



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

February 20, 2025

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the January 16, 2025 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for January 2025 for \$195,516.92
Approval of the Treasurer's report for the month ending Jan. 31, 2025
- PRESIDENT'S REPORT
- DIRECTOR'S REPORT
- CORRESPONDENCE
- COMMITTEE REPORTS: Budget & Finance – John Peltz
Building & Grounds – Steve Foertsch
City Council Liaison –
Ethics Officer – Susan Snow
Friends of the Library Liaison – Sue Jankowski
Long Range Planning – Sue Jankowski
Nominating – Hilary Rhodes
Personnel – Dianne Key
Policy – Rose Zubik
- UNFINISHED BUSINESS:
- NEW BUSINESS: 1. Discussion of Circulation Department with Beth Stevens
2. Approval of Library Closure on May 31, 2025 for Summer Reading Kickoff Party
- ADJOURNMENT
- NEXT MEETING: Thursday, March 20, 2025

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

Palos Heights Library Board Meeting

January 16, 2025 Minutes

1. The meeting was called to order at 7:00 PM by Acting President Rose Zubik. The following trustees were present: Hilary Rhodes, Steve Foertsch, Sue Jankowski, Patrick Keough, John Peltz and Rose Zubik. President Susan Snow joined remotely through Zoom. Dianne Key was absent.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager, Tina Ruzala, Supervisor of Youth and Teen Services and Matthew Matkowski, Director of Public Services.
3. No members of the public attended and there was no public comment.
4. Discussion of Public Services Department with Matthew Matkowski
Matt gave a great presentation about all the many things they are doing for our community in Public Services! Their department acts as a concierge of sorts to the public, aiming to never say “no” to a patron, helping them with a wide variety of requests. They also work on programming, ordering new books, managing both the computer lab and study rooms, and the local history collection, among many other important tasks.
5. The minutes of the November 21st regular board meeting were approved on Trustee Foertsch’s motion, Trustee Keough’s second, and a voice vote. The motion carried.
6. **Treasurer’s Report**
 - a. Treasurer Peltz moved to approve the General Fund bills for the month of November for \$254,969.86. His motion was seconded by Trustee Keough. On a roll call vote, the motion carried.
 - b. Treasurer Peltz moved to approve the General Fund bills for the month of December for \$138,838.08. His motion was seconded by Trustee Keough. On a roll call vote, the motion carried.
 - c. Treasurer Peltz moved to approve the Treasurer’s report for the month ending November 30, 2024. His motion was seconded by Trustee Keough. On a roll call vote, the motion carried.
 - d. Treasurer Peltz moved to approve the Treasurer’s report for the month ending December 31, 2024. His motion was seconded by Trustee Foertsch. On a roll call vote, the motion carried.
7. There was no President’s report.
8. **Director’s Report:** In addition to his written report included in the trustee

narrative packets, Director Blazek highlighted these items:

- a. A new librarian was just hired and will start in early February – Public Services Librarian Lyndsey Caliendo.
 - b. Trustee Geri Burek has resigned from the Board of Trustees.
9. **Correspondence:** Several staff members sent in letters of thanks to the board regarding the gift card and nice holiday party.

10. **Committee Reports**

- a. Trustee Foertsch reported for **Building and Grounds** – noting that the committee will be prioritizing some upgrades needed, including a few worn chairs downstairs.
- b. Trustee Jankowski reported for **Friends of the Library** – notable events and happenings include:
 - i. In a recent well-attended meeting, Bill Poore was back and was able to receive the Palmer Award.
 - ii. Friends of the Library Book Sale is coming up January 31 - February 2. Bag sale is February 3, 9am-12pm.
 - iii. Merry and Bright in the Heights was discussed and successful, although they talked about modifying the Community Sing-a-long next year.
 - iv. Sue encouraged the trustees to join the Friends and to donate books if you have them for the sale.
- c. Trustee Jankowski reported for **Long Range Planning**. The committee met just before tonight's meeting - Director Blazek has made the plan "evergreen" so it's long-lasting and doesn't have to be rewritten each year. We continue to have our 3 main goals and in the coming months, the library staff will identify which initiatives they would like to implement pertaining to these goals.
- d. There were no reports from the **Nominating, Personnel, and Policy** Committees.

11. **New Business**

- a. Trustee Jankowski made a motion to approve the Resolution to Authorize LIMRiCC Contract Renewal for staff benefits. Trustee Peltz seconded the motion. This motion carried on a roll call vote.
- b. Trustee Keough made a motion to approve the change of closing for staff in service to February 21, 2024. Trustee Rhodes seconded the motion. This motion carried on a voice vote.
- c. Trustee Jankowski made a motion to approve the 2025 Trustee Ethics

Statement. Trustee Foertsch seconded the motion. The motion carried on a voice vote. All trustees present signed the 2025 Trustee Ethics Statement.

12. On a motion by Trustee Keough and a second by Trustee Jankowski, Acting President Zubik adjourned the meeting at 7:46pm.
13. The next board meeting is Thursday, February 20th at 7:00pm.

Meeting minutes recorded by Secretary, Hilary Rhodes.



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
2/20/2025

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	JANUARY	\$196,516.92	6.1 to 6.3
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	1/31/2025	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: JANUARY, 2025

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$624.37		\$624.37
CORPORATE REPLACEMENT TAX	\$14,662.24		\$14,662.24
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$266.74		\$266.74
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$391.45		\$391.45
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$513.50		\$513.50
» Miscellaneous	\$1,632.85		\$1,632.85
DONATIONS/GIFTS			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$568.65		\$568.65
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$613.45		\$613.45
GRANTS	\$0.00		\$0.00
INTEREST	\$2,015.77	\$2.02	\$2,017.79
TOTAL REVENUES	\$21,289.02	\$2.02	\$21,291.04
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$72,057.20		\$72,057.20
» Employee Benefits	\$23,177.00		\$23,177.00
» Staff & Board Development	\$236.71		\$236.71
CONTRACTUAL SERVICES	\$14,135.06		\$14,135.06
BUILDING MAINTENANCE	\$8,180.09		\$8,180.09
INSURANCE	\$24,788.11		\$24,788.11
UTILITIES	\$767.78		\$767.78
SUPPLIES	\$3,045.52		\$3,045.52
CAPITAL EXPENSES	\$16,041.14		\$16,041.14
MEDIA	\$17,793.34		\$17,793.34
REIMBURSEMENTS	\$6,952.02		\$6,952.02
SR PROJECTS	\$9,342.95		\$9,342.95
TOTAL EXPENDITURES	\$196,516.92	\$0.00	\$196,516.92
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$175,227.90	\$2.02	-\$175,225.88
OTHER FINANCING SOURCES (USES)			
**Tansfer 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	-\$175,227.90	\$2.02	-\$175,225.88
FUND BALANCES, BEGINNING OF MONTH	\$778,453.24	\$3,154.96	\$781,608.20
END OF MONTH	\$603,225.34	\$3,156.98	\$606,382.32



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: JANUARY 2025

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,984,410.78	\$1,984,410.78	\$624.37	\$1,983,786.41	0.03%
CORPORATE REPLACEMENT TAX	\$25,000.00	\$25,000.00	\$14,662.24	\$10,337.76	58.65%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$266.74	\$2,233.26	10.67%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$3,500.00	\$3,500.00	\$391.45	\$3,108.55	11.18%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$513.50	\$10,486.50	4.67%
Miscellaneous	\$12,784.00	\$12,784.00	\$1,632.85	\$11,151.15	12.77%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Unrestricted	\$15,000.00	\$15,000.00	\$568.65	\$14,431.35	3.79%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$613.45	\$3,386.55	15.34%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$30,075.00	\$30,075.00	\$2,015.77	\$28,059.23	6.70%
TOTAL REVENUES	\$2,123,870.08	\$2,123,870.08	\$21,289.02	\$2,102,581.06	1.00%
PERSONNEL SERVICES					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$72,057.20	-\$936,886.22	-92.86%
Employee Benefits	\$319,423.19	\$319,423.19	\$23,177.00	-\$296,246.19	-92.74%
Staff & Board Development	\$11,800.00	\$11,800.00	\$236.71	-\$11,563.29	-97.99%
CONTRACTUAL SERVICES	\$192,077.83	\$192,077.83	\$14,135.06	-\$177,942.77	-92.64%
BUILDING MAINTENANCE	\$51,121.59	\$51,121.59	\$8,180.09	-\$42,941.50	-84.00%
INSURANCE	\$25,279.51	\$25,279.51	\$24,788.11	-\$491.40	-1.94%
UTILITIES	\$12,890.20	\$12,890.20	\$767.78	-\$12,122.42	-94.04%
SUPPLIES	\$28,620.00	\$28,620.00	\$3,045.52	-\$25,574.48	-89.36%
CAPITAL EXPENSES	\$195,523.97	\$195,523.97	\$16,041.14	-\$179,482.83	-91.80%
MEDIA	\$170,585.00	\$170,585.00	\$17,793.34	-\$152,791.66	-89.57%
REIMBURSEMENTS	\$48,894.37	\$48,894.37	\$6,952.02	-\$41,942.35	-85.78%
SR PROJECTS	\$58,711.00	\$58,711.00	\$9,342.95	-\$49,368.05	-84.09%
TOTAL EXPENDITURES	\$2,123,870.08	\$2,123,870.08	\$196,516.92	-\$1,927,353.16	-90.75%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	-\$175,227.90	\$175,227.90	
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			-\$175,227.90		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$428,141.21		
			-\$734,050.69		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: JANUARY 2025

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$774,582.04	\$54,200.22	\$54,200.22	\$720,381.82	93.00%
4312 HOURLY EMPLOYEES	\$229,111.38	\$17,856.98	\$17,856.98	\$211,254.40	92.21%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$0.00	\$0.00	\$5,250.00	100.00%
TOTAL OPERATIONAL SALARIES	\$1,008,943.42	\$72,057.20	\$72,057.20	\$936,886.22	92.86%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$5,686.31	\$5,686.31	\$78,396.32	93.24%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$5,465.09	\$5,465.09	\$71,313.03	92.88%
4333 INSURANCE	\$157,362.44	\$12,025.60	\$12,025.60	\$145,336.84	92.36%
4334 CLOTHING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$319,423.19	\$23,177.00	\$23,177.00	\$296,246.19	92.74%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,400.00	\$125.00	\$125.00	\$2,275.00	94.79%
4352 BOARD DEVELOPMENT	\$800.00	\$100.00	\$100.00	\$700.00	87.50%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354 PROFESSIONAL STAFF	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$11.71	\$11.71	\$1,088.29	98.94%
TOTAL STAFF & BOARD DEVELOPMENT	\$11,800.00	\$236.71	\$236.71	\$11,563.29	97.99%
GROUP TOTAL PERSONNEL SERVICES	\$1,340,166.61	\$95,470.91	\$95,470.91	\$1,244,695.70	92.88%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$0.00	\$7,450.00	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	\$650.00	\$0.00	\$0.00	\$650.00	100.00%
4365 ACCOUNTANT	\$4,950.00	\$505.00	\$505.00	\$4,445.00	89.80%
TOTAL PROFESSIONAL SERVICES	\$15,550.00	\$505.00	\$505.00	\$15,045.00	96.75%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$5,040.00	\$246.86	\$246.86	\$4,793.14	95.10%
4414 ALARM	\$3,600.00	\$1,012.00	\$1,012.00	\$2,588.00	71.89%
4416 MAINTENANCE	\$40,500.00	\$2,909.86	\$2,909.86	\$37,590.14	92.82%
4417 SWAN	\$30,000.00	\$6,830.75	\$6,830.75	\$23,169.25	77.23%
4418 TECHNOLOGY	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%
TOTAL OUTSIDE SERVICES	\$119,140.00	\$10,999.47	\$10,999.47	\$108,140.53	90.77%
PRINTING					
4424 NEWSLETTER PRINTING	\$19,387.83	\$0.00	\$0.00	\$19,387.83	100.00%
TOTAL PRINTING	\$19,387.83	\$0.00	\$0.00	\$19,387.83	100.00%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$796.62	\$796.62	\$10,203.38	92.76%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$1,803.97	\$1,803.97	\$12,196.03	87.11%
4454 GENERAL PROGRAMMING	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%
TOTAL PROGRAMMING	\$35,000.00	\$2,600.59	\$2,600.59	\$32,399.41	92.57%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$30.00	\$30.00	\$2,970.00	99.00%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$30.00	\$30.00	\$2,970.00	99.00%
GROUP TOTAL CONTRACTUAL SERVICES	\$192,077.83	\$14,135.06	\$14,135.06	\$177,942.77	92.64%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: JANUARY 2025

		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	\$13,000.00	\$4,640.00	\$4,640.00	\$8,360.00	64.31%
4434	BUILDING REPAIRS	\$12,000.00	\$941.65	\$941.65	\$11,058.35	92.15%
4436	LAWN MAINTENANCE	\$10,053.30	\$135.00	\$135.00	\$9,918.30	98.66%
4437	SNOW REMOVAL	\$6,751.61	\$1,767.00	\$1,767.00	\$4,984.61	73.83%
TOTAL REPAIRS & MAINTENANCE		\$42,661.59	\$7,548.55	\$7,548.55	\$35,113.04	82.31%
EQUIPMENT MAINTENANCE						
4531	COPIER	\$8,220.00	\$631.54	\$631.54	\$7,588.46	92.32%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE		\$8,460.00	\$631.54	\$631.54	\$7,828.46	92.53%
GROUP TOTAL BUILDING MAINTENANCE		\$51,121.59	\$8,180.09	\$8,180.09	\$42,941.50	84.00%
INSURANCE						
4441	BLDG. & CONTENTS/GLASS/LIMRiCC	\$23,451.56	\$22,649.11	\$22,649.11	\$802.45	3.42%
4443	DISABILITY (WORKMEN'S COMP)	\$1,827.95	\$2,139.00	\$2,139.00	-\$311.05	-17.02%
GROUP TOTAL INSURANCE		\$25,279.51	\$24,788.11	\$24,788.11	\$491.40	1.94%
UTILITIES						
4472	WATER	\$3,000.00	\$227.67	\$227.67	\$2,772.33	92.41%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,369.60	\$540.11	\$540.11	\$1,829.49	77.21%
4475	INTERNET/LOCAL AREA NET	\$5,520.60	\$0.00	\$0.00	\$5,520.60	100.00%
GROUP TOTAL UTILITIES		\$12,890.20	\$767.78	\$767.78	\$12,122.42	94.04%
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$88.29	\$88.29	\$911.71	91.17%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$373.93	\$373.93	\$1,626.07	81.30%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$1,003.96	\$1,003.96	\$2,196.04	68.63%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$319.81	\$319.81	\$5,680.19	94.67%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$111.57	\$111.57	\$2,938.43	96.34%
4518	LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$103.82	\$103.82	\$1,096.18	91.35%
TOTAL OFFICE SUPPLIES		\$16,950.00	\$2,001.38	\$2,001.38	\$14,948.62	88.19%
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$1,039.03	\$1,039.03	\$4,310.97	80.58%
TOTAL JANITORIAL/CLEANINGSUPPLIES		\$5,350.00	\$1,039.03	\$1,039.03	\$4,310.97	80.58%
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	\$650.00	\$5.11	\$5.11	\$644.89	99.21%
4553	BULK FEES & PERMITS	\$5,670.00	\$0.00	\$0.00	\$5,670.00	100.00%
TOTAL OFFICE EXPENSE		\$6,320.00	\$5.11	\$5.11	\$6,314.89	99.92%
GROUP TOTAL SUPPLIES		\$28,620.00	\$3,045.52	\$3,045.52	\$25,574.48	89.36%
CAPITAL EXPENSES						
4631	SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$16,041.14	\$16,041.14	\$179,482.83	91.80%
GROUP TOTAL CAPITAL EXPENSES		\$195,523.97	\$16,041.14	\$16,041.14	\$179,482.83	91.80%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: JANUARY 2025

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$25,000.00	\$5,464.49	\$5,464.49	\$19,535.51	78.14%
4710B DATABASES - Youth	\$4,700.00	\$0.00	\$0.00	\$4,700.00	100.00%
4711 PERIODICALS	\$12,000.00	\$901.64	\$901.64	\$11,098.36	92.49%
4714 LARGE PRINT	\$5,250.00	\$95.14	\$95.14	\$5,154.86	98.19%
4715 BOOKS - Adult	\$32,900.00	\$2,128.40	\$2,128.40	\$30,771.60	93.53%
4716 BOOKS - Youth	\$33,000.00	\$1,695.42	\$1,695.42	\$31,304.58	94.86%
4717 VIDEOS - Adult	\$4,000.00	\$331.38	\$331.38	\$3,668.62	91.72%
4718 VIDEOS - Youth	\$800.00	\$77.98	\$77.98	\$722.02	90.25%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$0.00	\$3,750.00	100.00%
4721 SOFTWARE	\$10,188.15	\$2,281.33	\$2,281.33	\$7,906.82	77.61%
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	\$28.91	\$28.91	\$971.09	97.11%
4725A E-BOOKS - Adult	\$12,000.00	\$2,382.77	\$2,382.77	\$9,617.23	80.14%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$2,405.88	\$2,405.88	\$11,594.12	82.82%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
GROUP TOTAL MEDIA	\$170,585.00	\$17,793.34	\$17,793.34	\$152,791.66	89.57%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$19,094.07	\$1,198.00	\$1,198.00	\$17,896.07	93.73%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$5,192.56	\$5,192.56	\$12,607.74	70.83%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$561.46	\$561.46	\$10,438.54	94.90%
4906a RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$48,894.37	\$6,952.02	\$6,952.02	\$41,942.35	85.78%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$9,342.95	\$9,342.95	\$49,368.05	84.09%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$58,711.00	\$9,342.95	\$9,342.95	\$49,368.05	
TOTAL EXPENDITURES	\$2,123,870.08	\$196,516.92	\$196,516.92	\$1,927,353.16	90.75%



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount		
Adducci Vega Financial Group, LLC							
	01/13/2025	Check	5964	4365	Accountant	12 Dec Bank Reconciliations Invoice 202057242	\$365.00
	01/21/2025	Check	5977	4365	Accountant	Year End 1096/1099 December 31, 2024 Invoice 202057308	\$140.00
Total for Adducci Vega Financial Group, LLC						\$505.00	
Amazon							
	01/10/2025	Expense	AMAZON PORTAL	4516	Circulation - Supplies	1NWN-44NX-1VMJ	\$40.09
	01/10/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	167X-GHJ6-Y91C Toilet paper (8) 12 double rolls	\$68.25
	01/10/2025	Expense	AMAZON PORTAL	4514	Business Office - Supplies	13NK-9Y36-1DFNSupplies	\$92.84
	01/10/2025	Expense	AMAZON PORTAL	4519	Hospitality - Supplies	13NK-9Y36-1DFN Cups/lids	\$103.82
	01/10/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	13NK-9Y36-1DFN Supplies	\$340.11
	01/10/2025	Expense	AMAZON PORTAL	4514	Business Office - Supplies	1HFX-3FWT-9V4P	\$128.96
	01/10/2025	Expense	AMAZON PORTAL	4434	Building Repairs	167X-GHJ6-KX76 Coat rack	\$19.95
	01/10/2025	Expense	AMAZON PORTAL	4511	Public Services - Supplies	1WH3-KF49-T3JX	\$65.18
	01/08/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	1DCR-97DX-CGKJ Puncture resistant gloves	\$8.68
	01/09/2025	Expense	AMAZON PORTAL	4434	Building Repairs	1VL7-PM7Y-M6L7 (2) Door alarms	\$366.70
	01/13/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	1VKF-CNMC-37M6 Dawn Dish soap (2)	\$12.56
	01/13/2025	Expense	AMAZON PORTAL	4515	Technical Services - Supplies	14F1-X3X9-9DQ4	\$49.05
	01/16/2025	Expense	AMAZON PORTAL	4512	Youth & Teen - Supplies	14XT-NTVM-DVRX Jan Supplies	\$373.93
	01/20/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	1DW9-7J77-7WGJ Baby Changing pads	\$58.98
	01/21/2025	Expense	AMAZON PORTAL	4515	Technical Services - Supplies	1CRK-47T9-91PR	\$54.76
	01/21/2025	Expense	AMAZON PORTAL	4724	Gadgets & Gizmos	1GLP-WHFG-6LRC	\$28.91
	01/24/2025	Expense	AMAZON PORTAL	4902	Grants	Cables Cat 6 Server Room	\$552.56
	01/24/2025	Expense	AMAZON PORTAL	4904	Reimb. - Friends Book Sales	G&G	\$561.46
	01/24/2025	Expense	AMAZON PORTAL	4514	Business Office - Supplies	01 Jan Supplies	\$103.72
	01/27/2025	Expense	AMAZON PORTAL	4541	Maintenance/Cleaning Supplies	Multifold Towels	\$41.79
	01/27/2025	Expense	AMAZON PORTAL	4451	Youth & Teen Programming	1PPV-PVF4-P997 Winter Programming	\$589.35
	01/27/2025	Expense	AMAZON PORTAL	4516	Circulation - Supplies	1YL1-J3QP-17PW Jan Circ	\$71.48
	01/06/2025	Expense	AMAZON PORTAL	4514	Business Office - Supplies	17QH-JMH7-GJK9 Typewriter ribbons	\$48.96
	01/06/2025	Expense	AMAZON PORTAL	4715	Books - Adult	1WNH-KKLL-1DDJ Onyx Storm (2)	\$41.96
	01/28/2025	Expense	AMAZON PORTAL	4511	Public Services - Supplies	1NVL-PP7X-3VVY	\$16.12
	01/29/2025	Expense	AMAZON PORTAL	4514	Business Office - Supplies	1C3M-V1V6-3G9P Dry erase holder JB	\$11.39
Total for Amazon						\$3,851.56	
Anderson Pest Solutions							
	01/13/2025	Check	5961	4431	Pest Control	Invoice 72608904	\$64.90
Total for Anderson Pest Solutions						\$64.90	
A to Z Databases							
	01/08/2025	Check	5954	4710a	Databases (Adult)	Invoice 124712	\$1,035.00
Total for A to Z Databases						\$1,035.00	
At&T - Fiber Line							
	01/08/2025	Check	5949	4474	Telephone/FAX	Monthly Fee	\$462.61
Total for At&T - Fiber Line						\$462.61	
Baker & Taylor L5040682 Adult Books							
	01/31/2025	Expense	BT PORTAL	4715	Books - Adult	Book Credit	\$-17.09
	01/31/2025	Expense	BT PORTAL	4710a	Databases (Adult)	TS360 Subscription Fee	\$1,739.16
Total for Baker & Taylor L5040682 Adult Books						\$1,722.07	
Baker & Taylor L5346512 Youth Books							
	01/31/2025	Expense	BT PORTAL	4716	Books - Youth	01 JAN YTS	\$717.02
	01/31/2025	Expense	BT PORTAL	4515	Technical Services - Supplies	01 JAN Processing Fee	\$46.20
Total for Baker & Taylor L5346512 Youth Books						\$763.22	
CIT							
	01/09/2025	Check	5958	4531	Copier	Invoice 46292946	\$631.54
Total for CIT						\$631.54	
City Of Palos Heights IMRF							
	01/31/2025	Check	23090	4331	IMRF III. Muni. Ret. Fund	01 January Payment	\$5,686.31
	01/31/2025	Check	23090	2053	IMRF III. Muni. Ret. Fund	FT Employee Contributions	\$2,439.63
	01/31/2025	Check	23090	2054	IMRF III. Muni. Ret. Fund	PT Employee Contributions	\$166.12
	01/31/2025	Check	23090	2055	IMRF III. Muni. Ret. Fund	Employee Vol. Contributions	\$1,178.01
Total for City Of Palos Heights IMRF						\$9,470.07	
City of Palos Hts. - Water Bill							
	01/15/2025	Check	5968	4472	Water	Monthly bill	\$227.67
Total for City of Palos Hts. - Water Bill						\$227.67	
ComEd							
	01/08/2025	Check	5953	4631	Contingency / Special Reserves Replenishment	Billing through 11.27.24	\$16,041.14
Total for ComEd						\$16,041.14	
Cosmopolitan Building Services							
	01/08/2025	Check	5956	4416	Maintenance	01 Jan 25 Invoice 6644	\$2,722.50
Total for Cosmopolitan Building Services						\$2,722.50	
Everest Snow Management, Inc.							
	01/08/2025	Check	5948	4437	Snow Removal	Seasonal Snow removal payment 4 of 4.	\$1,767.00
Total for Everest Snow Management, Inc.						\$1,767.00	
Folding Partition Services, Inc							
	01/06/2025	Check	5978	4434	Building Repairs	Invoice 13531	\$555.00
Total for Folding Partition Services, Inc						\$555.00	
GT Mechanical							
	01/09/2025	Expense	ACH GT	4432	Heating/Cooling Service	Hot water pump 10.31.24	\$210.00
	01/09/2025	Expense	ACH GT	4432	Heating/Cooling Service	Replacement seals HWP1 and 2	\$4,430.00
Total for GT Mechanical						\$4,640.00	



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Gugala, Valerie					
01/28/2025 Check		5980	4452 Public Services Programming	2.11.25 Lincolns After 1865	\$200.00
Total for Gugala, Valerie					\$200.00
Illinois Library Association					
01/17/2025 Check		5974	4351 Membership Fees	Invoice 302363 S. Snow	\$75.00
Total for Illinois Library Association					\$75.00
Ingram					
01/31/2025 Check		5983	4714 Large Print Books	01 January Invoices	\$95.14
01/31/2025 Check		5983	4715 Books - Adult	01 January Invoices	\$2,103.53
01/31/2025 Check		5983	4716 Books - Youth	01 January Invoices	\$978.40
01/31/2025 Check		5983	4515 Technical Services - Supplies	Pre processing	\$137.61
Total for Ingram					\$3,314.68
Kelly Campos					
01/28/2025 Check		5979	4452 Public Services Programming	2.6.25 Things to Say	\$325.00
Total for Kelly Campos					\$325.00
Libraries First					
01/16/2025 Check		5970	4710a Databases (Adult)	Museum Adventure Pass 2025	\$220.00
Total for Libraries First					\$220.00
Libraries of Illinois Risk Agency					
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Certain Underwriters at Lloyd's	\$3,550.98
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Excess Property 3604-63-43 Chubb	\$4,729.03
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Boiler & Machinery 7643-40-40 Chubb	\$254.53
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Excess Liability Hudson Excess Ins.	\$2,112.42
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Volunteer Liability STARR INDEMNITY AND CASUALTY COMPANY	\$260.31
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Cyber Liability PALOMAR EXCESS AND SURPLUS INS CO	\$655.56
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	Gallagher Crisis Protect CERTAIN UNDERWRITERS AT LLOYD'S	\$2,151.73
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	ARTHUR J GALLAGHER RMS BROKERAGE SERVICE FEE	\$1,856.34
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	GALLAGHER BASSETT CLAIMS ADMINISTRATION FEE	\$707.61
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	GALAGHER BASSETT SERVICES LOSS CONTROL SERVICES	\$1,100.00
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	ILA SPONSORSHIP FEE	\$250.00
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	LIRA OPERATIONS FEE	\$530.94
01/08/2025 Check		5944	4441 Bldg & Contents/Glass/LIM	LIRA LOSS FUND	\$4,489.66
Total for Libraries of Illinois Risk Agency					\$22,649.11
Library Market					
01/08/2025 Check		5950	4721 Software	Invoice 3830 Library Calendar / Subscription	\$1,500.00
Total for Library Market					\$1,500.00
LIMRICC-Employees					
01/09/2025 Expense	ACH LIM	4900	Miscellaneous - Reimbursements	Retiree Reimb. for Medical Coverage	\$1,198.00
01/09/2025 Expense	ACH LIM	2050	Employee Paid LIMRICC	Employee Paid Benefits	\$618.04
01/09/2025 Expense	ACH LIM	4333	Insurance	01 Jan 25	\$12,025.60
Total for LIMRICC-Employees					\$13,841.64
Mary Beth Sexton					
01/13/2025 Check		5962	4452 Public Services Programming	Card Class Supplies	\$145.50
01/17/2025 Check		5972	4452 Public Services Programming	Card Class Supplies	\$162.50
Total for Mary Beth Sexton					\$308.00
Matt Matkowski					
01/16/2025 Check		23088	4452 Public Services Programming	Pizza showdown program 1.14.25	\$268.47
Total for Matt Matkowski					\$268.47
Midwest Tape					
01/31/2025 Check		5985	4717 Adult Videos	Jan Orders	\$331.38
01/31/2025 Check		5985	4515 Technical Services - Supplies	Pre processing	\$32.19
01/31/2025 Check		5985	4719 Adult Audiobooks	Jan Orders	\$77.98
Total for Midwest Tape					\$441.55
Old National Bank - MasterCard					
01/09/2025 Expense	MasterCard	4451	Youth & Teen Programming	Cricut download Fab Lab	\$1.79
01/09/2025 Expense	MasterCard	7001	Special Reserves Projects	Surface Laptop	\$1,932.91
01/09/2025 Expense	MasterCard	4551	Postage & Handling	OCLC	\$5.11
01/09/2025 Expense	MasterCard	4514	Business Office - Supplies	Copy Paper	\$399.90
01/13/2025 Expense	MasterCard	7001	Special Reserves Projects	B&H Ubiquiti Switches (6)	\$7,410.04
Total for Old National Bank - MasterCard					\$9,749.75
Otis Elevator					
01/15/2025 Expense	OTIS PORTAL	4416	Maintenance	Invoice 100401812939	\$187.36
Total for Otis Elevator					\$187.36
OverDrive, Inc.					
01/08/2025 Check		5951	4725B E-Audiobooks - Adult	H-0110865	\$1,500.00
01/08/2025 Check		5951	4725A E-Books - Adult	H-0110865	\$1,500.00
01/13/2025 Check		5965	4711 Periodicals	CD0165825006287 Magazine renewal 2025	\$901.64
01/20/2025 Check		5975	4725A E-Books - Adult	01658CO25014055	\$882.77
01/20/2025 Check		5976	4725B E-Audiobooks - Adult	01658CO25014058	\$905.88
Total for OverDrive, Inc.					\$5,690.29
Palos Area Chamber of Commerce					
01/17/2025 Check		5973	4351 Membership Fees	2025 Dues	\$50.00
Total for Palos Area Chamber of Commerce					\$50.00
Palos Heights Woman's Club					
01/08/2025 Check		5952	4461 Public Relations	Lorena Rodriguez Club Luncheon Meeting	\$30.00
Total for Palos Heights Woman's Club					\$30.00



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Account	Amount
Paylocity Payroll Billing					
01/10/2025 Expense		PAYLOCITY	4412 Payroll Services	Check date 1.10.25	\$76.50
01/24/2025 Expense		PAYLOCITY	4412 Payroll Services	Check date 1.24.25	\$170.36
Total for Paylocity Payroll Billing					\$246.86
Paylocity Payroll Net					
01/10/2025 Expense		PAYLOCITY	4311 Salaried Employees	Check date 1.10.25	\$18,613.27
01/10/2025 Expense		PAYLOCITY	4312 Hourly Employees	Check date 1.10.25	\$7,430.62
01/10/2025 Expense		PAYLOCITY	4356 Mileage Reimbursement	Homebound deliveries	\$3.80
01/24/2025 Expense		PAYLOCITY	4311 Salaried Employees	Check date 1.24.25	\$19,644.72
01/24/2025 Expense		PAYLOCITY	4312 Hourly Employees	Check date 1.24.25	\$7,624.67
01/24/2025 Expense		PAYLOCITY	4356 Mileage Reimbursement	Homebound deliveries	\$7.91
01/24/2025 Expense		PAYLOCITY	4451 Youth & Teen Programming	MKK Jewel Teen book boxes	\$12.98
01/24/2025 Expense		PAYLOCITY	4511 Public Services - Supplies	MM Jewel Popcorn	\$6.99
Total for Paylocity Payroll Net					\$53,344.96
Paylocity Payroll Taxes					
01/10/2025 Expense		PAYLOCITY	4311 Salaried Employees	Check date 1.10.25	\$5,676.46
01/10/2025 Expense		PAYLOCITY	4332 FICA Social Security	Check date 1.10.25	\$2,667.81
01/10/2025 Expense		PAYLOCITY	4312 Hourly Employees	Check date 1.10.25	\$1,289.92
01/24/2025 Expense		PAYLOCITY	4311 Salaried Employees	Check date 1.24.25	\$6,030.09
01/24/2025 Expense		PAYLOCITY	4332 FICA Social Security	Check date 1.24.25	\$2,797.28
01/24/2025 Expense		PAYLOCITY	4312 Hourly Employees	Check date 1.24.25	\$1,345.65
Total for Paylocity Payroll Taxes					\$19,807.21
Peerless Network, Inc					
01/15/2025 Check		5967	4474 Telephone/FAX	Invoice 67792	\$77.50
Total for Peerless Network, Inc					\$77.50
Petty Cash					
01/30/2025 Check		23089	4452 Public Services Programming	Capri Pizza Reimbursement	\$60.00
Total for Petty Cash					\$60.00
ProQuest					
01/08/2025 Check		5946	4710a Databases (Adult)	Invoice 70859041 Ancestry Library	\$2,470.33
Total for ProQuest					\$2,470.33
Pub Trivia					
01/08/2025 Check		5955	4452 Public Services Programming	12.2.24 Jullianni's REPLACEMENT CHECK FOR CK#5906	\$150.00
Total for Pub Trivia					\$150.00
Quality Alarm System, Inc.					
01/08/2025 Check		5957	4414 Alarm	Invoice 155555 Fire Alarm Testing	\$246.00
01/16/2025 Check		5969	4414 Alarm	Invoice 155129 Jan to March Alarm Service	\$744.00
01/17/2025 Check		5971	4414 Alarm	Invoice 154254 Code change	\$22.00
Total for Quality Alarm System, Inc.					\$1,012.00
Quill Corp.					
01/14/2025 Check		5966	4514 Business Office - Supplies	Invoice 40324166	\$138.21
01/14/2025 Check		5966	4514 Business Office - Supplies	Invoice 40294962	\$79.98
Total for Quill Corp.					\$218.19
RAILS					
01/09/2025 Check		5959	4451 Youth & Teen Programming	Swank Movie License 2025	\$192.50
01/09/2025 Check		5959	4452 Public Services Programming	Swank Movie License 2025	\$192.50
01/31/2025 Check		5982	4352 Board Development	Il Library Laws and Rules	\$100.00
Total for RAILS					\$485.00
Risk Program Administrators					
01/08/2025 Check		5945	4443 Worker's Comp	Work Comp Policy 83WECB5007	\$2,139.00
Total for Risk Program Administrators					\$2,139.00
Roy Erikson Outdoor Maintenance					
01/09/2025 Check		5960	4436 Lawn Maintenance	Fertilizer #3	\$135.00
Total for Roy Erikson Outdoor Maintenance					\$135.00
SWAN					
01/16/2025 Expense		ACH SWAN	4417 SWAN/OCLC	Swan Fees 1.1.25 to 3.31.25	\$6,830.75
Total for SWAN					\$6,830.75
Truty, Marcin					
01/08/2025 Expense		ACH MT	4902 Grants	12 DEC 24 Invoice 24-12	\$4,640.00
Total for Truty, Marcin					\$4,640.00
Warehouse Direct					
01/08/2025 Check		5947	4541 Maintenance/Cleaning Supplies	(1) Facial Tissue	\$112.44
01/08/2025 Check		5947	4541 Maintenance/Cleaning Supplies	(2) Safeguard Soap	\$87.90
01/08/2025 Check		5947	4541 Maintenance/Cleaning Supplies	(4) Sm Liners	\$125.12
01/08/2025 Check		5947	4541 Maintenance/Cleaning Supplies	(4) Lg Liners	\$183.20
Total for Warehouse Direct					\$508.66
Wenstrup, Gary					
01/28/2025 Check		5981	4452 Public Services Programming	2.18.25 History of Bob Marley	\$300.00
Total for Wenstrup, Gary					\$300.00
Zoobean					
01/13/2025 Check		5963	4721 Software	Beanstack Plus 4.1.25 to 4.9.26	\$781.33
Total for Zoobean					\$781.33
TOTAL CHECKS FOR BOARD APPROVAL					\$196,516.92



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION JANUARY 31, 2025

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
BEGINNING BALANCE	\$23,479.82	\$753,646.75	\$1,126.67	\$200.00	\$572.09	\$2,582.87	\$781,608.20
WITHDRAWALS	(\$196,516.92)						(\$196,516.92)
TRANSFERS	\$80,000.00	(\$80,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$1,198.00	\$473.00					\$19,273.25
	\$500.00	\$151.37					
	\$201.35						
	\$200.35						
	\$443.45						
	\$475.60						
	\$14,662.24						
	\$967.89						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$1.00	\$2,010.43	\$4.34	N/A	N/A	\$2.02	\$2,017.79
ENDING BALANCE	\$35,612.78	\$566,281.55	\$1,131.01	\$200.00	\$572.09	\$2,584.89	\$606,382.32
TOTALS	\$603,225.34 GENERAL FUND				\$3,156.98 SPECIAL RESERVES FUND		\$606,382.32 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.820%		N/A	N/A	0.920%	

TOTAL FUND BALANCE MONTH ENDING: JANUARY 31, 2025
\$606,382.32



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
February 20, 2025

Library News

The new year continues to roll along smoothly. Our new Public Services Librarian, Lyndsey, started the first week of February and has really hit the ground running! Terry and I have been working with the auditors to get all of the fieldwork done for the FY24 audit. Planning is underway for our major events later in the year including the Summer Reading Block Party and Fan Con. But in the grand scheme of things, it has been a quietly busy month.

As the end of my term limit with the SWAN Board draws near, I have been working on a task force to evaluate a potential switch in ILS vendors. As this is the software that staff at all service desks and in all departments uses every day, this is a decision with huge implications for every member library. I'm glad to be in on the ground floor of evaluating competing products and recommending a course of action for the consortium.

With all of the snow last week, we did end up closing early on Wednesday, February 5th. I went driving around town a few times during the day to evaluate road conditions. I eventually concluded that roads were pretty messy and were likely to get worse at sunset when colder temperatures set in. For the safety of staff getting home and patrons who might try to come in when accumulated slush might start to freeze up again, I made the call to close at 3pm. Notice was published in all of the usual places including WGN's Emergency Closing Center, all of our social media pages, and RAILS.

Building & Grounds News

The Building & Grounds Committee will meet this month to discuss our anticipated capital needs for the year. The list is fairly extensive but manageable, and we have already begun work on some of the most urgent and some of the easiest items. The major issue to discuss is the building envelope issue, which persists. I don't expect that we will come out of the Committee meeting with any immediate action items for the Board.

Budget News

Property tax bills went out on schedule in January. We haven't started seeing any disbursements quite yet, but I expect those to start any day now. That will set us up nicely for the bulk of the year. January spending is high, as usual. Many of our contracts renew with annual payments this month, the big one being our corporate and workers' compensation insurance package. We have also begun some capital

spending to update some components in our server stack and pave the way for some new computers and a new phone system.

Upcoming Events

- Thursday, February 20th – Building & Grounds Committee Meeting, 6:00pm
- Thursday, February 20th – Regular Board Meeting, 7:00pm
- Thursday, March 20th – Budget & Finance Committee Meeting, 6:00pm
- Thursday, March 20th – Regular Board Meeting, 7:00pm

Agenda Items

Item 1: Discussion of Circulation Department with Beth Stevens

As Tina and Matt have done for us previously, Beth will be with us this month to talk about her background and approach to running our Circulation Department. It will be edifying!

Recommendation: No action is needed on this item.

Item 2: Approval of Library Closure on May 31, 2025

As has been our practice the last couple of years, staff recommends that we plan to close the library for the day when we're hosting our block party. The party itself is scheduled from 10am-2pm. During that window, we will need all hands on deck to run the various activities at the party. We will have no staff to actually open and run the library itself during this time. Similarly, before and after the party, setup and teardown will require all the help we can muster.

If you think it is vital for the library to be open for regular business that day, I'm sure we will find a way to make it work. But I believe that focusing on providing a memorable experience to kick off the summer should be our focus for that day.

Recommendation: I recommend that you approve the library closure on May 31, 2025.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

JANUARY 2025

At the Desk:

11 online library cards were issued to residents.

25 directional questions were answered by the Circulation staff.

3 patrons used Curveside pickup.

Department Highlights:

Circulation department took down holiday decorations at the front of the library.

Dora and Karen M. used the Cricut to create Valentine's Day decoration for the bulletin board.

Beth updated and posted Friends of the Library Book Sale posters and bookmarks, and posted Book Sale information to social media. Beth also worked the register on the preview night.

Dora helped set up the book sale.

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

Beth reached out to the Crisis Center for South Suburbia and set up a donation drive for March.

Beth and Dora began reviewing updates to the Simply Circ binder and shelving instructions.

Beth lead the Lunch Bunch Book Discussion of *The Book of Charlie: Wisdom from the Remarkable American Life of a 109-Year-Old* attended by 10 patrons.

Continuing Education:

Swan Learning

PS 100 Circulation Basics 1hr

PS 101 Patron Management 1hr 20min

PS 104 Patron Account Block & Notes 1hr 10min

PS 106 Lost Cards 45min

PS 108 Bill Patron Record 30min

PS 301 Resource Sharing in Swan 1hr

PS 304 Demand Management 1hr

Meetings:

January 6- 1 on 1 with Jesse

January 9- Friends of the Library

January 15- Summer Reading with Jesse & Mary Kate

January 20- 1 on 1 with Jesse

January 29- Summer Reading

Respectfully submitted,

Beth Stevens

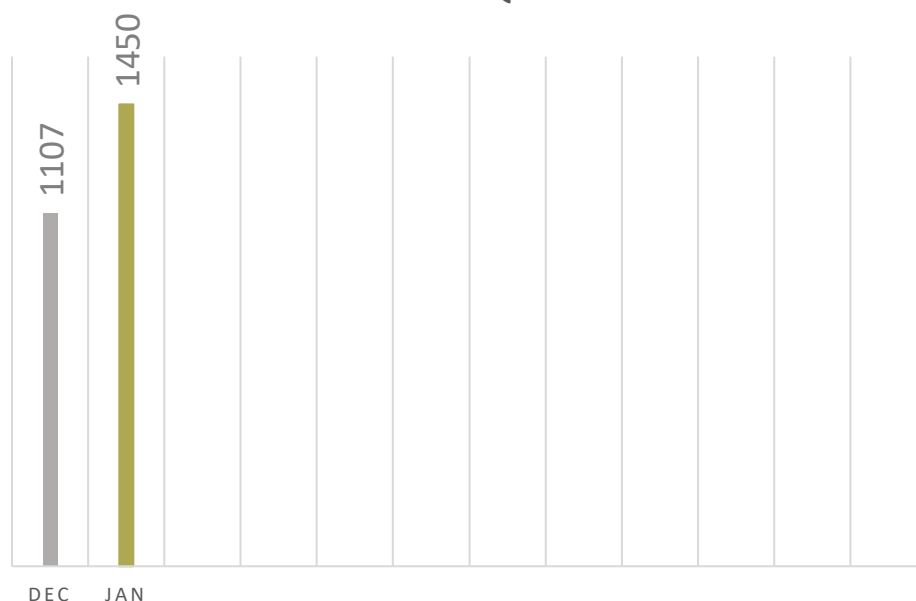
Head of Circulation

CIRCULATION STATISTICS FOR JANUARY 2025

	Jan-25	YTD 25	Jan-24	YTD 24
Adult Circulation				
Books	3,511	3,511	3,927	3,927
Video	471	471	525	525
Audio	326	326	322	322
Periodicals	176	176	174	174
Other Formats	7	7	7	7
In House	58	58	74	74
Total Adult Circulation	4,549	4,549	5,029	5,029
Youth Circulation				
Books	4,084	4,084	4,297	4,297
Audio	74	74	86	86
Teen Circulation				
Books	260	260	269	269
Audio	2	2	6	6
Youth & Teen Circulation				
Video	155	155	242	242
Periodicals	16	16	17	17
Other Formats	93	93	95	95
In House Use	982	982	1,036	1,036
Total Youth & Teen Circulation	5,666	5,666	6,048	6,048
Gadgets & Gizmos	7	7	Collection started June 2024	
Electronic Circulation				
eBooks (Media On Demand)	1,209	1,209	1,320	1,320
eBooks (e-Read IL)	103	103	88	88
eAudio (e-Read IL)	70	70	50	50
eAudio (Media On Demand)	897	897	737	737
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	322	322	338	338
Periodicals (PressReader)	61	61	1,091	1,091
Total Electronic Circulation	2,662	2,662	3,624	3,624
TOTAL CIRCULATION	12,884	12,884	14,701	14,701
ILL - Received	1,419	1,419	1,321	1,321
ILL - Sent	1,259	1,259	1,138	1,138
Reciprocal Borrowing	1,286	1,286	1,266	1,266
Online Renewals			36	36
Self-Checkout	4,118	4,118	4,384	4,384
Computer Usage				
Library Workstation Sessions	504	504	425	425
Wireless Sessions	1,435	1,435	976	976
Total Sessions	1,939	1,939	1,401	1,401
# of People Using the Library	*people counter qui			
Homebound Deliveries			Current Month	Full Year
Patrons Serviced			11	
Visits			30	30
Items			177	177
Museum Pass Program			Current Month	Full Year
Total Passes			8	8
Library Cards Issued				
Patron Types	Month's Start	Renewed	New	Deleted
Resident	4,246	42	34	-
Non-Resident/Trinity/Business	30	-	2	-
Cards for Kids	75	0	0	

Public Services Department Report January 2025

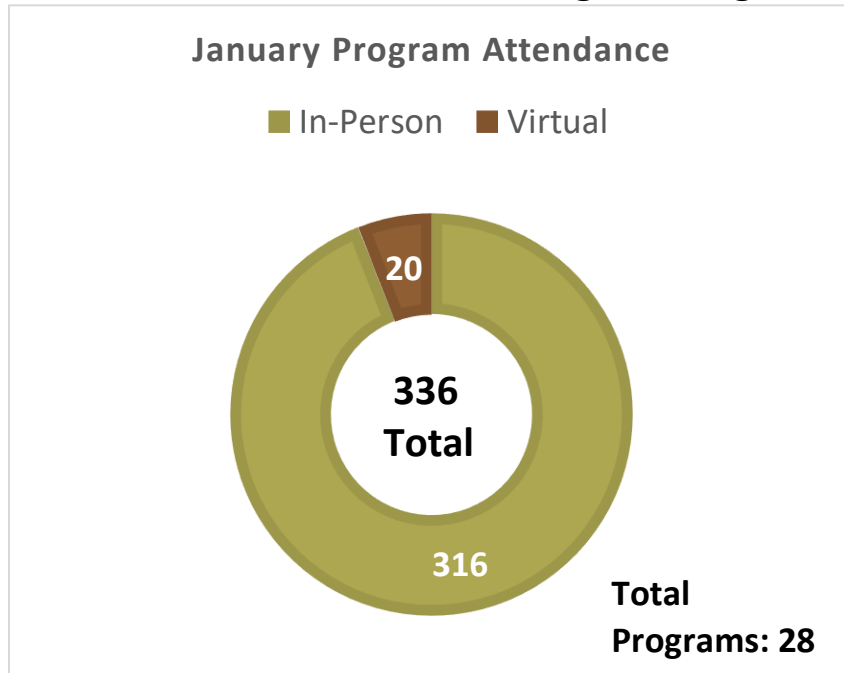
PS Reference Questions



Meetings & Trainings

- 1-6-25: ARRT Media Advisory Program Meeting
- 1-7-25: 1 on 1 w/Director
- 1-13-25: Channel 4 Taping
- 1-13-25: Shining a Light on Managing Employees Webinar
- 1-13-25: Kringle Market Wrap-Up
- 1-14-25: Upcoming Books Webinar
- 1-15-25: Green Team Meeting
- 1-17-25: Middle Managers Group
- 1-17-25: Reaching Forward North Meeting
- 1-20-25: 1 on 1 w/Director
- 1-23-25: LACONI Exhibits Webinar
- 1-23-25: One Earth Film Fest Meeting
- 1-29-25: Social Media for Libraries Webinar
- 1-29-25: Summer Reading Kickoff Meeting
- 1-30-25: ELSUM Meeting

Programming



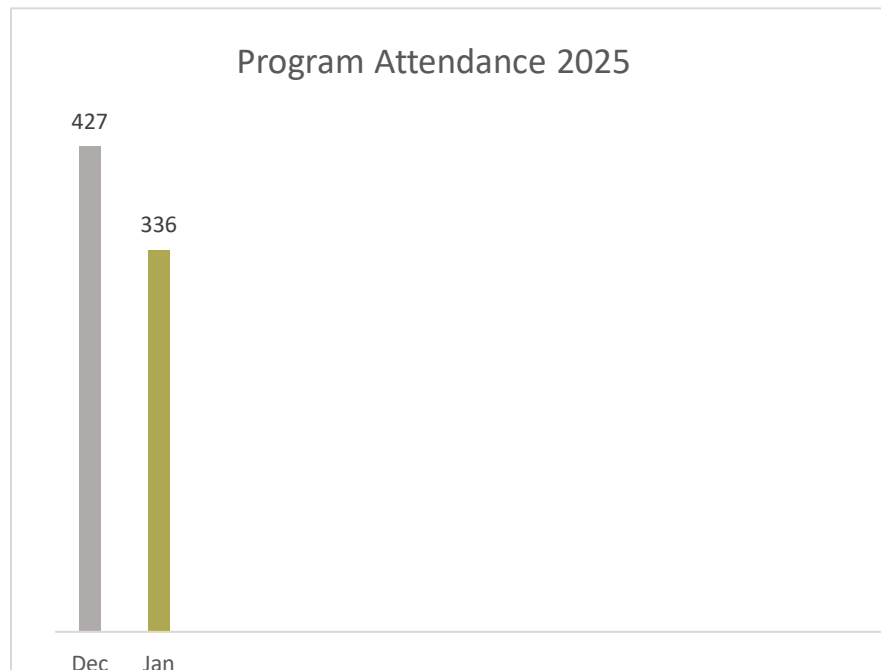
January programming started off pretty well. We had more people than usual virtually attend the January ILP programs, which was a pleasant surprise.

The first (annual?) Palos Heights Pizza Showdown took place in the middle of the month and seemed to be enjoyed by all who attended. We had pizzas in from 6 restaurants in Palos Heights, and there were definitely clear favorites.

Scrapbook classes continue to be popular, though perhaps a tad less popular than they have been in the past few years. Whether it's the December and January weather leading them to not be completely filled as they have in the past, or if supply of classes has finally exceeded demand is yet to be determined. However, based on the success of these classes, I am certainly willing to try out other types of crafting classes in the future.

The month was slightly abbreviated for programs due to the Meeting Room being used for the Friends Book Sale during the last week of the month, but that left us with an opportunity to slide a FabLab class into one of those days.

Looking forward to what is hopefully an interesting slate of programs coming up in the next few months.



Marketing/Publicity/Outreach

Tina and I recorded our spot for Channel 4 and set the date to record the next one.

Emily has taken over Home Delivery duties, at least for now. The numbers on what we deliver tend to fluctuate each month, but January seems to be the most we've had in a while.

Local History

The Local History Room will be a priority for Public Services this year. Once our new staff member is trained up and things are back to operating close to normal, we'll be turning our attention to some ongoing and new projects regarding Palos Heights local history.

Collection Development

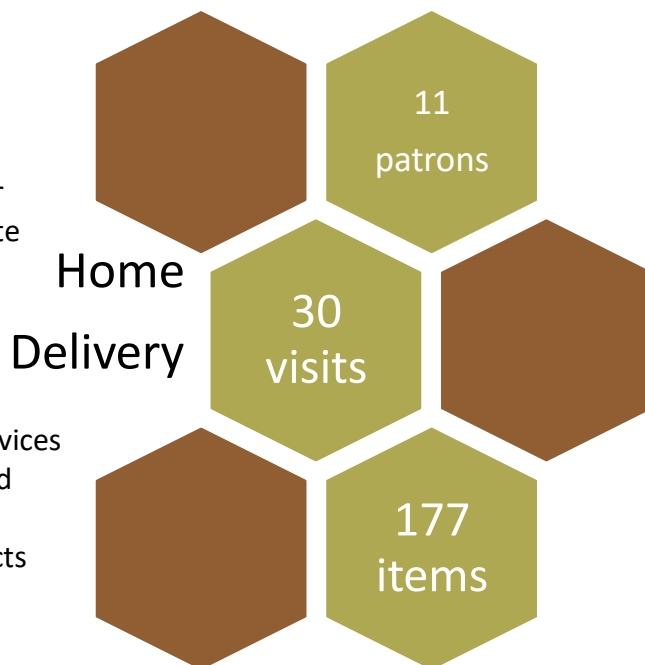
So far so good with collection development since Beth has left. We're into our third month and, so far as I can tell, book selections from staff are what they should be and are meeting the needs and demand levels of our patrons.

We are also starting to draft a new Collection Development policy. We are looking at what other libraries of all sizes, from small to large, are doing with their policies, and compiling language that seems like the best fit for our library and patron base.

Other

Our new full-time Public Services librarian, Lyndsey Caliendo, started on February 3. She has taken quite readily to training, not much of a surprise given her past experience, and is eager to learn how we do things around here. She has already sat at the desk for a while and has been great interacting with our patrons. Looking forward to seeing how she grows with us.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

January 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	2	4	6	\$936	97	Reference	Computer	Directional
Free	0	2	2	N/A	20	836	326	288
Book Discussions	0	3	3	N/A	23	TOTAL		1,450
						HOMEBOUND DELIVERIES		
Passive Programs			5		131			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	4	11	30	177
Needle Crafters			4	N/A	26	BOOK-A-LIBRARIAN # Sessions		
Scrabble			3	N/A	33			
COMPUTER TRAINING - LAB			1	N/A	2	7		
TOTAL PROGRAMMING			28	\$936	336			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
1/7/2025	7:00 pm	No	Grandma Goes to the South Pacific		10	\$300	17	
01/09/25	7:00 pm	Yes	ILP: Chicago Pizza Steve Dolinky (0 inperson)		14	ILP	13	
01/11/25	12:00 pm	No	Scrapbooking: Trio Card		n/a	\$145.50	13	
01/14/25	7:00 pm	No	Palos Heights Pizza Showdown		50	\$328.35	39	
01/16/25	6:30 pm	No	Scrapbooking: Mini Scrapbooks		11	\$162.50	10	
01/23/25	7:00 pm	Yes	ILP: Michelle Buteau (0 inperson)		6	ILP	5	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
01/23/25	2:00 pm	No	Tools for Aging in Place		22	N/A	15	
01/28/25	7:00 pm	No	FabLab Class: Valentines		7	N/A	5	
	1:00 pm					N/A		
	7:00 pm					N/A		
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
01/13/25	12:00 pm	No	Lunch Bunch Book Discussion		N/A	N/A	10	
01/08/25	7:00 pm	No	Horror Book Club		N/A	N/A	10	
01/21/25	2:00 pm	No	Teatime on Tuesdays		N/A	N/A	3	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
01/19/25	2:00 pm	Sunday @ The Cinema: Field of Dreams			4	N/A	3	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
01/07/25	12:00 pm	Mah Jongg			N/A	N/A	4	
01/14/25	12:00 pm	Mah Jongg			N/A	N/A	0	
01/21/25	12:00 pm	Mah Jongg			N/A	N/A	0	
01/28/25	12:00 pm	Mah Jongg			N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
01/07/25	10:00 am	Needle Crafters			N/A	N/A	8	
01/14/25	10:00 am	Needle Crafters			N/A	N/A	7	
01/21/25	10:00 am	Needle Crafters			N/A	N/A	3	
01/28/25	1-:00 am	Needle Crafters			N/A	N/A	8	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
01/07/25	10:00 am	Scrabble			N/A	N/A	13	
01/14/25	10:00 am	Scrabble			N/A	N/A	13	
01/21/25	10:00 am	Scrabble			N/A	N/A	7	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
01/13/25	2:00 pm	Microsoft Word: Intermediate			2	N/A	2	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					84	
		Spice Club Kits					30	
		Extra Spice Club Kits					11	
		Project of the Month					3	
		Sundav @ The Cinema: Field of Dreams			4		3	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

JANUARY 2025

Department Highlights:

Lorena has been watching training webinars and has read through several SWAN guides in regards to acquisitions and cataloging procedures.

Marilyn worked with Lorena to transfer weekly serial control records to the new year in Workflows.

Nikki has been working with Lorena processing two new Gadgets and Gizmos items: a USB disk drive and a 1950s memory kit.

Lorena has been training Jalal on receiving packing slips for Ingram, Baker & Taylor, and Midwest Tape.

Lorena met with Tina and Tara (Lake Katherine) to help with a new and future collection of nature kits provided by Lake Katherine. These nature kits will have a theme with various items and will be available for checkout by patrons similar to that of our Gadgets and Gizmos collection.

Lorena continues to work and train with Beth in the Circulation Dept.

Meetings and Training:

January 3 – 1 on 1 with Jesse

January 13 – SWAN serials standards and practices (3)

January 17 – Middle Managers meeting

January 20 – 1 on 1 with Jesse

January 27 – Department Head meeting

January 29 – Summer Reading meeting

January 31 – Lake Katherine meeting

January 31 – RAILS BIPOC meeting

Statistics:

Adult	Print	Video	Audio	Periodical	Other Format
Ordered Items	182	14	4	-	-
Received Items	133	13	2	-	-
Added Items	127	8	2	74	2

Juvenile	Print	Video	Audio	Periodical	Other Format
Ordered Items	250	-	-	-	-
Received Items	116	-	-	-	-
Added Items	103	-	-	16	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	179	-	266	-	-	-	68
Juvenile Discarded Items	325	1	-	-	-	-	11

Library Services:

	Jan.
Laminating Service*	-
VHS Conversion:	-
DVD Format	-
USB Format	-

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

JANUARY 2025

Highlights of the Month:



In celebration of Chinese New Year, Tina and Tara from Lake Katherine provided a snake themed Nature Hour event. Children heard stories, played games, made a craft, and learned about snakes. Then, they even got to see some up close!



Carla's favorite programs of the month were Dog Man Celebration for grades 3-5 and Avengers Assemble for grades 4-12. The kids enjoyed making Dog Man buttons and discussing their favorite characters. The older kids loved using our Autopress for their Spider-Man pencil cases!



Mary Kate had three favorite programs in January. The first was Letter Sensory, for ages 2-5, where kids made crafts and found letters in a sensory bin. Then in the program, Tape Snowflakes, for kids in grades 3-5, kids used washi tape and water color paints to make fun designs. Then the last program was 3D Football for grades 4-12 and made a box in the shape of a football with cardstock cut from the Cricut.

Claire's favorite program this month was Snowy Lanterns for grades 4-8. Tweens had a great time assembling their paper lanterns and cutting and assembling winter bookmarks on the Cricut.



Jolie's favorite program was Penguin day for grades K-3. Children enjoyed making different penguin and fish crafts, learning about penguins, and playing games. They especially loved our fishing game where they competed in different teams "hunting" for fish.



Amani's Arabic story time program for age's birth to five years, children had a great time with bubbles, dance movements, and parachute time. The children listened to Elmer's Weather by David McKee and created elephant puppets. The little ones also played on the parachute with kid-friendly soft toys.

Meetings and Department News:

The library came in 4th place for Kidlist's 10 Best Children's Libraries with Play Areas 2025!

<https://mykidlist.com/best-libraries-for-kids/>

IYSI – Tina held meetings for the upcoming conference on 01/06, 01/13, and 01/27.

Laconi YSS – Tina attended a board meeting on 01/10 to welcome new members and share committee assignments.

Prairie State Story League – Claire attended this meeting on 01/10.

At the Library – Tina shared upcoming programs with Channel 4 on 01/13.

Mackin's Storyteller Spotlight: Nick Bruel – Carla watched this webinar on 01/16.

YALSA Nonfiction Awards Finalists in Conversation with SLJ – Claire and Mary Kate watched this webinar on 01/21.

SLJ: AI, Ethics, and Education: The Story of Book Talks with Benny – Claire and Mary Kate watched this on 01/25.

SLJ: What's It Really Like? Join the 2025 Mock Newbery LIVE! – Tina and Claire watched this webinar on 01/26.

Summer Reading Kickoff Party Committee Meeting – Mary Kate, Tina and Carla attended this meeting on 01/28.

Spirit Committee Meeting – Carla and Claire attended this meeting on 01/28.

Collection Meeting with Lake Katherine – Tina, Lorena, and Tara met to discuss the new collection on 01/31.

LACONI YSS- Music Play is Learning Play- Jim Gill Virtual Workshop – Carla attended this event on 01/31.

Outreach:

Rec Center Preschools – Carla visited these classes on 01/14 and 01/15.

Indian Hill Preschool – Carla visited these classes on 01/15.

Reggio Academy Preschool – Mary Kate did a winter story time for two classes on 01/27.

Trusting Hearts Preschool – Claire visited this preschool and did a Valentine's Day story time on 01/28.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING		TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training		17	350	\$0	Reference	Computer	Directional
Free Tween/Teen Programming		7	28	\$0	244	56	135
Youth Paid Programming		0	0	\$0	TOTAL 435		
Tween/Teen Paid Programming		0	0	\$0	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING		24	378	\$0	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS		# VISITS	# SESSIONS	ATTENDANCE	619	237	0
TOTAL OUTREACH		0	40	1580	TOTAL	856	
DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS					ATTENDANCE
01/03/25	1:30 pm	Arabic Story Time					29
01/06/25	4:00 pm	Dog Man Celebration!					9
01/07/25	11:30 am	Key Autism Services: Sensory Story Time					11
01/08/25	4:30 pm	Furry Readers					16
01/09/25	11:30 am	Letter Sensory					32
01/14/25	11:30 am	Winnie the Pooh Story Time					27
01/14/25	4:00 pm	Snow Art					16
01/15/25	4:00 pm	Graphic Novel Club					1
01/16/25	11:30 am	Penguin Story Time					35
01/20/25	5:00 pm	Penguin Day					10
01/21/25	4:00 pm	Tape Snowflakes					7
01/22/25	11:30 am	Opposites Story Time					23
01/27/25	4:00 pm	Winter Games					24
01/30/25	11:30 am	Winter Story Time					21
01/30/25	5:00 pm	Fun with Polar Bears					18
01/31/25	10:00 am	Nature Hour					30
		Winter Reading					41
DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS					ATTENDANCE
01/01/25	5:00 pm	Volunteens					5
01/09/25	4:00 pm	Snowy Lanterns					8
01/10/25	5:00 pm	Teen Book Box					5
01/13/25	4:00 pm	Avengers Assemble					3
01/16/25	4:00 pm	Video Game Club: Mario Cart Competition					1
01/22/25	4:00 pm	Lego Pokemon					0
01/28/25	4:00 pm	3D Football					6
FREE: YOUTH PASSIVE PROGRAMMING				ATTENDANCE			
Craft - Reindeer				160			
Teen Craft- Christmas Word Search				47			
Craft - Mug				210			
Teen Craft - Winter Word Search				75			
Craft - Penguin				249			
Teen Craft - How to Draw a Penguin				80			
Fab Lab- Owl Bookmarks (Project of the Month)				13			
Teen Gaming - Nintendo Switch				22			

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
01/14/25	Rec Center Preschool	2	16
01/15/25	Rec Center Preschool	1	12
01/15/25	Indian Hill Preschool	8	104
01/27/25	Reggio Academy Preschool	2	22
01/28/25	Trusting Hearts Preschool	1	30
01/31/25	Book Talks Grades K-1	8	154
01/31/25	Book Talks Grades 2-3	7	155
01/31/25	Book Talks Grades 4-5	4	87
01/31/25	Book Talks Grades 6-8	7	1000