski and the motion carried on a roll call vote. National Library Workers Week begins on April 5th and National Library Workers' Day is April 6th. Trustee Snow asked Trustees to consider a personal note of thanks to PHPL staff, in addition to flowers sent in our name, to express our appreciation to staff.

On a motion by Trustee Snow and second by Trustee Zubik, the meeting was adjourned at approximately 8:10PM by President Burek.

The next meeting is scheduled for April 15th, 2021 at 7:00PM.



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
APRIL 15, 2021

| BOARD MOTIONS | | AMOUNT | PAGE(s) |
|---|-----------|--------------|------------|
| MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF: | MARCH | \$108,867.22 | 6.1 to 6.4 |
| | | | |
| MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF: | MARCH | \$560.00 | 6.5 |
| | | | |
| MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING: | 3/31/2021 | N/A | 1 |



**PALOS HEIGHTS
PUBLIC LIBRARY**

**STATEMENT OF FUND BALANCES
MONTH ENDING - March 31, 2021**

| | GENERAL FUND | SPECIAL RESERVE FUND | OTHER GOVERNMENTAL FUNDS | TOTAL |
|---|---------------------|----------------------------|--------------------------------|-----------------------|
| REVENUES | | | | |
| PROPERTY TAXES | \$529,173.01 | | | \$529,173.01 |
| CORPORATE REPLACEMENT TAX | \$0.00 | | | \$0.00 |
| DIRECT REVENUES | | | | |
| FRONT DESK | | | | |
| Fines/Lost/Damaged | \$398.86 | | | \$398.86 |
| Cards | \$482.00 | | | \$482.00 |
| Miscellaneous | \$26.95 | | | \$26.95 |
| COPIER | \$134.30 | | | \$134.30 |
| GRANTS | \$500.00 | | | \$500.00 |
| INTEREST | \$28.45 | \$19.41 | | \$47.86 |
| MISCELLANEOUS REIMBURSEMENTS | | | | |
| Book Sale | \$194.40 | | | \$194.40 |
| Miscellaneous | \$22.00 | | | \$22.00 |
| DONATIONS / GIFTS | | | | |
| Restricted | | | | \$0.00 |
| Annual Fundraising | \$500.00 | | | \$500.00 |
| Planned Giving | | | | \$0.00 |
| TOTAL REVENUES | \$531,459.97 | \$19.41 | \$0.00 | \$531,479.38 |
| EXPENDITURES | | | | |
| PERSONNEL SERVICES | | | | |
| Operational Salaries | \$62,870.85 | | | \$62,870.85 |
| Employee Benefits | \$19,402.46 | | | \$19,402.46 |
| Staff & Board Development | \$423.06 | | | \$423.06 |
| CONTRACTUAL SERVICES | \$15,749.70 | | | \$15,749.70 |
| BUILDING MAINTENANCE | \$4,667.34 | | | \$4,667.34 |
| INSURANCE | \$0.00 | | | \$0.00 |
| UTILITIES | \$806.46 | | | \$806.46 |
| SUPPLIES | \$1,110.80 | | | \$1,110.80 |
| CAPITAL EXPENSES | \$0.00 | | | \$0.00 |
| MEDIA | \$3,714.70 | | | \$3,714.70 |
| REIMBURSEMENTS | \$121.85 | | | \$121.85 |
| SR PROJECTS | \$0.00 | \$560.00 | | \$560.00 |
| TOTAL EXPENDITURES | \$108,867.22 | \$560.00 | \$0.00 | \$109,427.22 |
| REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY) | \$422,592.75 | -\$540.59 | \$0.00 | \$422,052.16 |
| OTHER FINANCING SOURCES (USES) | | | | |
| Transfer in | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Transfer out | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL OTHER FINANCING SOURCES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| NET CHANGE IN FUND BALANCES | \$422,592.75 | -\$540.59 | \$0.00 | \$422,052.16 |
| FUND BALANCES, BEGINNING OF MONTH | \$564,916.72 | \$742,588.49 | \$0.00 | \$0.00 |
| END OF MONTH | \$987,509.47 | \$742,047.90 | \$0.00 | \$1,729,557.37 |



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
YTD THROUGH MARCH 31, 2021**

| | Budgeted Amounts | | Actual | Variance | Balance % |
|---|-----------------------|-----------------------|-----------------------|------------------------|----------------|
| | Original | Final | | With Final Budget | |
| REVENUES | | | | | |
| PROPERTY TAXES | \$1,710,765.02 | \$1,710,765.02 | \$735,398.13 | \$975,366.89 | 42.99% |
| CORPORATE REPLACEMENT TAX | \$8,350.00 | \$8,350.00 | \$8,431.04 | -\$81.04 | 100.97% |
| DIRECT REVENUES | | | | | |
| FRONT DESK | | | | | |
| Fines/Lost/Damaged | \$5,150.00 | \$5,150.00 | \$460.86 | \$4,689.14 | 8.95% |
| Cards | \$1,500.00 | \$1,500.00 | \$482.00 | \$1,018.00 | 32.13% |
| Miscellaneous | \$4,200.00 | \$4,200.00 | \$30.55 | \$4,169.45 | 0.73% |
| COPIER | \$5,600.00 | \$5,600.00 | \$183.60 | \$5,416.40 | 3.28% |
| GRANTS | \$18,459.63 | \$18,459.63 | \$500.00 | \$17,959.63 | 2.71% |
| INTEREST | \$5,150.00 | \$5,150.00 | \$77.31 | \$5,072.69 | 1.50% |
| MISCELLANEOUS REIMBURSEMENTS | | | | | |
| Book Sale | \$11,000.00 | \$11,000.00 | \$194.40 | \$10,805.60 | 1.77% |
| Miscellaneous | \$1,200.00 | \$1,200.00 | \$5,544.80 | -\$4,344.80 | 462.07% |
| DONATIONS / GIFTS | | | | | |
| Restricted | \$1,000.00 | \$1,000.00 | \$150.00 | \$850.00 | 15.00% |
| Annual Fundraising | \$10,000.00 | \$10,000.00 | \$500.00 | \$9,500.00 | 5.00% |
| Planned Giving | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| TOTAL REVENUES | \$1,782,374.65 | \$1,782,374.65 | \$751,952.69 | \$1,030,421.96 | 42.19% |
| EXPENDITURES | | | | | |
| PERSONNEL SERVICES | | | | | |
| Operational Salaries | \$870,766.30 | \$870,766.30 | \$186,713.53 | -\$684,052.77 | -78.56% |
| Employee Benefits | \$241,002.57 | \$241,002.57 | \$56,327.95 | -\$184,674.62 | -76.63% |
| Staff & Board Development | \$13,400.00 | \$13,400.00 | \$1,542.50 | -\$11,857.50 | -88.49% |
| CONTRACTUAL SERVICES | \$170,365.97 | \$170,365.97 | \$44,911.60 | -\$125,454.37 | -73.64% |
| BUILDING MAINTENANCE | \$49,383.18 | \$49,383.18 | \$9,123.10 | -\$40,260.08 | -81.53% |
| INSURANCE | \$20,425.00 | \$20,425.00 | \$19,072.00 | -\$1,353.00 | -6.62% |
| UTILITIES | \$11,490.00 | \$11,490.00 | \$1,200.59 | -\$10,289.41 | -89.55% |
| SUPPLIES | \$25,440.00 | \$25,440.00 | \$2,923.27 | -\$22,516.73 | -88.51% |
| CAPITAL EXPENSES | \$107,500.00 | \$107,500.00 | \$0.00 | -\$107,500.00 | -100.00% |
| MEDIA | \$180,220.00 | \$180,220.00 | \$32,034.20 | -\$148,185.80 | -82.22% |
| REIMBURSEMENTS | \$34,159.63 | \$34,159.63 | \$121.85 | -\$34,037.78 | -99.64% |
| SR PROJECTS | \$58,222.00 | \$58,222.00 | \$0.00 | -\$58,222.00 | -100.00% |
| TOTAL EXPENDITURES | \$1,782,374.65 | \$1,782,374.65 | \$353,970.59 | -\$1,428,404.06 | -80.14% |
| REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY) | \$0.00 | \$0.00 | \$397,982.10 | -\$397,982.10 | |
| OTHER FINANCING USES | | | | | |
| Transfer Out | | | \$0.00 | | |
| Transfer In | | | \$0.00 | | |
| TOTAL OTHER FINANCING USES | | | \$0.00 | | |
| NET CHANGE IN FUND BALANCE | | | \$397,982.10 | | |
| FUND BALANCE | | | | | |
| BEGINNING OF YEAR | | | \$742,061.41 | | |
| YTD MONTH ENDING | | | \$1,140,043.51 | | |



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH MARCH 2021

| | BUDGET 2021 | CURRENT MONTH | EXPENDITURES Y.T.D. | REMAINING BALANCE | PERCENTAGE REMAINING |
|---|-----------------------|--------------------|------------------------|----------------------|-------------------------|
| PERSONNEL SERVICES | | | | | |
| OPERATIONAL SALARIES | | | | | |
| 4311 SALARIED EMPLOYEES | \$625,019.85 | \$52,391.48 | \$154,938.67 | \$470,081.18 | 75.21% |
| 4312 HOURLY EMPLOYEES | \$240,746.45 | \$10,479.37 | \$31,774.86 | \$208,971.59 | 86.80% |
| 4313 ADDITIONAL COMPENSATION | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 100.00% |
| TOTAL OPERATIONAL SALARIES | \$870,766.30 | \$62,870.85 | \$186,713.53 | \$684,052.77 | 78.56% |
| EMPLOYEE BENEFITS | | | | | |
| 4331 ILL. MUNI. RETIREMENT FUND | \$79,874.45 | \$5,782.32 | \$17,388.50 | \$62,485.95 | 78.23% |
| 4332 SOCIAL SECURITY - FICA | \$66,231.12 | \$4,638.94 | \$12,811.45 | \$53,419.67 | 80.66% |
| 4333 INSURANCE | \$93,397.00 | \$8,981.20 | \$26,128.00 | \$67,269.00 | 72.02% |
| 4334 CLOTHING | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | 100.00% |
| TOTAL EMPLOYEE BENEFITS | \$241,002.57 | \$19,402.46 | \$56,327.95 | \$184,674.62 | 76.63% |
| STAFF & BOARD DEVELOPMENT | | | | | |
| 4351 MEMBERSHIP FEES | \$2,400.00 | \$0.00 | \$652.00 | \$1,748.00 | 72.83% |
| 4352 BOARD DEVELOPMENT | \$800.00 | \$198.16 | \$198.16 | \$601.84 | 75.23% |
| 4353 ADMINISTRATOR | \$700.00 | \$10.00 | \$10.00 | \$690.00 | 98.57% |
| 4354 PROFESSIONAL STAFF | \$7,000.00 | \$100.00 | \$547.18 | \$6,452.82 | 92.18% |
| 4355 SUPPORT STAFF | \$1,000.00 | \$100.00 | \$100.00 | \$900.00 | 90.00% |
| 4356 MILEAGE REIMBURSEMENT | \$1,500.00 | \$14.90 | \$35.16 | \$1,464.84 | 97.66% |
| TOTAL STAFF & BOARD DEVEL. | \$13,400.00 | \$423.06 | \$1,542.50 | \$11,857.50 | 88.49% |
| GROUP TOTAL PERSONNEL SERVICES | \$1,125,168.87 | \$82,696.37 | \$244,583.98 | \$880,584.89 | 78.26% |
| CONTRACTUAL SERVICES | | | | | |
| PROFESSIONAL SERVICES | | | | | |
| 4361 AUDIT FEES | \$6,450.00 | \$5,450.00 | \$5,450.00 | \$1,000.00 | 15.50% |
| 4362 LEGAL FEES | \$3,000.00 | \$220.00 | \$550.00 | \$2,450.00 | 81.67% |
| 4363 PROFESSIONAL FEES | \$3,000.00 | \$68.83 | \$68.83 | \$2,931.17 | 97.71% |
| 4364 APPRAISAL | \$231.00 | \$545.00 | \$545.00 | -\$314.00 | -135.93% |
| 4365 ACCOUNTANT | \$3,780.00 | \$300.00 | \$900.00 | \$2,880.00 | 76.19% |
| TOTAL PROFESSIONAL SERVICES | \$16,461.00 | \$6,583.83 | \$7,513.83 | \$8,947.17 | 54.35% |
| OUTSIDE SERVICES | | | | | |
| 4412 PAYROLL SERVICES | \$4,000.00 | \$267.66 | \$1,050.07 | \$2,949.93 | 73.75% |
| 4414 ALARM | \$3,650.00 | \$810.30 | \$1,530.30 | \$2,119.70 | 58.07% |
| 4416 MAINTENANCE | \$39,000.00 | \$2,553.98 | \$7,661.94 | \$31,338.06 | 80.35% |
| 4417 SWAN | \$24,464.00 | \$0.00 | \$6,116.00 | \$18,348.00 | 75.00% |
| 4418 TECHNOLOGY | \$31,540.37 | \$3,500.79 | \$13,551.79 | \$17,988.58 | 57.03% |
| TOTAL OUTSIDE SERVICES | \$102,654.37 | \$7,132.73 | \$29,910.10 | \$72,744.27 | 70.86% |
| PRINTING | | | | | |
| 4421 NEWSPAPER/ADVERTISING NOTICES | \$250.00 | \$0.00 | \$0.00 | \$250.00 | 100.00% |
| 4424 NEWSLETTER PRINTING | \$15,500.60 | \$0.00 | \$2,646.64 | \$12,853.96 | 82.93% |
| TOTAL PRINTING | \$15,750.60 | \$0.00 | \$2,646.64 | \$13,103.96 | 83.20% |
| PROGRAMMING | | | | | |
| 4451 YOUTH & TEEN PROGRAMMING | \$10,000.00 | \$643.14 | \$1,826.40 | \$8,173.60 | 81.74% |
| 4452 PUBLIC SERVICES PROGRAMMING | \$13,000.00 | \$1,250.00 | \$2,830.99 | \$10,169.01 | 78.22% |
| 4454 GENERAL PROGRAMMING | \$9,000.00 | \$0.00 | \$43.64 | \$8,956.36 | 99.52% |
| TOTAL PROGRAMMING | \$32,000.00 | \$1,893.14 | \$4,701.03 | \$27,298.97 | 85.31% |
| PUBLIC RELATIONS | | | | | |
| 4461 Public Relations | \$3,500.00 | \$140.00 | \$140.00 | \$3,360.00 | 96.00% |
| TOTAL PUBLIC RELATIONS | \$3,500.00 | \$140.00 | \$140.00 | \$3,360.00 | 96.00% |
| GROUP TOTAL CONTRACTUAL SERVICES | \$170,365.97 | \$15,749.70 | \$44,911.60 | \$125,454.37 | 73.64% |



| | BUDGET 2021 | CURRENT MONTH | EXPENDITURES Y.T.D. | REMAINING BALANCE | PERCENTAGE REMAINING |
|--|--------------------|-------------------|------------------------|----------------------|-------------------------|
| EQUIPMENT MAINTENANCE | | | | | |
| REPAIRS & MAINTENANCE | | | | | |
| 4431 PEST CONTROL | \$756.00 | \$61.80 | \$185.40 | \$570.60 | 75.48% |
| 4432 HEATING/COOLING SERVICE | \$14,000.00 | \$0.00 | \$0.00 | \$14,000.00 | 100.00% |
| 4434 BUILDING REPAIRS | \$11,000.00 | \$1,125.00 | \$1,325.00 | \$9,675.00 | 87.95% |
| 4436 LAWN MAINTENANCE | \$10,000.00 | \$0.00 | \$0.00 | | |
| 4437 SNOW REMOVAL | \$5,824.00 | \$2,849.00 | \$4,305.00 | \$1,519.00 | 26.08% |
| TOTAL REPAIRS & MAINTENANCE | \$41,580.00 | \$4,035.80 | \$5,815.40 | \$35,764.60 | 86.01% |
| EQUIPMENT MAINTENANCE | | | | | |
| 4531 COPIER | \$7,578.48 | \$631.54 | \$3,307.70 | \$4,270.78 | 56.35% |
| 4533 OTHER EQUIPMENT | \$224.70 | \$0.00 | \$0.00 | \$224.70 | 100.00% |
| TOTAL EQUIPMENT MAINTENANCE | \$7,803.18 | \$631.54 | \$3,307.70 | \$4,495.48 | 57.61% |
| GROUP TOTAL EQUIPMENT MAINTENANCE | \$49,383.18 | \$4,667.34 | \$9,123.10 | \$40,260.08 | 81.53% |
| INSURANCE | | | | | |
| 4441 BLDG. & CONTENTS/GLASS/LIMR/ICC | \$18,225.00 | \$0.00 | \$16,930.00 | \$1,295.00 | 7.11% |
| 4443 DISABILITY (WORKMEN'S COMP) | \$2,200.00 | \$0.00 | \$2,142.00 | \$58.00 | 2.64% |
| GROUP TOTAL INSURANCE | \$20,425.00 | \$0.00 | \$19,072.00 | \$1,353.00 | 6.62% |
| UTILITIES | | | | | |
| 4472 WATER | \$2,200.00 | \$160.74 | \$241.11 | \$1,958.89 | 89.04% |
| 4473 GAS | \$1,900.00 | \$0.00 | \$0.00 | \$1,900.00 | 100.00% |
| 4474 TELEPHONE/FAX | \$1,890.00 | \$189.83 | \$478.29 | \$1,411.71 | 74.69% |
| 4475 INTERNET/LOCAL AREA NET | \$5,500.00 | \$455.89 | \$481.19 | \$5,018.81 | 91.25% |
| GROUP TOTAL UTILITIES | \$11,490.00 | \$806.46 | \$1,200.59 | \$10,289.41 | 89.55% |
| SUPPLIES | | | | | |
| OFFICE SUPPLIES | | | | | |
| 4511 PUBLIC SERVICES SUPPLIES | \$1,000.00 | \$57.99 | \$57.99 | \$942.01 | 94.20% |
| 4512 YOUTH & TEEN SERVICES SUPPLIES | \$1,500.00 | \$0.00 | \$63.33 | \$1,436.67 | 95.78% |
| 4514 BUSINESS OFFICE SUPPLIES | \$3,200.00 | \$153.90 | \$178.89 | \$3,021.11 | 94.41% |
| 4515 TECHNICAL SERVICES SUPPLIES | \$6,000.00 | \$346.34 | \$510.79 | \$5,489.21 | 91.49% |
| 4516 CIRCULATION SUPPLIES | \$3,050.00 | \$96.05 | \$140.00 | \$2,910.00 | 95.41% |
| 4518 LOCAL HISTORY SUPPLIES | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| 4519 HOSPITALITY SUPPLIES | \$1,200.00 | \$250.21 | \$250.21 | \$949.79 | 79.15% |
| TOTAL OFFICE SUPPLIES | \$16,950.00 | \$904.49 | \$1,201.21 | \$15,748.79 | 92.91% |
| JANITORIAL/CLEANING SUPPLIES | | | | | |
| 4541 MAINTENANCE/CLEANING SUPPLIES | \$4,450.00 | \$206.31 | \$1,220.31 | \$3,229.69 | 72.58% |
| TOTAL JANITORIAL/CLEANINGSUPPLIES | \$4,450.00 | \$206.31 | \$1,220.31 | \$3,229.69 | 72.58% |
| MAILING EXPENSES & FEES | | | | | |
| 4551 POSTAGE & HANDLING | \$800.00 | \$0.00 | \$7.80 | \$792.20 | 99.03% |
| 4552 SHIPPING | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 4553 BULK FEES & PERMITS | \$3,240.00 | \$0.00 | \$493.95 | \$2,746.05 | 84.75% |
| TOTAL OFFICE EXPENSE | \$4,040.00 | \$0.00 | \$501.75 | \$3,538.25 | 87.58% |
| GROUP TOTAL SUPPLIES | \$25,440.00 | \$1,110.80 | \$2,923.27 | \$22,516.73 | 88.51% |



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH MARCH 2021**

| | BUDGET 2021 | CURRENT MONTH | EXPENDITURES Y.T.D. | REMAINING BALANCE | PERCENTAGE REMAINING |
|---|-----------------------|---------------------|------------------------|-----------------------|-------------------------|
| CAPITAL EXPENSES | | | | | |
| CAPITAL EQUIPMENT | | | | | |
| 4611 FURNITURE | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| 4612 LIBRARY EQUIPMENT | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| 4614 OTHER EQUIP./COMPUTERS | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| TOTAL CAPITAL EQUIPMENT | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 | 100.00% |
| BUILDING/ FACILITY IMPROVEMENTS | | | | | |
| 4641 BUILDING IMPROVEMENTS | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| 4642 FACILITY IMPROVEMENTS | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| 4643 LANDSCAPING | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 100.00% |
| GROUP TOTAL BUILDING/FACILITY IMPROVEMENTS | \$4,500.00 | \$0.00 | \$0.00 | \$4,500.00 | 100.00% |
| SPECIAL RESERVES REPLENISHMENT | | | | | |
| 4631 SPECIAL RESERVES REPLENISHMENT | \$100,000.00 | \$0.00 | \$0.00 | \$100,000.00 | 100.00% |
| SPECIAL RESERVES REPLENISHMENT | \$100,000.00 | \$0.00 | \$0.00 | \$100,000.00 | 100.00% |
| GROUP TOTAL CAPITAL EXPENSES | \$107,500.00 | \$0.00 | \$0.00 | \$107,500.00 | 100.00% |
| MEDIA - LIBRARY SUPPLIES | | | | | |
| 4710A DATABASES - Adult | \$30,000.00 | \$0.00 | \$8,539.70 | \$21,460.30 | 71.53% |
| 4710B DATABASES -Youth | \$6,000.00 | \$0.00 | \$850.00 | \$5,150.00 | 85.83% |
| 4711 PERIODICALS | \$14,500.00 | \$1,215.92 | \$1,330.84 | \$13,169.16 | 90.82% |
| 4712 CONTINUATIONS | \$600.00 | \$72.17 | \$72.17 | \$527.83 | 87.97% |
| 4714 LARGE PRINT | \$5,500.00 | \$144.74 | \$403.89 | \$5,096.11 | 92.66% |
| 4715 BOOKS - Adult | \$32,300.00 | \$534.53 | \$2,252.10 | \$30,047.90 | 93.03% |
| 4716 BOOKS - Youth | \$33,000.00 | \$584.51 | \$2,923.80 | \$30,076.20 | 91.14% |
| 4717 VIDEOS - Adult | \$5,500.00 | \$290.12 | \$290.12 | \$5,209.88 | 94.73% |
| 4718 VIDEOS - Youth | \$2,800.00 | \$191.90 | \$191.90 | \$2,608.10 | 93.15% |
| 4719 AUDIOBOOKS/PLAYAWAYS - Adult | \$2,000.00 | \$135.79 | \$246.32 | \$1,753.68 | 87.68% |
| 4720 AUDIOBOOKS/PLAYAWAYS - Youth | \$3,250.00 | \$357.04 | \$357.04 | \$2,892.96 | 89.01% |
| 4721 SOFTWARE | \$10,000.00 | \$187.98 | \$1,278.15 | \$8,721.85 | 87.22% |
| 4722 REALIA | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 100.00% |
| 4723A VIDEO GAMES - Youth | \$800.00 | \$0.00 | \$0.00 | \$800.00 | 100.00% |
| 4724 MUSIC - Adult | \$200.00 | \$0.00 | \$0.00 | \$200.00 | 100.00% |
| 4725A E-BOOKS - Adult | \$10,000.00 | \$0.00 | \$2,594.31 | \$7,405.69 | 74.06% |
| 4725B E-AUDIOBOOKS - ADULT | \$12,000.00 | \$0.00 | \$3,338.86 | \$8,661.14 | 72.18% |
| 4726 EBOOKS - Youth | \$3,500.00 | \$0.00 | \$0.00 | \$3,500.00 | 100.00% |
| 4727 DOWNLOADABLE MUSIC/MOVIES | \$7,770.00 | \$0.00 | \$7,365.00 | \$405.00 | 5.21% |
| GROUP TOTAL MEDIA | \$180,220.00 | \$3,714.70 | \$32,034.20 | \$148,185.80 | 82.22% |
| MISCELLANEOUS - REIMBURSEMENTS | | | | | |
| 4900 REIMBURSEMENTS - MISCELLANEOUS | \$1,200.00 | \$0.00 | \$0.00 | \$1,200.00 | 100.00% |
| 4902 REIMBURSEMENTS - PER CAPITA / OTH | \$18,459.63 | \$0.00 | \$0.00 | \$18,459.63 | 100.00% |
| 4904 REIMBURSEMENTS FRIENDS - BOOK SA | \$11,000.00 | \$0.00 | \$0.00 | \$11,000.00 | 100.00% |
| 4906a REIMBURSEMENTS - RESTRICTED DONA | \$1,000.00 | \$121.85 | \$121.85 | \$878.15 | 87.82% |
| 4906b REIMBURSEMENTS - FUNDRAISING / DI | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 100.00% |
| GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS | \$34,159.63 | \$121.85 | \$121.85 | \$34,037.78 | 99.64% |
| TOTAL EXPENDITURES | \$1,724,152.65 | \$108,867.22 | \$353,970.59 | \$1,370,182.06 | 79.47% |
| 7001 SPECIAL RESERVE - PROJECTS | \$58,222.00 | \$0.00 | \$0.00 | \$58,222.00 | 100.00% |
| TOTAL EXPENDITURES | \$1,782,374.65 | \$108,867.22 | \$353,970.59 | \$1,428,404.06 | 80.14% |



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL

MARCH BILLS

| Type | Date | Num | Memo | Account | Amount |
|---|------------|-------|---|--------------------------------------|------------|
| Ahlman, Stacey | | | | | |
| Check | 03/02/2021 | 22188 | 3.16.21 Trivia Night @ Home Virtual Program | 4452 · Public Services Programming | \$100.00 |
| Total Ahlman, Stacey | | | | | \$100.00 |
| Amazon | | | | | |
| Check | 03/03/2021 | EFT | 16GB Timetec kit | 4418 · Technology | \$60.79 |
| Check | 03/03/2021 | EFT | 4451-Spring Programming | 4451 · Youth & Teen Programming | \$254.91 |
| Check | 03/03/2021 | EFT | Privacy screen protector | 4511 · Public Services - Supplies | \$57.99 |
| Check | 03/03/2021 | EFT | Admin supplies | 4514 · Business Office - Supplies | \$153.90 |
| Check | 03/03/2021 | EFT | Tech supplies | 4515 · Technical Services - Supplies | \$310.59 |
| Check | 03/03/2021 | EFT | Privacy screen protector | 4516 · Circulation - Supplies | \$49.99 |
| Check | 03/03/2021 | EFT | Kcups tea, coffee, creamer | 4519 · Hospitality - Supplies | \$113.55 |
| Check | 03/03/2021 | EFT | Keurig Elite replacement | 4519 · Hospitality - Supplies | \$136.66 |
| Check | 03/03/2021 | EFT | Multifold towels | 4541 · Maintenance/Cleaning Supplies | \$53.70 |
| Check | 03/03/2021 | EFT | 4715-Calumet Book | 4715 · Books - Adult | \$27.94 |
| Check | 03/03/2021 | EFT | Cowtails giveaways | 4516 · Circulation - Supplies | \$46.06 |
| Total Amazon | | | | | \$1,266.08 |
| Anderson Pest Solutions | | | | | |
| Check | 03/03/2021 | 22192 | 03 March Pest Control | 4431 · Pest Control | \$61.80 |
| Total Anderson Pest Solutions | | | | | \$61.80 |
| Art Excursions, Inc. | | | | | |
| Check | 03/02/2021 | 22186 | 3.4.21 Virtual Program Frida Kahlo | 4452 · Public Services Programming | \$350.00 |
| Total Art Excursions, Inc. | | | | | \$350.00 |
| At&T - Fiber Line | | | | | |
| Check | 03/02/2021 | 22185 | 1.19.21 to 2.18.21 | 4475 · Internet | \$455.89 |
| Total At&T - Fiber Line | | | | | \$455.89 |
| Baker & Taylor C205293 Continuations | | | | | |
| Check | 03/04/2021 | 22207 | Invoice 5016736418 | 4712 · Continuations | \$71.81 |
| Check | 03/04/2021 | 22207 | Invoice 5016736418 Shipping | 4712 · Continuations | \$0.36 |
| Total Baker & Taylor C205293 Continuations | | | | | \$72.17 |
| Baker & Taylor L425812 Youth Audio | | | | | |
| Check | 03/04/2021 | 22208 | Invoice 2035771919 | 4720 · Audiobooks/Playaways - Youth | \$208.38 |
| Check | 03/04/2021 | 22208 | Invoice 2035771919 Shipping | 4720 · Audiobooks/Playaways - Youth | \$2.08 |
| Check | 03/04/2021 | 22208 | Invoice 2035793303 | 4720 · Audiobooks/Playaways - Youth | \$145.13 |
| Check | 03/04/2021 | 22208 | Invoice 2035793303 Shipping | 4720 · Audiobooks/Playaways - Youth | \$1.45 |
| Total Baker & Taylor L425812 Youth Audio | | | | | \$357.04 |
| Baker & Taylor L4361272 Large Print | | | | | |
| Check | 03/04/2021 | 22205 | Invoice 2035757928 | 4714 · Large Print Books | \$10.80 |
| Check | 03/04/2021 | 22205 | Invoice 2035757928 Shipping | 4714 · Large Print Books | \$0.05 |
| Check | 03/04/2021 | 22205 | Invoice 2035780343 | 4714 · Large Print Books | \$13.19 |
| Check | 03/04/2021 | 22205 | Invoice 2035780343 Shipping | 4714 · Large Print Books | \$0.07 |
| Check | 03/04/2021 | 22205 | Invoice 2035793890 | 4714 · Large Print Books | \$36.60 |
| Check | 03/04/2021 | 22205 | Invoice 2035793890 Shipping | 4714 · Large Print Books | \$0.18 |
| Check | 03/04/2021 | 22205 | Invoice 2035793891 | 4714 · Large Print Books | \$53.99 |
| Check | 03/04/2021 | 22205 | Invoice 2035793891 Shipping | 4714 · Large Print Books | \$0.27 |
| Total Baker & Taylor L4361272 Large Print | | | | | \$115.15 |
| Baker & Taylor L4382582 Adult Audio | | | | | |
| Check | 03/04/2021 | 22206 | Invoice 2035760985 | 4719 · Audiobooks - Adult | \$36.71 |
| Check | 03/04/2021 | 22206 | Invoice 2035760985 Shipping | 4719 · Audiobooks - Adult | \$0.18 |
| Check | 03/04/2021 | 22206 | Invoice 2035782914 | 4719 · Audiobooks - Adult | \$60.48 |
| Check | 03/04/2021 | 22206 | Invoice 2035782914 Shipping | 4719 · Audiobooks - Adult | \$0.30 |
| Check | 03/04/2021 | 22206 | Invoice 2035808144 | 4719 · Audiobooks - Adult | \$37.93 |
| Check | 03/04/2021 | 22206 | Invoice 2035808144 Shipping | 4719 · Audiobooks - Adult | \$0.19 |
| Total Baker & Taylor L4382582 Adult Audio | | | | | \$135.79 |



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GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL

MARCH BILLS

| Type | Date | Num | Memo | Account | Amount |
|--|------------|-------|---|---------------------------------------|-------------------|
| Baker & Taylor L5040682 Adult Books | | | | | |
| Check | 03/04/2021 | 22203 | Processing Fee | 4515 · Technical Services - Supplies | \$18.85 |
| Check | 03/04/2021 | 22203 | Invoice 2035757128 | 4715 · Books - Adult | \$173.38 |
| Check | 03/04/2021 | 22203 | Invoice 2035757128 Shipping | 4715 · Books - Adult | \$0.87 |
| Check | 03/04/2021 | 22203 | Invoice 2035768293 | 4715 · Books - Adult | \$129.80 |
| Check | 03/04/2021 | 22203 | Invoice 2035768293 Shipping | 4715 · Books - Adult | \$0.65 |
| Check | 03/04/2021 | 22203 | Invoice 2035781844 | 4715 · Books - Adult | \$200.89 |
| Check | 03/04/2021 | 22203 | Invoice 2035781844 Shipping | 4715 · Books - Adult | \$1.00 |
| Total Baker & Taylor L5040682 Adult Books | | | | | \$525.44 |
| Baker & Taylor L5346512 Youth Books | | | | | |
| Check | 03/04/2021 | 22204 | Processing Fee | 4515 · Technical Services - Supplies | \$16.90 |
| Check | 03/04/2021 | 22204 | Invoice 2035754072 | 4716 · Books - Youth | \$285.19 |
| Check | 03/04/2021 | 22204 | Invoice 2035770837 | 4716 · Books - Youth | \$299.32 |
| Total Baker & Taylor L5346512 Youth Books | | | | | \$601.41 |
| Baker & Taylor L5394112 Gift Fund | | | | | |
| Check | 03/04/2021 | 22209 | Invoice 2035793944 Boonstra-OHNG | 4906a · Restricted Donations - Reimb. | \$121.85 |
| Total Baker & Taylor L5394112 Gift Fund | | | | | \$121.85 |
| Call One | | | | | |
| Check | 03/16/2021 | 22212 | 03.15.21 to 04.14.21 | 4474 · Telephone/FAX | \$68.01 |
| Total Call One | | | | | \$68.01 |
| CENGAGE/Gale Learning | | | | | |
| Check | 03/04/2021 | 22201 | Invoice 73690490 | 4714 · Large Print Books | \$29.59 |
| Total CENGAGE/Gale Learning | | | | | \$29.59 |
| CIT | | | | | |
| Check | 03/03/2021 | 22195 | Copier Lease Month 8 of 63 Inv. 37347432 | 4531 · Copier | \$631.54 |
| Total CIT | | | | | \$631.54 |
| City of Palos Hts - Miscellaneous | | | | | |
| Check | 03/16/2021 | 22213 | Adopt A Pot | 4461 · Public Relations | \$80.00 |
| Total City of Palos Hts - Miscellaneous | | | | | \$80.00 |
| City of Palos Hts. - Water Bill | | | | | |
| Check | 03/03/2021 | 22193 | 12.29.20 to 1.29.21 | 4472 · Water | \$80.37 |
| Check | 03/17/2021 | 22217 | 1.29.21 to 3.1.21 | 4472 · Water | \$80.37 |
| Total City of Palos Hts. - Water Bill | | | | | \$160.74 |
| Cosmopolitan Building Services | | | | | |
| Check | 03/03/2021 | 22194 | 03 March Cleaning Services | 4416 · Maintenance | \$2,356.20 |
| Total Cosmopolitan Building Services | | | | | \$2,356.20 |
| First Midwest Bank - Visa | | | | | |
| Check | 03/11/2021 | 22211 | Domain and Web Hosting Board Website | 4352 · Board Development | \$198.16 |
| Check | 03/11/2021 | 22211 | 02 Feb Spotify Monthly Fee | 4451 · Youth & Teen Programming | \$9.99 |
| Check | 03/11/2021 | 22211 | InService Day Lunch gift card | 4353 · Administrator | \$10.00 |
| Check | 03/11/2021 | 22211 | InService Day Lunch gift card | 4354 · Professional Staff | \$100.00 |
| Check | 03/11/2021 | 22211 | InService Day Lunch gift card | 4355 · Support Staff | \$100.00 |
| Check | 03/11/2021 | 22211 | 02 Feb TMobile monthly fee SIP Fee | 4474 · Telephone/FAX | \$121.82 |
| Check | 03/11/2021 | 22211 | New hire background check | 4363 · Consultant Fees | \$68.83 |
| Check | 03/11/2021 | 22211 | Road Scholar Program by Henry Cervantes | 4452 · Public Services Programming | \$75.00 |
| Check | 03/11/2021 | 22211 | 02 Feb Stamps.com monthly fee | 4721 · Software | \$17.99 |
| Check | 03/11/2021 | 22211 | Netflix PS YTS split cost | 4451 · Youth & Teen Programming | \$17.99 |
| Check | 03/11/2021 | 22211 | 02 Southtown, Tribune, | 4711 · Periodicals | \$15.92 |
| Check | 03/11/2021 | 22211 | 02 Zoom/Adobe fee | 4721 · Software | \$169.99 |
| Check | 03/11/2021 | 22211 | Salt and salt spreader hand held | 4541 · Maintenance/Cleaning Supplies | \$69.90 |
| Check | 03/11/2021 | 22211 | Palmer plate/In memory of Joe Taylor UCP Seguin | 4461 · Public Relations | \$60.00 |
| Check | 03/11/2021 | 22211 | Ice Melt Tablets | 4541 · Maintenance/Cleaning Supplies | \$82.71 |
| Total First Midwest Bank - Visa | | | | | \$1,118.30 |



**PALOS HEIGHTS
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GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL

MARCH BILLS

| Type | Date | Num | Memo | Account | Amount |
|---------------------------------------|------------|-------|--|---------------------------------------|------------|
| Folding Partition Services, Inc | | | | | |
| Check | 03/02/2021 | 22184 | Maintenance glass folding doors computer lab | 4434 · Building Repairs | \$400.00 |
| Total Folding Partition Services, Inc | | | | | \$400.00 |
| French Battlefields | | | | | |
| Check | 03/02/2021 | 22191 | 3.23.21 Virtual Program Spy vs Spy | 4452 · Public Services Programming | \$175.00 |
| Total French Battlefields | | | | | \$175.00 |
| Happy Birds | | | | | |
| Check | 03/02/2021 | 22190 | 3.20.21 Virtual Program Bird education | 4451 · Youth & Teen Programming | \$335.00 |
| Total Happy Birds | | | | | \$335.00 |
| House Painter Media, LLC | | | | | |
| Check | 03/02/2021 | 22187 | 3.9.21 Virtual Program Harley Bradley House | 4452 · Public Services Programming | \$250.00 |
| Total House Painter Media, LLC | | | | | \$250.00 |
| IMRF | | | | | |
| Check | 03/31/2021 | EFT | Vol. Life | 2055 · Employee Paid Vol. IMRF | \$1,411.84 |
| Check | 03/31/2021 | EFT | IMRF 4.5% | 2053 · FT- Employee Contribution IMRF | \$2,335.42 |
| Check | 03/31/2021 | EFT | IMRF 4.5% | 2054 · PT -Employee Contribution IMRF | \$128.67 |
| Check | 03/31/2021 | EFT | IMRF 10.56% | 4331 · IMRF III. Muni. Ret. Fund | \$5,782.32 |
| Total IMRF | | | | | \$9,658.25 |
| Industrial Appraisal | | | | | |
| Check | 03/18/2021 | 22216 | Insurable Values 12/31/2020 | 4364 · Appraisal Fees | \$310.00 |
| Check | 03/18/2021 | 22216 | Property Record Report 12/31/2020 | 4364 · Appraisal Fees | \$235.00 |
| Total Industrial Appraisal | | | | | \$545.00 |
| Klein, Thorpe And Jenkins | | | | | |
| Check | 03/16/2021 | 22214 | E-Signatures/Audit | 4362 · Legal Fees | \$220.00 |
| Total Klein, Thorpe And Jenkins | | | | | \$220.00 |
| Lauterbach & Amen, LLP | | | | | |
| Check | 03/03/2021 | 22210 | 2020 Audit Progress Billing | 4361 · Audit Fees | \$5,450.00 |
| Total Lauterbach & Amen, LLP | | | | | \$5,450.00 |
| LIMRiCC-Employees | | | | | |
| Check | 03/03/2021 | 22196 | 03 March Billing | 2050 · Employee Paid LIMRiCC | \$412.48 |
| Check | 03/03/2021 | 22196 | 03 March Billing | 4333 · Insurance | \$8,981.20 |
| Total LIMRiCC-Employees | | | | | \$9,393.68 |
| Lynch, Terrence | | | | | |
| Check | 03/02/2021 | 22189 | 3.18.21 Virtual Program Hindenburg Disaster | 4452 · Public Services Programming | \$300.00 |
| Total Lynch, Terrence | | | | | \$300.00 |
| MarchOne Electrical Design | | | | | |
| Check | 03/18/2021 | 22218 | Replace Ballast Kit parking lot light pole | 4434 · Building Repairs | \$725.00 |
| Total MarchOne Electrical Design | | | | | \$725.00 |
| Midwest Tape | | | | | |
| Check | 03/04/2021 | 22200 | Invoice 500042705 & 500071393 | 4717 · Videos - Adult | \$290.12 |
| Check | 03/04/2021 | 22202 | Invoice 500042707 | 4718 · Videos - Youth | \$191.90 |
| Total Midwest Tape | | | | | \$482.02 |
| MMBS & Associates, LTD | | | | | |
| Check | 03/03/2021 | 22198 | 02 Feb Bank Reconciliations | 4365 · Accountant | \$300.00 |
| Total MMBS & Associates, LTD | | | | | \$300.00 |
| Otis Elevator | | | | | |
| Check | 03/03/2021 | 22197 | 03 March Elevator Maintenance | 4416 · Maintenance | \$197.78 |
| Total Otis Elevator | | | | | \$197.78 |
| OverDrive, Inc. | | | | | |
| Check | 03/16/2021 | 22215 | Magazine Content Purchases | 4711 · Periodicals | \$1,200.00 |
| Total OverDrive, Inc. | | | | | \$1,200.00 |



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GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL

MARCH BILLS

| Type | Date | Num | Memo | Account | Amount |
|---|------------|-------|---|---------------------------------|---------------------|
| Paylocity Payroll Billing | | | | | |
| Check | 03/09/2021 | EFT | | 4412 · Payroll Services | \$88.89 |
| Check | 03/22/2021 | EFT | | 4412 · Payroll Services | \$178.77 |
| Total Paylocity Payroll Billing | | | | | \$267.66 |
| Paylocity Payroll Net | | | | | |
| Check | 03/12/2021 | EFT | | 4311 · Salaried Employees | \$18,066.59 |
| Check | 03/12/2021 | EFT | | 4312 · Hourly Employees | \$3,843.98 |
| Check | 03/12/2021 | EFT | Mileage JK homebound 2.24.21 | 4356 · Mileage Reimbursement | \$4.26 |
| Check | 03/12/2021 | EFT | Mileage MM homebound Feb 4, 8, 22 | 4356 · Mileage Reimbursement | \$10.64 |
| Check | 03/12/2021 | EFT | CD Walts Food Peanut Butter Dip program | 4451 · Youth & Teen Programming | \$13.27 |
| Check | 03/26/2021 | EFT | | 4311 · Salaried Employees | \$18,365.87 |
| Check | 03/26/2021 | EFT | | 4312 · Hourly Employees | \$3,998.11 |
| Check | 03/26/2021 | EFT | LR Oreo Catapultz Additional - Target | 4451 · Youth & Teen Programming | \$4.99 |
| Check | 03/26/2021 | EFT | LR Oreo Catapultz - Target | 4451 · Youth & Teen Programming | \$6.99 |
| Total Paylocity Payroll Net | | | | | \$44,314.70 |
| Paylocity Payroll Taxes | | | | | |
| Check | 03/12/2021 | EFT | | 4311 · Salaried Employees | \$5,596.13 |
| Check | 03/12/2021 | EFT | | 4312 · Hourly Employees | \$851.42 |
| Check | 03/12/2021 | EFT | | 4332 · FICA Social Security | \$2,276.53 |
| Check | 03/26/2021 | EFT | | 4311 · Salaried Employees | \$5,709.33 |
| Check | 03/26/2021 | EFT | | 4312 · Hourly Employees | \$868.45 |
| Check | 03/26/2021 | EFT | | 4332 · FICA Social Security | \$2,362.41 |
| Check | 03/31/2021 | EFT | | 4311 · Salaried Employees | \$493.82 |
| Check | 03/31/2021 | EFT | | 4312 · Hourly Employees | \$788.74 |
| Total Paylocity Payroll Taxes | | | | | \$18,946.83 |
| Quality Alarm System, Inc. | | | | | |
| Check | 03/29/2021 | 22219 | 04.01.2021 to 06.30.2021 Alarm Service | 4414 · Alarm | \$720.00 |
| Check | 03/29/2021 | 22219 | Pro-rate March Starlink Connect new service | 4414 · Alarm | \$6.30 |
| Check | 03/29/2021 | 22219 | 04.01.2021 to 06.30.2021 Starlink Connect Service | 4414 · Alarm | \$84.00 |
| Total Quality Alarm System, Inc. | | | | | \$810.30 |
| Truty, Marcin | | | | | |
| Check | 03/03/2021 | 22199 | 02 February IT Services | 4418 · Technology | \$3,040.00 |
| Check | 03/03/2021 | 22199 | 02 February software maint/printing & holds | 4418 · Technology | \$400.00 |
| Total Truty, Marcin | | | | | \$3,440.00 |
| Everest Snow Maintenance, Inc. | | | | | |
| Check | 03/31/2021 | 22220 | Overages for 2002-2021 Season | 4418 · Technology | \$2,849.00 |
| Total Everest Snow Maintenance, Inc. | | | | | \$2,849.00 |
| TOTAL GENERAL FUND CHECKS FOR BOARD APPROVAL | | | | | \$108,867.22 |



PALOS HEIGHTS
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SPECIAL RESERVE FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL
MARCH BILLS

| Type | Date | Num | Memo | Account | Amount |
|---|------------|-----|------------------------------|---------------------------------------|-----------------|
| Independent Construction Services | | | | | |
| Check | 03/17/2021 | 307 | YTS 1.21.21 DE Board Update | 7000 - SPECIAL RESERVES FUND PROJECTS | \$280.00 |
| Check | 03/17/2021 | 307 | YTS 2.18.21 DE Board Meeting | 7000 - SPECIAL RESERVES FUND PROJECTS | \$280.00 |
| Total Independent Construction Services | | | | | \$560.00 |
| TOTAL SPECIAL RESERVE FUND CHECKS FOR BOARD APPROVAL | | | | | \$560.00 |



PALOS HEIGHTS
PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
MARCH 31, 2021

| ACCOUNT | GENERAL FUND | | | | | SPECIAL RESERVES FUND | | | TOTAL FUND BALANCE |
|-------------------|------------------------------|------------------------------------|-----------------------------|------------|------------------------------|---------------------------------------|--|------------------------------------|--------------------------------------|
| | FIRST MIDWEST CHECKING | FIRST MIDWEST MONEY MARKET GENERAL | ILLINOIS FUNDS MONEY MARKET | PETTY CASH | IMET RESTRICTED MONEY MARKET | IMET RESTRICTED MONEY MARKET | FIRST MIDWEST BUILDING CONSTRUCTION CHECKING | FIRST MIDWEST MONEY MARKET RESERVE | |
| Beginning Balance | \$13,175.20 | \$524,466.41 | \$4,086.99 | \$200.00 | \$22,988.12 | \$7,399.94 | \$100.00 | \$735,088.55 | \$1,307,505.21 |
| Withdrawals | (\$108,867.22) | | | | | | (\$560.00) | | (\$109,427.22) |
| Transfers | \$40,000.00 | (\$40,000.00) | | | | | \$560.00 | (\$560.00) | \$0.00 |
| | \$25,000.00 | (\$25,000.00) | | | | | | | |
| | \$60,000.00 | (\$60,000.00) | | | | | | | |
| Deposits | \$364.45 | \$155,920.26 | | | | | | | \$531,431.52 |
| | \$22.00 | \$121,701.25 | | | | | | | |
| | \$500.00 | \$90,929.29 | | | | | | | |
| | \$500.00 | \$89,415.63 | | | | | | | |
| | \$601.77 | \$66,129.79 | | | | | | | |
| | | \$5,075.26 | | | | | | | |
| Interest Earned | \$0.84 | \$21.79 | \$0.26 | N/A | N/A | N/A | N/A | \$19.41 | \$47.86 |
| | | \$5.56 | | | | | | | |
| ENDING BALANCE | \$31,567.33 | \$928,666.77 | \$4,087.25 | \$200.00 | \$22,988.12 | \$7,399.94 | \$100.00 | \$734,547.96 | \$1,729,557.37 |
| TOTALS | \$987,509.47 GENERAL FUND | | | | | \$742,047.90 SPECIAL RESERVES FUND | | | \$1,729,557.37 TOTAL FUND BALANCE |
| INTEREST RATES | 0.02% | 0.02% | 0.06% | N/A | N/A | N/A | N/A | 0.02% | |

TOTAL FUND BALANCE MONTH ENDING: MARCH 31, 2021
\$1,729,557.37



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
MAY 20, 2021

| BOARD MOTIONS | | AMOUNT | PAGE(s) |
|--|-----------|--------------|------------|
| MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF: | APRIL | \$118,251.35 | 6.1 to 6.4 |
| MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING: | 4/30/2021 | N/A | 1 |



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: APRIL 30, 2021

| | GENERAL FUND | SPECIAL RESERVE FUND | OTHER GOVERNMENTAL FUNDS | TOTAL |
|---|---------------------|----------------------------|--------------------------------|-----------------------|
| REVENUES | | | | |
| PROPERTY TAXES | \$84,691.76 | | | \$84,691.76 |
| CORPORATE REPLACEMENT TAX | \$0.00 | | | \$0.00 |
| DIRECT REVENUES | | | | |
| FRONT DESK | | | | |
| Fines/Lost/Damaged | \$90.30 | | | \$90.30 |
| Cards | \$2.00 | | | \$2.00 |
| Miscellaneous | \$12.70 | | | \$12.70 |
| COPIER | \$63.00 | | | \$63.00 |
| GRANTS | \$0.00 | | | \$0.00 |
| INTEREST | \$13.94 | \$10.82 | | \$24.76 |
| MISCELLANEOUS REIMBURSEMENTS | | | | |
| Book Sale | \$94.50 | | | \$94.50 |
| Miscellaneous | \$0.00 | | | \$0.00 |
| DONATIONS / GIFTS | | | | |
| Restricted | \$0.00 | | | \$0.00 |
| Annual Fundraising | \$0.00 | | | \$0.00 |
| Planned Giving | \$0.00 | | | \$0.00 |
| TOTAL REVENUES | \$84,968.20 | \$10.82 | \$0.00 | \$84,979.02 |
| EXPENDITURES | | | | |
| PERSONNEL SERVICES | | | | |
| Operational Salaries | \$61,843.55 | | | \$61,843.55 |
| Employee Benefits | \$19,463.00 | | | \$19,463.00 |
| Staff & Board Development | \$216.24 | | | \$216.24 |
| CONTRACTUAL SERVICES | \$16,846.36 | | | \$16,846.36 |
| BUILDING MAINTENANCE | \$3,057.44 | | | \$3,057.44 |
| INSURANCE | \$0.00 | | | \$0.00 |
| UTILITIES | \$735.28 | | | \$735.28 |
| SUPPLIES | \$2,258.47 | | | \$2,258.47 |
| CAPITAL EXPENSES | \$2,184.50 | | | \$2,184.50 |
| MEDIA | \$11,646.51 | | | \$11,646.51 |
| REIMBURSEMENTS | \$0.00 | | | \$0.00 |
| SR PROJECTS | \$0.00 | \$0.00 | | \$0.00 |
| TOTAL EXPENDITURES | \$118,251.35 | \$0.00 | \$0.00 | \$118,251.35 |
| REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY) | -\$33,283.15 | \$10.82 | \$0.00 | -\$33,272.33 |
| OTHER FINANCING SOURCES (USES) | | | | |
| Transfer in | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Transfer out | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL OTHER FINANCING SOURCES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| NET CHANGE IN FUND BALANCES | -\$33,283.15 | \$10.82 | \$0.00 | -\$33,272.33 |
| FUND BALANCES, BEGINNING OF MONTH | \$987,509.47 | \$742,047.90 | \$0.00 | \$0.00 |
| END OF MONTH | \$954,226.32 | \$742,058.72 | \$0.00 | \$1,696,285.04 |



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
YTD THROUGH APRIL 30, 2021

| | Budgeted Amounts | | Actual | Variance | Balance % |
|---|-----------------------|-----------------------|-----------------------|------------------------|----------------|
| | Original | Final | | With Final Budget | |
| REVENUES | | | | | |
| PROPERTY TAXES | \$1,710,765.02 | \$1,710,765.02 | \$820,081.37 | \$890,683.65 | 47.94% |
| CORPORATE REPLACEMENT TAX | \$8,350.00 | \$8,350.00 | \$8,431.04 | -\$81.04 | 100.97% |
| DIRECT REVENUES | | | | | |
| FRONT DESK | | | | | |
| Fines/Lost/Damaged | \$5,150.00 | \$5,150.00 | \$551.16 | \$4,598.84 | 10.70% |
| Cards | \$1,500.00 | \$1,500.00 | \$484.00 | \$1,016.00 | 32.27% |
| Miscellaneous | \$4,200.00 | \$4,200.00 | \$43.25 | \$4,156.75 | 1.03% |
| COPIER | \$5,600.00 | \$5,600.00 | \$246.60 | \$5,353.40 | 4.40% |
| GRANTS | \$18,459.63 | \$18,459.63 | \$500.00 | \$17,959.63 | 2.71% |
| INTEREST | \$5,150.00 | \$5,150.00 | \$99.77 | \$5,050.23 | 1.94% |
| MISCELLANEOUS REIMBURSEMENTS | | | | | |
| Book Sale | \$11,000.00 | \$11,000.00 | \$288.90 | \$10,711.10 | 2.63% |
| Miscellaneous | \$1,200.00 | \$1,200.00 | \$5,544.80 | -\$4,344.80 | 462.07% |
| DONATIONS / GIFTS | | | | | |
| Restricted | \$1,000.00 | \$1,000.00 | \$150.00 | \$850.00 | 15.00% |
| Annual Fundraising | \$10,000.00 | \$10,000.00 | \$500.00 | \$9,500.00 | 5.00% |
| Planned Giving | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| TOTAL REVENUES | \$1,782,374.65 | \$1,782,374.65 | \$836,920.89 | \$945,453.76 | 46.96% |
| EXPENDITURES | | | | | |
| PERSONNEL SERVICES | | | | | |
| Operational Salaries | \$870,766.30 | \$870,766.30 | \$248,557.08 | -\$622,209.22 | -71.46% |
| Employee Benefits | \$241,002.57 | \$241,002.57 | \$75,790.95 | -\$165,211.62 | -68.55% |
| Staff & Board Development | \$13,400.00 | \$13,400.00 | \$1,758.74 | -\$11,641.26 | -86.88% |
| CONTRACTUAL SERVICES | \$170,365.97 | \$170,365.97 | \$61,757.96 | -\$108,608.01 | -63.75% |
| BUILDING MAINTENANCE | \$49,383.18 | \$49,383.18 | \$12,180.54 | -\$37,202.64 | -75.33% |
| INSURANCE | \$20,425.00 | \$20,425.00 | \$19,072.00 | -\$1,353.00 | -6.62% |
| UTILITIES | \$11,490.00 | \$11,490.00 | \$1,935.87 | -\$9,554.13 | -83.15% |
| SUPPLIES | \$25,440.00 | \$25,440.00 | \$5,181.74 | -\$20,258.26 | -79.63% |
| CAPITAL EXPENSES | \$107,500.00 | \$107,500.00 | \$2,184.50 | -\$105,315.50 | -97.97% |
| MEDIA | \$180,220.00 | \$180,220.00 | \$43,680.71 | -\$136,539.29 | -75.76% |
| REIMBURSEMENTS | \$34,159.63 | \$34,159.63 | \$121.85 | -\$34,037.78 | -99.64% |
| SR PROJECTS | \$58,222.00 | \$58,222.00 | \$0.00 | -\$58,222.00 | -100.00% |
| TOTAL EXPENDITURES | \$1,782,374.65 | \$1,782,374.65 | \$472,221.94 | -\$1,310,152.71 | -73.51% |
| REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY) | \$0.00 | \$0.00 | \$364,698.95 | -\$364,698.95 | |
| OTHER FINANCING USES | | | | | |
| Transfer Out | | | \$0.00 | | |
| Transfer In | | | \$0.00 | | |
| TOTAL OTHER FINANCING USES | | | \$0.00 | | |
| NET CHANGE IN FUND BALANCE | | | \$364,698.95 | | |
| FUND BALANCE | | | | | |
| BEGINNING OF YEAR | | | \$742,061.41 | | |
| YTD MONTH ENDING | | | \$1,106,760.36 | | |



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH APRIL 2021

| | BUDGET 2021 | CURRENT MONTH | EXPENDITURES Y.T.D. | REMAINING BALANCE | PERCENTAGE REMAINING |
|--|-----------------------|--------------------|------------------------|----------------------|-------------------------|
| PERSONNEL SERVICES | | | | | |
| OPERATIONAL SALARIES | | | | | |
| 4311 SALARIED EMPLOYEES | \$625,019.85 | \$51,897.63 | \$206,836.30 | \$418,183.55 | 66.91% |
| 4312 HOURLY EMPLOYEES | \$240,746.45 | \$9,945.92 | \$41,720.78 | \$199,025.67 | 82.67% |
| 4313 ADDITIONAL COMPENSATION | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 100.00% |
| TOTAL OPERATIONAL SALARIES | \$870,766.30 | \$61,843.55 | \$248,557.08 | \$622,209.22 | 71.46% |
| EMPLOYEE BENEFITS | | | | | |
| 4331 ILL. MUNI. RETIREMENT FUND | \$79,874.45 | \$5,782.32 | \$23,170.82 | \$56,703.63 | 70.99% |
| 4332 SOCIAL SECURITY - FICA | \$66,231.12 | \$4,699.48 | \$17,510.93 | \$48,720.19 | 73.56% |
| 4333 INSURANCE | \$93,397.00 | \$8,981.20 | \$35,109.20 | \$58,287.80 | 62.41% |
| 4334 CLOTHING | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | 100.00% |
| TOTAL EMPLOYEE BENEFITS | \$241,002.57 | \$19,463.00 | \$75,790.95 | \$165,211.62 | 68.55% |
| STAFF & BOARD DEVELOPMENT | | | | | |
| 4351 MEMBERSHIP FEES | \$2,400.00 | \$0.00 | \$652.00 | \$1,748.00 | 72.83% |
| 4352 BOARD DEVELOPMENT | \$800.00 | \$0.00 | \$198.16 | \$601.84 | 75.23% |
| 4353 ADMINISTRATOR | \$700.00 | \$49.88 | \$59.88 | \$640.12 | 91.45% |
| 4354 PROFESSIONAL STAFF | \$7,000.00 | \$144.13 | \$691.31 | \$6,308.69 | 90.12% |
| 4355 SUPPORT STAFF | \$1,000.00 | \$0.00 | \$100.00 | \$900.00 | 90.00% |
| 4356 MILEAGE REIMBURSEMENT | \$1,500.00 | \$22.23 | \$57.39 | \$1,442.61 | 96.17% |
| TOTAL STAFF & BOARD DEVELOPMENT | \$13,400.00 | \$216.24 | \$1,758.74 | \$11,641.26 | 86.88% |
| GROUP TOTAL PERSONNEL SERVICES | \$1,125,168.87 | \$81,522.79 | \$326,106.77 | \$799,062.10 | 71.02% |
| CONTRACTUAL SERVICES | | | | | |
| PROFESSIONAL SERVICES | | | | | |
| 4361 AUDIT FEES | \$6,450.00 | \$0.00 | \$5,450.00 | \$1,000.00 | 15.50% |
| 4362 LEGAL FEES | \$3,000.00 | \$0.00 | \$550.00 | \$2,450.00 | 81.67% |
| 4363 PROFESSIONAL FEES | \$3,000.00 | \$0.00 | \$68.83 | \$2,931.17 | 97.71% |
| 4364 APPRAISAL | \$231.00 | \$0.00 | \$545.00 | -\$314.00 | -135.93% |
| 4365 ACCOUNTANT | \$3,780.00 | \$300.00 | \$1,200.00 | \$2,580.00 | 68.25% |
| TOTAL PROFESSIONAL SERVICES | \$16,461.00 | \$300.00 | \$7,813.83 | \$8,647.17 | 52.53% |
| OUTSIDE SERVICES | | | | | |
| 4412 PAYROLL SERVICES | \$4,000.00 | \$252.66 | \$1,302.73 | \$2,697.27 | 67.43% |
| 4414 ALARM | \$3,650.00 | \$50.00 | \$1,580.30 | \$2,069.70 | 56.70% |
| 4416 MAINTENANCE | \$39,000.00 | \$2,553.98 | \$10,215.92 | \$28,784.08 | 73.81% |
| 4417 SWAN | \$24,464.00 | \$6,116.00 | \$12,232.00 | \$12,232.00 | 50.00% |
| 4418 TECHNOLOGY | \$31,540.37 | \$3,893.13 | \$17,444.92 | \$14,095.45 | 44.69% |
| TOTAL OUTSIDE SERVICES | \$102,654.37 | \$12,865.77 | \$42,775.87 | \$59,878.50 | 58.33% |
| PRINTING | | | | | |
| 4421 NEWSPAPER/ADVERTISING NOTICES | \$250.00 | \$0.00 | \$0.00 | \$250.00 | 100.00% |
| 4424 NEWSLETTER PRINTING | \$15,500.60 | \$2,646.64 | \$5,293.28 | \$10,207.32 | 65.85% |
| TOTAL PRINTING | \$15,750.60 | \$2,646.64 | \$5,293.28 | \$10,457.32 | 66.39% |
| PROGRAMMING | | | | | |
| 4451 YOUTH & TEEN PROGRAMMING | \$10,000.00 | \$25.96 | \$1,852.36 | \$8,147.64 | 81.48% |
| 4452 PUBLIC SERVICES PROGRAMMING | \$13,000.00 | \$917.99 | \$3,748.98 | \$9,251.02 | 71.16% |
| 4454 GENERAL PROGRAMMING | \$9,000.00 | \$0.00 | \$43.64 | \$8,956.36 | 99.52% |
| TOTAL PROGRAMMING | \$32,000.00 | \$943.95 | \$5,644.98 | \$26,355.02 | 82.36% |
| PUBLIC RELATIONS | | | | | |
| 4461 Public Relations | \$3,500.00 | \$90.00 | \$230.00 | \$3,270.00 | 93.43% |
| TOTAL PUBLIC RELATIONS | \$3,500.00 | \$90.00 | \$230.00 | \$3,270.00 | 93.43% |
| GROUP TOTAL CONTRACTUAL SERVICES | \$170,365.97 | \$16,846.36 | \$61,757.96 | \$108,608.01 | 63.75% |



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH APRIL 2021

| | BUDGET 2021 | CURRENT MONTH | EXPENDITURES Y.T.D. | REMAINING BALANCE | PERCENTAGE REMAINING |
|--|--------------------|-------------------|------------------------|----------------------|-------------------------|
| EQUIPMENT MAINTENANCE | | | | | |
| REPAIRS & MAINTENANCE | | | | | |
| 4431 PEST CONTROL | \$756.00 | \$64.90 | \$250.30 | \$505.70 | 66.89% |
| 4432 HEATING/COOLING SERVICE | \$14,000.00 | \$2,131.00 | \$2,131.00 | \$11,869.00 | 84.78% |
| 4434 BUILDING REPAIRS | \$11,000.00 | \$0.00 | \$1,325.00 | \$9,675.00 | 87.95% |
| 4436 LAWN MAINTENANCE | \$10,000.00 | \$0.00 | \$0.00 | | |
| 4437 SNOW REMOVAL | \$5,824.00 | \$0.00 | \$4,305.00 | \$1,519.00 | 26.08% |
| TOTAL REPAIRS & MAINTENANCE | \$41,580.00 | \$2,195.90 | \$8,011.30 | \$23,568.70 | 56.68% |
| EQUIPMENT MAINTENANCE | | | | | |
| 4531 COPIER | \$7,578.48 | \$631.54 | \$3,939.24 | \$3,639.24 | 48.02% |
| 4533 OTHER EQUIPMENT | \$224.70 | \$230.00 | \$230.00 | -\$5.30 | -2.36% |
| TOTAL EQUIPMENT MAINTENANCE | \$7,803.18 | \$861.54 | \$4,169.24 | \$3,633.94 | 46.57% |
| GROUP TOTAL EQUIPMENT MAINTENANCE | \$49,383.18 | \$3,057.44 | \$12,180.54 | \$27,202.64 | 55.08% |
| INSURANCE | | | | | |
| 4441 BLDG. & CONTENTS/GLASS/LIMR/ICC | \$18,225.00 | \$0.00 | \$16,930.00 | \$1,295.00 | 7.11% |
| 4443 DISABILITY (WORKMEN'S COMP) | \$2,200.00 | \$0.00 | \$2,142.00 | \$58.00 | 2.64% |
| GROUP TOTAL INSURANCE | \$20,425.00 | \$0.00 | \$19,072.00 | \$1,353.00 | 6.62% |
| UTILITIES | | | | | |
| 4472 WATER | \$2,200.00 | \$80.37 | \$321.48 | \$1,878.52 | 85.39% |
| 4473 GAS | \$1,900.00 | \$0.00 | \$0.00 | \$1,900.00 | 100.00% |
| 4474 TELEPHONE/FAX | \$1,890.00 | \$186.37 | \$664.66 | \$1,225.34 | 64.83% |
| 4475 INTERNET/LOCAL AREA NET | \$5,500.00 | \$468.54 | \$949.73 | \$4,550.27 | 82.73% |
| GROUP TOTAL UTILITIES | \$11,490.00 | \$735.28 | \$1,935.87 | \$9,554.13 | 83.15% |
| SUPPLIES | | | | | |
| OFFICE SUPPLIES | | | | | |
| 4511 PUBLIC SERVICES SUPPLIES | \$1,000.00 | \$127.02 | \$185.01 | \$814.99 | 81.50% |
| 4512 YOUTH & TEEN SERVICES SUPPLIES | \$1,500.00 | \$0.00 | \$63.33 | \$1,436.67 | 95.78% |
| 4514 BUSINESS OFFICE SUPPLIES | \$3,200.00 | \$116.91 | \$295.80 | \$2,904.20 | 90.76% |
| 4515 TECHNICAL SERVICES SUPPLIES | \$6,000.00 | \$730.43 | \$1,241.22 | \$4,758.78 | 79.31% |
| 4516 CIRCULATION SUPPLIES | \$3,050.00 | \$107.21 | \$247.21 | \$2,802.79 | 91.89% |
| 4518 LOCAL HISTORY SUPPLIES | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| 4519 HOSPITALITY SUPPLIES | \$1,200.00 | \$3.98 | \$254.19 | \$945.81 | 78.82% |
| TOTAL OFFICE SUPPLIES | \$16,950.00 | \$1,085.55 | \$2,286.76 | \$14,663.24 | 86.51% |
| JANITORIAL/CLEANING SUPPLIES | | | | | |
| 4541 MAINTENANCE/CLEANING SUPPLIES | \$4,450.00 | \$678.97 | \$1,899.28 | \$2,550.72 | 57.32% |
| TOTAL JANITORIAL/CLEANINGSUPPLIES | \$4,450.00 | \$678.97 | \$1,899.28 | \$2,550.72 | 57.32% |
| MAILING EXPENSES & FEES | | | | | |
| 4551 POSTAGE & HANDLING | \$800.00 | \$0.00 | \$7.80 | \$792.20 | 99.03% |
| 4552 SHIPPING | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 4553 BULK FEES & PERMITS | \$3,240.00 | \$493.95 | \$987.90 | \$2,252.10 | 69.51% |
| TOTAL OFFICE EXPENSE | \$4,040.00 | \$493.95 | \$995.70 | \$3,044.30 | 75.35% |
| GROUP TOTAL SUPPLIES | \$25,440.00 | \$2,258.47 | \$5,181.74 | \$20,258.26 | 79.63% |



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH APRIL 2021**

| | BUDGET 2021 | CURRENT MONTH | EXPENDITURES Y.T.D. | REMAINING BALANCE | PERCENTAGE REMAINING |
|---|-----------------------|---------------------|------------------------|-----------------------|-------------------------|
| CAPITAL EXPENSES | | | | | |
| CAPITAL EQUIPMENT | | | | | |
| 4611 FURNITURE | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| 4612 LIBRARY EQUIPMENT | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| 4614 OTHER EQUIP./COMPUTERS | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| TOTAL CAPITAL EQUIPMENT | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 | 100.00% |
| BUILDING/ FACILITY IMPROVEMENTS | | | | | |
| 4641 BUILDING IMPROVEMENTS | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| 4642 FACILITY IMPROVEMENTS | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.00% |
| 4643 LANDSCAPING | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 100.00% |
| GROUP TOTAL BUILDING/FACILITY IMPROVEMENTS | \$4,500.00 | \$0.00 | \$0.00 | \$4,500.00 | 100.00% |
| SPECIAL RESERVES REPLENISHMENT | | | | | |
| 4631 SPECIAL RESERVES REPLENISHMENT | \$100,000.00 | \$2,184.50 | \$2,184.50 | \$97,815.50 | 97.82% |
| SPECIAL RESERVES REPLENISHMENT | \$100,000.00 | \$2,184.50 | \$2,184.50 | \$97,815.50 | 97.82% |
| GROUP TOTAL CAPITAL EXPENSES | \$107,500.00 | \$2,184.50 | \$2,184.50 | \$105,315.50 | 97.97% |
| MEDIA - LIBRARY SUPPLIES | | | | | |
| 4710A DATABASES - Adult | \$30,000.00 | \$1,161.50 | \$9,701.20 | \$20,298.80 | 67.66% |
| 4710B DATABASES - Youth | \$6,000.00 | \$0.00 | \$850.00 | \$5,150.00 | 85.83% |
| 4711 PERIODICALS | \$14,500.00 | \$15.92 | \$1,346.76 | \$13,153.24 | 90.71% |
| 4712 CONTINUATIONS | \$600.00 | \$0.00 | \$72.17 | \$527.83 | 87.97% |
| 4714 LARGE PRINT | \$5,500.00 | \$31.95 | \$435.84 | \$5,064.16 | 92.08% |
| 4715 BOOKS - Adult | \$32,300.00 | \$2,852.50 | \$5,104.60 | \$27,195.40 | 84.20% |
| 4716 BOOKS - Youth | \$33,000.00 | \$4,598.80 | \$7,522.60 | \$25,477.40 | 77.20% |
| 4717 VIDEOS - Adult | \$5,500.00 | \$582.47 | \$872.59 | \$4,627.41 | 84.13% |
| 4718 VIDEOS - Youth | \$2,800.00 | \$173.12 | \$365.02 | \$2,434.98 | 86.96% |
| 4719 AUDIOBOOKS/PLAYAWAYS - Adult | \$2,000.00 | \$157.49 | \$403.81 | \$1,596.19 | 79.81% |
| 4720 AUDIOBOOKS/PLAYAWAYS - Youth | \$3,250.00 | \$271.74 | \$628.78 | \$2,621.22 | 80.65% |
| 4721 SOFTWARE | \$10,000.00 | \$227.93 | \$1,506.08 | \$8,493.92 | 84.94% |
| 4722 REALIA | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 100.00% |
| 4723A VIDEO GAMES - Youth | \$800.00 | \$0.00 | \$0.00 | \$800.00 | 100.00% |
| 4724 MUSIC - Adult | \$200.00 | \$0.00 | \$0.00 | \$200.00 | 100.00% |
| 4725A E-BOOKS - Adult | \$10,000.00 | \$730.90 | \$3,325.21 | \$6,674.79 | 66.75% |
| 4725B E-AUDIOBOOKS - ADULT | \$12,000.00 | \$842.19 | \$4,181.05 | \$7,818.95 | 65.16% |
| 4726 EBOOKS - Youth | \$3,500.00 | \$0.00 | \$0.00 | \$3,500.00 | 100.00% |
| 4727 DOWNLOADABLE MUSIC/MOVIES | \$7,770.00 | \$0.00 | \$7,365.00 | \$405.00 | 5.21% |
| GROUP TOTAL MEDIA | \$180,220.00 | \$11,646.51 | \$43,680.71 | \$136,539.29 | 75.76% |
| MISCELLANEOUS - REIMBURSEMENTS | | | | | |
| 4900 MISCELLANEOUS | \$1,200.00 | \$0.00 | \$0.00 | \$1,200.00 | 100.00% |
| 4902 PER CAPITA / OTHER GRANTS | \$18,459.63 | \$0.00 | \$0.00 | \$18,459.63 | 100.00% |
| 4904 FRIENDS - BOOK SALES | \$11,000.00 | \$0.00 | \$0.00 | \$11,000.00 | 100.00% |
| 4906a RESTRICTED DONATIONS | \$1,000.00 | \$0.00 | \$121.85 | \$878.15 | 87.82% |
| 4906b FUNDRAISING / DONATIONS | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 100.00% |
| GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS | \$34,159.63 | \$0.00 | \$121.85 | \$34,037.78 | 99.64% |
| TOTAL EXPENDITURES | \$1,724,152.65 | \$118,251.35 | \$472,221.94 | \$1,241,930.71 | 72.03% |
| 7001 SPECIAL RESERVE - PROJECTS | \$58,222.00 | \$0.00 | \$0.00 | \$58,222.00 | 100.00% |
| TOTAL EXPENDITURES | \$1,782,374.65 | \$118,251.35 | \$472,221.94 | \$1,300,152.71 | 72.94% |



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY

CHECKS FOR BOARD APPROVAL
APRIL BILLS

| Type | Date | Num | Memo | Account | Amount |
|--|------------|-------|--|--------------------------------------|------------|
| Ahlman, Stacey | | | | | |
| Check | 04/01/2021 | 22225 | 04.20.2021 Trivia Night @ Home Virtual Program | 4452 - Public Services Programming | \$100.00 |
| Total Ahlman, Stacey | | | | | \$100.00 |
| Amazon | | | | | |
| Check | 04/07/2021 | EFT | Multifold towels (2) | 4541 - Maintenance/Cleaning Supplies | \$59.98 |
| Check | 04/07/2021 | EFT | Books JB Good to Great & Leaders Eat Last | 4353 - Administrator | \$49.88 |
| Check | 04/07/2021 | EFT | 4515-MARSUPPLIES | 4515 - Technical Services - Supplies | \$151.04 |
| Check | 04/07/2021 | EFT | Table legs for desk | 4516 - Circulation - Supplies | \$89.99 |
| Check | 04/07/2021 | EFT | Giveaways curveside | 4516 - Circulation - Supplies | \$17.22 |
| Total Amazon | | | | | \$368.11 |
| Anderson Pest Solutions | | | | | |
| Check | 04/07/2021 | 22228 | 04 April Pest Control | 4431 - Pest Control | \$64.90 |
| Total Anderson Pest Solutions | | | | | \$64.90 |
| At&T - Fiber Line | | | | | |
| Check | 04/01/2021 | 22221 | 03.19.21 to 04.18.21 | 4475 - Internet | \$468.54 |
| Total At&T - Fiber Line | | | | | \$468.54 |
| Baker & Taylor L425812 Youth Audio | | | | | |
| Check | 04/07/2021 | 22232 | Invoice 2035823656 | 4720 - Audiobooks/Playaways - Youth | \$92.06 |
| Check | 04/07/2021 | 22232 | Invoice 2035823656 Shipping | 4720 - Audiobooks/Playaways - Youth | \$0.92 |
| Check | 04/07/2021 | 22232 | Invoice 2035844447 | 4720 - Audiobooks/Playaways - Youth | \$126.97 |
| Check | 04/07/2021 | 22232 | Invoice 2035844447 Shipping | 4720 - Audiobooks/Playaways - Youth | \$1.27 |
| Check | 04/07/2021 | 22232 | Invoice 2035872033 | 4720 - Audiobooks/Playaways - Youth | \$50.02 |
| Check | 04/07/2021 | 22232 | Invoice 2035872033 Shipping | 4720 - Audiobooks/Playaways - Youth | \$0.50 |
| Total Baker & Taylor L425812 Youth Audio | | | | | \$271.74 |
| Baker & Taylor L4361272 Large Print | | | | | |
| Check | 04/07/2021 | 22233 | Invoice 2035823654 | 4714 - Large Print Books | \$31.79 |
| Check | 04/07/2021 | 22233 | Invoice 2035823654 Shipping | 4714 - Large Print Books | \$0.16 |
| Total Baker & Taylor L4361272 Large Print | | | | | \$31.95 |
| Baker & Taylor L4371652 - Book Only Acct | | | | | |
| Check | 04/07/2021 | 22230 | Invoice 2035847695 | 4715 - Books - Adult | \$61.31 |
| Check | 04/07/2021 | 22230 | Invoice 2035836079 PS Training books | 4354 - Professional Staff | \$94.13 |
| Total Baker & Taylor L4371652 - Book Only Acct | | | | | \$155.44 |
| Baker & Taylor L4382582 Adult Audio | | | | | |
| Check | 04/07/2021 | 22231 | Invoice 2035819963 | 4719 - Audiobooks - Adult | \$43.98 |
| Check | 04/07/2021 | 22231 | Invoice 2035819963 Shipping | 4719 - Audiobooks - Adult | \$0.22 |
| Check | 04/07/2021 | 22231 | Invoice 2035841880 | 4719 - Audiobooks - Adult | \$46.74 |
| Check | 04/07/2021 | 22231 | Invoice 2035841880 Shipping | 4719 - Audiobooks - Adult | \$0.23 |
| Check | 04/07/2021 | 22231 | Invoice 2035867847 | 4719 - Audiobooks - Adult | \$65.99 |
| Check | 04/07/2021 | 22231 | Invoice 2035867847 Shipping | 4719 - Audiobooks - Adult | \$0.33 |
| Total Baker & Taylor L4382582 Adult Audio | | | | | \$157.49 |
| Baker & Taylor L5040682 Adult Books | | | | | |
| Check | 04/07/2021 | 22229 | Invoice 2035794422 | 4715 - Books - Adult | \$414.87 |
| Check | 04/07/2021 | 22229 | Invoice 2035794422 Shipping | 4715 - Books - Adult | \$2.07 |
| Check | 04/07/2021 | 22229 | Invoice 2035809088 | 4715 - Books - Adult | \$278.25 |
| Check | 04/07/2021 | 22229 | Invoice 2035809088 Shipping | 4715 - Books - Adult | \$1.39 |
| Check | 04/07/2021 | 22229 | Invoice 2035813532 | 4715 - Books - Adult | \$894.21 |
| Check | 04/07/2021 | 22229 | Invoice 2035813532 Shipping | 4715 - Books - Adult | \$4.47 |
| Check | 04/07/2021 | 22229 | Invoice 2035824800 | 4715 - Books - Adult | \$306.16 |
| Check | 04/07/2021 | 22229 | Invoice 2035824800 Shipping | 4715 - Books - Adult | \$1.53 |
| Check | 04/07/2021 | 22229 | Invoice 2035838694 | 4715 - Books - Adult | \$307.28 |
| Check | 04/07/2021 | 22229 | Invoice 2035838694 Shipping | 4715 - Books - Adult | \$1.54 |
| Check | 04/07/2021 | 22229 | Invoice 2035850774 | 4715 - Books - Adult | \$388.98 |
| Check | 04/07/2021 | 22229 | Invoice 2035850774 Shipping | 4715 - Books - Adult | \$1.94 |
| Check | 04/07/2021 | 22229 | Invoice 2035860980 | 4715 - Books - Adult | \$187.56 |
| Check | 04/07/2021 | 22229 | Invoice 2035860980 Shipping | 4715 - Books - Adult | \$0.94 |
| Check | 04/07/2021 | 22229 | Processing Fee | 4515 - Technical Services - Supplies | \$98.15 |
| Total Baker & Taylor L5040682 Adult Books | | | | | \$2,889.34 |



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
APRIL BILLS**

| Type | Date | Num | Memo | Account | Amount |
|--|------------|-------|--|---------------------------------------|-------------------|
| Baker & Taylor L5346512 Youth Books | | | | | |
| Check | 04/07/2021 | 22234 | Processing Fee | 4515 - Technical Services - Supplies | \$198.90 |
| Check | 04/07/2021 | 22234 | Invoice 2035791678 | 4716 - Books - Youth | \$696.35 |
| Check | 04/07/2021 | 22234 | Invoice 2035791678 Shipping | 4716 - Books - Youth | \$3.48 |
| Check | 04/07/2021 | 22234 | Invoice 2035789566 | 4716 - Books - Youth | \$1,015.79 |
| Check | 04/07/2021 | 22234 | Invoice 2035789566 Shipping | 4716 - Books - Youth | \$5.08 |
| Check | 04/07/2021 | 22234 | Invoice 2035788597 | 4716 - Books - Youth | \$577.91 |
| Check | 04/07/2021 | 22234 | Invoice 2035788597 Shipping | 4716 - Books - Youth | \$2.89 |
| Check | 04/07/2021 | 22234 | Invoice 2035824367 | 4716 - Books - Youth | \$237.53 |
| Check | 04/07/2021 | 22234 | Invoice 2035824367 Shipping | 4716 - Books - Youth | \$1.19 |
| Check | 04/07/2021 | 22234 | Invoice 2035853625 | 4716 - Books - Youth | \$1,358.45 |
| Check | 04/07/2021 | 22234 | Invoice 2035853625 Shipping | 4716 - Books - Youth | \$6.79 |
| Check | 04/07/2021 | 22234 | Invoice 2035805666 | 4716 - Books - Youth | \$339.06 |
| Check | 04/07/2021 | 22234 | Invoice 2035805666 Shipping | 4716 - Books - Youth | \$1.70 |
| Check | 04/07/2021 | 22234 | Invoice 2035866215 | 4716 - Books - Youth | \$350.83 |
| Check | 04/07/2021 | 22234 | Invoice 2035866215 Shipping | 4716 - Books - Youth | \$1.75 |
| Total Baker & Taylor L5346512 Youth Books | | | | | \$4,797.70 |
| Call One | | | | | |
| Check | 04/14/2021 | 22253 | 4.12.21 to 5.14.21 Invoice 395796 | 4474 - Telephone/FAX | \$68.26 |
| Total Call One | | | | | \$68.26 |
| CIT | | | | | |
| Check | 04/08/2021 | 22249 | Copier Lease Month 9 of 63 Inv. 37533955 | 4531 - Copier | \$631.54 |
| Total CIT | | | | | \$631.54 |
| City of Palos Hts. - Water Bill | | | | | |
| Check | 04/19/2021 | 22255 | 03.01.21 to 04.01.21 | 4472 - Water | \$80.37 |
| Total City of Palos Hts. - Water Bill | | | | | \$80.37 |
| Cosmopolitan Building Services | | | | | |
| Check | 04/07/2021 | 22235 | 04 April Cleaning Services | 4416 - Maintenance | \$2,356.20 |
| Total Cosmopolitan Building Services | | | | | \$2,356.20 |
| Demco | | | | | |
| Check | 04/07/2021 | 22236 | Pendaflex files / Acrylic Frames | 4511 - Public Services - Supplies | \$127.02 |
| Total Demco | | | | | \$127.02 |
| First Midwest Bank - Visa | | | | | |
| Check | 04/07/2021 | 22237 | Reaching Forward K. Skocik | 4354 - Professional Staff | \$50.00 |
| Check | 04/07/2021 | 22237 | 03 March Spotify Monthly Fee | 4451 - Youth & Teen Programming | \$9.99 |
| Check | 04/07/2021 | 22237 | Supplies | 4514 - Business Office - Supplies | \$116.91 |
| Check | 04/07/2021 | 22237 | Case of water | 4519 - Hospitality - Supplies | \$3.98 |
| Check | 04/07/2021 | 22237 | Disposable masks | 4541 - Maintenance/Cleaning Supplies | \$12.99 |
| Check | 04/07/2021 | 22237 | 03 March SIP Fee & replenishment | 4474 - Telephone/FAX | \$88.02 |
| Check | 04/07/2021 | 22237 | 03 March TMobile monthly fee | 4474 - Telephone/FAX | \$30.09 |
| Check | 04/07/2021 | 22237 | Parking lot bulbs (4) | 4541 - Maintenance/Cleaning Supplies | \$182.58 |
| Check | 04/07/2021 | 22237 | FY Propay renewal | 4721 - Software | \$39.95 |
| Check | 04/07/2021 | 22237 | 03 March Stamps.com monthly fee | 4721 - Software | \$17.99 |
| Check | 04/07/2021 | 22237 | 2 of 6 Annual payments for Netflix PS YTS split cost | 4452 - Public Services Programming | \$17.99 |
| Check | 04/07/2021 | 22237 | 03 March Southtown, Tribune, | 4711 - Periodicals | \$15.92 |
| Check | 04/07/2021 | 22237 | 03 March Adobe Creative Cloud fee | 4721 - Software | \$29.99 |
| Check | 04/07/2021 | 22237 | 03 March Zoom webinar 500 fee | 4721 - Software | \$140.00 |
| Check | 04/07/2021 | 22237 | Keyboard for surface tablet | 4418 - Technology | \$53.13 |
| Total First Midwest Bank - Visa | | | | | \$809.53 |
| Garvey's Office Products | | | | | |
| Check | 04/07/2021 | 22238 | Disposable masks | 4541 - Maintenance/Cleaning Supplies | \$22.95 |
| Check | 04/07/2021 | 22238 | Nitrile gloves (10) boxes | 4541 - Maintenance/Cleaning Supplies | \$229.00 |
| Total Garvey's Office Products | | | | | \$251.95 |
| Grasso Graphics | | | | | |
| Check | 04/22/2021 | 22258 | Fine Free Postcard Mailing Services | 4631 - SR Replenishment / Contingency | \$1,689.95 |
| Check | 04/28/2021 | 22259 | May/June Newsletters | 4424 - Newsletter Printing | \$2,646.64 |
| Total Grasso Graphics | | | | | \$4,336.59 |



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
APRIL BILLS

| Type | Date | Num | Memo | Account | Amount |
|-------------------------------------|------------|-------|---|--------------------------------------|------------|
| GT Mechanical | | | | | |
| Check | 04/08/2021 | 22250 | Maintenance Agreement Premium 2 of 2 | 4432 - Heating/Cooling Service | \$2,131.00 |
| Total GT Mechanical | | | | | \$2,131.00 |
| Heritage Technology Solutions | | | | | |
| Check | 04/15/2021 | 22254 | Typewriter Maintenance (2) | 4533 - Other Equipment | \$230.00 |
| Total Heritage Technology Solutions | | | | | \$230.00 |
| IMRF | | | | | |
| Check | 03/31/2021 | EFT | Vol. Life | 2055 - Employee Paid Vol. IMRF | \$1,411.84 |
| Check | 03/31/2021 | EFT | IMRF 4.5% | 2053 - FT-Employee Contribution IMRF | \$2,335.42 |
| Check | 03/31/2021 | EFT | IMRF 4.5% | 2054 - PT-Employee Contribution IMRF | \$128.67 |
| Check | 03/31/2021 | EFT | IMRF 10.56% | 4331 - IMRF III. Muni. Ret. Fund | \$5,782.32 |
| Total IMRF | | | | | \$9,658.25 |
| Lewis, Chad | | | | | |
| Check | 04/01/2021 | 22226 | 04.22.2021 Virtual Program Gangster History of the Midw | 4452 - Public Services Programming | \$200.00 |
| Total Lewis, Chad | | | | | \$200.00 |
| Library Store | | | | | |
| Check | 04/07/2021 | 22239 | Invoice 492456 MAR21SUPPL Shipping | 4515 - Technical Services - Supplies | \$11.75 |
| Check | 04/07/2021 | 22239 | Invoice 492456 MAR21SUPPL | 4515 - Technical Services - Supplies | \$95.16 |
| Total Library Store | | | | | \$106.91 |
| LIMRICC-Employees | | | | | |
| Check | 03/03/2021 | 22196 | 04 April Billing | 2050 - Employee Paid LIMRICC | \$412.48 |
| Check | 04/07/2021 | 22240 | 04 April Billing | 4333 - Insurance | \$8,981.20 |
| Total LIMRICC-Employees | | | | | \$9,393.68 |
| Midwest Tape | | | | | |
| Check | 04/07/2021 | 22241 | Invoice 500099124 | 4717 - Videos - Adult | \$135.69 |
| Check | 04/07/2021 | 22241 | Invoice 500148019 | 4717 - Videos - Adult | \$54.72 |
| Check | 04/07/2021 | 22241 | Invoice 500178432 | 4717 - Videos - Adult | \$174.66 |
| Check | 04/07/2021 | 22241 | Invoice 500211041 | 4717 - Videos - Adult | \$18.74 |
| Check | 04/07/2021 | 22241 | Invoice 500211245 | 4717 - Videos - Adult | \$40.48 |
| Check | 04/07/2021 | 22241 | Invoice 500242031 | 4717 - Videos - Adult | \$14.99 |
| Check | 04/07/2021 | 22241 | Invoice 500242032 | 4717 - Videos - Adult | \$143.19 |
| Check | 04/07/2021 | 22242 | Invoice 500100450 | 4718 - Videos - Youth | \$33.73 |
| Check | 04/07/2021 | 22242 | Invoice 500178433 | 4718 - Videos - Youth | \$26.23 |
| Check | 04/07/2021 | 22242 | Invoice 500178435 | 4718 - Videos - Youth | \$65.20 |
| Check | 04/07/2021 | 22242 | Invoice 500242034 | 4718 - Videos - Youth | \$47.96 |
| Total Midwest Tape | | | | | \$755.59 |
| MMBS & Associates, LTD | | | | | |
| Check | 04/07/2021 | 22243 | 03 March Bank Reconciliations | 4365 - Accountant | \$300.00 |
| Total MMBS & Associates, LTD | | | | | \$300.00 |
| Otis Elevator | | | | | |
| Check | 04/01/2021 | 22222 | 04 April Elevator Maintenance | 4416 - Maintenance | \$197.78 |
| Total Otis Elevator | | | | | \$197.78 |
| OverDrive, Inc. | | | | | |
| Check | 04/20/2021 | 22256 | Invoice 01658CO21159192 | 4725B - E-Audiobooks - Adult | \$787.19 |
| Check | 04/20/2021 | 22256 | Invoice 01658CO21159202 | 4725A - E-Books - Adult | \$730.90 |
| Check | 04/20/2021 | 22256 | Invoice 01658CO21159192 | 4725B - E-Audiobooks - Adult | \$55.00 |
| Total OverDrive, Inc. | | | | | \$1,573.09 |
| Palos Ace Hardware | | | | | |
| Check | 04/07/2021 | 22244 | Sanitizing wipes (12) | 4541 - Maintenance/Cleaning Supplies | \$75.49 |
| Total Palos Ace Hardware | | | | | \$75.49 |
| Palos Heights Woman's Club | | | | | |
| Check | 04/09/2021 | 22251 | J. Kacmar Dues | 4461 - Public Relations | \$45.00 |
| Check | 04/09/2021 | 22251 | K. Skocik Dues | 4461 - Public Relations | \$45.00 |
| Total Palos Heights Woman's Club | | | | | \$90.00 |



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND - EXPENDITURE SUMMARY

**CHECKS FOR BOARD APPROVAL
APRIL BILLS**

| Type | Date | Num | Memo | Account | Amount |
|--|------------|-------|--|---------------------------------------|----------------------------|
| Paylocity Payroll Billing | | | | | |
| Check | 04/06/2021 | EFT | | 4412 - Payroll Services | \$73.89 |
| Check | 04/19/2021 | EFT | | 4412 - Payroll Services | \$178.77 |
| Total Paylocity Payroll Billing | | | | | <u>\$252.66</u> |
| Paylocity Payroll Net | | | | | |
| Check | 04/09/2021 | EFT | | 4311 - Salaried Employees | \$18,066.59 |
| Check | 04/09/2021 | EFT | | 4312 - Hourly Employees | \$4,021.39 |
| Check | 04/09/2021 | EFT | Mileage MM Homebound deliveries March 3,10, 16, 30 | 4356 - Mileage Reimbursement | \$11.82 |
| Check | 04/09/2021 | EFT | Mileage JK Homebound delivery 4/1 banner pick up Oak L | 4356 - Mileage Reimbursement | \$8.40 |
| Check | 04/09/2021 | EFT | KS Alarm call 2/27/21 | 4414 - Alarm | \$25.00 |
| Check | 04/09/2021 | EFT | JK Alarm call 3/23/21 | 4414 - Alarm | \$25.00 |
| Check | 04/23/2021 | EFT | | 4311 - Salaried Employees | \$18,365.88 |
| Check | 04/23/2021 | EFT | | 4312 - Hourly Employees | \$4,030.64 |
| Check | 04/23/2021 | EFT | Mileage JK Homebound delivery 4/14/21 | 4356 - Mileage Reimbursement | \$2.01 |
| Check | 04/23/2021 | EFT | CD Earth Day Program Jewel | 4451 - Youth & Teen Programming | \$15.97 |
| Total Paylocity Payroll Net | | | | | <u>\$44,572.70</u> |
| Paylocity Payroll Taxes | | | | | |
| Check | 04/01/2021 | EFT | Adjustment for transaction entered on 3/31/21 | 4311 - Salaried Employees | -\$0.03 |
| Check | 04/09/2021 | EFT | | 4311 - Salaried Employees | \$5,596.13 |
| Check | 04/09/2021 | EFT | | 4312 - Hourly Employees | \$881.41 |
| Check | 04/09/2021 | EFT | | 4332 - FICA Social Security | \$2,333.63 |
| Check | 04/23/2021 | EFT | | 4311 - Salaried Employees | \$5,709.32 |
| Check | 04/23/2021 | EFT | | 4312 - Hourly Employees | \$883.81 |
| Check | 04/23/2021 | EFT | | 4332 - FICA Social Security | \$2,365.85 |
| Total Paylocity Payroll Taxes | | | | | <u>\$17,770.12</u> |
| Ride Illinois | | | | | |
| Check | 04/01/2021 | 22224 | 04.13.2021 Virtual Program Get Back on your bike! | 4452 - Public Services Programming | \$50.00 |
| Total Ride Illinois | | | | | <u>\$50.00</u> |
| SWAN | | | | | |
| Check | 04/08/2021 | 22247 | 4th Quarter Fees 04.1.21 to 06.30.21 | 4417 - SWAN/OCLC | \$6,116.00 |
| Check | 04/08/2021 | 22247 | FY 21 EBSCO Databases | 4710a - Databases (Adult) | \$1,161.50 |
| Total SWAN | | | | | <u>\$7,277.50</u> |
| Truty, Marcin | | | | | |
| Check | 04/08/2021 | 22248 | 03 March IT Maintenance | 4418 - Technology | \$2,800.00 |
| Check | 04/08/2021 | 22248 | 03 March Upgrade all client computers to Windows 10 | 4418 - Technology | \$640.00 |
| Check | 04/08/2021 | 22248 | 03 March Software maintenance/printing and holds | 4418 - Technology | \$400.00 |
| Total Truty, Marcin | | | | | <u>\$3,840.00</u> |
| U.S. Postal Service | | | | | |
| Check | 04/12/2021 | 22252 | May/June Newsletters | 4553 - Bulk Fees & Permits | \$493.95 |
| Check | 04/22/2021 | 22257 | Fine Free Postcard | 4631 - SR Replenishment / Contingency | \$494.55 |
| Total U.S. Postal Service | | | | | <u>\$988.50</u> |
| VenMill Industries | | | | | |
| Check | 04/07/2021 | 22245 | VM-W10830 Combo Kit | 4515 - Technical Services - Supplies | \$165.00 |
| Check | 04/07/2021 | 22245 | Combo Kit Shipping | 4515 - Technical Services - Supplies | \$10.43 |
| Total VenMill Industries | | | | | <u>\$175.43</u> |
| Warehouse Direct | | | | | |
| Check | 04/07/2021 | 22246 | Large Can Liners (2) | 4541 - Maintenance/Cleaning Supplies | \$67.36 |
| Check | 04/07/2021 | 22246 | Small Can Liners (1) | 4541 - Maintenance/Cleaning Supplies | \$28.62 |
| Total Warehouse Direct | | | | | <u>\$95.98</u> |
| Wells, Megan | | | | | |
| Check | 04/01/2021 | 22227 | 04.27.2021 Virtual Program Meip Gies: Diary of Anne Frar | 4452 - Public Services Programming | \$300.00 |
| Total Wells, Megan | | | | | <u>\$300.00</u> |
| Wood, Kevin J. | | | | | |
| Check | 04/01/2021 | 22223 | 04.08.2021 Virtual Program Lincoln: A New Birth of Freec | 4452 - Public Services Programming | \$250.00 |
| Total Wood, Kevin J. | | | | | <u>\$250.00</u> |
| Total | | | | | <u><u>\$118,251.35</u></u> |



PALOS HEIGHTS
PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
APRIL 30, 2021

| ACCOUNT | GENERAL FUND | | | | | SPECIAL RESERVES FUND | | | TOTAL FUND BALANCE |
|-------------------|------------------------------|------------------------------------|-----------------------------|------------|------------------------------|---------------------------------------|--|------------------------------------|--------------------------------------|
| | FIRST MIDWEST CHECKING | FIRST MIDWEST MONEY MARKET GENERAL | ILLINOIS FUNDS MONEY MARKET | PETTY CASH | IMET RESTRICTED MONEY MARKET | IMET RESTRICTED MONEY MARKET | FIRST MIDWEST BUILDING CONSTRUCTION CHECKING | FIRST MIDWEST MONEY MARKET RESERVE | |
| Beginning Balance | \$31,567.33 | \$928,666.77 | \$4,087.25 | \$200.00 | \$22,988.12 | \$7,399.94 | \$100.00 | \$734,547.96 | \$1,729,557.37 |
| Withdrawals | (\$118,251.35) | | | | | | | | (\$118,251.35) |
| Transfers | \$30,000.00 | (\$30,000.00) | | | | | | | \$0.00 |
| | \$30,000.00 | (\$30,000.00) | | | | | | | |
| | \$40,000.00 | (\$40,000.00) | | | | | | | |
| Deposits | \$262.50 | \$38,624.61 | | | | | | | \$84,954.26 |
| | | \$1,462.60 | | | | | | | |
| | | \$25,440.84 | | | | | | | |
| | | \$19,155.19 | | | | | | | |
| | | \$8.52 | | | | | | | |
| | | | | | | | | | |
| Interest Earned | \$0.67 | \$13.22 | \$0.05 | N/A | N/A | N/A | N/A | \$10.82 | \$24.76 |
| ENDING BALANCE | \$13,579.15 | \$913,371.75 | \$4,087.30 | \$200.00 | \$22,988.12 | \$7,399.94 | \$100.00 | \$734,558.78 | \$1,696,285.04 |
| TOTALS | \$954,226.32 GENERAL FUND | | | | | \$742,058.72 SPECIAL RESERVES FUND | | | \$1,696,285.04 TOTAL FUND BALANCE |
| INTEREST RATES | 0.02% | 0.02% | 0.06% | N/A | N/A | N/A | N/A | 0.02% | |

TOTAL FUND BALANCE MONTH ENDING: APRIL 30, 2021
\$1,696,285.04



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
May 20, 2021

Library News

Reopening Plans

Before the CDC's surprise announcement about mask-wearing and social distancing on May 13th, we were making plans to enter Phase 4 of the Library's Reopening Plan on June 1st. I have updated our Reopening Plan document to reflect our anticipated return to regular hours, most of our regular seating, and continued virtual programming. At this point, all staff who want to be vaccinated are fully vaccinated, so we no longer have to worry about our own exposure for the most part. As Summer Reading is upon us, we need to get back to business as usual, so we will resume our regular hours and reopen our seating areas as well.

The CDC's May 13th announcement that vaccinated people no longer need to wear masks or social distance came as a surprise to us in the library world. As of this writing (5/15), the governor's office hasn't officially rescinded its state-wide mask mandate. Until it does so and we know what that says, we will continue to require masks by all visitors to the building. CCDPH has also issued some very confusing requirements for businesses, parks, and any other entities that intend to allow mask-less entry. Their guidance seems to say that any business that allows people to enter unmasked must verify vaccination status and must keep a written log of each individual mask-less visitor or risk being held in violation of operating in violation of public health protocols. Until we receive some significant clarification from the state and the county, I don't see how we can move forward with any kind of change.

Even if it does become clear that we can reasonably allow vaccinated people to be in the building without masks, it is unclear if that is the best course of action for us right now. Responses in the library world are as scattered as on any single issue that I can recall in this profession. For the most part people feel that libraries have followed the CDC's guidelines all along, so we should continue to do so going forward and allow vaccinated people to go mask-less. Others intend to continue requiring them until Illinois reaches Phase 5. Some would like to keep the current mandates in place until children can be vaccinated. Nobody is considering checking vaccination cards and allowing those who can prove their status to go mask-less as that is incredibly intrusive, doubly so coming from a government agency. I can see merit in all of these perspectives and continue to study the issue and try to determine the best course of action for our library.

The Temporary Mask Policy that you approved last year states that we will continue to require masks of everyone until Illinois reaches Phase 5, which is expected to happen in mid-June. Of course, that was written well before we knew what reopening would even look like, so we might want to alter that. But I

recommend that we wait until we have a clearer picture of what we are really allowed to do before finalizing any response.

This is another situation that is evolving quickly, and I will have updates for you at the meeting.

Staff News

Circulation: As we prepare to transition back to our regular hours, we have some adjustments to make in terms of staffing. First, Circulation has had an unfilled position sitting vacant for most of the past year. This is the position that was created as we finished transitioning our remaining Pages to Clerks. Those Clerks are actually now working in Technical Services, because that is where their skillsets fit best. They are both doing extremely well in their new roles. But while that filled the vacant position in Technical Services, it has created a gap in hours in Circulation. We were holding off on filling that position until now, so we've posted that job and are in the process of making that new hire.

Youth & Teen Services: Also, our Youth & Teen Services Librarian who had a baby a few months back has submitted her resignation. She really tried hard to make it work, and we did our best to work with her. But it just wasn't working for her. Hers was a 28.5 hour position with IMRF benefits. Tina has kept in touch with the YTS Librarian who had a baby and ended up resigning in the middle of the pandemic last year. She is now ready to reenter the work-force on a part-time basis and has agreed to rejoin us at 15 hours per week. So we are still looking to fill the remaining 15 hours per week with a new hire to bring our YTS Staff back up to full strength. It has been quite a year!

Health Insurance: Finally, after regrouping with affected staff about the state of our current healthcare plan, the group has expressed almost unanimous frustration with the new Aetna plan that LIMRiCC adopted last year. So I am looking into what options are available for us to return to BCBS. The options to join another pool with BCBS are very limited, and I have been turned away from a couple of other pools because we are too small. They were both looking for a minimum of 100 covered individuals for consideration to join their pools, and we are at 11. I'm still pursuing one more pool that offers a BCBS plan. The plan that they offer is much weaker than our current one, but I think we can get into the pool. I plan to proceed a little farther with them before returning to staff to get their reaction to the potential change in coverage. I'm also pursuing options with a couple of brokers for standalone coverage for us. I'm not optimistic about this because I expect that coverage similar to what we have now will cost double, if not more, what we currently pay. There are other more drastic options that I'm looking into as well. No matter where we end up, I expect that a few people will be pretty unhappy. This is an unfortunate situation with no clear good options for us.

Building & Grounds

The YTS Renovation Project is off to a good start. Tina and I have met with the architects a few times now, on April 9th and 26th and on May 12th. We have had in-depth discussion about our needs as well as looking

at various conceptual mock-ups and giving our feedback on those. I've included some of the preliminary drawings in this month's packet. At this point, they are working on fleshing out a few of the designs that we like the most, and they will have a presentation for you at our June meeting.

As the we finish thawing out from the winter, a new year of maintenance issues is upon us.

Alarm System: In March, I told you about some minor issues with our aging building alarm system. We have since had a new controller and new motion sensors installed. We signed a new contract for services with Quality Alarm, so they made all of these updates at no additional cost. The new controller also allows for remote access, so we will be able to better monitor the building's status when we aren't here as well. Our monthly cost will go up slightly because of the remote monitoring module, but it otherwise remains the same.

Concrete Repair: We had a bit of damage to the curb over the winter. Some small portions have gradually broken loose over the years. It's turning out to be a tricky thing to repair. The damage is too large to patch but too small for it to be worthwhile to have someone go to the effort to properly cut and repair it. One solution that has been proposed is to combine with work with repaving the stone circle, which we were talking about doing before the pandemic hit (and still really needs to be done). We got a quote to do both of these things, and it is in line with the quotes that we received before for the stone circle repair alone. I think now is a good time to go ahead and take care of that.

Trees: Davey Tree Experts were here on April 29th for what has become our annual tree inspection. This year they are recommending a lot, none of which comes as a surprise. The big blue spruce near Francine's Forest is finally succumbing to the needle blight that took the rest of our evergreens. It needs to come down. The alder near the fence has a serious fungal infection and needs to come down. And the four crabapples at the corners of the island in the parking lot all need to come down after years of struggling with leaf disease. That's six trees total that need to come down. We had Smitty's come out as well to give us a competing quote, and they pointed out that the other Alder by the fence is also diseased, something which Davey had missed. So I'm playing it safe and having Homer come out as well, so that we're sure removing what needs to be removed and nothing more. I anticipate that we will take down seven trees in total. I don't anticipate bringing this to you for approval as the cost should be below \$5,000.

I intend to plant new trees to replace all that will be removed. After doing a bit of research on native species of the size, shape, and type that we want, I have settled on a bald cypress to replace the spruce, a river birch to replace the alder(s), and 4 American hornbeams to replace the crabapples. All are native to the area and resistant to most diseases and tolerant of harsh conditions. I think they will all do well for us. The cypress is a larger tree that will complement the other Forest plantings. It has soft, feathery needles that turn a nice red in the fall. The birch is a taller tree that doesn't have a huge canopy, so it will do nicely to provide some privacy for the neighbors. It also has interesting, flaky bark and large, glossy leaves. And the hornbeams are an attractive tree about the size of the current crabapples with leaves that change from dark red to green, to gold and dark orange in the fall.

All of these species are pretty widely available and at a variety of price points. The price really depends on the age and development of the tree. Many of the small saplings that we planted a few years ago are still really struggling to take root and survive. So I recommend that we spend the money on some more mature plantings, like the ones we purchased last fall. I'm very pleased with the stock that we got from iTrees in Morris. Depending on the number of trees we end up needing and the pricing I'm able to get, I might need to come to you for approval of that purchase in June.

Programming

Our virtual programs continue to be extremely popular. We had over 200 attendees at our Frida Kahlo event and over 100 at the Frank Lloyd Wright program. We also participated in the first multi-library online program with author Marie Benedict, which was attended by almost 500 people. We also continue to have consistent and respectable attendance at our virtual youth programs.

While many libraries are moving toward outdoor in-person programming over the summer, we plan to continue focusing on the virtual events. Most libraries haven't seen the success that we have with virtual programs, so they are eager to try something different. For us, I think the prudent course is to stick with what works.

Other News

Osterberg Trust - I told you in March that we have been notified that we are a beneficiary of the Harold I. and Muriel C. Osterberg Family Trust. I don't have a lot of information right now. The Trust is in the process of liquidating assets including the home, so we won't know the size of this gift for a while yet. Mr. Osterberg was a World War II veteran who used to regularly attend our Veterans Day celebrations. He was also a long-time member of the Palos Sportsman's Club and donated many of the amazing photos of the Club that we now have in our local history collection. He was also interviewed for our 75th anniversary movie. The Osterbergs were long-time Palos Heights residents and regular library patrons. Mr. Osterberg passed away in January at the age of 98.

Audit Update - I had hoped that we would be approving the FY2020 audit this month, but IMRF still has not released their reports yet. We have been notified that those reports are coming between now and June 1st, so we will definitely have everything in place in time for our June meeting. Everything else with the audit has been smooth. I have seen drafts, and there is nothing surprising or noteworthy in it, which is always a good thing with an audit. Lauterbach has been wonderful to work with.

Fine Free Update - Obviously, the big news from our last meeting was the Fine Free announcement. We got the PR machine going to get the word out as widely as possible. We issued a press release which was published in the regional. I did a PSA on Channel 4 (which wasn't my finest hour but got the message out there). We sent out a special postcard mailer to each household, in addition to our normal newsletter. And of course we have been shouting from the rooftops on social media and talking to people about it in

person. So far, the transition has been very smooth. Staff love that this negative interaction is no longer a part of their script. Patrons are appreciative of the small financial relief, especially right now. There have been no complaints from tax objectors or the like.

Broadband Upgrade – We have maxed out our current 100Mbps internet speed. Having the dedicated fiber line has been wonderful in terms of the consistency of our connection. But we regularly max out our current connection speed. This is most noticeable with the phone system, where calls through our VOIP line become garbled or the audio drops out entirely. Our IT consultants have taken measures to try to mitigate this issue, but they are now saying that there isn't much more they can do with our current speed. So I've been in touch with AT&T about upgrading our connection. The next tier up is 250Mbps at a cost that is 33% higher than our current rate. I did get one competing bid which was significantly higher than AT&T, so I still think this is the best way to go for us. This change will take effect on July 1st and will take us over our budgeted amount for the year, but we will still be within our amount appropriated for this expense category. Now more than ever, our internet connection is the backbone of everything that we do, so it makes sense that we will need to put more of our resources into it.

Upcoming Events

Thursday, June 17th – Regular Board Meeting, 7pm

Budget Update

I admit that I was getting nervous toward the end of April about our first-half tax receipts. We were only about 80% paid entering the last week of the month, and typically first-half receipts are done at that point. But this continues to be a strange year, and we did receive several significant disbursements in April and May. We are now 94% paid, and that total is coming close to 100% with the normal prior years' payments that we continue to receive added in. Payments are still trickling in, which is very unusual for May.

Agenda Items

Item 1: Donation from the Estate of Francine Zanardo

At this point, I'm working under the assumption that the remainder of Mrs. Zanardo's donation will be put toward our YTS Renovation. I expect that we will end up naming a major piece of our new space in her honor, although that will be up to you of course. The total amount remaining is \$152,534.04.

Recommendation: No action needed.

Item 2: Library's Reopening Plan

As noted above, we are moving forward with our plan to return to regular hours, seating, and most of our regular services on June 1st. As with everything related to this pandemic, those plans could change in a heartbeat. But I will be surprised if we get derailed at this point.

With regard to new masking and distancing requirements, I'm not able to say as of this writing what we are actually going to be allowed to do, much less what we should do. I hope that we will have significantly greater clarity at the time of our meeting so that we at least know what our options are.

Recommendation: No action needed.

Item 3: YTS Renovation Project

As discussed above, the YTS Renovation is in the design phase and continues to make excellent progress. There is nothing that specifically requires your attention this month, but this item will remain on the agenda as this project is ongoing.

Recommendation: No action needed.

Item 4: 2021-22 Non-Resident Card Fee

The Library is required by law to offer Non-Resident borrowing privileges to people who live outside of the Library's service area on an annual basis. We typically do this in June of each year, but I think doing it in May is prudent as we will have the audit and the architects' presentation happening in June.

The law stipulates that a Non-Resident must use the Library closest to their residence, so most of our Non-Resident borrowers come from the area of unincorporated Palos Heights (approximately) between Ridgeland Avenue to the west, Central Avenue to the east, College Drive to the north, and 135th Street to the South. This service is to be paid for by that non-resident as calculated by one of three methods, although only two of these methods are available to us. Most of what is in this resolution is non-negotiable. The only real issue here is which of these calculations the Library wishes to employ in determining the Non-Resident rate for the next year.

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

Advantages of this method:

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

Disadvantages of this method:

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

Option 2: This option involves calculating a Non-Resident rate for each individual Non-Resident borrower using either the valuation of the property assessment (for homeowners) or a minimum of 15 percent (or a higher value that the Board is free to set) of the monthly rent (for renters).

Advantages of this method:

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

Disadvantages of this method:

- It is more cumbersome for both staff and patrons. Staff have to make the calculation for each Non-Resident applying for a card. Patrons have to gather and present more documentation than they would otherwise, i.e. a property tax bill, and they might find sharing that information to be invasive. This might be a turnoff for current and past Non-Resident users as they are accustomed to a much simpler process that does not involve the disclosure of personal financial information.
- It is more difficult for the Board as you all will have to decide what rate is fair for renters to pay, i.e. determining what percentage of a person's monthly rent represents a value that is low enough to not be overly burdensome to someone who isn't in a financially strong enough position to own their own home but is high enough to be fair to residents of Palos Heights who are paying an average of \$235.28 per household for the use of Library services.

Recommendation: I recommend using **Option 1** because it is the simpler solution due to the following considerations:

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

The second method requires a bit more time and effort on the part of Library staff and collecting and bringing in more paperwork on the part of non-resident patrons. It is also more intrusive as it requires

patrons to share sensitive financial information with us. It would also require training staff to accurately make this calculation and having someone check after-the-fact that it was done correctly.

Item 5: Concrete Repairs

As discussed above, we need some fairly substantial repair to our curb. We already needed some substantial repairs to the stone circle on the north side of the building. I propose that we combine these two projects as the curb repair is too small by itself to really be worthwhile to most construction companies. I got a strong recommendation on TMO Construction for this kind of work from another director whose judgment I trust a lot. Their quote is in line with those that we got last year when we were pursuing the concrete circle repair on its own.

Recommendation: I recommend that we hire TMO Construction to do our concrete repairs at a total cost of \$6,960.00 to be paid out of the Special Reserves Fund.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

MARCH 2021

Meetings and Training:

March 2, 2021 Management Team Meeting

March 4, 2021 Department Heads Meeting

March 12, 2021 One on One Meeting with Jesse

March 17, 2021 SWAN Circ Advisory Meeting

March 18, 2021 One on One with Susana

March, 2021 One on One with all Circ Clerks

March 23, 2021 Meeting with Susana and Jalal

March 24, 2021 Meeting with the Spirit Committee

March 29, 2021 Management Team Meeting

March 30, 2021 SWAN Fireside Chat

March 31, 2021 Meeting with Jeannine and Catherine

Continuing Education:

March 2, 2021 Ted Talk: *This is What Makes Employees Happy at Work*

March 4, 2021 Webinar: *Customer Service Master Class*

March 11, 2021 Webinar: *Improving Morale in the Workplace*

Circulation Related:

During the month of March, 8 online library cards were issued to residents; 19 directional questions were answered by the Circ staff and a total of 95 patrons used curbside pickups.

Staff Related:

Circulation Staff webinars/training included: Webinar: *Extra Smile, Extra Mile*.

One on one meetings were held with each Circ clerk.

The Spirit Committee celebrated St. Patrick's Day throughout the month of March with a poll regarding favorite Irish food, instructions on how to create a blooming cabbage centerpiece, Irish quotes and, of course, Irish soda bread for the staff on March 17th.

Respectfully submitted,

Karen Skocik

Head of Circulation

Circulation Statistics for March 2021*

| | Mar-21 | YTD 21 | Mar-20 | YTD 20 |
|---|--------------|---------------|--------------|---------------|
| Adult Circulation | | | | |
| Books | 2,684 | 6,683 | 2,158 | 10,598 |
| Video | 568 | 1,294 | 660 | 2,885 |
| Audio | 373 | 1,069 | 306 | 1,444 |
| Periodicals | 25 | 101 | 102 | 666 |
| Other Formats | 2 | 2 | 5 | 24 |
| In House | n/a | n/a | 53 | 252 |
| Total Adult Circulation | 3,652 | 9,149 | 3,284 | 15,869 |
| Youth & Teen Circulation | | | | |
| Books | 2,227 | 4,816 | 2,470 | 10,829 |
| Video | 170 | 356 | 253 | 977 |
| Audio | 69 | 212 | 92 | 383 |
| Periodicals | - | - | 4 | 22 |
| Other Formats | - | 2 | 2 | 22 |
| In House Use | n/a | n/a | 480 | 2,141 |
| Total Youth & Teen Circulation | 2,466 | 5,386 | 3,301 | 14,374 |
| Electronic Circulation | | | | |
| eBooks (Media On Demand) | 1,271 | 3,793 | 1,032 | 2,964 |
| eBooks (e-Read IL) | 91 | 259 | 66 | 185 |
| Audio (e-Read IL) | 65 | 139 | 47 | 163 |
| Audio (Media On Demand) | 482 | 1,328 | 383 | 1,268 |
| Video (Media On Demand) | - | - | 0 | 4 |
| Periodicals (Overdrive) | 163 | 268 | 158 | 443 |
| Music Streaming (Freegal) | 888 | 2,574 | 984 | 2,498 |
| Music (Freegal) | 81 | 286 | 99 | 318 |
| Total Electronic Circulation | 3,041 | 8,647 | 2,769 | 7,843 |
| TOTAL CIRCULATION | 9,159 | 23,182 | 9,354 | 38,086 |

| | Mar-21 | YTD 21 | Mar-20 | YTD 20 |
|--|--------|--------|--------|--------|
| ILL - Received | 1,418 | 4,308 | 685 | 4,393 |
| ILL - Sent | 1,177 | 3,425 | 519 | 2,820 |
| Reciprocal Borrowing | 179 | 265 | 1,368 | 4,973 |
| Online Renewals | 47 | 123 | 10 | 135 |
| Self-Checkout # Included in Total Circulation | 2,185 | 3,084 | 2,516 | 10,797 |
| Computer Usage | | | | |
| Library Workstation Sessions | 112 | 146 | 390 | 2,128 |
| Wireless Sessions | 71 | 127 | 2,956 | 15,421 |
| Total Sessions | 183 | 273 | 3,346 | 17,549 |
| # of People Using the Library* | 4,353 | 7,851 | 5,092 | 27,502 |

| HOMEBOUND DELIVERIES | Current Month | Full Year |
|----------------------|---------------|-----------|
| Patrons Serviced | 6 | |
| Visits | 9 | 23 |
| Items | 107 | 256 |

| MUSEUM PASS PROGRAM | Current Month | Full Year |
|---------------------|---------------|-----------|
| TOTAL PASSES | 4 | 5 |

| Borrower Cards Issued | | | | | |
|-------------------------------|-----------------------------|---------|-----|---------|---------------|
| Patron Types | # of Cards at Month's Start | Renewed | New | Deleted | Cards to Date |
| Resident | 4,706 | 86 | 17 | 8 | 4,715 |
| Non-Resident/Trinity/Business | 116 | | 7 | | 123 |

*Note: All stats have been affected by the library's closure due to COVID/Shelter in Place 3/16/20



PUBLIC SERVICES DEPARTMENT REPORT

MARCH 2021

Meetings/Training:

3/2 and 3/29 – Management Team met to discuss going fine free, the YTS renovation, collection development, services for the disabled, May/June newsletter, the Friends of the library book sale, next steps in the reopening, continuing education and July 4th parade.

3/3/21 – Met one-on-one with Matt to review monthly reports, updates, and goals.

3/4/21 – Met with Department Heads to discuss how to implement some of the changes and announcements made in management team meeting.

3/5/21 – Met with program presenter Tom Desch to practice the presentation of his movie/program via Zoom.

3/5/21 – Met individually with Catherine, Beth and Christina to review monthly reports, updates, and goals.

3/12/21 – Met with one-on-one with Jesse to discuss issues and updates pertaining to Public Services.

3/17/21 – Met with the EBSCO rep to learn about Rosetta Stone Language Learning resource.

3/22/21 – Met with Joe from Shark Shredding to set up the Aug. 21 paper shredding event.

3/25/21 – Met with the Spirit and Wellness Committee to plan out the next 6 months of spirit activities for library staff.

3/31/21 – Met with Catherine to check status on setting up Beanstack for the Summer Reading Program.

Reference Work:

The Public Services staff continue to work both in-house and remotely. Working with the public via phone and chat, answering emails both in-house and remote resulted in 973 questions*.

*The library has expanded its current services to non-residents. Public seating areas, room rentals, study rooms and newspaper/magazines are not available at this time.

Marketing/Publicity/Outreach:

Home Delivery Services – made 9 deliveries this month.

3/11/21 – Sent in the content for the MAY/JUNE PageTurner draft 1.

3/16/21 – Taped *At the Library* with PHTV4 to promote April events.

3/15/21 – Sent in changes to draft of City newsletter.

3/17/21 – Met with the Catherine and Beth to set up the marketing plan for the special author event featuring Marie Benedict through Book Club of the Month Club.

3/29/21 – Met with Catherine to create the image for the *Farewell to Fines* publicity and worked on the banner.

3/31/21 – Met with Karen and Catherine to create the *Farewell to Fines* postcard that will be sent out to the community announcing the library has gone fine free.

Sent announcements out to the Chamber of Commerce for April programs for adults.

Programming:

Popular programs this month were *The Art and Life of Frida Kahlo* with 307 people registered and 248 attending. *An American Home: Frank Lloyd Wright's B. Harley Bradley House* had 174 registered and 161 attending and *Oh, the Humanity!* program on the Hindenburg disaster had 93 registered with 75 attending. We continue to receive dozens of emails from people who are very appreciative of virtual programs.

Professional Development:

3/2 and 3/9/21 – Attended *Equity on Action: Fostering Antiracism in Library Culture* class (4 hours).

3/23 and 3/30/21 – Attended *Programming in the Pandemic* class (4 hours).

Local History

PS staff continue to work on The Regional historical photos by identifying the photos and entering them in our system. This project is building the content for our digital photo archive. To date, while working from home, Public Services staff have entered over 800 photos.

3/31/21 – Went to the Robert Osterberg estate to evaluate what materials would be included in his donation to the library's local history collection.

Collection Development:

Continue to renew and manage the databases, their budgets, their marketing, and training staff on these products. Ordered the fiction, nonfiction and large print books, audio and DVDs for the collection along with e-books and e-audiobooks.

Respectfully submitted,
Jeannine Kacmar
Head of Public Services

PUBLIC SERVICES - MONTHLY STATISTICS

March 2021

| PROGRAMMING | # PROGRAMS | COST | ATTENDANCE | REFERENCE QUESTIONS | | |
|---------------------------|------------|----------------|------------|-----------------------------|------------|-------------|
| Paid Programming | 5 | \$1,175 | 555 | Reference | Computer | Directional |
| Free Programming/Training | 1 | N/A | 23 | 711 | 144 | 118 |
| Book Discussions | 3 | N/A | 12 | TOTAL | 973 | |
| Movies | 0 | N/A | 0 | HOMEBOUND DELIVERIES | | |
| In House Clubs | | | | # Patrons | # Visits | # Items |
| Mah Jongg | 0 | N/A | 0 | 6 | 9 | 107 |
| Needle | 0 | N/A | 0 | BOOK - A - LIBRARIAN | | |
| Scrabble | 0 | N/A | 0 | # of Sessions | | |
| Computer Training - Lab | 2 | N/A | 34 | 0 | | |
| TOTAL PROGRAMMING | 11 | \$1,175 | 624 | | | |

| DATE | TIME | PAID: ADULT PROGRAMMING | COST | ATTENDANCE |
|----------|---------|---|-------|------------|
| 03/04/21 | 6:30 pm | The Art of Frida Kahlo (307 registered) | \$350 | 248 |
| 03/09/21 | 6:30 pm | An American Home: FLW's B. Harley Bradley House (174 reg'd) | \$250 | 161 |
| 03/16/21 | 6:30 pm | Trivia Night @ Home (16 registered) | \$100 | 24 |
| 03/18/21 | 6:30 pm | Oh, the Humanity!: The Hindenburg Disaster (93 registered) | \$300 | 75 |
| 03/23/21 | 6:30 pm | Spy vs. Spy (65 registered) | \$175 | 47 |

| DATE | TIME | FREE: ADULT PROGRAMMING | COST | ATTENDANCE |
|----------|---------|-------------------------------------|------|------------|
| 03/30/21 | 6:30 pm | Dealing With Stress (33 registered) | N/A | 23 |

| DATE | TIME | BOOK DISCUSSIONS | COST | ATTENDANCE |
|----------|----------|--|------|------------|
| 03/08/21 | 12:00 pm | Lunch Bunch (3 registered) | N/A | 10 |
| 03/16/21 | 7:00 pm | Tuesday Evening Book Discussion (1 registered) | N/A | 2 |
| 03/17/21 | 7:00 pm | Virtual Sci-Fi & Fantasy Discussion (2 registered) | N/A | 0 |

| DATE | TIME | MOVIES | COST | ATTENDANCE |
|------|------|--------|------|------------|
| | | | N/A | |
| | | | N/A | |

| DATE | TIME | MAH JONGG | COST | ATTENDANCE |
|------|------|-----------|------|------------|
| | | | N/A | |
| | | | N/A | |
| | | | N/A | |
| | | | N/A | |

| DATE | TIME | NEEDLE CLUB | COST | ATTENDANCE |
|------|------|-------------|------|------------|
| | | | N/A | |
| | | | N/A | |
| | | | N/A | |
| | | | N/A | |

| DATE | TIME | SCRABBLE | COST | ATTENDANCE |
|------|------|----------|------|------------|
| | | | N/A | |
| | | | N/A | |
| | | | N/A | |
| | | | N/A | |

| DATE | TIME | COMPUTER TRAINING - LAB | COST | ATTENDANCE |
|----------|---------|--|------|------------|
| 03/08/21 | 6:30 pm | Windows 10 Basics (21 registered) | N/A | 14 |
| 03/22/21 | 2:00 pm | Streaming Services, Streaming Devices, and You (22 registered) | N/A | 20 |



TECHNICAL SERVICES DEPARTMENT REPORT

MARCH 2021

Meetings and Training:

March 02, 2021 Management Team Meeting.

March 04, 2021 Department Head Meeting.

March 11, 2021 Susana attended SWAN Acquisition Uses Meeting.

March 12, 2021 Susana attended SWAN Cataloging Advisory Group Meeting.

March 15, 2021 1-on-1 meeting with Jesse.

March 16, 2021 Susana and Nikki attended LACONI's Preparing for Weary COVID Customers/Coping with Compassion Fatigue (RASS) workshop.

March 18, 2021 Susana and Karen met with Jalal to discuss with transition to as a clerk in Technical Services. Susana also met with Fan Con committee to begin planning for Fan Con 2021.

March 19, 2021 Susana attended ATLAS Middle Managers Round Table (AMMRT) meeting. In addition, Susana met with Karen, Jesse and SWAN for PHS Fine Free consultation.

March 22, 2021 Susana attended LACONI's MAD Monday: Managing during a Pandemic meeting.

March 25, 2021 1-on-1 meeting with Marilyn to discuss 1st quarter accomplish goals.

March 29, 2021 Management Team Meeting.

March 30, 2021 Susana attended Libraries and Workforce Development: Connecting the Dots between Your Patrons and Public Policy webinar. In addition, 1-on-1 meeting with Nikki to discuss 1st quarter accomplish goals.

Staff Related:

Converted 10 VHS tapes to USB flash drive.

Susana submitted changes on artwork after going fine free, pending pre-processing specifications from Midwest Tape.

Susana trained Nikki on how to set up and create Youth & Teen Services storywalk boards.

Susana set iPad with MobileStaff and completed training videos via SirsiDynix Mentor site. MobileStaff is a platform that we will be using to complete Library's inventory collection.

Susana started training Nikki on processing audiovisual materials.

Susana started training Jalal on processing print materials.

Susana started training Marilyn on Serials claiming.

Susana is working on cataloging maintenance clean up reports. Reports consist of: (1) item records with no listed price, (2) item records with item types not in circulation loan rule, (3) item type clean up and (4) review items checked out to Technical Services in-house user cards.

Statistics:

| | Adult Print | Juvenile Print | Adult Video | Juvenile Video | Adult Audio | Juvenile Audio |
|-----------------|--------------------|-----------------------|--------------------|-----------------------|--------------------|-----------------------|
| Ordered | 123 | 315 | 22 | 16 | 6 | 0 |
| Received | 221 | 423 | 28 | 13 | 7 | 10 |
| Added | 154 | 72 | 36 | 35 | 0 | 0 |

Respectfully submitted,
Susana Leyva
Head of Technical Services

Palos Heights Public Library
Collection Inventory for March 2021

| Volumes | Added | Deleted |
|-------------------------------|------------|------------|
| Adult | | |
| Print | 154 | 200 |
| Video | 28 | 7 |
| Audio | 0 | 0 |
| Total Adult Volumes | 182 | 207 |
| Juvenile | | |
| Print | 72 | 94 |
| Video | 35 | 56 |
| Audio | 0 | 4 |
| Total Juvenile Volumes | 107 | 154 |
| Grand Total Volumes | 289 | 361 |

| | Added | Deleted |
|-----------------------------|-----------|-----------|
| Adult Video | | |
| DVD/Blu-Ray | 36 | 0 |
| Video Game | 0 | 0 |
| Total Adult Video | 36 | 0 |
| Juvenile Video | | |
| DVD/Blu-ray | 35 | 8 |
| Video Game | 0 | 4 |
| Playaway View | 0 | 44 |
| Launchpad | 0 | 0 |
| Total Juvenile Video | 35 | 56 |
| Grand Total Video | 71 | 56 |

| | Added | Deleted |
|--------------------------------|-----------|-----------|
| Adult Audio | | |
| Books on CD | 0 | 0 |
| Playaway Audio | 0 | 0 |
| Music CD | 0 | 0 |
| Total Adult Audio | 0 | 0 |
| Juvenile Audio | | |
| Books on CD | 0 | 0 |
| Playaway Audio | 0 | 4 |
| Music CD | 0 | 0 |
| Kit/Puzzle/Cake Pan | 0 | 0 |
| Total Juvenile Audio | 0 | 4 |
| Grand Total Audio | 0 | 4 |
| Total Video & Audio | 71 | 60 |

| Periodical Inventory | | |
|--------------------------------|--|-------------|
| Adult | | 1,275 |
| Juvenile | | 253 |
| Grand Total Periodicals | | 1528 |



YOUTH & TEEN SERVICES DEPT. REPORT

MARCH 2021

Highlights of the Month

Dr. Seuss Story Time – Lorena read two books by Dr. Seuss and included a story with diverse children. She also sang songs celebrating the birthday of Dr. Seuss.

Peanut Butter Fruit Dip – Carla prepared a tasty snack to celebrate Peanut Butter Lover’s Day and showed teens how to make their own.

Monkey Craft – Carla prepped crafts with supplies to make a monkey puppet and made a video showing children how to make them.

Oreo Catapults – Lorena prepped bags with supplies to build mini catapults at home and created a step-by-step video showing how to make them.

Library Blues- Lauren prepared and presented a story time all about the color blue.

Lucky Hunt – Lorena created a document in Canva using various images related to St. Patrick’s Day allowing patrons to search for particular items on a list.

Scavenger Hunt Story Time – Lorena read different stories in this live program and picked out certain words for kids to search for in their home.

Lego Builders – Lauren walked patrons through a live Facebook video and constructed a city as selected by the spinning wheel of choice.

Happy Birds – The Happy Birds Performing Parrot Show is a company based in California. There were 7 birds that interacted with the virtual audience and performed a variety of tricks. These gorgeous, feathered friends sang, rode a bicycle, roller skated, pushed a shopping cart and were awesome to watch!

Sleepy Storytime – Carla presented a story time for babies and their caregivers all about catching some Zzzzs.

Leprechaun Story Time – Lorena celebrated St. Patrick’s Day with stories, songs and rhymes about leprechauns.

Silly Storytime – Carla read stories and sang songs all about shaking your sillies out and having fun!

Salt Crystal Leaves- Lauren presented a craft where patrons could create crystalized leaves out of pipe cleaners.

Spring Flower Craft – Carla celebrated the arrival of spring by reading the book “Planting a Rainbow” by Lois Ehlert and made a video showing children how to make a spring flower craft. She prepped crafts to that children could pick up their supplies.

Meetings and Department News

Booklist Picture Perfect: Spring Picture Books for Young Readers – Lorena attended this webinar on 3/01. She learned about new books for children coming out this spring.

RAILS All About Database Searching – Carla attended this webinar on 03/01 to refresh her skills in using databases.

RAILS Autism 101 for Libraries: What is Autism Spectrum Disorder and How Can We Help Students and Families at the Library? – Carla watched on 03/01 in order to learn how to better serve patrons on the autism spectrum.

Management Meetings – Tina attended meetings on 03/02 and 03/29.

RAILS: Developing Diverse Children's and YA Collections: What They Don't Teach You in Grad School -Carla watched this webinar on 03/03 in order to learn how to better serve children and teens with diverse titles in collection development.

RAILS Zoom Storytime Basics –Carla watched on 03/03 in order to learn tips and tricks regarding performing storytime over Zoom.

Department Head Meeting – Tina attended on 03/04.

School Library Journal Middle Grade Magic – Tina, Lorena, and Carla attended this event on 3/09 and listened to various authors talk about their books for middle grade readers.

RAILS: Reading Colors Your World: Making Your 2021 Summer Reading Program Cheerful and Bright – Carla attended this meeting on 03/10. There was a presentation and ideas for this year’s SRP theme.

Architect Meeting – Tina attended a renovation kick-off meeting with Jesse and the architects on 03/15.

RAILS YS Programmer Meeting – Carla watched recording of this meeting on 03/16. Attendees discussed what has or hasn’t been working for them in working with teens during the pandemic.

RAILS: Young Adult Library Discussion Group – Carla attended this meeting on 03/17. The topics discussed were: teen spaces and noise, renovations, SRP, programming successes and failures including statistics, and how libraries were handling the now out of print Dr. Seuss books.

Lifting Voices: Black Joy and the Craft of Literature – Carla attended this webinar on 03/17. Andrea Davis Pinkney and Leslie C. Youngblood discussed the importance of children, particularly black girls, needing to see themselves in books. They also discussed the importance of oral stories in African-American history and passing the stories down to the next generation.

Laconi YSS Board Meeting – Tina attended on 03/17. Board members discussed youth advocacy during the pandemic, began planning next month’s RA workshop, and discussed committee chair assignments.

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

Fan Con Meeting – Lauren and Lorena attended a Fan Con meeting on 3/18. The committee discussed what we intend to plan for Fan Con 2021 in September.

LACONI: Managing During a Pandemic – Carla attended this meeting on 03/22. Although geared towards managers, she learned some good tips and tricks to not avoid burnout working during this challenging time.

Meet the Artists! Penguin's Premier Picture Book Creators – Lauren and Carla attended this webinar on 3/24. Four artists/illustrators were showcased along with their materials.

Booklist Showcasing Social-Emotional Learning –Tina and Carla attended this webinar on 03/25. They gained new ideas for collection development that can help children with their emotions.

PHPL Spirit Meeting – Lauren attended the PHPL Spirit Committee meeting on 3/25. They discussed how to make the Fine Free change more fun for patrons.

Preschool Partnerships Meeting – Carla attended this meeting on 03/25. We shared favorite books and songs that we like to use in storytimes particularly in this virtual time, programs that we're doing, and our plans for outreach.

YTS Summer Reading Meeting – Tina held a meeting in the YTS department on 03/29. Lorena, Lauren, and Carla attended.

HarperCollins Children's Books Spring '21 Book Preview– Lauren and Carla attended this webinar on 3/30.

Booklist Break Barriers: Get Kids Thinking Critically About Bias – Lorena and Carla attended this webinar on 3/30 and learned different ways to teach kids about diverse perspectives.

Booklist: Titles for tough times: How books can help educators support SEL- Tina and Carla watched this webinar on 03/31. She learned collection developing ideas for kids and teens regarding a variety of issues---immigration, social emotional skills, feelings, grief, etc.

ILA: Librarianship Specializations: Beyond "Traditional" Library Careers – Carla attended this webinar on 03/31. She listened to an interesting panel of librarians discussing skills and jobs they've worked in different areas of librarianship and what skills they recommend every librarian should gain.

Booklist: Strong Women and Girls –Tina, Carla, and Lorena attended this webinar on 03/31. They gained collection development ideas of titles to order that feature strong female characters that are coming out this year from Sourcebooks, Chicago Review Press, Shadow Mountain, and Albert Whitman & Co. Publishers.

Teacher

Fuzna - Barbie, Albert Einstein, Harriet Tubman, St. Patrick's Day, potatoes, weather, Women's History, breakfast, jewels/gemstones, butterflies, Giant Pandas, Poultry, Happiness, Buzzards, Pharaohs, Pi Day, Weather, Women's History, Spring, Star Wars, Kites, Science, April Fools, Knock Knock Jokes, Bugs, Easter, minerals, rocks, fossils, dinosaurs

Total: 118

Respectfully submitted,

Tina Ruszala

Head of Youth & Teen Services

Program Attendance

| PROGRAMMING | TOTAL | ATTENDANCE | COST | REFERENCE QUESTIONS | | |
|---------------------------------|-----------------|-------------------|-------------------|----------------------------|------------|-------------|
| Free Youth Programming/Training | 10 | 100 | | Reference | Computer | Directional |
| Free Tween/Teen Programming | 4 | 20 | | 107 | 0 | 27 |
| Youth Paid Programming | 1 | 181 | \$335 | TOTAL | 134 | |
| Tween/Teen Paid Programming | | | | PASSIVE PROGRAMMING | | |
| TOTAL PROGRAMMING | 15 | 301 | \$335 | Craft | Teen | Activity |
| OUTREACH/SCHOOL VISITS | # VISITS | # SESSIONS | ATTENDANCE | 46+ | 8 | |
| TOTAL OUTREACH | | | | TOTAL | 54+ | |

| DATE | TIME | FREE: YOUTH PROGRAMMING / TRAINING /CLUBS | COST | ATTENDANCE |
|----------|----------|---|------|------------|
| 03/02/21 | 1:00 PM | Dr. Seuss Story Time | | 11 |
| 03/03/21 | 4:00 PM | Monkey Craft | | 11 |
| 03/05/21 | 10:00 AM | Library Blues | | 9 |
| 03/09/21 | 4:00 PM | Scavenger Hunt Story Time | | 2 |
| 03/15/21 | 10:00 AM | Sleepy Story Time | | 10 |
| 03/16/21 | 4:00 PM | Craft Night | | 0 |
| 03/17/21 | 1:00 PM | Leprechaun Story Time | | 4 |
| 03/20/21 | 1:00 PM | Lego Builders | | 35 |
| 03/22/21 | 10:00 AM | Silly Story Time | | 15 |
| 03/25/21 | 4:00 PM | Spring Flower Craft | | 3 |

| DATE | TIME | TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS | COST | ATTENDANCE |
|----------|---------|--|------|------------|
| 03/02/21 | 4:00 PM | Peanut Butter Fruit Dip! | | 7 |
| 03/04/21 | 4:00 PM | Oreo Catapults | | 7 |
| 03/25/21 | 4:00 PM | Salt Crystal Leaves | | 6 |
| 03/30/21 | 4:00 PM | Art Talk | | 0 |

| DATE | TIME | PAID YOUTH - PROGRAMMING | COST | ATTENDANCE |
|----------|----------|--------------------------|-------|------------|
| 03/20/21 | 11:00 AM | Happy Birds | \$335 | 181 |
| | | | | |

| FREE: YOUTH PASSIVE PROGRAMMING | | ATTENDANCE |
|--|--|------------|
| Monkey Take and Make | | 12 |
| Jellyfish Take and Make | | 23 |
| Pinecone Hedgehog Take and Make - Tween/Teen Craft | | 8 |
| Spring Flower Take and Make | | 5 |
| Lucky Hunt | | 6+ |
| | | |



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

APRIL 2021

Meetings and Training:

April 8, 2021 Department Head Meeting

April 15, 2021 Reaching Forward Conference

April 20, 2021 SWAN Circ Users Meeting

April 26, 2021 Jesse One on One

April 27, 2021 SWAN Fireside Chat

Continuing Education:

April 14, 2021 Ted Talk: *The Power of Vulnerability*

April 29, 2021 Webinar: *Serving Patrons with Dementia*

Circulation Related:

Chocolate hearts were given to each patron upon checkout during National Library Week.

During the month of April, 10 online library cards were issued to residents and 2 to non-residents; 5 directional questions were answered by the Circ staff and a total of 54 patrons used curbside pickup.

Staff Related:

Circulation Staff webinars/training included: Webinar: *Extra Smile, Extra Mile*.

The Spirit Committee asked staff to participate in an Easter egg coloring contest. Names were entered into a drawing and Lorena won a prize. Also, inspirational butterfly cutouts were placed throughout the staff areas of the library to reflect on.

Respectfully submitted,
Karen Skocik
Head of Circulation

Circulation Statistics for April 2021*

| | Apr-21 | YTD 21 | Apr-20 | YTD 20 |
|---|--------------|---------------|--------------|---------------|
| Adult Circulation | | | | |
| Books | 2,672 | 9,355 | n/a | 10,598 |
| Video | 410 | 1,704 | n/a | 2,885 |
| Audio | 316 | 1,385 | n/a | 1,444 |
| Periodicals | 53 | 154 | n/a | 666 |
| Other Formats | 4 | 6 | n/a | 24 |
| In House | n/a | n/a | n/a | 252 |
| Total Adult Circulation | 3,455 | 12,604 | 0 | 15,869 |
| Youth & Teen Circulation | | | | |
| Books | 2,177 | 6,993 | n/a | 10,829 |
| Video | 178 | 534 | n/a | 977 |
| Audio | 74 | 286 | n/a | 383 |
| Periodicals | - | - | n/a | 22 |
| Other Formats | - | 2 | n/a | 22 |
| In House Use | n/a | n/a | n/a | 2,141 |
| Total Youth & Teen Circulation | 2,429 | 7,815 | 0 | 14,374 |
| Electronic Circulation | | | | |
| eBooks (Media On Demand) | 1,175 | 4,968 | 1,254 | 4,218 |
| eBooks (e-Read IL) | 87 | 346 | 118 | 303 |
| Audio (e-Read IL) | 36 | 175 | 64 | 227 |
| Audio (Media On Demand) | 493 | 1,821 | 406 | 1,674 |
| Video (Media On Demand) | - | - | 0 | 4 |
| Periodicals (Overdrive) | 109 | 377 | 171 | 614 |
| Music Streaming (Freegal) | 873 | 3,447 | 2,757 | 5,255 |
| Music (Freegal) | 36 | 322 | 106 | 424 |
| Total Electronic Circulation | 2,809 | 11,456 | 4,876 | 12,719 |
| TOTAL CIRCULATION | 8,693 | 31,875 | 4,876 | 42,962 |

| | Apr-21 | YTD 21 | Apr-20 | YTD 20 |
|--|--------|--------|--------|--------|
| ILL - Received | 1,167 | 5,475 | n/a | 4,393 |
| ILL - Sent | 956 | 4,381 | n/a | 2,820 |
| Reciprocal Borrowing | 142 | 407 | n/a | 4,973 |
| Online Renewals | 7 | 130 | n/a | 135 |
| Self-Checkout # Included in Total Circulation | 2,390 | 5,474 | n/a | 10,797 |
| Computer Usage | | | | |
| Library Workstation Sessions | 111 | 257 | n/a | 2,128 |
| Wireless Sessions | 87 | 214 | n/a | 15,421 |
| Total Sessions | 198 | 471 | n/a | 17,549 |
| # of People Using the Library* | 3,840 | 11,691 | n/a | 27,502 |

| HOMEBOUND DELIVERIES | Current Month | Full Year |
|----------------------|---------------|-----------|
| Patrons Serviced | 5 | |
| Visits | 8 | 31 |
| Items | 94 | 350 |

| MUSEUM PASS PROGRAM | Current Month | Full Year |
|---------------------|---------------|-----------|
| TOTAL PASSES | 8 | 13 |

| Borrower Cards Issued | | | | | |
|-------------------------------|-----------------------------|---------|-----|---------|---------------|
| Patron Types | # of Cards at Month's Start | Renewed | New | Deleted | Cards to Date |
| Resident | 4,715 | 74 | 10 | 1 | 4,724 |
| Non-Resident/Trinity/Business | 123 | | 1 | | 124 |

*Note: All stats have been affected by the library's closure due to COVID/Shelter in Place 3/16/20



PUBLIC SERVICES DEPARTMENT REPORT

APRIL 2021

Meetings/Training:

4/5/21 – Met with John Bakker from Trinity Christian College to plan part 2 of Social Justice Series.

4/6/21 – Met one-on-one with Catherine and Matt to review monthly reports, updates, and goals.

4/7/21 – Met with Mel Tracy for practice Zoom session for his 4/14 program. Also, met one-on-one with Christina to review monthly reports, updates, and goals.

4/8/21 – Met one-on-one with Beth to review monthly reports, updates, and goals. Also, met with Department Heads to discuss updates and announcements.

4/26/21 – Met one-on-one with Jesse to discuss issues and updates pertaining to Public Services.

Reference Work:

The Public Services staff continue to work both in-house and remotely and cover the Greeter position at the front door directing library users and notifying them of our safety measures. Working with the public via phone and chat, answering emails both in-house and remote resulted in 794 questions*.

*The library has expanded its current services to non-residents. Public seating areas, room rentals, study rooms and newspaper/magazines are not available at this time.

Marketing/Publicity/Outreach:

Home Delivery Services – made 2 deliveries this month.

4/6/21 – Taped Mystery Book Club PSA at PHTV4.

4/13/21 – Taped *At the Library* with PHTV4 to promote May events.

4/5/21 – Sent in final changes to City newsletter.

4/21/21 – Turned in final draft of the May/June PageTurner.

4/29/21 – Contacted the Palos Heights Senior Living Center and Peace Village about attending out virtual programs.

Sent announcements out to the Chamber of Commerce for May programs for adults.

Programming:

Popular programs this month were *Gangsters of the Midwest* with 125 registered and 78 attending with 21 views of the recording on YouTube. *Miep Gies: Finding and Protecting the Diary of Anne Frank* had 100 people registered with 68 attending with 26 views on the recording in the sort time it has been up on YouTube. *Creating a Backyard Bird Oasis* had 63 registered with 45 attending with 10 views of the recording on YouTube.

We also participated in a Mystery Book Club hosted by Baker& Taylor and Sourcebooks who had invited NY Times bestselling author Marie Benedict to give a virtual book talk on her newest book, *The Mystery of Mrs. Christie*. 480 people attended. There was no charge for the author although we had to purchase 4 books to be able to participate at the cost of \$61.

We continue to receive dozens of emails from people who are very appreciative of our virtual programs.

Professional Development:

4/6/21 – Attended *Programming in the Pandemic* class (2 hours).

4/15/21 – Attended LACONI/Spark Talks - *Programs, Outreach, and Promotion during a Pandemic* (1 hour).

4/29/21 – Attended *Cybersecurity for Libraries* (1.5 hours).

Local History

PS staff continue to work on The Regional historical photos by identifying the photos and entering them in our system. This project is building the content for our digital photo archive. To date, while working from home, Public Services staff have entered over 800 photos. Catherine has begun scanning the photos into PastPerfect.

Collection Development:

Continue to renew and manage the databases, their budgets, their marketing, and training staff on these products. Ordered the fiction, nonfiction and large print books, audio and DVDs for the collection along with e-books and e-audiobooks.

Respectfully submitted,
Jeannine Kacmar
Head of Public Services

PUBLIC SERVICES - MONTHLY STATISTICS

April 2021

| PROGRAMMING | # PROGRAMS | COST | ATTENDANCE | REFERENCE QUESTIONS | | |
|---------------------------|------------|--------------|------------|-----------------------------|----------|-------------|
| Paid Programming | 6 | \$961 | 712 | Reference | Computer | Directional |
| Free Programming/Training | 2 | N/A | 0 | 567 | 135 | 92 |
| Book Discussions | 3 | N/A | 13 | TOTAL | | |
| Movies | 0 | N/A | 0 | 794 | | |
| In House Clubs | | | | HOMEBOUND DELIVERIES | | |
| | | | | # Patrons | # Visits | # Items |
| Mah Jongg | 0 | N/A | 0 | 5 | 8 | 94 |
| Needle | 0 | N/A | 0 | BOOK - A - LIBRARIAN | | |
| Scrabble | 0 | N/A | 0 | # of Sessions | | |
| Computer Training - Lab | 2 | N/A | 10 | 0 | | |
| TOTAL PROGRAMMING | 13 | \$961 | 735 | | | |

| DATE | TIME | PAID: ADULT PROGRAMMING | COST | ATTENDANCE |
|----------|---------|--|-------|------------|
| 04/08/21 | 6:30 pm | Rebirth of Freedom - Abraham Lincoln (48 registered) | \$250 | 38 |
| 04/13/21 | 6:30 pm | Get Back On Your Bike! (27 registered) | \$50 | 23 |
| 04/20/21 | 6:30 pm | Trivia Night @ Home (13 registered) | \$100 | 25 |
| 04/22/21 | 6:30 pm | Gangster History of the Midwest (105 registered) | \$200 | 78 |
| 04/27/21 | 6:30 pm | Miep Gies (100 registered) | \$300 | 68 |
| 04/28/21 | 6:00 pm | Author Marie Benedict (presented with other libraries) | \$61 | 480 |
| | | | | |
| | | | | |

| DATE | TIME | FREE: ADULT PROGRAMMING | COST | ATTENDANCE |
|----------|---------|---|------|------------|
| 04/14/21 | 6:30 pm | Create Your Own Backyard Bird Oasis (63 registered) | N/A | 45 |
| 04/28/21 | 2:00 pm | AncestryDNA (11 registered) | N/A | 10 |

| DATE | TIME | BOOK DISCUSSIONS | COST | ATTENDANCE |
|----------|----------|--|------|------------|
| 04/12/21 | 12:00 pm | Lunch Bunch Book Discussion (5 registered) | N/A | 10 |
| 04/20/21 | 7:00 pm | Tuesday Evening Book Discussion (4 registered) | N/A | 3 |
| 04/21/21 | 7:00 pm | Virtual Sci-Fi Discussion (2 registered) | N/A | 0 |

| DATE | TIME | MOVIES | COST | ATTENDANCE |
|------|------|--------|------|------------|
| | | | | |

| DATE | TIME | MAH JONGG | COST | ATTENDANCE |
|------|------|-----------|------|------------|
| | | | | |

| DATE | TIME | NEEDLE CLUB | COST | ATTENDANCE |
|------|------|-------------|------|------------|
| | | | | |

| DATE | TIME | SCRABBLE | COST | ATTENDANCE |
|------|------|----------|------|------------|
| | | | | |

| DATE | TIME | COMPUTER TRAINING - LAB | COST | ATTENDANCE |
|----------|---------|--|------|------------|
| 04/12/21 | 6:30 pm | iPhone Intermediate: Using Apps (8 registered) | N/A | 6 |
| 04/26/21 | 2:00 pm | Facebook Basics (8 registered) | N/A | 4 |

Total Home Deliveries: 2
Total YouTube Views: 80



TECHNICAL SERVICES DEPARTMENT REPORT

APRIL 2021

Meetings and Training:

April 1, 2021 Susana met with Sam Dietel, SWAN Bibliographic Services member, to discuss PHS Item Type Consolidation

April 08, 2021 Department Head meeting.

April 09, 2021 Susana attended Diversity, Equity and Inclusion in Cataloging and Collection Development webinar.

April 14, 2021 Fan Con 2021 planning meeting.

April 22, 2021 Susana attended SWAN Diversity and Inclusion Task Force Kick-Off meeting.

April 26, 2021 1-on-1 meeting with Jesse.

April 27, 2021 Fan Con 2021 planning Meeting

Staff Related:

Susana met with Sam Dietel, SWAN Bibliographic Services member, to discuss the possibility of consolidating our item types. Sam discuss the usage of the items types, consolidation of multiple item types and the pros to moving forward with this project. After meeting with Sam and Jesse, we agree to move forward with the project and consolidate our items types. We currently have 45 item types and by completion of this project on May 12, we have consolidated down to 34 item types. Susana is working on updating circulation's loan rule documentation and cataloging documentation to reflect the changes.

Susana started training Nikki on creating artwork for audiovisual material.

Nikki revised item records and items for 2022 award book nominees.

Marilyn continues to work on department in-house label consolidation and clean up.

Susana continues training Nikki on processing audiovisual materials.

Susana continues training Jalal on processing print materials.

Susana continues training Marilyn on Serials claiming.

Statistics:

| | Adult Print | Juvenile Print | Adult Video | Juvenile Video | Adult Audio | Juvenile Audio |
|-----------------|--------------------|-----------------------|--------------------|-----------------------|--------------------|-----------------------|
| Ordered | 267 | 593 | 20 | 0 | 11 | 0 |
| Received | 215 | 92 | 7 | 3 | 10 | 3 |
| Added | 174 | 251 | 20 | 18 | 7 | 1 |

Respectfully submitted,
Susana Leyva
Head of Technical Services

Palos Heights Public Library
Collection Inventory for April 2021

| Volumes | Added | Deleted |
|-------------------------------|------------|-------------|
| Adult | | |
| Print | 174 | 583 |
| Video | 20 | 5 |
| Audio | 7 | 0 |
| Total Adult Volumes | 201 | 588 |
| Juvenile | | |
| Print | 251 | 468 |
| Video | 18 | 12 |
| Audio | 1 | 298 |
| Total Juvenile Volumes | 270 | 778 |
| Grand Total Volumes | 471 | 1366 |

| | Added | Deleted |
|-----------------------------|-----------|-----------|
| Adult Video | | |
| DVD/Blu-Ray | 20 | 0 |
| Video Game | 0 | 0 |
| Total Adult Video | 20 | 0 |
| Juvenile Video | | |
| DVD/Blu-ray | 18 | 10 |
| Video Game | 0 | 1 |
| Launchpad | 0 | 0 |
| Total Juvenile Video | 18 | 11 |
| Grand Total Video | 38 | 11 |

| | Added | Deleted |
|--------------------------------|-----------|------------|
| Adult Audio | | |
| Books on CD | 7 | 0 |
| Playaway Audio | 0 | 0 |
| Music CD | 0 | 0 |
| Total Adult Audio | 7 | 0 |
| Juvenile Audio | | |
| Books on CD | 1 | 210 |
| Playaway Audio | 0 | 88 |
| Music CD | 0 | 0 |
| Kit/Puzzle | 0 | 0 |
| Total Juvenile Audio | 1 | 298 |
| Grand Total Audio | 8 | 298 |
| Total Video & Audio | 46 | 309 |

| Periodical Inventory | | |
|--------------------------------|--|-------------|
| Adult | | 1,267 |
| Juvenile | | 250 |
| Grand Total Periodicals | | 1517 |



YOUTH & TEEN SERVICES DEPT. REPORT

APRIL 2021

Highlights of the Month

Dia! Story Book Walk – Lorena placed a story book walk outside around the library for patrons to read while taking a stroll. The book displayed was Book Fiesta by Pat Mora. At the end, participants were asked to vote for the next book walk book.

Bunny Story Time – Carla shared stories, songs, and rhymes about her favorite animal, bunnies!

Tales for Twos – Lorena prepared and recorded four story times, singing songs and reading stories about the library, spring, rain, and worms.

Mosaic Art – Lauren recorded a video showing kids how to create artwork using small pieces of colored paper.

Little Wigglers – Carla shared stories, early literacy tips, and sang songs in order to teach caregivers how to interact with their children and help them be early learners. She recorded four story times for babies and their caregivers.

Kindergarten Ready! – At this weekly story time, Tina shared stories, sang songs, and completed activities about silly books, spring, rain, and animals in spring.

Tween Graphic Novel Club – Lauren chatted with tweens about Stepping Stones by Lucy Knisley on Zoom.

Owl Craft Bookmark – Carla prepared an owl craft bookmark in honor of National Library Week. She recorded a video showing children how to make one out of the supplies provided by the library.

DIY Hanging Sloth – Lauren recorded a video and prepared a sloth craft for children to make at home.

DIY Potion Bottles – Lauren recorded a video showing teens how to create their own potion bottles and they were able to pick up supplies at the library.

The Color Of My Skin – Lorena read stories about people with different shades of skin and explained race and culture to children.

DIY Kaleidoscope – Tina showed tweens how to create their own kaleidoscope. She also prepared take 'n make bags so that they could follow along with the video and make them at home.

Mason Jar Lanterns – Lauren recorded a video demonstrating how to make a lantern out of a mason jar and other supplies.

Earth Day! – Carla celebrated Earth Day by reading “The Earth Book” by Todd Parr and showing children how to make a tasty, healthy snack resembling the Earth.

Paper Bag Baby Yoda – Lauren prepared this craft and recorded a video for children to follow along with.

Photo Hoop – Lorena prepared a craft for teens to display their photos on a hoop with string and other decorative pieces.

Meetings and Department News

STARNET Libraries: We Are Water-Community Water Connections in the Four Corners Region -

- Carla watched this recording on 04/05. Although it was aimed towards libraries in four corners region of the U.S., it offered ideas for programming focused around water and explaining to kids the importance of respecting water on the planet, as well as STEM ideas to do for library programs.

SLA Illinois: Virtual Tour of the Field Museum Library -- Carla attended this tour of the Field Museum Library on 04/05.

STARNET Libraries ViewSpace Question & Answer Session -- Carla watched this recording on 04/05. It discussed how Viewspace, in partnership with NASA, can be used to have astronomy and earth science library programs at the library.

Booklist Homeschooling Help – Lorena and Carla attended this webinar on 04/06. Resources were discussed to help parents and patrons find books to boost educational development.

Laconi YSS – Tina attended this board meeting on 04/07. Board members discussed the upcoming reader’s advisory workshop, the need to recruit more board members, and committee chairs.

Department Head Meeting – Tina attended this department head meeting on 04/08.

Penguin Random House Book and Author Festival Virtual Event -- Carla attended this event on 04/08 to learn about new children’s books coming out and listened to panels of various authors.

Getting Started with Libby --Carla watched this recording on 04/08 in order to obtain a full review of Libby and its updates.

Architect Meeting – Tina met with the architects doing the YTS renovation on 04/09. They went over various floorplans and interactive features for the department.

Booklist: Middle-Grade Panel – Tina attended this webinar on 04/13 and Carla watched the recording on 04/21. It consisted of panel of four middle grade authors discussing their upcoming novels.

Penguin Young Readers 2021 Summer Preview – Lorena attended this event on 04/14 and learned about new upcoming titles for this summer.

Fan Con Meeting – Lorena and Lauren attended this meeting on 04/14 to discuss ideas for previous and new vendors to contact, as well as ideas for panels and performances.

LACONI Programs, Outreach and Promotion SPARK Talks – Carla and Tina attended this webinar on 04/15. A panel of librarians shared successful programs that they have offered during the pandemic.

LACONI Preparing for Weary Covid Customers/Coping with Compassion Fatigue (RASS) – Carla watched this recording from 03/16 on 04/16. She learned about de-escalation techniques for handling upset patrons, specifically in response to “covid fatigue”.

LACONI YSS Workshop: Reader’s Advisory – Tina helped facilitate this workshop. Carla and Lorena attended this webinar on 04/21 in order to learn new reader’s advisory ideas and how to apply them to the virtual setting.

Mackin: Uplifting Native Voices: Carole Lindstrom and Michaela Goade discuss "We Are Water Protectors" – Carla and Yvonne attended this webinar on 04/21. The two women held a wonderful discussion of Native voices and our responsibilities as humans to protect our earth.

LACONI YSS Spring Workshop Series: Reader's Advisory Services – Yvonne attended the LACONI workshop on 04/22 to discuss about different ideas for virtual, passive, and responsive RA services.

Booklist: Voices from the Middle: Award-Winners and Dazzling Debuts – Tina, Yvonne, Lorena and Carla attended the Booklist panel on 04/22 featuring 4 award-winning and debut authors about the exciting new titles they wrote.

RAILS Board Equity, Diversity & Inclusion Committee Meeting – Carla attended this meeting on 04/26 in order to learn more about how RAILS is supporting goals of equity, diversity, and inclusion in Illinois libraries.

Amplifying Engagement with Gamification – Carla watched this recording on 04/26. She learned about the positive effects of playing games and its correlation to learning. For example, children are more likely to complete tasks they care about and by giving children choices, it teaches them that it is okay to fail.

One-on-One – Tina met with Jesse on 04/26.

RAILS Online Roundtable: DEI Programming During a Pandemic – Carla watched the recording on 04/27. She learned about ideas for DEI programming, and there was a panel of speakers discussing how to be anti-racist and an ally.

Fan Con Meeting – Lorena and Lauren attended this meeting on 04/27 to discuss the creation of a website, panels and performers.

STARNET: Celebrate Citizen Science Month with SciStarter and STAR Net – Carla watched this recording on 04/28. She learned about how scientists need the help of everyday people to identify and answer research questions to assist research. The webinar explained how libraries can offer programs that can assist scientists in research using SciStarter.

Architect Meeting – Tina and Jesse met with the architects to discuss the floorplans they created on 04/29.

BOOKLIST Magnificent Middle Grade – Yvonne attended the Booklist webinar on 04/30 to learn about new and exciting middle-grade titles.

ILA YS Forum Board – Tina had a meeting with the forum on 04/30. Board members discussed the possibility of creating a “Battle of the Books” for graphic novels. Tina serves on the awards committee and they re-wrote the award descriptions. They also went over the new bylaws and discussed the programs that were accepted for this year’s ILA conference.

Teacher

Fuzna - Farms, Farm Animals, Unicorns, Andy Warhol, Dandelion, Beavers, Siblings, Babe Ruth, Astronomy, Arbor Day, Trees, Hair Styles, Jazz, Verbs, Mother Goose, Rhinos, Gardening, Seeds, Plants, Mother's Day, Flowers, Teachers, Star Wars, Cinco de Mayo, Music, Fitness

Total: 81

Respectfully submitted,

Tina Ruzala

Head of Youth & Teen Services

Program Attendance

| PROGRAMMING | TOTAL | ATTENDANCE | COST | REFERENCE QUESTIONS | | |
|---------------------------------|-----------|------------|------------|---------------------|-----------|-------------|
| Free Youth Programming/Training | 22 | 170 | | Reference | Computer | Directional |
| Free Tween/Teen Programming | 4 | 76 | | 88 | 0 | 10 |
| Youth Paid Programming | | | | TOTAL | 98 | |
| Tween/Teen Paid Programming | | | | PASSIVE PROGRAMMING | | |
| TOTAL PROGRAMMING | 26 | 246 | | Craft | Teen | Activity |
| OUTREACH/SCHOOL VISITS | # VISITS | # SESSIONS | ATTENDANCE | 29 | 1 | |
| TOTAL OUTREACH | - | - | - | TOTAL | 30 | |

| DATE | TIME | FREE: YOUTH PROGRAMMING / TRAINING /CLUBS | COST | ATTENDANCE |
|----------|------------|---|------|------------|
| 04/01/21 | All Day pm | Dia Storybook Walk | | 6 |
| 04/06/21 | 10:00 am | Bunny Storytime | | 7 |
| 04/06/21 | 11:00 am | Tales for Twos | | 6 |
| 04/06/21 | 4:00 pm | Mosaic Art | | 8 |
| 04/07/21 | 11:00 am | Little Wiggles | | 3 |
| 04/08/21 | 11:00 am | Kindergarten Ready! | | 18 |
| 04/13/21 | 11:00 am | Tales for Twos | | 9 |
| 04/13/21 | 4:00 pm | DIY Hanging Sloth - Provided recording and supplies | | 12 |
| 04/14/21 | 11:00 am | Little Wiggles | | 5 |
| 04/15/21 | 11:00 am | Kindergarten Ready! | | 13 |
| 04/15/21 | 4:00 pm | The Color of My Skin | | 3 |
| 04/16/21 | 10:00 am | Let's Get Movin' | | 0 |
| 04/20/21 | 11:00 am | Tales for Twos | | 4 |
| 04/20/21 | 4:00 pm | Mason Jar Lanterns - Provided recording and supplies | | 6 |
| 04/21/21 | 11:00 am | Little Wiggles | | 6 |
| 04/22/21 | 11:00 am | Kindergarten Ready! | | 12 |
| 04/22/21 | 4:00 pm | Earth Day! | | 8 |
| 04/27/21 | 11:00 am | Tales for Twos | | 2 |
| 04/27/21 | 4:00 pm | Paper Bag Baby Yoda - Provided recording and supplies | | 21 |
| 04/28/21 | 11:00 am | Little Wiggles | | 5 |
| 04/29/21 | 11:00 am | Kindergarten Ready! | | 16 |
| 04/29/21 | 4:00 pm | Tell a Story! | | 0 |
| | | | | |
| | | | | |

| DATE | TIME | TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS | COST | ATTENDANCE |
|----------|---------|--|------|------------|
| 04/07/21 | 4:00 pm | Tween Graphic Novel Club | | 1 |
| 04/14/21 | 6:00 pm | DIY Potion Bottles - Provided recording and supplies | | 14 |
| 04/21/21 | 4:00 pm | DIY Kaleidoscope - Provided recording and supplies | | 40 |
| 04/28/21 | 4:00 pm | Photo Hoop - Provided recording and supplies | | 21 |
| | | | | |

| FREE: YOUTH PASSIVE PROGRAMMING - Supplies Provided | ATTENDANCE |
|---|------------|
| Bookworm Bookmark - Craft | 17 |
| Corner Bookmark - Teen Craft | 1 |
| Owl Bookmark - Craft | 12 |



PHASED REOPENING PLAN

No in-person services

Building access: None

Circulation of physical items: None

Patron computer access: None

Programming: None (except virtual)

Handling returned Items: None

Outreach: None (except virtual)

Ordering/processing new items: None

Hours: None (except virtual)

Staff working remotely: All

Trigger: Stay at home order with only essential services operating

Materials required: Technology needed for staff to work remotely

Phase 1: Staff return but no circulation

Building access: Staff only (Management Team)

Circulation of physical items: None (except virtual)

Patron computer access: None

Programming: None (except virtual)

Handling returned items: 7-day quarantine of all items*

Outreach: None (except virtual)

Ordering/Processing new items: Resume at 25% of normal acquisition rates

Hours: None (except virtual)

Staff working remotely: Most

Trigger: Two weeks before phase 2 trigger AND adequate supply of materials

Materials required: PPE and cleaning supplies for 30 days

Change from previous phase: open book drops, begin materials quarantining, train staff on proper use of PPE and handling of materials

Phase 2: Staff-facilitated services only

Building access: Staff only

Circulation of items: Curbside/delivery for local patrons only

Patron computer access: None

Programming: Virtual only

* Procedures regarding quarantine times, mask wearing, PPE, cleaning, etc. are all subject to change within a given phase according to evolving recommendations of health professionals

Handling returned items: 1-day quarantine of all items*

Outreach: Virtual only

Ordering/Processing new items: Continue ordering at 25%, process all items

Hours: limited, 44 hours per week to provide adequate access to staff and available services

Staff working remotely: As much as possible

Trigger: Non-essential businesses allowed to resume some services

Additional materials required: Paper bags for Curveside Service

Change from previous phase: Answering phones, Curveside Service

Phase 3: Building open for limited access – February 15

Building access: Staff and public, limited patrons in the building at a given time (one in one out, number TBD depending on staff ability to manage cleanliness)*

Circulation of items: Curveside (no RB) and in-person

Patron computer access: time limited and distanced

Programming: None (except virtual)

Handling returned items: 1-day quarantine of all items*

Outreach: Depending on need and opportunity

Ordering/processing new items: Reduced ordering, process all items

Hours: limited (depending on staffing requirements and ability to maintain cleanliness)

Staff working remotely: As much as possible, depends on in-person staff needs

Trigger: Easing of social distancing measures, non-essential businesses able to resume some level of in-store services

Additional materials required: Acrylic barriers for desks

Change from previous phase: computer use, hold shelf, patron self-service, ILL deliveries

Phase 4: Resume regular hours, no large meetings - June 1

Building access: Open with capacity limits

Circulation of items: normal

Patron computer access: normal but distanced

Programming: Mostly remote, limited distanced in-person programs

Handling returned items: No special care required

Outreach: Resume available in-person opportunities

Ordering/processing new items: Mostly normal, adjusted per current material demands

Hours: normal

Staff working remotely: Minimal, as most staff will be needed for on-site work

Trigger: Significant easing of social distancing guidelines, advice from health officials that allows for group gatherings to resume

Additional materials required: None

Change from previous phase: Resume limited seating throughout the building, regular hours

* Procedures regarding quarantine times, mask wearing, PPE, cleaning, etc. are all subject to change within a given phase according to evolving recommendations of health professionals

Phase 5: Resume all regular services

Building access: Open

Circulation of items: Normal

Patron computer access: Normal

Programming: Normal (continue successful virtual programming)

Materials handling: No special care required

Outreach: Normal

Ordering/processing new items: Normal

Hours: Normal

Staff working remotely: None

Trigger: Elimination of social distancing requirements, no significant infection threat, and/or vaccine available

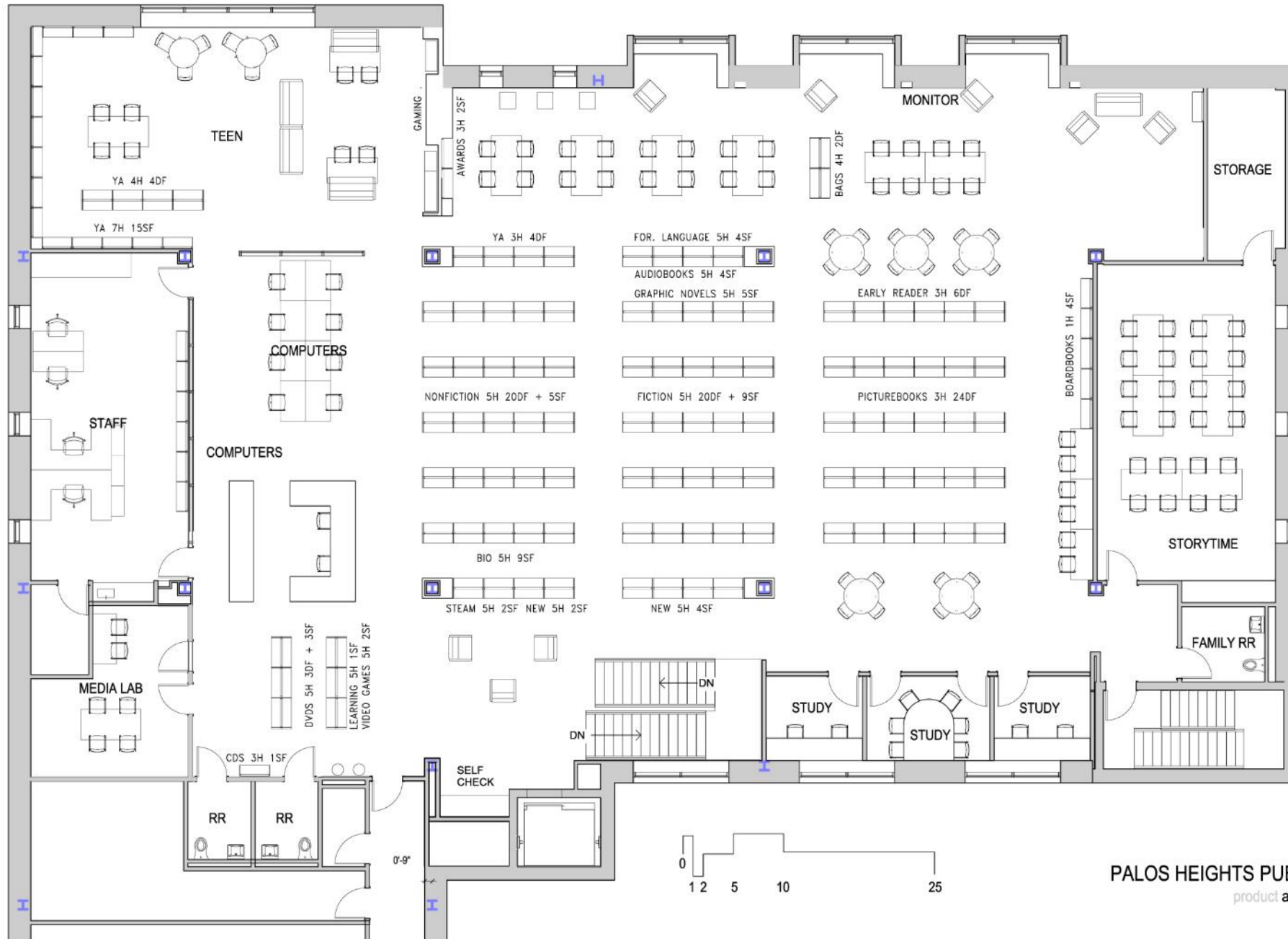
Additional materials required: None

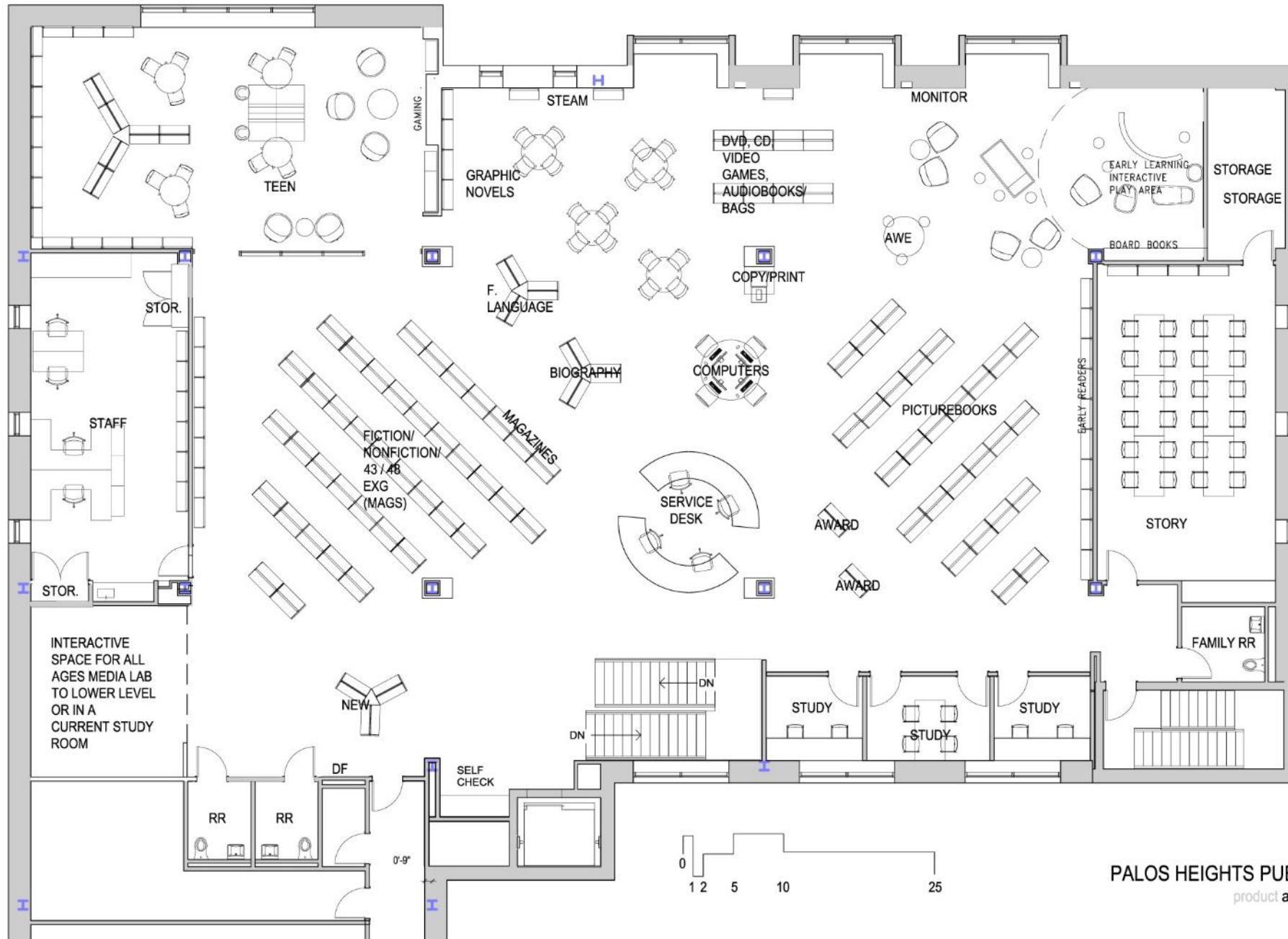
Change from previous phase: Resume meetings/programs, return toys to YTS

Staff Training:

- Contamination awareness – the red/green rule
- Proper use of face masks, gloves, cleaning supplies
- Social distancing standards
- Returned materials handling/quarantining procedures
- Curveside service procedures
- Delivery procedures
- Local hold placing procedures
- Scheduling procedures, remote responsibilities vs on-site responsibilities

* Procedures regarding quarantine times, mask wearing, PPE, cleaning, etc. are all subject to change within a given phase according to evolving recommendations of health professionals



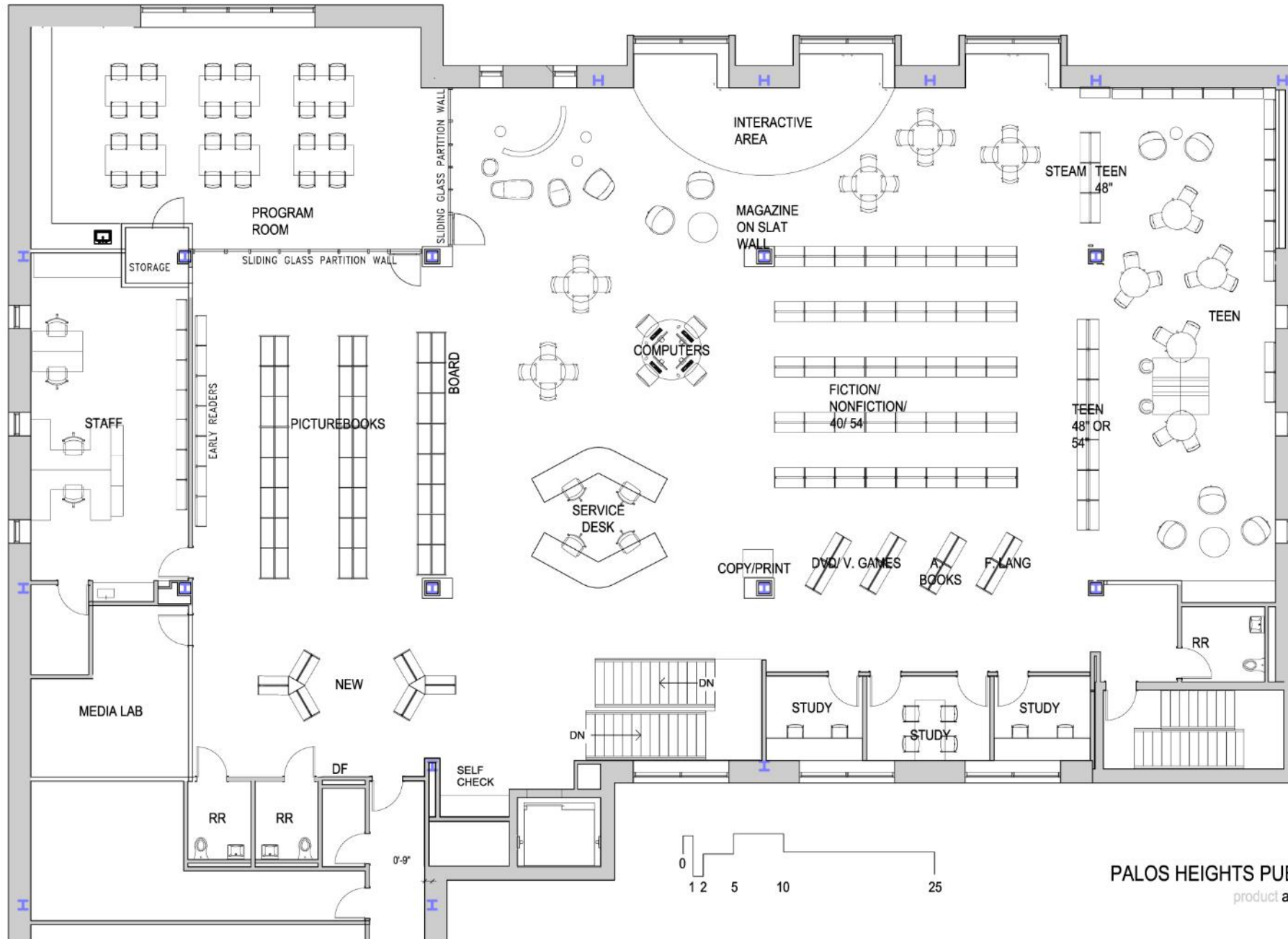


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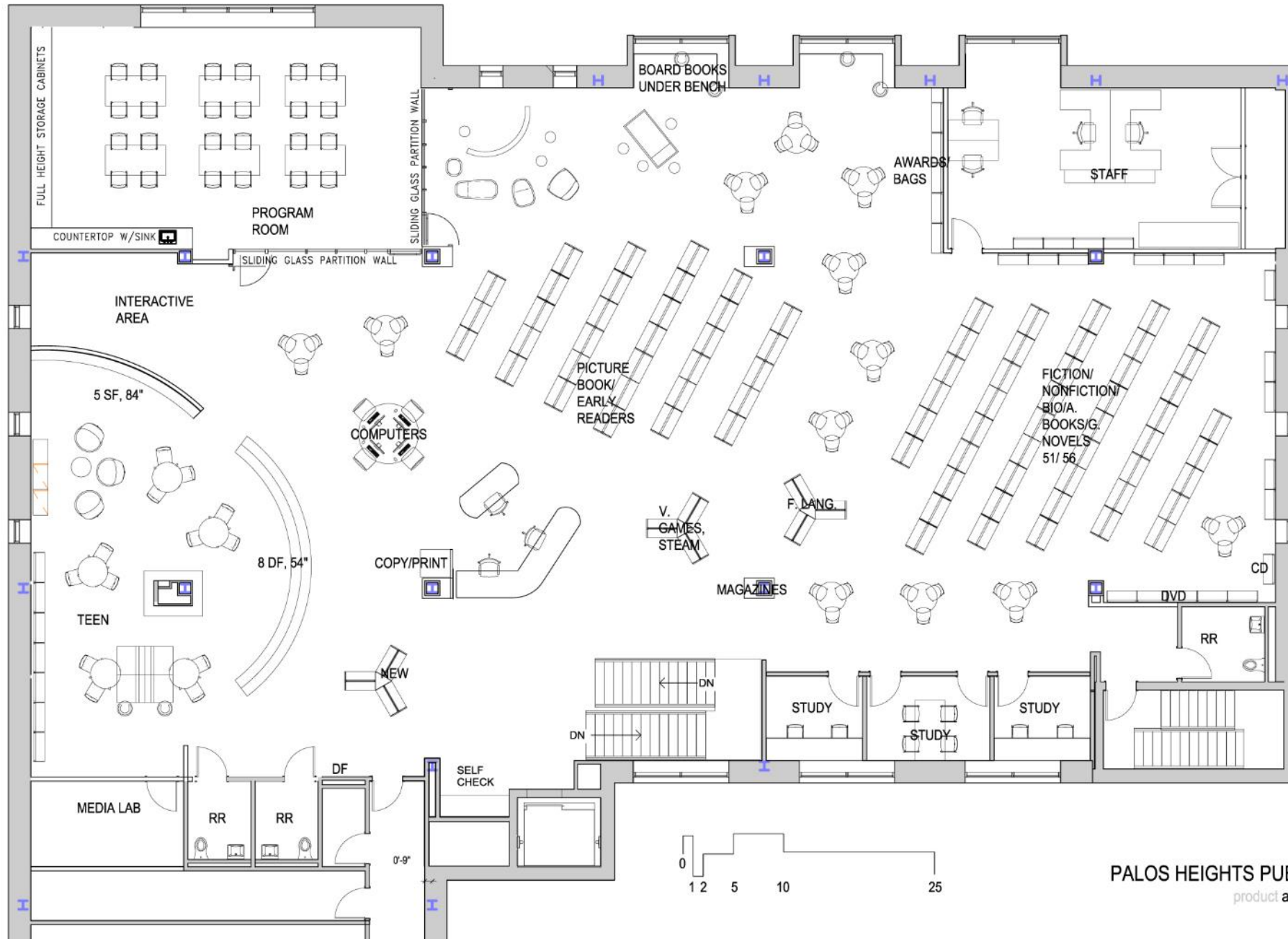


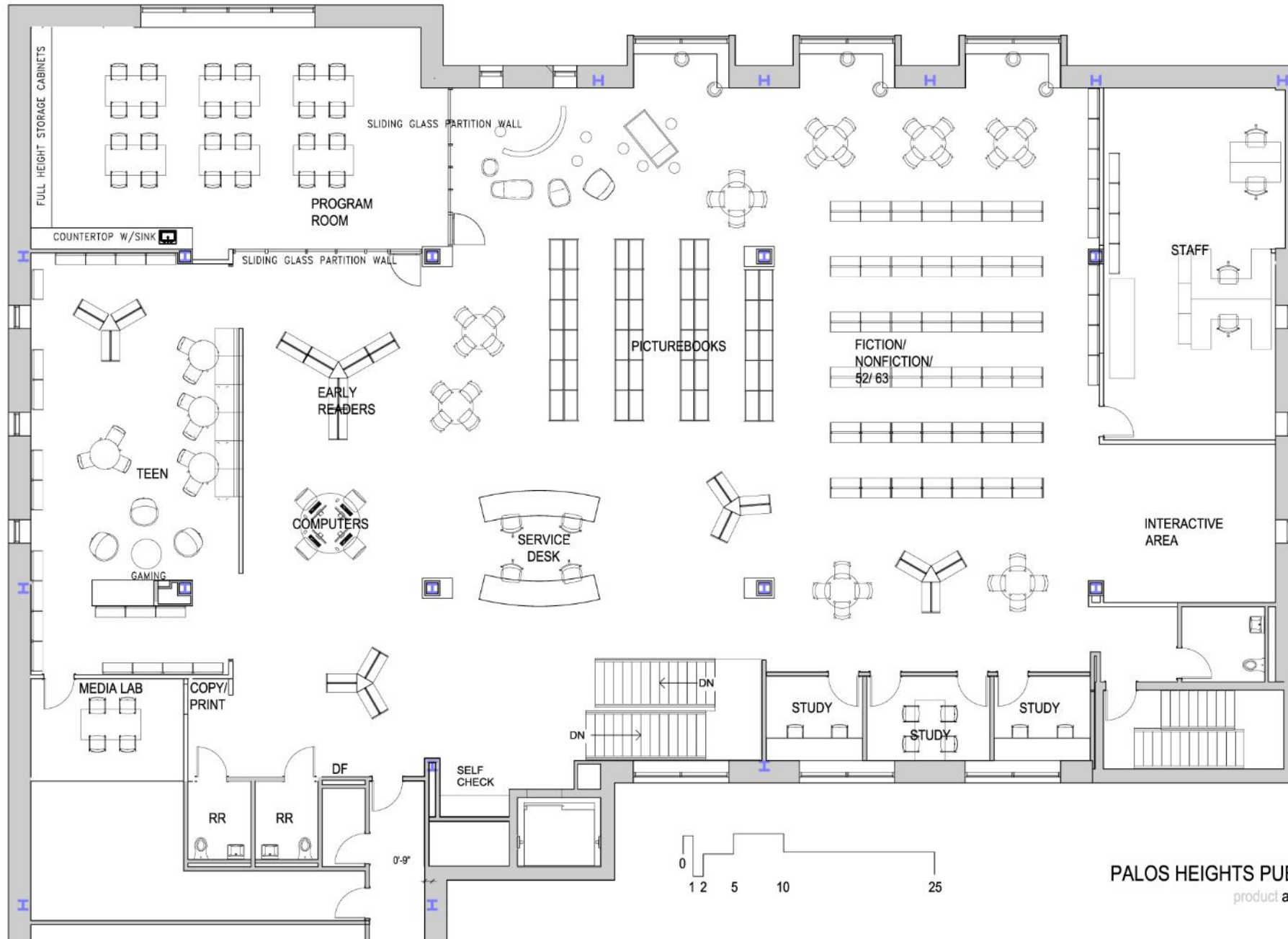
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PALOS HEIGHTS PUBLIC LIBRARY

product architecture + design

04.09.2021



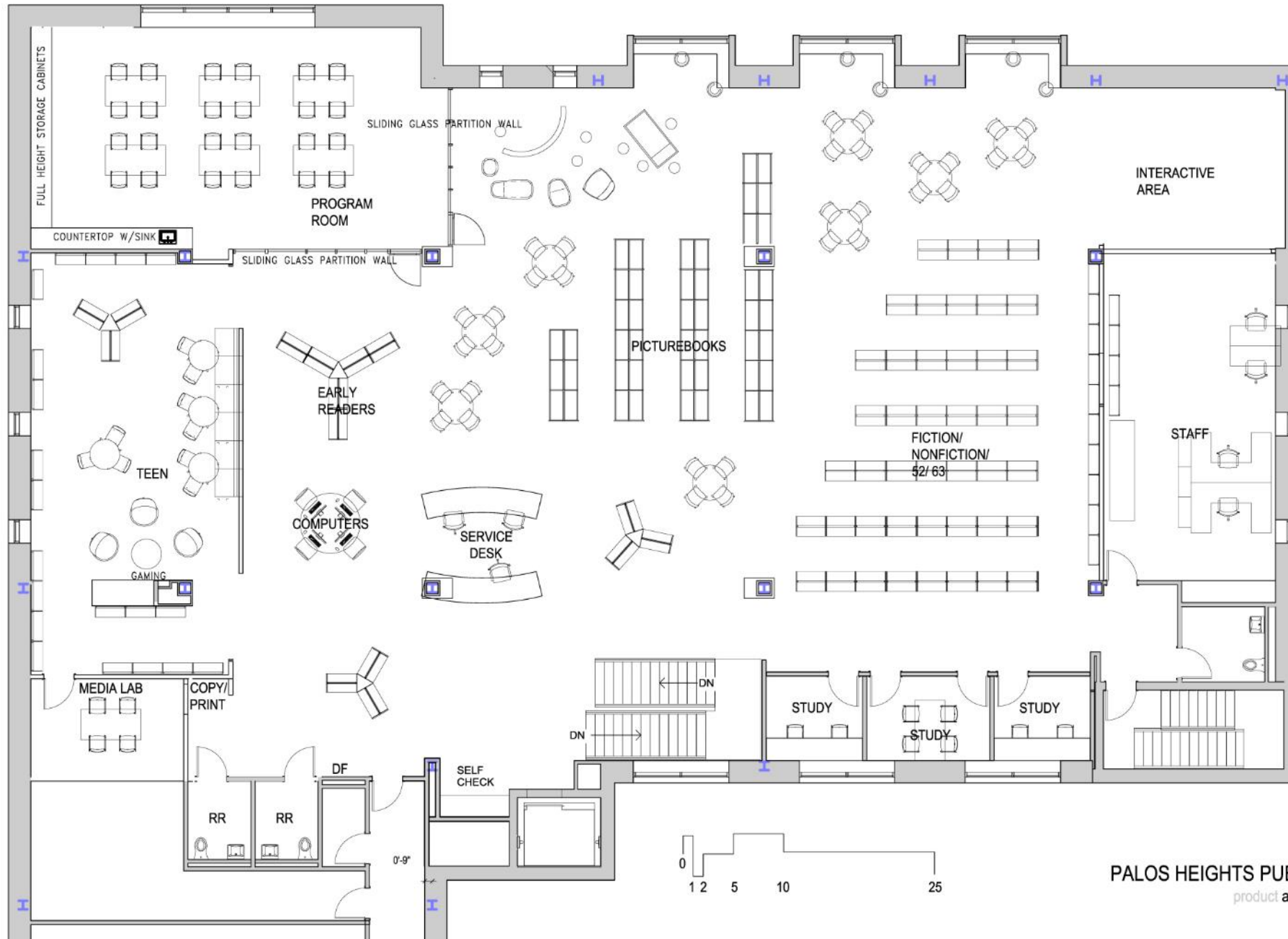


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PALOS HEIGHTS PUBLIC LIBRARY

product architecture + design

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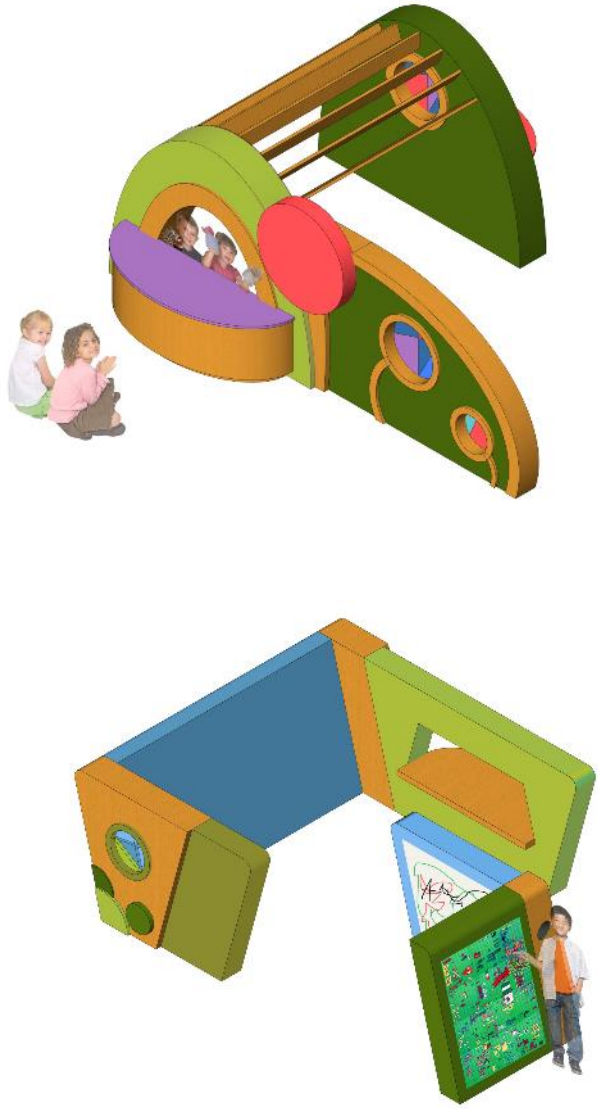


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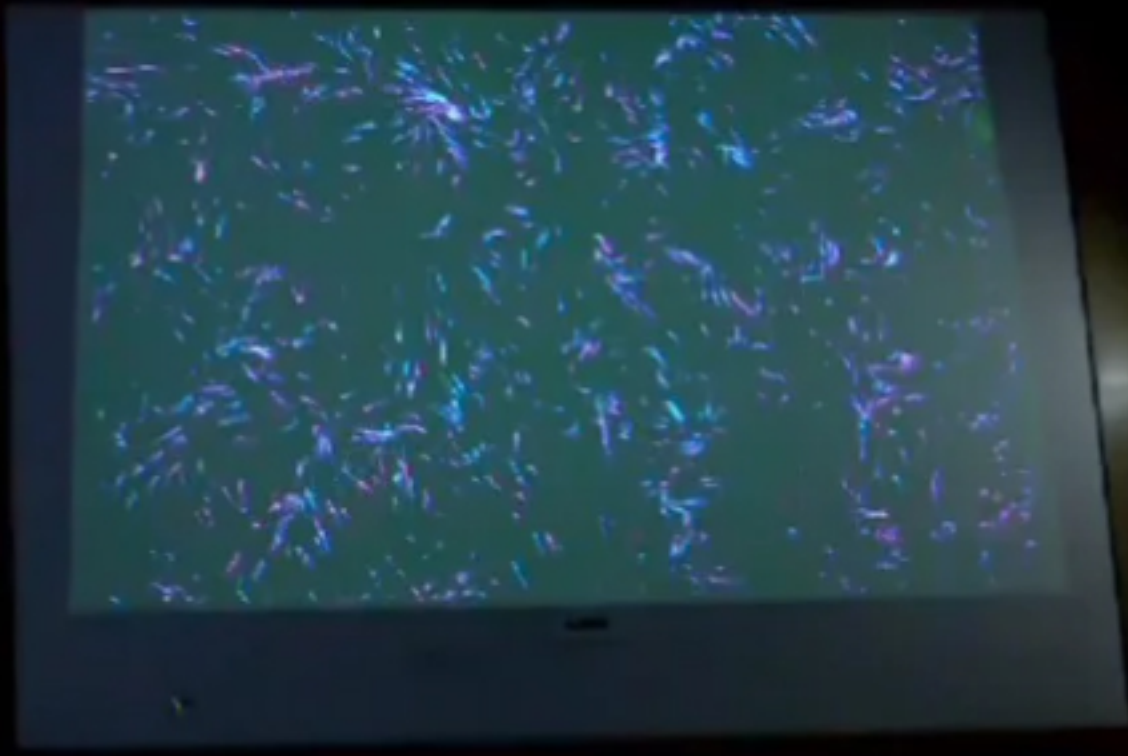


Interactive experiences





BREEZE CREATIVE



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Press Esc to exit full screen



Watch later



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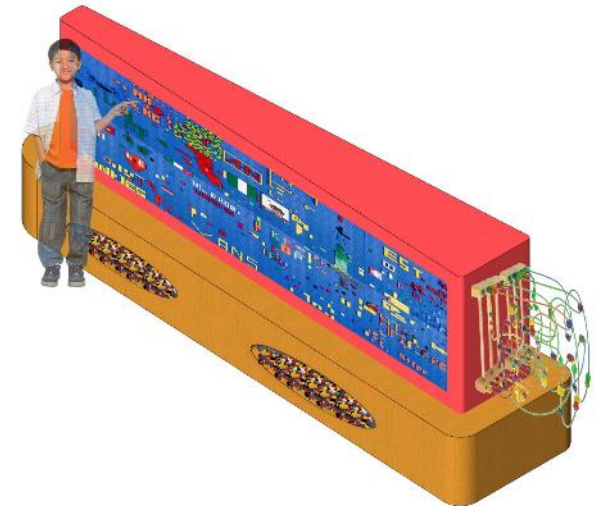
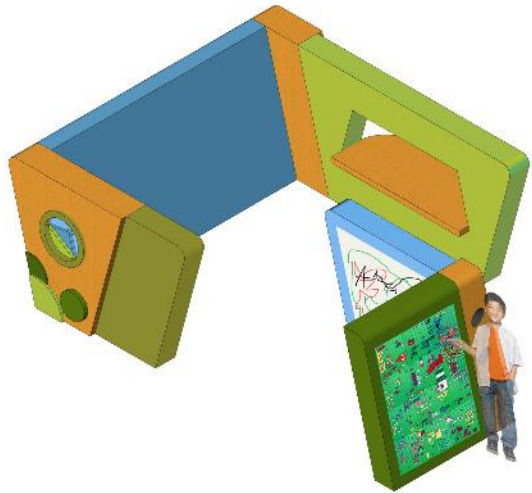
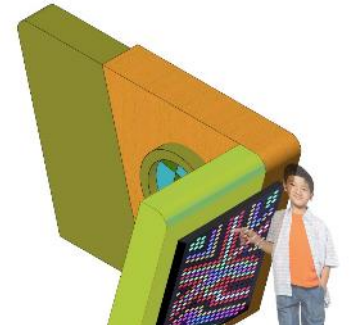
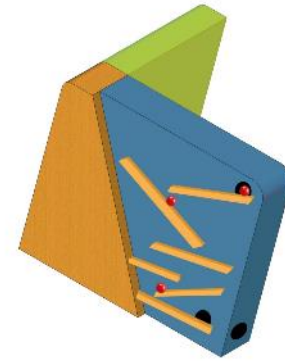
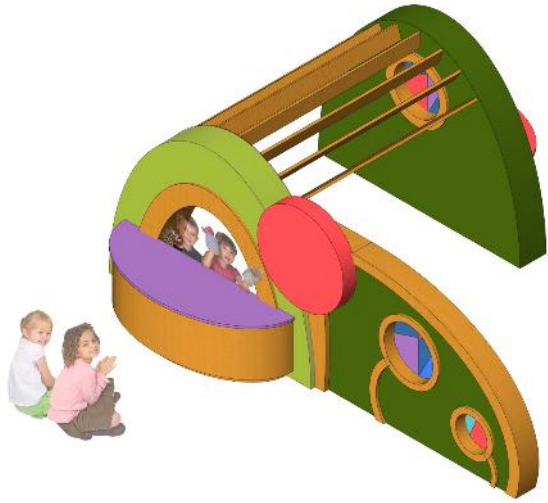
interactive experiences designed to
educate, excite & amaze

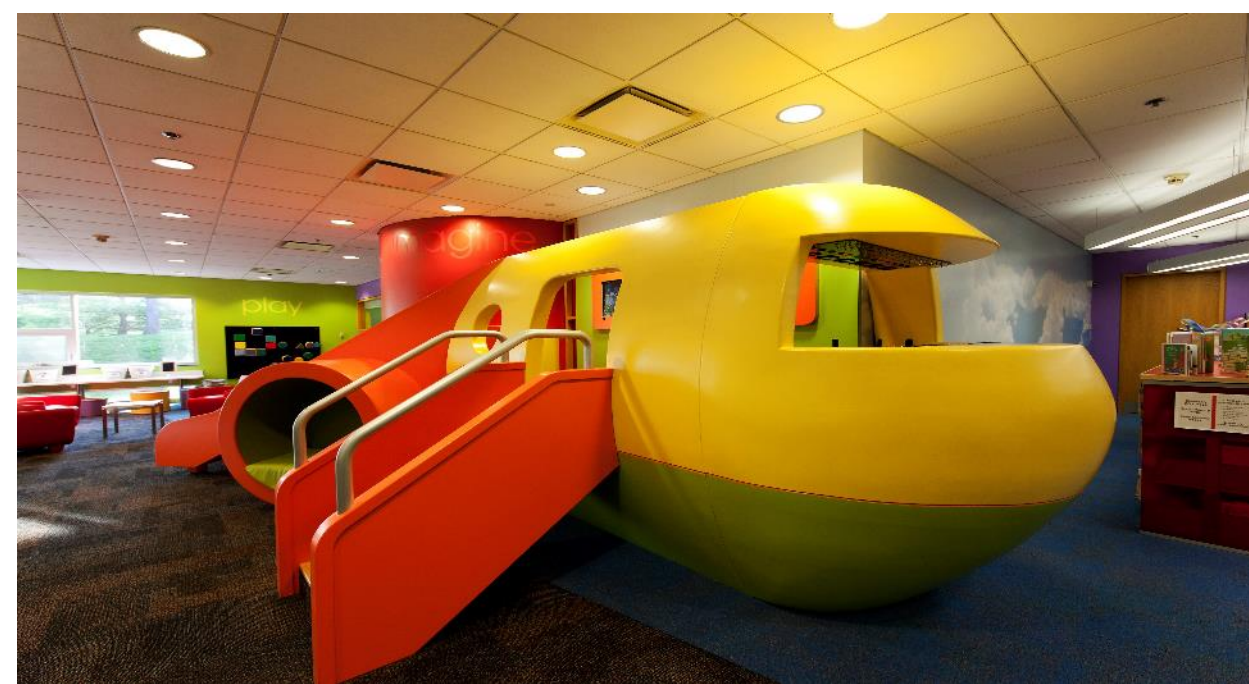
Questions? Co





features:





**2021-2022 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 **May 20, 2021 to May 19, 2022**, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

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

Section 1: Individuals residing beyond the jurisdictional boundaries of the Palos Heights Public Library whose closest library is the Palos Heights Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Palos Heights Public Library, may purchase a non-resident fee card for the price of **\$318.86** 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 Ordinance, 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 Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12 month period of validity for non-resident cards issued pursuant to this Ordinance, 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 Ordinance 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 **20th day of May 2021** by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

Geraldine Burek
Library Board of Trustees, President

ATTEST:

Susan Snow
Library Board of Trustees, Secretary

Palos Heights Public Library

2021-2022 Non-Resident Fee \$318.86

Effective May 20, 2021 to May 19, 2022

Calculation made via the RAILS website using 2020 property tax collections and 2010 US Census Bureau information.

General Mathematical Formula Fee Calculator

Enter your local *total library property tax income, population, and average household size* below.

Total property tax income:

Local population:

Average household size:

Your library's nonresident card fee would be:

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:

**2021 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 20th of May 2021, 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 20th day of May 2021.

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

Bid for:
Palos Heights Library
Palos Heights, IL

Date of Bid: 3/23/21

Job Description: Concrete replacement

Remove and replace 530 sqft of a circular pad on North side of building.
Benches to remain.
Cut a diamond pattern into concrete to act a stress cracks and visual aesthetics.
Concrete to be a min of 4” thick, with stone base.

Remove and replace 2 pcs of broken curb.
Replace about 3ft of curb at each location to create a strong repair.
Paint replacement curb yellow if previous curb was painted.

Repair asphalt as needed with asphalt patch.

PROJECT TOTAL ----- **\$6,960.00**

Acceptance of owner or designated representative.

By signing below, I accept the terms and scope of work as listed in the above estimates.

Authorized representative

Date

Thank you for your business.
Please check out our website for all your construction needs.
www.tmoconstruction.com