



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

February 15, 2024

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the January 18, 2024 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for January 2024 for \$165,750.85
Approval of the Treasurer's report for the month ending January 31, 2024
- 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
Long Range Planning – Sue Jankowski
Nominating – Susan Snow
Personnel – Dianne Key
Policy – Rose Zubik
- NEW BUSINESS: 1. Discussion of Library Foundations
2. Approval of Recommendations of Building & Grounds Committee
3. Approval of Recommendations of Budget & Finance Committee
4. Approval of 2024 Trustee Ethics Statement
- ADJOURNMENT
- NEXT MEETING: Thursday, March 21, 2024

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

Palos Heights Library Board of Trustees

January 18, 2024 Meeting Minutes

1. The meeting was called to order at 7:09 PM by Presiding President Rose Zubik. The following trustees were present in person: Trustee Steve Foertsch, Sue Jankowski, Diane Key, Hilary Rhodes, and Rose Zubik. Trustees Susan Snow and John Peltz attended via Xoom. Presiding President Zubik announced that a quorum was present.
2. Library Director, Jesse Blazek, was present as was Business Manager Terry Fleckenstein. Staff member Tina Ruzala, Supervisor of Youth and Teen Section, was also present.
3. The minutes of the November 16th Board meeting were approved on Trustee Foertsch's motion, Trustee Jankowski's second, and a voice vote. Motion carried.
4. Treasurer's Report
 - a. In Treasurer Trustee Keough's absence, Trustee Foertsch moved to approve the General Fund bills for the month of November 2023 for \$201,905.09. His motion was seconded by Trustee Key. On a roll call vote, the motion carried.
 - b. Trustee Foertsch moved to approve the Treasurer's report for the month ending November 30, 2023. Trustee Key seconded his motion. On a roll call vote, the motion carried.
 - c. Trustee Foertsch moved to approve the General Fund bills for the month of December 2023 for \$391,252.77. His motion was seconded by Trustee Key. On a roll call vote, the motion carried.
 - d. Trustee Foertsch moved to approve the Treasurer's report for the month ending December 31, 2023. Trustee Jankowski seconded his motion. On a roll call vote, the motion carried.
5. Director's Report: In addition to his written report included in the trustee narrative packets, Director Blazek highlighted these items:
 - a. The recent emergency closure of the library on January 12th, due to the predicted blizzard. In contrast, he noted that the library did remain open on both MLK day and the day after when many schools were closed for extreme cold temperatures. Visitors were at a minimum both of those days.
 - b. A formal annual report will be ready in February, but a few notable stats for PHPL - increases from 2022 to 2023:
 - i. Total library visits up 32%
 - ii. Total circulation up 20%
 - iii. Youth circulation up 60%
 - iv. Computer use up 47%

- v. Study Rooms up 47%
 - vi. Key statistic - 46% of every person (man, woman and child) in the city of Palos Heights has an active library card
 - vii. When the report is complete, a press release may be warranted, in addition to seeking ways to publicly share and display these great accomplishments.
- 6. Presiding President Zubik shared a card from The Palos Heights Library staff to the Board thanking them for the generous holiday gifts and party.
- 7. Presiding President Zubik called for Committee reports and the following were made:
 - a. Trustee Foertsch deferred to Director Blazek to report on Building and Grounds. He reported on the November 30th emergency plumbing backflow that needed immediate repair. The bill for the repair totaled \$8,841.00, but using our insurance, the library was only responsible for the \$1,000 deductible. Director Blazek also noted that the Buildings and Grounds Committee will be meeting in February.
 - b. Trustee Jankowski reported that the Friends of the Library is having it's upcoming book sale February 2-4, and notes they are always looking for volunteers for the sale or for book donations. Trustee Jankowski also noted that their long-time Membership Coordinator has had to step down, so Director Blazek is working with some of the Friends to fill that position. Director Blazek also noted that the Friends is now able to use the library's Constant Contact email marketing, and will be able to send out reminders of meetings and book sales to patrons and Friends.
 - c. Trustee Snow reported on behalf of the Personnel committee, as former chairperson when the Director's Evaluation was last completed in November. She notes that the evaluation went well and that our Director meets or exceeds all areas of evaluation. Fundraising was noted as an area of future growth.
 - d. Trustee Zubik deferred her report for the Policy Committee to new business.
- 8. New Business
 - a. Two new additions to our policies have been recommended by the Policy Committee.
 - i. The first is to amend the benefits policy in response to the new Paid Leave for All Workers Act, which went into effect on January 1. Part time workers are now also eligible to receive Paid Time Off, calculated on a quarterly basis. The motion to approve this new policy amendment was made by Trustee Snow and seconded by Trustee Foertsch. On a roll call vote, the motion carried.

- ii. The second policy adjustment was to our financial policy which authorizes the Library Director to authorize expenditures in excess of \$5,000 in an emergency situation. The motion to approve this new financial policy was made by Trustee Jankowski and seconded by Trustee Key. The motion carried on a voice vote.
 - b. Presiding President Zubik called for a motion to approve the repayment of the \$250,000 loan to the City of Palos Heights. Trustee Jankowski moved and Trustee Key seconded. On a roll call vote, the motion carried.
 - c. Presiding President Zubik called for a motion to approve the plumbing backflow repair of \$8,841.00. Trustee Jankowski moved and Trustee Snow seconded. On a roll call vote, the motion carried.
9. On a motion by Trustee Snow and a second by Trustee Key, the meeting was adjourned at 7:48pm.
10. Our next meeting will be February 15, 2024 at 7pm.

Meeting minutes recorded by Trustee Hilary Rhodes



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
February 13, 2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	JANUARY	\$165,750.85	6.1 to 6.4
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	1/31/2024	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: JANUARY, 2024

	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	\$245.22		\$245.22
» Non Resident Cards	\$302.19		\$302.19
» Miscellaneous	\$692.00		\$692.00
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$496.50		\$496.50
» Miscellaneous	\$10,315.74		\$10,315.74
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$58.25		\$58.25
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$410.25		\$410.25
GRANTS	\$0.00		\$0.00
INTEREST	\$596.29	\$2.70	\$598.99
TOTAL REVENUES	\$13,116.44	\$2.70	\$13,119.14
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$73,305.56		\$73,305.56
» Employee Benefits	\$23,098.70		\$23,098.70
» Staff & Board Development	\$892.00		\$892.00
CONTRACTUAL SERVICES	\$15,057.43		\$15,057.43
BUILDING MAINTENANCE	\$5,133.41		\$5,133.41
INSURANCE	\$22,679.80		\$22,679.80
UTILITIES	\$479.83		\$479.83
SUPPLIES	\$2,977.03		\$2,977.03
CAPITAL EXPENSES	\$274.10		\$274.10
MEDIA	\$16,262.40		\$16,262.40
REIMBURSEMENTS	\$5,590.59		\$5,590.59
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$165,750.85	\$0.00	\$165,750.85
REVENUES OVER EXPENDITURES			
EXCESS (DEFICIENCY)	-\$152,634.41	\$2.70	-\$152,631.71
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$1,679.00	\$0.00	\$1,679.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
TOTAL OTHER FINANCING SOURCES	\$1,679.00	\$0.00	\$1,679.00
NET CHANGE IN FUND BALANCES	-\$150,955.41	\$2.70	-\$150,952.71
FUND BALANCES, BEGINNING OF MONTH	\$672,321.80	\$3,124.23	\$675,446.03
END OF MONTH	\$521,366.39	\$3,126.93	\$524,493.32

Check #5534 Everest Snow \$1,679 dated 12/1/23 lost in mail cut new check #5586 dated 1/24/24



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH JANUARY 31, 2024

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$0.00	\$1,925,499.39	0.00%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00	0.00%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$245.22	\$2,254.78	9.81%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$302.19	\$1,497.81	16.79%
Miscellaneous	\$3,500.00	\$3,500.00	\$692.00	\$2,808.00	19.77%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$496.50	\$10,503.50	4.51%
Miscellaneous	\$12,784.00	\$12,784.00	\$10,315.74	\$2,468.26	80.69%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Unrestricted	\$15,000.00	\$15,000.00	\$58.25	\$14,941.75	0.39%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$410.25	\$3,589.75	10.26%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$6,575.00	\$6,575.00	\$0.85	\$6,574.15	0.01%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$12,521.00	\$2,033,937.69	0.61%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$73,305.56	-\$891,140.44	-92.40%
Employee Benefits	\$293,484.36	\$293,484.36	\$23,098.70	-\$270,385.66	-92.13%
Staff & Board Development	\$10,500.00	\$10,500.00	\$892.00	-\$9,608.00	-91.50%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$15,057.43	-\$171,926.45	-91.95%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$5,133.41	-\$41,271.28	-88.94%
INSURANCE	\$23,087.56	\$23,087.56	\$22,679.80	-\$407.76	-1.77%
UTILITIES	\$14,193.12	\$14,193.12	\$479.83	-\$13,713.29	-96.62%
SUPPLIES	\$26,595.00	\$26,595.00	\$2,977.03	-\$23,617.97	-88.81%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$274.10	-\$478,225.90	-99.94%
MEDIA	\$179,278.95	\$179,278.95	\$16,262.40	-\$163,016.55	-90.93%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$5,590.59	-\$42,394.54	-88.35%
SR PROJECTS	\$25,000.00	\$25,000.00	\$0.00	-\$25,000.00	-100.00%
TOTAL EXPENDITURES	\$2,296,458.69	\$2,296,458.69	\$165,750.85	-\$2,130,707.84	-92.78%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	-\$153,229.85	-\$96,770.15	
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			-\$153,229.85		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$450,139.26		
			-\$734,050.69		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH THE MONTH OF JANUARY 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$56,832.46	\$56,177.70	\$689,961.70	92.47%
4312 HOURLY EMPLOYEES	\$213,106.60	\$16,473.10	\$16,473.10	\$196,633.50	92.27%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$0.00	\$5,200.00	100.00%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$73,305.56	\$72,650.80	\$891,795.20	92.47%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,618.64	\$5,618.64	\$69,629.97	92.53%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,557.79	\$5,557.79	\$67,824.53	92.43%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$11,922.27	\$131,931.16	91.71%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$23,098.70	\$23,098.70	\$270,385.66	92.13%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$462.00	\$462.00	\$1,738.00	79.00%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$0.00	\$800.00	100.00%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354 PROFESSIONAL STAFF	\$5,000.00	\$430.00	\$430.00	\$4,570.00	91.40%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$892.00	\$892.00	\$9,608.00	91.50%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$97,296.26	\$96,641.50	\$1,171,788.86	92.38%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$0.00	\$7,171.50	100.00%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4363 CONSULTANT FEES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4364 APPRAISAL	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4365 ACCOUNTANT	\$4,714.50	\$365.00	\$365.00	\$4,349.50	92.26%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$365.00	\$365.00	\$17,521.00	97.96%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$387.49	\$387.49	\$4,412.51	91.93%
4414 ALARM	\$3,226.00	\$0.00	\$0.00	\$3,226.00	100.00%
4416 MAINTENANCE	\$39,000.00	\$2,903.62	\$2,903.62	\$36,096.38	92.55%
4417 SWAN	\$30,238.74	\$7,494.90	\$7,494.90	\$22,743.84	75.21%
4418 TECHNOLOGY	\$38,010.00	\$1,473.98	\$1,473.98	\$36,536.02	96.12%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$12,259.99	\$12,259.99	\$103,014.75	89.36%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$0.00	\$0.00	\$18,823.14	100.00%
TOTAL PRINTING	\$18,823.14	\$0.00	\$0.00	\$18,823.14	100.00%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$1,280.14	\$1,280.14	\$8,719.86	87.20%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,152.30	\$1,152.30	\$11,847.70	91.14%
4454 GENERAL PROGRAMMING	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%
TOTAL PROGRAMMING	\$32,000.00	\$2,432.44	\$2,432.44	\$29,567.56	92.40%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$15,057.43	\$15,057.43	\$171,926.45	91.95%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF JANUARY 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE						
REPAIRS & MAINTENANCE						
4431	PEST CONTROL	\$856.68	\$64.90	\$64.90	\$791.78	92.42%
4432	HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%
4434	BUILDING REPAIRS	\$9,000.00	\$769.00	\$769.00	\$8,231.00	91.46%
4436	LAWN MAINTENANCE	\$9,574.57	\$309.97	\$309.97	\$9,264.60	96.76%
4437	SNOW REMOVAL	\$6,554.96	\$3,358.00	\$3,358.00	\$3,196.96	48.77%
TOTAL REPAIRS & MAINTENANCE		\$38,586.21	\$4,501.87	\$4,501.87	\$34,084.34	88.33%
EQUIPMENT MAINTENANCE						
4531	COPIER	\$7,578.48	\$631.54	\$631.54	\$6,946.94	91.67%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE		\$7,818.48	\$631.54	\$631.54	\$7,186.94	91.92%
GROUP TOTAL BUILDING MAINTENANCE		\$46,404.69	\$5,133.41	\$5,133.41	\$41,271.28	88.94%
INSURANCE						
4441	BLDG. & CONTENTS/GLASS/LIMRICC	\$21,346.66	\$20,938.90	\$20,938.90	\$407.76	1.91%
4443	DISABILITY (WORKMEN'S COMP)	\$1,740.90	\$1,740.90	\$1,740.90	\$0.00	0.00%
GROUP TOTAL INSURANCE		\$23,087.56	\$22,679.80	\$22,679.80	\$407.76	1.77%
UTILITIES						
4472	WATER	\$2,750.00	\$176.66	\$176.66	\$2,573.34	93.58%
4473	GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474	TELEPHONE/FAX	\$2,625.00	\$303.17	\$303.17	\$2,321.83	88.45%
4475	INTERNET/LOCAL AREA NET	\$6,318.12	\$0.00	\$0.00	\$6,318.12	100.00%
GROUP TOTAL UTILITIES		\$14,193.12	\$479.83	\$479.83	\$13,713.29	96.62%
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$149.92	\$149.92	\$850.08	85.01%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$14.12	\$14.12	\$1,985.88	99.29%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$43.19	\$43.19	\$3,156.81	98.65%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$170.60	\$170.60	\$5,829.40	97.16%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$1,541.57	\$1,541.57	\$1,508.43	49.46%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$89.61	\$89.61	\$1,110.39	92.53%
TOTAL OFFICE SUPPLIES		\$17,450.00	\$2,009.01	\$2,009.01	\$15,440.99	88.49%
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$862.92	\$862.92	\$3,587.08	80.61%
TOTAL JANITORIAL/CLEANINGSUPPLIES		\$4,450.00	\$862.92	\$862.92	\$3,587.08	80.61%
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	\$600.00	\$105.10	\$105.10	\$494.90	82.48%
4553	BULK FEES & PERMITS	\$4,095.00	\$0.00	\$0.00	\$4,095.00	100.00%
TOTAL OFFICE EXPENSE		\$4,695.00	\$105.10	\$105.10	\$4,589.90	97.76%
GROUP TOTAL SUPPLIES		\$26,595.00	\$2,977.03	\$2,977.03	\$23,617.97	88.81%
CAPITAL EXPENSES						
4631	SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$274.10	\$274.10	\$478,225.90	99.94%
GROUP TOTAL CAPITAL EXPENSES		\$478,500.00	\$274.10	\$274.10	\$478,225.90	99.94%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF JANUARY 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES						
4710A	DATABASES - Adult	\$27,000.00	\$5,591.79	\$5,591.79	\$21,408.21	79.29%
4710B	DATABASES - Youth	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%
4711	PERIODICALS	\$14,500.00	\$0.00	\$0.00	\$14,500.00	100.00%
4712	CONTINUATIONS	\$600.00	\$0.00	\$0.00	\$600.00	100.00%
4714	LARGE PRINT	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%
4715	BOOKS - Adult	\$32,300.00	\$0.00	\$0.00	\$32,300.00	100.00%
4716	BOOKS - Youth	\$33,000.00	\$0.00	\$0.00	\$33,000.00	100.00%
4717	VIDEOS - Adult	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%
4718	VIDEOS - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$11,795.70	\$5,672.13	\$5,672.13	\$6,123.57	51.91%
4722	REALIA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4724	GADGETS & GIZMOS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$2,362.50	\$2,362.50	\$7,637.50	76.38%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$637.50	\$637.50	\$12,362.50	95.10%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727	PRESS READER	\$7,733.25	\$1,998.48	\$1,998.48	\$5,734.77	74.16%
GROUP TOTAL MEDIA		\$179,278.95	\$16,262.40	\$16,262.40	\$163,016.55	90.93%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$18,184.83	\$1,229.37	\$251,084.11	-\$232,899.28	-1280.73%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,240.00	\$17,800.30	\$0.00	0.00%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$121.22	\$11,000.00	\$0.00	0.00%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$47,985.13	\$5,590.59	\$280,884.41	-\$232,899.28	-485.36%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$0.00	\$46,411.49	-\$21,411.49	-85.65%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$25,000.00	\$0.00	\$46,411.49	-\$21,411.49	
TOTAL EXPENDITURES		\$2,296,458.69	\$165,750.85	\$486,801.40	\$1,809,657.29	78.80%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2024

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
01/17/2024	Check	5580	12 Dec. Bank Reconciliations Invoice 202047812	4365 Accountant	\$ 365.00
Total for Adducci Vega Financial Group, LLC					\$ 365.00
Always Hungry Media					
01/05/2024	Check	5561	01.18.24 Pizza City, USA	4452 Public Services Programming	\$ 400.00
Total for Always Hungry Media					\$ 400.00
Anderson Pest Solutions					
01/17/2024	Check	5574	Invoice 56527710	4431 Pest Control	\$ 64.90
Total for Anderson Pest Solutions					\$ 64.90
A to Z Databases					
01/05/2024	Check	5565	Invoice 124711	4710a Databases (Adult)	\$ 1,005.00
Total for A to Z Databases					\$ 1,005.00
CIT					
01/17/2024	Check	5575	Invoice 43941097	4531 Copier	\$ 631.54
Total for CIT					\$ 631.54
City of Palos Hts. - Water Bill					
01/17/2024	Check	5576	Monthly bill	4472 Water	\$ 176.66
Total for City of Palos Hts. - Water Bill					\$ 176.66
Cosmopolitan Building Services					
01/17/2024	Check	5577	01 January Janitorial Services Invoice 6632	4416 Maintenance	\$ 2,722.50
Total for Cosmopolitan Building Services					\$ 2,722.50
Donivin, Truty					
01/17/2024	Check	5581	01.11.24 Dungeons and Dragons	4451 Youth & Teen Programming	\$ 300.00
01/17/2024	Check	5581	Supplies	4451 Youth & Teen Programming	\$ 15.00
Total for Donivin, Truty					\$ 315.00
DP Creativity LLC					
01/05/2024	Check	5563	01.20.24 Hawaii Fluid Art	4451 Youth & Teen Programming	\$ 500.00
Total for DP Creativity LLC					\$ 500.00
Everest Snow Management, Inc.					
01/05/2024	Check	5573	Invoice S164655 Payment 4 of 4	4437 Snow Removal	\$ 1,679.00
01/24/2024	Check	5586	Replacement ck for lost ck#5534 dated 12/8/23	4437 Snow Removal	\$ 1,679.00
Total for Everest Snow Management, Inc.					\$ 3,358.00
Folding Partition Services, Inc					
01/17/2024	Check	5578	Invoice 12704	4434 Building Repairs	\$ 550.00
Total for Folding Partition Services, Inc					\$ 550.00
IMRF					
01/31/2024	Expense	--	01 January 24	4331 IMRF III, Muni. Ret. Fund	\$ 5,618.64
01/31/2024	Expense	--	VIMRF	2055 Employee Paid Vol. IMRF	\$ 952.01
01/31/2024	Expense	--	4.50%	2054 PT -Employee Contribution IMRF	\$ 152.49
01/31/2024	Expense	--	4.50%	2053 FT -Employee Contribution IMRF	\$ 2,557.47
Total for IMRF					\$ 9,280.61
Jim's Appliance Service					
01/23/2024	Check	5584	Meeting Rm refrigerator relay replacement	4434 Building Repairs	\$ 219.00
Total for Jim's Appliance Service					\$ 219.00
Library Market					
01/05/2024	Check	5569	Invoice 3158 Library Calendar / Subscription	4721 Software	\$ 1,500.00
Total for Library Market					\$ 1,500.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2024

Type	Date	Num	Memo	Account	Amount
LIMRiCC-Employees					
01/05/2024	Expense	ACH LIM	01 January	4333 Insurance	\$ 11,922.27
01/05/2024	Expense	ACH LIM	Employee Paid LIMRiCC	2050 Employee Paid LIMRiCC	\$ 654.76
01/05/2024	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$ 1,079.37
Total for LIMRiCC-Employees					\$ 13,656.40
Libraries of Illinois Risk Agency					
01/05/2024	Check	5570	Certain Underwriters at Lloyd's	4441 Bldg & Contents/Glass/LIM	\$ 3,233.09
01/05/2024	Check	5570	Excess Property 3604-63-43 Chubb	4441 Bldg & Contents/Glass/LIM	\$ 4,244.36
01/05/2024	Check	5570	Boiler & Machinery 7643-40-40 Chubb	4441 Bldg & Contents/Glass/LIM	\$ 251.46
01/05/2024	Check	5570	Excess Liability Hudson Excess Ins.	4441 Bldg & Contents/Glass/LIM	\$ 1,903.97
01/05/2024	Check	5570	Volunteer Liability STARR INDEMNITY AND CASUALTY COMPANY	4441 Bldg & Contents/Glass/LIM	\$ 300.00
01/05/2024	Check	5570	Cyber Liability PALOMAR EXCESS AND SURPLUS INS CO	4441 Bldg & Contents/Glass/LIM	\$ 661.21
01/05/2024	Check	5570	Gallagher Crisis Protect CERTAIN UNDERWRITERS AT LLOYD'S	4441 Bldg & Contents/Glass/LIM	\$ 2,101.63
01/05/2024	Check	5570	ARTHUR J GALLAGHER RMS BROKERAGE SERVICE FEE	4441 Bldg & Contents/Glass/LIM	\$ 1,776.40
01/05/2024	Check	5570	GALLAGHER BASSETT CLAIMS ADMINISTRATION FEE	4441 Bldg & Contents/Glass/LIM	\$ 602.73
01/05/2024	Check	5570	GALLAGHER BASSETT SERVICES LOSS CONTROL SERVICES	4441 Bldg & Contents/Glass/LIM	\$ 1,000.00
01/05/2024	Check	5570	ILA SPONSORSHIP FEE	4441 Bldg & Contents/Glass/LIM	\$ 250.00
01/05/2024	Check	5570	LIRA OPERATIONS FEE	4441 Bldg & Contents/Glass/LIM	\$ 530.94
01/05/2024	Check	5570	LIRA LOSS FUND	4441 Bldg & Contents/Glass/LIM	\$ 4,083.11
Total for Libraries of Illinois Risk Agency					\$ 20,938.90
Mary Beth Sexton					
01/23/2024	Check	5585	Card Class Supplies	4452 Public Services Programming	\$ 161.00
Total for Mary Beth Sexton					\$ 161.00
Niche Academy					
01/05/2024	Check	5568	Invoice 9246 Annual Subscription	4710a Databases (Adult)	\$ 2,200.00
Total for Niche Academy					\$ 2,200.00
Old National - Mastercard					
01/30/2024	Expense	Credit Card Portal	ILA EN & MK ALA SL	4351 Membership Fees	\$ 462.00
01/30/2024	Expense	Credit Card Portal	CD Conf/HR One TF	4354 Professional Staff	\$ 430.00
01/30/2024	Expense	Credit Card Portal	Surface/iPad	4418 Technology	\$ 1,473.98
01/30/2024	Expense	Credit Card Portal	Jan Programs	4451 Youth & Teen Programming	\$ 316.10
01/30/2024	Expense	Credit Card Portal	Netflix	4451 Youth & Teen Programming	\$ 15.49
01/30/2024	Expense	Credit Card Portal	Sensory Play	4451 Youth & Teen Programming	\$ 111.28
01/30/2024	Expense	Credit Card Portal	1.18.24 Program	4452 Public Services Programming	\$ 341.30
01/30/2024	Expense	Credit Card Portal	Fi/Sip/Duo	4474 Telephone/FAX	\$ 234.93
01/30/2024	Expense	Credit Card Portal	PS Supplies	4511 Public Services - Supplies	\$ 136.95
01/30/2024	Expense	Credit Card Portal	Jan supplies	4512 Youth & Teen - Supplies	\$ 14.12
01/30/2024	Expense	Credit Card Portal	Jan supplies	4514 Business Office - Supplies	\$ 43.19
01/30/2024	Expense	Credit Card Portal	Jan supplies	4515 Technical Services - Supplies	\$ 170.60
01/30/2024	Expense	Credit Card Portal	Jan supplies/library bags	4516 Circulation - Supplies	\$ 1,541.57
01/30/2024	Expense	Credit Card Portal	Coffee/cups	4519 Hospitality - Supplies	\$ 89.61
01/30/2024	Expense	Credit Card Portal	Jan supplies	4541 Maintenance/Cleaning Supplies	\$ 703.82
01/30/2024	Expense	Credit Card Portal	Spotify	4451 Youth & Teen Programming	\$ 10.99
01/30/2024	Expense	Credit Card Portal	OCLC	4551 Postage & Handling	\$ 37.10
01/30/2024	Expense	Credit Card Portal	Postage stamps	4551 Postage & Handling	\$ 68.00
01/30/2024	Expense	Credit Card Portal	Suntimes	4721 Software	\$ 390.00
01/30/2024	Expense	Credit Card Portal	Adobe/zoom	4721 Software	\$ 169.99
01/30/2024	Expense	Credit Card Portal	Bluehost	4721 Software	\$ 359.64
01/30/2024	Expense	Credit Card Portal	Meescan	4721 Software	\$ 2,447.00
01/30/2024	Expense	Credit Card Portal	Fab Lab	4904 Reimb. - Friends Book Sales	\$ 121.22
01/30/2024	Expense	Credit Card Portal	JB Reimb Google Fi	4900 Miscellaneous - Reimbursements	\$ 150.00
Total for Old National - Mastercard					\$ 9,838.88



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2024

Type	Date	Num	Memo	Account	Amount
Otis Elevator					
01/18/2024	Expense	OTIS Portal	Invoice 100401430729	4416 Maintenance	\$ 181.12
Total for Otis Elevator					\$ 181.12
OverDrive, Inc.					
01/05/2024	Check	5564	H-0101393 Maintenance Fee	4725A E-Books - Adult	\$ 450.00
01/05/2024	Check	5564	H-0101393 Holds Manager	4725A E-Books - Adult	\$ 1,275.00
01/05/2024	Check	5564	H-0101393 Future Content Purchases	4725A E-Books - Adult	\$ 637.50
01/05/2024	Check	5564	H-0101393 Future Content Purchases	4725B E-Audiobooks - Adult	\$ 637.50
Total for OverDrive, Inc.					\$ 3,000.00
Patricia Margaret Schlesinger					
01/05/2024	Check	5562	01.25.24 Colleen Moore's Fairy Castle	4452 Public Services Programming	\$ 250.00
Total for Patricia Margaret Schlesinger					\$ 250.00
Paylocity Payroll Net					
01/12/2024	Expense	EFT	--	4311 Salaried Employees	\$ 19,971.25
01/12/2024	Expense	EFT	--	4312 Hourly Employees	\$ 6,657.10
01/26/2024	Expense	EFT	--	4311 Salaried Employees	\$ 20,773.69
01/26/2024	Expense	EFT	--	4312 Hourly Employees	\$ 7,221.75
01/26/2024	Expense	EFT	MK Target Book boxes	4451 Youth & Teen Programming	\$ 11.28
01/26/2024	Expense	EFT	MM Jewel Plates / Napkins	4511 Public Services - Supplies	\$ 12.97
Total for Paylocity Payroll Net					\$ 54,648.04
Paylocity Payroll Billing					
01/12/2024	Expense	--	--	4412 Payroll Services	\$ 111.26
01/26/2024	Expense	EFT	--	4412 Payroll Services	\$ 276.23
Total for Paylocity Payroll Billing					\$ 387.49
Paylocity Payroll Taxes					
01/12/2024	Expense	EFT	--	4311 Salaried Employees	\$ 5,824.25
01/12/2024	Expense	EFT	--	4332 FICA Social Security	\$ 2,711.25
01/12/2024	Expense	EFT	--	4312 Hourly Employees	\$ 1,175.17
01/26/2024	Expense	EFT	--	4311 Salaried Employees	\$ 6,099.03
01/26/2024	Expense	EFT	--	4332 FICA Social Security	\$ 2,846.54
01/26/2024	Expense	EFT	--	4312 Hourly Employees	\$ 1,266.59
Total for Paylocity Payroll Taxes					\$ 19,922.83
Peerless Network, Inc					
01/17/2024	Check	5579	Invoice 42104	4474 Telephone/FAX	\$ 68.24
Total for Peerless Network, Inc					\$ 68.24
ProQuest					
01/05/2024	Check	5567	Invoice 70803044 Ancestry Library	4710a Databases (Adult)	\$ 2,386.79
Total for ProQuest					\$ 2,386.79
RAILS					
01/05/2024	Check	5566	Invoice 11892 Press Reader	4727 Press Reader	\$ 1,998.48
Total for RAILS					\$ 1,998.48
Risk Program Administrators					
01/05/2024	Check	5571	Invoice 4951265 Work Comp	4443 Worker's Comp	\$ 1,560.90
01/05/2024	Check	5571	Invoice 4951265 Expense Constant	4443 Worker's Comp	\$ 160.00
01/05/2024	Check	5571	Invoice 4951265 State Assessment	4443 Worker's Comp	\$ 20.00
01/05/2024	Check	5571	Invoice 4951265 Work Comp	4631 Special Reserves Replenishment	\$ 274.10
Total for Risk Program Administrators					\$ 2,015.00
Roy Erikson Outdoor Maintenance					
01/26/2024	Check	5587	Pollinator Garden clean up	4436 Lawn Maintenance	\$ 300.00
01/26/2024	Check	5587	Temporary energy adjustment	4436 Lawn Maintenance	\$ 9.97
Total for Roy Erikson Outdoor Maintenance					\$ 309.97



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
JANUARY 2024

Type	Date	Num	Memo	Account	Amount
SWAN					
01/17/2024	Expense	ACH SWAN	Fees 01.1.24 to 03.31.24	4417 SWAN/OCLC	\$ 7,281.00
01/29/2024	Expense	ACH SWAN	Reciprocal Borrowing ILL	4417 SWAN/OCLC	\$ 213.90
Total for SWAN					\$ 7,494.90
Truty, Marcin					
01/17/2024	Expense	ACH MT	12 December 23	4902 Grants	\$ 4,240.00
Total for Truty, Marcin					\$ 4,240.00
Warehouse Direct					
01/05/2024	Check	5572	Large Liners (2)	4541 Maintenance/Cleaning Supplies	\$ 93.88
01/05/2024	Check	5572	Sm Liners (1)	4541 Maintenance/Cleaning Supplies	\$ 31.28
01/05/2024	Check	5572	Liquid Soap (2)	4541 Maintenance/Cleaning Supplies	\$ 43.95
01/05/2024	Check	5572	Facial Tissue (48)	4541 Maintenance/Cleaning Supplies	\$ 107.00
01/05/2024	Check	5572	Credit	4541 Maintenance/Cleaning Supplies	-\$ 117.01
Total for Warehouse Direct					\$ 159.10
Zoobean					
01/17/2024	Check	5582	Beanstack Plus 4.1.24 to 4.9.25 (3yr price)	4721 Software	\$ 805.50
Total for Zoobean					\$ 805.50
TOTAL CHECKS FOR BOARD APPROVAL					\$165,750.85



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION JANUARY 31, 2024

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
BEGINNING BALANCE	\$18,955.06	\$652,097.57	\$1,069.17	\$200.00	\$572.09	\$2,552.14	\$675,446.03
WITHDRAWALS	(\$165,750.85)						(\$165,750.85)
TRANSFERS	\$75,000.00	(\$75,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
	\$10,000.00	(\$10,000.00)					
	\$10,000.00	(\$10,000.00)					
DEPOSITS	\$7,841.00						\$12,520.15
	\$1,073.37						
	\$878.09						
	\$323.35						
	\$346.95						
	\$316.00						
	\$1,085.37						
	\$656.02						
ADJUSTMENTS	\$1,679.00						\$1,679.00
INTEREST EARNED	\$0.85	\$590.50	\$4.94	N/A	N/A	\$2.70	\$598.99
ENDING BALANCE	\$12,404.21	\$507,688.07	\$1,074.11	\$200.00	\$572.09	\$2,554.84	\$524,493.32
TOTALS	\$521,366.39 GENERAL FUND				\$3,126.93 SPECIAL RESERVES FUND		\$524,493.32 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.260%	5.392%	N/A	N/A	1.260%	

TOTAL FUND BALANCE MONTH ENDING: JANUARY 31, 2024

\$524,493.32

Check #5534 Everest Snow \$1,679 dated 12/1/23 lost in mail cut new check #5586 dated 1/24/24



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
February 15, 2024

Library News

This has been a quick and busy month!

Our new intern, Amani Rashid, started this month. She is a Palos Heights resident who is completing her LTA at College of DuPage. That degree requires a certain number of library practicum hours, so she will be working with us for around 8 hours per week for the duration of the semester. She will get experience working in every department. I'm pleased that we're able to provide this experience for one of our residents and look forward to working with her!

Representatives from Lauterbach & Amen, including Riley Martin, were on site on February 6th to do the fieldwork portion of the audit. As usual, Terry has us extremely well-organized and was able to easily provide them with all of the information that they requested. We should see a draft of the AFR in the next few weeks, although the final draft will be held up waiting for the IMRF numbers in late April or early May as usual. We are on track to approve the audit at our May meeting, and I'm not expecting any surprises in the final report.

We had our first of two staff in-service days on February 9th. Topics included fostering a positive work environment, cybersecurity, mental health, and our annual sexual harassment training. I think that it was an enriching, productive day for all of us.

Building & Grounds News

The Building & Grounds Committee will be meeting on Wednesday, February 14th to discuss parking lot repairs and our building envelope leaking issue. Knocking on wood, our plumbing and HVAC are holding up well at this point. Our HVAC system is nearing end of life for some major components in the next few years, but I'm hoping that diligent maintenance will keep them running strong for at least another 5 years or so. We have also acquired a couple of new computers, two for staff and an additional patron workstation. Hopefully, things will remain quiet on this front this year.

Budget News

Our budget is on track for the year. January is always a high spending month for us as a number of our annual contracts come up for renewal. These include the annual fees for things like our corporate

insurance policies (\$22k), Ancestry.com (\$2,387), Meescan self-checkouts (\$2,447), and Library Calendar (\$1,500), which are payments made once per year every January. Tax bills for the first half of FY2023 levy have gone out on schedule. I anticipate seeing those revenues begin to come in some time in the coming weeks. So far, everything is on track as 2024 is fully underway.

Upcoming Events

- February 14: Building & Grounds Committee Meeting at 6pm
- February 15: Budget & Finance Committee Meeting at 6pm
- February 15: Regular Board Meeting at 7pm
- March 21: Long Range Planning Committee Meeting at 6pm
- March 21: Regular Board Meeting at 7pm

Agenda Items

Item 1: Library Foundations

We had a truly successful fundraiser last year, and I hope that becomes a regular thing for us. One thing that I have been looking into as a way to possibly enhance our fundraising efforts is the potential value of the library having its own foundation. I've taken a deep dive into the topic and am preparing a presentation about the pros, cons, and details of establishing a foundation. I don't have that presentation ready quite yet, but I will be ready to present when we meet on Thursday.

Recommendation: No action is required at this time.

Item 2: Recommendations of Building & Grounds Committee

The Building & Grounds Committee will meet on the 14th along with our Owner's Representative to discuss the aforementioned issues. I don't expect that there will be anything immediately actionable coming out of this meeting, but we will have updates on the two major projects that are currently on our radar.

Recommendation: If there are any recommendations that come out of the committee meeting, I recommend that you approve them.

Item 3: Recommendations of Budget & Finance Committee

The Budget & Finance Committee will be meeting immediately prior to our regular meeting to do our quarterly review of the library's finances.

Recommendation: If there are any recommendations that come out of the committee meeting, I recommend that you approve them.

Item 4: Annual Trustee Ethics Statement

It is time for our annual reaffirmation of the Trustee Ethics Statement. It is unchanged from previous years, although it can obviously be changed if you see fit. Once approved and signed, it will be put on display near the main entrance for another year.

Recommendation: I recommend that you approve and sign this year's ethics statement.

Respectfully submitted,
Jesse Blazek
Library Director

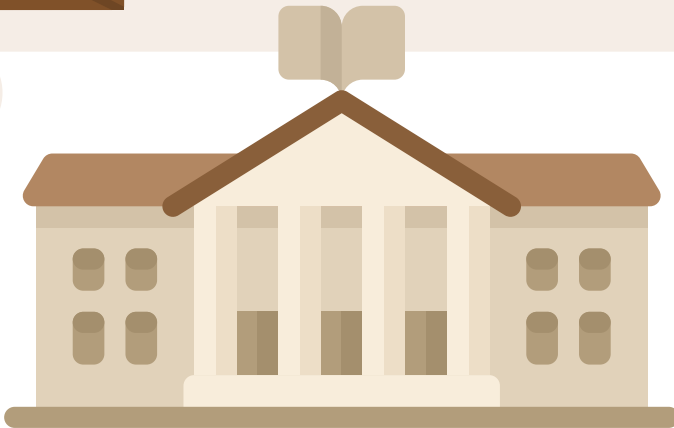
PALOS HEIGHTS PUBLIC LIBRARY



PALOS HEIGHTS
PUBLIC LIBRARY

2023 YEAR IN REVIEW

1



110,826
VISITS



32% increase over 2022

2

144,503 ITEMS BORROWED



19% increase over 2022

18,314
VIDEOS,
MAGAZINES,
AUDIO,
AND OTHER



27,851 E-BOOKS

CONSISTING OF
98,338 BOOKS

4,179
TEEN ITEMS
62,287
CHILDREN'S
ITEMS



CONSISTING OF
78,037
ADULT ITEMS

3

577 PROGRAMS
WITH **10,014**
ATTENDEES



72% increase over 2022

4

9,962
WIFI SESSIONS



38% increase over 2022

5

18,380
REFERENCE
QUESTIONS ANSWERED



6

1,867
STUDY ROOM
RESERVATIONS AND
104
PUBLIC MEETINGS
HOSTED





PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

JANUARY 2024

At the Desk:

16 online library cards were issued to residents.

31 directional questions were answered by the Circulation staff.

9 patrons used Curveside pickup.

11 birthday bookmarks were given out to patrons.

Continuing Education:

Member Meeting: *SWAN Quarterly (SWAN app)*

Department Highlights:

The Circulation department all helped take down the Christmas decorations around the front desk.

Circulation clerks also placed Friends of the Library bookmarks in patron holds, promoting the February book sale.

Chris, Dora, and Lorena helped with the Friends of the Library book sale, setting up tables and moving materials.

Crystine helped make Friends of the Library volunteer buttons.

Lorena updated signs and price lists for the Friends of the Library book sale, posted them throughout the library and on the library's social media platforms. She also worked the register during the members only preview night.

Lorena created and ordered welcome bags for the year to give to new patrons, welcoming them to the community and the library.

Lorena helped the Education Committee members of the Palos Heights Womans Club, searching and placing holds on materials for their volunteer reading group.

Lorena ran BCA reports and gathered Circulation statistical data for the yearly IPLAR report.

Meetings:

January 3 – Social Media meeting

January 9 – 1 on 1 with Jesse

January 17 – Management Team meeting

January 23 – 1 on 1 with Jesse

January 26 – Department Head meeting

January 31 – Meeting with Tina and Carla

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

CIRCULATION STATISTICS FOR JANUARY 2024

	Jan-24	YTD 24	Dec-23	YTD 23
Adult Circulation				
Books	3,927	3,927	3,715	3,715
Video	525	525	461	461
Audio	322	322	372	372
Periodicals	174	174	196	196
Other Formats	7	7	8	8
In House	74	74	65	65
Total Adult Circulation	5,029	5,029	4,817	4,817
Youth Circulation				
Books	4,297	4,297	4,349	4,349
Audio	86	86	106	106
Teen Circulation				
Books	269	269	374	374
Audio	6	6	1	1
Youth & Teen Circulation				
Video	242	242	223	223
Periodicals	17	17	6	6
Other Formats	95	95	2	2
In House Use	1,036	1,036	799	799
Total Youth & Teen Circulation	6,048	6,048	5,860	5,860
Electronic Circulation				
eBooks (Media On Demand)	1,342	1,342	1,320	1,320
eBooks (e-Read IL)	108	108	88	88
Audio (e-Read IL)	55	55	50	50
Audio (Media On Demand)	943	943	737	737
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	338	338	111	111
Periodicals (PressReader)	1,091	1,091	984	984
Total Electronic Circulation	3,877	3,877	3,290	3,290
TOTAL CIRCULATION	14,954	14,954	13,967	13,967

ILL - Received	1,321	1,321	1,240	1,240
ILL - Sent	1,138	1,138	1,173	1,173
Reciprocal Borrowing	1,266	1,266	1,262	1,262
Online Renewals	36	36	21	21
Self-Checkout	4,384	4,384	4,398	4,398
Computer Usage				
Library Workstation Sessions	425	425	320	320
Wireless Sessions	976	976	625	625
Total Sessions	1,401	1,401	945	945
# of People Using the Library	10,255	10,255	9,110	9,110

Homebound Deliveries	Current Month	Full Year
Patrons Serviced	5	
Visits	9	9
Items	129	129

Museum Pass Program	Current Month	Full Year
Total Passes	7	7

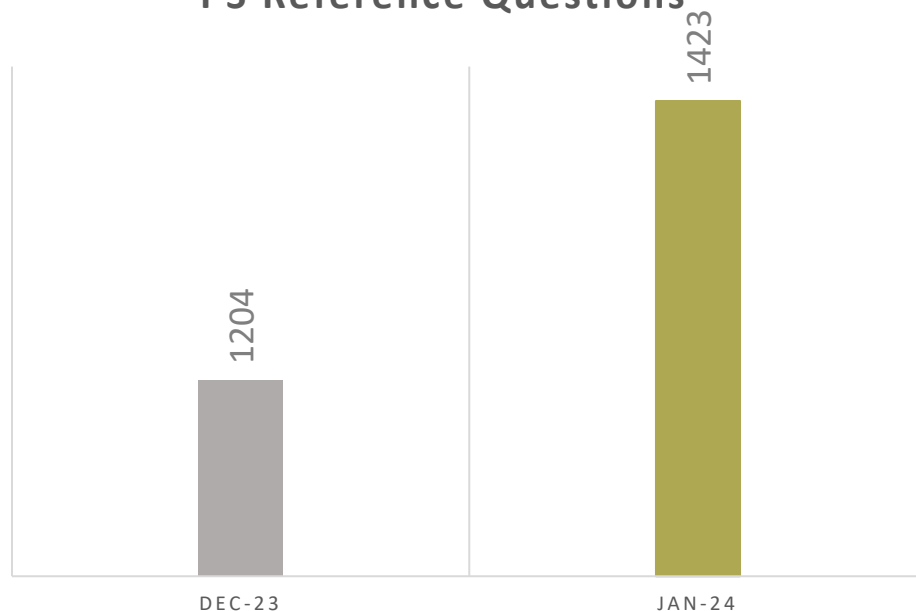
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	3,795	36	43	-	3,838
Non-Resident/Trinity/Business	18	-	1	-	19
Cards for Kids	57	-	4	-	61

Respectfully submitted by Lorena Rodriguez, Head of Circulation

Public Services Department Report

January 2024

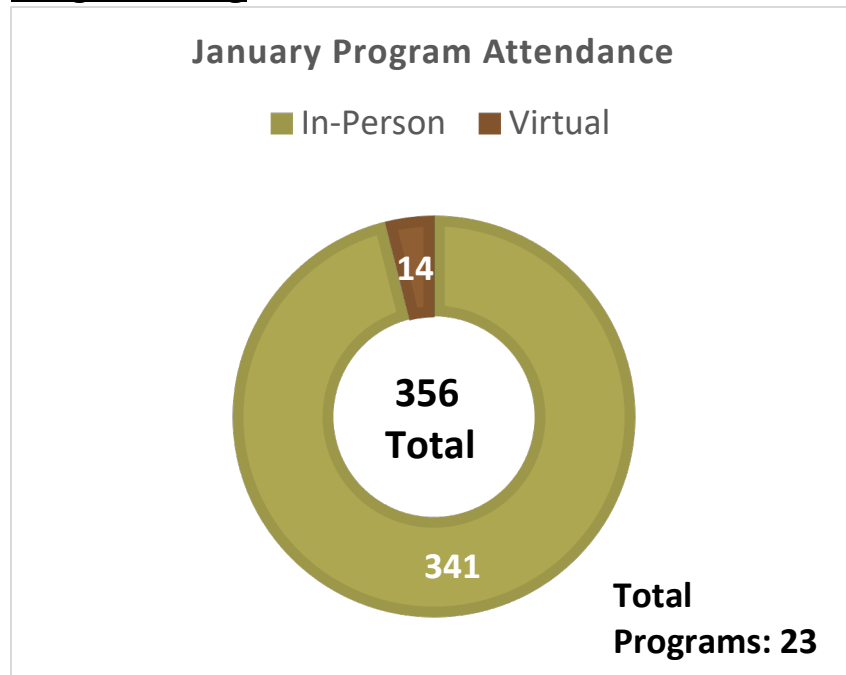
PS Reference Questions



Meetings & Trainings

- 1-3-24: Social Media Committee
- 1-4-24: Adult Reading Roundtable Meeting
- 1-8-24: Ch. 4 "At the Library" Filming
- 1-10-24: Niche Canva Webinar
- 1-10-24: LibraryAware Summer Reading Templates Webinar
- 1-15-24: Meeting with Director
- 1-16-24: ILA Conference Meeting
- 1-17-24: RAILS Management Webinar
- 1-17-24: Management Team Meeting
- 1-22-24: Ch. 4 "At the Library" Filming
- 1-26-24: Unite Against Book Bans Volunteer Webinar
- 1-31-24: Safety & Security Debriefing Webinar

Programming

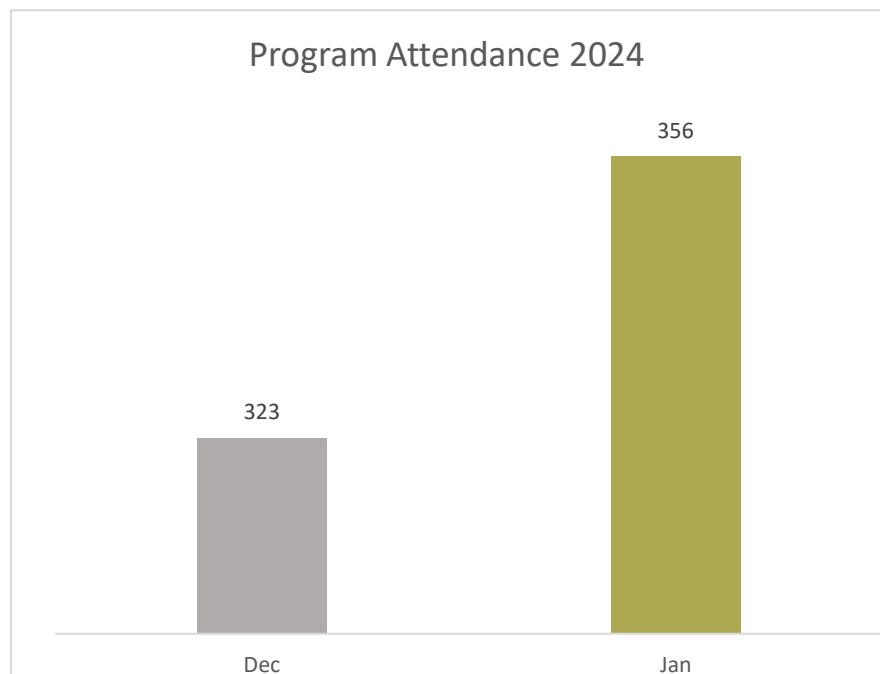


January started off with a bit of a whimper, as the presenter for our first program of the year canceled due to the active snowstorm that evening. Alas, we cannot account for weather, and that program has been rescheduled.

The rest of the month went quite well, I am pleased to report. People continue to love the scrapbook programs, and we had an unheard of 10 out of 10 people attend January's session.

After that came Steve Dolinsky and the pizza program, which had both a full registration of 80 and a full waitlist of 20 almost from the moment it went up on the calendar. Emily and I both worked this event, since we knew we'd need someone on the door to check registration and allocate seats to unregistered people, and someone else would need to sling the pizza we ordered for the crowd. I will admit that I was a little nervous about this one, given the numbers and moving pieces involved, but it all went surprisingly smoothly. And we learned that when Aurelio's says you need 13 18" pizzas to feed 80 people, that's likely an overestimation.

Then we had our iCash event with a rep from the Illinois State Treasurer's office. This was different than a typical program, in that patrons could drop-in any time during the event and go have a one on one meeting with the rep to see if the Treasurer's office was holding any funds for them. We had 22



people come through, and the rep said he has never seen nearly that number of people come to a library event. He has already contacted me about coming back, so there you have it.

We ended the month with the Colleen Moore Fairy Castle program, for which I have received more compliments than any other program in my time here. The only thing people didn't like was that this presenter only does this one program, since she is the curator of the exhibit itself at the Museum of Science and Industry. Finally, since the Meeting Room was blocked off for the last Tuesday of the month, seemed like a great time to have a FabLab class. We made valentines on the Cricut, and while these classes always fill-up in the calendar, generally only about half of the people show-up. This time we had 7 out of 8 attend.

We celebrated the first anniversary of the Puzzle Table in late January. That is something that evolved in a way I did not expect. I presumed we would be buying puzzles every couple of months. But, the puzzle table regulars have increased the number of puzzles out from one to three at a time, sometimes more depending on sizes, and generally bring their own puzzles. The ones we have purchased or had donated for the table have been languishing on a shelf, so we had the main Puzzler take a look at them and decide which they would do, then put the rest into the Friends Book sale.

Marketing/Publicity/Outreach

We filmed January and February "At the Library" segments with Channel 4 this month.

Beth covered the Green Team meeting this month, the Team continues to plan a number of events.

Local History

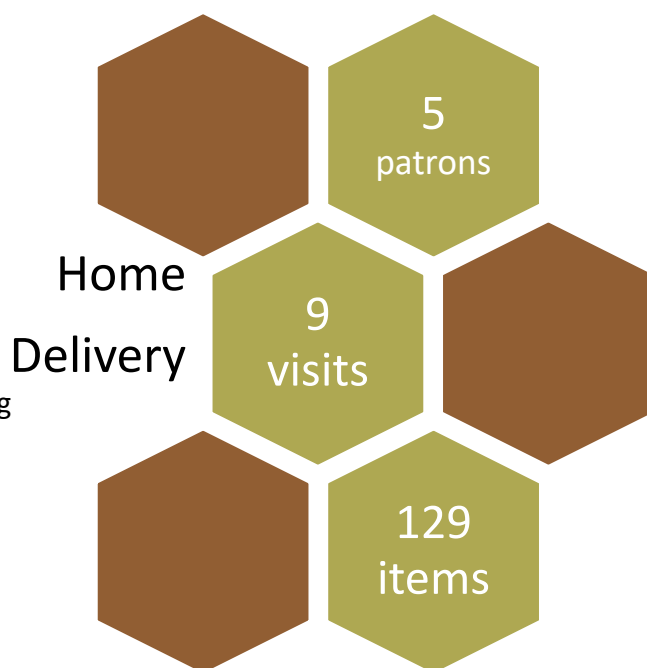
We are busy planning ways to bring the local history collection to more people next year, as well as working on additional photo displays.

We are testing out the Collective Access open source software to possibly use for scanning/archiving.

Collection Development

Working on some weeding projects and will be going over the collection development process during our in-service time to see if there is anything we can do to make the process better.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

January 2024

PROGRAMMING	HYBRID	IN HOUSE	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	3	4	\$811	136	Reference Computer		Directional
Free	0	2	2	N/A	29	894	244	285
Book Discussions	0	4	4	N/A	15	TOTAL		1,423
						HOMEBOUND DELIVERIES		
Passive Programs			4		95			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	5	9	129
Needle Crafters			5	N/A	29	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	47			
COMPUTER TRAINING - LAB			1	N/A	5			
						12		
TOTAL PROGRAMMING			23	\$811	356			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
1/11/2024	7:00 pm	Yes	ILP: Our AI Future (2 in-person)			11	ILP	13
1/16/2024	6:30 pm	No	Scrapbooking: Card Making Class			10	\$161	10
01/18/24	7:00 pm	No	Pizza City			80	\$400	64
01/25/24	7:00 pm	No	Colleen Moore's Fairy Castle			60	\$250	49
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
01/23/24	6:00 pm	No	IL Treasurer iCash Event			N/A	N/A	22
01/30/24	7:00 pm	No	FabLab Cricut Class			8	N/A	7
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
01/08/24	12:00 pm	No	Lunch Bunch			N/A	N/A	9
01/10/24	7:00 pm	No	Horror Book Club			N/A	N/A	4
01/16/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	2
01/30/24	11:00 am	No	Senior Center			N/A	N/A	0
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
01/21/24	2:00 pm	Sunday @ the Cinema: My Big fat Greek Wedding 3				32	N/A	38
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
01/02/24	12:00 pm	Mah Jongg				N/A	N/A	0
01/09/24	12:00 pm	Mah Jongg				N/A	N/A	0
01/16/24	12:00 pm	Mah Jongg				N/A	N/A	0
01/23/24	12:00 pm	Mah Jongg				N/A	N/A	0
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
01/02/24	10:00 am	Needle Crafters				N/A	N/A	8
01/09/24	10:00 am	Needle Crafters				N/A	N/A	6
01/16/24	10:00 am	Needle Crafters				N/A	N/A	4
01/23/24	10:00 am	Needle Crafters				N/A	N/A	4
01/30/24	10:00 am	Needle Crafters				N/A	N/a	7
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
01/02/24	10:00 am	Scrabble				N/A	N/A	19
01/09/24	10:00 am	Scrabble				N/A	N/A	10
01/16/24	10:00 am	Scrabble				N/A	N/A	13
01/23/24	10:00 am	Scrabble				N/A	N/A	5
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
01/08/24	2:00 PM	iPhone Basics				8	N/A	5
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						57
		Spice Club Kits						19
		Extra Spice Club Kits						14
		Project of the Month						5



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

JANUARY 2024

Meetings and Training:

January 05, 2024 Susana met with Ingram to discuss Ingram Express service.

January 17, 2024 Susana attended RAILS Program: I'm a Manager – Now What, SWAN Acquisitions and Cataloging Users co-chair meeting, and Management Team meeting.

January 18, 2024 1-on-1 meeting with Jesse.

January 26, 2024 Department Head Meeting.

January 27, 2024 SWAN Fireside Chat webinar.

Staff Related:

Susana continues to work on processing prototypes for the upcoming new collection Gadgets & Gizmos. In addition to creating a plan for Technical Services in transitioning current kits and technology items to this new collection.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered	285	530	15	0	6	0	-	-
Received	237	497	15	0	3	0	-	-
Added	198	251	15	0	2	0	74	11
Discarded	413	92	13	2	7	11	12	0



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
Adult	5	0	0	0	0	2
Juvenile	1	13	2	10	0	0

Library Services			
	January	February	March
Laminating Service*	0	0	0
VHS Conversion:	48 VHS tapes	0 VHS tapes	0 VHS tapes
DVD Format	0	0	0
USB Flash drive Format	48	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

JANUARY 2024

Highlights of the Month:

Volunteers – Mary Kate had 14 hours of volunteering helping in the Youth and Teen Department.

Teen Book Box – Mary Kate created 5 boxes that included a library book, a treat, and other goodies.

Dungeons & Dragons – Mary Kate helped teens go on a fun adventure through playing Dungeons & Dragons with them.

Fun With Snowflakes – Mary Kate prepared a fun STEAM crafts to teach K-3 kids how snowflakes are unique.

3D T-Rex – Mary Kate provided the supplies for teens to make a 3D t-rex head using the Cricut machine.

LEGO Builders – Carla provided LEGOS for children of all ages to design and build their own creations!

Colorful Playtime – Tina and Carla provided various stations of water, paint, toys, and sensory play for children ages birth-5 years. Messy fun was had by all!

Hawaii Fluid Art – The Tinley Park location has taken their paint pouring technique on the road! Teens and tweens had fun creating their own masterpieces. The presenters had great energy and played relaxing music to create a space for participants to decompress. Parents and their children have been asking when we're going to have them come again.

Penguin Storytime – Carla read stories, sang songs, and shared rhymes about penguins for children ages 2-5 years.

STEAM: Art Aliens!—Carla provided paint, stickers, foam pieces, pipe cleaners, and more for children in grades 3-5 to create their own aliens.



Baby Playtime – Carla provided toys, musical instruments and paint for children ages birth-23 months to enjoy playing together.

Winter Games – Carla planned winter themed games for children in grades K-3. Children enjoyed playing pin the nose on the snowman, winter bingo, snowman bowling, completing a scavenger hunt, and more.

Polar Bear Day – Jolie read stories about polar bears and prepped a few different crafts for children in grades K-3. Children enjoyed learning about polar bears while making their crafts and playing mini bowling together.

New Year Vision Boards – Claire provided magazines and cardstock for tweens and teens to create their visions for the new year. Teens greatly enjoyed expressing their creativity and interests!

Word Puzzle Day – Claire provided word searches, scrambles, crosswords, and a Scrabble game for children in grades 3-5 to stretch their puzzling skills.

Trivia Day – Claire led a group of children in grades 3-5 in playing various trivia games themed around Disney and Christmas movies. Children enjoyed testing their knowledge in familiar subjects.

Frozen Party – Claire prepared several games and crafts themed around the *Frozen* movies for children ages 2-5 and their caregivers. Tons of fun was had by all!



Friendship Storytime – Claire read stories, sang songs, and prepared a craft all about friendship for children ages 2-5.

Meetings and Department News:

Lincoln Award – Tina completed her required reading as a Lincoln Award member. She will attend a meeting on February 10th where the list of 20 titles for next year's list will be chosen.

Caudill Award – Laura completed her required reading as a Caudill Award member. She will attend a meeting on February 3rd where the list of 20 titles for next year's list will be chosen.

Social Media Committee Meeting – Tina and Mary Kate attended this meeting on 01/03. They scheduled events and posts up to Library Week in April.

Illinois Youth Services Institute – Tina led a meeting to kick off the planning of the next IYSI Conference for 2025 on 01/10. They discussed themes, scheduling, dates, and possible venue options.

Management Team Meeting – Tina and Carla attended this meeting on 01/17.

Summer Reading Meeting – Mary Kate attended meetings on 01/08 and 01/29.

Libraries Connected Webinars: BookFlicks and TikTok – Mary Kate watched this webinar on 01/15 and learned how youth are connecting and engaging with literature through TikTok style films.

YALD Meeting – Mary Kate attended this meeting on 01/17 to discussing programs during finals, teen book boxes, and other successful programs.

SLJ: YALSA Nonfiction Awards Finalists in Conversation with SLJ – Claire watched this webinar on 01/23 and listened to a panel of young adult authors discuss the processes behind their award nominated nonfiction books, from idea to research to writing.

One-on-One Meeting – Tina attended a meeting with the director on 01/23.

SLJ: What's It Really Like? Join the 2024 Mock Newberry Live! – Claire watched this webinar on 01/25 and listened to a panel of librarians and one high school student discuss the best children's novels of the prior year and vote on the Mock Newberry winner.

Booklist: Black Voices in Celebration of Black History Month – Mary Kate watched this webinar on 01/31 and listened to representatives discuss their upcoming titles by Black creators.

Booklist: Meet the Artists! An Award-Winning Illustrator Webinar – Carla and Claire watched this webinar on 01/31 and listened to four illustrators discuss their children's books and process for designing the illustrations.

Outreach:

Book Talks – Mary Kate shared her book recommendations with students in districts 128 and 118.

Trusting Hearts Preschool– Claire presented a storytime about winter to the 4-year-old preschool class on 01/16.

Indian Hill and Rec Center Preschools – Carla presented a storytime about penguins on 01/17.

Reggio Academy – Mary Kate presented a storytime about snow to 2 classes, ages 2-5, on 01/22.

Girl Scout Troop – Carla led a tour of the YTS department, provided a craft, and created a scavenger hunt for a Girl Scout Troop on 01/25.

Indian Hill Preschool – Mary Kate and Claire presented a storytime, provided a craft, and gave a tour of the YTS department on 01/31.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	16	329		Reference	Computer	Directional
Free Tween/Teen Programming	5	35		229	55	153
Youth Paid Programming	0	0		TOTAL	437	
Tween/Teen Paid Programming	1	10	\$500	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	22	374	\$500	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	295	177	0
TOTAL OUTREACH	3	35	1773	TOTAL	472	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
01/03/23	4:00 pm	Lego Builders	25
01/05/24	11:00 am	Colorful Playtime	35
01/09/24	4:00 pm	Word Puzzle Day	3
01/10/24	1:00 pm	Sensory Friendly Playtime	0
01/10/24	4:30 pm	Furry Readers	22
01/11/24	11:30 am	Penguin Storytime	40
01/15/24	4:00 pm	STEAM: Art Aliens	7
01/16/24	4:00 pm	Fun with Snowflakes	9
01/17/24	4:00 pm	Trivia Day	3
01/18/24	11:30 am	Baby Playtime	21
01/18/24	5:00 pm	Polar Bear Day	14
01/19/24	10:00 am	Nature Hour Storytime	18
01/23/24	11:00 am	Frozen Party	43
01/29/24	4:00 pm	Winter Games	10
01/30/24	11:30 am	Friendship Storytime	18
		Winter Reading	61

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
01/02/24	5:00 pm	Volunteers	9
01/04/24	4:00 pm	New Year Vision Boards	12
01/10/24	5:00 pm	Teen Book Box	5
01/11/24	3:30 pm	Dungeons & Dragons	3
01/25/24	4:00 pm	3D T-Rex	6

DATE	TIME	PAID TWEEN/TEEN - PROGRAMMING	COST	ATTENDANCE
01/20/24	11:00 am	Hawaii Fluid Art	\$500	10

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Mitten	190
Teen Craft - Cabin	51
Teen Gaming - Nintendo Switch	37
FabLab - 3D Snowflake Keychain	37
Craft - Penguin	105
Teen Craft - Snowflake	52

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
01/16/24	Trusting Hearts Preschool	1	28
01/17/24	Rec Center Preschool	1	15
01/17/24	Indian Hill Preschool	6	78
01/22/24	Reggio Academy Preschool	2	38
01/25/24	Library Visit-Girl Scout Troop	1	12
01/31/24	Book Talks Grades K-1	6	148
01/31/24	Book Talks Grades 2-3	7	177
01/31/24	Book Talks Grades 4-5	5	167
01/31/24	Book Talks Grades 6-8	7	1000
01/31/24	Library Visit-Indian Hill Preschool	2	110



PALOS HEIGHTS PUBLIC LIBRARY

STATEMENT OF ETHICS FOR LIBRARY TRUSTEES

As a library trustee, I shall observe ethical standards with absolute truth, integrity and honor.

I shall represent all citizens honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.

I shall avoid any conflict of interest or any appearance of impropriety which could result from my position, nor shall I use my Board membership for personal gain or publicity.

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at an open Board meeting.

I shall at all times respect the confidentiality of privileged information. I shall support the library's Resource Selection Policy to the fullest and the librarians' efforts to resist censorship of library materials by groups or individuals.

I shall be involved and knowledgeable about not only local library concerns, but also about state and national issues.

I shall be aware of the state laws governing libraries.

As a trustee who has accepted Library Board responsibilities, I shall endeavor to perform all the functions expected of and implicit in that position.

This statement shall be signed annually by each serving Trustee as an ongoing commitment to these values.

Signed: _____
President

Signed: _____
Vice President

Signed: _____
Treasurer

Signed: _____
Secretary

Signed: _____

Signed: _____

Signed: _____

Signed: _____

Signed: _____

This ____ day of _____, 20____