



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

June 15, 2023

CALL TO ORDER: 7:00pm
ROLL CALL:
WELCOME OF GUESTS:
PUBLIC COMMENT:
MINUTES OF MEETING: Approval of the minutes of the May 18, 2023 regular meeting
TREASURER'S REPORT: Approval of the General Fund bills for May for \$136,063.97
Approval of the Treasurer's report for the month ending May 31, 2023

PRESIDENT'S REPORT

DIRECTOR'S REPORT

CORRESPONDENCE

COMMITTEE REPORTS:

Budget & Finance – Patrick Keough
Building & Grounds – Steve Foertsch
City Council Liaison – Geri Burek
Ethics Officer – Susan Snow
Friends of the Library Liaison – Sue Jankowski
Fundraising – Geri Burek
Legislative Liaison – Geri Burek
Long Range Planning – Sue Jankowski
Nominating – Hilary Rhodes
Personnel – Susan Snow
Policy – Rose Zubik

NEW BUSINESS: 1. Approval of FY2023 Budget Amendments
2. Approval of 2023-24 Non-resident Card Fee Resolution

ADJOURNMENT

NEXT MEETING: Thursday, August 17, 2023

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

Minutes of the meeting of May 18,2023

The meeting was called to order at 7:00 PM by President Geri Burek. The following Trustees were present: Trustees Jankowski, Rhodes, Keough, Key, Snow, Foertsch, Zubik and Burek were present. No Trustees were absent. The President announced that a quorum was present.

Library Director, Jesse Blazek, was present as was Business Manager Terry Fleckenstein. Riley Martin, of the CPA firm of Lauterbach and Martin, our auditors was present. Tina Ruzala, YTS Supervisor, was also in attendance.

No members of the public were present, and thus, no public comment was offered.

The minutes of the April 20th meeting were approved on Trustee Snow's motion, Trustee Rhodes' second, and a voice vote.

Treasurer, Trustee Keough, made his motion to approve the General Fund bills for the month of April, for the total of \$138,965.87. His motion was seconded by Trustee Zubik. On a roll call vote the motion carried.

Trustee Keough's next motion was to approve the Treasurer's report for the month ending April 30, 2023. Trustee Key provided the second, and a roll call vote carried the motion.

With agreement of the Board, President Burek called on Mr. Martin to present the audit his firm performed for the Library early. His report was a "100% clean; unmodified" audit. Mr. Martin spoke of how easy it is to work with our Business Manager, Terry, and our Director, Jesse. Questions were taken from the Board members about the Management letter comments document before the Board voted to approve the FY 2022 Annual Financial Report. The motion was made by Trustee Keough and seconded by Trustee Zubik. It carried on a roll call vote.

The President did not have a report.

The Director's report announced the setting of September 30, 2023 for FanCon.

Correspondence had been received from staff members expressing gratitude for the Staff appreciation gift cards given during National Libraries Week and was passed around to Trustees to read.

The President called for committee reports and the following were given:

President Burek reported on a plan to meet with City Treasurer, Jim Daemicke and Director Blazek. The Director is setting the date.

Trustee Jankowski reported on the Friends of the Library meeting on May 10th. The Friends have voted to give the Library \$3943 for two new self-checkout stations and \$1000 toward the summer reading program. Due to past conflicts with the early August dates for the Friends/Library Book Sale, new dates have been chosen for 2023: August 18 & 19, with the bag sale on August 20th. Book donations are needed.

The Fundraising Committee, Chaired by President Burek, met before this meeting. "The purpose of the Fundraising Committee is to raise funds for the Library to expand the patron experience by enriching the facilities, programming, collections, and services that the Library provides to the community" was adopted in Committee, and reported in the Board meeting. Burek reported several of the ideas for fundraising which were suggested at the Committee meeting, including an Adopt-A-Book program and a Taste of Palos in the Library, in October.

President Burek chairs the Legislative Liaison Committee and reported that both the State Senate and House of Representatives had passed the legislation restricting book banning, sponsored by Secretary of State Giannoulis. It awaits the Governor's signature.

Trustee Snow reported that the Personnel Committee would be meeting before the Board meeting on June 15th, at 6:00 PM, to discuss the review/evaluation instrument for the Library Director and review the results of the benchmarking survey we commissioned.

The Policy Committee's report will appear in New Business.

New Business

The remaining new business was the request to modify the existing Library policy regarding Patron Behavior, as relates to appropriate dress in the Library. YTS Supervisor Ruzalla reported the increased number of patrons entering the building without shoes, or taking their shoes off while in the building and putting their bare feet on the new YTS furniture. After some discussion, Trustee Snow moved and Trustee Rhodes seconded the adoption of the updates to the Patron Behavior Policy. It carried on a voice vote.

Trustee Jankowski moved to adjourn; Trustee Foertsch seconded and the President adjourned the meeting at 7:50 PM.

The next meeting will take place at 7:00PM on Thursday, June 15, 2023.



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
June 15, 2023

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	MAY	\$136,063.97	6.1 to 6.6
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	5/31/2023	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: MAY 31, 2023

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$38.50		\$38.50
» Non Resident Cards	\$350.53		\$350.53
» Miscellaneous	\$27.96		\$27.96
COPIER	\$161.30		\$161.30
GRANTS	\$0.00		\$0.00
INTEREST	\$732.95	\$2.69	\$735.64
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$358.75		\$358.75
» Miscellaneous	\$996.93		\$996.93
DONATIONS/GIFTS			\$0.00
» Restricted	\$75.00		\$75.00
» Annual Fundraising	\$2.95		\$2.95
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
TOTAL REVENUES	\$2,744.87	\$2.69	\$2,747.56
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$71,742.44		\$71,742.44
» Employee Benefits	\$21,285.84		\$21,285.84
» Staff & Board Development	\$1,386.80		\$1,386.80
CONTRACTUAL SERVICES	\$19,747.07		\$19,747.07
BUILDING MAINTENANCE	\$1,889.27		\$1,889.27
INSURANCE	\$0.00		\$0.00
UTILITIES	\$917.84		\$917.84
SUPPLIES	\$1,341.31		\$1,341.31
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$13,181.20		\$13,181.20
REIMBURSEMENTS	\$2,706.53		\$2,706.53
SR PROJECTS	\$1,865.67		\$1,865.67
TOTAL EXPENDITURES	\$136,063.97	\$0.00	\$136,063.97
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$133,319.10	\$2.69	-\$133,316.41
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$133,319.10	\$2.69	-\$133,316.41
FUND BALANCES, BEGINNING OF MONTH	\$818,736.35	\$3,102.91	\$821,839.26
END OF MONTH	\$685,417.25	\$3,105.60	\$688,522.85



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH MAY 31, 2023

	BUDGETED AMOUNTS			Variance	Balance
	Original	Final	Actual	With Final Budget	%
REVENUES					
PROPERTY TAXES	\$2,437,109.03	\$2,437,109.03	\$1,263,536.63	\$1,173,572.40	51.85%
CORPORATE REPLACEMENT TAX	\$12,000.00	\$12,000.00	\$29,946.67	-\$17,946.67	249.56%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$1,015.10	\$1,484.90	40.60%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$701.06	\$1,098.94	38.95%
Miscellaneous	\$2,200.00	\$2,200.00	\$1,521.12	\$678.88	69.14%
COPIER	\$4,000.00	\$4,000.00	\$1,789.90	\$2,210.10	44.75%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$3,115.00	\$3,115.00	\$3,070.60	\$44.40	98.57%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$6,505.21	\$4,494.79	59.14%
Miscellaneous	\$5,000.00	\$5,000.00	\$3,761.88	\$1,238.12	75.24%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$285.00	\$715.00	28.50%
Annual Fundraising	\$15,000.00	\$15,000.00	\$254.76	\$14,745.24	1.70%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
TOTAL REVENUES	\$2,527,524.33	\$2,527,524.33	\$1,312,387.93	\$1,215,136.40	51.92%
PERSONNEL SERVICES					
Operational Salaries	\$925,004.53	\$925,004.53	\$356,082.29	-\$568,922.24	-61.50%
Employee Benefits	\$269,144.00	\$269,144.00	\$108,742.80	-\$160,401.20	-59.60%
Staff & Board Development	\$10,500.00	\$10,500.00	\$3,674.11	-\$6,825.89	-65.01%
CONTRACTUAL SERVICES	\$180,400.05	\$180,400.05	\$68,998.98	-\$111,401.07	-61.75%
BUILDING MAINTENANCE	\$43,539.20	\$43,539.20	\$14,114.72	-\$29,424.48	-67.58%
INSURANCE	\$24,222.00	\$24,222.00	\$20,264.05	-\$3,957.95	-16.34%
UTILITIES	\$13,750.00	\$13,750.00	\$3,685.53	-\$10,064.47	-73.20%
SUPPLIES	\$25,638.25	\$25,638.25	\$9,260.03	-\$16,378.22	-63.88%
CAPITAL EXPENSES	\$778,000.00	\$778,000.00	\$436,939.02	-\$341,060.98	-43.84%
MEDIA	\$175,815.00	\$175,815.00	\$69,314.77	-\$106,500.23	-60.58%
REIMBURSEMENTS	\$34,800.30	\$34,800.30	\$27,530.84	-\$7,269.46	-20.89%
SR PROJECTS	\$46,711.00	\$46,711.00	\$114,299.84	\$67,588.84	144.70%
TOTAL EXPENDITURES	\$2,527,524.33	\$2,527,524.33	\$1,232,906.98	-\$1,294,617.35	-51.22%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	\$79,480.95	-\$79,480.95	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			\$79,480.95		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$682,850.06		
			-\$734,050.69		



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF MAY 2023

	BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$727,971.95	\$55,484.16	\$282,442.59	\$445,529.36	61.20%
4312 HOURLY EMPLOYEES	\$191,532.58	\$15,583.28	\$72,964.70	\$118,567.88	61.90%
4313 ADDITIONAL COMPENSATION	\$5,500.00	\$675.00	\$675.00	\$4,825.00	87.73%
TOTAL OPERATIONAL SALARIES	\$925,004.53	\$71,742.44	\$356,082.29	\$568,922.24	61.50%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$68,192.80	\$5,204.36	\$26,496.00	\$41,696.80	61.15%
4332 SOCIAL SECURITY - FICA	\$70,342.10	\$5,320.33	\$26,639.31	\$43,702.79	62.13%
4333 INSURANCE	\$129,609.10	\$10,752.20	\$54,726.25	\$74,882.85	57.78%
4334 CLOTHING	\$1,000.00	\$8.95	\$881.24	\$118.76	11.88%
TOTAL EMPLOYEE BENEFITS	\$269,144.00	\$21,285.84	\$108,742.80	\$160,401.20	59.60%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$1,245.00	\$1,704.00	\$496.00	22.55%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$30.00	\$770.00	96.25%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$15.00	\$485.00	97.00%
4354 PROFESSIONAL STAFF	\$5,000.00	\$15.00	\$1,300.00	\$3,700.00	74.00%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$427.58	\$572.42	57.24%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$126.80	\$197.53	\$802.47	80.25%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$1,386.80	\$3,674.11	\$6,825.89	65.01%
GROUP TOTAL PERSONNEL SERVICES	\$1,204,648.53	\$94,415.08	\$468,499.20	\$736,149.33	61.11%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$6,830.00	\$2,000.00	\$6,830.00	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$45.00	\$473.30	\$1,526.70	76.34%
4363 PROFESSIONAL FEES	\$3,500.00	\$2,999.57	\$3,051.39	\$448.61	12.82%
4364 APPRAISAL	\$3,500.00	\$0.00	\$575.00	\$2,925.00	83.57%
4365 ACCOUNTANT	\$4,410.00	\$365.00	\$1,935.00	\$2,475.00	56.12%
TOTAL PROFESSIONAL SERVICES	\$20,240.00	\$5,409.57	\$12,864.69	\$7,375.31	36.44%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$387.31	\$2,128.28	\$2,671.72	55.66%
4414 ALARM	\$3,226.00	\$0.00	\$990.00	\$2,236.00	69.31%
4416 MAINTENANCE	\$39,000.00	\$4,434.44	\$16,921.62	\$22,078.38	56.61%
4417 SWAN	\$28,619.00	\$0.00	\$14,309.50	\$14,309.50	50.00%
4418 TECHNOLOGY	\$32,000.00	\$4,179.69	\$4,535.23	\$27,464.77	85.83%
TOTAL OUTSIDE SERVICES	\$107,645.00	\$9,001.44	\$38,884.63	\$68,760.37	63.88%
PRINTING					
4424 NEWSLETTER PRINTING	\$17,515.05	\$2,987.80	\$5,975.60	\$11,539.45	65.88%
TOTAL PRINTING	\$17,515.05	\$2,987.80	\$5,975.60	\$11,539.45	65.88%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$1,323.40	\$3,709.06	\$6,290.94	62.91%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$902.35	\$4,744.80	\$8,255.20	63.50%
4454 GENERAL PROGRAMMING	\$9,000.00	\$97.51	\$2,583.88	\$6,416.12	71.29%
TOTAL PROGRAMMING	\$32,000.00	\$2,323.26	\$11,037.74	\$20,962.26	65.51%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$25.00	\$236.32	\$2,763.68	92.12%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$25.00	\$236.32	\$2,763.68	92.12%
GROUP TOTAL CONTRACTUAL SERVICES	\$180,400.05	\$19,747.07	\$68,998.98	\$111,401.07	61.75%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH THE MONTH OF MAY 2023

	BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$324.50	\$532.18	62.12%
4432 HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$4,136.00	\$7,864.00	65.53%
4434 BUILDING REPAIRS	\$9,000.00	\$0.00	\$2,846.86	\$6,153.14	68.37%
4436 LAWN MAINTENANCE	\$7,500.00	\$1,192.83	\$2,105.66	\$5,394.34	71.92%
4437 SNOW REMOVAL	\$6,364.04	\$0.00	\$1,544.00	\$4,820.04	75.74%
TOTAL REPAIRS & MAINTENANCE	\$35,720.72	\$1,257.73	\$10,957.02	\$24,763.70	69.33%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$631.54	\$3,157.70	\$4,420.78	58.33%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$631.54	\$3,157.70	\$4,660.78	59.61%
GROUP TOTAL BUILDING MAINTENANCE	\$43,539.20	\$1,889.27	\$14,114.72	\$29,424.48	67.58%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRiCC	\$22,180.80	\$0.00	\$18,606.05	\$3,574.75	16.12%
4443 DISABILITY (WORKMEN'S COMP)	\$2,041.20	\$0.00	\$1,658.00	\$383.20	18.77%
GROUP TOTAL INSURANCE	\$24,222.00	\$0.00	\$20,264.05	\$3,957.95	16.34%
UTILITIES					
4472 WATER	\$2,750.00	\$212.69	\$509.32	\$2,240.68	81.48%
4473 GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474 TELEPHONE/FAX	\$2,000.00	\$178.64	\$1,070.17	\$929.83	46.49%
4475 INTERNET/LOCAL AREA NET	\$7,000.00	\$526.51	\$2,106.04	\$4,893.96	69.91%
GROUP TOTAL UTILITIES	\$13,750.00	\$917.84	\$3,685.53	\$10,064.47	73.20%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$24.98	\$139.02	\$860.98	86.10%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$361.96	\$856.48	\$643.52	42.90%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$388.18	\$838.25	\$2,361.75	73.80%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$227.64	\$2,054.78	\$3,945.22	65.75%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$89.90	\$2,149.80	\$900.20	29.51%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$66.75	\$293.36	\$906.64	75.55%
TOTAL OFFICE SUPPLIES	\$16,950.00	\$1,159.41	\$6,331.69	\$10,618.31	62.64%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$181.90	\$1,463.04	\$2,986.96	67.12%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$181.90	\$1,463.04	\$2,986.96	67.12%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$0.00	\$165.30	\$434.70	72.45%
4553 BULK FEES & PERMITS	\$3,638.25	\$0.00	\$1,300.00	\$2,338.25	64.27%
TOTAL OFFICE EXPENSE	\$4,238.25	\$0.00	\$1,465.30	\$2,772.95	65.43%
GROUP TOTAL SUPPLIES	\$25,638.25	\$1,341.31	\$9,260.03	\$16,378.22	63.88%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$778,000.00	\$0.00	\$436,939.02	\$341,060.98	43.84%
GROUP TOTAL CAPITAL EXPENSES	\$778,000.00	\$0.00	\$436,939.02	\$341,060.98	43.84%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF MAY 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES						
4710A	DATABASES - Adult	\$27,000.00	\$0.00	\$7,199.58	\$19,800.42	73.33%
4710B	DATABASES - Youth	\$6,000.00	\$698.25	\$1,548.25	\$4,451.75	74.20%
4711	PERIODICALS	\$14,500.00	\$0.00	\$1,807.92	\$12,692.08	87.53%
4712	CONTINUATIONS	\$600.00	\$11.83	\$89.65	\$510.35	85.06%
4714	LARGE PRINT	\$5,500.00	\$168.23	\$1,122.26	\$4,377.74	79.60%
4715	BOOKS - Adult	\$32,300.00	\$1,627.76	\$14,862.04	\$17,437.96	53.99%
4716	BOOKS - Youth	\$33,000.00	\$8,967.81	\$17,727.19	\$15,272.81	46.28%
4717	VIDEOS - Adult	\$4,500.00	\$632.52	\$1,435.12	\$3,064.88	68.11%
4718	VIDEOS - Youth	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$182.90	\$619.43	\$1,380.57	69.03%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$175.09	\$302.17	\$2,947.83	90.70%
4721	SOFTWARE	\$9,000.00	\$304.57	\$3,413.19	\$5,586.81	62.08%
4722	REALIA	\$300.00	\$212.24	\$212.24	\$87.76	29.25%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$212.37	\$1,087.63	83.66%
4724	MUSIC - Adult	\$200.00	\$200.00	\$200.00	\$0.00	0.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$0.00	\$5,812.91	\$4,187.09	41.87%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$0.00	\$5,385.45	\$7,614.55	58.57%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727	DOWNLOADABLE MUSIC/MOVIES	\$7,365.00	\$0.00	\$7,365.00	\$0.00	0.00%
GROUP TOTAL MEDIA		\$175,815.00	\$13,181.20	\$69,314.77	\$106,500.23	60.58%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$5,000.00	\$973.00	\$3,406.75	\$1,593.25	31.87%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$1,080.30	\$17,800.30	\$0.00	0.00%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$620.33	\$5,818.33	\$5,181.67	47.11%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$32.90	\$505.46	\$494.54	49.45%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$34,800.30	\$2,706.53	\$27,530.84	\$7,269.46	20.89%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$46,711.00	\$1,865.67	\$114,299.84	-\$67,588.84	-144.70%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$46,711.00	\$1,865.67	\$114,299.84	-\$67,588.84	
TOTAL EXPENDITURES		\$2,527,524.33	\$136,063.97	\$1,232,906.98	\$1,294,617.35	51.22%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MAY 2023

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
05/10/2023	Check	5309	04 April Bank Reconciliations	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
Anderson Pest Solutions					
05/11/2023	Check	5311	05 May 23	4431 Pest Control	\$64.90
Total for Anderson Pest Solutions					\$64.90
At&T - Fiber Line					
05/05/2023	Check	5298	Monthly Fee	4475 Internet	\$877.52
05/05/2023	Check	5298	eRate Credit	4475 Internet	(\$351.01)
Total for At&T - Fiber Line					\$526.51
Baker & Taylor C205293 Continuations					
05/03/2023	Expense	BT PORTAL	2037467792	4712 Continuations	\$11.83
Total for Baker & Taylor C205293 Continuations					\$11.83
Baker & Taylor L425812 Youth Audio					
05/03/2023	Expense	BT PORTAL	2037491407	4720 Audiobooks/Playaways - Youth	\$175.09
Total for Baker & Taylor L425812 Youth Audio					\$175.09
Baker & Taylor L4361272 Large Print					
05/03/2023	Expense	BT PORTAL	2037437346	4714 Large Print Books	\$57.37
05/03/2023	Expense	BT PORTAL	203746741	4714 Large Print Books	\$18.09
05/03/2023	Expense	BT PORTAL	Pre processing	4515 Technical Services - Supplies	\$0.74
Total for Baker & Taylor L4361272 Large Print					\$76.20
Baker & Taylor L4382582 Adult Audio					
05/03/2023	Expense	BT PORTAL	2037429599	4719 Audiobooks/Playaways - Adult	\$65.76
05/03/2023	Expense	BT PORTAL	2037453161	4719 Audiobooks/Playaways - Adult	\$22.10
05/03/2023	Expense	BT PORTAL	2037484534	4719 Audiobooks/Playaways - Adult	\$95.04
Total for Baker & Taylor L4382582 Adult Audio					\$182.90
Baker & Taylor L5040682 Adult Books					
05/03/2023	Expense	BT PORTAL	2037422370	4715 Books - Adult	\$291.75
05/03/2023	Expense	BT PORTAL	2037433123	4715 Books - Adult	\$311.61
05/03/2023	Expense	BT PORTAL	2037446878	4715 Books - Adult	\$413.83
05/03/2023	Expense	BT PORTAL	2037463910	4715 Books - Adult	\$283.57
05/03/2023	Expense	BT PORTAL	2037475465	4715 Books - Adult	\$327.00
05/03/2023	Expense	BT PORTAL	Pre processing	4515 Technical Services - Supplies	\$52.54
Total for Baker & Taylor L5040682 Adult Books					\$1,680.30
Baker & Taylor L5346512 Youth Books					
05/03/2023	Expense	BT PORTAL	2037420425	4716 Books - Youth	\$191.86
05/03/2023	Expense	BT PORTAL	2037425496	4716 Books - Youth	\$786.38
05/03/2023	Expense	BT PORTAL	2037431761	4716 Books - Youth	\$821.70
05/03/2023	Expense	BT PORTAL	2037450366	4716 Books - Youth	\$304.08
05/03/2023	Expense	BT PORTAL	2037475370	4716 Books - Youth	\$259.38
05/03/2023	Expense	BT PORTAL	2037486731	4716 Books - Youth	\$129.78
05/03/2023	Expense	BT PORTAL	Pre processing	4515 Technical Services - Supplies	\$118.40
Total for Baker & Taylor L5346512 Youth Books					\$2,611.58



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MAY 2023

Type	Date	Num	Memo	Account	Amount
Baker & Taylor L5394112 Gift Fund					
	05/03/2023	Expense	BT PORTAL	BOYLE-OHNBC	4906a Reimb. - Restricted Donations
					\$32.90
Total for Baker & Taylor L5394112 Gift Fund					\$32.90
CDW Government, Inc.					
	05/01/2023	Check	5291	Surface I7 Serial #017360484257	7001 Special Reserves Projects
					\$1,080.65
	05/17/2023	Check	5315	Ubiquiti Unifi XG AP	7001 Special Reserves Projects
					\$785.02
Total for CDW Government, Inc.					\$1,865.67
CENGAGE/Gale Learning					
	05/05/2023	Check	5305	81033099	4714 Large Print Books
					\$63.18
	05/05/2023	Check	5305	81061548	4714 Large Print Books
					\$29.59
Total for CENGAGE/Gale Learning					\$92.77
CIT					
	05/01/2023	Check	5292	Invoice 42133087	4531 Copier
					\$631.54
Total for CIT					\$631.54
Chicago Backflow, Inc.					
	05/18/2023	Check	5316	Backflow Testing	4416 Maintenance
					\$1,349.70
Total for Chicago Backflow, Inc.					\$1,349.70
Children's Plus Inc.					
	05/05/2023	Check	5306	227366	4716 Books - Youth
					\$865.83
	05/05/2023	Check	5306	228016	4716 Books - Youth
					\$5,608.80
Total for Children's Plus Inc.					\$6,474.63
City of Palos Hts. - Water Bill					
	05/02/2023	Check	5296	Monthly bill	4472 Water
					\$108.13
	05/16/2023	Check	5313	Monthly bill	4472 Water
					\$104.56
Total for City of Palos Hts. - Water Bill					\$212.69
Clarence Goodman					
	5/1/2023	Check	5294	5.12.23 Black Sox	4452 Public Services Programming
					\$335.00
Total for Clarence Goodman					\$335.00
Cosmopolitan Building Services					
	05/05/2023	Check	5307	05 May Janitorial Services	4416 Maintenance
					\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50
Demco					
	05/08/2023	Check	5308	Fab Lab Acrylic shelves slatwall	4904 Reimb. - Friends Book Sales
					\$220.33
Total for Demco					\$220.33
Doughs Guys					
	05/10/2023	Check	23028	Summer Reading Block Party	4904 Reimb. - Friends Book Sales
					\$400.00
Total for Doughs Guys					\$400.00
Grasso Graphics					
	05/05/2023	Check	5300	--	4424 Newsletter Printing
					\$2,987.80
Total for Grasso Graphics					\$2,987.80



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MAY 2023

Type	Date	Num	Memo	Account	Amount
HR Source					
05/05/2023	Check	5302	Market Benchmarking	4363 Consultant Fees	\$2,850.00
05/05/2023	Check	5303	--	4351 Membership Fees	\$1,195.00
Total for HR Source					\$4,045.00
IMRF					
05/31/2023	Expense	EFT	05 May 23	4331 IMRF Ill. Muni. Ret. Fund	\$5,204.36
05/31/2023	Expense	EFT	VIMRF	2055 Employee Paid Vol. IMRF	\$625.44
05/31/2023	Expense	EFT	4.5%	2054 PT -Employee Contribution IMRF	\$79.62
05/31/2023	Expense	EFT	4.5%	2053 FT -Employee Contribution IMRF	\$2,496.80
Total for IMRF					\$8,406.22
Illinois Sprinkler					
05/01/2023	Check	5289	Spring Start up	4436 Lawn Maintenance	\$175.00
05/01/2023	Check	5289	Valve replacement Zone1	4436 Lawn Maintenance	\$105.00
Total for Illinois Sprinkler					\$280.00
Klein, Thorpe And Jenkins					
05/16/2023	Check	5312	Services through 4/30/23	4362 Legal Fees	\$45.00
Total for Klein, Thorpe And Jenkins					\$45.00
LIMRiCC-Employees					
05/04/2023	Expense	ACH LIM	05 May Health	4333 Insurance	\$10,752.20
05/04/2023	Expense	ACH LIM	Ruszala Child	2050 Employee Paid LIMRiCC	\$996.00
05/04/2023	Expense	ACH LIM	EE Dental	2050 Employee Paid LIMRiCC	\$415.00
05/04/2023	Expense	ACH LIM	EE Vision	2050 Employee Paid LIMRiCC	\$66.92
05/04/2023	Expense	ACH LIM	EE Vliffe	2050 Employee Paid LIMRiCC	\$42.85
05/04/2023	Expense	ACH LIM	Kacmar - Retiree	4900 Miscellaneous - Reimbursements	\$973.00
Total for LIMRiCC-Employees					\$13,245.97
Lauterbach & Amen, LLP					
05/18/2023	Check	5317	Final billing 2022 Audit	4361 Audit Fees	\$2,000.00
Total for Lauterbach & Amen, LLP					\$2,000.00
Michalski, Brian					
05/01/2023	Check	5293	5.4.23 Trek through Alps	4452 Public Services Programming	\$330.00
Total for Michalski, Brian					\$330.00
Midwest Tape					
05/05/2023	Check	5304	503604593	4717 Videos - Adult	\$160.44
05/05/2023	Check	5304	503637629	4717 Videos - Adult	\$110.20
05/05/2023	Check	5304	503637560	4717 Videos - Adult	\$159.96
05/05/2023	Check	5304	Pre processing	4515 Technical Services - Supplies	\$53.25
05/05/2023	Check	5304	503670519	4717 Videos - Adult	\$116.20
05/05/2023	Check	5304	503696548	4717 Videos - Adult	\$45.73
05/05/2023	Check	5304	503696549	4717 Videos - Adult	\$39.99
Total for Midwest Tape					\$685.77



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MAY 2023

Type	Date	Num	Memo	Account	Amount
Old National Bank - Visa					
05/10/2023	Check	VISA PORTAL	Adobe/Zoom/stamps.com	4721 Software	\$259.99
05/10/2023	Check	VISA PORTAL	Staff Apparel	4334 Staff Apparel	\$8.95
05/10/2023	Check	VISA PORTAL	National Library Worker's Day GC	4313 Additional Compensation	\$675.00
05/10/2023	Check	VISA PORTAL	New Employee background checks (3)	4363 Consultant Fees	\$149.57
05/10/2023	Check	VISA PORTAL	Netflix	4451 Youth & Teen Programming	\$15.49
05/10/2023	Check	VISA PORTAL	Spotify 04 April 23	4451 Youth & Teen Programming	\$9.99
05/10/2023	Check	VISA PORTAL	Program Supplies	4452 Public Services Programming	\$56.30
05/10/2023	Check	VISA PORTAL	Multi Fold Towels	4541 Maintenance/Cleaning Supplies	\$113.97
05/10/2023	Check	VISA PORTAL	4451 Babies SRP	4451 Youth & Teen Programming	\$237.74
05/10/2023	Check	VISA PORTAL	4451 June Program	4451 Youth & Teen Programming	\$7.11
05/10/2023	Check	VISA PORTAL	4451 June Program	4451 Youth & Teen Programming	\$211.43
05/10/2023	Check	VISA PORTAL	4451 Middle Grade SRP	4451 Youth & Teen Programming	\$19.99
05/10/2023	Check	VISA PORTAL	4451 Middle Grade SRP	4451 Youth & Teen Programming	\$383.24
05/10/2023	Check	VISA PORTAL	4451 Teen SRP	4451 Youth & Teen Programming	\$383.71
05/10/2023	Check	VISA PORTAL	Block Party Craft SR	4454 General Programming	\$95.72
05/10/2023	Check	VISA PORTAL	Google FI	4474 Telephone/FAX	\$27.61
05/10/2023	Check	VISA PORTAL	Sip Monthly Fee	4474 Telephone/FAX	\$86.99
05/10/2023	Check	VISA PORTAL	4512 Board Book Bins	4512 Youth & Teen - Supplies	\$146.28
05/10/2023	Check	VISA PORTAL	4512 Teen Space Supplies	4512 Youth & Teen - Supplies	\$215.68
05/10/2023	Check	VISA PORTAL	Supplies	4514 Business Office - Supplies	\$298.20
05/10/2023	Check	VISA PORTAL	Copy Paper (2 cases)	4514 Business Office - Supplies	\$89.98
05/10/2023	Check	VISA PORTAL	Amazon Supplies 042023	4515 Technical Services - Supplies	\$2.71
05/10/2023	Check	VISA PORTAL	AMZ thermal receipt printer paper	4516 Circulation - Supplies	\$89.90
05/10/2023	Check	VISA PORTAL	Creamer/Coffee cups/lids	4519 Hospitality - Supplies	\$66.75
05/10/2023	Check	VISA PORTAL	Black top repair supplies	4541 Maintenance/Cleaning Supplies	\$67.93
05/10/2023	Check	VISA PORTAL	Bluehost.com domain annual renewal	4721 Software	\$34.99
05/10/2023	Check	VISA PORTAL	Telescope	4722 Realia	\$84.99
05/10/2023	Check	VISA PORTAL	Tonies	4722 Realia	\$127.25
05/10/2023	Check	VISA PORTAL	Tonies	4724 Music	\$200.00
05/10/2023	Check	VISA PORTAL	Stamps. com last charge no longer using thi	4721 Software	\$9.59
05/10/2023	Check	VISA PORTAL	VID Box Converter	4418 Technology	\$59.99
05/10/2023	Check	VISA PORTAL	Fan Con image Cricut.com	4454 General Programming	\$1.79
Total for Old National Bank - Visa					\$4,238.83
Otis Elevator					
05/05/2023	Check	5301	05 May Elevator Maintenance	4416 Maintenance	\$181.12
5/31/2023	Check	5328	05 May Elevator Maintenance	4416 Maintenance	\$181.12
Total for Otis Elevator					\$362.24
Palos Area Chamber of Commerce					
05/10/2023	Check	5310	Member annual fee	4351 Membership Fees	\$50.00
Total for Palos Area Chamber of Commerce					\$50.00
Palos Heights Woman's Club					
05/01/2023	Check	5290	Lorena Rodriguez Installation Dinner	4461 Public Relations	\$25.00
Total for Palos Heights Woman's Club					\$25.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MAY 2023

Type	Date	Num	Memo	Account	Amount
Paylocity Payroll Billing					
05/05/2023	Expense	EFT	--	4412 Payroll Services	\$111.15
05/19/2023	Expense	EFT	--	4412 Payroll Services	\$276.16
Total for Paylocity Payroll Billing					\$387.31
Paylocity Payroll Net					
05/05/2023	Expense	EFT	--	4311 Salaried Employees	\$19,512.56
05/05/2023	Expense	EFT	--	4312 Hourly Employees	\$6,595.92
05/05/2023	Expense	EFT	AF Earth Day	4451 Youth & Teen Programming	\$20.72
05/05/2023	Expense	EFT	MM Harvest Rm Trivia GC	4452 Public Services Programming	\$31.05
05/05/2023	Expense	EFT	T. Ruszala Laconi 4.21.23	4354 Professional Staff	\$15.00
05/19/2023	Expense	EFT	--	4311 Salaried Employees	\$19,848.66
05/19/2023	Expense	EFT	--	4312 Hourly Employees	\$6,520.43
05/19/2023	Expense	EFT	AF Jewel Muffins Storytime	4451 Youth & Teen Programming	\$33.98
05/19/2023	Expense	EFT	BS Reaching Forward parking	4356 Mileage Reimbursement	\$15.00
05/19/2023	Expense	EFT	MM Puzzles	4511 Public Services - Supplies	\$24.98
05/19/2023	Expense	EFT	Reaching Forward travel	4356 Mileage Reimbursement	\$118.80
Total for Paylocity Payroll Net					\$52,730.10
Paylocity Payroll Taxes					
05/05/2023	Expense	EFT	--	4311 Salaried Employees	\$5,682.13
05/05/2023	Expense	EFT	--	4312 Hourly Employees	\$1,197.90
05/05/2023	Expense	EFT	--	4332 FICA Social Security	\$2,646.10
05/19/2023	Expense	EFT	--	4311 Salaried Employees	\$5,797.80
05/19/2023	Expense	EFT	--	4312 Hourly Employees	\$1,189.41
05/19/2023	Expense	EFT	--	4332 FICA Social Security	\$2,674.23
Total for Paylocity Payroll Taxes					\$19,187.57
Peerless Network, Inc					
05/16/2023	Check	5314	05 May 23	4474 Telephone/FAX	\$64.04
Total for Peerless Network, Inc					\$64.04
Roy Erikson Outdoor Maintenance					
05/05/2023	Check	5299	Lawn Maintenance	4436 Lawn Maintenance	\$906.00
05/05/2023	Check	5299	Temporary energy adjustment	4436 Lawn Maintenance	\$6.83
Total for Roy Erikson Outdoor Maintenance					\$912.83
The Cancer Support Center					
05/01/2023	Check	5295	5.23.23 Boost your immunity	4452 Public Services Programming	\$150.00
Total for The Cancer Support Center					\$150.00
Truty, Marcin					
05/05/2023	Expense	ACH	04 April IT Services	4418 Technology	\$4,119.70
05/05/2023	Expense	ACH	04 April IT Services	4902 Grants	\$1,080.30
Total for Truty, Marcin					\$5,200.00
World Book, Inc.					
05/02/2023	Check	5297	Online Advance Diff pkg Libra	4710b Databases (Youth)	\$526.05
05/02/2023	Check	5297	Online Early Learning Library	4710b Databases (Youth)	\$172.20
Total for World Book, Inc.					\$698.25



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MAY 2023

Type	Date	Num	Memo	Account	Amount
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TOTAL CHECKS FOR BOARD APPROVAL					\$136,063.97
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7001 SPECIAL RESERVE GROUP DETAILS (INCLUDED IN ABOVE TOTALS)					
Check	5/1/2023	5291	AV Tech Source	7001 Special Reserves Projects	\$1,080.65
Check	5/17/2023	5315	CDW Government, Inc.	7001 Special Reserves Projects	\$785.02
Total 7001 - Special Reserves Projects					\$1,865.67



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MAY 31, 2023

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
BEGINNING BALANCE	\$26,175.89	\$791,329.28	\$1,031.18	\$200.00	\$572.09	\$2,530.82	\$821,839.26
WITHDRAWALS	(\$136,063.97)						(\$136,063.97)
TRANSFERS		(\$60,000.00)					(\$60,000.00)
	\$60,000.00	(\$60,000.00)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$21.08						\$2,011.92
	\$226.46						
	\$716.38						
	\$973.00						
	\$75.00						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.73	\$727.78	\$4.44	N/A	N/A	\$2.69	\$735.64
ENDING BALANCE	\$2,124.57	\$622,057.06	\$1,035.62	\$200.00	\$572.09	\$2,533.51	\$628,522.85
TOTALS	\$625,417.25 GENERAL FUND				\$3,105.60 SPECIAL RESERVES FUND		\$628,522.85 TOTAL FUND BALANCE
INTEREST RATES	0.02%			N/A	N/A		

TOTAL FUND BALANCE MONTH ENDING: MAY 31, 2023
628,522.85



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
June 15, 2023

Library News

Our **Summer Reading Kickoff Party** was a huge success! The official attendance count was 438. Patrons enjoyed the petting zoo, face painting, Dough's Guys donuts, yard games, water games, bubbles, a photo booth, sidewalk chalk, and more. We had 142 youth patrons sign up for our Summer Reading Program along with 40 adults. Our staff did an amazing job organizing and executing this event, especially Susana, who chaired the committee. Other committee members who deserve individual recognition were Lorena and Dora from Circulation, Emily from Public Services, and Carla, Mary Kate, and Audrey from Youth and Teen Services.

We have two more big events coming up in the next month. We will be at the Concert in the Park on June 22nd for an evening of "authentic 60s garage rock" with The Way Outs. Those concerts are always a lot of fun! We are also planning to march in the July 4th parade. The parade starts at noon, and we are meeting at the library at 11am to decorate our "float." I hope you're able to join us for both of these events!

Statistically, we continue to see huge increases from last year in terms of item circulation, total visitors, computer use, and just about every other category. It's great to see things moving in such a positive direction!

Building & Grounds News

Handrails: We were finally able to get three quotes to install new handrails by the front entrance. They ranged from just under \$1,000 to \$2,200. I'm still considering the options, but I'm leaning toward engaging Railings and More at a cost of \$960. Though they appear to be a small operation, they have good references and have been doing this work in the Chicago area for a long time. The other quote being considered is from Skyline Metal Fabrication, which is a larger company with a lot of references and reviews and a strong BBB profile. Their proposal is \$2,200 for similar scope of work, which is substantially higher. They are a more polished operation, but I'm not sure that the extra money is going to get us anything extra in terms of quality.

Fence: We have also started getting quotes to repair the crumbling fence behind the building that encloses the air conditioning unit. This is a 20+ year old fence that is now falling down. With the exception of our neighbor to the east, this fence is hidden from public view behind the building. It is there to protect the unit from the elements and from tampering. It's 69 linear feet and 8 feet tall, so it isn't a huge project. If the low bid comes in above \$5,000, I will bring that for your approval at the August meeting.

Budget News

The budget continues to remain steady. We received one small tax disbursement this month, bringing us to 95.0% of expected first-half receipts. That is a bit lower than I would like, and I expect that we will continue to see most of that trickle in over the coming months. In the meantime, draft levy edit reports for tax year 2022 have been issued, which is as it should be. This gives me hope that the second-half bills will be issued on time this summer, and we will continue to receive funds as expected in a normal year. I have heard nothing to indicate that there will be any delay in this process.

See my accompanying document about proposed amendments to the budget. If accepted, I am projecting that we will finish the year with a little over \$600,000 in the bank, which is more than enough to get us through the first few months of the coming year and allow us to take on the parking lot project next year. Because of the size of this project, it will still be another two years before we start accumulating meaningful reserves for future major projects. So while we don't have a lot of wiggle room right now, everything is going according to plan.

After our May meeting, I sent copies of our approved FY2022 Annual Financial Report to the City's Treasurer and Finance Director for inclusion in their annual audit. I offered to meet with them to discuss any questions that they might have, but they haven't taken me up on that offer as of yet.

Upcoming Events

- Thursday, June 15th – Personnel Committee, 6pm
- Thursday, June 15th – Regular Board Meeting, 7pm
- Thursday, June 22nd – Concert in the Park at Memorial Park, 7pm
- Tuesday, July 4th – Independence Day Parade, 12pm
- Thursday, August 17th – Budget & Finance Committee Meeting, 6pm
- Thursday, August 17th – Nominating Committee Meeting, 6:50pm
- Thursday, August 17th – Regular Board Meeting, 7pm

Agenda Items

Item 1: Annual Budget Revisions

Per our conversation last month, I am bringing a tranche of budget revisions for your consideration. I have detailed those proposed revisions in a separate document. I am proposing this as a very realistic representation of our budgetary requirements at this point in the year. We will almost certainly want and need to amend the budget further later in the year. I have already spoken with the City's Finance Director about meeting over the summer to strategize about the timing and structure of our final budget amendments later in the year.

Recommendation: I recommend that you approve the proposed revisions to the FY23 annual budget.

Item 2: Approval of 2021-2022 Non-resident Card Fee Resolution

(For those of you familiar with how the non-resident fee works, please feel free to skip to the end of this discussion for this year's calculation.)

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. The law stipulates that a Non-Resident must use the Library closest to their residence, so our Non-Resident borrowers all 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 main 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).

Advantage 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 and invasive 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 \$302.19 per household for the use of Library services.

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 would also require training staff to accurately make this calculation and having someone check after-the-fact that it was done correctly.

Assuming we are using the General Mathematical Formula, here is the calculation based on the most recent official census data:

Property tax income received in 2022:	\$1,430,129.53
Local population (2020 census):	12,068
Average household size (2020 census):	2.55
Nonresident Card Fee:	\$302.19

Recommendation: I recommend that you approve "2023 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS."

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

MAY 2023

At the Desk:

15 online library cards were issued to residents.

23 directional questions were answered by the Circulation staff.

13 patrons used Curveside pickup.

Continuing Education:

SWAN – *MessageBee Rollout and Training*

Department Highlights:

Lorena presented a panel with five other libraries at the Oak Lawn Fan Fest on May 6, discussing the Palos Heights Library Fan Con.

Lorena created an outreach schedule for staff to attend and promote the Palos Heights Farmer's Market this year.

Lorena has been helping organize donations for the Friends of the Library, boxing and shelving materials for the sale.

Lorena applied for the Free Comic Book Day supply of 50 comics from Diamond Comics and free giveaways provided to patrons on May 6. She also set up the display case promoting Free Comic Book Day.

Lorena trained Circ clerks on the Cricut machine and everyone in the department helped make bookmarks to give out during the Summer Reading Kickoff Party at registration.

Lorena helped make flyers and posters promoting Summer Reading and the Summer Reading Kickoff Party.

Lorena created a library card guide binder for Circ clerks to refer to when registering new patron cards.

Kindness Corner has been collecting donations of gently worn gym shoes throughout the months of May and June for Share Your Soles. This organization helps provide shoes and resources to children in need around the world.

Meetings:

May 5 – Reaching Forward Conference

May 10 – SWAN Circ Meeting

May 10 – Palos Heights Woman’s Club installation dinner

May 11 – SWAN MessageBee training

May 15 – Fan Con meeting

May 24 – Management Team meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

CIRCULATION STATISTICS FOR MAY 2023

	May-23	YTD 23	May-22	YTD 22
Adult Circulation				
Books	3,576	18,087	2,810	12,165
Video	599	2,710	438	2,142
Audio	426	1,945	355	1,740
Periodicals	207	1,029	60	214
Other Formats	21	62	18	24
In House	100	458	2	2
Total Adult Circulation	4,929	24,291	3,683	16,287
Youth Circulation				
Books	3,080	19,967	2,211	9,204
Audio	95	509	54	340
Teen Circulation				
Books	291	1,593	Included in Youth totals for 2022	
Audio	3	9		
Youth & Teen Circulation				
Video	141	954	201	735
Periodicals	8	34	2	2
Other Formats	-	2	-	2
In House Use	584	4,424	0	0
Total Youth & Teen Circulation	4,202	27,492	2,468	10,283
Electronic Circulation				
eBooks (Media On Demand)	1,195	6,392	1,112	6,080
eBooks (e-Read IL)	91	450	82	428
Audio (e-Read IL)	65	288	48	223
Audio (Media On Demand)	748	3,599	536	2,357
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	116	485	57	434
Music Streaming (Freegal)	579	4,185	372	3,819
Music (Freegal)	55	214	79	401
Total Electronic Circulation	2,849	15,613	2,286	13,742
TOTAL CIRCULATION	11,980	67,396	8,437	40,312

ILL - Received	1,112	6,119	1,057	6,532
ILL - Sent	1,026	5,399	799	5,180
Reciprocal Borrowing	981	6,291	263	670
Online Renewals	39	178	32	162
Self-Checkout	3,301	19,573	2,293	7,767
Computer Usage				
Library Workstation Sessions	365	1,901	101	358
Wireless Sessions	1,001	4,229	83	297
Total Sessions	1,366	7,496	184	655
# of People Using the Library*	7,859	44,049	3,876	15,567

Homebound Deliveries	Current Month	Full Year
Patrons Served	2	
Visits	6	47
Items	123	614

Museum Pass Program	Current Month	Full Year
Total Passes	19	78

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	5,214	15	28	-	5,242
Non-Resident/Trinity/Business	137	-	-	-	137
Cards for Kids	16	-	1	-	17

Respectfully submitted by Lorena Rodriguez, Head of Circulation



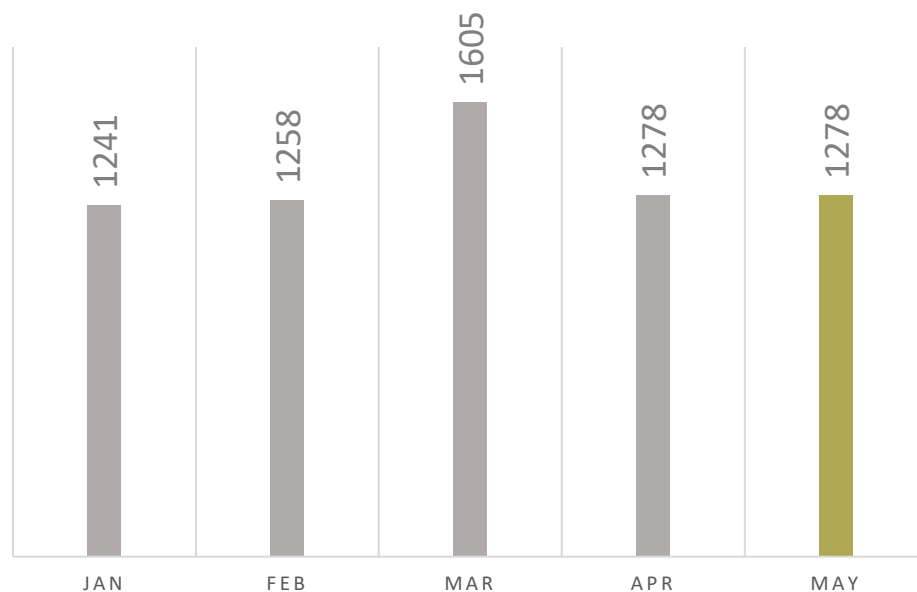
Public Services Department Report

May 2023

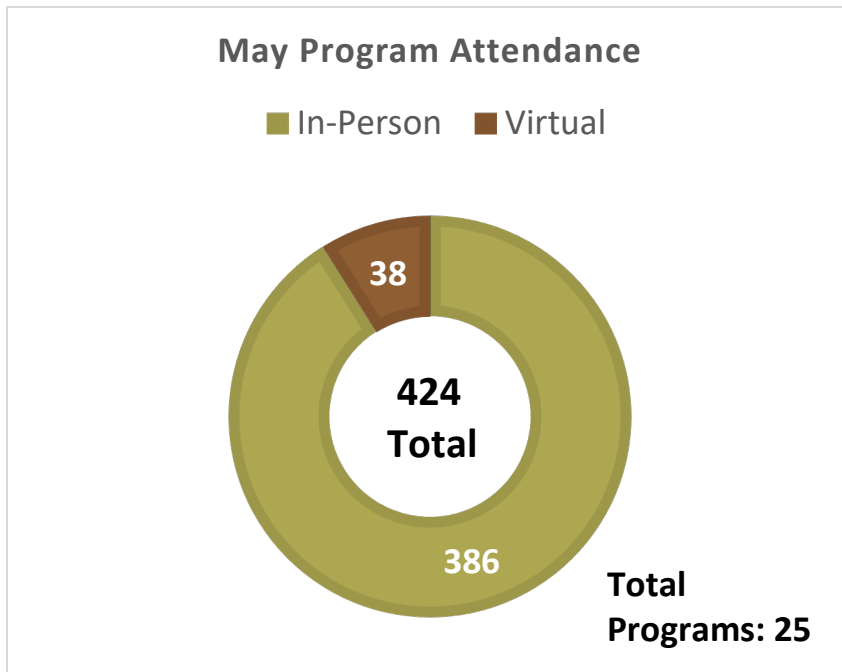
Meetings

5-3-23: Gale Adult Education & Business webinar
5-4-23: WSAP Meeting
5-4-23: ARRT Meeting
5-10-23: ILA Intellectual Freedom Committee Meeting
5-15-23: Fan Con Meeting
5-17-23: Adult Services Managers Roundtable (ASMR) inaugural meeting
5-17-23: Disability Accommodations webinar
5-17-23: Green Team meeting
5-19-23: Middle Managers Roundtable Meeting
5-22-23: Kris Kringle Market meeting
5-23-23: Regional Response Team meeting
5-24-23: Management Team meeting
5-25-23: RAILS Serving Patrons With Dementia Group meeting

PS Reference Questions



Programming



May is traditionally a slower month for programs here at PHPL, so I was interested to see what the attendance would look like. We did have a dip in attendance compared to previous month, however, we also didn't have as many big-name headlining programs. Still, a respectable turnout.

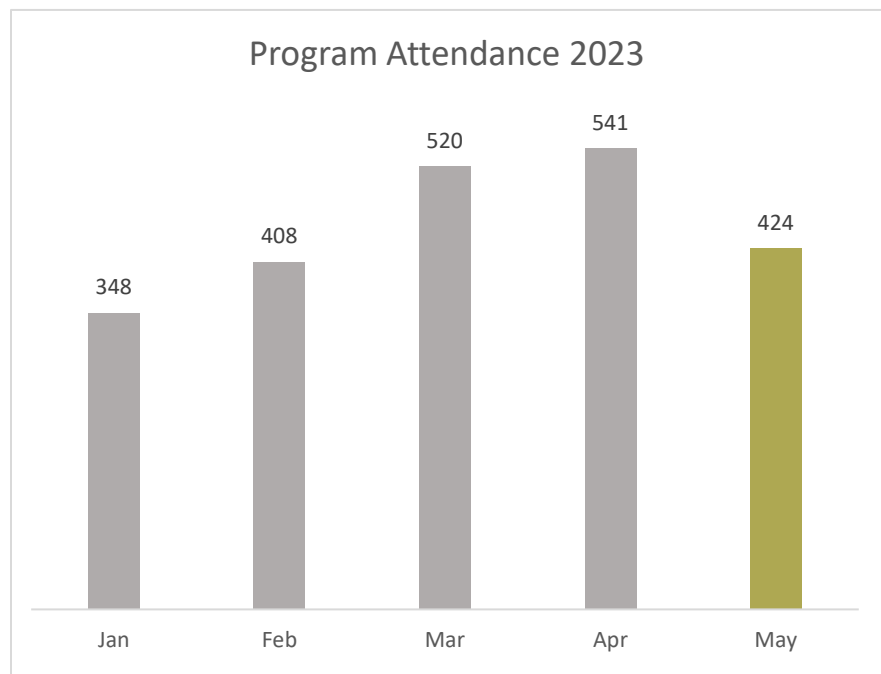
As with every month, lessons were learned. We usually get 40-70 people for Sunday @ The Cinema, this month we had 10. I thought showing the new Top Gun would be a

great way to cap the series before summer break, but in retrospect, it was a movie that had been out for a while that most people had likely already seen, and it was a very nice day out. Things to consider for the future.

We also had more educational than entertaining programs this month, like the program about ticks. The program itself was excellent, the presenter and the information were great. The people who came out thought it was great and said they got a lot out of it, but at the end of the day it was a program about ticks.

It was interesting to see the different crowds that came out for some of

these programs. For example, the sports program this month attracted many patrons who are not regular program-goers. Same for the scams program presented by the Palos Heights Police Department. Another lesson there, they were almost unable to make it due to police business.



Marcin is still working on the new layout for the YouTube Live streams.

The Puzzle Table had least 100 puzzlers in May. We have seen one of our regulars rotate out to take a break, and a couple others rotate in, plus some new occasional puzzlers stopping by. These days there are frequently 2 to 4 puzzles going at once on the table. The new Puzzle Exchange is running fine with some rotation in and out.

Spice Club continues apace. We are in a fairly steady rhythm with it now. Whatever extras we have, whether they were not picked-up by a registrant or we just happened to make some more, we put out on the table in front of our desk, and they all get claimed. I was very glad of that this month, because it was VERY pungent cumin that permeated the area back by my desk while the extras were still stored nearby.

We did have to cancel a program, the National Scrapbooking Day event. The presenter had a family emergency and let us know a couple days ahead of time, but there were not many people registered for it, so it was not a disaster.

Marketing/Publicity/Outreach

Beth's senior book discussion was postponed due to illness.

Channel 4: I recorded the June edition of "At the Library".

Beth and I appeared on the front page of the Sunday, May 14, 2023 Daily Southtown talking about our home delivery program.

We had less delivery patrons than normal this month, with people being out of town, ill, or just not reading as fast as usual.



Local History

Digitizing and archiving the Regional photo collection continues, as well as historical photos of PHPL throughout the years.

Collection Development

The new ordering process, where everyone orders instead of just Beth, continues to go well. We are tweaking some things here and there, as we knew it would be a learning process. Most of the tweaks are coming on the non-fiction side of things, where we are learning to avoid certain publishers and price points, and to step back and consider our population.

Other

As always, and especially after having been to a couple of meetings with other managers this month, I am grateful for the staff that we have. Their enthusiasm, knowledge, and customer service skills are out there on display every day.

Respectfully submitted,
Matt Matkowski
Head of Public Services

May 2023

Programming	Hybrid	In-person	Total # Programs	Cost	Attendance	Reference Questions		
Paid	4	1	5	\$815	69	Reference	Computer	Directional
Free	3	0	3	N/A	71	687	254	337
Book Discussions	0	3	3	N/A	17	Total		1,278
Movies			1	N/A	10	Homebound Deliveries		
Passive Programs			2	N/A	134	# Patrons	# Visits	# Items
Clubs						2	6	123
Mah Jongg			5	N/A	7	Book-A-Librarian # Sessions		
Needle Crafters			5	N/A	29			
Scrabble			5	N/A	86			
Computer Training - Lab			1	N/A	1	4 (Tech Time Sessions)		
Total Programming			30	\$815	424			
Date	Time	TYPE	Paid: Adult Programming			Registered	Cost	Attendance
05/04/23	7:00 pm	HYBRID	Tour du Mont Blanc (16 Inperson)			26	\$330	23
05/16/23	7:00 pm	HYBRID	Black Sox (10 Inperson)			17	\$335	16
05/17/23	7:00 pm	HYBRID	Yamaguchi (1 inperson)			6	ILP SUB	5
05/23/23	7:00 pm	HYBRID	Immune System (20 inperson)			28	\$150	25
05/06/23	9:00 am	In-person	Scrapbooking Day (CANCELLED)			1	n/a	n/a
Date	Time	Type	Free: Adult Programming			Registered	Cost	Attendance
05/09/23	2:00 pm	HYBRID	Medicare Made Easy (20 inperson)			12	n/a	20
05/09/23	7:00 pm	HYBRID	Ticked off (4 inperson)			13	n/a	13
05/30/23	7:00 pm	HYBRID	Scams & Common Concerns (32 Inperson)			37	n/a	38
Date	Time	Type	Book Discussions			Registered	Cost	Attendance
05/08/23	12:00 pm	In-person	Lunch Bunch			2	n/a	10
05/16/23	2:00 pm	In-person	Teatime			0	n/a	7
05/30/23	2:00 pm	In-person	Senior Center (CANCELLED)			n/a	n/a	n/a
Date	Time	Movies				Registered	Cost	Attendance
05/21/23	2:00 pm	Sunday at the Cinema				9	n/a	10
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						100
		Spice Club				30		34
Date	Time	Mah Jongg				Registered	Cost	Attendance
05/02/23	12:00 pm	Mah Jongg				n/a	n/a	4
05/09/23	12:00 pm	Mah Jongg				n/a	n/a	3
05/16/23	12:00 pm	Mah Jongg				n/a	n/a	0
05/23/23	12:00 pm	Mah Jongg				n/a	n/a	0
05/30/23	12:00 pm	Mah Jongg				n/a	n/a	0
Date	Time	Needle Crafters				Registered	Cost	Attendance
05/02/23	10:00 am	Needle Crafters				n/a	n/a	6
05/09/23	10:00 am	Needle Crafters				n/a	n/a	6
05/16/23	10:00 am	Needle Crafters				n/a	n/a	5
05/23/23	10:00 am	Needle Crafters				n/a	n/a	7
05/30/23	10:00 am	Needle Crafters				n/a	n/a	5
Date	Time	Scrabble				Registered	Cost	Attendance
05/02/23	10:00 am	Scrabble				n/a	n/a	20
05/09/23	10:00 am	Scrabble				n/a	n/a	17
05/16/23	10:00 am	Scrabble				n/a	n/a	16
05/23/23	10:00 am	Scrabble				n/a	n/a	14
05/30/23	10:00 am	Scrabble				n/a	n/a	19
Date	Time	Computer Training - Lab				Registered	Cost	Attendance
05/08/23	2:00 pm	Internet Basics				2	n/a	1



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

MAY 2023

Meetings and Training:

May 02, 2023 Summer Reading block party committee meeting.

May 11, 2023 SWAN Acquisitions and Cataloging Users.

May 15, 2023 Fan Con 2023 meeting.

May 16, 2023 CoverOne Training session at Alsip-Merrionette Park PLD.

May 18, 2023 Summer Reading block party committee meeting.

May 19, 2023 ATLAS Middle Managers meeting.

May 23, 2023 Summer Reading block party committee meeting.

May 24, 2023 Management Team meeting.

May 25, 2023 Core: Library Leaders & Managers - Leadership Development webinar.

May 26, 2023 Technical Services Networking Group meeting.

Staff Related:

Susana continues to work on VHS conversion format file issues. The original conversion file format does not play on any Apple products. Susana has been working on reformatting all VOB files to MOV files. This has been a learning curve as I, Susana, continue to learn more on what video formats are compatible to Windows product versus Apple products.

Marilyn and Nikki completed working on two new Science to Go kits for the collection, a Hexeum Telescope and a Bug kit. In addition, Susana completed working on two new collection formats, Toniebox and eight Tonie characters. The Toniebox has a variety of content types such as education, literary, nap time, song, stories and more. This new collection is only available to Palos Heights cardholders.

The department completed working on revising the board book collection. The board book collection cataloging is now shelved by category.

Technical Services staff continue to work on revising fiction and mystery adult books that belong to a series.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered	160	0	11	0	6	0	-	-
Received	191	43	14	0	6	14	-	-
Added	133	304	14	14	8	3	76	15
Discarded	25	265	3	1	1	0	71	11



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
Adult	0	1	2	0	0	0
Juvenile	0	0	1	0	0	0

Library Services					
	January	February	March	April	May
Laminating Service*	11	18	0	0	3
VHS Conversion:	0 VHS tapes	6 VHS tapes	41 VHS tapes	1 VHS tapes	0 VHS tapes
DVD Format	0	6	20	1	0
USB Flash drive Format	0	7	3	0	0

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

Respectfully submitted,
 Susana Leyva
 Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

YOUTH & TEEN SERVICES DEPARTMENT REPORT

MAY 2023

Highlights of the Month:

Volunteers – Throughout the month of May, the teens who have come to volunteer have helped the Youth department with craft preparing crafts, helped keep the supplies clean and in order, and helped prepare some supplies for our Summer Reading Program.

Garden Terrariums – Carla planned this program for children in grades 3-5. They designed their own garden scenes.

Teen Book Club – Carla discussed #MurderTrending by Gretchen McNeil with teens in grades 6-12.

Teen Book Box – Mary Kate crafted boxes for teens with a book and goodies based on their questionnaire responses.

Mother Goose on the Loose Story time – Carla planned this story time for children ages birth-23 months. Stories and songs were all inspired from our favorite nursery rhyme bird, Mother Goose!

Stressbusters – Tina prepared kits for teens preparing for finals. The kits had stress balls, highlighters, index cards, post-its, pencils, and a snack.

Furry Readers – Children of all ages enjoyed reading stories to the service dogs.

Lego Builders – Jolie provided Legos and children of all ages enjoyed using their imagination to build creations.

Painted Flower Pots – Claire planned this program for children in grades K-3, who enjoyed using their creativity to spruce up flower pots for Mother's Day.

Pet Story Time – Claire planned and presented this story time for children ages 2-5, who enjoyed stories and songs all about their favorite furry friends.

Cherry Blossom – Jolie planned this painting program for children in grades 4-12. They enjoyed painting a cherry blossom tree using Q-tips to dot the blossom petals using their creativity.

Meetings and Department News:

Booklist: New & Notable Nonfiction Picture Books from Random House Children's Books – Claire watched this webinar on 05/02 to learn about upcoming nonfiction books for younger readers from a panel of authors.

Mackin: Lifting Voices Authentic Representation: A Conversation with Neurodivergent Authors – Tina and Carla watched this webinar on 05/02. They listened to a panel of authors discuss neurodiversity and the importance of children seeing themselves in books.

Lake Katherine Meeting – Tina met with Tara from Lake Katherine on 05/02. We will be partnering for the Nature Story Time. A monthly program that incorporates a story, songs, and activities about nature. The topic for August is Kingfisher birds, based on the book, *Mel Fell*.

118 Materials Drop-Off – Carla dropped off information about summer reading on 05/04 to district 118 to share with their ELL students.

Reaching Forward Conference – Carla attended this conference on 05/05 and networked with other Illinois librarians.

SRP Kick Off Committee – Carla and Mary Kate attended meetings on 05/02, 05/18/ and 05/23 to finalize planning for the Summer Reading Kickoff Party.

SLJ: Spring Teen/YA Book Buzz – Tina and Claire watched this webinar on 05/09 and listened to a panel of publishers discuss upcoming titles for teens.

Friends of the Library Meeting – Carla attended the Friends of the Library Meeting on 05/10.

Fan Con Meeting – Claire attended this meeting on 05/15 to discuss plans for this year’s Fan Con, including a favorite movie bracket and helped determine where different events should be held.

Booklist: Summer Scares Middle-Grade Panel – On 05/15, Mary Kate watched this Booklist webinar that gave an overview of three summer scary books and how the authors began writing horror.

SLJ Day of Dialog – Claire attended this virtual program on 05/18, where she watched several authors discuss their writing processes and upcoming books from a variety of genres, for children of all ages.

Fall 2023 Librarian Preview with HarperCollins Children’s Books featuring Joanna Ho, Mac Barnett & Shawn Harris, and Elana K. Arnold – Carla watched this webinar on 05/18 and learned about upcoming fall titles.

Booklist: Summer Scares Middle-Grade Panel – Carla watched this webinar on 05/22 and learned about the “Summer Scares” program to promote horror as a genre to patrons. There was also a panel of three authors who wrote horror novels for middle grade readers.

Laconi YSS – Tina attended a board meeting and committee meeting on 05/23 about possible fall workshops.

Booklist: Random House Children’s Books Summer 2023 – On 05/24, Mary Kate watched this Booklist webinar that gave an overview of upcoming books for the summer and focused on *Invisible Son* by Kim Johnson.

Management Team Meeting – Tina and Carla attended management team meeting on 05/24.

Booklist: Page-Turning Picture Books – Carla and Claire watched this webinar on 05/25 about upcoming picture books.

Outreach:

Reggio Academy – Mary Kate presented a short story time about summer and promoted the SRP program on 05/08.

Rec Center and Indian Hill Preschools – Carla presented story times about summer and promoted the SRP program on 05/09, 05/10, and 05/17.

Navajo School – Carla, Tina, and Mary Kate promoted the summer reading program to the 4th and 5th grade classes on 05/22 and 05/24.

SRP Video – The YTS department filmed a fun video to promote SRP, and sent it to various schools in districts 128, 118, Trusting Hearts Preschool, and St. Alexander School.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	8	134		Reference	Computer	Directional
Free Tween/Teen Programming	5	48		205	26	134
Youth Paid Programming	1	3		TOTAL	365	
Tween/Teen Paid Programming				PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	14	185		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	235	132	0
TOTAL OUTREACH	2	9	344	TOTAL	367	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	COST	ATTENDANCE
05/03/23	11:30 am	Mother Goose Storytime		28
05/08/23	4:00 pm	Garden Terrariums		5
05/10/23	1:00 pm	Sensory Friendly Playtime		2
05/10/23	4:30 pm	Furry Readers		20
05/11/23	4:00 pm	Painted Flower Pots		14
05/12/23	11:00 am	Mommy and Muffins Storytime		18
05/17/23	11:30 am	Pet Storytime		34
05/24/23	4:00 pm	Lego Builders		13

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS	COST	ATTENDANCE
05/01/23	4:00 pm	Volunteens		9
05/12/23	5:00 pm	Teen Book Box		5
05/15/23	4:00 pm	Stressbusters		20
05/15/23	5:00 pm	Cherry Blossom Painting		12
05/16/23	5:00 pm	Teen Book Club		2

DATE	TIME	PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
05/06/23	10:00 am	Drawing Comics with Jarett J. Krosoczka - Zoom Author	ILP	3

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Mother's Day Card	127
Teen Gaming - Nintendo Switch	23
FabLab - Mario Star	6
Craft - Flower Pot	108
Teen Craft - Baby Groot	56
FabLab - Teacher Gift	7
Teen Craft - Flowers	40

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
05/08/23	Reggio Academy	1	20
05/09/23	Rec Center Preschool	1	13
05/09/23	Rec Center Preschool	1	21
05/17/23	Indian Hill Preschool	6	114
05/22/23	Navajo 5th Grade Classes (library visit)	1	78
05/24/23	Navajo 4th Grade Classes (library visit)	1	98



FY2023 Budget – Proposed Amendments

4311 – Salaried Employees

We are a bit off track with our salary budget due to Jeannine staying with us into January. When we established this budget back in September, we were thinking her last day would be in December. Even so, the new amount is less than 0.4% higher than our original budget.

4312 – Hourly Employees

I would like to increase this line to increase the hours of one of our Circulation Clerks. We used to have two clerks who worked more than 20 hours per week and thus qualified for IMRF benefits. A few years ago, one of them asked to reduce her hours, and we never replaced those hours in the schedule. Lorena has indicated that she could really use those hours back, especially as she is spending significant time and energy working on her managerial skills. The proposed increase would be a 3% increase over our budgeted amount for the year.

4331 – IMRF

Adding another IMRF-eligible position in Circulation would obviously increase our IMRF obligation overall. The proposed increase is about 1% over our original budgeted amount for the year.

4332 – FICA

Similarly, with increases to salaries there will be a corresponding increase to FICA of approximately 1%.

4333 – Insurance

While insurance costs per employee are actually lower than we had budgeted for the year, carrying Jeannine into the new year increased our cost beyond the budgeted amount. The needed increase is less than 0.5% over the original budget.

4365 – Accounting

Our accountants increased their fees a bit this year. The proposed amendment is about 2% higher than the original budget.

4417 – SWAN/OCLC

SWAN runs on a July-June fiscal year, so we don't know the fees for the coming year until after our fiscal year has begun. We budget for a nominal increase each year, but this year's increase was a bit bigger than anticipated for us, 2.6% over our original budget.

4418 – Technology

The majority of our Technology budget goes to pay our IT consultant, which is the backbone of just about everything we do here. In recent years, they have taken on the added responsibilities of managing our Meeting Room A/V equipment as well as other technology odds and ends. We pay them hourly, and they haven't raised their hourly fee since we hired them. But they are spending more time on us than in past years, so we need to raise this line a fair amount. I'm proposing a 13.1% increase over the original budget.

4424 – Newsletter Printing

Our newsletter printing cost is usually pretty stable from one year to the next, but we are seeing a price increase this year. The increase is about 2.5% higher than our original budget.

4436 – Landscape Maintenance

The need to find a new landscaper came as a surprise, and the lowest bid was still significantly higher than our previous company. The new amount is about 20% higher than our original budget.

4553 – Postage Bulk Fees

Postage is going up again, which affects our bulk newsletter mailings. I'm now estimating that our costs for the year will be around 7.5% higher than our original budget.

4900 – Reimbursed Expenses

This budget line is actually offset dollar-for-dollar with our reimbursable revenues line, so an increase here represents no net change to our budget. The reason for the difference here is that Jeannine has opted to continue buying into our insurance pool, which she is entitled to do. Even though it won't affect the bottom line, this change still needs to be reflected in the budget.

7001 – Special Reserves Expenses

The amount that we budgeted for Special Reserves spending was based on anticipated needs as outline in our capital needs assessment. What we didn't budget for was having our final renovation bill linger into the new year. That final payment of more than \$100,000 immediately blew past our budgeted amount. The new proposed amount accounts for anticipated expenditures remaining for the year.

Totals: The new total expenditures in the amended budget would be \$2,341,048.67, which is significantly lower than our original budget of \$2,527,524.33. With anticipated revenues of \$2,341,753.94, the proposed changes would keep us in the black for the year.

**Palos Heights Public Library
FY2023 FINAL BUDGET**

4000 · EXPENSES

2023

4300 · PERSONNEL SERVICES

4310 · OPERATIONAL SALARIES

4311 · Salaried Employees	\$ 727,971.95
4312 · Hourly Employees	\$ 191,532.58
4313 · Additional Compensation	\$ 5,500.00

Total 4310 · OPERATIONAL SALARIES \$925,004.53

4330 · EMPLOYEE BENEFITS

4331 · IMRF III. Muni. Ret. Fund (Levied separately)	\$68,192.80
4332 · FICA Social Security (Levied separately)	\$70,342.10
4333 · Insurance	\$129,609.10
4334 · Staff Apparel	\$1,000.00

Total 4330 · EMPLOYEE BENEFITS \$269,144.00

4350 · STAFF & BOARD PROFESSIONAL EDUCATION

4351 · Membership Fees	\$2,200.00
4352 · Board Development	\$800.00
4353 · Administrator	\$500.00
4354 · Professional Staff	\$5,000.00
4355 · Support Staff	\$1,000.00
4356 · Mileage Reimbursement	\$1,000.00

Total 4350 · STAFF & BOARD PROFESSIONAL EDUCATION \$10,500.00

Total 4300 · PERSONNEL SERVICES \$1,204,648.53

4400 · CONTRACTUAL SERVICES

4401 · PROFESSIONAL SERVICES

4361 · Audit Fees (levied separately)	\$6,830.00
4362 · Legal Fees	\$2,000.00
4363 · Consultant Fees	\$3,500.00
4364 · Appraisal Fees	\$3,500.00
4365 · Accounting	\$4,410.00

Total 4401 · PROFESSIONAL SERVICES \$20,240.00

4402 · OUTSIDE SERVICES

4412 · Payroll Services	\$4,800.00
4414 · Alarm	\$3,226.00
4416 · Maintenance	\$39,000.00
4417 · SWAN/OCLC	\$28,619.00
4418 · Technology	\$32,000.00

Total 4402 · OUTSIDE SERVICES \$107,645.00

4403 · PRINTING

4421 · Newspaper/Advertising Notices	\$0.00
4424 · Newsletter Printing	\$17,515.05

Total 4403 · PRINTING \$17,515.05

4404 · PROGRAMMING

4451 · Youth & Teen Programming	\$10,000.00
4452 · Public Services Programming	\$13,000.00
4454 · General Programming	\$9,000.00

Total 4404 · PROGRAMMING \$32,000.00

4405 · PUBLIC RELATIONS

4461 · Public Relations	\$3,000.00
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Total 4405 · PUBLIC RELATIONS \$3,000.00

Total 4400 · CONTRACTUAL SERVICES \$180,400.05

4406 · BUILDING MAINTENANCE

4407 · REPAIRS & MAINTENANCE

4431 · Pest Control	\$856.68
4432 · Heating/Cooling Service	\$12,000.00
4434 · Other Repairs/Maintenance	\$9,000.00
4436 · Lawn Maintenance	\$7,500.00
4437 · Snow Removal	\$6,364.04

Total 4407 · REPAIRS & MAINTENANCE \$35,720.72

4408 · EQUIPMENT MAINTENANCE

4531 · Copier	\$7,578.48
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**Palos Heights Public Library
FY2023 FINAL BUDGET**

4533 · Other Equipment	\$240.00
Total 4408 · EQUIPMENT MAINTENANCE	\$7,818.48
Total 4406 · BUILDING MAINTENANCE	\$43,539.20
4440 · INSURANCE	
4441 · Bldg & Contents	\$22,180.80
4443 · Worker's Comp (levied separately)	\$2,041.20
Total 4440 · INSURANCE	\$24,222.00
4470 · UTILITIES	
4472 · Water	\$2,750.00
4473 · Gas	\$2,000.00
4474 · Telephone/FAX	\$2,000.00
4475 · INTERNET	\$7,000.00
Total 4470 · UTILITIES	\$13,750.00
4500 · SUPPLIES	
4501 · OFFICE SUPPLIES	
4511 · Public Services - Supplies	\$1,000.00
4512 · Youth & Teen - Supplies	\$1,500.00
4514 · Business Office - Supplies	\$3,200.00
4515 · Technical Services - Supplies	\$6,000.00
4516 · Circulation - Supplies	\$3,050.00
4518 · Local History - Supplies	\$1,000.00
4519 · Hospitality - Supplies	\$1,200.00
Total 4501 · OFFICE SUPPLIES	\$16,950.00
4502 · MAINTENANCE/CLEANING SUPPLIES	
4541 · Maintenance/Cleaning Supplies	\$4,450.00
Total 4502 · MAINTENANCE/CLEANING SUPPLIES	\$4,450.00
4503 · MAILING EXPENSES & FEES	
4551 · Postage & Handling	\$600.00
4553 · Bulk Fees & Permits	\$3,638.25
Total 4503 · MAILING EXPENSES & FEES	\$4,238.25
Total 4500 · SUPPLIES	\$25,638.25
4600 · CAPITAL EXPENSES	
4601 · FURNITURE & EQUIPMENT	
4611 · Furniture	\$0.00
4612 · Library Equipment	\$0.00
4614 · Other Equipment	\$0.00
Total 4601 · FURNITURE & EQUIPMENT	\$0.00
4602 · BUILDING/FACILITY IMPROVEMENTS	
4641 · Building Improvements	\$0.00
4642 · Facility Improvements	\$0.00
4643 · Capital Landscape/Hardscape	\$0.00
Total 4602 · BUILDING/FACILITY IMPROVEMENTS	\$0.00
4603 · Special Reserves/Contingency	
4631 · Special Reserves Replenishment	\$778,000.00
4603 · Special Reserves/Contingency	\$778,000.00
Total 4600 · CAPITAL EXPENSES	\$778,000.00
4700 · MEDIA/LIBRARY MATERIALS	
4710a · Databases (adult)	\$27,000.00
4710b · Databases (youth)	\$6,000.00
4711 · Periodicals	\$14,500.00
4712 · Continuations	\$600.00
4714 · Large Print Books	\$5,500.00
4715 · Books - Adult	\$32,300.00
4716 · Books - Youth	\$33,000.00
4717 · Videos - Adult	\$4,500.00
4718 · Videos - Youth	\$2,500.00
4719 · Audiobooks/Playaways - Adult	\$2,000.00
4720 · Audiobooks/Playaways - Youth	\$3,250.00
4721 · Software	\$9,000.00
4722 · Realia	\$300.00

**Palos Heights Public Library
FY2023 FINAL BUDGET**

4723 · Video Games	\$1,300.00
4724 · Music	\$200.00
4725A · E-Books - Adult	\$10,000.00
4725B · E-Audiobooks - Adult	\$13,000.00
4726 · E-Books - Youth	\$3,500.00
4727 · Downloadable Music	\$7,365.00
Total 4700 · MEDIA/LIBRARY MATERIALS	\$175,815.00
4900A · MISC. REIMB. (NOT LEVIED FOR)	
4900 · Reimbursement - Miscellaneous	\$5,000.00
4902 · Grants	\$17,800.30
4904 · Reimbursement Friends Book Sale	\$11,000.00
4906a · Reimbursements - Restricted Gifts/Donation	\$1,000.00
4906b · Reimbursements - Fundraising Expenses	\$0.00
Total 4900A · MISC. REIMB. (NOT LEVIED FOR)	\$34,800.30
7000 · SPECIAL RESERVES PROJECTS	
7001 · Special Reserves Projects	\$46,711.00
Total 7000 · SPECIAL RESERVES PROJECTS	\$46,711.00
Total 4000 · EXPENSES	\$2,527,524.33
3000 · RECEIPTS	
3100 · REAL ESTATE TAXES	
3101 · Tax Levies- Prior Years	\$5,000.00
* <u>3103 · Tax Levies-Current FY*</u>	\$1,844,609.03
Corporate Fund Levy	\$1,694,984.85
IMRF Fund Levy	\$68,192.80
Social Security Levy	\$70,342.10
Audit Fund Levy	\$6,830.00
Liability Fund Levy	\$2,218.08
Worker's Comp Levy	\$2,041.20
3105 · Tax Levies-Last Yr	\$587,500.00
3261 · Corporate Replacement Tax	\$12,000.00
Total 3100 · REAL ESTATE TAXES	\$2,449,109.03
3200 · MISCELLANEOUS RECEIPTS	
3201 · FRONT DESK	
3210 · LOST/DAMAGED/OVERDUE FEES	\$2,500.00
3220 · BORROWERS CARDS	\$1,800.00
3250 · MISCELLANEOUS FRONT DESK	\$2,200.00
Total 3201 · Front Desk	\$6,500.00
3202 · MISCELLANEOUS - REIMBURSEMENTS	
3231 · Friends Book Sales	\$11,000.00
3251 · Miscellaneous	\$5,000.00
3260a · Restricted Gifts/Donations	\$1,000.00
3260b · Unrestricted Gifts/Annual Fundraising	\$15,000.00
3260c · Planned Giving	\$15,000.00
Total 3202 · MISCELLANEOUS - REIMBURSEMENTS	\$47,000.00
3240 · COPIER	
Copier	\$4,000.00
3240 · COPIER	\$4,000.00
3270 · Grants	
	\$17,800.30
3270 · Grants	\$17,800.30
Total 3200 · MISCELLANEOUS RECEIPTS	\$75,300.30
3300 · INTEREST EARNED	
3382 · Prior Years Taxes	\$75.00
3384 · Money Market FMB General Fund	\$3,000.00
3387 · Money Market IPTIP	\$30.00
3388 · Checking Account	\$10.00
Total 3300 · INTEREST EARNED	\$3,115.00
Total 3000 · RECEIPTS	\$2,527,524.33

4000 · GENERAL FUND EXPENSES**Original Budget Amended Budget****4300 · PERSONNEL SERVICES****4310 · OPERATIONAL SALARIES**

4311 · Salaried Employees	\$727,971.95	\$730,958.65
4312 · Hourly Employees	\$191,532.58	\$197,000.00
4313 · Additional Compensation	\$5,500.00	\$5,500.00
Total 4310 · OPERATIONAL SALARIES	\$ 925,004.53	\$ 933,458.65

4330 · EMPLOYEE BENEFITS

4331 · IMRF III. Muni. Ret. Fund (Levie	\$68,192.80	\$68,957.00
4332 · FICA Social Security (Levied sep	\$70,342.10	\$70,988.84
4333 · Insurance	\$129,609.10	\$130,003.00
4334 · Clothing	\$1,000.00	\$881.24
Total 4330 · EMPLOYEE BENEFITS	\$ 269,144.00	\$ 270,830.08

4350 · STAFF & BOARD DEVELOPMENT

4351 · Membership Fees	\$2,200.00	\$2,200.00
4352 · Board Development	\$800.00	\$800.00
4353 · Administrator	\$500.00	\$500.00
4354 · Professional Staff	\$5,000.00	\$5,000.00
4355 · Support Staff	\$1,000.00	\$1,000.00
4356 · Mileage Reimbursement	\$1,000.00	\$1,000.00
Total 4350 · STAFF & BOARD DEVELOPMENT	\$ 10,500.00	\$ 10,500.00

Total 4300 · PERSONNEL SERVICES	\$ 1,204,648.53	\$ 1,214,788.73
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4400 · CONTRACTUAL SERVICES**4401 · PROFESSIONAL SERVICES**

4361 · Audit Fees (levied separately)	\$ 6,830.00	\$ 6,830.00
4362 · Legal Fees	\$ 2,000.00	\$ 2,000.00
4363 · Consultant Fees	\$ 3,500.00	\$ 3,500.00
4364 · Appraisal Fees	\$ 3,500.00	\$ 3,500.00
4365 · Accounting	\$ 4,410.00	\$ 4,490.00
Total 4401 · PROFESSIONAL SERVICES	\$ 20,240.00	\$ 20,320.00

4402 · OUTSIDE SERVICES

4412 · Payroll Services	\$4,800.00	\$4,800.00
4414 · Alarm	\$3,226.00	\$3,226.00
4416 · Maintenance	\$39,000.00	\$39,000.00
4417 · SWAN/OCLC	\$28,619.00	\$29,358.00
4418 · Technology	\$32,000.00	\$36,200.00
Total 4402 · OUTSIDE SERVICES	\$ 107,645.00	\$ 112,584.00

4403 · PRINTING

4421 · Newspaper/Advertising Notices	\$0.00	\$0.00
4424 · Newsletter Printing	\$17,515.05	\$17,926.80
Total 4403 · PRINTING	\$ 17,515.05	\$ 17,926.80

4404 · PROGRAMMING

4451 · Youth & Teen Programming	\$10,000.00	\$10,000.00
4452 · Public Services Programming	\$13,000.00	\$13,000.00
4454 · General Programming	\$9,000.00	\$9,000.00
Total 4404 · PROGRAMMING	\$ 32,000.00	\$ 32,000.00

4405 · PR/Marketing

4461 · PR/Marketing	\$ 3,000.00	\$ 3,000.00
Total 4405 · PR/Marketing	\$ 3,000.00	\$ 3,000.00

Total 4400 · CONTRACTUAL SERVICES	\$ 180,400.05	\$ 185,830.80
4406 · BUILDING MAINTENANCE		
4407 · REPAIRS & MAINTENANCE		
4431 · Pest Control	\$856.68	\$856.68
4432 · Heating/Cooling Service	\$12,000.00	\$12,000.00
4434 · Building Repairs/Maintenance	\$9,000.00	\$9,000.00
4436 · Landscape Maintenance	\$7,500.00	\$9,118.64
4437 · Snow Removal	\$6,364.04	\$6,364.04
Total 4407 · REPAIRS & MAINTENANCE	\$35,720.72	\$37,339.36
4408 · EQUIPMENT MAINTENANCE		
4531 · Copier	\$7,578.48	\$7,578.48
4533 · Other Equipment	\$240.00	\$240.00
Total 4408 · EQUIPMENT MAINTENANCE	\$ 7,818.48	\$ 7,818.48
Total 4406 · BUILDING MAINTENANCE	\$ 43,539.20	\$ 45,157.84
4440 · INSURANCE		
4441 · Bldg & Contents	\$22,180.80	\$22,180.80
4443 · Worker's Comp (levied separately)	\$2,041.20	\$2,041.20
Total 4440 · INSURANCE	\$ 24,222.00	\$ 24,222.00
4470 · UTILITIES		
4472 · Water	\$2,750.00	\$2,750.00
4473 · Gas	\$2,000.00	\$2,000.00
4474 · Telephone/FAX	\$2,000.00	\$2,000.00
4475 · INTERNET	\$7,000.00	\$7,000.00
Total 4470 · UTILITIES	\$ 13,750.00	\$ 13,750.00
4500 · SUPPLIES		
4501 · OFFICE SUPPLIES		
4511 · Public Services - Supplies	\$1,000.00	\$1,000.00
4512 · Youth & Teen - Supplies	\$1,500.00	\$1,500.00
4514 · Business Office - Supplies	\$3,200.00	\$3,200.00
4515 · Technical Services - Supplies	\$6,000.00	\$6,000.00
4516 · Circulation - Supplies	\$3,050.00	\$3,050.00
4518 · Local History - Supplies	\$1,000.00	\$1,000.00
4519 · Hospitality - Supplies	\$1,200.00	\$1,200.00
Total 4501 · OFFICE SUPPLIES	\$ 16,950.00	\$ 16,950.00
4502 · MAINTENANCE/CLEANING SUPPLIES		
4541 · Maintenance/Cleaning Supplies	\$ 4,450.00	\$ 4,450.00
Total 4502 · MAINTENANCE/CLEANING SUPPLIES	\$ 4,450.00	\$ 4,450.00
4503 · MAILING EXPENSES & FEES		
4551 · Postage & Handling	\$600.00	\$600.00
4553 · Bulk Fees & Permits	\$3,638.25	\$3,900.00
Total 4503 · MAILING EXPENSES & FEES	\$ 4,238.25	\$ 4,500.00
Total 4500 · SUPPLIES	\$ 25,638.25	\$ 25,900.00
4600 · CAPITAL EXPENSES/CONTINGENCY		
4603 · Special Reserves/Contingency	\$ 778,000.00	\$ 488,000.00
4631 · Contingency	\$ 778,000.00	\$ 488,000.00
Total 4600 · CAPITAL EXPENSES/CONTINGENCY	\$ 778,000.00	\$ 488,000.00
4700 · MEDIA/LIBRARY MATERIALS		
4710a · Databases (adult)	\$27,000.00	\$27,000.00
4710b · Databases (youth)	\$6,000.00	\$6,000.00

4711 · Periodicals	\$14,500.00	\$14,500.00
4712 · Continuations	\$600.00	\$600.00
4714 · Large Print Books	\$5,500.00	\$5,500.00
4715 · Books - Adult	\$32,300.00	\$32,300.00
4716 · Books - Youth	\$33,000.00	\$33,000.00
4717 · Videos - Adult	\$4,500.00	\$4,500.00
4718 · Videos - Youth	\$2,500.00	\$2,500.00
4719 · Audiobooks/Playaways - Adult	\$2,000.00	\$2,000.00
4720 · Audiobooks/Playaways - Youth	\$3,250.00	\$3,250.00
4721 · Software	\$9,000.00	\$9,000.00
4722 · Realia	\$300.00	\$300.00
4723 · Video Games (Youth)	\$1,300.00	\$1,300.00
4724 · Music	\$200.00	\$200.00
4725A · E-Books - Adult	\$10,000.00	\$10,000.00
* 4725B · E-Audiobooks - Adult	\$13,000.00	\$13,000.00
* 4726 · E-Books - Youth	\$3,500.00	\$3,500.00
4727 · Downloadable Music	\$7,365.00	\$7,365.00
Total 4700 · MEDIA/LIBRARY MATERIALS	\$ 175,815.00	\$ 175,815.00

4900A · MISC. REIMB. (NOT LEVIED FOR)

4900 · Reimbursement - Miscellaneous	\$5,000.00	\$12,784.00
4902 · Grants	\$17,800.30	\$17,800.30
4904 · Reimbursement Friends Book Sale	\$11,000.00	\$11,000.00
4906 · Reimbursements - Restricted Gifts/Donat	\$1,000.00	\$1,000.00
4906 · Reimbursements - Fundraising Expenses	\$0.00	\$0.00
Total 4900A · MISC. REIMB. (NOT LEVIED FOR)	\$ 34,800.30	\$ 42,584.30

Total 4000 · EXPENSES

\$ 2,527,524.33 \$ 2,341,048.67

7000 · SPECIAL RESERVES PROJECTS

7001 · Special Reserves Projects	\$ 46,711.00	\$ 125,000.00
Total 7000 · SPECIAL RESERVES PROJECTS	\$ 46,711.00	\$ 125,000.00

3000 · RECEIPTS

3100 · REAL ESTATE TAXES

3101 · Tax Levies- Prior Years	\$ 5,000.00	\$ 5,000.00
* 3103 · Tax Levies-Current FY*	\$ 1,844,609.03	\$ 1,844,609.03
1st half distribution	\$ 954,768.62	\$ 954,768.62
2nd half distribution	\$ 889,840.40	\$ 889,840.00
3105 · Tax Levies-Last Yr	\$ 587,500.00	\$ 341,292.27
3161 · Personal Property Replacement Tax	\$ 12,000.00	\$ 29,946.67
Total 3100 · REAL ESTATE TAXES	\$ 2,449,109.03	\$ 2,220,847.97

3200 · MISCELLANEOUS RECEIPTS

3201 · FRONT DESK

3210 · LOST/DAMAGED FEES	\$ 2,500.00	\$ 2,500.00
3220 · BORROWERS CARDS	\$ 1,800.00	\$ 1,800.00
3250 · MISCELLANEOUS FRONT DESK	\$ 2,200.00	\$ 3,500.00
Total 3201 · Front Desk	\$ 6,500.00	\$ 7,800.00

3202 · MISCELLANEOUS - REIMBURSEMENTS

3231 · Friends Book Sales	\$ 11,000.00	\$ 11,000.00
3251 · Miscellaneous	\$ 5,000.00	\$ 12,784.00
3270 · Grants	\$ 17,800.30	\$ 17,800.30

3260a · Gifts/Donations	\$ 1,000.00	\$ 1,000.00
3260b · Fundraising	\$ 15,000.00	\$ 15,000.00
3260c · Planned Giving	\$ 15,000.00	\$ 15,000.00
Total 3200b · DONATIONS/GIFTS	\$ 64,800.30	\$ 72,584.30
3240 · Copier	\$ 4,000.00	\$ 4,000.00
Total 3200 · MISCELLANEOUS RECEIPTS	\$ 75,300.30	\$ 84,384.30
3300 · INTEREST EARNED		
3382 · Prior Years Taxes	\$ 75.00	\$ -
3384 · Money Market FMB General Fund	\$ 3,000.00	\$ 6,500.00
3387 · Money Market IPTIP	\$ 30.00	\$ 40.00
3388 · Checking Account	\$ 10.00	\$ 35.00
Total 3300 · INTEREST EARNED	\$ 3,115.00	\$ 6,575.00
Total 3000 · RECEIPTS	\$ 2,527,524.33	\$ 2,341,753.94

**2023 ANNUAL RESOLUTION AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS**

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

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

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

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

WHEREAS, the Board of Library Trustees of the Palos Heights Public Library has determined from **July 1, 2023 to June 30, 2024**, 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 **\$302.19** calculated according to the box which is checked off below:

- ☒ General Mathematical Formula (23 Ad. Code 3050.60(a));
- ☐ Tax Bill Method (23 Ad. Code 3050.60(b)); or
- ☐ Average Non-Resident Fee (23 Ad. code 3050.60(c)), if
authorized by the Director of this Illinois State Library.

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

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

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

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

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

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

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

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

ADOPTED this **15th day of June 2023** 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

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:

**2023 ANNUAL RESOLUTION AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS**

adopted by the Board of Library Trustees of the Palos Heights Public Library at the monthly meeting of said Board of Library Trustees on the 15th of June 2023, and that said Resolution was duly approved by the President and Board of Library Trustees of the Palos Heights Public Library on the same date.

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said Palos Heights Public Library, Cook County, Illinois this 15th day of June 2023.

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