

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING

April 18, 2024
7:30 p.m.

*Meeting will be held at the Park Forest Public Library
400 Lakewood Blvd.
Park Forest, IL 60466*

A G E N D A

- I. ROLL CALL
- II. REGULAR BUSINESS
 - A. **Approval of Minutes** of the Budget Meeting of March 18, 2024, and the Regular Meeting of March 21, 2024.
(Minutes included in Board packet)
 - B. **Communications** (Reported by Library Director)
 - C. **Audience to Visitors**
 - D. **Financial Report** (Reported by Library Director)
 - E. **Report of the Board President**
 - F. **Report of the Librarian**
 - G. **Report of the Olympia Fields Public Library Trustee**
 - H. **Report of Committees**
- III. UNFINISHED BUSINESS
 - A. **Budget Hearing: Library Budget FY 2024-2025**
Proposed Motion: That the Board approve the Library Budget for FY 2024-2025 as submitted.
- IV. NEW BUSINESS
 - A. **Disaster Recovery Plan**
Proposed Action: Presented for review and discussion.
 - B. **Bylaws – 1st Reading**
Proposed Action: Presented for review and discussion.
 - C. **After-Hours Teen Programs**
Proposed Action: Presented for review and discussion.

V. EXECUTIVE SESSION

VI. ADJOURNMENT

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES BUDGET MEETING

March 18, 2024

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:00 pm.

ROLL CALL

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Alan Shnay, Alice McBride, and Jessica Rodrigues

Absent: Felicia Rangel, Katherine Coleman, and Lance L. Jefferson

Park Forest Public Library Staff: Barbara Osuch and Mary VanSwol

LIBRARY BUDGET FY 2024-2025

The Board reviewed the budget. President Merchant began by reviewing the income, which has increased from last year.

The Board reviewed expenditures. The staff salaries have increased. The draft budget predicts a 3% increase across the board. Trustee Rodrigues stated that she would like to increase the training budget and include tuition reimbursement. Several local libraries offer tuition reimbursement. Trustee Rodrigues stated that some of the requirements include a number of years of service before and after getting a degree. Some libraries leave it to the discretion of the library director. President Merchant said that the Board would need a policy first.

Trustee Rodrigues had concerns about the library book giveaways. She read studies that showed that literacy is not increased by book giveaways. She asked for measurable outcomes of the book giveaways and felt that the book giveaways might reduce circulation. The Board discussed book giveaways, and the Board asked for this issue to be addressed in the strategic plan. Library Director Osuch stated that patrons sign up for book giveaways so they get the books they want. Trustee Rodrigues suggested getting grants for the giveaway books.

President Merchant asked about the IMRF funds. IMRF is the pension fund. Staff members who work 20 hours per week or more participate in IMRF.

The Board discussed IRMA, the library's liability insurance.

The Board reviewed other expenditures. Trustee Rodrigues asked about increasing patron limits for Hoopla. Staff will look into the need for increasing limits.

The Board discussed the Indirect Cost to General Fund. The Board talked about whether the library should become a library district. President Merchant wants to know the advantages for becoming a library district. Staff will look into the differences and the conversion process.

AUDIENCE TO VISITORS

No one addressed the board.

ADJOURNMENT

The meeting adjourned at 7:49 pm.

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 21, 2024

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:00 pm.

ROLL CALL

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Alan Shnay, Katherine Coleman, Alice McBride, and Jessica Rodrigues

Absent: Felicia Rangel and Lance L. Jefferson

Park Forest Public Library Staff: Barbara Osuch and Mary VanSwol

Also present: Village Trustee John Moore

APPROVAL OF MINUTES

The minutes of the regular meeting of February 15, 2024, were approved as submitted.

COMMUNICATIONS

Library Director Osuch shared that the Rotary Club presented a check to the library. Also, the Historical Society sent a letter to request half the archival rental fee.

AUDIENCE TO VISITORS

Village Trustee John Moore greeted the board. The Village has been working on the budget and has approved new developments. The 75th Anniversary Commission is working on plans to celebrate Park Forest. The new sign at Orchard and Rte. 30 is not yet functioning because it requires more power.

FINANCIAL REPORT

Library Director Osuch stated that the financial report was in the packet.

REPORT OF THE BOARD PRESIDENT

President Merchant stated that she attended the Rotary Club luncheon. She accepted a check from the Rotary Club for \$200. She expressed her appreciation for the Rotary Club.

REPORT OF THE LIBRARIAN

Library Director Osuch announced that library staff have met with Victor Blackful from Freedom Hall to partner on programming and promotion. The Trustee iLead Learning Portal is funded by the state library. It provides training and resources for trustees.

Library Director Osuch sent the Board a draft of the updated strategic plan.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Library Director Osuch stated that the Olympia Fields Public Library Board did not meet last month.

REPORT OF COMMITTEES

The budget committee, which includes all trustees, met on March 18 to go through the proposed budget.

LIBRARY BUDGET FY 2024-2025

The Board had no new comments on the budget.

CUSTODIAL CONTRACT FY 2024-2026

Eco Clean Maintenance, Inc. had the lowest bid.

Trustee Shnay moved that the Board approve the custodial contract from Eco Clean Maintenance, Inc.

Trustee Rodrigues seconded.

Library Director Osuch stated that the library has used Alpha Building Maintenance Services, Inc. for more than six years. During that time, the library has never had any security issues with Alpha. She knows the cleaner they use, and they have not changed the cleaner in the whole time we have used them. She would like the Board to consider maintaining Alpha in spite of the higher cost.

President Merchant moved to change the company to Alpha Building Maintenance Services.

Trustee Coleman seconded.

The motion passed.

The motion to award Alpha Building Maintenance Services passed.

PARK FOREST HISTORICAL SOCIETY

Trustee Rodrigues moved that the Board approve the payment of half the archival rent in the amount of \$1,650.

Trustee Shnay seconded.

The motion passed.

ADJOURNMENT

The meeting adjourned at 7:51 pm.

PERIOD ENDING 03/31/2024

FUND ACCOUNT	DESCRIPTION	ACTIVITY FOR MONTH 03/31/2024	YEAR-TO-DATE THRU 03/31/24	2023-24 AMENDED BUDGET	% BDGT USED	2022-23 YTD THRU 03/31/23
Fund 03 - PUBLIC LIBRARY						
Revenues						
TAXES						
03 40-0100	GEN PROPERTY TAX/CURRENT YRS	483,879.49	1,189,262.55	1,456,909.00	81.63	1,124,698.73
03 40-0101	PROPERTY TAX - IMRF	24,446.35	59,755.92	74,302.00	80.42	48,657.43
03 40-0102	PROPERTY TAX - FICA	17,546.02	42,888.89	53,421.00	80.28	34,923.14
03 40-0600	STATE PYMTS IN LIEU OF TAXES	0.00	18,080.00	18,080.00	100.00	18,080.00
	TAXES	525,871.86	1,309,987.36	1,602,712.00	81.74	1,226,359.30
GRANTS						
03 41-0100	STATE GRANTS	0.00	42,788.26	30,000.00	142.63	39,488.33
	GRANTS	0.00	42,788.26	30,000.00	142.63	39,488.33
OTHER FINANCING SOURCES						
03 42-0000	TRANSFER FROM OTHER FUNDS	0.00	0.00	10,000.00	0.00	0.00
	OTHER FINANCING SOURCES	0.00	0.00	10,000.00	0.00	0.00
CHARGES FOR SERVICES						
03 45-2500	OLYMPIA FIELDS CONTRACT	0.00	72,925.00	144,406.00	50.50	0.00
03 45-2710	LOST MATERIALS	0.00	3,168.19	400.00	792.05	1,113.69
03 45-4000	PRINTING/COPYING	1,020.85	8,206.50	10,000.00	82.07	7,418.26
03 45-4700	MISC INCOME	0.00	12.33	0.00	100.00	8,997.57
	CHARGES FOR SERVICES	1,020.85	84,312.02	154,806.00	54.46	17,529.52
CONTRIBUTIONS & DONATIONS						
03 47-0000	CONTRIBUTIONS & DONATIONS	0.00	67.95	0.00	100.00	67.95
	CONTRIBUTIONS & DONATIONS	0.00	67.95	0.00	100.00	67.95
FINES						
03 48-0200	LIBRARY FINES	0.00	0.00	0.00	0.00	198.94
	FINES	0.00	0.00	0.00	0.00	198.94
INTEREST INCOME						
03 49-0000	INTEREST INCOME	0.00	180,805.40	60,000.00	301.34	126,762.06
	INTEREST INCOME	0.00	180,805.40	60,000.00	301.34	126,762.06
TOTAL REVENUES		526,892.71	1,617,960.99	1,857,518.00	87.10	1,410,406.10
Expenditures						
SALARIES & WAGES						
03 50-0000	REGULAR SALARIES	27,349.55	264,091.48	344,416.00	76.68	258,862.03
03 50-0100	OVERTIME SALARIES	0.00	118.55	2,000.00	5.93	289.06
03 50-0200	TEMPORARY/PART-TIME SALARIES	27,158.89	244,294.84	339,354.00	71.99	200,629.32
	SALARIES & WAGES	54,508.44	508,504.87	685,770.00	74.15	459,780.41
INSURANCE						
03 51-0100	HEALTH INSURANCE PREMIUM PYMTS	4,218.03	37,959.23	33,991.00	111.67	24,797.56
03 51-0300	IRMA PREMIUM PAYMENTS	0.00	29,696.00	33,000.00	89.99	32,922.00
03 51-0400	IRMA DEDUCTIBLE PAYMENTS	0.00	0.00	50,000.00	0.00	0.00
	INSURANCE	4,218.03	67,655.23	116,991.00	57.83	57,719.56

User: mvanswol

DB: Park Forest

PERIOD ENDING 03/31/2024

FUND ACCOUNT	DESCRIPTION	ACTIVITY FOR MONTH 03/31/2024	YEAR-TO-DATE THRU 03/31/24	2023-24 AMENDED BUDGET	% BDGT USED	2022-23 YTD THRU 03/31/23
Fund 03 - PUBLIC LIBRARY						
Expenditures						
EMPLOYEE SUPPORT						
03 52-0000	OTHER TRAVEL EXPENSES	179.49	2,750.33	2,000.00	137.52	1,277.21
03 52-0200	DUES/SUBSCRIPTIONS	0.00	2,076.84	4,100.00	50.65	2,691.05
03 52-0300	TRAINING EXPENSE	0.00	3,047.85	4,200.00	72.57	2,633.60
03 52-0500	UNEMPLOYMENT BENEFITS	0.00	241.18	2,000.00	12.06	824.61
03 52-0610	FICA	4,069.58	37,991.93	52,461.00	72.42	34,781.86
03 52-0620	IMRF	3,689.39	31,364.41	60,234.00	52.07	32,931.96
	EMPLOYEE SUPPORT	7,938.46	77,472.54	124,995.00	61.98	75,140.29
PROFESSIONAL SERVICES						
03 53-0000	OTHER PROFESSIONAL SERVICES	1,992.60	22,559.32	53,000.00	42.56	51,928.82
03 53-0100	LEGAL SERVICES	0.00	0.00	3,000.00	0.00	1,078.00
03 53-0300	AUDIT SERVICES	0.00	5,433.00	5,433.00	100.00	5,433.00
	PROFESSIONAL SERVICES	1,992.60	27,992.32	61,433.00	45.57	58,439.82
OPERATING SUPPLIES						
03 54-0000	OTHER OPERATING SUPPLIES	0.00	179.83	3,000.00	5.99	186.03
03 54-0100	COMPUTER/SOFTWARE/WEBSITE	1,925.19	52,729.87	50,000.00	105.46	24,674.01
03 54-0200	PRINTING/COPYING SUPPLIES	784.32	10,259.77	10,000.00	102.60	9,813.19
03 54-0400	MEETING EXPENSE	208.97	2,248.82	3,000.00	74.96	4,326.13
03 54-0800	CLEANING SUPPLIES/PAPER PROD	79.08	4,746.79	8,000.00	59.33	4,186.77
03 54-1200	PLANT MTRLS/FERTLZR/CHEM/SOIL	0.00	919.07	3,000.00	30.64	1,913.23
03 54-1400	PAINT/HARDWARE/SMALL TOOLS	0.00	230.60	500.00	46.12	3.88
03 54-2600	LIBRARY PROCESSING SUPPLIES	1,708.89	4,772.60	5,000.00	95.45	1,853.63
03 54-2700	LIBRARY OPERATING SUPPLIES	659.04	6,219.00	8,000.00	77.74	4,385.07
	OPERATING SUPPLIES	5,365.49	82,306.35	90,500.00	90.95	51,341.94
MAINTENANCE						
03 55-0000	CONTRACTUAL EQUIP MAINT-OTHER	243.93	38,509.91	45,000.00	85.58	23,925.23
03 55-0200	EQUIP MAINT & REPAIR-OTHER	621.29	22,769.30	100,000.00	22.77	10,185.15
03 55-0400	CONTRACTUAL BLDG/FACIL MAINT	2,562.62	21,910.41	30,000.00	73.03	21,222.57
03 55-0500	CONTRACTUAL GROUNDS MAINT	0.00	6,993.90	14,000.00	49.96	3,900.90
	MAINTENANCE	3,427.84	90,183.52	189,000.00	47.72	59,233.85
CAPITAL OUTLAYS						
03 56-0000	OTHER CAPITAL OUTLAYS	4,283.90	15,448.24	10,000.00	154.48	5,534.98
03 56-0100	OFFICE EQUIPMENT/FURNISHINGS	0.00	4,989.79	4,000.00	124.74	19,569.77
03 56-0400	CONTRACTUAL FACIL DEV/IMPROVMT	0.00	38,717.91	63,986.00	60.51	105,152.00
03 56-3000	LIBRARY BOOKS (ADULT)	2,222.42	35,456.75	60,000.00	59.09	50,183.30
03 56-3100	LIBRARY BOOKS (YOUNG ADULT)	44.46	1,400.67	5,000.00	28.01	8,801.88
03 56-3200	LIBRARY DIGITAL SERVICES	72.00	34,563.19	40,000.00	86.41	32,932.93
03 56-3300	LIBRARY CHILDRENS BOOKS	2,119.85	15,544.55	32,000.00	48.58	17,130.21
03 56-3400	LIBRARY PERIODICALS	0.00	6,817.00	9,000.00	75.74	6,994.27
03 56-3500	LIBRARY A/V MATERIALS	1,480.92	16,933.68	30,000.00	56.45	13,505.03
03 56-3600	LIBRARY E-BOOKS	0.00	4,476.24	10,000.00	44.76	10,466.75
03 56-3700	LIBRARY BOOK GIVEAWAYS	0.00	31,642.26	31,000.00	102.07	0.00
	CAPITAL OUTLAYS	10,223.55	205,990.28	294,986.00	69.83	270,271.12
TRANSFERS TO OTHER FUNDS						
03 58-0000	TRANSFER TO OTHER FUNDS	0.00	220.64	331.00	66.66	248.22
03 58-1000	INDIRECT COST TO GENERAL FUND	0.00	133,333.36	200,000.00	66.67	180,101.25
	TRANSFERS TO OTHER FUNDS	0.00	133,554.00	200,331.00	66.67	180,349.47

PERIOD ENDING 03/31/2024

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Fund 03 - PUBLIC LIBRARY						
Expenditures						
MISC. EXPENDITURES						
03 59-0100	POSTAGE	0.00	31.15	1,000.00	3.12	88.38
03 59-0300	TELECOMMUNICATIONS EXPENSE	0.00	5,650.24	10,000.00	56.50	6,368.94
03 59-0800	PRINTING/REPRODUCTION/GRAPHICS	158.00	813.20	6,000.00	13.55	3,678.23
03 59-0900	ADVERTISING	0.00	100.00	500.00	20.00	100.00
03 59-1000	PUBLIC AND LEGAL NOTICES	0.00	76.50	300.00	25.50	383.59
03 59-1200	OTHER SPECIAL EVENTS EXPENSE	4,849.45	39,670.79	50,000.00	79.34	33,256.88
	MISC. EXPENDITURES	5,007.45	46,341.88	67,800.00	68.35	43,876.02
LEASES AND RENTALS						
03 60-0400	VEHICLE RENTALS - INTERFUND	0.00	1,038.64	1,558.00	66.66	1,015.47
03 60-0500	OTHER EQUIPMENT RENTALS	439.82	7,792.26	13,000.00	59.94	7,300.97
	LEASES AND RENTALS	439.82	8,830.90	14,558.00	60.66	8,316.44
UTILITIES						
03 61-0000	TELEPHONE	0.00	269.92	5,000.00	5.40	398.89
03 61-0600	PUBLIC UTILITY SERVICES	171.45	1,862.13	4,500.00	41.38	1,432.56
	UTILITIES	171.45	2,132.05	9,500.00	22.44	1,831.45
TOTAL EXPENDITURES		93,293.13	1,250,963.94	1,855,864.00	67.41	1,266,300.37

GL Number	Inv. Line Desc	Ref #	Vendor	Invoice Desc.	Invoice	Due Date	Amount Cl
Check 28861							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202779	AMAZON CAPITAL SERVICE	30 BOOKS	1FH4-YNDH-T1XP	03/01/24	282.90
03-15-00-59-1200	OTHER SPECIAL EVENTS	EXF202732	AMAZON CAPITAL SERVICE	EMBROIDERY KITS	1DF9-L936-C6VY	03/01/24	237.38
Total For Check 28861							520.28
Check 28862							
03-15-00-52-0200	DUES/SUBSCRIPTIONS	202830	AMERICAN LIBRARY ASSOC	B. OSUCH RENEWAL 12/1/23-11/30/24	1091337 2024	03/01/24	247.00
Total For Check 28862							247.00
Check 28864							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202786	BAKER & TAYLOR INC	16 BOOKS	2038115093	03/01/24	454.35
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202787	BAKER & TAYLOR INC	6 BOOKS	2038096831	03/01/24	102.00
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202793	BAKER & TAYLOR INC	15 BOOKS	2038111574	03/01/24	238.63
03-15-00-56-3100	LIBRARY BOOKS (YOUNG ADU	202788	BAKER & TAYLOR INC	4 BOOKS	2038099277	03/01/24	50.67
03-15-00-56-3300	LIBRARY CHILDRENS BOOKS	202781	BAKER & TAYLOR INC	104 BOOKS	2038118580	03/01/24	1,387.09
03-15-00-56-3300	LIBRARY CHILDRENS BOOKS	202792	BAKER & TAYLOR INC	21 BOOKS	2038099594	03/01/24	187.37
Total For Check 28864							2,420.11
Check 28869							
03-15-00-55-0200	EQUIP MAINT & REPAIR-OTH	202774	CALUMET CITY PLUMBING	(PLUMBING WORK TO FIX FLOODING	61666	03/01/24	5,235.49
Total For Check 28869							5,235.49
Check 28870							
03-15-00-54-0100	COMPUTER/SOFTWARE/WEBSIT	202790	CDW GOVERNMENT	5 VERBATIM INTERNAL DRIVES	PM29262	03/01/24	282.70
Total For Check 28870							282.70
Check 28874							
03-15-00-54-0800	CLEANING SUPPLIES/PAPER	202829	CINTAS CORP	LIBRARY MAT SVCS/MAINTENANCE SUPPLIE	4184545562	03/01/24	421.77
03-15-00-55-0400	CONTRACTUAL BLDG/FACIL M	202829	CINTAS CORP	LIBRARY MAT SVCS/MAINTENANCE SUPPLIE	4184545562	03/01/24	80.71
Total For Check 28874							502.48
Check 28876							
03-15-00-59-0300	TELECOMMUNICATIONS EXPEN	202791	COMCAST FINANCIAL AGEN	(2/22-3/21 INTERNET SVCS @ LIBRARY	87714012704137840	03/01/24	246.85
Total For Check 28876							246.85
Check 28882							
03-15-00-51-0100	D/I ER EXP-LIBRARY	202834	DELTA DENTAL OF IL - R	MAR/24 DENTAL INSURANCE PREMIUMS	1772151	03/01/24	253.30
Total For Check 28882							253.30
Check 28887							
03-15-00-59-1200	OTHER SPECIAL EVENTS	EXF202780	FUN EXPRESS LLC	TEEN CRAFTS	729926692-01	03/01/24	148.73
Total For Check 28887							148.73
Check 28888							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202782	GALE GROUP	8 BOOKS	83815717	03/01/24	218.92
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202783	GALE GROUP	2 BOOKS	83856229	03/01/24	52.48
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202784	GALE GROUP	7 BOOKS	83815447	03/01/24	190.43
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202785	GALE GROUP	5 BOOKS	83855738	03/01/24	125.95
Total For Check 28888							587.78
Check 28892							
03-15-00-52-0000	OTHER TRAVEL EXPENSES	202778	KATHERINE GOOSBY	FEB/24 MILEAGE REIMBURSEMENT	02 2024	03/01/24	33.57
Total For Check 28892							33.57
Check 28898							
03-15-00-60-0500	OTHER EQUIPMENT RENTALS	202828	IMAGETEC LP	HP COPIER USAGE 2/25-5/24	726602	03/01/24	316.96

GL Number	Inv. Line Desc	Ref #	Vendor	Invoice Desc.	Invoice	Due Date	Amount Cl
Check 28898				Total For Check 28898			316.96
Check 28903							
03-15-00-56-3500	LIBRARY A/V MATERIALS	202836	MIDWEST TAPE LLC	2 DVDS	505061543	03/01/24	33.91
				Total For Check 28903			33.91
Check 28916							
03-15-00-54-0800	CLEANING SUPPLIES/PAPER	202777	QUILL LLC	CRAYONS, NAPKINS, PAPER TOWELS	37153300	03/01/24	55.95
03-15-00-54-2700	LIBRARY OPERATING SUPPLI	202775	QUILL LLC	COFFEE	37142768	03/01/24	17.99
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	202776	QUILL LLC	PAINT FOR PROGRAM	37185195	03/01/24	28.15
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	202777	QUILL LLC	CRAYONS, NAPKINS, PAPER TOWELS	37153300	03/01/24	15.30
				Total For Check 28916			117.39
Check 28920							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	202730	ARLENE B SANTIAGO	2/28 CHAIR YOGA SVCS	AS02282024	03/01/24	175.00
				Total For Check 28920			175.00
Check 28938							
03-15-00-55-0000	CONTRACTUAL EQUIP MAINT-	202795	ZOOBEAN INC.	BEANSTACKS PREMIUM DUES - 1.31.24 -	31658	03/01/24	1,787.00
				Total For Check 28938			1,787.00
Check 28939							
03-15-00-54-1400	PAINT/HARDWARE/SMALL TOC	202926	AMAZON CAPITAL SERVICE	RING CHIMES	1D1L-QT47-3MCH	03/08/24	135.76
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202921	AMAZON CAPITAL SERVICE	4 BOOKS	1X1V-TKN7-HF3H	03/08/24	79.96
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	202970	AMAZON CAPITAL SERVICE	TEEN BRACELETS	1GLX-KGN9-9HH1	03/08/24	31.98
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	202920	AMAZON CAPITAL SERVICE	AUTISM AWARENESS SUPPLIES	19RX-3YWT-PMLN	03/08/24	316.92
				Total For Check 28939			564.62
Check 28943							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202931	BAKER & TAYLOR INC	3 BOOKS	2038108040	03/08/24	54.73
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202968	BAKER & TAYLOR INC	6 BOOKS	2038125806	03/08/24	95.14
03-15-00-56-3300	LIBRARY CHILDRENS BOOKS	202930	BAKER & TAYLOR INC	21 BOOKS	2038114518	03/08/24	243.18
03-15-00-56-3300	LIBRARY CHILDRENS BOOKS	202971	BAKER & TAYLOR INC	30 BOOKS	2038132666	03/08/24	239.90
				Total For Check 28943			632.95
Check 28946							
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	202972	BETTER CONTAINERS MFG	BOOK BAGS	239814	03/08/24	220.35
				Total For Check 28946			220.35
Check 28957							
03-15-00-55-0400	CONTRACTUAL BLDG/FACIL M	202974	CINTAS CORP	LIBRARY BATHROOM SANITIZING	4185434448	03/08/24	231.38
				Total For Check 28957			231.38
Check 28969							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202938	GALE GROUP	8 BOOKS	83830874	03/08/24	223.42
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202939	GALE GROUP	4 BOOKS	83931390	03/08/24	98.96
				Total For Check 28969			322.38
Check 28974							
03-15-00-56-3200	LIBRARY DIGITAL SERVICES	202976	KANOPY INC	VIDEO STREAMING SVCS	390608-PPU	03/08/24	72.00
				Total For Check 28974			72.00
Check 28983							
03-15-00-56-3500	LIBRARY A/V MATERIALS	202975	MIDWEST TAPE LLC	HOOPLA FEB/24	505126874	03/08/24	1,242.03
				Total For Check 28983			1,242.03

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GL Number	Inv. Line Desc	Ref #	Vendor	Invoice Desc.	Invoice	Due Date	Amount Cl
Check 28988							
03-15-00-52-0000	OTHER TRAVEL EXPENSES	202969	JENNIFER OOSTERBAAN	FEB/24 MILEAGE REIMBURSEMENT	02 2024	03/08/24	179.49
Total For Check 28988							179.49
Check 28992							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202932	PLAYAWAY PRODUCTS LLC	12 PLAYAWAYS	454363	03/08/24	738.63
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202936	PLAYAWAY PRODUCTS LLC	1 PLAYAWAY	454548	03/08/24	73.69
Total For Check 28992							812.32
Check 28994							
03-15-00-54-0000	OTHER OPERATING SUPPLIES	202928	QUILL LLC	BATTERIES AND GLOVES	37269980	03/08/24	33.43
03-15-00-54-0100	COMPUTER/SOFTWARE/WEBSIT	202927	QUILL LLC	FLASH DRIVES, CLEANING SUPPLIES	37291645	03/08/24	17.98
03-15-00-54-0200	PRINTING/COPYING SUPPLIE	202929	QUILL LLC	TONER AND CLEANING SUPPLIES	37250932	03/08/24	175.11
03-15-00-54-0800	CLEANING SUPPLIES/PAPER	202927	QUILL LLC	FLASH DRIVES, CLEANING SUPPLIES	37291645	03/08/24	252.95
03-15-00-54-0800	CLEANING SUPPLIES/PAPER	202928	QUILL LLC	BATTERIES AND GLOVES	37269980	03/08/24	17.98
03-15-00-54-0800	CLEANING SUPPLIES/PAPER	202929	QUILL LLC	TONER AND CLEANING SUPPLIES	37250932	03/08/24	33.29
Total For Check 28994							530.74
Check 28997							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	202924	ARLENE B SANTIAGO	3/6 CHAIR YOGA SVCS	AS03062024	03/08/24	175.00
Total For Check 28997							175.00
Check 29018							
03-15-00-55-0400	CONTRACTUAL BLDG/FACIL M	203081	ALPHA BUILDING MAINTEN	MAR/24 SVCS @ LIBRARY	22806 VPF	03/15/24	2,019.15
Total For Check 29018							2,019.15
Check 29019							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203076	AMAZON CAPITAL SERVICE	2 BOOKS	1JKN-7HL3-6C3G	03/15/24	19.98
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203077	AMAZON CAPITAL SERVICE	2 BOOKS	1RDL-HQHV-KYTD	03/15/24	26.98
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203079	AMAZON CAPITAL SERVICE	11 BOOKS	13N3-447T-3LT1	03/15/24	126.27
Total For Check 29019							173.23
Check 29023							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203126	BAKER & TAYLOR INC	2 BOOKS	2038127671	03/15/24	32.93
03-15-00-56-3100	LIBRARY BOOKS (YOUNG ADU	203132	BAKER & TAYLOR INC	3 BOOKS	2038128627	03/15/24	34.06
03-15-00-56-3300	LIBRARY CHILDRENS BOOKS	203125	BAKER & TAYLOR INC	76 BOOKS	2038134933	03/15/24	833.71
03-15-00-56-3300	LIBRARY CHILDRENS BOOKS	203128	BAKER & TAYLOR INC	3 BOOKS	2038126364	03/15/24	28.03
03-15-00-56-3300	LIBRARY CHILDRENS BOOKS	203129	BAKER & TAYLOR INC	35 BOOKS	2038136750	03/15/24	340.91
03-15-00-56-3300	LIBRARY CHILDRENS BOOKS	203130	BAKER & TAYLOR INC	31 BOOKS	2038145084	03/15/24	229.65
03-15-00-56-3300	LIBRARY CHILDRENS BOOKS	203131	BAKER & TAYLOR INC	20 BOOKS	2038139330	03/15/24	192.41
Total For Check 29023							1,691.70
Check 29027							
03-15-00-56-0000	OTHER CAPITAL OUTLAYS	203146	BTS SOLUTIONS	PHONES	27379	03/15/24	4,283.90
Total For Check 29027							4,283.90
Check 29028							
03-15-00-54-0100	COMPUTER/SOFTWARE/WEBSIT	203084	CDW GOVERNMENT	3 RUCKUS WIRELESS ACCESS PTS	PV19197	03/15/24	1,674.69
03-15-00-54-2700	LIBRARY OPERATING SUPPLI	203085	CDW GOVERNMENT	5 FLASH DRIVES	PT48935	03/15/24	32.90
Total For Check 29028							1,707.59
Check 29035							
03-15-00-55-0400	CONTRACTUAL BLDG/FACIL M	203138	CINTAS CORP	LIBRARY MAT SVCS/MAINTENANCE SUPPLIE	4185979513	03/15/24	80.71
Total For Check 29035							80.71
Check 29041							

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GL Number	Inv. Line Desc	Ref #	Vendor	Invoice Desc.	Invoice	Due Date	Amount Cl
Check 29041							
03-15-00-54-2600	LIBRARY PROCESSING SUPPLI	203127	DEMCO SOFTWARE	CARD PROTECTORS/BOOK JACKETS	7448785	03/15/24	469.44
03-15-00-59-1200	OTHER SPECIAL EVENTS EXF	203139	DEMCO SOFTWARE	LIBRARY BOOK BAGS	7447704	03/15/24	122.95
				Total For Check 29041			592.39
Check 29058							
03-15-00-56-3500	LIBRARY A/V MATERIALS	203075	MIDWEST TAPE LLC	2 DVDS	505124915	03/15/24	60.16
				Total For Check 29058			60.16
Check 29067							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	203071	ARLENE B SANTIAGO	3/13/24 CHAIR YOGA SVCS	AS03132024	03/15/24	175.00
				Total For Check 29067			175.00
Check 29077							
03-15-00-55-0000	CONTRACTUAL EQUIP MAINT-	203080	TODAY'S BUSINESS SOLUT	FAX PRGM - 4TH QTR 2023	020724-125	03/15/24	112.08
				Total For Check 29077			112.08
Check 29079							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	203134	UNIQUE MANAGEMENT SERV	FEB/24 DEBT PLACEMENTS	6123167	03/15/24	206.85
				Total For Check 29079			206.85
Check 29087							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203268	BAKER & TAYLOR INC	5 BOOKS	2038139913	03/22/24	91.37
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203269	BAKER & TAYLOR INC	9 BOOKS	2038154072	03/22/24	147.55
				Total For Check 29087			238.92
Check 29101							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203293	GALE GROUP	6 BOOKS	84003131	03/22/24	161.19
				Total For Check 29101			161.19
Check 29122							
03-15-00-56-3500	LIBRARY A/V MATERIALS	203267	MIDWEST TAPE LLC	4 DVDS	505164770	03/22/24	127.74
				Total For Check 29122			127.74
Check 29133							
03-15-00-54-0200	PRINTING/COPYING SUPPLIE	203270	QUILL LLC	TONER	37469337	03/22/24	210.31
03-15-00-54-0200	PRINTING/COPYING SUPPLIE	203271	QUILL LLC	OFFICE SUPPLIES/PRINTING RIBBON	37479633	03/22/24	130.23
03-15-00-54-2700	LIBRARY OPERATING SUPPLI	203271	QUILL LLC	OFFICE SUPPLIES/PRINTING RIBBON	37479633	03/22/24	119.04
03-15-00-54-2700	LIBRARY OPERATING SUPPLI	203272	QUILL LLC	OFFICE SUPPLIES	37430662	03/22/24	109.55
03-15-00-54-2700	LIBRARY OPERATING SUPPLI	203273	QUILL LLC	COFFEE	37440607	03/22/24	18.99
03-15-00-54-2700	LIBRARY OPERATING SUPPLI	203274	QUILL LLC	SPOONS	37440578	03/22/24	22.59
				Total For Check 29133			610.71
Check 29137							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	203276	ARLENE B SANTIAGO	3/20 & 3/22 CHAIR YOGA SVCS	AS032003222024	03/22/24	350.00
				Total For Check 29137			350.00
Check 29138							
03-15-00-59-0800	PRINTING/REPRODUCTION/GF	203280	SEBIS DIRECT INC	FEB '24 UB SERVICES/INSERTS	85962	03/22/24	158.00
				Total For Check 29138			158.00
Check 29143							
03-15-00-54-2700	LIBRARY OPERATING SUPPLI	203255	SWAN	CREDIT CARD SWIPES	10767	03/22/24	340.00
				Total For Check 29143			340.00
Check 29150							

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GL Number	Inv. Line Desc	Ref #	Vendor	Invoice Desc.	Invoice	Due Date	Amount Cl
Check 29150							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203446	BAKER & TAYLOR INC	21 BOOKS	2038134593	03/29/24	200.84
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203492	BAKER & TAYLOR INC	8 BOOKS	2038176568	03/29/24	144.22
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203453	BAKER & TAYLOR INC	25 BOOKS	2038164118	03/29/24	450.55
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203496	BAKER & TAYLOR INC	2 BOOKS	2038156900	03/29/24	65.89
03-15-00-56-3100	LIBRARY BOOKS (YOUNG ADU	203447	BAKER & TAYLOR INC	1 BOOK	2038156786	03/29/24	10.40
03-15-00-56-3300	LIBRARY CHILDRENS BOOKS	203452	BAKER & TAYLOR INC	25 BOOKS	2038167407	03/29/24	255.24
Total For Check 29150							1,127.14
Check 29156							
03-15-00-54-0100	COMPUTER/SOFTWARE/WEBSIT	203494	CDW GOVERNMENT	TRENDNET POWER BOXES FOR WIFI	QC62923	03/29/24	250.50
03-15-00-54-0200	PRINTING/COPYING SUPPLIE	203442	CDW GOVERNMENT	ZEBRA CARD PRINTER RIBBONS - COLOR	QB85167	03/29/24	196.83
03-15-00-54-2600	LIBRARY PROCESSING SUPPI	203441	CDW GOVERNMENT	EPSON LABEL PRINTER	PZ07938	03/29/24	413.15
03-15-00-54-2600	LIBRARY PROCESSING SUPPI	203493	CDW GOVERNMENT	EPSON LABEL PRINTERS	QD15951	03/29/24	826.30
03-15-00-55-0200	EQUIP MAINT & REPAIR-OTH	203440	CDW GOVERNMENT	MAGICARD CLEANING KITS	QB10334	03/29/24	85.26
Total For Check 29156							1,772.04
Check 29160							
03-15-00-55-0400	CONTRACTUAL BLDG/FACIL M	203436	CINTAS CORP	LIBRARY BATHROOM SANITIZING	4186873981	03/29/24	231.38
Total For Check 29160							231.38
Check 29169							
03-15-00-55-0200	EQUIP MAINT & REPAIR-OTH	203448	ELMER & SON LOCKSMITHS	FIX BACK DOOR LOCK	414596	03/29/24	126.50
Total For Check 29169							126.50
Check 29172							
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203450	GALE GROUP	7 BOOKS	84002801	03/29/24	187.43
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203451	GALE GROUP	4 BOOKS	84053535	03/29/24	113.21
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203443	GALE GROUP	6 BOOKS	84022562	03/29/24	155.94
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203444	GALE GROUP	5 BOOKS	84010040	03/29/24	145.45
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	203445	GALE GROUP	2 BOOKS	84022829	03/29/24	52.48
Total For Check 29172							654.51
Check 29188							
03-15-00-56-3500	LIBRARY A/V MATERIALS	203495	MIDWEST TAPE LLC	1 DVD	505191895	03/29/24	34.50
Total For Check 29188							34.50
Check 29198							
03-15-00-55-0000	CONTRACTUAL EQUIP MAINT-	203438	QUALITY ALARM SYSTEMS	ALARM MONITORING	150639	03/29/24	131.85
Total For Check 29198							131.85
Check 29199							
03-15-00-54-0800	CLEANING SUPPLIES/PAPER	203437	QUILL LLC	AIR FRESHENERS	37498326	03/29/24	79.08
Total For Check 29199							79.08
Check 29208							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	203491	TOMMY RUSNAK'S SIGNS & VINYL LETTER APPLICATION/SIGN REPAIR	TR03282024	03/29/24	398.75	
Total For Check 29208							398.75
Check 297621							
03-15-00-51-0100	H/I ER EXP - LIBRARY	202832	BLUE CROSS & BLUE SHIE	MAR/24 HEALTH INS. PREMIUMS	03 2024	03/01/24	3,898.99
Total For Check 297621							3,898.99
Check 297622							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	202731	BNEW4LIFE, LLC	3/5 TAI CHI FOR SENIORS	BT03052024	03/01/24	145.00

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Check 297622							
				Total For Check 297622			145.00
Check 297637							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	202773	ORKIN INC	TREATMENT FOR MICE	257649244	03/01/24	90.23
				Total For Check 297637			90.23
Check 297638							
03-15-00-59-0100	POSTAGE	202831	PARK FOREST LIBRARY PE	'11/3/23-2/20/24 LIBRARY PETTY CASH E	02262024	03/01/24	19.70
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	202831	PARK FOREST LIBRARY PE	'11/3/23-2/20/24 LIBRARY PETTY CASH E	02262024	03/01/24	499.94
				Total For Check 297638			519.64
Check 297644							
03-15-00-59-0300	TELECOMMUNICATIONS EXPEN	202789	TECHNOLOGY MANAGEMENT	1JAN '24 BANDWIDTH SVCS	T2416072	03/01/24	240.00
				Total For Check 297644			240.00
Check 297650							
03-15-00-60-0500	OTHER EQUIPMENT RENTALS	202826	WELLS FARGO VENDOR FIN	HP COPIER 3/1-3/31/24	5028702307	03/01/24	319.03
				Total For Check 297650			319.03
Check 297653							
03-15-00-59-0300	TELECOMMUNICATIONS EXPEN	202925	AT&T	2.19 - 3.18 SERVICE - INTERNET LIBRA	S665934935-24050	03/08/24	249.43
				Total For Check 297653			249.43
Check 297654							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	202922	BNEW4LIFE, LLC	3/12 TAI CHI FOR SENIORS	BT03122024	03/08/24	145.00
				Total For Check 297654			145.00
Check 297657							
03-15-00-51-0100	ER EXP - LIBRARY	202994	DEARBORN LIFE INSURANC	MAR/24 LIFE INSURANCE PREMIUMS	VF025665-1/03 202	03/08/24	65.74
				Total For Check 297657			65.74
Check 297672							
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	202923	JAE'LN PICKETT	3/6 & 3/13 ART PROGRAMS	JP030603132024	03/08/24	250.00
				Total For Check 297672			250.00
Check 297677							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	202996	U S BANK NATIONAL ASSO	01/24-02/22 CREDIT CARD PURCHASES	02 2024 - LIBRARY	03/08/24	116.00
03-15-00-54-0200	PRINTING/COPYING SUPPLIE	202996	U S BANK NATIONAL ASSO	01/24-02/22 CREDIT CARD PURCHASES	02 2024 - LIBRARY	03/08/24	246.95
03-15-00-54-0400	MEETING EXPENSE	202996	U S BANK NATIONAL ASSO	01/24-02/22 CREDIT CARD PURCHASES	02 2024 - LIBRARY	03/08/24	208.97
03-15-00-56-3000	LIBRARY BOOKS (ADULT)	202996	U S BANK NATIONAL ASSO	01/24-02/22 CREDIT CARD PURCHASES	02 2024 - LIBRARY	03/08/24	5.00
03-15-00-56-3500	LIBRARY A/V MATERIALS	202996	U S BANK NATIONAL ASSO	01/24-02/22 CREDIT CARD PURCHASES	02 2024 - LIBRARY	03/08/24	16.49
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	202996	U S BANK NATIONAL ASSO	01/24-02/22 CREDIT CARD PURCHASES	02 2024 - LIBRARY	03/08/24	4,086.20
				Total For Check 297677			4,679.61
Check 297696							
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	203073	JOURNEY & THINGZ, LLC	3/21/24 WOMEN'S HISTORY MONTH	JJ03212024	03/15/24	350.00
				Total For Check 297696			350.00
Check 297703							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	203124	NEW LIFE PAINTING	PAINTING IN KZ	NLP03062024	03/15/24	420.00
				Total For Check 297703			420.00
Check 297708							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	203074	ORKIN INC	TRAP SVCS @ LIBRARY	262516346	03/15/24	36.00
				Total For Check 297708			36.00

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Check 297722							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	203277	BNEW4LIFE, LLC	3/26 TAI CHI FOR SENIORS	BT03262024	03/22/24	145.00
				Total For Check 297722			145.00
Check 297732							
03-15-00-55-0200	EQUIP MAINT & REPAIR-OTH	203275	CUMMINS SALES & SERVICE	GENERATOR MAINTENANCE	F2-44044	03/22/24	409.53
				Total For Check 297732			409.53
Check 297745							
03-15-00-54-2700	LIBRARY OPERATING SUPPLI	203292	ALBERTSONS/ SAFEWAY	TEA	727457-031124-318	03/22/24	15.97
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	203288	ALBERTSONS/ SAFEWAY	REMAINDER FROM FORMER BILL	434659-020224-005	03/22/24	5.43
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	203289	ALBERTSONS/ SAFEWAY	TAX REFUND	667573-022224-005	03/22/24	(2.29)
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	203290	ALBERTSONS/ SAFEWAY	TAX REFUND	807606-022224-005	03/22/24	(5.43)
03-15-00-59-1200	OTHER SPECIAL EVENTS EXP	203291	ALBERTSONS/ SAFEWAY	STAFF TREATS	807611-022224-005	03/22/24	40.26
				Total For Check 297745			53.94
Check 297765							
03-15-00-61-0600	PUBLIC UTILITY SERVICES	203355	VILLAGE OF PARK FOREST	1.14 - 2.15 SVCS @ LIBRARY	0477034900-00 02/	03/22/24	171.45
				Total For Check 297765			171.45
Check 297771							
03-15-00-53-0000	OTHER PROFESSIONAL SERVI	203435	BNEW4LIFE, LLC	04/02 TAI CHI FOR SENIORS	BT04022024	03/29/24	145.00
				Total For Check 297771			145.00
Check 297802							
03-15-00-60-0500	OTHER EQUIPMENT RENTALS	203439	WELLS FARGO VENDOR FIN	PUBLIC COPIERS 3/5 - 4/4	5029012043	03/29/24	439.82
				Total For Check 297802			439.82
--- TOTALS BY GL DISTRIBUTION ---							48,310.29
			03-15-00-51-0100	H/I ER EXP - LIBRARY			4,218.03
			03-15-00-52-0000	OTHER TRAVEL EXPENSES			213.06
			03-15-00-52-0200	DUES/SUBSCRIPTIONS			247.00
			03-15-00-53-0000	OTHER PROFESSIONAL SERVICES			2,722.83
			03-15-00-54-0000	OTHER OPERATING SUPPLIES			33.43
			03-15-00-54-0100	COMPUTER/SOFTWARE/WEBSITE			2,225.87
			03-15-00-54-0200	PRINTING/COPYING SUPPLIES			959.43
			03-15-00-54-0400	MEETING EXPENSE			208.97
			03-15-00-54-0800	CLEANING SUPPLIES/PAPER PROD			861.02
			03-15-00-54-1400	PAINT/HARDWARE/SMALL TOOLS			135.76
			03-15-00-54-2600	LIBRARY PROCESSING SUPPLIES			1,708.89
			03-15-00-54-2700	LIBRARY OPERATING SUPPLIES			677.03
			03-15-00-55-0000	CONTRACTUAL EQUIP MAINT-OTHER			2,030.93
			03-15-00-55-0200	EQUIP MAINT & REPAIR-OTHER			5,856.78
			03-15-00-55-0400	CONTRACTUAL BLDG/FACIL MAINT			2,643.33
			03-15-00-56-0000	OTHER CAPITAL OUTLAYS			4,283.90
			03-15-00-56-3000	LIBRARY BOOKS (ADULT)			5,157.47
			03-15-00-56-3100	LIBRARY BOOKS (YOUNG ADULT)			95.13
			03-15-00-56-3200	LIBRARY DIGITAL SERVICES			72.00
			03-15-00-56-3300	LIBRARY CHILDRENS BOOKS			3,937.49
			03-15-00-56-3500	LIBRARY A/V MATERIALS			1,514.83
			03-15-00-59-0100	POSTAGE			19.70
			03-15-00-59-0300	TELECOMMUNICATIONS EXPENSE			736.28
			03-15-00-59-0800	PRINTING/REPRODUCTION/GRAPHICS			158.00
			03-15-00-59-1200	OTHER SPECIAL EVENTS EXPENSE			6,345.87
			03-15-00-60-0500	OTHER EQUIPMENT RENTALS			1,075.81

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--- FUND TOTALS BY VENDOR ---			03-15-00-61-0600	PUBLIC UTILITY SERVICES			171.45
	Fund 03		PUBLIC LIBRARY				
	03523		- ALPHA BUILDING MAINTENANCE SVC INC				2,019.15
	03687		- AMERICAN LIBRARY ASSOCIATION				247.00
	03797		- AT&T				249.43
	07876		- BAKER & TAYLOR INC				6,110.82
	10005		- BLUE CROSS & BLUE SHIELD OF IL				3,898.99
	100318		- ALBERTSONS/ SAFEWAY				53.94
	100357		- TOMMY RUSNAK'S SIGNS & GRAPHICS INC				398.75
	100371		- NEW LIFE PAINTING				420.00
	100448		- WELLS FARGO VENDOR FINANCIAL SVCS				758.85
	100486		- ARLENE B SANTIAGO				875.00
	100690		- BETTER CONTAINERS MFG CO INC				220.35
	100798		- CINTAS CORP				462.76
	100799		- CINTAS CORP				583.19
	100804		- CDW GOVERNMENT				3,762.33
	100845		- KANOPY INC				72.00
	101028		- AMAZON CAPITAL SERVICES INC				1,258.13
	101178		- BNEW4LIFE, LLC				580.00
	101243		- COMCAST FINANCIAL AGENCY CORP				246.85
	101246		- PLAYAWAY PRODUCTS LLC				812.32
	101375		- JAE'LN PICKETT				250.00
	101429		- JOURNEY & THINGZ, LLC				350.00
	101440		- ZOOBEAN INC.				1,787.00
	101444		- BTS SOLUTIONS				4,283.90
	12505		- CALUMET CITY PLUMBING CO INC				5,235.49
	15297		- TECHNOLOGY MANAGEMENT REVOLVING FND				240.00
	16427		- CUMMINS SALES & SERVICE				409.53
	17980		- DELTA DENTAL OF IL - RISK				253.30
	18025		- DEMCO SOFTWARE				592.39
	23433		- ELMER & SON LOCKSMITHS				126.50
	28910		- DEARBORN LIFE INSURANCE COMPANY				65.74
	29671		- FUN EXPRESS LLC				148.73
	30241		- GALE GROUP				1,725.86
	35600		- KATHERINE GOOSBY				33.57
	41950		- IMAGETEC LP				316.96
	57068		- MIDWEST TAPE LLC				1,498.34
	66130		- JENNIFER OOSTERBAAN				179.49
	66435		- ORKIN INC				126.23
	70265		- PARK FOREST LIBRARY PETTY CASH				519.64
	72841		- QUALITY ALARM SYSTEMS INC				131.85
	72925		- QUILL LLC				1,337.92
	77995		- SEBIS DIRECT INC				158.00
	82451		- SWAN				340.00
	84850		- TODAY'S BUSINESS SOLUTIONS				112.08
	88174		- UNIQUE MANAGEMENT SERVICES INC				206.85
	88825		- U S BANK NATIONAL ASSOCIATION				4,679.61
	92429		- VILLAGE OF PARK FOREST - WATER				171.45
TOTAL FUND 03 PUBLIC L							48,310.29

March 2024

Salaries

	031500-500000	031500-500100	031500-500200	
Date	Regular Salaries	OT Salaries	Temp-P/T Salaries	Total
07/14/23	13,446.49	0.00	11,531.83	24,978.32
07/28/23	13,381.42	11.83	10,861.15	24,254.40
08/11/23	13,403.75	0.00	10,606.01	24,009.76
08/25/23	13,590.73	0.00	11,508.77	25,099.50
09/08/23	13,503.35	20.59	11,968.44	25,492.38
09/22/23	13,536.27	0.00	12,867.85	26,404.12
10/06/23	19,065.15	0.00	12,869.33	31,934.48
10/20/23	13,485.66	0.00	13,339.89	26,825.55
11/03/23	13,491.95	0.00	13,717.50	27,209.45
11/17/23	13,676.82	0.00	13,746.42	27,423.24
12/01/23	13,539.43	0.00	13,245.35	26,784.78
12/15/23	13,624.86	0.00	12,996.77	26,621.63
12/29/23	13,825.95	0.00	13,182.94	27,008.89
01/12/24	13,699.22	0.00	13,769.43	27,468.65
01/24/24	13,714.22	24.37	13,375.03	27,113.62
02/09/24	13,920.76	0.00	13,682.92	27,603.68
02/23/24	13,835.90	61.76	13,866.32	27,763.98
03/08/24	13,731.57	0.00	13,632.90	27,364.47
03/22/24	13,617.98	0.00	13,525.99	27,143.97
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total:	264,091.48	118.55	244,294.84	508,504.87

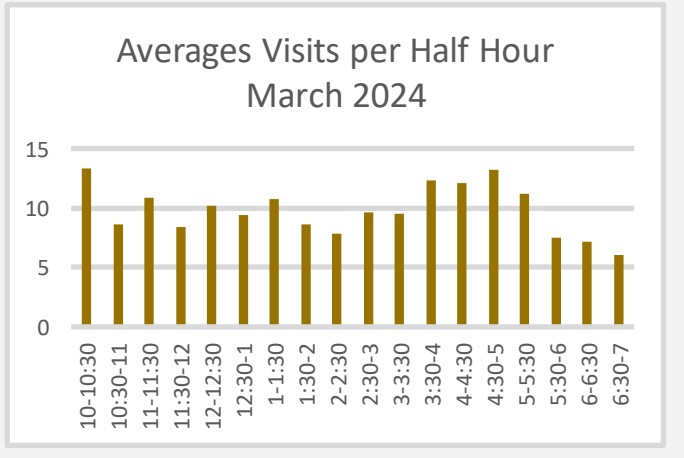
STATISTICS MARCH 2024

Data comparisons from month before

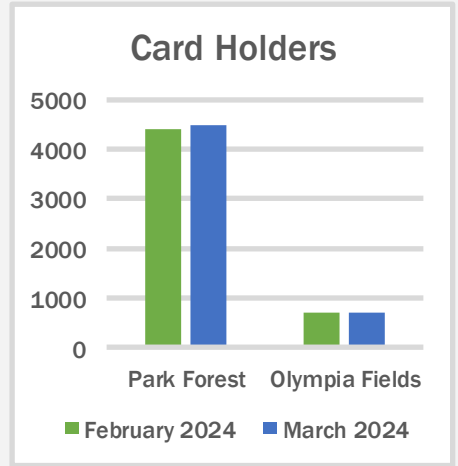
Visits



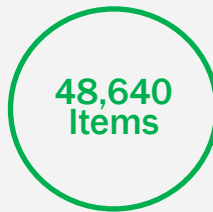
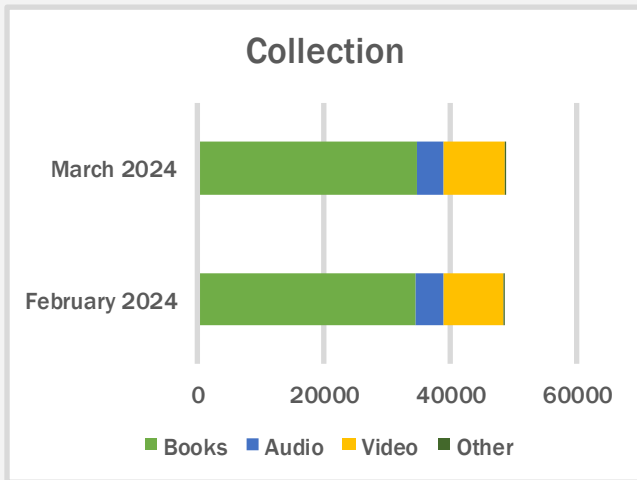
+3.07%
CHANGE



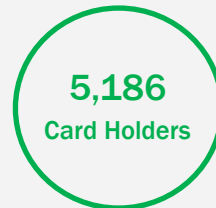
Card Holders



Collection Holdings



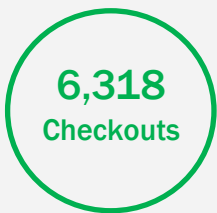
+0.38%
CHANGE



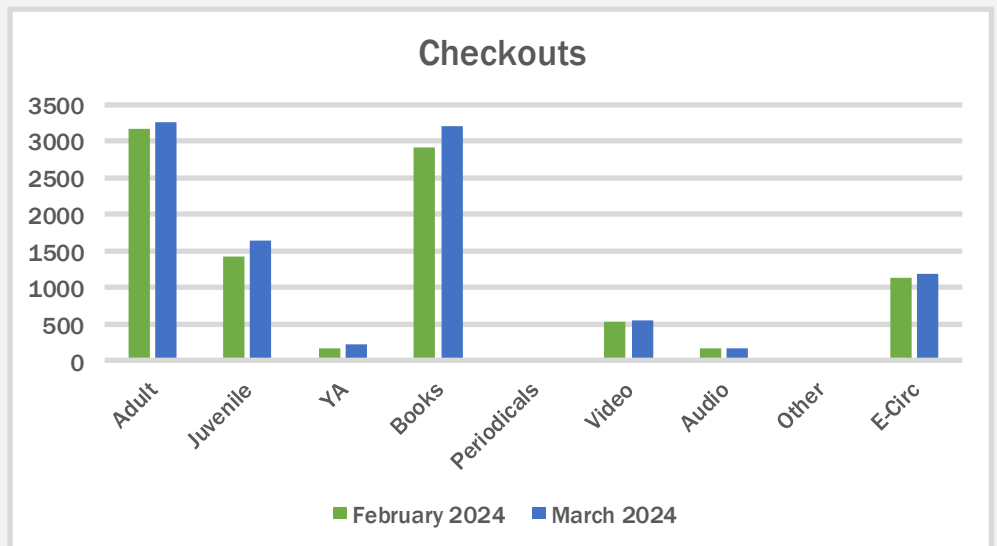
+1.53%
CHANGE

Card holders
make up
19.64% of the
population

Circulation



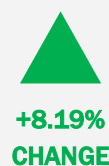
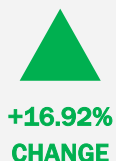
+7.25%
CHANGE



STATISTICS MARCH 2024

Data comparisons from month before

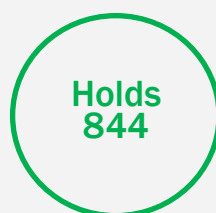
Programs



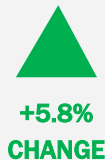
Hours Open

214 hours

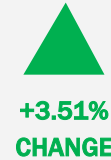
Borrowing/Lending Activity



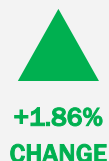
Technology: Sessions Count



Homebound/Drive-Up



Reference Questions



Income: \$1,020.85

Book Drop:

OFPL 48

PFPL 14

Digital Services

Flipster: 15 Downloads/Views

Kanopy: 68 Plays

Mango: 98 Lessons

Universal Class: 41 Lessons

STATISTICS 2024 AT-A-GLANCE

Year-to-date Calendar Year

Patrons	PFPL	OFPL	Collection Holdings		Circulation	
January	4,377	690	January	48,120	January	6,066
February	4,412	696	February	48,454	February	5,891
March	4,480	706	March	48,640	March	6,318
April			April		April	
May			May		May	
June			June		June	
July			July		July	
August			August		August	
September			September		September	
October			October		October	
November			November		November	
December			December		December	

Programs	Number	Attendees	Visits		Hours Open	
January	66	687	January	3,484	January	211
February	65	781	February	4,166	February	209
March	76	845	March	4,294	March	214
April			April		April	
May			May		May	
June			June		June	
July			July		July	
August			August		August	
September			September		September	
October			October		October	
November			November		November	
December			December		December	

Computers	Sessions	Website	Homebound		Drive-Up	Reference Questions	
January	784	11,135	January	19	60	January	1,678
February	912	12,422	February	21	57	February	1,665
March	950	13,142	March	21	59	March	1,696
April			April			April	
May			May			May	
June			June			June	
July			July			July	
August			August			August	
September			September			September	
October			October			October	
November			November			November	
December			December			December	

	ILL Sent	ILL Received	Holds	Reciprocal Borrowing
January	852	842	829	234
February	825	734	736	242
March	790	650	844	252
April				
May				
June				
July				
August				
September				
October				
November				
December				

**Park Forest Public Library
2024/2025 Budget**

REVENUES

<u>Account No.</u>		FY 22/23 ACTUAL	FY 23/24 BUDGET	FY 23/24 ESTIMATE	FY 24/25 PROPOSED	PERCENT CHANGE	AMOUNT CHANGE
OPERATING BUDGET							
031500-400100	General Property Tax/Current Yrs	1,618,939	1,456,909	1,400,000	1,456,909	0%	0
031500-400600	State Pymts in Lieu of Taxes	18,080	18,080	18,080	18,080	0%	0
031500-410100	State Grants	59,488	30,000	35,288	35,000	17%	5,000
031500-452500	Olympia Fields Contract	145,850	144,406	145,850	145,850	1%	1,444
031500-452710	Lost Materials	1,213	400	3,000	1,000	150%	600
031500-454000	Printing/Copying	10,616	10,000	10,000	10,000	0%	0
031500-454700	Misc Income	10,295	0	12	0	0%	0
031500-470000	Contributions & Donations	149	0	200	0	0%	0
031500-480200	Library Fines	199	0	0	0	0%	0
031500-490000	Interest Income	<u>191,732</u>	<u>70,000</u>	<u>200,000</u>	<u>150,000</u>	114%	80,000
	OPERATING BUDGET TOTAL	2,056,561	1,729,795	1,812,430	1,816,839	5%	87,044
OTHER LEVIES							
*IMRF - RETIREMENT BENEFITS							
031500-400101	Property Tax - IMRF	78,780	74,302	74,000	74,302	0%	0
*FICA - RETIREMENT BENEFITS							
031500-400102	Property Tax - FICA	<u>56,548</u>	<u>53,421</u>	<u>53,000</u>	<u>53,421</u>	0%	0
	OTHER LEVIES TOTAL	135,328	127,723	127,000	127,723	0%	0
	TOTAL	2,191,889	1,857,518	1,939,430	1,944,562	5%	87,044
*Separate Levies							

**Park Forest Public Library
2024/2025 Budget**

EXPENSES

<u>Account No.</u>		FY 22/23 ACTUAL	FY 23/24 BUDGET	FY 23/24 ESTIMATE	FY 24/25 PROPOSED	PERCENT CHANGE	AMOUNT CHANGE
OPERATING BUDGET							
Salaries and Wages							
031500-500000	Regular Salaries	338,679	351,519	340,000	363,988	4%	12,469
031500-500100	Overtime Salaries	313	2,000	80	2,000	0%	0
031500-500200	Temporary/Part-Time	<u>268,881</u>	<u>355,045</u>	<u>340,000</u>	<u>406,681</u>	15%	51,636
	Subtotal	607,873	708,564	680,080	772,669	9%	64,105
Insurance							
031500-510100	Health/Dental/Life Ins Premium	32,869	34,625	51,000	81,880	136%	47,255
031500-510300	IRMA Liability Premium	32,922	33,000	33,000	33,000	0%	0
031500-510400	IRMA Deductible	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>25,000</u>	-50%	-25,000
	Subtotal	65,791	117,625	84,000	139,880	19%	22,255
Employee Support							
031500-520000	Other Travel	2,058	2,000	2,500	2,500	25%	500
031500-520200	Dues/Subscriptions	3,030	4,100	4,100	4,100	0%	0
031500-520300	Training Expense	3,304	4,200	4,200	4,200	0%	0
031500-520500	Unemployment Benefits	<u>1,083</u>	<u>2,000</u>	<u>1,000</u>	<u>2,000</u>	0%	0
	Subtotal	9,475	12,300	11,800	12,800	4%	500
Professional Services							
031500-530000	Other Professional Services	69,754	53,000	53,000	53,000	0%	0
031500-530100	Legal Services	1,155	3,000	1,000	3,000	0%	0
031500-530300	Audit Service	<u>5,433</u>	<u>5,433</u>	<u>5,433</u>	<u>5,433</u>	0%	0
	Subtotal	76,342	61,433	59,433	61,433	0%	0
Operating Supplies							
031500-540000	Other Operating Supplies	2,227	3,000	2,300	3,000	0%	0

031500-540100	Computer/Software/Website	30,378	50,000	50,000	50,000	0%	0
031500-540200	Printing/Copying Supplies	9,673	10,000	10,000	10,000	0%	0
031500-540400	Meeting Expense	4,326	3,000	3,000	3,000	0%	0
031500-540800	Cleaning Supplies/Paper Products	5,879	8,000	6,000	8,000	0%	0
031500-541200	Plants and Fertilizer	3,297	3,000	2,000	3,000	0%	0
031500-541400	Paint/Hardware/Tools	89	500	50	500	0%	0
031500-542600	Library Processing Supplies	3,089	5,000	5,000	5,000	0%	0
031500-542700	Library Operating Supplies	<u>8,569</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	0%	0
	Subtotal	67,527	90,500	86,350	90,500	0%	0

Maintenance

031500-550000	Contractual Equipment	39,706	45,000	45,000	45,000	0%	0
031500-550200	Equipment Maintenance	14,457	100,000	28,000	50,000	-50%	-50,000
031500-550400	Contractual Building	30,713	30,000	30,000	35,000	17%	5,000
031500-550500	Contractual Grounds/Maint.	<u>10,500</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	0%	0
	Subtotal	95,376	189,000	117,000	144,000	-24%	-45,000

Capital Outlays

031500-560000	Other Capital Outlays	15,685	10,000	12,000	10,000	0%	0
031500-560100	Office Equipment	47,963	4,000	5,000	4,000	0%	0
031500-560400	Contractual Facility Development	379,618	37,492	63,000	25,046	-33%	-12,446
031500-563000	Library Books (Adult)	68,260	60,000	60,000	60,000	0%	0
031500-563100	Library Books (Young Adult)	8,802	5,000	5,000	5,000	0%	0
031500-563200	Library Digital Services	34,985	40,000	40,000	40,000	0%	0
031500-563300	Library Children's Books	28,747	32,000	32,000	32,000	0%	0
031500-563400	Library Periodicals	4,708	9,000	9,000	9,000	0%	0
031500-563500	Library A-V Materials	18,945	30,000	30,000	30,000	0%	0
031500-563600	Library E-Books	9,115	10,000	10,000	15,000	50%	5,000
031500-563700	Library Book Giveaways	<u>0</u>	<u>31,000</u>	<u>50,000</u>	<u>50,000</u>	61%	19,000
	Subtotal	616,828	268,492	316,000	280,046	4%	11,554

Transfer to Other Funds

031500-580000	Transfer to Other Funds	331	331	331	331	0%	0
031500-581000	Indirect Cost to General Fund	<u>240,135</u>	<u>200,000</u>	<u>200,000</u>	<u>221,232</u>	11%	21,232
	Subtotal	240,466	200,331	200,331	221,563	11%	21,232

Miscellaneous Expenditures

031500-590100	Postage	88	1,000	100	1,000	0%	0
031500-590300	Telecommunication Expenses	9,067	10,000	9,000	10,000	0%	0
031500-590800	Printing/Reproduction/Graphics	4,152	6,000	5,000	6,000	0%	0
031500-590900	Advertising	100	500	100	500	0%	0
031500-591000	Legal Notices	399	300	400	300	0%	0
031500-591200	Other Special Events	<u>46,530</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	0%	0
	Subtotal	60,336	67,800	64,600	67,800	0%	0
Leases and Rentals							
031500-600400	Vehicle Rental-Interfund	1,354	1,558	1,558	1,558	0%	0
031500-600500	Other Equipment Rentals	<u>9,826</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	0%	0
	Subtotal	11,180	14,558	14,558	14,558	0%	0
Utilities							
031500-610000	Telephone	557	5,000	650	5,000	0%	0
031500-610600	Public Utility Services	<u>2,232</u>	<u>4,500</u>	<u>3,000</u>	<u>4,500</u>	0%	0
	Subtotal	2,789	9,500	3,650	9,500	0%	0
	OPERATING BUDGET TOTAL	1,853,983	1,740,103	1,637,802	1,814,749	4%	74,646
OTHER LEVIES							
*IMRF - RETIREMENT BENEFITS							
031500-520620	IMRF Retirement Benefits	41,314	61,556	60,000	70,704	15%	9,148
*FICA - RETIREMENT BENEFITS							
031500-520610	FICA Retirement Benefits	45,957	54,205	50,000	59,109	9%	4,904
	OTHER LEVIES TOTAL	87,271	115,761	110,000	129,813	12%	14,052
	TOTAL	1,941,254	1,855,864	1,747,802	1,944,562	5%	88,698

***Separate Levies**

Library Budget 2024-2025

Revenue

031500-400100 General Property Tax

Proposed: \$1,456,909

Change: \$0

The Library levy remained the same as last fiscal year. The budget reflects an expected tax collection rate of 91%.

031500-400600 State Payments in Lieu of Taxes

Proposed: \$18,080

Change: \$0

031500-410100 State Grants

Proposed: \$35,000

Change: \$5,000

The state per capita grant is expected to be around \$35,000.

031500-452500 Olympia Fields Contract

Proposed: \$145,850

Change: \$1,444

This account includes the Olympia Fields contract and any non-resident cards sold.

031500-452710 Lost Materials

Proposed: \$1000

Change: \$600

This money comes from patrons who pay for items they have lost.

031500-454000 Printing/Copying

Proposed: \$10,000
Change: \$0

This money comes from copies and prints made at the Library.

031500-454700 Miscellaneous Income

Proposed: \$0
Change: \$0

Income from miscellaneous sources is put in this category, but the library never budgets money because of the uncertainty of obtainment.

031500-470000 Contributions and Donations

Proposed: \$0
Change: \$0

The Library never budgets for donation money because of the uncertainty of obtainment.

031500-480200 Library Fines

Proposed: \$0
Change: \$0

The Library is fine-free.

031500-490000 Interest Income

Proposed: \$150,000
Change: \$80,000

Interest rates have increased.

031500-400101 IMRF

Proposed: \$74,302
Change: \$0

The Library levies for funds to pay for staff IMRF (Illinois Municipal Retirement Fund) contributions.

031500-400102 FICA

Proposed: \$53,421
Change: \$0

The Library levies for funds to pay for staff FICA (Federal Insurance Contributions Act) contributions.

Revenues Summary

Total: \$1,944,562
Change: \$87,044

Expenses

Salary Projections for FY 2024-25					
	FY 2023-2024	2% Increase	2.5% Increase	3% Increase	3.5% Increase
Regular salaries	\$353,385	\$360,453	\$362,219	\$363,988	\$365,752
Part Time Salaries	\$394,837	\$402,733	\$404,707	\$406,681	\$408,655
Overtime Salaries	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Salary Totals	\$750,222	\$765,186	\$768,926	\$772,669	\$776,407
IMRF	\$68,651	\$70,020	\$70,362	\$70,704	\$71,046
FICA	\$57,392	\$58,537	\$58,823	\$59,109	\$59,395
Total	\$876,265	\$893,743	\$898,111	\$902,482	\$906,848
Total Increase	\$0	\$17,478	\$21,846	\$26,217	\$30,583

031500-5000000 Regular Salaries

Proposed: \$363,988
Change: \$12,469

This money is used for full-time staff. The total includes a 3% increase.

031500-500100 Overtime Salaries

Proposed: \$2,000
Change: \$0

031500-500200 Temporary/Part-Time

Proposed: \$406,681
Change: \$51,636

This money is used to pay part-time staff. The total includes a 3% increase.

031500-510100 Health/Dental/Life Insurance Premiums

Proposed: \$81,880
Change: \$47,255

Two additional employees are on health insurance. We anticipate another employee joining the library's insurance.

031500-510300 IRMA Liability Premium

Proposed: \$33,000
Change: \$0

031500-510400 IRMA Deductible

Proposed: \$25,000
Change: -\$25,000

Historically, the library has seldom had any deductible payments. The last deductible payment was \$3,587 in FY2016. This has been kept high out of an abundance of caution.

031500-520000 Other Travel

Proposed: \$2,500
Change: \$0

Travel expenses for Administrative Specialist \$800, for Senior Coordinator \$400, and for conference and training travel \$1,300.

031500-520200 Dues/Subscriptions

Proposed: \$4,100
Change: \$0

Dues for professional organizations Illinois Library Association: \$2,000, American Library Association: \$350, Horton Group (employee health reward program): \$600, HR Source: \$1,150.

031500-520300 Training Expenses

Proposed: \$4,200
Change: \$0

Employee rewards from Horton Group (employee health rewards program) \$2,200 and fees for continuing education/staff training speakers \$2,000.

031500-520500 Unemployment Benefits

Proposed: \$2,000
Change: \$0

Payments for unemployment benefits (LIMRiCC)

031500-530000 Other Professional Services

Proposed: \$53,000
Change: \$0

Consultants \$37,350, Service Fees (pest control, billing for lost items, vendor system fees, bank fees) \$12,000, SWAN Quarterly Billing for fines/fees owed to other libraries \$2,000, Historical Society Rental Contribution \$1,650

031500-530100 Legal Services

Proposed: \$3,000
Change: \$0

These are bills from our attorney.

031500-530300 Audit Service

Proposed: \$5,433
Change: \$0

031500-540000 Other Operating Supplies

Proposed: \$3,000
Change: \$0

Supplies not covered elsewhere are paid from this account, such as light bulbs, ice melt and filters.

031500-540100 Computer/Software/Website

Proposed: \$50,000
Change: \$0

Computers \$30,000, Computer Accessories \$4,000, Website \$6,000, Software and Licensing \$10,000.

031500-540200 Printing/Copying Supplies

Proposed: \$10,000
Change: \$2,000

Paper \$2,500, Receipt Paper \$1,000, Toner \$6,500

031500-540400 Meeting Expense

Proposed: \$3,000
Change: \$0

Expenses for staff or board meetings come out of this account.

031500-540800 Cleaning Supplies/Paper Products

Proposed: \$8,000
Change: \$0

Cleaning supplies \$4,000, Cintas supplies \$4,000.

031500-541200 Plants and Fertilizer

Proposed: \$3,000
Change: \$0

Plants for gardens \$2,000 and indoor plants/flowers \$1,000.

031500-541400 Paint/Hardware/Tools

Proposed: \$500
Change: \$0

031500-542600 Library Processing Supplies

Proposed: \$5,000
Change: \$0

Covers, labels, cases, etc.

031500-542700 Library Operating Supplies

Proposed: \$8,000
Change: \$0

Office supplies \$7,000, Water service \$1,000

031500-550000 Contractual Equipment

Proposed: \$45,000
Change: \$0

Alarms \$1,000, SWAN System Fees \$35,000, Aquarium Services \$4,000, Coin Boxes, Scanner, Fax Service Agreements \$5,000

031500-550200 Equipment Maintenance

Proposed: \$50,000
Change: -\$50,000

This budget is used for repairing equipment such as the furnace, sump pumps, air conditioners, fire alarm, and other equipment.

031500-550400 Contractual Building/Facility Maintenance

Proposed: \$35,000
Change: \$5,000

Cleaning company \$30,000, Cintas service \$5,000

031500-550500 Contractual Grounds Maintenance

Proposed: \$14,000
Change: \$0

Lawn service \$2,000, Landscaping service \$12,000

031500-560000 Other Capital Outlays

Proposed: \$10,000
Change: \$0

Items that are not office equipment and are not a structural part of the building (e.g. study carrels, microwave, display cases)

031500-560100 Office Equipment/Furnishings

Proposed: \$4,000
Change: \$0

Chairs, desks, and other office furnishings/accessories

031500-560400 Contractual Facility Development

Proposed: \$25,046
Change: -\$12,446

Capital items that are considered a part of the building. The Board can approve projects at any time and use reserve funds or pass a budget amendment.

031500-563000 Library Books (Adult)

Proposed: \$60,000
Change: \$0

Books for adults.

031500-563100 Library Books (Young Adult)

Proposed: \$5,000
Change: \$0

Books for young adults.

031500-563200 Library Digital Services

Proposed: \$40,000
Change: \$0

Databases, online services

031500-563300 Library Children's Books

Proposed: \$32,000
Change: \$0

Books for children. Reduction moved to book giveaways.

031500-563400 Library Periodicals

Proposed: \$9,000
Change: \$0

Periodicals in print and online.

031500-563500 Library A-V Materials

Proposed: \$30,000
Change: \$0

DVDs and CDs as well as online videos and music.

031500-563600 Library E-Books

Proposed: \$15,000
Change: \$5,000

E-books and online audiobooks. The cost of e-books has increased.

031500-563700 Library Book Giveaways

Proposed: \$50,000
Change: \$19,000

Books purchased for the purpose of giving them away.

031500-580000 Transfer to Other Funds

Proposed: \$331
Change: \$0

Money transferred by the Village for a group fund.

031500-581000 Indirect Cost to General Fund

Proposed: \$221,232
Change: \$21,232

Charge from the Village for accounting, financial, and administrative services

031500-590100 Postage

Proposed: \$1,000
Change: \$0

031500-590300 Telecommunication Expenses

Proposed: \$10,000
Change: \$0

Charges for Internet.

031500-590800 Printing/Reproduction/Graphics

Proposed: \$6,000
Change: \$0

All materials printed outside the library.

031500-590900 Advertising

Proposed: \$500
Change: \$0

Library advertising, job advertising

031500-591000 Legal Notices

Proposed: \$300
Change: \$0

Legal notices are printed in the newspaper to announce Board meetings and bid notices.

031500-591200 Other Special Events

Proposed: \$50,000
Change: \$4,000

Adult, senior, teen, and youth programming.

031500-600400 Vehicle Rental-Interfund

Proposed: \$1,558
Change: \$0

Charge from the Village for group vehicle fund.

031500-600500 Other Equipment Rentals

Proposed: \$13,000
Change: \$0

Copy machine rental fees.

031500-610000 Telephone

Proposed: \$5,000
Change: \$0

031500-610600 Public Utility Services

Proposed: \$4,500
Change: \$0

Water, gas, and electricity

031500-520620 IMRF Retirement Benefits

Proposed: \$70,704
Change: \$9,148

IMRF is 10% of the employee salary

031500-520610 FICA Retirement Benefits

Proposed: \$59,109
Change: \$4,904

Expenses Summary

Total: \$1,944,562
Change: \$88,698
Surplus: \$0

BYLAWS OF THE PARK FOREST PUBLIC LIBRARY

BOARD OF TRUSTEES

1. The Park Forest Public Library Board of Trustees serves the residents of Park Forest.
2. The regular meeting of the library board shall be held on the third Thursday of each month at the Park Forest Public Library. All meetings shall be posted and open to the public in conformity with the Illinois "Open Meetings Act" (51LCS 120/1-6).
3. Special meetings may be held at any time at the call of the president or at the call of any two trustees of the board, provided that notice thereof be given to all trustees at least 48 hours in advance of the special meetings and that other provisions of the "Open Meetings Act" are met.
4. Trustees are elected for a term of six years.
5. The Board shall consist of seven members. A quorum shall consist of four trustees.
6. The officers of the board shall be president, vice-president, and secretary. The president, vice-president and secretary shall be elected from among the board trustees. The recording secretary shall be appointed, but need not be a member of the board. The officers shall be elected at the first regular meeting of the board in odd years following the regular village election, for a term of two years, and shall remain in office until their successors are elected. In the event the office of the president becomes vacant, the vice-president shall assume the office of the president until the next scheduled election occurs. A new vice-president shall be elected to serve until the next regular election. In the event a vacancy occurs in the office of vice-president or secretary, an election shall be held to fill that position until the next regularly scheduled election.
7. In the event a vacancy on the board occurs, a trustee shall be appointed by the board to fill the vacancy until the next regular election at which trustees are to be elected. At this time a trustee shall be elected to fill the remainder of the term. If, however, less than 28 months remain in said term, the appointment shall be for the remainder of the term.
Vacancies shall be filled within 90 days after a vacancy has been declared.
8. The president of the board shall preside at all meetings, appoint all committees and generally perform the duties of a presiding officer. In the absence of the president, the vice-president shall preside. If neither the president nor the vice-president is present, the secretary -- or in his/her absence some other trustee should call the meeting to order, and the assembly shall immediately elect a chairperson pro tem to preside during that session. Such office is terminated by the entrance of the president or vice-president, or by the election of another chairperson pro tem.
9. The recording secretary shall keep minutes of all board meetings, issue notices of all regular meetings and, on proper authorization, of all special meetings. If the recording secretary is not present, the board may appoint an acting recording secretary. Such office is terminated by the entrance of the recording secretary, or by the appointment of another acting recording secretary.

Original Policy 9/19/96, Revised 6/19/97
Approved 6/15/00, Approved 9/16/10
Approved 1/18/18, Approved 2/18/21
Revised 3/17/23, Approved 4/20/23
Revised 3/11/2024

10. Standing committees shall include Personnel and Finance, and shall be appointed at the time of election of officers. Each committee shall be comprised of a chairperson and three other board trustees with the president as an ex officio member. Special committees shall be appointed by the President as needed.

11. The order of business at all regular meetings of the board shall be as follows:

Roll Call
Approval of Minutes
Communications
Audience to Visitors
Financial Report
Report of the Board President
Report of the Librarian
Reports of Committees
Unfinished Business
New Business
Executive Session

12. Robert's Rules of Order (revised) shall govern in the parliamentary procedure of the board, except as specified herein. A roll call vote shall be taken of the trustees present at the request of any one trustee.

13. The Library Director shall be executive director of the policies adopted by the board. Among the duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties, the submission to the board of monthly and annual reports, and recommendations to the board of such policies and procedures as, in the opinion of the Library Director, would promote efficiency of the library in its service to the people of the community.

14. If any claim or action not covered by insurance is instituted against an officer or employee of the Park Forest Public Library allegedly arising out of an act or omission occurring within the scope of his or her duties as such officer or employee, the Park Forest Public Library shall at the request of the officer or employee:

- a) Appear and defend against the claim or action; and
- b) Pay or indemnify the officer or employee for a judgment and court cost 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 officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the board of trustees of this library.

For the purposes of this section, the term officer shall include both elected and appointed officers. The term officer and employee shall include former officers and employees. This indemnification resolution shall not apply if the board of trustees 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 trustees will be determined after an investigation of the facts.

Original Policy 9/19/96, Revised 6/19/97
Approved 6/15/00, Approved 9/16/10
Approved 1/18/18, Approved 2/18/21
Revised 3/17/23, Approved 4/20/23
Revised 3/11/2024

15. Amendments to these bylaws and changes in any written policy of the board may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting.

Conflicts of Interest

The Park Forest Public Library Board of Trustees is subject to Illinois Law regarding conflicts of interest.

1. Trustees may not have any interest "in any contract or the performance of any work in the making or letting of which such officers may be called upon to act or vote" [50 ILCS 105/3 et seq.]. This provision is not avoided by a board member abstaining from voting. If the said member has an interest in the outcome, then he or she is in violation of the statute.
2. Trustees may not accept or offer to receive money or anything of value as a gift, bribe, or means of influence.
3. Trustees may also not serve simultaneously in two governmental positions that are "incompatible."

Electronic Meetings

The Board of Library Trustees believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance in all board meetings be achieved whenever possible; and

The use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the open meetings act; and

The open meetings act has been amended to allow attendance at public body meetings through audioconference, video-conference, or by any other electronic conferencing without physical attendance; and

The Board in all of its regular, special, and committee meetings complies and intends to comply with the provisions of the open meetings act.

The Board of Library Trustees, having considered the aforesaid matters, hereby adopts this policy to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of conferencing for its meetings as more specifically set out in this resolution, and to adopt, establish, and set forth the rules of the board applicable thereto:

1. All pertinent provisions of the open meetings act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, and the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; in particular, any use of closed sessions shall be in compliance with the provisions of the act.
2. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all

members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.

3. Pursuant to the open meetings act, a quorum of members of the board must be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means.

4. All board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the secretary as done by electronic attendance.

5. A board member who attends a meeting by video or audio conference must provide notice to the recording secretary or clerk of the board at least 24 hours prior to the meeting unless such advanced notice is impracticable.

6. A board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to (i) personal illness or disability; (ii) employment purposes or the business of the board; or (iii) a family or other emergency.

7. As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more board members will or may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the board.

8. The meeting minutes shall include, but need not be limited to; (i) the date, time, and place of the meeting; (ii) the members of the board who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference, or by other electronic means; and (iii) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

9. This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the board but shall be used only as necessary to allow the participation of board members who are unable to attend in person due to such circumstances listed in provision 6 of this policy.

10. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. A speakerphone) in order that the public audience, the library members in attendance, and any staff will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote, or discussion.