



BOARD OF TRUSTEES MEETING AGENDA

January 16, 2025

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the November 21, 2024 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for November 2024 for \$254,969.86
Approval of the Treasurer's report for the month ending Nov. 30, 2024
Approval of the General Fund bills for December 2024 for \$138,878.08
Approval of the Treasurer's report for the month ending Dec. 31, 2024
- PRESIDENT'S REPORT
- DIRECTOR'S REPORT
- CORRESPONDENCE
- COMMITTEE REPORTS: Budget & Finance – John Peltz
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 – Hilary Rhodes
Personnel – Dianne Key
Policy – Rose Zubik
- UNFINISHED BUSINESS:
- NEW BUSINESS: 1. Discussion of Public Services Department with Matthew Matkowski
2. Approval of Resolution to Authorize LIMRiCC Contract Renewal
3. Approval to Change Closing for Staff In-Service to February 21
4. Approval of 2025 Trustee Ethics Statement
- ADJOURNMENT
- NEXT MEETING: Thursday, February 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 Public Library
Minutes of Board Meeting November 21, 2024

Meeting called to order by President Snow at 7:00 p.m. On a roll call vote the following members were in attendance: Susan Snow, Rose Zubik, Geri Burek, Patick Keough, Diane Key, John Peltz. Steven Foertsch, Sue Jankowski and Hilary Rhodes were absent.

Also present: Jesse Blazek, Terry Fleckenstein and Tina Ruzsala, Youth & Teen Supervisor.

Welcome of Guests: Tina Ruzsala. Tina gave us a brief background on herself and her role as Youth & Teen Supervisor.

Public Comment: None

Minutes: The board reviewed the minutes of the October 17, 2024 regular board meeting. Trustee Burek moved and Trustee Key seconded a motion to approve the minutes as presented. On a roll call vote the motion carried.

Treasurer's Report: Trustee Peltz moved, and Trustee Keys seconded a motion to approve the general fund bills for the month of October in the amount of \$208,997.80. On a roll call vote all in favor. Motion carried.

Trustee Peltz moved, and Trustee Keough seconded a motion to approve the Treasurer's report for the month ending October 2024. On a roll call vote all in favor. Motion carried.

President's Report: President Snow gave a report and reminded the board of the staff and board holiday dinner to be held on December 15, 2024 at Mama Vesuvio's in Palos Heights.

Director's Report: Director Blazek presented a report on the library events including status on staff hirings and adjustments in current staff responsibilities. A full written report was provided to all trustees.

Correspondence: None

Budget & Finance: No Report
Building and Grounds: No Report
City Council Liaison: No Report
Ethics Officer: No Report
Friends of the Library Liaison: No Report
Long Range Planning: No Report
Nominating: No Report
Personnel: No Report

Policy: No Report

Unfinished Business: None

New Business:

Trustee Peltz moved, and Trustee Keough seconded a motion to approve the McGill Construction Pay App 1 for \$89,205.30. On a roll call vote, all in favor motion carried.

Trustee Key moved, and Trustee Zubik seconded a motion to approve McGill Construction Change Order 1 in the amount of \$8,265.15. On a roll call vote, all in favor motion carried.

Trustee Zubik moved, and Trustee Key seconded a motion to approve McGill Construction Final Payment of \$18,176.85. On a roll call vote, all in favor motion carried.

As reported in more detail in the Director's Report, the director reported that there was a great discussion between the Director and the Staff regarding "Serving our Public 4.0" Annual Standards Review.

Trustee Zubik moved, Trustee Keough seconded a motion to adjourn. Hearing no objection, President Snow adjourned the meeting at 7:57 p.m.

Next meeting: Thursday January 16, 2025.

Respectfully submitted,
Rose Zubik for Hilary Rhodes



**PALOS HEIGHTS
PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED
January 16, 2025**

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	NOVEMBER	\$254,969.86	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:	11/31/2024	N/A	1

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	DECEMBER	\$138,878.08	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:	12/31/2024	N/A	1



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$3,084.52		\$3,084.52
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$116.99		\$116.99
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$231.00		\$231.00
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$523.25		\$523.25
» Miscellaneous	\$1,382.11		\$1,382.11
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$8.30		\$8.30
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$243.60		\$243.60
GRANTS	\$0.00		\$0.00
INTEREST	\$3,492.30	\$2.29	\$3,494.59
TOTAL REVENUES	\$9,082.07	\$2.29	\$9,084.36
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$76,046.16		\$76,046.16
» Employee Benefits	\$26,467.60		\$26,467.60
» Staff & Board Development	\$594.77		\$594.77
CONTRACTUAL SERVICES	\$11,665.49		\$11,665.49
BUILDING MAINTENANCE	\$2,717.45		\$2,717.45
INSURANCE	\$0.00		\$0.00
UTILITIES	\$127.21		\$127.21
SUPPLIES	\$2,122.82		\$2,122.82
CAPITAL EXPENSES	\$129,217.14		\$129,217.14
MEDIA	\$4,188.66		\$4,188.66
REIMBURSEMENTS	\$1,800.17		\$1,800.17
SR PROJECTS	\$22.39		\$22.39
TOTAL EXPENDITURES	\$254,969.86	\$0.00	\$254,969.86
REVENUES OVER EXPENDITURES			
EXCESS (DEFICIENCY)	-\$245,887.79	\$2.29	-\$245,885.50
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	-\$0.03		\$0.00
<small>Balance brought forward correction.</small>			
TOTAL OTHER FINANCING SOURCES	-\$0.03	\$0.00	-\$0.03
NET CHANGE IN FUND BALANCES	-\$245,887.82	\$2.29	-\$245,885.53
FUND BALANCES, BEGINNING OF MONTH	\$1,135,771.11	\$3,150.57	\$1,138,921.68
END OF MONTH	\$889,883.29	\$3,152.86	\$893,036.15



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
MONTH ENDING: NOVEMBER 2024**

	BUDGETED AMOUNTS		Actual	Variance	Balance %
	Original	Final		With Final Budget	
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$1,928,171.00	-\$2,671.61	100.14%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$24,912.99	\$5,087.01	83.04%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$2,171.62	\$328.38	86.86%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$906.57	\$893.43	50.37%
Miscellaneous	\$3,500.00	\$3,500.00	\$3,451.84	\$48.16	98.62%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$13,000.86	-\$2,000.86	118.19%
Miscellaneous	\$12,784.00	\$12,784.00	\$21,246.38	-\$8,462.38	166.20%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$675.00	\$325.00	67.50%
Unrestricted	\$15,000.00	\$15,000.00	\$1,998.19	\$13,001.81	13.32%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$5,965.52	-\$1,965.52	149.14%
GRANTS	\$17,800.30	\$17,800.30	\$17,920.98	-\$120.68	100.68%
INTEREST	\$6,575.00	\$6,575.00	\$24,060.33	-\$17,485.33	365.94%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$2,044,481.28	\$1,977.41	99.90%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$885,775.46	-\$78,670.54	-8.16%
Employee Benefits	\$293,484.36	\$293,484.36	\$266,673.97	-\$26,810.39	-9.14%
Staff & Board Development	\$10,500.00	\$10,500.00	\$9,722.63	-\$777.37	-7.40%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$167,757.40	-\$19,226.48	-10.28%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$45,256.04	-\$1,148.65	-2.48%
INSURANCE	\$23,087.56	\$23,087.56	\$23,087.56	\$0.00	0.00%
UTILITIES	\$14,193.12	\$14,193.12	\$8,923.12	-\$5,270.00	-37.13%
SUPPLIES	\$26,595.00	\$26,595.00	\$22,868.35	-\$3,726.65	-14.01%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$188,422.70	-\$290,077.30	-60.62%
MEDIA	\$179,278.95	\$179,278.95	\$146,273.83	-\$33,005.12	-18.41%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$38,837.73	-\$9,147.40	-19.06%
SR PROJECTS	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$2,296,458.69	\$2,296,458.69	\$1,828,598.79	-\$467,859.90	-20.37%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	\$215,882.49	-\$465,882.49	
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			\$215,882.49		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$819,251.60		
			-\$734,050.69		



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: NOVEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$58,797.70	\$686,858.39	\$59,281.01	7.95%
4312 HOURLY EMPLOYEES	\$213,106.60	\$17,248.46	\$198,242.07	\$14,864.53	6.98%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$0.00	\$675.00	\$4,525.00	87.02%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$76,046.16	\$885,775.46	\$78,670.54	8.16%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$8,396.11	\$67,868.97	\$7,379.64	9.81%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,608.22	\$67,077.17	\$6,305.15	8.59%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$131,186.83	\$12,666.60	8.81%
4334 CLOTHING	\$1,000.00	\$541.00	\$541.00	\$459.00	45.90%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$26,467.60	\$266,673.97	\$26,810.39	9.14%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$193.30	\$2,200.00	\$0.00	0.00%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$259.99	\$540.01	67.50%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4354 PROFESSIONAL STAFF	\$5,000.00	\$309.34	\$5,000.00	\$0.00	0.00%
4355 SUPPORT STAFF	\$1,000.00	\$25.00	\$902.00	\$98.00	9.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$67.13	\$860.64	\$139.36	13.94%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$594.77	\$9,722.63	\$777.37	7.40%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$103,108.53	\$1,162,172.06	\$106,258.30	8.38%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$7,171.50	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$244.00	\$1,627.00	\$373.00	18.65%
4363 CONSULTANT FEES	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4364 APPRAISAL	\$3,500.00	\$0.00	\$590.00	\$2,910.00	83.14%
4365 ACCOUNTANT	\$4,714.50	\$365.00	\$4,015.00	\$699.50	14.84%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$609.00	\$13,903.50	\$3,982.50	22.27%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$385.44	\$3,981.56	\$818.44	17.05%
4414 ALARM	\$3,226.00	\$0.00	\$2,728.37	\$497.63	15.43%
4416 MAINTENANCE	\$39,000.00	\$5,308.86	\$36,619.98	\$2,380.02	6.10%
4417 SWAN	\$30,238.74	\$0.00	\$28,579.24	\$1,659.50	5.49%
4418 TECHNOLOGY	\$38,010.00	\$4,101.37	\$38,010.00	\$0.00	0.00%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$9,795.67	\$109,919.15	\$5,355.59	4.65%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$0.00	\$15,874.20	\$2,948.94	15.67%
TOTAL PRINTING	\$18,823.14	\$0.00	\$15,874.20	\$2,948.94	15.67%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$570.93	\$8,374.39	\$1,625.61	16.26%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$350.99	\$11,232.94	\$1,767.06	13.59%
4454 GENERAL PROGRAMMING	\$9,000.00	\$255.96	\$5,563.03	\$3,436.97	38.19%
TOTAL PROGRAMMING	\$32,000.00	\$1,177.88	\$25,170.36	\$6,829.64	21.34%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$82.94	\$2,890.19	\$109.81	3.66%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$82.94	\$2,890.19	\$109.81	3.66%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$11,665.49	\$167,757.40	\$19,226.48	10.28%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: NOVEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$713.90	\$142.78	16.67%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$12,600.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$9,574.57	\$915.97	\$8,808.70	\$765.87	8.00%
4437 SNOW REMOVAL	\$6,554.96	\$1,429.96	\$6,554.96	\$0.00	0.00%
TOTAL REPAIRS & MAINTENANCE	\$38,586.21	\$2,410.83	\$37,677.56	\$908.65	2.35%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$306.62	\$7,578.48	\$0.00	0.00%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$306.62	\$7,578.48	\$240.00	3.07%
GROUP TOTAL BUILDING MAINTENANCE	\$46,404.69	\$2,717.45	\$45,256.04	\$1,148.65	2.48%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$21,346.66	\$0.00	\$21,346.66	\$0.00	0.00%
4443 DISABILITY (WORKMEN'S COMP)	\$1,740.90	\$0.00	\$1,740.90	\$0.00	0.00%
GROUP TOTAL INSURANCE	\$23,087.56	\$0.00	\$23,087.56	\$0.00	0.00%
UTILITIES					
4472 WATER	\$2,750.00	\$0.00	\$2,750.00	\$0.00	0.00%
4473 GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474 TELEPHONE/FAX	\$2,625.00	\$127.21	\$2,150.90	\$474.10	18.06%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$0.00	\$4,022.22	\$2,295.90	36.34%
GROUP TOTAL UTILITIES	\$14,193.12	\$127.21	\$8,923.12	\$5,270.00	37.13%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$764.41	\$235.59	23.56%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$98.47	\$763.01	\$1,236.99	61.85%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$565.98	\$2,908.10	\$291.90	9.12%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$117.26	\$5,322.71	\$677.29	11.29%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$763.40	\$3,050.00	\$0.00	0.00%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$467.47	\$467.47	\$532.53	53.25%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$75.18	\$561.23	\$638.77	53.23%
TOTAL OFFICE SUPPLIES	\$17,450.00	\$2,087.76	\$13,836.93	\$3,613.07	20.71%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$35.06	\$4,450.01	-\$0.01	0.00%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$35.06	\$4,450.01	-\$0.01	0.00%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$0.00	\$486.41	\$113.59	18.93%
4553 BULK FEES & PERMITS	\$4,095.00	\$0.00	\$4,095.00	\$0.00	0.00%
TOTAL OFFICE EXPENSE	\$4,695.00	\$0.00	\$4,581.41	\$113.59	2.42%
GROUP TOTAL SUPPLIES	\$26,595.00	\$2,122.82	\$22,868.35	\$3,726.65	14.01%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$129,217.14	\$188,422.70	\$290,077.30	60.62%
GROUP TOTAL CAPITAL EXPENSES	\$478,500.00	\$129,217.14	\$188,422.70	\$290,077.30	60.62%



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: NOVEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$27,000.00	\$0.00	\$21,498.23	\$5,501.77	20.38%
4710B DATABASES - Youth	\$6,000.00	\$0.00	\$4,393.16	\$1,606.84	26.78%
4711 PERIODICALS	\$14,500.00	\$0.00	\$8,106.09	\$6,393.91	44.10%
4712 CONTINUATIONS	\$600.00	\$19.15	\$377.85	\$222.15	37.03%
4714 LARGE PRINT	\$5,500.00	\$417.22	\$4,461.59	\$1,038.41	18.88%
4715 BOOKS - Adult	\$32,300.00	\$1,486.79	\$26,458.69	\$5,841.31	18.08%
4716 BOOKS - Youth	\$33,000.00	\$680.82	\$30,637.36	\$2,362.64	7.16%
4717 VIDEOS - Adult	\$4,500.00	\$11.99	\$3,158.49	\$1,341.51	29.81%
4718 VIDEOS - Youth	\$1,300.00	\$0.00	\$560.74	\$739.26	56.87%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$313.35	\$1,743.71	\$256.29	12.81%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$1,365.76	\$1,884.24	57.98%
4721 SOFTWARE	\$11,795.70	\$850.00	\$10,152.07	\$1,643.63	13.93%
4722 REALIA	\$1,000.00	\$16.37	\$589.30	\$410.70	41.07%
4723A VIDEO GAMES - Youth	\$1,300.00	\$392.97	\$1,011.04	\$288.96	22.23%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
4725A E-BOOKS - Adult	\$10,000.00	\$0.00	\$9,819.70	\$180.30	1.80%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$0.00	\$12,053.56	\$946.44	7.28%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$2,891.01	\$608.99	17.40%
4727 PRESS READER	\$7,733.25	\$0.00	\$5,995.48	\$1,737.77	22.47%
GROUP TOTAL MEDIA	\$179,278.95	\$4,188.66	\$146,273.83	\$33,005.12	18.41%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$18,184.83	\$1,170.92	\$10,654.48	\$7,530.35	41.41%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,920.98	-\$120.68	-0.68%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$382.44	\$9,472.30	\$1,527.70	13.89%
4906a RESTRICTED DONATIONS	\$1,000.00	\$246.81	\$789.97	\$210.03	21.00%
4906b FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$47,985.13	\$1,800.17	\$38,837.73	\$9,147.40	19.06%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$25,000.00	\$22.39	\$25,000.00	\$0.00	0.00%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$25,000.00	\$22.39	\$25,000.00	\$0.00	
TOTAL EXPENDITURES	\$2,296,458.69	\$254,969.86	\$1,828,598.79	\$467,859.90	20.37%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: NOVEMBER 2024

Type	Date	Num	Memo	Account	Amount
A Cozy Fireplace					
Check	11/04/2024	5886	Invoice 25523 Fireplace Inspection /	4631 Contingency / Special Reserves	250.00
					<u>\$250.00</u>
Total for A Cozy Fireplace					
Adducci Vega Financial Group, LLC					
Check	11/12/2024	5901	10 Oct Bank Reconciliations Invoice	4365 Accountant	365.00
					<u>\$365.00</u>
Total for Adducci Vega Financial Group, LLC					
Amazon					
Expense	11/04/2024	Amazon Portal	Return Cups for hot coco not thick enough	4900 Miscellaneous - Reimbursements	91.55
Expense	11/04/2024	Amazon Portal	Kringle Market candy	4454 General Programming	22.56
Expense	11/04/2024	Amazon Portal	Office supplies	4514 Business Office - Supplies	93.84
Expense	11/06/2024	AMAZON PORTAL	Kringle Market Hot Coco	4454 General Programming	60.50
Expense	11/06/2024	AMAZON PORTAL	Hot Cups	4454 General Programming	172.90
Expense	11/06/2024	AMAZON PORTAL	Supplies	4518 Local History - Supplies	207.50
Expense	11/11/2024	AMAZON PORTAL	Supplies	4516 Circulation - Supplies	17.99
Expense	11/11/2024	AMAZON PORTAL	Supplies	4518 Local History - Supplies	13.68
Expense	11/21/2024	AMAZON PORTAL	Supplies	4514 Business Office - Supplies	188.58
Expense	11/21/2024	AMAZON PORTAL	Credit	4514 Business Office - Supplies	-91.55
Expense	11/21/2024	AMAZON PORTAL	Supplies	4514 Business Office - Supplies	131.97
					<u>\$909.52</u>
Total for Amazon					
Anderson Pest Solutions					
Check	11/11/2024	5895	Invoice 70273206	4431 Pest Control	64.90
					<u>\$64.90</u>
Total for Anderson Pest Solutions					
Baker & Taylor C205293 Continuations					
Expense	11/06/2024	BT PORTAL	10 October Continuations	4712 Continuations	19.15
					<u>\$19.15</u>
Total for Baker & Taylor C205293 Continuations					
Baker & Taylor L5040682 Adult Books					
Check	11/06/2024	5893	2038662899	4719 Audiobooks - Adult	25.49
Check	11/06/2024	5893	0003283694	4719 Audiobooks - Adult	-23.07
					<u>\$2.42</u>
Total for Baker & Taylor L5040682 Adult Books					
Baker & Taylor L5346512 Youth Books					
Expense	11/06/2024	BT PORTAL	10 OCT YTS	4716 Books - Youth	637.81
Expense	11/06/2024	BT PORTAL	10 OCT Pre Processing Fee	4515 Technical Services - Supplies	33.60
					<u>\$671.41</u>
Total for Baker & Taylor L5346512 Youth Books					
Baker & Taylor L5394112 Gift Fund					
Expense	11/06/2024	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	17.45
Expense	11/06/2024	BT PORTAL	CK-SZENIAWSKI	4906a Reimb. - Restricted Donations	59.01
Expense	11/06/2024	BT PORTAL	TERMATT-PHWK	4906a Reimb. - Restricted Donations	24.45
					<u>\$100.91</u>
Total for Baker & Taylor L5394112 Gift Fund					
CENGAGE/Gale Learning					
Check	11/06/2024	5890	10 Oct Invoices	4714 Large Print Books	181.54
					<u>\$181.54</u>
Total for CENGAGE/Gale Learning					
CIT					
Check	11/11/2024	5896	Invoice 45918816	4531 Copier	306.62
Check	11/11/2024	5896	Invoice 45918816	4631 Contingency / Special Reserves	324.92
					<u>\$631.54</u>
Total for CIT					
City Of Palos Heights					
Check	11/04/2024	5887	Business License	4362 Legal Fees	150.00
					<u>\$150.00</u>
Total for City Of Palos Heights					
City Of Palos Heights IMRF					
Check	11/29/2024	23082	11 November Payment	4331 IMRF III. Muni. Ret. Fund	8,396.11
Check	11/29/2024	23082	11 November Payment	2055 Employee Paid Vol. IMRF	2,070.64
Check	11/29/2024	23082	11 November Payment	2054 PT Employee Contribution IMRF	234.24
Check	11/29/2024	23082	11 November Payment	2053 FT Employee Contribution IMRF	3,815.32
					<u>\$14,516.31</u>
Total for City Of Palos Heights IMRF					
Cosmopolitan Building Services					
Check	11/11/2024	5897	11 Nov Janitorial Services Invoice 6642	4416 Maintenance	2,722.50
					<u>\$2,722.50</u>
Total for Cosmopolitan Building Services					
Demco					
Check	11/11/2024	5898	Invoice 7564052 Supplies	4512 Youth & Teen - Supplies	98.47
Check	11/12/2024	5902	Invoice 7561993	4518 Local History - Supplies	246.29
Check	11/12/2024	5903	Invoice 7565457 Cart	4516 Circulation - Supplies	404.87
Check	11/12/2024	5903	Invoice 7565457 Cart	4631 Contingency / Special Reserves	190.00
					<u>\$939.63</u>
Total for Demco					



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: NOVEMBER 2024**

Type	Date	Num	Memo	Account	Amount
Employee Benefits Corporation					
Check	11/21/2024	5905	BESTflex Premium Only renewal	4351 Membership Fees	193.30
Check	11/21/2024	5905	BESTflex Premium Only renewal	4631 Contingency / Special Reserves	81.70
Total for Employee Benefits Corporation					\$275.00
Everest Snow Management, Inc.					
Check	11/04/2024	5888	Seasonal Snow removal payment 2 of 4.	4437 Snow Removal	1,429.96
Check	11/04/2024	5888	Seasonal Snow removal payment 2 of 4.	4631 Contingency / Special Reserves	337.04
Total for Everest Snow Management, Inc.					\$1,767.00
GT Mechanical					
Expense	11/22/2024	ACH GT	BiAnnual Maintenance	4416 Maintenance	2,329.00
Total for GT Mechanical					\$2,329.00
High 5 Heights					
Check	11/21/2024	23074	Staff TShirts	4334 Staff Apparel	541.00
Total for High 5 Heights					\$541.00
Hilary Rhodes					
Check	11/05/2024	23073	Hawley donation - Park Printing invoice	4906a Reimb. - Restricted Donations	13.00
Total for Hilary Rhodes					\$13.00
Illinois Office of the State Fire Marshal					
Check	11/11/2024	5899	Chiller inspection	4416 Maintenance	70.00
Total for Illinois Office of the State Fire Marshal					\$70.00
Independent Construction Services					
Check	11/07/2024	5894	Parking Lot Meetings October	4631 Contingency / Special Reserves	1,470.00
Total for Independent Construction Services					\$1,470.00
Ingram					
Check	11/06/2024	5892	10 October Invoices	4714 Large Print Books	235.68
Check	11/06/2024	5892	10 October Invoices	4715 Books - Adult	1,482.16
Check	11/06/2024	5892	10 October Pre processing fee	4515 Technical Services - Supplies	60.39
Check	11/06/2024	5892	10 October Invoices	4716 Books - Youth	38.38
Check	11/06/2024	5892	Graf for Gallagher	4906a Reimb. - Restricted Donations	32.21
Total for Ingram					\$1,848.82
Klein, Thorpe And Jenkins					
Check	11/21/2024	5904	Services through 10.31.24 copytrak	4362 Legal Fees	94.00
Total for Klein, Thorpe And Jenkins					\$94.00
LIMRiCC-Employees					
Expense	11/06/2024	ACH LIM	11 November	4333 Insurance	11,922.27
Expense	11/06/2024	ACH LIM	Employee Health Benefits	2050 Employee Paid LIMRiCC	654.76
Expense	11/06/2024	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	1,079.37
Total for LIMRiCC-Employees					\$13,656.40
Old National Bank - MasterCard					
Expense	11/04/2024	MasterCard	Disney Plus	4451 Youth & Teen Programming	9.99
Expense	11/04/2024	MasterCard	Sip/Google	4474 Telephone/FAX	127.21
Expense	11/04/2024	MasterCard	OCLC	4551 Postage & Handling	29.95
Expense	11/04/2024	MasterCard	Duo	4721 Software	120.00
Expense	11/04/2024	MasterCard	Gingerbread Houses	4451 Youth & Teen Programming	143.64
Expense	11/04/2024	MasterCard	Winter Reading	4451 Youth & Teen Programming	384.41
Expense	11/04/2024	MasterCard	Supplies	4514 Business Office - Supplies	243.14
Expense	11/04/2024	MasterCard	Circ Supplies	4516 Circulation - Supplies	340.54
Expense	11/04/2024	MasterCard	Coffee	4519 Hospitality - Supplies	75.18
Expense	11/04/2024	MasterCard	Fab Lab Supplies	4904 Reimb. - Friends Book Sales	133.82
Expense	11/04/2024	MasterCard	Hawley donation	4906a Reimb. - Restricted Donations	100.69
Expense	11/04/2024	MasterCard	Video games	4723B Video Games - Youth	392.97
Expense	11/04/2024	MasterCard	Replacement charger	4722 Realia	16.37
Expense	11/04/2024	MasterCard	Adobe Acrobat/Tech Soup	4721 Software	65.00
Expense	11/04/2024	MasterCard	Papercut	4721 Software	665.00
Expense	11/04/2024	MasterCard	Wifi access points (9) B&H Photo	4631 Contingency / Special Reserves	2,300.22
Expense	11/04/2024	MasterCard	Sympathy flowers/Veterans day Etsy	4461 Public Relations	82.94
Expense	11/04/2024	MasterCard	Blu Ray Knives Out	4452 Public Services Programming	6.99
Expense	11/04/2024	MasterCard	Cables/Surface Dock	4631 Contingency / Special Reserves	473.30
Expense	11/04/2024	MasterCard	People Facts/new staff background check	4631 Contingency / Special Reserves	28.24
Expense	11/04/2024	MasterCard	ILA Marriott T. Ruzsala (split with 4631)	4354 Professional Staff	309.34
Expense	11/04/2024	MasterCard	ILA T Ruzsala/Navarro Marriott / Elevator	4631 Contingency / Special Reserves	953.33
Expense	11/04/2024	MasterCard	ILA T Ruzsala/Navarro Marriott / Elevator	4904 Reimb. - Friends Book Sales	248.62
Total for Old National Bank - MasterCard					\$7,250.89



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: NOVEMBER 2024

Type	Date	Num	Memo	Account	Amount
Matteson Public Library					
Check	11/21/2024	23075	C. Busch Library Day Workplace	4355 Support Staff	25.00
Total for Matteson Public Library					\$25.00
McGill Construction					
Check	11/25/2024	23077	Invoice 25180 Parking lot Pay App 1	4631 Contingency / Special Reserves	81,033.00
Check	11/25/2024	23077	Replace Concrete Sidewalks	4631 Contingency / Special Reserves	10,230.00
Check	11/25/2024	23077	Replace Concrete Curbs	4631 Contingency / Special Reserves	7,854.00
Check	11/25/2024	23077	10% Retention	4631 Contingency / Special Reserves	-9,911.70
Check	11/25/2024	23079	Invoice 25199 Parking lot Change Order	4631 Contingency / Special Reserves	8,265.15
Check	11/25/2024	23079	Invoice 25199 Retention 10%	4631 Contingency / Special Reserves	9,911.70
Total for McGill Construction					\$107,382.15
Michalski, Brian					
Check	11/04/2024	5884	11.12.24 Wild West Africa	4452 Public Services Programming	325.00
Total for Michalski, Brian					\$325.00
Midwest Tape - 19730					
Check	11/06/2024	5891	10 October Invoices	4717 Videos - Adult	11.99
Check	11/06/2024	5891	10 October Invoices	4719 Audiobooks - Adult	310.93
Check	11/06/2024	5891	10 October Pre processing fee	4515 Technical Services - Supplies	23.27
Total for Midwest Tape - 19730					\$346.19
Otis Elevator					
Expense	11/21/2024	OTIS PORTAL	Invoice 100401746428	4416 Maintenance	187.36
Total for Otis Elevator					\$187.36
Paylocity Payroll Billing					
Expense	11/01/2024	EFT		4412 Payroll Services	134.97
Expense	11/15/2024	EFT		4412 Payroll Services	78.00
Expense	11/29/2024	EFT		4412 Payroll Services	172.47
Total for Paylocity Payroll Billing					\$385.44
Paylocity Payroll Net					
Expense	11/15/2024	EFT		4311 Salaried Employees	21,163.96
Expense	11/15/2024	EFT		4312 Hourly Employees	7,103.27
Expense	11/15/2024	EFT	CD Halloween Candy	4451 Youth & Teen Programming	32.89
Expense	11/15/2024	EFT	LR Mileage B&T	4356 Mileage Reimbursement	67.13
Expense	11/29/2024	EFT		4311 Salaried Employees	18,635.77
Expense	11/29/2024	EFT		4312 Hourly Employees	7,417.54
Expense	11/29/2024	EFT	OCLC	4551 Postage & Handling	5.11
Expense	11/29/2024	EFT	Duplicate book return	4715 Books - Adult	4.63
Expense	11/29/2024	EFT	Duplicate book return	4716 Books - Youth	4.63
Total for Paylocity Payroll Net					\$54,434.93
Paylocity Payroll Taxes					
Expense	11/15/2024	EFT		4311 Salaried Employees	6,740.90
Expense	11/15/2024	EFT		4332 FICA Social Security	2,942.61
Expense	11/15/2024	EFT		4312 Hourly Employees	1,229.64
Expense	11/29/2024	EFT		4311 Salaried Employees	5,716.35
Expense	11/29/2024	EFT		4332 FICA Social Security	2,665.61
Expense	11/29/2024	EFT		4312 Hourly Employees	1,263.77
Total for Paylocity Payroll Taxes					\$20,558.88
Product LLC					
Check	11/11/2024	5900	Invoice 1650.0827 Parking lot	4631 Contingency / Special Reserves	12,650.00
Check	11/11/2024	5900	Invoice 1650.0848 Parking lot	4631 Contingency / Special Reserves	2,077.61
Check	11/11/2024	5900		7001 Special Reserves Projects	22.39
Total for Product LLC					\$14,750.00
Roy Erikson Outdoor Maintenance					
Check	11/04/2024	5889	11 Nov. Lawn Maintenance	4436 Lawn Maintenance	915.97
Total for Roy Erikson Outdoor Maintenance					\$915.97
The Cancer Support Center					
Check	11/04/2024	5885	11.21.24 Healthy Winter Smoothies	4452 Public Services Programming	19.00
Total for The Cancer Support Center					\$19.00
Truty, Marcin					
Expense	11/04/2024	ACH Marcin	10 October 24 IT Services (partial)	4418 Technology	4,101.37
Expense	11/04/2024	ACH Marcin	10 October 24 IT Services (partial)	4631 Contingency / Special Reserves	698.63
Total for Truty, Marcin					\$4,800.00
TOTAL CHECKS FOR BOARD APPROVAL					254,969.86



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
MONTH ENDING: NOVEMBER 2024

ACCOUNT	GENERAL FUND				SPECIAL RESERVES FUND		TOTAL FUND BALANCE
	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	
BEGINNING BALANCE	\$17,218.28	\$1,117,235.10	\$1,117.73	\$200.00	\$572.09	\$2,578.48	\$1,138,921.68
WITHDRAWALS	(\$254,969.86)						(\$254,969.86)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$75,000.00	(\$75,000.00)					
	\$97,470.45	(\$97,470.45)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$1,079.37	\$3,084.52					\$5,589.77
	\$476.00						
	\$302.74						
	\$227.14						
	\$420.00						
ADJUSTMENTS	(\$0.03)						(\$0.03)
INTEREST EARNED	\$1.27	\$3,486.32	\$4.71	N/A	N/A	\$2.29	\$3,494.59
ENDING BALANCE	\$47,225.36	\$841,335.49	\$1,122.44	\$200.00	\$572.09	\$2,580.77	\$893,036.15
TOTALS	\$889,883.29 GENERAL FUND				\$3,152.86 SPECIAL RESERVES FUND		\$893,036.15 TOTAL FUND BALANCE
INTEREST RATES	0.02%	4.39%	4.797%	N/A	N/A	1.09%	

TOTAL FUND BALANCE MONTH ENDING: NOVEMBER 30, 2024

\$893,036.15

Balance brought forward adjustment



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$19,690.48		\$19,690.48
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$312.20		\$312.20
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$879.50		\$879.50
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$1,326.50		\$1,326.50
» Miscellaneous	\$1,079.37		\$1,079.37
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$578.12		\$578.12
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$955.95		\$955.95
GRANTS	\$0.00		\$0.00
INTEREST	\$2,625.91	\$2.10	\$2,628.01
TOTAL REVENUES	\$27,448.03	\$2.10	\$27,450.13
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$74,043.79		\$74,043.79
» Employee Benefits	\$21,350.46		\$21,350.46
» Staff & Board Development	\$49.59		\$49.59
CONTRACTUAL SERVICES	\$9,780.72		\$9,780.72
BUILDING MAINTENANCE	\$432.90		\$432.90
INSURANCE	\$0.00		\$0.00
UTILITIES	\$726.23		\$726.23
SUPPLIES	\$1,288.30		\$1,288.30
CAPITAL EXPENSES	\$12,909.56		\$12,909.56
MEDIA	\$14,276.14		\$14,276.14
REIMBURSEMENTS	\$4,020.39		\$4,020.39
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$138,878.08	\$0.00	\$138,878.08
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$111,430.05	\$2.10	-\$111,427.95
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	\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$111,430.05	\$2.10	-\$111,427.95
FUND BALANCES, BEGINNING OF MONTH			
	\$889,883.29	\$3,152.86	\$893,036.15
END OF MONTH	\$778,453.24	\$3,154.96	\$781,608.20



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
MONTH ENDING: DECEMBER 2024

	BUDGETED AMOUNTS		Actual	Variance	Balance %
	Original	Final		With Final Budget	
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$1,947,861.48	-\$22,362.09	101.16%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$24,912.99	\$5,087.01	83.04%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$2,483.82	\$16.18	99.35%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$906.57	\$893.43	50.37%
Miscellaneous	\$3,500.00	\$3,500.00	\$4,331.34	-\$831.34	123.75%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$14,327.36	-\$3,327.36	130.25%
Miscellaneous	\$12,784.00	\$12,784.00	\$22,325.75	-\$9,541.75	174.64%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$675.00	\$325.00	67.50%
Unrestricted	\$15,000.00	\$15,000.00	\$2,576.31	\$12,423.69	17.18%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$6,921.47	-\$2,921.47	173.04%
GRANTS	\$17,800.30	\$17,800.30	\$17,920.98	-\$120.68	100.68%
INTEREST	\$6,575.00	\$6,575.00	\$26,686.24	-\$20,111.24	405.87%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$2,071,929.31	-\$25,470.62	101.24%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$959,819.25	-\$4,626.75	-0.48%
Employee Benefits	\$293,484.36	\$293,484.36	\$288,024.43	-\$5,459.93	-1.86%
Staff & Board Development	\$10,500.00	\$10,500.00	\$9,772.22	-\$727.78	-6.93%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$177,538.12	-\$9,445.76	-5.05%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$45,688.94	-\$715.75	-1.54%
INSURANCE	\$23,087.56	\$23,087.56	\$23,087.56	\$0.00	0.00%
UTILITIES	\$14,193.12	\$14,193.12	\$9,649.35	-\$4,543.77	-32.01%
SUPPLIES	\$26,595.00	\$26,595.00	\$24,156.65	-\$2,438.35	-9.17%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$201,332.26	-\$277,167.74	-57.92%
MEDIA	\$179,278.95	\$179,278.95	\$160,549.97	-\$18,728.98	-10.45%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$42,858.12	-\$5,127.01	-10.68%
SR PROJECTS	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$2,296,458.69	\$2,296,458.69	\$1,967,476.87	-\$328,981.82	-14.33%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	\$104,452.44	-\$354,452.44	
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			\$104,452.44		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$707,821.55		
				-\$734,050.69	



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: DECEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$52,418.31	\$739,276.70	\$6,862.70	0.92%
4312 HOURLY EMPLOYEES	\$213,106.60	\$17,254.82	\$215,496.89	-\$2,390.29	-1.12%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$4,370.66	\$5,045.66	\$154.34	2.97%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$74,043.79	\$959,819.25	\$4,626.75	0.48%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$5,224.83	\$73,093.80	\$2,154.81	2.86%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$5,286.33	\$72,363.50	\$1,018.82	1.39%
4333 INSURANCE	\$143,853.43	\$10,839.30	\$142,026.13	\$1,827.30	1.27%
4334 CLOTHING	\$1,000.00	\$0.00	\$541.00	\$459.00	45.90%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$21,350.46	\$288,024.43	\$5,459.93	1.86%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	0.00%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$259.99	\$540.01	67.50%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4354 PROFESSIONAL STAFF	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.00%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$902.00	\$98.00	9.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$49.59	\$910.23	\$89.77	8.98%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$49.59	\$9,772.22	\$727.78	6.93%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$95,443.84	\$1,257,615.90	\$10,814.46	0.85%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$7,171.50	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$1,627.00	\$373.00	18.65%
4363 CONSULTANT FEES	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4364 APPRAISAL	\$3,500.00	\$0.00	\$590.00	\$2,910.00	83.14%
4365 ACCOUNTANT	\$4,714.50	\$365.00	\$4,380.00	\$334.50	7.10%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$365.00	\$14,268.50	\$3,617.50	20.23%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$246.86	\$4,228.42	\$571.58	11.91%
4414 ALARM	\$3,226.00	\$0.00	\$2,728.37	\$497.63	15.43%
4416 MAINTENANCE	\$39,000.00	\$2,380.02	\$39,000.00	\$0.00	0.00%
4417 SWAN	\$30,238.74	\$0.00	\$28,579.24	\$1,659.50	5.49%
4418 TECHNOLOGY	\$38,010.00	\$0.00	\$38,010.00	\$0.00	0.00%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$2,626.88	\$112,546.03	\$2,728.71	2.37%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$2,948.94	\$18,823.14	\$0.00	0.00%
TOTAL PRINTING	\$18,823.14	\$2,948.94	\$18,823.14	\$0.00	0.00%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$757.86	\$9,132.25	\$867.75	8.68%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$1,343.00	\$12,575.94	\$424.06	3.26%
4454 GENERAL PROGRAMMING	\$9,000.00	\$1,632.44	\$7,195.47	\$1,804.53	20.05%
TOTAL PROGRAMMING	\$32,000.00	\$3,733.30	\$28,903.66	\$3,096.34	9.68%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$106.60	\$2,996.79	\$3.21	0.11%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$106.60	\$2,996.79	\$3.21	0.11%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$9,780.72	\$177,538.12	\$9,445.76	5.05%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: DECEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$778.80	\$77.88	9.09%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$12,600.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$9,574.57	\$368.00	\$9,176.70	\$397.87	4.16%
4437 SNOW REMOVAL	\$6,554.96	\$0.00	\$6,554.96	\$0.00	0.00%
TOTAL REPAIRS & MAINTENANCE	\$38,586.21	\$432.90	\$38,110.46	\$475.75	1.23%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$0.00	\$7,578.48	\$0.00	0.00%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$0.00	\$7,578.48	\$240.00	3.07%
GROUP TOTAL BUILDING MAINTENANCE	\$46,404.69	\$432.90	\$45,688.94	\$715.75	1.54%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$21,346.66	\$0.00	\$21,346.66	\$0.00	0.00%
4443 DISABILITY (WORKMEN'S COMP)	\$1,740.90	\$0.00	\$1,740.90	\$0.00	0.00%
GROUP TOTAL INSURANCE	\$23,087.56	\$0.00	\$23,087.56	\$0.00	0.00%
UTILITIES					
4472 WATER	\$2,750.00	\$0.00	\$2,750.00	\$0.00	0.00%
4473 GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474 TELEPHONE/FAX	\$2,625.00	\$416.12	\$2,567.02	\$57.98	2.21%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$310.11	\$4,332.33	\$1,985.79	31.43%
GROUP TOTAL UTILITIES	\$14,193.12	\$726.23	\$9,649.35	\$4,543.77	32.01%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$149.06	\$913.47	\$86.53	8.65%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$498.29	\$1,261.30	\$738.70	36.94%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$205.65	\$3,113.75	\$86.25	2.70%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$416.28	\$5,738.99	\$261.01	4.35%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$3,050.00	\$0.00	0.00%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$467.47	\$532.53	53.25%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$561.23	\$638.77	53.23%
TOTAL OFFICE SUPPLIES	\$17,450.00	\$1,269.28	\$15,106.21	\$2,343.79	13.43%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$0.00	\$4,450.01	-\$0.01	0.00%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$0.00	\$4,450.01	-\$0.01	0.00%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$19.02	\$505.43	\$94.57	15.76%
4553 BULK FEES & PERMITS	\$4,095.00	\$0.00	\$4,095.00	\$0.00	0.00%
TOTAL OFFICE EXPENSE	\$4,695.00	\$19.02	\$4,600.43	\$94.57	2.01%
GROUP TOTAL SUPPLIES	\$26,595.00	\$1,288.30	\$24,156.65	\$2,438.35	9.17%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$12,909.56	\$201,332.26	\$277,167.74	57.92%
GROUP TOTAL CAPITAL EXPENSES	\$478,500.00	\$12,909.56	\$201,332.26	\$277,167.74	57.92%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: DECEMBER 2024**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$27,000.00	\$2,432.00	\$23,930.23	\$3,069.77	11.37%
4710B DATABASES - Youth	\$6,000.00	\$0.00	\$4,393.16	\$1,606.84	26.78%
4711 PERIODICALS	\$14,500.00	\$986.77	\$9,092.86	\$5,407.14	37.29%
4712 CONTINUATIONS	\$600.00	\$162.71	\$540.56	\$59.44	9.91%
4714 LARGE PRINT	\$5,500.00	\$538.37	\$4,999.96	\$500.04	9.09%
4715 BOOKS - Adult	\$32,300.00	\$2,678.55	\$29,137.24	\$3,162.76	9.79%
4716 BOOKS - Youth	\$33,000.00	\$1,936.77	\$32,574.13	\$425.87	1.29%
4717 VIDEOS - Adult	\$4,500.00	\$1,143.41	\$4,301.90	\$198.10	4.40%
4718 VIDEOS - Youth	\$1,300.00	\$157.43	\$718.17	\$581.83	44.76%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$0.00	\$1,743.71	\$256.29	12.81%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$912.84	\$2,278.60	\$971.40	29.89%
4721 SOFTWARE	\$11,795.70	\$1,472.16	\$11,624.23	\$171.47	1.45%
4722 REALIA	\$1,000.00	\$219.99	\$809.29	\$190.71	19.07%
4723A VIDEO GAMES - Youth	\$1,300.00	\$227.09	\$1,238.13	\$61.87	4.76%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
4725A E-BOOKS - Adult	\$10,000.00	\$0.00	\$9,819.70	\$180.30	1.80%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$923.77	\$12,977.33	\$22.67	0.17%
4726 EBOOKS - Youth	\$3,500.00	\$484.28	\$3,375.29	\$124.71	3.56%
4727 PRESS READER	\$7,733.25	\$0.00	\$5,995.48	\$1,737.77	22.47%
GROUP TOTAL MEDIA	\$179,278.95	\$14,276.14	\$160,549.97	\$18,728.98	10.45%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$18,184.83	\$1,079.37	\$11,733.85	\$6,450.98	35.47%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,920.98	-\$120.68	-0.68%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$2,772.94	\$12,245.24	-\$1,245.24	-11.32%
4906a RESTRICTED DONATIONS	\$1,000.00	\$168.08	\$958.05	\$41.95	4.20%
4906b FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$47,985.13	\$4,020.39	\$42,858.12	\$5,127.01	10.68%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	0.00%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	
TOTAL EXPENDITURES	\$2,296,458.69	\$138,878.08	\$1,967,476.87	\$328,981.82	14.33%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: DECEMBER 2024

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
Check	12/16/2024	5933	11 Nov Bank Reconciliations Invoice	4365 Accountant	365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
Amazon					
Expense	12/09/2024	AMAZON PORTAL	2 Door alarm replacements	4631 Contingency / Special Reserves	381.12
Expense	12/09/2024	AMAZON PORTAL	KD 25th present	4631 Contingency / Special Reserves	37.00
Expense	12/09/2024	AMAZON PORTAL	Donation	4906a Reimb. - Restricted Donations	103.35
Expense	12/19/2024	AMAZON PORTAL	Supplies	4511 Public Services - Supplies	149.06
Total for Amazon					\$670.53
Anderson Pest Solutions					
Check	12/06/2024	5920	Invoice 71421950	4431 Pest Control	64.90
Total for Anderson Pest Solutions					\$64.90
At&T - Fiber Line					
Check	12/04/2024	5910	Monthly Fee	4475 Internet	462.61
Check	12/04/2024	5910	E-Rate	4475 Internet	-152.50
Total for At&T - Fiber Line					\$310.11
Baker & Taylor C205293 Continuations					
Expense	12/16/2024	BT PORTAL	11 NOVEMBER Continuations	4712 Continuations	76.58
Expense	12/16/2024	BT PORTAL	12 DECEMBER Continuations	4712 Continuations	86.13
Total for Baker & Taylor C205293 Continuations					\$162.71
Baker & Taylor L5346512 Youth Books					
Expense	12/16/2024	BT PORTAL	11 NOV YTS	4716 Books - Youth	626.84
Expense	12/16/2024	BT PORTAL	11 NOV Pre Processing Fee	4515 Technical Services - Supplies	43.05
Expense	12/20/2024	BT PORTAL	12 DEC YTS	4716 Books - Youth	25.94
Total for Baker & Taylor L5346512 Youth Books					\$695.83
Breeze Creative					
Expense	12/02/2024	ACH BREEZE	Draw Alive Subscription	4721 Software	588.00
Expense	12/02/2024	ACH BREEZE	Digital Ball Wall Subscription	4721 Software	588.00
Total for Breeze Creative					\$1,176.00
CENGAGE/Gale Learning					
Check	12/16/2024	5924	11 Nov Invoices	4714 Large Print Books	90.37
Total for CENGAGE/Gale Learning					\$90.37
CIT					
Check	12/09/2024	5922	Invoice 46100753	4631 Contingency / Special Reserves	631.54
Total for CIT					\$631.54
City Of Palos Heights IMRF					
Check	12/31/2024	23087	12 December Payment	4331 IMRF III, Muni. Ret. Fund	5,224.83
Check	12/31/2024	23087	12 December Payment	2055 Employee Paid Vol. IMRF	1,134.17
Check	12/31/2024	23087	12 December Payment	2054 PT Employee Contribution IMRF	161.17
Check	12/31/2024	23087	12 December Payment	2053 FT Employee Contribution IMRF	2,358.83
Total for City Of Palos Heights IMRF					\$8,879.00
City of Palos Hts. - Water Bill					
Check	12/04/2024	23083	Monthly bill	4631 Contingency / Special Reserves	147.82
Check	12/16/2024	5928	Monthly bill	4631 Contingency / Special Reserves	162.24
Total for City of Palos Hts. - Water Bill					\$310.06
Cosmopolitan Building Services					
Check	12/06/2024	5921	12 Dec Janitorial Services Invoice 6643	4416 Maintenance	2,380.02
Check	12/06/2024	5921	12 Dec Janitorial Services Invoice 6643	4631 Contingency / Special Reserves	342.48
Total for Cosmopolitan Building Services					\$2,722.50
Demco					
Check	12/19/2024	5941	Invoice 7566317	4515 Technical Services - Supplies	99.74
Total for Demco					\$99.74
EBSCO					
Check	12/04/2024	5912	Library Aware	4710a Databases (Adult)	1,032.00
Total for EBSCO					\$1,032.00
Everest Snow Management, Inc.					
Check	12/04/2024	5914	Seasonal Snow removal payment 3 of 4.	4631 Contingency / Special Reserves	1,767.00
Total for Everest Snow Management, Inc.					\$1,767.00
Grasso Graphics					
Check	12/16/2024	5931	Jan/Feb Newsletters	4424 Newsletter Printing	2,612.05
Check	12/16/2024	5931	Jan/Feb Newsletters	4424 Newsletter Printing	336.89
Check	12/16/2024	5931	Jan/Feb Newsletters	4631 Contingency / Special Reserves	247.61
Total for Grasso Graphics					\$3,196.55



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: DECEMBER 2024**

Type	Date	Num	Memo	Account	Amount
Impact Networking, Inc					
Check	12/04/2024	5909	Overages Aug-Nov	4631 Contingency / Special Reserves	167.39
Total for Impact Networking, Inc					\$167.39
Independent Construction Services					
Check	12/06/2024	5919	Pay applications change orders	4631 Contingency / Special Reserves	280.00
Total for Independent Construction Services					\$280.00
Ingram					
Check	12/16/2024	5927	11 November Invoices	4714 Large Print Books	247.94
Check	12/16/2024	5927	11 November Invoices	4715 Books - Adult	2,380.15
Check	12/16/2024	5927	11 November Pre processing fee	4515 Technical Services - Supplies	143.55
Check	12/16/2024	5927	11 November Invoices	4716 Books - Youth	1,157.00
Check	12/19/2024	5937	12 December Invoices	4714 Large Print Books	200.06
Check	12/19/2024	5937	12 December Invoices	4715 Books - Adult	258.41
Check	12/19/2024	5937	12 December Pre processing fee	4515 Technical Services - Supplies	6.93
Check	12/19/2024	5937	12 December Invoices	4716 Books - Youth	126.99
Check	12/19/2024	5937	Pre processing	4515 Technical Services - Supplies	-3.66
Total for Ingram					\$4,517.37
Jeanne Roppolo					
Check	12/23/2024	5943	1.7.25 Grandma Goes to South Pacific	4452 Public Services Programming	300.00
Total for Jeanne Roppolo					\$300.00
LIMRiCC-Employees					
Expense	12/06/2024	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	1,079.37
Expense	12/06/2024	ACH LIM	Employee Health Benefits	2050 Employee Paid LIMRiCC	570.83
Expense	12/06/2024	ACH LIM	12 December	4333 Insurance	10,839.30
Total for LIMRiCC-Employees					\$12,489.50
Lynch, Terrence					
Check	12/03/2024	23076	12.4.24 Legend of St. Nicholas	4904 Reimb. - Friends Book Sales	300.00
Total for Lynch, Terrence					\$300.00
Mama Vesuvio's East					
Check	12/09/2024	23085	Holiday Party 12.15.24 (55 guests)	4454 General Programming	1,500.79
Total for Mama Vesuvio's East					\$1,500.79
Mary Beth Sexton					
Check	12/16/2024	5934	Card Class Supplies	4452 Public Services Programming	162.00
Total for Mary Beth Sexton					\$162.00
Old National Bank - MasterCard					
Expense	12/04/2024	MasterCard	Disney Plus	4451 Youth & Teen Programming	10.99
Expense	12/04/2024	MasterCard	Sip/Google	4474 Telephone/FAX	115.94
Expense	12/04/2024	MasterCard	OCLC	4551 Postage & Handling	4.40
Expense	12/04/2024	MasterCard	Duo	4721 Software	120.00
Expense	12/04/2024	MasterCard	Programming / Swiftie/Scavenger Hunt	4451 Youth & Teen Programming	735.88
Expense	12/04/2024	MasterCard	Acrylic Black Plaques	4461 Public Relations	93.12
Expense	12/04/2024	MasterCard	Cricut Auto Press	4512 Youth & Teen - Supplies	498.29
Expense	12/04/2024	MasterCard	Supplies	4514 Business Office - Supplies	68.25
Expense	12/04/2024	MasterCard	ALA parking Fee	4631 Contingency / Special Reserves	25.28
Expense	12/04/2024	MasterCard	Chicago Sun Times	4711 Periodicals	390.00
Expense	12/04/2024	MasterCard	Daily SouthTown	4711 Periodicals	346.81
Expense	12/04/2024	MasterCard	Chicago Tribune	4711 Periodicals	207.48
Expense	12/04/2024	MasterCard	GoDaddy Renewal	4721 Software	56.16
Expense	12/04/2024	MasterCard	1950's Backpack Kit	4722 Realia	219.99
Expense	12/04/2024	MasterCard	Video Games	4723B Video Games - Youth	187.21
Expense	12/04/2024	MasterCard	Acrylic Black Plaques	4906a Reimb. - Restricted Donations	64.73
Expense	12/09/2024	MasterCard	Appreciation Gift Card	4313 Additional Compensation	3,155.91
Expense	12/09/2024	MasterCard	OCLC	4551 Postage & Handling	9.51
Expense	12/09/2024	MasterCard	Video Game	4723B Video Games - Youth	39.88
Expense	12/09/2024	MasterCard	Kringle Market	4454 General Programming	50.67
Expense	12/09/2024	MasterCard	KD 25th Anniversary	4631 Contingency / Special Reserves	108.50
Expense	12/16/2024	MasterCard	Appreciation Gift Card	4313 Additional Compensation	1,214.75
Expense	12/16/2024	MasterCard	Disney Plus	4451 Youth & Teen Programming	10.99
Expense	12/16/2024	MasterCard	Homer Tree Care	4436 Lawn Maintenance	368.00
Expense	12/16/2024	MasterCard	Google Fi monthly fee	4474 Telephone/FAX	56.57
Expense	12/30/2024	MasterCard	Staff Holiday Lunch	4454 General Programming	80.98
Expense	12/30/2024	MasterCard	Monthly fees	4474 Telephone/FAX	88.61
Expense	12/30/2024	MasterCard	OCLC	4551 Postage & Handling	5.11
Expense	12/30/2024	MasterCard	DUO Monthly fee	4721 Software	120.00
Total for Old National Bank - MasterCard					\$8,454.01



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: DECEMBER 2024

Type	Date	Num	Memo	Account	Amount
Melka Landscaping					
Check	12/16/2024	5930	Holiday decorations and poinsettias	4904 Reimb. - Friends Book Sales	2,022.94
Total for Melka Landscaping					\$2,022.94
Midwest Tape					
Check	12/16/2024	5925	11 Nov Videos	4717 Videos - Adult	815.74
Check	12/16/2024	5925	Pre processing	4515 Technical Services - Supplies	78.29
Check	12/16/2024	5926	11 Nov Videos	4718 Videos - Youth	131.19
Check	12/16/2024	5926	Pre processing	4515 Technical Services - Supplies	14.04
Check	12/16/2024	5935	12 Dec Videos	4717 Videos - Adult	18.74
Check	12/16/2024	5935	Pre processing	4515 Technical Services - Supplies	4.68
Total for Midwest Tape					\$1,062.68
Midwest Tape - 19730					
Check	12/19/2024	5939	12 December Invoices	4717 Videos - Adult	308.93
Check	12/19/2024	5939	12 December Pre processing fee	4515 Technical Services - Supplies	27.32
Total for Midwest Tape - 19730					\$336.25
Midwest Tape - 19996					
Check	12/19/2024	5938	12 December Invoices	4718 Videos - Youth	26.24
Check	12/19/2024	5938	12 December Pre processing fee	4515 Technical Services - Supplies	2.34
Total for Midwest Tape - 19996					\$28.58
NIR Roof Care, Inc					
Check	12/23/2024	5942	Invoice 176525 Leak Call	4631 Contingency / Special Reserves	905.00
Check	12/23/2024	5942	Invoice 176494	4631 Contingency / Special Reserves	414.00
Total for NIR Roof Care, Inc					\$1,319.00
Otis Elevator					
Expense	12/19/2024	OTIS PORTAL	Invoice 100401777882	4631 Contingency / Special Reserves	187.36
Total for Otis Elevator					\$187.36
OverDrive, Inc.					
Check	12/17/2024	5936	01658C024390867	4725B E-Audiobooks - Adult	1,408.05
Total for OverDrive, Inc.					\$1,408.05
Paylocity Payroll Billing					
Expense	12/13/2024	EFT		4412 Payroll Services	76.50
Expense	12/27/2024	EFT		4412 Payroll Services	170.36
Total for Paylocity Payroll Billing					\$246.86
Paylocity Payroll Net					
Expense	12/13/2024	EFT		4311 Salaried Employees	18,205.39
Expense	12/13/2024	EFT		4312 Hourly Employees	7,401.35
Expense	12/13/2024	EFT	Jewel KD wrapping	4461 Public Relations	10.27
Expense	12/13/2024	EFT	11 Nov. homebound deliveries	4356 Mileage Reimbursement	28.95
Expense	12/13/2024	EFT	Trivia gift cards	4452 Public Services Programming	60.00
Expense	12/13/2024	EFT	Jewel KD wrapping	4461 Public Relations	3.21
Expense	12/27/2024	EFT		4311 Salaried Employees	18,791.88
Expense	12/27/2024	EFT		4312 Hourly Employees	7,197.55
Expense	12/27/2024	EFT	12 Dec. homebound deliveries	4356 Mileage Reimbursement	20.64
Expense	12/27/2024	EFT	Taylor Swift Book	4715 Books - Adult	39.99
Total for Paylocity Payroll Net					\$51,759.23
Paylocity Payroll Taxes					
Expense	12/13/2024	EFT		4311 Salaried Employees	5,575.90
Expense	12/13/2024	EFT		4332 FICA Social Security	2,621.93
Expense	12/13/2024	EFT		4312 Hourly Employees	1,275.39
Expense	12/27/2024	EFT		4311 Salaried Employees	5,781.31
Expense	12/27/2024	EFT		4332 FICA Social Security	2,664.40
Expense	12/27/2024	EFT		4312 Hourly Employees	1,219.36
Total for Paylocity Payroll Taxes					\$19,138.29
Peerless Network, Inc					
Check	12/16/2024	5929	Invoice 63749	4474 Telephone/FAX	77.50
Check	12/16/2024	5929	Invoice 65778	4474 Telephone/FAX	77.50
Total for Peerless Network, Inc					\$155.00
Playaway Products					
Check	12/16/2024	5923	11 November Invoices	4720 Audiobooks/Playaways - Youth	855.85
Check	12/19/2024	5940	12 December Invoices	4720 Audiobooks/Playaways - Youth	56.99
Total for Playaway Products					\$912.84
Prime Time Window Cleaning					
Check	12/04/2024	5915	Gutter Cleaning	4631 Contingency / Special Reserves	524.22
Total for Prime Time Window Cleaning					\$524.22



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: DECEMBER 2024

Type	Date	Num	Memo	Account	Amount
Pub Trivia					
Check	12/02/2024	5906	12.2.24 Jullianni's	4452 Public Services Programming	150.00
Total for Pub Trivia					\$150.00
Quality Alarm System, Inc.					
Check	12/04/2024	5917	Invoice 154316 Elevator Inspection	4631 Contingency / Special Reserves	341.00
Total for Quality Alarm System, Inc.					\$341.00
RAILS					
Check	12/16/2024	5932	Gale Presents Udemy 12.2.24 to 12.31.25	4710a Databases (Adult)	1,400.00
Total for RAILS					\$1,400.00
Record -A-Hit-Entertainment					
Check	12/02/2024	23081	12.4.24 Giant Snow Globe Final Payment	4904 Reimb. - Friends Book Sales	450.00
Total for Record -A-Hit-Entertainment					\$450.00
Rudolf, Dave					
Check	12/02/2024	5907	12.10.24 Completely Cracked Christmas	4452 Public Services Programming	500.00
Total for Rudolf, Dave					\$500.00
Taste of Home Books					
Check	12/04/2024	5908	Taste of Home Annual	4711 Periodicals	42.48
Total for Taste of Home Books					\$42.48
The Cancer Support Center					
Check	12/04/2024	5916	11.21.24 Healthy Winter Smoothies	4452 Public Services Programming	190.00
Check	12/04/2024	5916	11.21.24 Check 5885 credit	4452 Public Services Programming	-19.00
Total for The Cancer Support Center					\$171.00
Truty, Marcin					
Expense	12/04/2024	ACH MT	10 October 24 IT Services (partial)	4631 Contingency / Special Reserves	5,440.00
Total for Truty, Marcin					\$5,440.00
U.S. Post Office					
Check	12/04/2024	23084	Newsletter postage	4631 Contingency / Special Reserves	800.00
Total for U.S. Post Office					\$800.00
Warehouse Direct					
Check	12/04/2024	5913	Large Liners (3)	4514 Business Office - Supplies	137.40
Total for Warehouse Direct					\$137.40
TOTAL CHECKS FOR BOARD APPROVAL					138,878.08



**PALOS HEIGHTS
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
MONTH ENDING: DECEMBER 2024**

ACCOUNT	GENERAL FUND				SPECIAL RESERVES FUND		TOTAL FUND BALANCE
	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	
BEGINNING BALANCE	\$47,225.36	\$841,335.49	\$1,122.44	\$200.00	\$572.09	\$2,580.77	\$893,036.15
WITHDRAWALS	(\$138,878.08)						(\$138,878.08)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$1,079.37	\$477.08					\$24,822.12
	\$684.70	\$14,471.78					
	\$406.50	\$2,406.57					
	\$357.25	\$2,335.05					
	\$327.00						
	\$1,444.37						
	\$371.35						
	\$336.10						
\$125.00							
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.90	\$2,620.78	\$4.23	N/A	N/A	\$2.10	\$2,628.01
ENDING BALANCE	\$23,479.82	\$753,646.75	\$1,126.67	\$200.00	\$572.09	\$2,582.87	\$781,608.20
TOTALS	\$778,453.24 GENERAL FUND				\$3,154.96 SPECIAL RESERVES FUND		\$781,608.20 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.99%	4.688%	N/A	N/A	0.96%	

**TOTAL FUND BALANCE MONTH ENDING: DECEMBER 31, 2024
\$781,608.20**



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
November 21, 2024

Library News

This November and December were fairly standard for us in that they were simultaneously the busiest and slowest times of year for us all at the same time. We ramped up for the holiday season in November with programming that culminated in our week of Merry & Bright in the Heights programming in early December. You can read about this programming in our Public Services and Youth & Teen Services Department Reports. That week was capped off by the untethered joy of the Kringle Market followed a week later by our holiday party. At the same time, we ramped down our ordering in November to prepare for the end of the fiscal year. Staff took a lot of time off in late November and throughout December. And we had around half of our annual holiday closures in the span of the final six weeks of the year. Add into this that we hired a new department head and began looking for a new librarian, and it's been a good, hectic, and somehow still relaxed few months.

New Head of Circulation

I know you are already aware, but this is our first Board Meeting since Beth Stevens has taken over as our new Head of Circulation. Beth has been a cornerstone of our Public Services Department for a number of years, building great relationships with our patrons in everything from running book clubs to genealogy and local history to baking. Prior to this position, she was a librarian at the Palos Park library, where her duties also included Circulation tasks. And Prior to her work at Palos Park, Beth spent a number of years managing retail book stores. So she has management experience. She has circulation experience. She already knows and has a great rapport with our patrons. She already knows and has a great rapport with our staff. She is thoughtful, reliable, and hard-working. All of these things taken together made her the clear choice for this position, despite an exceptionally strong and well-qualified field of applicants. I'm thrilled to have Beth join our Management Team, where she is already making an impact!

Matt has been busy interviewing candidates to fill the full-time librarian vacancy left by Beth in the Public Services Department, so you can expect an announcement about that hire next month.

Hawley Memorial

The Hawley Memorial is now complete. You can see it in the Reading Room on the south wall. Many thanks for Trustee Rhodes for that artistic work and putting it all together. Also, thanks to Celeste Kappel and the Palos Heights Woman's Club for initiating this project and agreeing to fund it. I think it looks very nice!

Building & Grounds News

Building & Grounds issues don't take a break for any holidays. While we didn't have any huge issues, we did call in Dependable Building Maintenance to do some repairs on our first-floor restroom partitions, which was sorely needed. We also had GT Mechanical do some work to repair the seals on the pumps that connect our boilers to the heating system. With the new year (and a new budget to work with), we are working with Dependable to do some wall repair and paint touch-up work throughout the building. And we have ordered some new server hardware to keep our network infrastructure in good shape. Other projects on the horizon this year include replacing the building's phone system and keeping a good eye on our building envelope issue.

Budget News

The budget continues to be healthy. There are no surprises on the expenditure reports, and November's high spending total is a result of paying the parking lot bills. We end the year with healthy bank balances, which will allow us to make a transfer to the Special Reserves Fund for the first time since 2022.

The annual audit process will begin shortly with fieldwork scheduled for early February. Terry and I are looking forward to working with Riley and the Lauterbach team again.

Upcoming Events

- Thursday, January 16th – Long Range Planning Committee Meeting, 6:00pm
- Thursday, January 16th – Regular Board Meeting, 7:00pm
- Friday, January 31st-Monday, February 3rd – Friends of the Library Book Sale
- Thursday, February 20th – Budget & Finance Committee Meeting, 6:00pm
- Thursday, February 20th – Regular Board Meeting, 7:00pm

Agenda Items

Item 1: Discussion of Public Services Department with Matthew Matkowski

As Tina did for us last month, Matt will be with us this month to talk about his background and approach to running our Public Services Department. It will be riveting!

Recommendation: No action is needed on this item.

Item 2: Resolution Authorizing New Contract with LIMRiCC

LIMRiCC, or the Library Insurance Management and Risk Control Combination, is the pool that we belong to for our staff health, vision, dental and other personnel benefits. Back in 2023, membership voted to update the terms of the intergovernmental agreement that governs its existence. The changes were minor. They included things like how many members had to attend the annual meeting and terms that would allow new member libraries to join. It was all pretty straightforward and common-sense, in my opinion. But what they forgot to do was actually have all of the member libraries sign the new agreement. Their process for “signing” includes each library’s board of trustees passing a resolution or ordinance, as applicable. I have included the entirety of the contract in this month’s packet, but the resolution itself is found on the last two pages. It’s a pretty straightforward resolution that will allow us to continue participating in the LIMRiCC pool and will allow us to continue to provide benefits to our staff.

Recommendation: I recommend that you approve the Resolution Providing for the Execution of an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (“LIMRiCC”).

Item 3: Move February Staff In-Service Closing Date

My priority for this in-service has been to arrange CPR/AED training for staff. It is typically recommended that we do this training every two years. It has been four years for us. In the past, the fire department has always done it for us at a minimal cost. Last year, I went around and around with them before having them back out at the last minute. So we put it off for another year. This year, I reached out a couple of times and never got a response. This clearly seems to be something that they aren’t interested in doing for us.

So I reached out to some private companies that provide the same training. The company that I settled on is a firefighter-owned business that a few other libraries have used and been happy with. Their rate is the lowest that I was able to find. The catch is that they are not available on our previously set in-service date of February 7th. After going back and forth with them about what they might be able to do for us on the 7th or perhaps spread out across a few other days, I landed on moving the whole session to the 21st as the most viable option.

The 21st is also a Friday, which is our lowest traffic day of the week. We have no programs scheduled on that day, so there are no conflicts to resolve. And with a month's notice to the public and for staff scheduling, there is enough time to let our stakeholders know about this change. If approved, we would be open for normal business on Friday the 7th.

Recommendation: I recommend that you approve the library closure for Friday, February 21st for staff in-service day.

Item 4: 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

CIRCULATION DEPARTMENT REPORT

NOVEMBER 2024

At the Desk:

10 online library cards were issued to residents.

14 directional questions were answered by the Circulation staff.

4 patrons used Curveside pickup.

Department Highlights:

Circ decorated the front area of the library for Christmas and helped set up the Giving Tree materials and drawing for the upcoming activities.

Dora made ornaments in the Glowforge and Circ staff helped paint them for the Library Giving Tree.

Lorena painted the library doors and windows, and Mickey painted the Activity Room windows for the holiday season.

Meetings:

November 5 – Training with Susana

November 15 – Middle Managers meeting

November 15 – 1 on 1 with Jesse

November 20 – Department Head meeting

Respectfully submitted,

Lorena Rodriguez

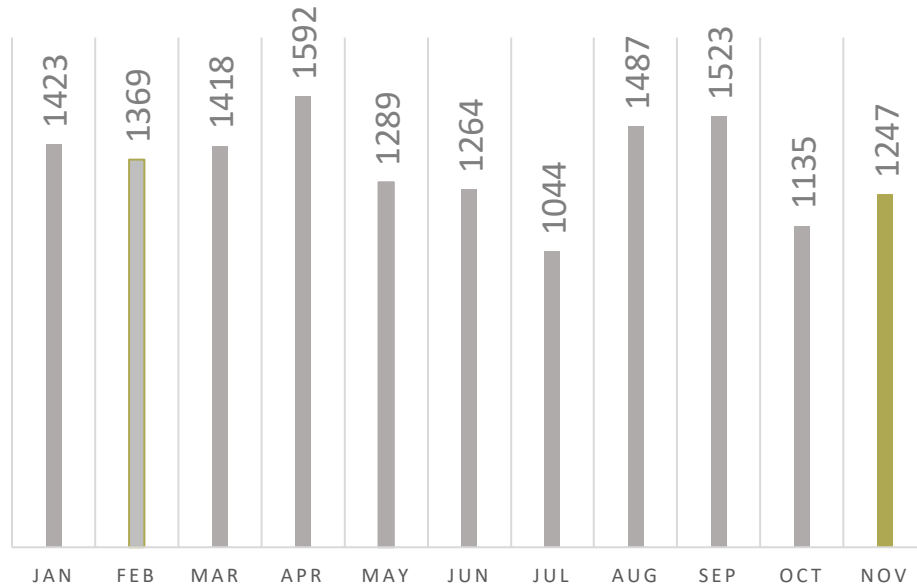
Head of Circulation

CIRCULATION STATISTICS FOR NOVEMBER 2024

	Nov-24	YTD 24	Nov-23	YTD 23	
Adult Circulation					
Books	3,246	41,004	3,574	41,787	
Video	439	4,978	566	6,438	
Audio	277	3,365	489	4,504	
Periodicals	222	1,900	146	2,181	
Other Formats	19	205	23	175	
In House	74	979	69	1,003	
Total Adult Circulation	4,277	52,431	4,867	56,088	
Youth Circulation					
Books	3,948	47,232	4,049	45,643	
Audio	57	610	139	1,304	
Teen Circulation					
Books	173	2,950	265	3,848	
Audio	1	38	1	29	
Youth & Teen Circulation					
Video	228	2,433	240	2,334	
Periodicals	5	140	11	129	
Other Formats	67	724	-	2	
In House Use	1,228	9,812	655	9,487	
Total Youth & Teen Circulation	5,707	63,939	5,360	62,776	
Gadgets & Gizmos	7	123	Collection started June 2024		
Electronic Circulation					
eBooks (Media On Demand)	1,126	13,630	1,097	13,692	
eBooks (e-Read IL)	80	1,001	104	1,109	
eAudio (e-Read IL)	65	818	53	598	
eAudio (Media On Demand)	922	9,727	803	8,273	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	263	3,133	362	1,617	
Periodicals (PressReader)	62	1,879	-	-	
Total Electronic Circulation	2,518	30,188	2,419	25,289	
TOTAL CIRCULATION	12,509	146,681	12,646	144,153	
ILL - Received	1,209	13,923	1,179	14,030	
ILL - Sent	950	11,125	1,001	11,429	
Reciprocal Borrowing	1,802	13,879	992	13,323	
Online Renewals	32	379	18	393	
Self-Checkout	3,567	45,449	3,994	47,076	
Computer Usage					
Library Workstation Sessions	483	5,402	884	4,703	
Wireless Sessions	1,082	10,663	434	9,075	
Total Sessions	1,565	16,065	1,318	13,778	
# of People Using the Library	9,804	109,541	8,967	102,617	
Homebound Deliveries					
			Current Month	Full Year	
Patrons Serviced			10	213	
Visits			23	1,406	
Items			152	1,406	
Museum Pass Program					
			Current Month	Full Year	
Total Passes			10	178	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,215	50	31	-	4,246
Non-Resident/Trinity/Business	29	3	1	-	30
Cards for Kids	74	-	1	-	75

Public Services Department Report November 2024

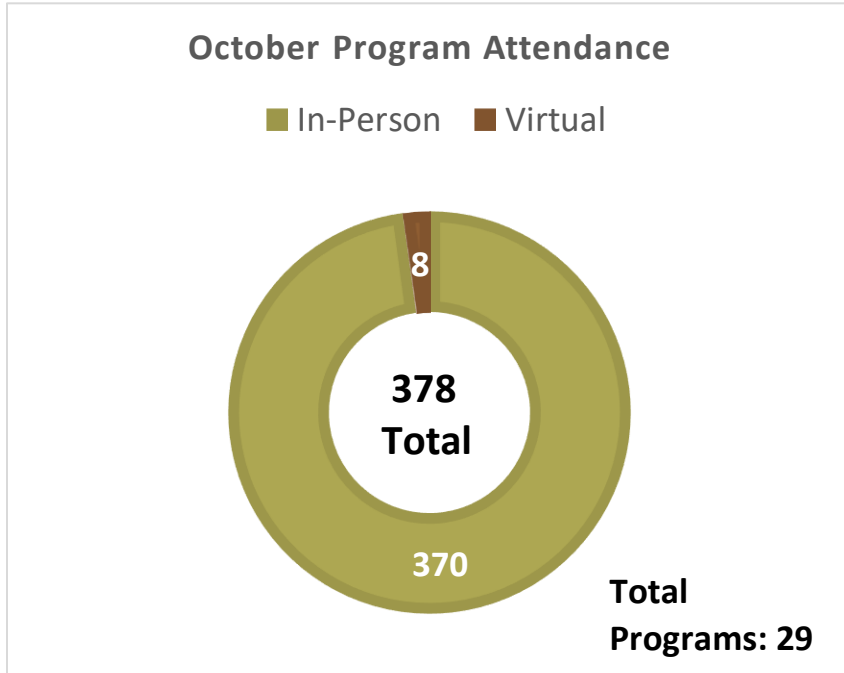
PS Reference Questions



Meetings & Trainings

- 11-4-24: Kringle Market Meeting
- 11-6-24: ILA Conference Committee Wrap-Up Meeting
- 11-7-24: WSAP Meeting
- 11-8-24: ARRTCon Meeting
- 11-13-24: ASMR Meeting
- 11-13-24: RAILS Member Update
- 11-14-24: ARRT Meeting
- 11-18-24: Channel 4 At the Library Taping
- 11-19-24: Reaching Forward Committee Meeting
- 11-21-24: SSAP Meeting

Programming

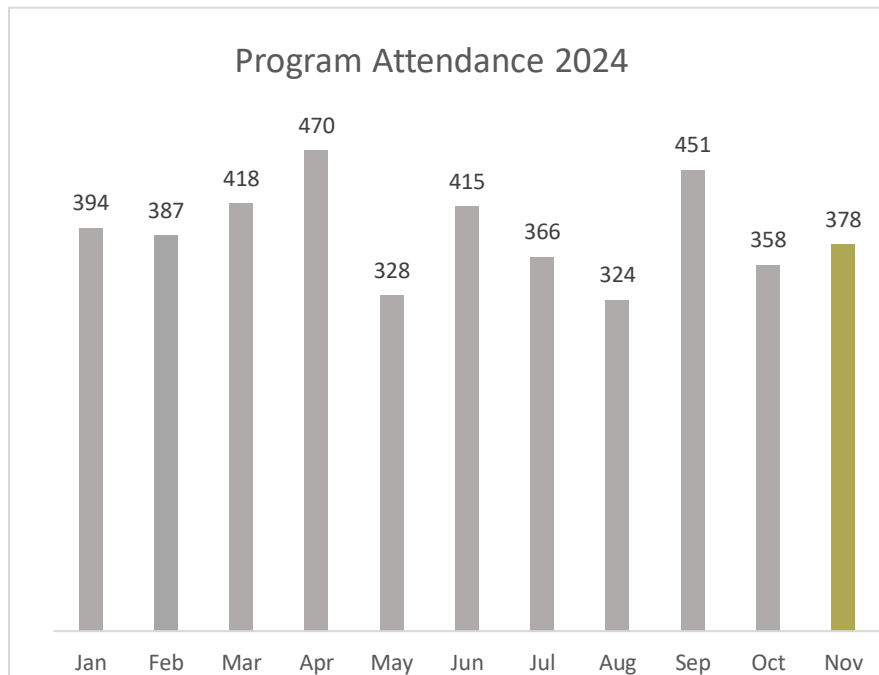


We kicked off November with the Middle Eastern cooking program that had been rescheduled from October due to the parking lot construction. It was worth the wait, as both the presenter and food were delicious. Patrons were very happy. This was our first time having this particular cooking presenter, we will definitely have her back in the future.

The Wild West Africa program was a bit of a mixed bag. The presenter had

billed it as a program where he would Zoom in from West Africa during his multi-year trip through the region, but actually was coming to us from Thailand. Turns out he abandoned the trip after visiting 4 countries in West Africa. He did show us a lot about those 4 countries, but one of the attendees who is from West Africa left feedback that he showed the worst of West Africa, while there are many other beautiful countries he could have gone to.

Healthy Winter Smoothies went over very well with an enthusiastic audience. I wasn't sure what to expect from our partnership with the Trinity counseling department's "Self-Care" series, but it was fairly well attended and people got a lot out of it. This was another abbreviated program month due to Thanksgiving.



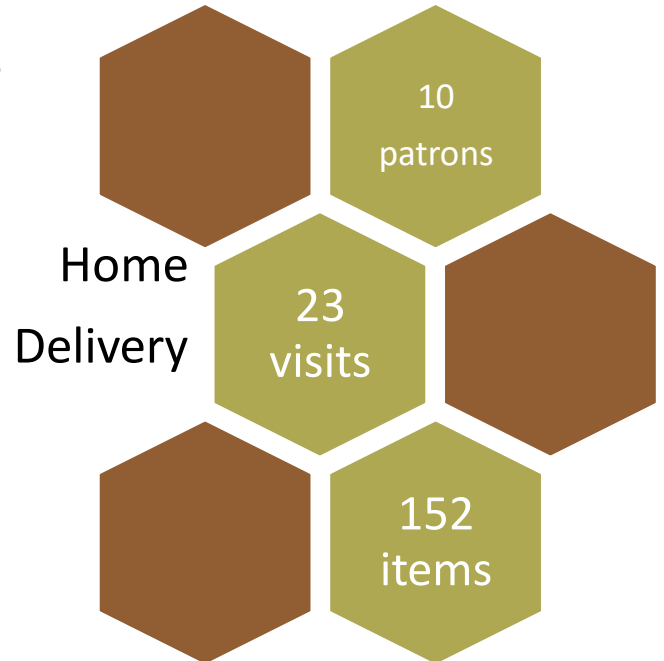
Marketing/Publicity/Outreach

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

Sue and Tina attended the Pumpkin Smash event at Lake Katherine. They were cold, but were out there representing the library. Thanks to moving tables around this year, they were in a much better spot to talk to people attending the event.

Local History

We are gearing up to transition from Beth being our local history expert to someone new taking those reigns. We are all going to learn as much as we can about it in the coming weeks, and Christina has volunteered to take over the digitization project.



Collection Development

Huge thanks to both Beth and Emily for volunteering to work after hours on a Friday evening to complete the shifting project for both Fiction and Non-Fiction. Things were getting pretty tight in places, so this helped greatly. Doing this project after hours also let them move things around without any disruption to patrons browsing the collection.

We are also preparing for Beth's departure from the department. As she has long been the chief collection development person for us, in terms of ordering and weeding, we are all stepping up to some new tasks. Thankfully Beth is leaving us a lot of great guidelines and will be teaching us more of her ways before she goes.

Other

November seemed to fly by, but included some significant tidings, most notably the fact that Beth will be leaving the Public Services department to become the new Head of Circulation. She is an excellent choice for that position and will do great there. But, with all that Beth does for us, we will definitely need to find our footing in come January. I am not too worried, the other PS staff are also all excellent and I am confident will be able to adapt quickly.

Beth's departure is also an opportunity to bring some new ideas into the department. A job listing was posted on Nov. 26, and as of time of this writing, I have received 16 applications. I hope to have someone new come aboard by mid to late January.

Respectfully submitted,
Matt Matkowski
Head of Public Services

PUBLIC SERVICES - MONTHLY STATISTICS

November 2024

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	3	4	\$1,015	85	Reference	Computer	Directional
Free	0	3	3	N/A	45	657	255	335
Book Discussions	0	3	3	N/A	19	TOTAL 1,247		
Movie			1		25	HOMEBOUND DELIVERIES		
Passive Programs			5		115			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	4	10	23	152
Needle Crafters			4	N/A	25	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	58			
COMPUTER TRAINING - LAB			1	N/A	2	4		
TOTAL PROGRAMMING			29	\$1,015	378			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
11/6/2024	6:30 PM	No	Cooking with Heifa		50	\$500	32	
11/12/2024	7:00 PM	No	Wild West Africa		19	\$325	16	
11/20/24	7:00 PM	Yes	ILP Chef Art Smith (6 virtual viewers)		24	ILP	13	
11/21/24	7:00 PM	No	Healthy Winter Smoothies		37	\$190	24	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
11/07/24	7:00 PM	No	Self-Care 101		9	N/A	12	
11/14/24	7:00 PM	No	Self-Care 102		25	N/A	12	
11/19/24	5:00 PM	No	Illinois State Treasurer I-Cash Event		N/A	N/A	21	
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
11/18/24	12:00 PM	No	Lunch Bunch		N/A	N/A	9	
11/13/24	7:00 PM	No	Horror Book Club		N/A	N/A	6	
11/19/24	2:00 PM	No	Teatime on Tuesdays		N/A	N/A	4	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
11/17/24	2:00 PM	Sunday @ the Cinema: Knives Out			11	N/A	25	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
11/05/24	12:00 PM	Mah Jongg			N/A	N/A	4	
11/12/24	12:00 PM	Mah Jongg			N/A	N/A	0	
11/19/24	12:00 PM	Mah Jongg			N/A	N/A	0	
11/26/24	12:00 PM	Mah Jongg			N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
11/05/24	10:00 AM	Needle Crafters			N/A	N/A	5	
11/12/24	10:00 AM	Needle Crafters			N/A	N/A	6	
11/19/24	10:00 AM	Needle Crafters			N/A	N/A	6	
11/26/24	10:00 AM	Needle Crafters			N/A	N/A	8	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
11/05/24	10:00 AM	Scrabble			N/A	N/A	16	
11/12/24	10:00 AM	Scrabble			N/A	N/A	15	
11/19/24	10:00 AM	Scrabble			N/A	N/A	13	
11/26/24	10:00 AM	Scrabble			N/A	N/A	14	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
11/11/24	2:00 PM	iPhone Basics			2	N/A	2	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					65	
		Spice Club Kits					22	
		Extra Spice Club Kits					8	
		FabLab Project of the Month					0	
		FabLab Maker Fest					20	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT NOVEMBER 2024

Department Highlights:

Lorena continued training with Susana before taking over as Department Head for Tech Services. She trained on processing, ordering, invoicing, and learned about the many responsibilities of the role.

Lorena worked on the staff evaluations for the Circulation Department. She made sure to check-in with the Circ clerks and covered the front desk while she made her transition to the Tech Department. She also made sure to create Circ logs, Excel sheets, Google Forms, and other documents for the 2025 year.

Meetings and Training:

November 5 – Training with Susana

November 15 – Middle Managers meeting

November 15 – 1 on 1 with Jesse

November 20 – Department Head meeting

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered Items	115	115	7	-	-	-	-	-
Received Items	164	175	26	6	-	-	-	-
Added Items	120	154	2	6	1	-	30	14

	Print DVD/Blu-ray	Audiobook/Music CD	Console Game	Kits	Launchpad	Other Formats
Adult Discarded Items	350	2	175	-	-	64
Juvenile Discarded Items	146	-	1	-	1	8

Library Services:

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.
Laminating Service*	0	1	0	0	0	1	0	1	1	0	0
VHS Conversion:	48 VHS tapes	0 VHS tapes	1 VHS tapes	1 VHS tapes	0 VHS tapes	0 VHS tapes	1 VHS tapes	4 VHS tapes	0 VHS tapes	0 VHS tapes	2 VHS tapes
DVD Format	0	0	1	1	0	0	3	0	0	0	3
USB Format	48	0	0	0	0	0	0	1	0	0	0

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

Respectfully submitted,
 Lorena Rodriguez
 Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

YOUTH & TEEN SERVICES DEPARTMENT REPORT NOVEMBER 2024

Highlights of the Month:



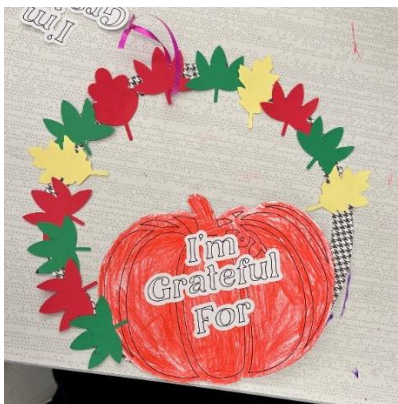
Patrons of all ages enjoyed the library's Glicked week of making things in the FabLab to celebrate the release of *Wicked* and *Gladiator*! Everyone enjoyed designing mugs, pencil cases, 3D printed bookmarks, hats, and ornaments.

Tina enjoyed all of the Kindergarten Ready story times this month. A few of their favorite stories were about a magical cloud, a duck that refused to blink, and a pumpkin who learned that it was really squash.



Mary Kate's program that stood out was STEAM Activities for grades K-3. The kids decorated a coffee filter parachute and popsicle stick airplanes, and had a blast testing them out.

Claire's favorite program this month was Flying Turkeys. Children in grades 3-5 had a great time experimenting with different paper airplane designs to see which one flew the farthest.



Carla's most fun program was Thanksgiving Wreaths. Children in grades 3-5 enjoyed one another's company discussing their favorite Thanksgiving dishes as well as creating their own wreaths.



Jolie had fun with patrons at Scarecrow Day. Children in grades K-3 enjoyed making scarecrow crafts and having fun playing our bowling and ring toss games.

Meetings and Department News:

IYSI Meeting – Tina led a meeting for the selection of program proposals on 11/04.

Booklist: Graphic Novels for All – Claire watched this webinar on 11/05.

Booklist: Random House Children's Books 2025 Spring Preview – Carla watched this on 11/05.

Booklist: MacKids School & Library Winter 2025 Preview Event – Carla watched this on 11/06.

Mackin: Storyteller Spotlight with R.J. Palacio – Carla watched this on 11/12.

Laconi YSS: All About Tween & Teen Library Services – Tina and Mary Kate attended this workshop at the Arlington Heights Library on 11/15.

Booklist: DK Spring 2025 School & Library Preview – Claire and Carla watched this webinar on 11/17.

SLJ: Picture Books for All – Claire watched this webinar on 11/18.

Booklist: Teens Prevail: Love, Resilience, and Hope in Young Adult Novels – Mary Kate and Carla watched this on 11/23.

SLJ: Read Me in the Middle: Best Books for 7th & 8th Graders – Claire and Mary Kate watched this webinar on 11/27.

Outreach:

Lake Katherine Pumpkin Smash – Tina attended this event on 11/09 and shared information about library services.

Rec Center Preschool – Carla visited preschool classes on 11/12 and 11/13 and shared a story time about transportation.

Indian Hill Preschool – Carla visited classes on 11/13 and presented a transportation story time.

Reggio Academy – Mary Kate visited the preschool on 11/18 and presented a Thanksgiving story time.

Trusting Hearts – Claire visited the preschool class on 11/19 and presented a Thanksgiving story time.

Girl Scout Troop – Claire led this troop of 4th grade girls through a Wicked themed heat press project on 11/21. All girls had a great time learning how to use the heat press to create a one of a kind pencil case inspired by the new movie.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	18	291		Reference	Computer	Directional
Free Tween/Teen Programming	6	27		224	71	141
Youth Paid Programming	0	0		TOTAL	436	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	24	318		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	395	211	40
TOTAL OUTREACH	1	40	1612	TOTAL	646	

DATE	TIME		FREE: YOUTH PROGRAMMING/CLUBS	ATTENDANCE
11/01/24	1:30	pm	Arabic Storytime	25
11/05/24	4:00	pm	STEAM Activities	12
11/06/24	11:30	am	Tales for Twos	12
11/06/24	1:00	pm	Kindergarten Ready!	20
11/07/24	11:30	am	Little Wigglers	34
11/12/24	4:00	pm	Dino Party	15
11/13/24	11:30	am	Tales for Twos	20
11/13/24	1:00	pm	Kindergarten Ready!	18
11/13/24	4:30	pm	Furry Readers	23
11/14/24	11:30	am	Little Wigglers	24
11/19/24	4:00	pm	Facts & Crafts: Woodland Creatures	10
11/20/24	11:30	am	Tales for Twos	20
11/20/24	1:00	pm	Kindergarten Ready!	23
11/20/24	4:00	pm	Graphic Novel Club	4
11/21/24	11:30	am	Little Wigglers	7
11/21/24	5:00	pm	Scarecrow Day!	5
11/25/24	4:00	pm	Thanksgiving Wreaths	7
11/26/24	4:00	pm	Turkey Games	12

DATE	TIME		TWEEN/TEEN - PROGRAMMING/CLUBS	ATTENDANCE
11/01/24	5:00	pm	Volunteens	4
11/06/24	4:00	pm	Flying Turkeys	3
11/07/24	4:00	pm	3D Mushroom Garden	7
11/10/24	4:00	pm	Teen Book Box	7
11/11/24	5:00	pm	Fox Shadow Box	2
11/14/24	4:00	pm	Video Game Club: Mario Kart Competition	4

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	18
Fab Lab - Napkin Rings	3
Craft - Hedgehog	125
Teen Craft - How to Draw a Hedgehog	90
Craft - Pumpkin Pie	160
Teen Craft - Thanksgiving Word Search	60
Maker Week - Glicked	40
Teen Craft - How to Draw Turkey	40
Craft - Turkey	110

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
11/12/24	Rec Center Preschool	2	14
11/13/24	Indian Hill Preschool	8	124
11/13/24	Rec Center Preschool	1	14
11/18/24	Reggio Academy Preschool	2	20
11/19/24	Trusting Hearts Preschool	1	30
11/21/24	Library Visit - Girl Scout Troop	1	14
11/30/24	Book Talks Grades K-1	8	154
11/30/24	Book Talks Grades 2-3	7	155
11/30/24	Book Talks Grades 4-5	4	87
11/30/24	Book Talks Grades 6-8	7	1000



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT DECEMBER 2024

At the Desk:

11 online library cards were issued to residents.

16 directional questions were answered by the Circulation staff.

6 patrons used Curveside pickup.

Department Highlights:

Beth started as Department Head 12/9- continued to help cover Public Services until the end of the month

Dora, Joyce & I made ornaments and decorated the tree for the village contest

Giving Tree sold 16 ornaments for \$162.00

Meetings:

December 18 – Management team meeting

December 20 – Training with Lorena

Respectfully submitted,

Beth Stevens

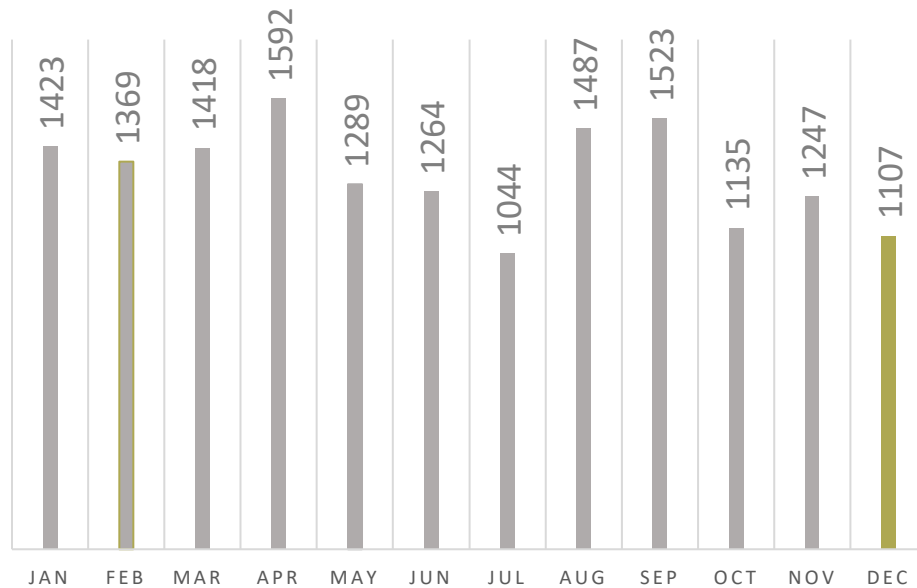
Head of Circulation

CIRCULATION STATISTICS FOR DECEMBER 2024

	Dec-24	YTD 24	Dec-23	YTD 23	
Adult Circulation					
Books	3,237	44,241	3,428	45,215	
Video	467	5,445	575	7,013	
Audio	276	3,641	374	4,878	
Periodicals	148	2,048	147	2,328	
Other Formats	20	225	23	198	
In House	44	1,023	50	1,053	
Total Adult Circulation	4,192	56,623	4,597	60,685	
Youth Circulation					
Books	3,654	50,886	3,372	49,015	
Audio	42	652	116	1,420	
Teen Circulation					
Books	172	3,122	268	4,116	
Audio	3	41	4	33	
Youth & Teen Circulation					
Video	168	2,601	179	2,513	
Periodicals	1	141	12	141	
Other Formats	78	802	-	2	
In House Use	752	10,564	583	10,070	
Total Youth & Teen Circulation	4,870	68,809	4,534	67,310	
Gadgets & Gizmos	9	132	Collection started June 2024		
Electronic Circulation					
eBooks (Media On Demand)	1,037	14,667	1,228	14,920	
eBooks (e-Read IL)	87	1,088	92	1,201	
eAudio (e-Read IL)	51	869	51	649	
eAudio (Media On Demand)	822	10,549	845	9,118	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	314	3,447	348	1,965	
Periodicals (PressReader)	72	1,951	-	-	
Total Electronic Circulation	2,383	32,571	2,564	27,853	
TOTAL CIRCULATION	11,454	158,135	11,695	155,848	
ILL - Received	1,061	14,984	1,077	15,107	
ILL - Sent	901	12,026	944	12,373	
Reciprocal Borrowing	1,001	14,880	925	14,248	
Online Renewals	25	404	20	413	
Self-Checkout	3,117	48,566	3,445	50,521	
Computer Usage					
Library Workstation Sessions	465	4,919	470	5,173	
Wireless Sessions	1,115	9,581	887	9,962	
Total Sessions	1,580	14,500	1,357	15,135	
# of People Using the Library	8,629	108,366	8,209	110,826	
Homebound Deliveries			Current Month	Full Year	
Patrons Serviced			10		
Visits			18	231	
Items			122	1,528	
Museum Pass Program			Current Month	Full Year	
Total Passes			19	197	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,246	19	23	-	4,288
Non-Resident/Trinity/Business	30	-	0	-	31
Cards for Kids	75	2	0	-	75

Public Services Department Report December 2024

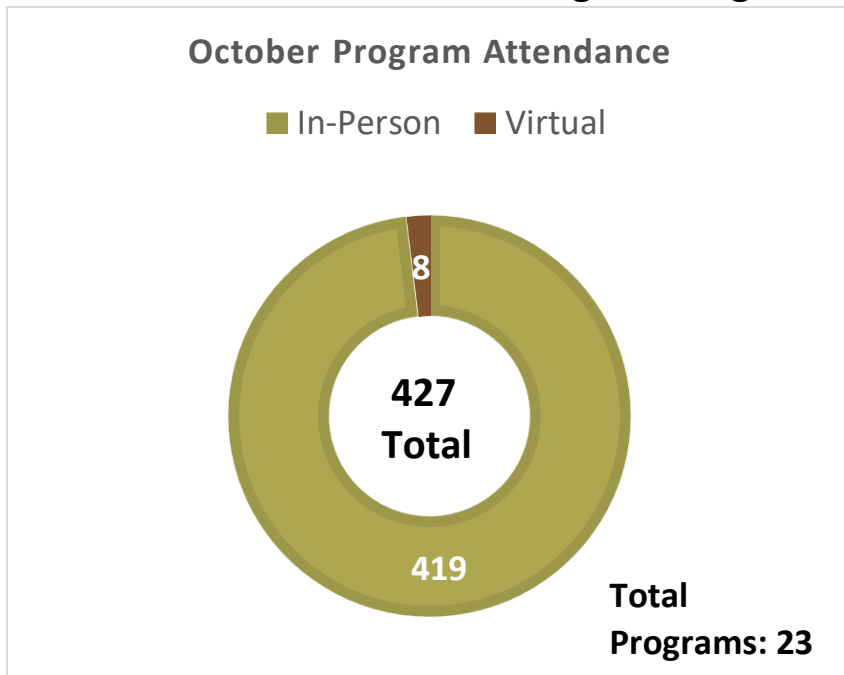
PS Reference Questions



Meetings & Trainings

- 12-2-24: 1 on 1 with Director
- 12-3-24: Udemy Training Webinar
- 12-9-24: Channel 4 Taping
- 12-18-24: Management Team Meeting
- 12-20-24: Reaching Forward North Committee Meeting

Programming

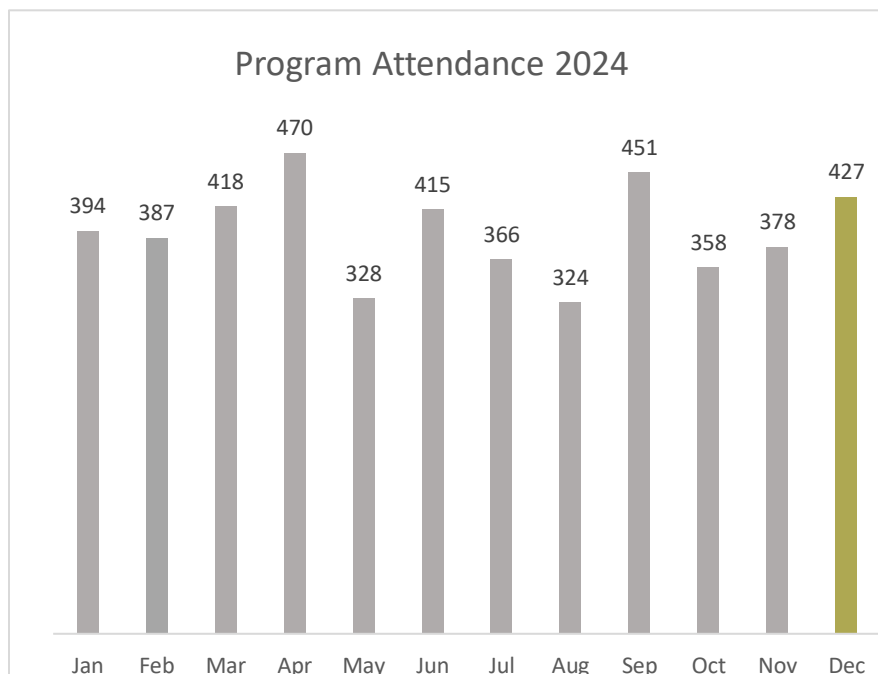


December turned in some better-than-expected attendance numbers for programs. Merry & Bright in the Heights week is always big, but this year we added a trivia program to the mix. Not sure if it's because it has been a while since we've had trivia (as the company we use for it was having personnel issues), but we hosted it at Jullianni's and they indicated pretty early on that it was full-up, and there was still so much demand that they were considering moving it to a

different part of the restaurant. In total, 56 people attended. By coincidence, we also had 56 attendees at our Madrigal Singer event the next day. Presumably there would have been more had I not unwittingly scheduled it on a City Council meeting day. Lesson learned. The rest of the week didn't have as great of a turnout, but still did well.

After the success of last year's post-Merry & Bright week program (before that we stopped December programs after the first week), we added a couple more this year for mid-December.

The Dave Rudolph Christmas concert did pretty well, and had some good feedback despite it being a pretty whacky "Christmas song parody" concert. The scrapbooking and FabLab classes also filled-up. Our second shot at the Adult Coloring & Cocoa did not get a great turnout, with only 2 stopping by, so perhaps we will discontinue that in the future.



Marketing/Publicity/Outreach

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

Our table at the Palos Heights Kris Kringle Market was also a success. I have heard it was the most attended Kringle Market yet, with around 6,500 people passing through the tents. I'll have some more info after the wrap-up meeting in January, but I think the new way of contributing FabLab items went well.

Local History

I have started taking a longer look at the Local History Room to get a greater understanding of everything in there now that Beth is no longer in the department.

Christina has expressed an interest in taking over the digitization projects. We also have a librarian from another library stopping by in January to tour the room, they are considering starting one at their library.

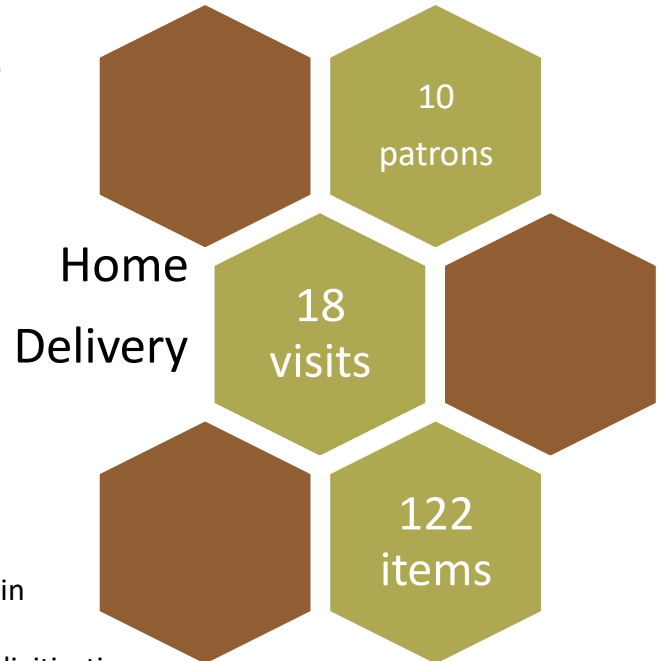
Collection Development

Shifting to "life after Beth" will likely have the biggest impact in the Collection Development space. For many years, she was the sole selector of books in all formats. We have now had two years of spreading that out to having everyone in the department take different genres, so we are definitely better prepared than we might have been, but Beth remained the arbiter of carts, so we will all need to step-up and really take a good look at everything we're ordering. Emily, in particular, has been eager to assist in this area.

Other

Speaking of our post-Beth department, we ended up with a total of 23 applications for our full-time librarian position. Seemed like about half of those applications took advantage of the "MLIS preferred but not required" language in the posting. After creating a hiring rubric, I narrowed the field down to 4 top contenders and conducted phone interviews. All of them seem like promising candidates, so all of them were invited for an in-person interview. These will be taking place the week of January 6, 2025, so hopefully we can have someone in place by the first or second week of February.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

December 2024

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	4	5	\$1,162	139	Reference	Computer	Directional
Free	0	4	4	N/A	80	602	263	242
Book Discussions	0	2	2	N/A	16	TOTAL		1,107
HOMEBOUND DELIVERIES								
Passive Programs			4		131			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	10	18	122
Needle Crafters			3	N/A	19	BOOK-A-LIBRARIAN # Sessions		
Scrabble			3	N/A	42			
COMPUTER TRAINING - LAB			0	N/A	0	6		
TOTAL PROGRAMMING			23	\$1,162	427			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
12/2/2024	7:00 pm	No	Holiday Trivia @ Jullianni's		N/A	\$200	56	
12/04/24	7:00 pm	No	The Legend of St. Nick		30	\$300	27	
12/10/24	7:00 pm	No	Dave Rudolph Christmas Concert		43	\$500	40	
12/12/24	6:30 pm	No	Scrapbook Class: Christmas Cards		12	\$162	8	
12/20/24	7:00 pm	Yes	ILP: Little Women Performance		17	ILP	8	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
12/03/24	7:00 pm	No	Madrigal Singers		N/A	N/A	56	
12/05/24	7:00 pm	No	Baking With Beth		27	N/A	18	
12/14/24	1:00 pm	No	Adult Coloring & Cocoa		N/A	N/A	2	
12/17/24	7:00 pm	No	FabLab Class: Ornaments		7	N/A	4	
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
12/11/23	12:00 pm	No	Lunch Bunch Book Discussion		N/A	N/A	10	
12/13/23	7:00 pm	No	Horror Book Club		N/A	N/A	6	
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
12/15/24	2:00 pm	Sunday @ The Cinema: White Christmas	4	N/A	9			
DATE	TIME	MAH JONGG	REGISTERED	COST	ATTENDANCE			
12/03/24	12:00 pm	Mah Jongg	N/A	N/A	0			
12/10/24	12:00 pm	Mah Jongg	N/A	N/A	0			
12/17/24	12:00 pm	Mah Jongg	N/A	N/A	0			
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
12/03/24	10:00 am	Needle Crafters	N/A	N/A	6			
12/10/24	10:00 am	Needle Crafters	N/A	N/A	7			
12/17/24	10:00 am	Needle Crafters	N/A	N/A	6			
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
12/03/24	10:00 am	Scrabble	N/A	N/A	11			
12/10/24	10:00 am	Scrabble	N/A	N/A	16			
12/17/24	10:00 am	Scrabble	N/A	N/A	15			
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			80			
		Spice Club Kits			18			
		Extra Spice Club Kits			32			
		Project of the Month			1			



TECHNICAL SERVICES DEPARTMENT REPORT DECEMBER 2024

Department Highlights:

Lorena helped train Beth as she transitioned from a Public Services Librarian to the Head of Circulation.

Lorena learned more about the Tech Department and the role of each clerk. She met with each of them 1 on 1, discussing expectations for the upcoming year. Nikki, Marilyn, and Jalal took the time to demonstrate their daily tasks and responsibilities.

Lorena also met with SWAN to learn more about the end of year fiscal rollover. She completed the rollover for 2025.

Lorena evaluated and met with all seven Circulation clerks, discussing goals of the previous year and provided goals for the new year with Beth as manager.

Lorena helped the Social Media Committee record holiday videos to post for the holiday season.

Lorena also promoted and concluded the Kindness Corner Giving Tree and the Library Holiday item drawing for Circulation.

Meetings and Training:

December 4 – SWAN Acquisitions consultation

December 6 – Training with Beth

December 9 – 1 on 1 with Terry

December 11 – Nikki evaluation

December 11 – Marilyn evaluation

December 11 – Jalal evaluation

December 16 – Poster printer training with Carla

December 16 – Joyce evaluation

December 16 – Karen D. evaluation

December 16 – Dora evaluation

December 18 – Oak Lawn Public Library acquisitions manager meeting

December 18 – Chris evaluation

December 18 – Mickey evaluation

December 18 – Management Team meeting

December 19 – Karen M. evaluation

December 19 – Crystine evaluation

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered Items	-	-	-	-	-	-	-	-
Received Items	31	10	7	1	-	-	-	-
Added Items	90	50	27	4	3	-	43	2

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Formats
Adult Discarded Items	50	-	75	-	-	-	72
Juvenile Discarded Items	777	-	1	-	-	-	12

Library Services:

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Laminating Service*	0	1	0	0	0	1	0	1	1	0	0	0
VHS Conversion:	48 VHS tapes	0 VHS tapes	1 VHS tapes	1 VHS tapes	0 VHS tapes	0 VHS tapes	1 VHS tapes	4 VHS tapes	0 VHS tapes	0 VHS tapes	2 VHS tapes	3 VHS tapes
DVD Format	0	0	1	1	0	0	3	0	0	0	3	0
USB Format	48	0	0	0	0	0	0	1	0	0	0	1

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT DECEMBER 2024

Highlights of the Month:



Patrons of all ages enjoyed the oversize snow globe! The department welcomed over 100 patrons who were eager to climb in and take pictures. This would not have been possible without the Friends of the Library. Gingerbread House Decorating was also a holiday favorite.



Claire's favorite program this month was Jingle Bell Rock! Children aged 2-8 and their parents had a blast moving and grooving along to their favorite Christmas songs.



Mary Kate had three favorite programs in December. First, was Frosty's Winter Wonderland, painting an ornament from the Glowforge. Next, kids ages 2-5 created festive crafts in Yuletide Art. Last but not least, SWIFTmas, where kids grades 4-12 could make two different ornaments featuring Taylor Swift elements.



Carla had a great time leading teens in grades 6-12 in making their own Christmas mugs using the mug press. The teens enjoyed designing their own designs as well as coloring the Christmas Movie Mug slogan.

Meetings and Department News:

Booklist: Penguin Random House Editors' Picks Spring & Summer 2025 – Mary Kate watched this webinar on 12/08.

Channel 4 At the Library – Tina shared library programs for January on 12/09.

Booklist: Picture Books for Winter, Spring, and Beyond – Claire watched this webinar on 12/10.

Mackin: Storyteller Spotlight with Christina Soontornvat – Carla watched this webinar on 12/14.

Libraries as Community Building Spaces – Carla watched this webinar on 12/14.

IYSI Meeting – Tina held this meeting about the upcoming conference on 12/16.

SLJ: Holiday Books – Mary Kate watched this webinar on 12/17.

Management Team Meeting – Tina and Carla attended this meeting on 12/18.

Booklist: MacKids School & Library Winter 2025 Preview Event – Claire watched this webinar on 12/21.

SLJ: Picture Books for Fall – Claire watched this webinar on 12/21.

Outreach:

Rec Center Preschools – Carla visited these classes on 12/03 and 12/04.

Indian Hill Preschool – Carla visited these classes on 12/04.

Kringle Market – Tina, Claire, and Mary Kate attended this event and served hot chocolate.

Reggio Academy – Claire visited the preschool on 12/9 and presented a jingle bell story time.

Trusting Hearts – Claire visited this preschool on 12/10 and presented a Christmas story time.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	11	229		Reference	Computer	Directional
Free Tween/Teen Programming	8	68		143	47	139
Youth Paid Programming	1	111	\$900	TOTAL	329	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	20	408	\$900	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	423	134	105
TOTAL OUTREACH	0	40	1595	TOTAL	662	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
12/03/24	5:00 pm	Reindeer Games	18
12/04/24	4:00 pm	Jingle Bell Rock	50
12/05/24	11:30 am	Jingle Bell Storytime	22
12/05/24	4:00 pm	Frosty's Winter Wonderland	4
12/06/24	1:30 pm	Arabic Storytime	25
12/10/24	11:30 am	Sensory Friendly Stories and Play	3
12/11/24	11:30 am	Holly Jolly Storytime	26
12/12/24	11:30 am	Yuletide Art	25
12/17/24	11:30 am	Santa's Scavenger Hunt	30
12/18/24	11:30 am	Reindeer Storytime	25
12/18/24	4:00 pm	Graphic Novel Club	1

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
12/01/24	4:00 pm	Volunteens	6
12/02/24	4:00 pm	Hot Cocoa and Christmas Movies Mug	13
12/10/24	5:00 pm	Teen Book Box	6
12/10/24	4:00 pm	Video Game Club: Mario Cart Competition	1
12/11/24	5:00 pm	Gingerbread House Making	13
12/12/24	4:00 pm	SWIFTmas	13
12/16/24	5:00 pm	Holiday Ornaments	8
12/19/24	4:00 pm	Cricut Layered Snowflakes	8

DATE	TIME	PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
12/04/24	4:00 pm	Giant Snow Globe - Friends of the Library	\$900	111

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Christmas Tree	323
Teen Craft - How to Draw Winter	30
Teen Gaming -Nintendo Switch	12
Fab Lab - Ornament Hooks	1
Teen Craft - Gingerbread House	61
Elf on the Shelf Scavenger Hunt	105
Craft - Reindeer	100
Teen Holiday Word Search	30

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
12/3/2024	Rec Center Preschool	2	16
12/04/24	Rec Center Preschool	1	14
12/04/24	Indian Hill Preschool	8	120
12/09/24	Reggio Academy Preschool	2	20
12/10/24	Trusting Hearts Preschool	1	29
12/31/24	Book Talks Grades K-1	8	154
12/31/24	Book Talks Grades 2-3	7	155
12/31/24	Book Talks Grades 4-5	4	87
12/31/24	Book Talks Grades 6-8	7	1000



INTERGOVERNMENTAL AGREEMENT

**PROVIDING FOR RISK MANAGEMENT
AND AUTHORIZING MEMBERSHIP IN THE
LIBRARY INSURANCE MANAGEMENT
AND RISK CONTROL COMBINATION
(LIMRiCC)**

AMENDED NOVEMBER 15, 2023

www.limrice.org

TABLE OF CONTENTS

	<u>PAGE</u>
ARTICLE I. THE UNEMPLOYMENT COMPENSATION CLAIM PROGRAM	1
A. Findings and Authority	1
B. Definitions	2
C. Agreements of Members	3
D. Powers and Duties of LIMRiCC	5
E. Period of Coverage, Withdrawal and Termination	6
ARTICLE II. THE SELF-INSURANCE PROGRAM	7
A. Purpose	7
B. Authority	7
C. Definitions (Article II)	7
D. Insuring Agreement	8
E. Exclusions	9
F. Powers and Duties of LIMRiCC	10
G. Conditions	11
1. Warranty Clause	11
2. Discovery Period	11
3. Limits of Payments for Losses	11
4. Loss Provision	11
5. Defense, Settlement and Selection of Counsel	12
6. Action Against LIMRiCC	13
7. Subrogation	13
8. Changes	13
9. Assignment	13
10. Authorization Clause and Notices	13
11. Acceptance	14
12. Other Insurance	14
H. Cancellation	14
I. Non-Renewal	14

J. Participation in Unexpended Funds	15
1. Cancellation	15
2. Membership for Five or More Years	15
3. On Termination of the Program	15
K. Disputes	16
ARTICLE III. EMPLOYEE BENEFIT INSURANCE PROGRAM	16
A. Purpose	16
1. Purchase of Health Insurance Plan (“PHIP”)	16
2. Self-Insured Health Insurance Plan (“SHIP”)	16
B. Authority	17
C. Member Contributions	17
D. Administration Fee	17
1. Participant Administration Fee	17
2. Changes to the Base Administration Fee or Participant Administration Fee	17
E. HIP Benefit Fee	17
F. Program Fund for all HIP Accounts	18
1. Withdrawal of Administration Fees	18
G. HIP Supplemental Benefit Fee	18
H. Employee Qualification	19
I. Claims	19
J. Mandatory Member Meetings	20
K. Powers and Duties of LIMRiCC	20
L. Powers and Duties of Members	21
M. New Membership	22
N. Late Payments	22
O. Refund Adjustment Policy for HIP	22
P. Term of the Program	22

1. Termination of Membership by Member	22
2. Termination of Membership by LIMRiCC	22
3. Termination of Program	23
4. Refund of SHIP Benefit Fee Upon SHIP Termination	24
5. Obligations of Terminated Members	24
Q. Rights and Obligations of Members	25
R. Liability of LIMRiCC, Its Officers and Directors	26
S. By-Laws	27
T. Notices	27
ARTICLE IV. RIGHTS AND OBLIGATIONS OF MEMBERS	27
A. Obligations of Members	27
B. Rights of Members	28
ARTICLE V. LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS	29
ARTICLE VI. BY-LAWS	29
ARTICLE VII. NOTICES	30
ARTICLE VIII. AMENDMENTS	30
ARTICLE IX. POWERS OF BOARD OF DIRECTORS	31

**INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK
MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY
INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION
(LIMRiCC)**

In consideration of the agreements hereinafter provided, the Board of Trustees of the _____, hereinafter referred to as “Library” or “Member” and the Library Insurance Management and Risk Control Combination, hereinafter referred to as “LIMRiCC” (an intergovernmental entity voluntarily established by contracting Library Systems, Boards of Library Trustees, Library Districts and Intergovernmental Entities that provide services to Public Libraries, Library Districts and Library Systems), agree as follows:

The _____ agrees to participate in the following Programs (the Programs) with LIMRiCC:

The Unemployment Compensation Program (UCGA)

The Employee Benefit Insurance Program.

ARTICLE I. THE UNEMPLOYMENT COMPENSATION CLAIM PROGRAM.

A. Findings and Authority.

1. Unemployment claims against Library Districts, Boards of Library Trustees, Library Systems, and Intergovernmental Entities that provide services to Public Libraries, Library Districts and Library Systems can be handled more economically and efficiently if claims are processed on a volume basis.
2. The centralization of administration of these claims is consistent with the goals of the Intergovernmental Cooperation Clause of the Constitution of the State of Illinois (Article VII, Section 10) and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and is further authorized by 820 ILCS 405/1405.

3. The members and LIMRiCC, therefore, agree to the Provisions hereinafter set forth for the centralized management of unemployment compensation claims.

B. Definitions – (Article I).

Unless otherwise indicated, terms used herein are defined as provided in “An Act in Relation to Unemployment insurance” approved June 30, 1937, as amended

“Claims” – The Unemployment Compensation Claims made against the Members.

“Final Rate” is defined as fifteen percent of the Rate. In other words, “Final Rate” = $\text{Rate}/(1-.15)$.

“Investment Dividend” is defined as Investment Income, if greater than zero.

“Investment Income” is defined as the Total Dividend minus the Underwriting Dividend.

Where the term “LIMRiCC” is used, it shall include LIMRiCC and any private or public corporation it shall retain to assist in the administration and payment of claims unless the context indicates otherwise.

When the term “Member” is used, it shall refer to any entity participating in the Unemployment Compensation Program.

“Member employee” shall include each employee of the Member covered by the Unemployment Compensation Act.

“Member Experience” is defined as the sum of three years of claims divided by the sum of three years of taxable payroll for each Member. In other words, “Member Experience” = $\text{Sum (“3 years of claims”)} / \text{Sum (“3 years of taxable payroll”)}$.

“Member Investment Dividend” is defined as the Investment Dividend multiplied by the Premium divided by the total premium. In other words, “Member Dividend” = $\text{Investment Dividend} * \text{Premium}/\text{Total Premium}$.

“Member Profit” is defined as premium minus claims, where premiums exceed claims.

“Pooled Account” – All assets of LIMRiCC devoted to the Unemployment Compensation Program.

“Pool Experience” is defined as the total of three years of claims divided by the total of three years of taxable payroll for the pool. In other words, “Pool Experience” = Total 3 years of claims / Total 3 years of taxable payroll.

“Pool Profit” is defined as the sum of “Member Profit.”

“Profitable Members” – means those Members whose premiums exceed claims made.

“Program” – The Unemployment Compensation Program pursuant to this Agreement.

“Rate” is defined as fifty percent of the Member Experience plus fifty percent of the Pool Experience. In other words, “Rate” = $\frac{1}{2}$ x Member Experience + $\frac{1}{2}$ x Pool Experience.

“Reserve Account” – An account to be maintained at \$1,000,000 subject to temporary reductions for payment of mandated claims, and not available for refunding except on the termination of the Unemployment Compensation Program.

“Underwriting Dividend” is defined as the Underwriting Income, if greater than zero.

“Underwriting Income” is defined as the total premiums subtracting the total claims.

C. Agreements of Members.

1. To designate LIMRiCC to process the claims of the Member.
2. That LIMRiCC may contract with private or public corporations for assistance in the processing of claims and the member will share in the cost of administering and paying the claims as provided in this contract.
3. That each year this Agreement is in effect, each Member shall pay to LIMRiCC:
 - (a) The Rate multiplied by the wage base set by the State of Illinois; and
 - (b) The Final Rate, as defined herein.

The Member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year. A late fee of \$50.00 will be issued for any paperwork or payment submitted after the due date. The Board of LIMRiCC shall have the authority to increase the late fee by up to ten percent (10%) in a calendar year.

4. At such time as merit rating is established for the Member, as hereinafter provided, the above payments shall be adjusted accordingly.
5. To elect to be a reimbursing employer during the term of this Agreement.
6. That appropriate personnel of the Member will attend meetings conducted by LIMRiCC regarding procedures to reduce claims and that the Member will utilize these procedures.
7. To cooperate in all respects with LIMRiCC so that it can exercise the rights, duties and obligations of the Member as an employer concerning claims.
8. To provide LIMRiCC or its designee with information regarding the facts and circumstances of the termination of any of the Member employees within one working day from termination.
9. To furnish LIMRiCC with copies of all reports of Member employees required by the State pursuant to the Unemployment Compensation Act.
10. To permit inspection and audit of Member payroll records by LIMRiCC at such times as the inspection or audit does not interfere with the conduct of business. The Member will provide LIMRiCC with a copy of the quarterly report of Member employees.
11. To comply with such other reasonable rules and regulations as may be established by LIMRiCC for the administration of the Agreement.
12. To permit LIMRiCC to elect not to protest or object to claims or file appeals for allowed claims, provided that the Member shall have the option to defend the claims itself if LIMRiCC elects not to defend. The Member must notify LIMRiCC within two (2) working days of the receipt of the claims, but not later than the due date of any protests, objections or appeals to such claims, if the Member wishes to exercise its option to defend the claims. If the Member has timely notified LIMRiCC of the Member's exercise of this option, LIMRiCC will advise the Member within two (2) working days of the receipt of the claim by LIMRiCC, but not later than the due date of protests, objections, or appeals to such claims, if LIMRiCC elects not to defend.
13. To furnish LIMRiCC, or its designee, notice of claims within two working days of the receipt of the claims by the Member, but not later than the due date of any protests, objections or appeals to such claims. In addition, the Member will furnish LIMRiCC such

information regarding the claims as LIMRiCC may require.

14. To furnish a power of attorney or similar authority to the agent processing claims on behalf of LIMRiCC.

D. Powers and Duties of LIMRiCC.

The powers and duties of LIMRiCC are as follows:

1. To act as the designated agent of the Member in the processing and defending of claims subject to the right of LIMRiCC to delegate these responsibilities as provided herein, and to deposit all payments received pursuant to this Agreement in a separate and distinct bank account to be held, administered and paid over as herein provided. Where funds are available for investment they will be deposited in interest bearing accounts or otherwise lawfully invested.
2. To pay allowed claims against Member employers.
3. To file in the name of and in behalf of Member, protests, objections or appeals to claims that, in the judgment of LIMRiCC, are filed by claimants who are not eligible or who are disqualified pursuant to the Unemployment Compensation Act. LIMRiCC, in its determination, shall exercise that judgment usually exercised by responsible private employers under similar circumstances.
4. To cause an evaluation to be conducted for appropriate Member personnel.
5. To cause training programs concerning the Unemployment Compensation Act to be conducted for appropriate Member personnel.
6. To assist in filing for a refund with the IDES.
7. To maintain a separate record of the contributions made and the claims paid attributable to each Member, that shall be deducted from the credit balance.
8. To pay the reasonable charges attributable to the services rendered pursuant to this Program from first, the interest earned, and if this is insufficient, from the principal of the fund. These charges shall include, but not be limited to, contract payments for the services for audit expenses, attorneys' fees, equipment, supplies, reimbursement to LIMRiCC for its services and use of its facilities as provided in the By-Laws of LIMRiCC.

The LIMRiCC Board of Directors shall manage or contract for services for this Program, provided the annual compensation for these services shall not exceed the Final Rate without the consent of fifty percent (50%) of the Members.

9. To set the Rate for each Member as based on the experience of the Pool (“Pool Experience”) and the experience of the individual Member (“Member Experience”). The Rate is calculated by adding $\frac{1}{2}$ multiplied by the Member Experience to $\frac{1}{2}$ multiplied by the Pool Experience. For new members, defined as those with less than three years experience in the Program, the Rate is calculated using the Pool Experience only.
10. To set forth as in the same manner as in Paragraph 9, if the evaluation establishes that the Member has a deficit balance, a merit rating may be established in excess of 2% but no more than 5%.
11. To authorize LIMRiCC at its option to purchase insurance from the Pooled Account to cover claims.
12. To pay for Members who have participated in the Unemployment Compensation Program for ten (10) or more years [including the Program of Metropolitan Library system (formerly Suburban Library System)], LIMRiCC shall make refunds of funds on hand in the Pooled Account in excess of \$1,000,000 as follows:
 - a. Underwriting Dividends and Member Investment Dividends shall be calculated based on audited, fiscal year-end figures.
 - b. Annually by the end of the second quarter of the fiscal year, Underwriting Dividends shall be paid to those Profitable Members based on the amount of underwriting profit generated by Profitable Members as long as the Pooled Account has funds in excess of \$1,000,000. Underwriting Dividends shall be calculated based on the Underwriting Income for Profitable Members. Each Profitable Member’s underwriting is calculated by multiplying the Underwriting Dividend by the Member Profit divided by the Pool Profit. This dividend will count towards the Member’s account balance.
 - c. Annually by the end of the second quarter of the fiscal year, Member Investment Dividends shall be paid to all Members as long as the Pooled Account has funds in excess of \$1,000,000. Each Member’s Investment Dividend shall be calculated by multiplying the Investment Dividend by the premium divided by total premium. This dividend will not count towards the Member’s account balance.

E. Period of Coverage, Withdrawal and Termination.

1. The initial coverage provided by LIMRiCC shall include all claims by members for persons whose employment is terminated by such Member during the period from July 1, 1993, through December 31, 1993. Coverage shall be continued from year to year thereafter, on a calendar year basis, unless terminated as provided herein. In the event of termination by a Member, assets remaining in the Member’s account and reserve account shall not be refunded.

Members terminating with a deficit balance shall reimburse LIMRiCC for the deficit. Either party may terminate its participation in the Pooled Account pursuant to this Agreement by giving written notice at least ninety (90) days prior to December 31 of any year this Agreement is in effect and the withdrawal will then be effective as of December 31 of the year of withdrawal.

2. LIMRiCC shall continue to cover all claims of the Member's employees whose employment was terminated by the Member during the period this Agreement is in effect, provided the member is not in default; and provided further the Member shall pay any deficit in its account in the Pooled Account. A default in payment by the Member shall be deemed termination by the Member and LIMRiCC shall not cover claims made after the default.

ARTICLE II. THE SELF-INSURANCE PROGRAM.

A. Purpose.

It is the purpose of this Self-Insurance Program to create an intergovernmental program (the "Program") with LIMRiCC, Library Districts, Boards of Library Trustees, Library Systems and Intergovernmental Entities that provide services to Public Libraries, Library Districts and Library Systems (the "Members") under the terms and conditions hereinafter set forth, with LIMRiCC as the administrative entity to operate the Program. It is the purpose of the Member to contract with LIMRiCC and to assume joint liability under a joint self-insurance program as a Member.

B. Authority.

The agreements between LIMRiCC, and the Members are authorized by the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution Act; 5 ILCS 220/1; and by the provisions of the Local Governmental and Governmental Employees Tort Immunity Act. (745 ILCS 10/1-101 et seq.)

C. Definitions (Article II).

1. "Member" shall mean any Library District, Board of Library Trustees, Library System or Intergovernmental Entity that provides services to Public Libraries, Library Districts and Library Systems which has executed an agreement which is accepted by LIMRiCC on substantially the same terms as this Agreement.
2. "Insured" shall mean a Member and all persons who were, now are, or shall be elected or appointed officials of such Member. The term "Insured" shall include the personnel of any commissions, boards or other units operating by and under the jurisdiction of such Member. The term "Insured" shall not include independent contractors.

3. The term “insured” shall also include the estates, heirs, legal representatives or assigns of deceased persons who are already defined as an Insured.
4. “Wrongful Act” shall mean any actual or alleged error or misstatement, or misleading statement, or act or omission or neglect or breach of duty, including misfeasance, malfeasance, and nonfeasance, by an Insured, as a public official, employee or volunteer of the Member.
5. “Loss” shall mean any amount which an Insured is legally obligated to pay or which the Member shall be required by law to pay as indemnity for any claim or claims made against an Insured for Wrongful Act and shall include but not be limited to damages, judgments, settlements, costs of investigation and defense of legal actions (excluding from such costs the salaries of officials or employees of the Member of any governmental body), claims or proceedings and appeals therefrom, costs of attachment or similar bonds; provided always, however, such amount of Loss shall not include fines or penalties imposed by law or the cost of investigation or defense in connection therewith or matters which may be deemed uninsurable under the law pursuant to which this Agreement shall be construed.

Subject to Article II, E, punitive damages, to the extent permitted by law, shall be insured as a Loss.

6. The “Term of the Agreement” shall mean the term of coverage provided in the Prior Self-Insurance Agreement. If there is no Prior Self-Insurance Agreement, then the Term of Agreement shall be the period of one (1) year following effective date of this Agreement. The Term of the Agreement shall be extended for additional 12 month periods unless terminated by 60 days notice prior to the expiration date by either party provided payment has been made by the member prior to the commencement of the extended term.

D. Insuring Agreement.

1. LIMRiCC will pay (solely from the proceeds of payments from the members) on behalf of the Member all Loss which the Insured shall be legally obligated to pay for any civil claim or claims first made against the Insured because of a Wrongful Act, provided that the claim is first made during the Term of the Agreement and written notice of said claim is received by LIMRiCC during the Term of the Agreement or within thirty (30) days thereafter.
2. LIMRiCC (solely from the proceeds of payments from the Members) will pay the Insured’s defense costs arising out of claims, demands or actions seeking relief or redress from Wrongful Acts in

any form other than money damages. The maximum amount of recovery under this extension is One Hundred Thousand Dollars (\$100,000.00) for any such claim, less the One Thousand Dollar deductible, provided that the claim is first made during the Term of the Agreement and written notice of said claim is received by LIMRiCC during the Term of the Agreement or within thirty (30) days thereafter.

3. Extensions. This Agreement shall cover Loss arising from any civil claim or claims made against the estates, heirs, legal representatives or assigns of deceased persons who were Insured at the time of the Wrongful Act upon which such civil claim or claims are based.

E. Exclusions.

Subject to Article II-G.5.

LIMRiCC shall not make payment for Loss in connection with any claims made against the Insured allegedly based upon or arising out of one or more of the following:

1. Gaining any personal profit or advantage to which the Insured was not legally entitled;
2. The return by an Insured of any remuneration in fact paid to the Insured if payment of such remuneration shall be held by the court to be in violation of law;
3. Brought about or contributed to by the dishonest acts of the Insured, which were committed by the Insured with actual dishonest purpose and intent and were material to the cause of action.
4. (a) any damages, whether direct, indirect or consequential, arising from, or caused by bodily injury, sickness, disease or death;
(b) loss or criminal abstraction of, damage to or destruction of any tangible property or the loss of use of such property by reason of the foregoing;
5. (a) false arrest, assault, battery, detention or imprisonment, or malicious prosecution;
(b) defamation, including, but not limited to, libel or slander;
(c) a publication or utterance in the course of or related to advertising, broadcasting or telecasting activities by or on behalf of the Member;
(d) wrongful entry or eviction or other invasion of the right of private occupancy.

6. “Willful and wanton conduct,” meaning a course of action which shows an actual or deliberate intention to cause harm or that, if not intentional, shows an utter indifference to or conscious disregard for the rights of others;
7. The discharge, dispersal, release or escape or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials, asbestos or other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, or any object, whether sudden or not;
8.
 - (a) asbestos or any asbestos-related injury or damage; or
 - (b) any alleged act, error, omission or duty involving asbestos, its use, exposure, presence, existence, detection, removal, elimination or avoidance; or
 - (c) the use, exposure, presence, existence, detection, removal, elimination or avoidance of asbestos in any environment, building or structure.
9. Based upon, arising out of, directly or indirectly resulting from or in consequence of, or in any way involving actual, alleged or threatened nuclear reaction, radiation, contamination, materials or waste, regardless of the cause;
10. Prior to pending litigation as of the effective date of this Agreement and excluding as well, all future claims or suits based upon, arising out of or attributable to said prior or pending litigation;
11. A violation of the Americans with Disabilities Act of 1990 as amended from time to time.

The Wrongful Act of any Insured shall not be imputed to any other insured for the purpose of determining the applicability of the foregoing exclusions.

F. Powers and Duties of LIMRiCC.

LIMRiCC shall have the following powers and duties in the administration of the Program:

- (1) To employ agents, employees and independent contractors including legal counsel;
- (2) To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the Program;

- (3) To carry out educational and other programs relating to risk reductions;
- (4) To collect the funds and administer the Program;
- (5) To provide risk management services;
- (6) To carry out such other activities as are necessarily implied or required to carry out the purposes of the Program

G. Conditions.

1. Warranty Clause.

It is represented and warranted that the particulars and statements contained in application of the Member included in the prior Self-Insurance Agreement, a copy of which is incorporated herein by reference, is reaffirmed as of the inception date of this Agreement and is the basis of this Agreement and is considered as incorporated in and constituting part of this Agreement.

A new application shall be made in the form attached hereto and is subject to review and approval by LIMRiCC.

2. Discovery Period.

If LIMRiCC shall cancel or refuse to renew this Agreement, the Member shall have the right to an automatic extended discovery period upon payment of any additional premium required in respect of any claim or claims which may be made against the Insured during the period of twelve (12) months after the date of such cancellation or non-renewal, but only in respect of any Wrongful Act committed during the Term of the Agreement and before the date of such cancellation or non-renewal, provided, however, that written application to LIMRiCC for such extension and payment of the premium therefore must be made within thirty (30) days following such cancellation or non-renewal.

3. Limits of Payment for Losses.

Payment for Losses under Article II, D.1 shall be limited to One Million Dollars (\$1,000,000.00) per occurrence. The One Thousand Dollars (\$1,000.00) to be paid by the Member shall be deducted by LIMRiCC for each loss occurring from separate claim.

4. Loss Provision.

If during the Term of the Agreement or extended discovery period:

- (a) the Member or the Insured shall receive written or oral notice from any person that it is the intention of such person to hold the Insured responsible for the results of any specified

Wrongful Act done or alleged to have been done by the Insured while acting in the capacity aforementioned; or

- (b) the Member or the Insured shall become aware of any occurrence which may subsequently give rise to a claim being made against the Insured in respect of any such alleged Wrongful Act;

then Member or the Insured shall, as soon as practicable, give written notice to LIMRiCC of the receipt of such written or oral notice under Clause 4(a) or of such occurrence under Clause 4(b). Upon LIMRiCC's receipt of such notice, any claim which may subsequently be made against the Insured arising out of such alleged Wrongful Act shall, for the purposes of this Agreement, be treated as a claim made during the Term of the Agreement in which such notice was given, or if given during the extended discovery period as a claim made during such discovery period.

The Member or the Insured shall, as further condition precedent to the Insured's right to be indemnified under this Agreement, give LIMRiCC any information and all such cooperation as LIMRiCC may reasonably require and as shall be in the Insured's power.

5. Defense, Settlement and Selection of Counsel.

In the event of a claim, the Insured shall take reasonable measure to protect their interests and shall promptly advise LIMRiCC in the event of a claim. If defense of a suit shall be required, LIMRiCC shall consult with the Insured regarding the appointment of counsel. If there is no agreement on the selection, then LIMRiCC shall appoint counsel.

In the event a claim shall be made that is insured under this Agreement and the claim is combined with another claim arising out of the same occurrence that is excluded under Article II-E, then the insured may select independent counsel for the insured's defense for the excluded claim and LIMRiCC will reimburse the insured for the reasonable expenses of independent counsel.

Subject to the foregoing, no cost of expenses shall be incurred on behalf of LIMRiCC under any circumstances without its consent. In the event the Insured and LIMRiCC cannot agree on the allocation or apportionment of counsel's fees and expenses, then under such circumstances the Insured's right of indemnity for such expenses and fees shall not mature until the claim giving rise thereto has been finally and completely adjudicated and-or settled.

LIMRiCC shall not commit the Member to any settlement without the Member's consent. However, if the Insured shall refuse to consent to any settlement recommended by LIMRiCC and shall elect to contest the claim or continue any legal proceedings in connection with such claim, then subject to the provisions of connection with such claim, then subject to the provisions of Article II, G.3, LIMRiCC's liability for the claim shall not exceed the amount for which the claim could have been settled including costs, charges and expenses incurred with its consent up to date of such refusal.

6. Action Against LIMRiCC.

No action shall lie against LIMRiCC unless as a condition precedent thereto, there shall have been full compliance with all of the terms of this Agreement, and until the amount of the Insured's obligation to pay shall have been finally determined either by judgment against the Insured after actual trial or by written agreement of the Insured, the claimant and LIMRiCC.

Any person or organization or the legal representative thereof who has secured such judgment or written agreement shall thereafter be entitled to recover under this Agreement to the extent of the insurance afforded by this Agreement. No person or organization shall have any right under this Agreement to join LIMRiCC as a party to any action against the Insured, to determine the Insured's liability, nor shall the Pool be impleaded by the Insured or the legal representative of the Insured.

The bankruptcy or insolvency of the Insured or the Insured's estate shall not relieve LIMRiCC of any of its obligations hereunder.

The liability of LIMRiCC shall be limited to the proceeds of payments and assessments of the Members made pursuant to this Article II – Self Insurance pursuant to prior self-insurance Agreement.

7. Subrogation.

In the event of any payment under the Agreement, LIMRiCC shall be subrogated to all the Insured's rights of recovery therefore against any person or organization, and the Insured shall execute and deliver such instruments and papers and do whatever else is necessary to secure such rights. The Insured shall do nothing after Loss to prejudice such rights.

8. Changes.

The terms of this Agreement shall not be waived or changed except by written endorsement issued to for a part of this Agreement.

9. Assignment.

There shall be no assignment of interest under this Agreement.

10. Authorization Clause and Notices.

By acceptance of this Agreement, all Insured agree that the Member shall act on behalf of all Insured, officers and employees of the Member with respect to the giving and receiving of notice of claim or cancellation or non-renewal, the payment of premiums and the receiving of any return premiums that may become due under this Agreement. Notice to that individual named in the Application at the address of the member shall also constitute notice to all Insured.

All notices of claims or any other notice required to be given to LIMRiCC under this Agreement shall be in writing and shall be addressed to:

LIMRiCC
668 River Road
Naperville, Illinois 60563

11. Acceptance.

By acceptance of this Agreement, the Member and the Insured agree that this Agreement embodies all agreements existing between themselves and LIMRiCC.

12. Other Insurance.

If the Member or any Insured has other valid and collectible insurance insuring against a Loss covered by this Agreement, the insurance provided by this Agreement shall be secondary to and shall apply in excess of such other insurance.

H. Cancellation.

This Agreement may be canceled by the Member for itself and its Insured by delivering to LIMRiCC written notice stating when thereafter the cancellation shall be affected.

Subject to the terms herein, LIMRiCC may cancel this Agreement and shall thereupon mail to the Member notice stating when not less than sixty (60) days thereafter such cancellation shall be effective. Prior to the effective date of such cancellation, the member shall be given an opportunity to be heard by LIMRiCC. After the hearing, LIMRiCC shall determine whether to affirm or rescind the cancellation. Notwithstanding the foregoing, this Agreement may also be canceled by LIMRiCC upon not less than ten (10) days notice when the cancellation is being effected by reason of the Member's non-payment of premium.

The mailing of notice as aforesaid shall be sufficient proof of notice.

The time of surrender or the effective date and hour of cancellation stated in the notice shall become the end of the Agreement period.

Cancellation shall be subject to the liability of the Member for assessments pursuant to this Agreement, where the assessment results from a claim made prior to the effective date of cancellation. Cancellation by LIMRiCC shall be subject to LIMRiCC's liability, if any, for claims made prior to the effective date of cancellation.

I. Non-Renewal.

If LIMRiCC refuses to renew the Agreement for any additional one-year period, it shall so notify the Member at least sixty (60) days prior to the termination date of the current Agreement. In the absence of such notice, the Member may renew the Agreement each year for an additional one-year period by paying the annual premium prior to the termination date of the current Agreement.

J. Participation In Unexpended Funds.

1. Cancellation.

In the event LIMRiCC cancels the Agreement with a Member, the Member shall receive a pro-rata refund of the amount it has paid for coverage for the period of time that it does not receive coverage. The Member shall also participate in the first five-year distribution after its cancellation of coverage under the Agreement, to the extent of ten percent (10%) of a five-year Member's distribution for each full year of coverage.

2. Membership for Five or More Years.

Members who have participated for five (5) years shall receive a distribution of unexpended funds within four (4) months after the end of the fifth (5th) year as follows:

<u>Member's Payment to the Fund</u>	X	Unexpended	X	40%
Total Payments to the fund (Less Refunds)		Balance		

After each additional five years of membership, Members who have participated for additional five years of Membership shall receive a distribution of unexpended funds within four (4) months after the end of each fifth year period as follows:

<u>Member's payment to the Fund</u>	X	Unexpended Balance in	X	40%
Total payments to the fund (Less Refunds)		excess of \$2,000,000		

The Member shall be credited for the time of its participation in the Prior Self-Insurance Agreement.

3. On Termination of the Program.

On termination of the Program, all Members participating at that time shall receive a distribution of unexpended funds based on the following formula:

<u>Payments to the Fund (Less Refunds)</u>	X	Unexpended
Payments to all participating Members (at that time) (less refunds)		Funds

Provided, however, distribution will be deferred until all contingent liabilities have been resolved by LIMRiCC.

LIMRiCC reserves the right to establish reserves necessary in its judgment for specific outstanding claims. These reserves shall be deducted from unexpended funds prior to any distribution thereof pursuant to this Paragraph J.

K. Disputes.

Any dispute not resolved by the efforts of the parties shall be adjudicated by filing of a declaratory judgment action in the Circuit Court of Cook County, Illinois. All parties hereto agree that, should such a need arise, every effort will be made to proceed as expeditiously as possible and, further, all parties hereto will submit to jurisdiction and venue in said forum.

ARTICLE III EMPLOYEE BENEFIT INSURANCE PROGRAM.

A. Purpose.

It is the purpose of this agreement to create a program of LIMRiCC, namely, the Employee Benefit Insurance Program ("Program"). The Program shall consist of two (2) components: (1) the Purchase of Health Insurance Plan ("PHIP") and (2) the Self-Insured Health Insurance Plan ("SHIP"). For Administrative purposes, the Plans shall be collectively referred to as Health Insurance Plans ("HIP").

The creation of the various funds and accounts established as part of this Program are not intended by the Members or LIMRiCC to constitute the transaction of an insurance business within the State of Illinois. The intent of the parties is to separately establish a benefits program and to utilize LIMRiCC to achieve reduced costs of administration and insurance purchases by providing similar services to all Members and to require the Members to pay for and share the costs of such benefits.

1. Purchase of Health Insurance Plan ("PHIP").

Through PHIP, LIMRiCC shall provide for the purchase, on behalf of its Members, of certain insurance coverage for employees, spouses and dependents ("Insured Participants") of Members, under the terms and conditions set forth herein and in the By-Laws of LIMRiCC as in effect from time to time. Through PHIP, LIMRiCC will arrange for the purchase on behalf of Members of various insurance products, including, but not limited to, the following:

- Life Insurance Benefits;
- Accidental Death and Dismemberment Benefits;
- Employee Assistance Program;
- Dental Insurance; and
- Vision Insurance.

By arranging for the purchase of these insurance products on behalf of all Members, LIMRiCC can achieve savings in premiums.

2. Self-Insured Health Insurance Plan ("SHIP").

Through SHIP, LIMRiCC shall provide a self-insured health insurance plan that provides health insurance coverage, including prescription drug coverage, and dental insurance for Insured Participants of Members, under the terms and conditions set forth herein and in the By- Laws of LIMRiCC as in effect from time to time.

By operating a self-insured health insurance plan on behalf of all Members, LIMRiCC can achieve savings in premiums.

B. Authority.

This agreement is authorized by the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution of the State of Illinois; by 5 ILCS 220/6 et seq.; and by the provisions of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et seq.)

C. Member Contributions.

Members shall be responsible for paying three (3) separate fees to LIMRiCC: (a) the Administration Fee, (2) the PHIP Benefit Fee, and (3) the SHIP Benefit Fee ("Member Contributions"). LIMRiCC will invoice each Member for the amount of Member Contributions due on a monthly basis based on the coverage elected by the Member's Insured Participants. Each Member shall remit its payment of its Member Contributions to LIMRiCC by the due date shown on LIMRiCC's invoice.

D. Administration Fee.

As part of its Member Contribution, each Member shall pay LIMRiCC an administration fee ("Administration Fee"). The purpose of the Administration Fee is to cover all administrative costs of LIMRiCC. The Administration Fee shall not cover the HIP third-party administrator fees, broker fees, or other fees specific to any HIP, including, but not limited to actuarial fees, legal fees, audit fees, etc. Members shall pay the Administration Fee regardless of whether they have Insured Participants enrolled in PHIP, SHIP, or both.

1. Participant Administration Fee.

The Participant Administration Fee shall be announced at the Annual Fall Meeting for the new benefit year.

2. Changes to the Participant Administration Fee.

The Board of Directors has the authority to change any component of the Administrative Fee at any regular meeting of the Board of Directors, provided that all of the Members with Insured Participants of the Program have been provided with thirty (30) days notice of said meeting and of the proposed change to the Base Administration Fee and/or the Participant Administration Fee, which proposed change must be included on the meeting agenda.

E. HIP Benefit Fee.

The HIP benefit fee shall consist of the premium cost for each of the HIP insurance products plus any additional amounts necessary, as determined by the Board of Directors, for expenses and costs associated specifically with each respective insurance product ("HIP Benefit Fee"). A Member's total HIP Benefit Fee shall be calculated, for each available

HIP insurance product, by multiplying the number of Insured Participants enrolled in a particular insurance product by the HIP Benefit Fee for that particular insurance product.

To determine the HIP premium cost, the Board of Directors shall consult with the HIP third party administrator to obtain a suggested premium amount. To determine all other expenses and costs associated with HIP, the Board of Directors will determine the appropriate other expenses and costs. The Board of Directors may adjust the suggested premium amount and any other fees or costs, in its discretion, to determine the final HIP Benefit Fee. The Board of Directors may adjust the suggested premium amount from the HIP third party administrator based on prior, current, or anticipated changes to claims, cash flow, and LIMRiCC membership, and any other factor in its discretion. Similarly, the Board of Directors may adjust the suggested expenses and costs based on its discretion. Unless decided otherwise in the Board of Directors' discretion, when determining whether to adjust the suggested premium amount, or any other expenses or costs of HIP, the Board of Directors shall attempt to maintain a balance in the HIP Account that is sufficient to pay approximately six (6) months of regular and ordinary claims without receipt of further HIP Benefit Fees.

In the event that the Board of Directors should fail to approve the amount of the HIP Benefit Fee for any given plan year, the HIP Benefit Fee shall be equal to 115% of the total expected cost as provided by the third-party administrator for the HIP Benefit Fee.

Members with Insured Participants enrolled in HIP shall be responsible for paying, as part of its Member Contributions, the premium cost of HIP Coverage plus any additional amounts necessary for expenses and costs associated with operating HIP ("HIP Benefit Fee"). The Members shall only pay the HIP Benefit Fee associated with the insurance products for which its Insured Participants are enrolled.

F. Program Fund for all HIP Accounts

1. Withdrawal of Administration Fees.

All Administrative Fees shall be deposited to the Program Fund, and LIMRiCC shall withdraw the Administrative Fees thereafter to pay all appropriate costs and expenses.

G. HIP Supplemental Benefit Fee.

If (a) a HIP Account is in jeopardy of not being able to pay claims or (b) a HIP Account balance is not sufficient to pay approximately six (6) months of regular and ordinary claims without further HIP Benefit Fees, the Board of Directors may increase the HIP Benefit Fee during a HIP plan year, provided that all of the Members with Insured Participants enrolled in HIP have been provided with fourteen (14) days notice of the reason for the increase in the HIP benefit fee and of the meeting at which the Board of Directors will vote on such increase.

H. Employee Qualification.

Only Qualified Employees may become Insured Participants under the Program. To be a Qualified Employee for HIP, an individual must be a full-time employee of a Member or be a part-time employee of a Member who works a minimum of twenty (20) hours per week and has one year of service with the Member. For HIP, effective January 1, 2016, Qualified Employees shall include Full-Time employees of a Member. For purposes of HIP, "Full-Time" shall mean the following: (1) for any Member that is an applicable large employer (as that term is defined under Code Section 4980H), full-time status may be determined using any permissible method under Code Section 4980H; and (2) for any Member that is not an applicable large employer, "full-time" shall mean 30 hours or more per week, on average; provided, however, that employees who work less than thirty (30) hours per week may continue to be Qualified Employees if they have been continuously enrolled in health insurance coverage with LIMRiCC prior to the establishment of HIP. If such an employee terminates participation in HIP, the employee cannot re-enroll unless he/she becomes a full-time employee and works a minimum of thirty (30) or more hours per week on average at the time of re-enrollment.

Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees unless a full-time employee specifically opts out of the life insurance benefit. Each Member is responsible for retaining and housing documentation of its requirements for eligibility either in the form of a written policy or resolution authorized by the Member's Board and documentation that substantiates that each of its Insured Participants is a bona fide Qualified Employee by January 15 of each year. In addition, each Member is required to provide LIMRiCC with a monthly listing of any new employees, newly eligible employees, terminated employees or any other change that would affect an employee's benefits by the first of the next billing month.

Members must certify to LIMRiCC that all of its Insured Participants are bona fide Qualified Employees. Each Member agrees to indemnify and defend LIMRiCC for any claims, damages, liabilities, losses, judgments, settlements, taxes, or fines resulting from an employee of the Member being enrolled in the Program without satisfying the requirements to be a Qualified Employee.

I. Claims.

Any claim for benefits under a HIP insurance policy shall be made to the insurance company; and if this claim is denied, any appeal therefrom shall follow the insurance company's claims review policy.

Any claims for benefits under HIP shall be administered by the third-party administrator and any appeal therefrom shall follow the third-party administrator's policy. All claims decisions made by the third party administrator shall be respected by LIMRiCC and final. Each Member agrees to indemnify and defend LIMRiCC for any claims, damages, liabilities, losses, judgments, settlements, taxes, or fines resulting from any claims dispute regarding HIP benefits or any claims made against LIMRiCC.

J. Mandatory Member Meetings.

LIMRiCC shall hold two (2) mandatory member meetings every year: (1) the Spring Renewal Meeting and (2) the Fall Renewal Meeting. LIMRiCC shall provide fourteen (14) days notice to Members of the agenda and of all matters to be addressed at each mandatory member meeting.

The Spring Renewal Meeting shall be held on or before May 31st of each year to evaluate the operation of the Program and (a) discuss the HIP insurance products that will be purchased by LIMRiCC on behalf of the Members for the next policy period and corresponding HIP Benefit Fees and (b) discuss the HIP benefits for the next policy period, plan changes, if any, and corresponding HIP Benefit Fees, as well as the status of the HIP Account and its ability to pay claims.

The Fall Renewal Meeting shall be held on or before October 15th of each year to finalize and vote on (a) the Membership Contributions and (b) the benefits provided by all HIPs for the following year. A final decision regarding Membership Contributions, HIP benefits, and fees shall be made by a majority vote of the Board of Directors at its September meeting.

Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, at a minimum of one meeting per year. Effective with the 2024 plan year, failure to have (1) representative attend without good cause, will result in a fee of \$150.

K. Powers and Duties of LIMRiCC.

The powers of LIMRiCC to perform and accomplish the purposes set forth in this Agreement shall be the following and shall be exercised through the Board of Directors:

1. To purchase HIP insurance products on behalf of the Members;
2. To organize and operate HIP, including the hiring of a third party administrator;
3. To determine all necessary fees for the operation of HIP, including any increase or supplemental HIP fees;
4. To terminate any Member for failure to perform obligations and duties as required by this Agreement or as otherwise permitted;
5. To retain brokers, actuaries, consultants or other professionals, who shall provide faithful performance of their respective duties and responsibilities and shall provide acceptable insurance coverage for errors and omissions;
6. To purchase stop loss or other additional insurance plans to limit the potential liability of LIMRiCC and to include any fees or expenses associated with said additional insurance in the HIP Benefit fee;

7. To employ agents, employees and independent contractors, including legal counsel;
8. To collect the Membership Contributions from the Members;
9. To recommend to Members programs and educational materials relating to claim management and reduction and to carry out educational and other programs relating to claim management and reduction;
10. To enter into written contracts to procure necessary services, supplies, insurance and/or property necessary to accomplish the purposes of the Program;
11. LIMRiCC shall not be responsible for the validity of any insurance policy issued hereunder, nor for the failure of the insurance company to make the payments provided for under any insurance policy, or for the action of any person which may delay, or render null and void or unenforceable, in whole or in part, any insurance policy issued under this Program; and
12. To carry out such other activities as are necessarily implied or required to carry out the purposes of the Program.

L. Powers and Duties of Members.

It is the responsibility of the Member to select suitable insurance coverages for its employees and their respective spouses and dependents from the coverages available under the Program. The rights and conditions with respect to coverage and benefits under such insurance and the self-insured plan shall be determined by the respective insurance policies and plan, which policies and self-insured plan documents shall be incorporated herein by reference; and LIMRiCC shall have no liability for insurance benefits under HIP.

In the event of a conflict between the terms of this Program and (a) the terms of a HIP insurance policy which is then being used in conjunction with this Program or (b) the terms of the HIP plan document, the terms of said insurance policy and/or the HIP plan document shall control as to those Members whose employees, and their respective spouses and dependents are receiving insurance coverage and benefits. For this purpose, the insurance policy and HIP plan document shall control in defining:

1. The persons eligible for insurance coverage;
2. The dates of their eligibility;
3. The conditions which must be satisfied to become insured, if any;
4. The benefits to be provided; and
5. The circumstances under which such insurance terminates.

M. New Membership

In the years that LIMRiCC is open to accepting new members as permissible by the provider, an application will be required for libraries considering joining the Program. Upon approval, a new member will be required to:

1. Sign the IGA; and
2. Pay a non-reimbursable 2-month premium that will go into LIMRiCC's reserves. The premium will be based on the new member's enrollment and will apply to all HIP.

N. Late Payments.

If a Member is more than sixty (60) days late after the issued date of the invoice in paying any Membership Contribution, said Member will be responsible for paying a late fee equal to five percent (5%) of all outstanding invoices. All late fees shall be deposited into the HIP Account. If a Member fails to make Membership Contribution for a period of three (3) months, the Board may vote to terminate the Member in accordance with this Agreement. All late fees shall be deposited into the HIP Account

O. Refund Adjustment Policy for HIP

In the event that an adjustment is necessary to a member's HIP invoice, a member can obtain a refund of up to 90 days.

P. Term of the Program.

LIMRiCC has been operating a purchase of health insurance program since on or about March 1, 1994 for the purchase of health insurance and other insurance products. This revised Article III and Program amends LIMRiCC's purchase of health insurance program and shall become effective on the 1st day of December, 2015, provided that by such date there are no less than twenty (20) Members of LIMRiCC who have elected in writing to participate in the Program, and shall continue in effect thereafter until terminated.

1. Termination of Membership by Member.

Members shall have the right to cancel participation in the Program by providing 120 days written notice to the Board of Directors-

2. Termination of Membership by LIMRiCC.

If a Member has a Membership Contribution that is three (3) months past due, the Board may vote to terminate the Member from the Program, provided however that LIMRiCC has provided a thirty (30), sixty (60), and seventy-five (75) days notice to the Member stating (a) the amount due, (b) the due date, and (c) the termination date. A Member may also be terminated for failure to attend the mandatory meetings, as set forth

in Section J. In addition, the Board may terminate a Member for failure to perform any other required duty or obligation, after giving at least thirty (30) days notice and an opportunity to cure the alleged failure.

Regardless of the reason for termination, LIMRiCC shall be responsible for any claims incurred before the termination date, provided that the terminated Member does not have any past due Member Contributions. If the Member has past due Member Contributions, all unpaid claims of the Member's Insured Participants shall be the responsibility of the Member.

3. Termination of Program.

The Program shall be terminated if the Board of Directors determines, in its sole discretion, that the termination of the Program is necessary or in the best interests of the Members. In addition, the Program shall also terminate upon the enactment of any State or Federal law and/or a final determination by a court of competent jurisdiction, after all appeals have been exhausted or time for appeal has expired, that the Program is invalid or otherwise contrary to law.

In the event the Program is terminated, the Board of Directors shall:

1. Set an effective date for termination and provide notice of termination to Members at least ninety (90) days prior to the effective date;
2. Collect all Member Contributions;
3. Cause to be paid all claims incurred prior to the effective date of termination provided that such claims are submitted for payment within one year of the date on which they are incurred provided that all Member Contributions have been made by the Member. If assets are not sufficient to pay all such claims, claim payments may be reduced and paid pro rata until all assets are exhausted.
4. Pay all administrative expenses and other liabilities of LIMRiCC in connection with the Program.
5. If the assets of LIMRiCC are not sufficient to satisfy LIMRiCC's liabilities with respect to the Program, the Board of Directors may charge each current Member and each former participating Member who was a participating Member at any time during the twelve (12) month period prior to the effective date of termination a supplemental Member Contribution in an amount that is equal to the amount of such shortfall multiplied by a fraction, the numerator of which is the amount of Member Contributions required of the former participating Member or the Member during the twelve (12) months prior to the effective date of termination and the denominator of which is the amount of total Member Contributions from all former participating Members and Members during the twelve (12) months prior to the effective date of termination. The Board of Directors shall not be obligated to make claim payment unless and until the shortfall is paid as provided herein.
6. Prior to termination, the Board of Directors shall make adequate provision for the maintenance of the records of the Program, which shall be retained for ten

(10) years after the effective date of termination.

4. Refund of SHIP Benefit Fee upon SHIP Termination.

Upon the termination of SHIP for any reason, each Member with Insured Participants enrolled in SHIP at the time of SHIP's termination shall receive a refund of its SHIP Benefit Fees (the "SHIP Refund") from the fund balance, if any. The SHIP Refund shall be calculated for each Member as follows:

- A. LIMRiCC shall remove any Administration Fees from the SHIP Account;
- B. The remaining SHIP Account Balance shall be multiplied by the Member Fraction;
- C. The Member Fraction shall be a fraction where the numerator is equal to the SHIP Benefit Fees paid by the Member in the last twelve (12) months and the denominator is equal to the total SHIP Benefit Fees paid by all Members with Insured Participants enrolled in SHIP in the last twelve (12) months; and
- D. The resulting amount shall constitute the Member's SHIP Refund.

The SHIP Refund shall be paid within a reasonable time of the termination of SHIP, as determined in the discretion of the Board of Directors. Any amounts owed by a Member to LIMRiCC at the time of SHIP's termination shall be deducted from said Member's SHIP Refund and retained by LIMRiCC.

5. Obligations of Terminated Members.

The obligation of LIMRiCC to administer claims incurred under the Plan prior to the effective date of termination or voluntary withdrawal for a terminated Member shall continue for claims that are filed within a period of twelve (12) months after such effective date. Members who have either been terminated or have voluntarily withdrawn are required to make all Member Contributions and supplemental payments, and to pay their entire current invoice, for sixty (60) days after their termination date, known as the run-out period.

1. In the event of a member's voluntary termination from the Program, notification to the Board must be given in writing 120 days prior to the termination date and prior to the end of the benefit plan year.

The exception to the 120-day required notice would be in the event that the Board fails to provide a 15 day notice of the health care premiums for the new plan year at least 135 days prior to the new plan year. In this case, it is at the discretion of the Board. A penalty fee of 25% of the current invoice will be applied to the Member for a notice of termination with less than 120 days notification.

2. A 2-month run-out period for HIP will be charged based on the current invoice.

Q. Rights and Obligations of Members.

The rights of each Member of LIMRiCC shall include the following:

1. To enforce the obligations of LIMRiCC as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by LIMRiCC itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.
2. No member agrees or contracts herein to be held responsible for any claims in tort or contract or otherwise made against any other Member. Members intend in the creation of LIMRiCC to establish an organization for the purchase of health insurance and other insurance products as stated herein within the scope herein set forth, and have not created as between Members any relationship of surety, indemnification or responsibility for the debts of or claims against any Member.

The obligations of each Member of LIMRiCC shall include the following:

1. To make all payments of Membership Contributions and any other payments to LIMRiCC as established in its By-Laws and this Agreement, including but not limited to late fees and supplemental benefit fees.
2. To hold an open enrollment meeting annually to provide education to the Member's Qualified Employees regarding the Program's benefits.
3. To allow LIMRiCC reasonable access to all facilities of the Member and all records relating to benefits, claims, and the financial obligations of the Member to LIMRiCC.
4. To report to LIMRiCC as promptly as possible all claims made to it within its benefit program as administered by LIMRiCC.
5. To furnish full cooperation with LIMRiCC's attorneys, and any agent, employee, officer or independent contractor of LIMRiCC relating to the purposes and powers of LIMRiCC.
6. To act promptly and within a reasonable period of time on all matters requiring approval or action by Members and to not withhold such approval unreasonably or arbitrarily.
7. To follow in the operations of the Member all procedures established by LIMRiCC within its purposes and powers, including, but not limited to, the use of release forms, posting of notices, participation in educational and record-keeping programs, limitations on activities offered, and the use of loss prevention techniques and devices.
8. In the event that LIMRiCC shall be required to expend funds for administrative, legal or other operating costs, or to take other actions required under

this Agreement or its By-Laws, the Member shall pay its share of the amounts so expended as provided in the By-Laws.

9. To appropriate or budget annually its liabilities under the LIMRiCC Program or Programs in which the Member participates.

10. To review all notices sent by LIMRiCC.

11. To attend all mandatory member meetings as set forth in Section J hereof.

12. During its participation in HIP, a Member shall only exclusively provide to its employees, except independent contractors, or those in union-sponsored programs, the health benefits provided through HIP.

13. In the event LIMRiCC should in error pay any benefit claims, administrative fees, or other charges on behalf of a Member, which it was not obligated to pay, the Member shall, upon thirty (30) days' written notice, reimburse LIMRiCC for the amounts improperly paid.

14. In the event that a Member should sue LIMRiCC or any of its Directors, Officers, or employees, or agents regarding any issue related to this Article III and should not be the prevailing party in that suit, said Member shall, as part of its contractual obligation to LIMRiCC, pay the reasonable attorneys' fees and other costs and expenses expended by LIMRiCC in defending against that suit.

15. This Agreement and LIMRiCC's Bylaws are not intended to create or provide any rights in third-parties, including, but not limited to, any Qualifying Employees or Insured Participants.

R. Liability of LIMRiCC, Its Officers and Directors.

The members of the Board of Directors and the officers and employees of LIMRiCC shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of LIMRiCC funds or failure to invest. They may participate in indemnification and self-insurance programs. No Director, officer or employee shall be liable for any action taken or omitted by any other Director or officer. Board members, officers and employees of LIMRiCC shall be indemnified and held harmless by LIMRiCC for claims by third parties arising out of the good faith discharge of duties related to the Program.

The liability of LIMRiCC, its officers and Directors is limited solely to the proceeds of payments of Members. The funds of each insurance program, i.e. those established under Articles I, II and III are kept separate and accounted for separately. Claims in each such separate insurance program are limited to the funds of that separate program.

If any claim or action not covered by insurance is instituted against a Director, officer or employee of LIMRiCC allegedly arising out of an act or omission occurring within the

scope of his or her duties, LIMRiCC shall at the request of them:

1. Appear and defend against the claim or action; and
2. Pay or indemnify the Director, officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
3. Pay or indemnify the Director, officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Directors of LIMRiCC.

The term "Director, officer or employee" shall include former Directors, officers and employees. This indemnification resolution shall not apply if the Board of Directors finds that the claim or action is based on malicious, willful or criminal claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the Board of Directors will be determined after an investigation of the facts.

S. By-laws.

The Program is subject to the current By-Laws of LIMRiCC. A copy of the current By-Laws of LIMRiCC is posted on LIMRiCC's website.

T. Notices.

All notices of claims or any other notice required to be given pursuant to the Program, shall be sent by certified mail and/or electronic mail. To notify LIMRiCC, members shall use the following mailing address:

LIMRiCC
668 N. River Road
Naperville, IL 60563

Email address: mtannehill@limriicc.org

Each Member shall designate an individual to receive notices from LIMRiCC regarding the Program and provide LIMRiCC with current contact information for said individual, including mailing address and email address. If such addresses change, any party hereto may designate in writing to the other parties pursuant to the provisions of this Section the new contact information and address.

ARTICLE IV. RIGHTS AND OBLIGATIONS OF MEMBERS.

A. Obligations of Members.

The obligations of each Member of LIMRiCC shall include the following:

1. To allow LIMRiCC reasonable access to all facilities of the Member and all records relating to claims and the financial obligations of the Member to LIMRiCC.

2. To fully cooperate with LIMRiCC's attorneys, and any agent, employee, officer, or independent contractor of LIMRiCC, including claims administrators, with any request relating to the purposes and powers of LIMRiCC.
3. To follow in the operations of the Member all loss reduction and prevention procedures established by LIMRiCC within its purposes and powers, including, but not limited to, the use of release forms, posting of notices, participation in educational and record-keeping programs, limitations on activities offered, and the use of loss prevention techniques and devices.
4. In the event that LIMRiCC shall be required to expend funds for administrative, legal or other operating costs, or to take other actions required under this Agreement or its By-Laws, the Member shall pay its share of the amounts so expended as provided in the By-Laws.
5. To make other payments to LIMRiCC as established in the By-Laws.
6. To appropriate or budget annually its liabilities under the LIMRiCC Programs.

B. Rights of Members.

Rights of each Member of LIMRiCC shall include the following:

1. To enforce the obligations of LIMRiCC as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by LIMRiCC itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the members set forth herein.
2. Except as provided herein, no Member agrees or contracts herein to be held responsible for any claims in tort or contract or otherwise made against any other Member. Members intend in the creation of LIMRiCC to establish an organization for joint risk management only within the scope herein set forth and have not created as between Members any relationship of surety, indemnification or responsibility for the debts of or claims against any Member.
3. Where rights of Members to participate in benefits are dependent on the length of time of participation, the Member shall be credited for its participation in the predecessor programs of the Metropolitan Library System (formerly Suburban Library System).

ARTICLE V. LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS.

The members of the Board of Directors and the officers will use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of LIMRiCC funds or failure to invest. They may participate in indemnification and self-insurance programs. No Director, officer or employee shall be liable for any action taken or omitted by any other Director or officer.

The liability of LIMRiCC, its officers and Directors is limited solely to the proceeds of payments of Members and proceeds of any insurance provided by LIMRiCC. The funds of each insurance program, i.e. those established under Articles I, II, and III are to be kept separate and accounted for separately. Claims in each such separate insurance program are limited to the funds of that separate program.

If any claim or action not covered by insurance is instituted against a Director, officer or employee of LIMRiCC allegedly arising out of an act or omission occurring within the scope of his or her duties, LIMRiCC shall at the request of the Director, officer or employee:

- (a) appear and defend against the claim or action; and
- (b) Pay or indemnify the Director, officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- (c) pay or indemnify the Director, officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Directors of LIMRiCC.

The term Director, officer or employee shall include former Directors, officers and employees. This indemnification resolution shall not apply if the Board of Directors finds that the claim or action is based on malicious, willful or criminal misconduct. In such case, the action to be taken by the Board of Directors will be determined after an investigation of the facts.

ARTICLE VI. BY-LAWS.

A certified copy of the By-Laws of LIMRiCC has been furnished to the Member.

ARTICLE VII. NOTICES.

All notices of claims or any other notice required to be given pursuant to this agreement, shall be sent by certified mail and shall be addressed to:

LIMRiCC
668 N. River Road
Naperville, IL 60563

ARTICLE VIII. AMENDMENTS.

The Board of Directors may, in the following manner, amend the "By-Laws of the Library Insurance Management And Risk Control Combination (LIMRiCC)" at any time and from time to time to add a new provision or change or remove an existing provision:

(a) The Board of Directors shall adopt a Resolution setting forth the proposed amendment and the date on which the amendment is to become effective, and directing that the proposed amendment be submitted to each LIMRiCC Member that will be affected by the proposed amendment.

(b) LIMRiCC shall give to each LIMRiCC Member that will be affected by the proposed amendment written notice of the proposed amendment, including the text of the proposed amendment and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendment. Such notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail. If mailed, such notice shall be deemed to have been delivered on the second day after the day on which it is deposited in the United States mail, addressed to the Member at its address on the records of LIMRiCC, with postage prepaid.

(c) Each LIMRiCC Member must return its ballot to LIMRiCC on or before 5:00 PM on the proposed effective date of the amendment.

(d) The proposed amendment shall be adopted upon receiving the affirmative vote of at least two-thirds of the LIMRiCC Members entitled to vote on such amendment.

(e) Any number of amendments may be submitted to the LIMRiCC Members and voted upon by them at one time.

(f) A LIMRiCC Member that has timely voted against the adoption of a proposed amendment may, within 60 days after the effective date of the proposed amendment, elect to withdraw from the LIMRiCC Program(s) affected by the new amendment, but only if the amendment materially and adversely affects the Member.

(g) Any LIMRiCC Member that is entitled to elect to withdraw from the LIMRiCC Program(s) in question is precluded from challenging the new amendment that creates the right of withdrawal, unless the adoption of the amendment is fraudulent with respect to the Member or with respect to LIMRiCC or constitutes a breach of a fiduciary duty owed to the Member.

(h) A LIMRiCC Member that is entitled to elect to withdraw may do so only if the Member delivers its written election to LIMRiCC within the said 60-day period.

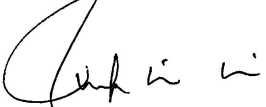
(i) Notwithstanding anything to the contrary in this Article, the withdrawal of a

Member shall not affect any existing claim(s) in favor of LIMRiCC against the withdrawing Member, or in favor of the withdrawing Member and against LIMRiCC.

ARTICLE IX. POWERS OF BOARD OF DIRECTORS.

The Board of Directors may approve additional contracted services to be performed by LIMRiCC for other libraries, intergovernmental entities and governmental entities and the revenue from such services will be used to keep overall administrative costs lower for all LIMRiCC members.

Dated this 3rd day of October, 2024.

By: 

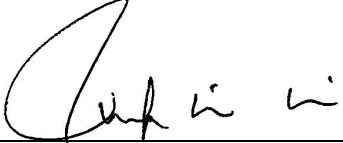
President, LIMRiCC

=====

(to be signed by the LIMRiCC Board President)

**LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION
(LIMRiCC)**

Dated this 3rd day of October, 2024.

By: 

President

RESOLUTION PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (“LIMRICC”)

BE IT RESOLVED by the Board of: _____ (hereinafter referred to as the “Library”) as follows:

1. AUTHORITY: This Resolution is adopted pursuant to the Intergovernmental Cooperation clause of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, the Library Systems Act, and the Illinois Public Library District Act (or the Illinois Local Library Act where applicable).

2. FINDINGS:

A. The Library Insurance Management and Risk Control Combination (LIMRiCC) has heretofore been established by Intergovernmental Agreement among existing public libraries and library systems to provide the following programs:

1. The Unemployment Compensation Program (UCGA);
2. The Employee Benefits Insurance Program;

A copy of the Intergovernmental Agreement providing for these programs is attached hereto as Exhibit A.

B. It is in the best interests of the Library to participate in such of the above programs as are indicated by a checkmark in the appropriate box.

3. AUTHORIZATION: That the President and Secretary of this Library are, therefore, authorized and directed to execute an Intergovernmental Agreement providing for risk management and authorizing Membership in LIMRiCC for the programs hereinabove indicated, the Intergovernmental Agreement to conform substantially

to the Intergovernmental Agreement attached hereto as Exhibit A and effective on November 15, 2023.

Adopted this _____ day of _____, 20____.

pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Library Name

President or Authorized Signer - Signature

President or Authorized Signer – Print



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__