

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD MARCH 26, 2025  
MEETING ROOM B OF PROSPECT HEIGHTS PUBLIC LIBRARY,  
12 ELM STREET, PROSPECT HEIGHTS, ILLINOIS

**I. CALL TO ORDER/ROLL CALL**

The meeting of the Board of Trustees of the Prospect Heights Public Library was called to order at 7:01 P.M.

Roll Call: Physically Present: Trustees Jordan, Kerr, Lahey and Peterson.

Absent: Trustees Moser and Patel. Trustee Bochula arrived at 7:18 P.M.

Also physically present: Executive Director, Alex Todd; Rosie Fisher from Communications; Katie O'Brian from Youth Services; and Meg Golembiewski from Adult Services.

**II. CONSENT AGENDA (ACTION)**

- A. Approve Minutes from February 26, 2025 regular Board meeting
- B. Approve the Combined Statement of Assets as of January 31, 2025, in the amount of \$6,833,979.62
- C. Ratify Paid Disbursements since February 26, 2025 in the amount of \$269,288.92
- D. Approve Bills for Payment for March, 2025 in the amount of \$105,343.42
- E. Approve Transfer from Savings to Checking in the amount of \$230,000.00

Trustee Kerr moved, seconded by Trustee Jordan to approve the consent agenda, as presented.

Roll Call: Ayes: Trustees Jordan, Kerr, Lahey and Peterson.

Nays: None.

Absent: Trustees Bochula, Moser, and Patel.

Abstain: None.

**III. PUBLIC COMMENTS**

None.

#### **IV. ATTORNEY'S REPORT**

None.

#### **V. COMMUNICATIONS**

Director Todd shared an article in the *Prospect Heights Journal* about the Library's upcoming Human Library event in May.

#### **VI. PRESIDENT'S REPORT**

Trustee Kerr encouraged trustees to attend the LACONI Trustee Banquet on May 30. She reminded Trustees about the Personnel & Policy Committee meeting scheduled immediately preceding the April 30 Board meeting. Finally, she encouraged the Trustees to vote in the consolidated elections on April 1.

#### **VII. EXECUTIVE DIRECTOR'S REPORT**

Director Todd reported on various Library happenings including the new statistical dashboard; the hiring of Lynelle Kirkwood as the Library's new Adult Programmer; the announced retirement of Maria Ampulski after 26 years of service; progress on the city's stormwater project and the Library's installation of electric vehicle chargers; a minor generator alarm; and upcoming building maintenance. He highlighted the successful Young Artists Reception held March 10 and attracted 546 attendees and noted that the Library started receiving its spring tax disbursements. Finally he discussed the President's recent executive order defunding the Institute of Museum and Library Services and how that might impact the Library.

#### **VIII. COMMITTEE REPORTS**

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Ker

The Committee will meet in April immediately before the monthly board meeting.

D. RAILS – Alex Todd

No report.

## IX. OLD BUSINESS

None.

## X. NEW BUSINESS

### A. Review contract for Claudine Kastner (ACTION)

Trustee Kerr moved, seconded by Trustee Bochula to approve the Claudine Kastner's contract for recording secretary services as presented.

Roll Call: Ayes: Trustees Jordan, Kerr, Lahey and Peterson.

Nays: None.

Absent: Trustees Bochula, Moser, and Patel.

Abstain: None.

### B. Review of minutes of closed meetings in compliance with 5 ILCS 120/2.06 (ACTION)

Trustee Kerr reported that she and Trustee Moser reviewed the written minutes and verbatim recordings of all closed session meetings on March 3. She moved, seconded by Jordan to approve the written minutes of the closed meeting held on April 24, 2024 (5 ILCS 120/1(c)(1)); and that, in compliance with 5 ILCS 120/2.06, the minutes remain closed and that the need for confidentiality still exists as to these minutes.

Roll Call: Ayes: Trustees Bochula, Jordan, Kerr, Lahey and Peterson.

Nays: None.

Absent: Trustees Moser, and Patel.

Abstain: None.

Trustee Kerr moved, seconded by Trustee Jordan that in compliance with 5 ILCS 120/2.06(d)(f), the following sets of approved closed session minutes no longer contain any portions therein that require confidential treatment and shall be made available for public inspection: April 26, 2023.

Roll Call: Ayes: Trustees Bochula, Jordan, Kerr, Lahey and Peterson.

Nays: None.

Absent: Trustees Moser, and Patel.

Abstain: None.

Trustee Kerr moved, seconded by Trustee Jordan that in compliance with 5 ILCS 120/2.06(a)(c), the board approve the destruction of the verbatim recordings of the closed meeting held on April 26, 2023.

Roll Call: Ayes: Trustees Bochula, Jordan, Kerr, Lahey and Peterson.

Nays: None.

Absent: Trustees Moser, and Patel.

Abstain: None.

C. Adult Services Department Update – Meg Golembiewski

Ms. Golembiewski explained the Library's Book Box program for the Board. She reviewed how the idea came about, how they create new themes, choose materials, etc. Ms. Golembiewski emphasized how she works with people from Technical Services to ensure the items are properly displayed in the catalog; with Circulation staff so they know how they need to check the boxes out and in properly; and with Communications to create compelling marketing and attractive packaging.

Ms. Golembiewski also talked about the Library's On the List program that allows patrons to sign up to be automatically placed on hold when their favorite authors publish a new title. The list of potential authors is limited to those offered by our book wholesalers.

D. Youth Services Department Update – Katie O'Brian

Ms. O'Brian gave brief biographies of the Department's two newest members and talked about the transition the Department has undergone over the past year. She also reviewed the Department's increase in programming this year over last both in terms of number of programs and participation. Ms. O'Brian also reviewed YSD's very popular individualized book box and school book bag programs.

E. Communications Department – Rosie Fischer

Ms. Fischer gave brief biographies of the Department's new members and explained how the Department had seen 100% turnover during the past year. She then had those attending the meeting play a round of "Librar-ady" based upon the game Jeopardy. Each round focused upon the achievements each member of the Department has realized.

**XI. OTHER**

None.

## **XII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:49 P.M.

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Janet Jordan, Secretary

ATTEST:

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Bill Moser, President



# Prospect Heights Public Library District

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## Monthly Financial Report For the Month Ended March 31, 2025

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Prepared by:



**Lauterbach & Amen, LLP**

CERTIFIED PUBLIC ACCOUNTANTS

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# Prospect Heights Public Library District

## Table of Contents

	Page
Statement of Assets, Liabilities, and Fund Balances - All Funds.....	1-1
Statement of Revenues and Expenditures - All Funds.....	2-x
Summary of Changes in Fund Balance - All Funds .....	3-1
Statement of Assets, Liabilities, and Fund Balances - Library Fund .....	4-1
Statement of Revenues and Expenditures - Library Fund .....	5-x
Summary of Changes in Fund Balance - Library Fund .....	6-1
Special Reserve Fund Summary .....	7-1
Founders Fund Summary .....	8-1
Builders Fund Summary .....	9-1
Building Maintenance Fund Summary .....	10-1
FICA Fund Summary .....	11-1
IMRF Fund Summary .....	12-1
Unemployment Fund Summary .....	13-1
Liability Insurance Fund Summary .....	14-1
Audit Fund Summary .....	15-1
Internal Budget Summary .....	16-1

# Prospect Heights Public Library District

## All Funds

### Statement of Assets, Liabilities, and Fund Balances

As of March 31, 2025

	Prior Month	Current Month	Net Change
<b>Assets</b>			
Cash and Investments			
Cash On Hand	250.00	250.00	0.00
Village Bank & Trust - Checking	222,074.49	222,040.17	(34.32)
Village Bank & Trust - License Plate Renewal	776.25	956.16	179.91
Village Bank & Trust - Savings	4,889,219.26	6,011,824.45	1,122,605.19
Illinois Funds	1,721,659.62	1,729,865.53	8,205.91
Total Cash and Investments	6,833,979.62	7,964,936.31	1,130,956.69
Other Assets			
Property Tax Receivable	2,111,927.97	2,111,927.97	0.00
Total Other Assets	2,111,927.97	2,111,927.97	0.00
Total Assets	8,945,907.59	10,076,864.28	1,130,956.69
<b>Liabilities and Fund Balance</b>			
Liabilities			
Accounts Payable	349.39	349.39	0.00
Payroll Tax - IMRF Withheld	5,386.37	5,599.08	212.71
ICMA 457 Withheld	2,481.37	3,247.20	765.83
Flex Cafeteria 125 Withheld	(1,318.28)	(1,757.64)	(439.36)
IMRF - Voluntary	1,371.52	1,371.52	0.00
Accrued Payroll	72,152.61	72,152.61	0.00
Deferred Property Taxes	2,111,927.97	2,111,927.97	0.00
Total Liabilities	2,192,350.95	2,192,890.13	539.18
Fund Balance			
Fund Balance - Library Fund	3,514,909.23	4,523,208.54	1,008,299.31
Fund Balance - Special Reserve Fund	2,551,671.62	2,551,671.62	0.00
Fund Balance - Founders Fund	205,623.63	207,201.37	1,577.74
Fund Balance - Builders Fund	42,936.60	42,936.60	0.00
Fund Balance - Building Maintenance Fund	81,004.74	111,509.62	30,504.88
Fund Balance - FICA Fund	91,852.36	123,924.58	32,072.22
Fund Balance - IMRF Fund	110,540.08	140,219.59	29,679.51
Fund Balance - Unemployment Compensation Fund	2,704.26	3,535.70	831.44
Fund Balance - Liability Insurance Fund	148,683.85	173,974.52	25,290.67
Fund Balance - Audit Fund	3,630.27	5,792.01	2,161.74
Total Fund Balance	6,753,556.64	7,883,974.15	1,130,417.51
Total Liabilities and Fund Balance	8,945,907.59	10,076,864.28	1,130,956.69



# Prospect Heights Public Library District

## All Funds

### Combined Statement of Revenues and Expenditures

For the 9 Months ended March 31, 2025

Revenues	Current Month	Year To Date	Working Budget	Over(Under) Budget	75.00 % Percent Collected/ Spent
					Spent
Property Tax Revenue					
Tax Revenue - Cook Current	0.00	1,966,458.72	1,914,936.00	51,522.72	102.69
Tax Revenue - Cook Advance	1,330,303.57	2,079,418.73	2,215,457.00	(136,038.27)	93.86
Tax Revenue Prior	0.00	0.00	1,000.00	(1,000.00)	0.00
Total Property Tax Revenue	1,330,303.57	4,045,877.45	4,131,393.00	(85,515.55)	97.93
Personal Prop Replacement Tax	1,679.40	19,836.17	40,000.00	(20,163.83)	49.59
Interest Income					
Interest - Village Bank & Trust Checking	0.00	0.00	500.00	(500.00)	0.00
Interest - Founders Fund	1,557.74	12,209.82	0.00	12,209.82	0.00
Interest - Illinois Funds	6,137.59	58,751.01	70,000.00	(11,248.99)	83.93
Interest - Village Bank & Trust - Savings	21,094.96	174,267.91	120,000.00	54,267.91	145.22
Total Interest	28,790.29	245,228.74	190,500.00	54,728.74	128.73
Other Income					
Lost & Damaged	0.00	161.46	500.00	(338.54)	32.29
Donations - Library Fund	0.00	8.40	5,000.00	(4,991.60)	0.17
Photocopy Income	394.19	2,414.37	4,000.00	(1,585.63)	60.36
Meeting Room Fees	0.00	770.00	1,000.00	(230.00)	77.00
Passport and License Plate Fees	21,148.91	126,606.46	135,000.00	(8,393.54)	93.78
Vending Machine Income	240.00	1,762.42	3,000.00	(1,237.58)	58.75
COMPRISE Income	37.84	777.46	1,500.00	(722.54)	51.83
Donations - Memorial	0.00	0.00	7,500.00	(7,500.00)	0.00
Per Capita Grant	0.00	0.00	23,000.00	(23,000.00)	0.00
Other Grants	0.00	3,987.30	0.00	3,987.30	0.00
Other Income	64.45	1,007.82	1,500.00	(492.18)	67.19
Donations - Founders Fund	20.00	5,576.20	0.00	5,576.20	0.00
Total Other Income	21,905.39	143,071.89	182,000.00	(38,928.11)	78.61
Total Revenue	1,382,678.65	4,454,014.25	4,543,893.00	(89,878.75)	98.02

# Prospect Heights Public Library District

## All Funds

### Combined Statement of Revenues and Expenditures

For the 9 Months ended March 31, 2025

Expenditures	Current Month	Year To Date	Working Budget	Over(Under) Budget	75.00 % Percent Collected/ Spent
Library Fund					
Personnel	157,702.87	1,509,236.89	2,025,000.00	(515,763.11)	74.53
Printed Material	8,593.29	78,022.26	131,000.00	(52,977.74)	59.56
Non Print Material	1,578.12	28,497.08	53,000.00	(24,502.92)	53.77
Capital Expenditures	47,114.33	72,742.47	85,000.00	(12,257.53)	85.58
Processing and Supplies	4,166.87	39,827.12	64,000.00	(24,172.88)	62.23
Patron Services	16,030.14	136,864.74	211,000.00	(74,135.26)	64.86
Virtual Services	1,072.91	110,632.96	159,000.00	(48,367.04)	69.58
Outside Professional Services	3,523.90	58,706.03	144,000.00	(85,293.97)	40.77
Telephone	314.05	3,431.45	9,000.00	(5,568.55)	38.13
Professional Education	599.00	21,564.76	37,500.00	(15,935.24)	57.51
Electricity	2,912.00	20,668.70	50,000.00	(29,331.30)	41.34
Gas	259.00	(851.93)	20,000.00	(20,851.93)	(4.26)
Postage	200.00	2,085.19	3,000.00	(914.81)	69.51
Water	337.12	3,573.40	5,000.00	(1,426.60)	71.47
Automation Services	(27,580.10)	116,558.78	146,000.00	(29,441.22)	79.83
Contingency	0.00	0.00	20,000.00	(20,000.00)	0.00
Total Library Fund	216,823.50	2,201,559.90	3,162,500.00	(960,940.10)	69.61
Special Revenue Funds					
Building Maintenance Fund	11,067.11	72,341.71	123,000.00	(50,658.29)	58.81
Builders Fund	0.00	0.00	0.00	0.00	0.00
FICA Fund	9,499.77	94,852.47	137,000.00	(42,147.53)	69.24
IMRF Fund	6,903.84	59,643.53	110,000.00	(50,356.47)	54.22
Unemployment Compensation Fund	0.00	586.47	1,500.00	(913.53)	39.10
Liability Insurance Fund	7,966.92	65,924.75	109,000.00	(43,075.25)	60.48
Audit Fund	0.00	7,500.00	7,500.00	0.00	100.00
Total Special Revenue Funds	35,437.64	300,848.93	488,000.00	(187,151.07)	61.65
Total Tax Funds	252,261.14	2,502,408.83	3,650,500.00	(1,148,091.17)	68.55
Other Funds					
Special Reserve Fund	0.00	9,088.95	2,000,000.00	(1,990,911.05)	0.45
Founders Fund	0.00	719.05	0.00	719.05	0.00
Total Other Funds	0.00	9,808.00	2,000,000.00	(1,990,192.00)	0.49
Total All Funds	252,261.14	2,512,216.83	5,650,500.00	(3,138,283.17)	44.46

**Prospect Heights Public Library District**  
**All Funds**

**Summary of Changes in Fund Balance**  
**For the 9 Months Ended March 31, 2025**

Year-to-date Revenues	4,454,014.25
Year-to-date Expenses	<u>(2,512,216.83)</u>
Excess (Deficiency) of Revenue over Expenses	1,941,797.42
Beginning Fund Balance	<u>5,942,176.73</u>
Current Fund Balance	<u><u>7,883,974.15</u></u>

# Prospect Heights Public Library District

## Internal Budget Report

For the 9 Months ended March 31, 2025

				75.00 %	
	Current	Year	Working	Over(Under)	Prct.
	Month	To Date	Budget	Budget	Spent
Expenditures					
Adult Services					
Adult - Print	5,552.23	45,076.87	70,000.00	(24,923.13)	64.40
Adult - Periodicals	1,062.55	9,065.49	9,000.00	65.49	100.73
Adult - AV	1,220.85	22,422.17	35,000.00	(12,577.83)	64.06
Total Adult Services	7,835.63	76,564.53	114,000.00	(37,435.47)	67.16
Youth Services					
Youth Services - Print	1,915.67	22,273.00	50,000.00	(27,727.00)	44.55
Youth Services - AV	55.31	1,475.22	7,000.00	(5,524.78)	21.07
Youth Services - Periodicals	62.84	1,606.90	2,000.00	(393.10)	80.35
Youth - Electronic Games	271.98	2,011.23	5,000.00	(2,988.77)	40.22
Youth - Games & Puzzles	29.98	2,588.46	6,000.00	(3,411.54)	43.14
Total Youth Services	2,335.78	29,954.81	70,000.00	(40,045.19)	42.79
Building Services					
Office Supplies - Bldg Maint	143.28	5,933.37	12,000.00	(6,066.63)	49.44
Window & Floor Cleaning	0.00	9,150.00	7,000.00	2,150.00	130.71
Landscape Maintenance	0.00	293.93	7,500.00	(7,206.07)	3.92
HVAC Maintenance	0.00	0.00	22,000.00	(22,000.00)	0.00
Contractors Fees	10,696.94	61,835.95	85,000.00	(23,164.05)	72.75
Park District Reimbursement	0.00	71.76	500.00	(428.24)	14.35
Total Building Services	10,840.22	77,285.01	134,000.00	(56,714.99)	57.68
Programs					
Adult Contracts	2,447.86	18,260.38	24,000.00	(5,739.62)	76.08
Adult Materials & Supplies	119.89	6,300.29	6,000.00	300.29	105.00
Youth Contracts	725.00	3,775.00	9,000.00	(5,225.00)	41.94
Youth Materials & Supplies	1,139.20	10,611.18	12,000.00	(1,388.82)	88.43
Iread	1,240.84	1,240.84	2,000.00	(759.16)	62.04
SR Contracts - Youth	450.00	1,662.50	6,000.00	(4,337.50)	27.71
SR Materials & Supplies	0.00	934.66	10,000.00	(9,065.34)	9.35
SR Contracts - Adult	0.00	2,550.00	5,000.00	(2,450.00)	51.00
Groceries	110.12	3,207.04	6,000.00	(2,792.96)	53.45
Total Programs	6,232.91	48,541.89	80,000.00	(31,458.11)	60.68
Publicity					
Newsletter	5,949.00	47,592.00	75,000.00	(27,408.00)	63.46
Newsletter Postage	150.00	17,437.71	25,000.00	(7,562.29)	69.75
Give-aways	3,427.71	10,401.87	10,000.00	401.87	104.02
General	7.74	4,498.27	10,000.00	(5,501.73)	44.98
Vending Machine	140.86	1,485.19	3,000.00	(1,514.81)	49.51
Total Publicity	9,675.31	81,415.04	123,000.00	(41,584.96)	66.19

# Prospect Heights Public Library District

## Internal Budget Report

For the 9 Months ended March 31, 2025

	Current Month	Year To Date	Working Budget	Over(Under) Budget	75.00 % Prct. Spent
Professional Education					
Professional Education - Library Board	0.00	1,115.14	2,000.00	(884.86)	55.76
Professional Education - Director	35.00	2,611.44	5,000.00	(2,388.56)	52.23
Professional Education - Staff	424.00	3,435.20	4,000.00	(564.80)	85.88
Professional Education - In-Service	0.00	1,212.93	5,000.00	(3,787.07)	24.26
Professional Education - Misc	0.00	3,554.41	2,500.00	1,054.41	142.18
Professional Education - Adult Services	100.00	3,670.70	7,000.00	(3,329.30)	52.44
Professional Education - Youth Services	0.00	3,875.15	4,000.00	(124.85)	96.88
Professional Education - Circulation	0.00	183.42	2,500.00	(2,316.58)	7.34
Professional Education - Communication	0.00	1,212.00	3,000.00	(1,788.00)	40.40
Professional Education - Technical Services	40.00	694.37	2,500.00	(1,805.63)	27.77
Total Professional Education	599.00	21,564.76	37,500.00	(15,935.24)	57.51

**DISBURSEMENT WARRANT**

**BOARD MEETING DATE:**

**April 30, 2025**

**TO THE TREASURER OF THE PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT:**

The undersigned, being two members of the Board of Trustees of the Prospect Heights Public Library District (District), and the Librarian of said District do hereby certify and warrant the following as proper obligations against the District and said Librarian has so certified to the Board of Trustees the correctness of each of said disbursements and the Board of Trustees has approved each of said disbursements for payment by the said District by Board action.

Disbursements for Approval or Ratification:

Vendor Disbursements		Check #	
April	Electronic Payments	Nicor	259.00
April	Electronic Payments	Comed	3,206.00
April	Manual Checks		-
			<u>3,465.00</u>

Vendor Disbursements			
April	Paper Checks	36380-36396	16,636.61
April	ACH/Direct Deposits	1001317-1001370	151,072.85
			<u>167,709.46</u>

Payroll Disbursements			
March 28, 2025	Gross Payroll		68,942.09
March 28, 2025	Employer Payroll Taxes		4,754.29
April 11, 2025	Gross Payroll		70,119.41
April 11, 2025	Employer Payroll Taxes		4,818.85
April 25, 2025	Gross Payroll		77,479.89
April 25, 2025	Employer Payroll Taxes		5,357.47
			<u>231,472.00</u>

Other			
March	IMRF		14,012.64
			<u>14,012.64</u>

Total Disbursements for Approval or Ratification \$ 416,659.10

**PRESIDENT**

**SECRETARY**

**LIBRARIAN**

# Prospect Heights Public Library District

## Check List

All Bank Accounts

May 2, 2025

The undersigned, being two officers of the Board of Trustees of the Prospect Heights Public Library District (District) do hereby certify and warrant that the items listed below are properly billed charges or expenses for goods or services received by the District and recommend approval and prompt payment by the Board.

### Vendor Checks

Check Number	Check Date	Payee	Amount
36380	05/02/25	Chicago Sun Times	517.10
36381	05/02/25	City of Prospect Heights	73.50
36382	05/02/25	Elm USA Inc.	79.95
36384	05/02/25	First Bank Card	32.97
36385	05/02/25	First Bank Card	1,418.55
36386	05/02/25	First Bank Card	682.56
36383	05/02/25	First Bank Card	5,675.51
36387	05/02/25	Historic Voices LLC	250.00
36388	05/02/25	Home Depot Credit Services	23.84
36389	05/02/25	Illinois Library Association	3,150.00
36390	05/02/25	Levato Group Inc. TLK Marketing	1,184.00
36391	05/02/25	LiMRICC UCGA	909.35
36392	05/02/25	Michelle Gibbons Presents	437.56
36393	05/02/25	Postmaster Mount Prospect	1,252.62
36394	05/02/25	River Trails Music Booster Assoc.	200.00
36395	05/02/25	Village of Mount Prospect (Carol Stream)	399.10
36396	05/02/25	Javier Michael Zaragoza	350.00
Vendor Check Total			16,636.61

**Vendor Direct Deposit**

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
1001317	05/02/25	Albertsons/Safeway	619.77
1001318	05/02/25	Altorfer Industries, Inc.	2,349.27
1001319	05/02/25	Amazon Capital Services	2,585.40
1001320	05/02/25	American Button Machines	671.95
1001321	05/02/25	Anderson Lock Company Ltd.	286.00
1001322	05/02/25	Baker & Taylor	785.18
1001323	05/02/25	Blick Art Materials	45.33
1001324	05/02/25	Bollywood Groove, LLC	650.00
1001325	05/02/25	Canon Financial Services, Inc	137.34
1001326	05/02/25	Cooperative Computer Service	15,385.27
1001327	05/02/25	Chinese Intercultural, LLC	280.00
1001328	05/02/25	Computer View Inc.	1,609.00
1001329	05/02/25	D & Z House of Books, Inc.	465.92
1001330	05/02/25	Demco	726.56
1001331	05/02/25	Tomasz Dubowski	75.00
1001332	05/02/25	Ebsco Info Services	4,582.73
1001333	05/02/25	Edwards Engineering, Inc.	6,995.00
1001334	05/02/25	Sandra Enk	250.00
1001335	05/02/25	EnvisionWare Inc.	716.30
1001336	05/02/25	Fox Valley Fire & Safety	60.00
1001337	05/02/25	Garvey's Office Products	3,618.97
1001338	05/02/25	Samantha Gutzmer	125.00
1001339	05/02/25	Health, Happiness & Peace LLC	200.00
1001340	05/02/25	Illinois Carolina Partners LLC	6,802.95
1001341	05/02/25	Ingram Library Services	5,713.35
1001342	05/02/25	Lauterbach & Amen, LLP	849.00
1001343	05/02/25	Lectorum Publications, Inc	106.08
1001344	05/02/25	The Library Store	90.05
1001345	05/02/25	McMaster-Carr Supply Company	19.85
1001346	05/02/25	Milieu Design LLC	7,123.68
1001347	05/02/25	Mission Square - #302673	3,247.20
1001348	05/02/25	Mission Square - #302673	3,247.20
1001349	05/02/25	Mission Square - #302673	6,077.75
1001350	05/02/25	John Moore	150.00
1001351	05/02/25	Midwest Tape	2,679.59
1001352	05/02/25	OTC Brands	311.67
1001353	05/02/25	OverDrive, Inc.	5,649.63
1001354	05/02/25	Prospect Heights Park District	192.85



Check Number	Check Date	Payee	Amount
1001355	05/02/25	Pitney Bowes (supplies)	58.08
1001356	05/02/25	Real Graphix	6,342.00
1001357	05/02/25	Reserve Account - Pitney Bowes	200.00
1001358	05/02/25	Rotary Club of River Cities	300.00
1001359	05/02/25	Elizabeth Schwarz	58.80
1001360	05/02/25	Sensource	216.00
1001361	05/02/25	Sentrum Marketing LLC	488.60
1001362	05/02/25	Snow Systems	10,000.00
1001363	05/02/25	Springshare LLC	5,175.00
1001364	05/02/25	TechCom Systems, Inc	314.43
1001365	05/02/25	Thomas S. Klise Company	728.34
1001366	05/02/25	Trane US, Inc.	12,688.00
1001367	05/02/25	Uline	89.67
1001368	05/02/25	Varsity Vending & Coffee Service LLC	119.95
1001369	05/02/25	Warehouse Direct	1,329.07
1001370	05/02/25	Wellness Insurance Network	27,484.07
<b>Vendor Direct Deposit Total</b>			151,072.85
<b>Check List Total</b>			167,709.46

\_\_\_\_\_  
Peggy Lahey

\_\_\_\_\_  
Marianne Kerr

# Financial Summary Sheet for April 2025

April 30, 2025

## Combined Statement of Assets

Page 1-2 of the Monthly Financial Report

	AS OF	Mar 31, '25
Cash on hand		\$250.00
Village Bank & Trust - Checking		\$222,040.17
Village Bank & Trust - License Plate Renewal		\$956.16
Village Bank & Trust - Savings		\$6,011,824.45
Illinois Funds		\$1,729,865.53
TOTAL		<u><u>\$7,964,936.31</u></u>

## PAID DISBURSEMENTS

\$416,659.10

Total of funds paid through automatic debit since the last board meeting and this month's invoices

Total shown on the Treasurer's Summary Sheet

## Transfer

Establishes how much we need to transfer from savings to checking to cover expenses until the next board meeting

Unpaid Invoices - Total shown on the Check List		<u><u>\$167,709.46</u></u>
	# Per Payroll	
Payrolls before the next board meeting	2 \$70,000	\$140,000.00
IMRF payments before the next board meeting	2 \$9,000	\$18,000.00
Buffer and Utilities		<u>\$5,000.00</u>
Total expenses for the month		<u>(\$330,709.46)</u>
Village Bank & Trust Checking Balance		<u>\$91,040.71</u>
Amount we need to cover		<u><u>(\$239,668.75)</u></u>
Recommended Transfer Amount		<u><u>\$290,000.00</u></u>

# Payroll Register with ER Taxes

Check Date: 03/28/2025

Page 1 of 1

Prospect Heights Public Library District (140947)

Process: 2025032801

Pay Period: 03/09/2025 to 03/22/2025

## Report Totals

Employees	45	Code	Hours	Amount	Code	Taxable	Amount	Code	Amount	Chk/Vchr	45
Female	21	REG	2,201.75	65,519.52	FITW	58,900.40	4,511.17	457	3,247.20	Checks	0
Male	4	PERS	11.50	364.65	MED	62,147.60	901.18	DCARE	100.00	Vouchers	45
		PTN	4.00	67.60	SS	62,147.60	3,853.16	DNTL	591.72	Net	46,146.30
		SICK	52.75	1,583.39	IL	58,900.40	2,802.83	FSA	1,007.29	Dir Dep	46,146.30
		VAC	35.50	1,406.93	MED-R	62,147.60	901.14	IMRF	1,129.69	Chk	0.00
					SS-R	62,147.60	3,853.15	IMRF2	1,689.48		
								IMRFV	685.76		
								MDCL	2,276.31		
		Totals	2,305.50	68,942.09	Totals	Employee	12,068.34	Totals	10,727.45		
						Employer	4,754.29				



Paylocity Corporation  
(888) 873-8205

User: Company Rpt Admin

Run on 3/25/2025 at 3:39 PM

# Payroll Register with ER Taxes

Check Date: 04/11/2025

Page 1 of 1

Prospect Heights Public Library District (140947)

Process: 2025041101

Pay Period: 03/23/2025 to 04/05/2025

## Report Totals

Employees	45	Code	Hours	Amount	Code	Taxable	Amount	Code	Amount	Chk/Vchr	45
Female	21	REG	2,087.25	61,484.91	FITW	59,744.22	4,556.34	457	3,247.20	Checks	0
Male	4	BRVMT	15.00	266.53	MED	62,991.42	913.40	DCARE	100.00	Vouchers	45
		PERS	20.75	523.20	SS	62,991.42	3,905.48	DNTL	615.26	Net	46,838.65
		PTN	11.00	215.90	IL	59,744.22	2,844.59	FSA	1,180.97	Dir Dep	46,838.65
		SICK	60.25	1,768.68	MED-R	62,991.42	913.38	IMRF	1,168.58	Chk	0.00
		VAC	166.25	5,860.19	SS-R	62,991.42	3,905.47	IMRF2	1,685.24		
								IMRFV	685.76		
								MDCL	2,377.94		
Totals			2,360.50	70,119.41	Totals	Employee	12,219.81	Totals	11,060.95		
						Employer	4,818.85				



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Run on 4/8/2025 at 4:11 PM

# Payroll Register with ER Taxes

Check Date: 04/25/2025

Page 1 of 1

Prospect Heights Public Library District (140947)

Process: 2025042501

Pay Period: 04/06/2025 to 04/19/2025

## Report Totals

Employees	45	Code	Hours	Amount	Code	Taxable	Amount	Code	Amount	Chk/Vchr	45
Female	21	REG	2,149.75	62,937.63	FITW	63,954.56	5,333.12	457	6,077.75	Checks	0
Male	4	BONUS		928.98	MED	70,032.31	1,015.50	DCARE	100.00	Vouchers	45
		PERS	48.75	1,684.95	SS	70,032.31	4,342.06	DNTL	615.26	Net	48,832.87
		PTN	8.00	137.43	IL	63,954.56	3,053.01	FSA	1,180.97	Dir Dep	48,832.87
		SICK	103.75	3,408.81	MED-R	70,032.31	1,015.47	IMRF	1,484.41	Chk	0.00
		VAC	67.00	8,382.09	SS-R	70,032.31	4,342.00	IMRF2	1,689.00		
								IMRFV	1,378.00		
								MDCL	2,377.94		
Totals				2,377.25	77,479.89	Totals	Employee	13,743.69	Totals	14,903.33	
							Employer	5,357.47			



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User: Company Rpt Admin

Run on 4/23/2025 at 9:20 AM



## Office of the Illinois Attorney General Kwame Raoul



# ATTORNEY GENERAL RAOUL FILES LAWSUIT TO PROTECT LIBRARIES AND MUSEUMS

April 04, 2025

*Coalition of AGs Suing to Stop Dismantling of Federal Agencies That Support Libraries, Museums; Secretary of State Giannoulias Calls Funding Cuts ‘Reckless,’ Damaging to Illinois Communities*

**Chicago** – Attorney General Kwame Raoul, as part of a coalition of 21 attorneys general, is suing the Trump administration to stop the dismantling of three federal agencies that provide services and funding supporting public libraries and museums, workers and minority-owned businesses nationwide. In March, the Trump administration issued an executive order that would dismantle federal agencies created by Congress that collectively provide hundreds of millions of dollars for programs in every state. As a result of this executive order, the Institute of Museum and Library Services (IMLS) – one of the targeted agencies – has placed almost its entire staff on administrative leave and will cut hundreds of grants for state libraries and museums. The [lawsuit](#) filed today by Attorney General Raoul and the coalition seeks to stop the targeted destruction of the IMLS and two other agencies targeted in the administration’s order that millions of Americans rely on, especially those in underserved communities.

“The Institute of Museum and Library Services helps to ensure that art, culture, history and literacy are accessible for all,” Raoul said. “Illegally cutting grants jeopardizes critical library programs across the state that make library materials available to smaller communities and provide education and access to technology for underserved youth. Attempting to dismantle agencies created by Congress is a continuation of this administration’s unconstitutional and unlawful overreach.”

This executive order is the administration’s latest attempt to dismantle federal agencies in defiance of Congress. Attorney General Raoul and the coalition are seeking to stop the dismantling of three agencies targeted in the administration’s executive order:

- The Institute of Museum and Library Services (IMLS), which supports museums and libraries nationwide through grantmaking, research, and policy development.
- The Minority Business Development Agency (MBDA), which promotes the growth and inclusion of minority-owned businesses through federal financial assistance programs.
- The Federal Mediation and Conciliation Service (FMCS), which promotes the resolution of labor disputes.

As Attorney General Raoul and the coalition assert in the lawsuit, dismantling these agencies will harm communities throughout Illinois and the nation that rely on them to provide important services to the public, including funding their libraries, promoting minority-owned businesses and protecting workers’ rights.

In 2024, IMLS invested \$180 million in libraries nationwide under its Grants to States Program, and Illinois received approximately \$5.7 million of that funding. The administration’s action will threaten hundreds of library staff across the country who provide essential services to their communities.

“The Trump Administration’s reckless actions to defund and dismantle IMLS has serious consequences for Illinois by placing its annual state grants at risk. Stripping these vital resources threatens the sustainability of our libraries and amounts to a disinvestment in an educated society,” said Illinois Secretary of State Alexi Giannoulias. “As State Librarian, I’m committed to working with Attorney General Raoul and the 20 other states in fighting to restore and protect this vital funding, which is especially essential to underserved and rural communities across Illinois, and prevent any efforts to eliminate the IMLS.”

In addition, the Trump administration has cut the staff of MBDA from 40 to just five individuals and has effectively stopped issuing new grants, hurting vulnerable small businesses across the country. The FMCS has slashed its staff from roughly 200 to fewer than 15 individuals and announced the termination of several of its core programs, making it harder for unionized workers to secure their rights.

Attorney General Raoul and the coalition argue that the executive order violates the Constitution and the Administrative Procedure Act by eliminating the programs of agencies without any regard for the laws and regulations that govern each source of federal funding. The coalition argues that the president cannot decide to unilaterally override laws governing federal spending and that this executive order unconstitutionally overrides Congress’s power to decide how federal funds are spent.

Joining Raoul in filing the lawsuit are the attorneys general of Arizona, California, Colorado, Connecticut, Delaware, Hawaii, Maine, Maryland, Massachusetts, Michigan, Minnesota, Nevada, New Jersey, New Mexico, New York, Oregon, Rhode Island, Vermont, Washington and Wisconsin.



[Back to News Room](#)

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Individuals with hearing or speech disabilities can reach us by using the 7-1-1 relay service.

**From:** [Giannoulas, Alexi](#)  
**To:** [Alexander C. Todd](#)  
**Subject:** Legislative Update - Illinois Libraries  
**Date:** Thursday, April 17, 2025 10:00:31 AM

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Dear Library Colleagues,

I'm writing to share some important news about proposed legislation that our office is spearheading designed specifically to improve security at libraries and enhance safety for librarians across Illinois.

House Bill 2747 and Senate Bill 1550, which were introduced in the General Assembly earlier this year, were both approved last week in their respective chambers. The bills would allow the Secretary of State's office to issue funding grants to increase security measures at public, school and academic libraries.

As you're well aware, our libraries and library workers have unfortunately faced an increased onslaught of threats of violence and acts of intimidation. The personal safety and welfare of many of you has been placed at risk for simply doing your jobs.

While current state law contains penalties for threats targeting schools, public officials and human services providers, it does not include the same protections for all libraries and all librarians.

Like you, I firmly believe that libraries should serve as welcoming places for life-long learning and community engagement. Under the legislation, grant applicants would have the ability to use grant funds to install things like security cameras, silent alarms, or security check points, for which funding is not always available and for which these grants have never been authorized to support.

I understand these are challenging times for all of you, especially with the recent federal cuts to library funding across the nation. But your personal safety at work should not be your primary concern.

HB 2747, sponsored by State Representative Mike Coffey of Springfield, now heads to the Illinois Senate and Senate Bill 1550, sponsored by State Senator Laura Murphy of Des Plaines now heads to the House of Representatives. These bipartisan bills also have strong support from the Illinois Library Association and the Illinois Municipal League.

Moving forward, we'll need your help getting this legislation across the finish line. We'll keep you updated on the progress of both bills and alert you when they get assigned to Senate and House committees, at which time you will have the ability to submit your support online.

As always, thank you for all that you do!

Sincerely,

Alexi



# THE POTENTIAL IMPACT OF FUNDING CUTS FOR ILLINOIS LIBRARIES



On March 14, 2025, President Trump signed an executive order eliminating the Institute of Museum and Library Services (IMLS) “to the maximum extent consistent with applicable law.”

**What does this mean for libraries in Illinois?**

## TO HAVE THRIVING COMMUNITIES, WE NEED THRIVING LIBRARIES.

Libraries are critical institutions for their communities. Funding cuts at any level have the potential to disrupt programs and services, including the interlibrary loan delivery service that transports over **11 million items** statewide per year.

### Libraries and the Federal Budget

In 2024, the total amount awarded by IMLS to museums, libraries, and archives was \$266.7 million—or just **0.0046% of the federal budget**, and 75 cents per capita.

### More Than Just Books

Libraries provide services for the most vulnerable populations, including:



Seniors



Young Children



People with disabilities



Jobseekers



People experiencing homelessness



Rural residents



Individuals with a language barrier



Individuals in low-income households



## Library Funding in Illinois

The most common way that libraries are funded in Illinois is through local property taxes. Most public libraries also receive grants from the Illinois State Library (such as the Per Capita and Equalization Grants) but those are typically a relatively small portion of their budget.

## ALLOCATION OF IMLS FUNDING IN ILLINOIS



## Advocating for Illinois Libraries

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There are many options for making your voice heard about the impact of these cuts. The following organizations are helping mobilize library advocacy efforts:

**American Library Association**  
**Illinois Library Association**  
**EveryLibrary**

### OTHER TIPS

As a trustee, you are an important voice for your local public library in the community. Talking about your experience at the library helps make the public more aware of the impact that the library has. Here are some more ideas to help amplify the value of the library:



Talk to your elected representatives  
– federal, state, and local



Talk to your community about the  
benefits of a well-funded library



Share your story about why you  
serve as a public library trustee



Write your local newspaper about  
why your library is worth funding



Encourage friends and neighbors to  
get their library card



The **Illinois Heartland Library System (IHLS)** and **Reaching Across Illinois Library System (RAILS)**

are the two multitype library systems in Illinois.

They provide:

- interlibrary loan delivery
- continuing education and consulting services
- shared catalog and cataloging support
- e-content services
- museum and attractions pass program
- group purchases and vendor discounts
- networking opportunities
- targeted grant funding

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*Funding for IHLS, RAILS, and Chicago Public Library System is provided through the Illinois State Library and the Secretary of State, with funds appropriated by the Illinois General Assembly.*

## **VII. EXECUTIVE DIRECTOR'S REPORT**

### **A. Personnel**

- a. Beth Schwarz has left the Library's employment. Her last day was April 21. The search for her replacement has begun.
- b. The Library has hired Rachel Martin as our new shelver. Her first day was April 28. Rachel fills the vacancy left by Diana Mihaylova.

### **B. Building & Grounds**

- a. Permits for the electric car charger installation have been issued and JULIE has been called. Date of installation is not known as of this writing, but it is expected to be soon. The project should take 1-3 days to complete, depending on the weather.
- b. During heavy rains early in April, staff noticed water dripping behind the YS service desk. We contacted the Hutchinson Design Group to come out and determine the cause. They found cracks in the masonry around the affected area. They'll prepare a scope of work for the entire eastern wall for the Building & Grounds Committee's consideration.
- c. The Library renewed its lease with Cannon for our public copier and they installed a new machine on April 16. We lease our public machines because they wear out faster – generally in line with the lease terms. We purchase our staff machines because they last longer so ownership is more economical.
- d. The Library's carpets and floors will be cleaned over Memorial Day weekend.

### **C. Volunteer Luncheon**

The Library took 16 volunteers to lunch during National Volunteer Appreciation Week. Closer to 30 adults donate their time on a regular basis and then there are the dozens more middle and high school students who also volunteer. All told, volunteers donate close to 2,000 hours each year. For comparison, a full time employee works 1,950 hours.

Our volunteers help us set up for programs, compile craft kits, pull books to send to other libraries, clean book covers, dust shelves and so much more.

### **D. VITA Tax Assistance**

The Library wrapped up another successful year partnering with VITA to provide free assistance in filing tax returns this month. From late January through mid-April, we helped over 170 people prepare their returns. VITA recruits and trains the volunteers who work with the people while we provide the space, laptops, and for one day – a sign language interpreter. In addition to ASL, we helped folks speaking Spanish, Polish, Ukrainian and Korean.

### **E. Message of the Month**

Tell your friends and neighbors to come in and check out 3 (or more) items and claim their free spring planting kit. Each kit contains seeds, a compostable planting pot, and garden gnome. Starts May 1 and runs until supplies run out.

### **F. Miscellaneous**

- a. Alex Todd helped with mock interviews at MacArthur Middle School on April 4. Quoting The Who - the kids are all right!
- b. Alex Todd will be on vacation May 6-14.
- c. Prospect Heights' Community Day is Saturday, June 7
- d. The Park District's annual Block Party is Saturday June 21.

# MARCH 2025

## PHPL MONTHLY DASHBOARD

### Circulation Services

**167,312**

Total Materials YTD

xxx

**66,596**

Patron Visits YTD

**9,190**

March Patron Visits

### Technical Services

**7,068** Physical Items Added YTD

**25,739** Digital Items Added YTD

**7,854**

Wifi Users YTD

**5,556**

Patron Computer Sessions YTD

### Communications Services

**96,00**

**97,200**

Web Sessions YTD

**314**

Jotforms Completed YTD

In the last 30 days:

**79%** Facebook Engagement

**78%** Instagram Engagement

### Adult Services

**327**

Programs YTD

**6,048**

**4,838**

Attendance YTD

**3,676**

Passports Issued YTD

### Youth Services

**497**

**581**

Programs YTD

**20,078** Attendance YTD

**Youth Art Month 2025**

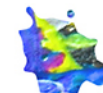


**385**

Artists Were Featured in this year's Youth Art Month

**546**

People Attended the Young Artists Reception on Monday, March 10







# MEMORABLE MOMENTS

# MARCH 2025





Cook County Clerk's Office  
Suburban Cook County Election Results  
**Official Certificate of Results**

## April 01, 2025 Consolidated Election

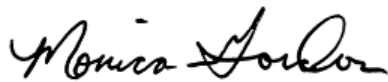
The Cook County Clerk, having completed a canvass of all votes cast for Trst, Prospect Heights Library District, 6yr., hereby certifies the following vote totals:

Candidates	Percentage	Votes
Timothy Bochula	49.02%	1,627
Janet Jordan	50.98%	1,692
<b>Total:</b>	<b>100%</b>	<b>3,319</b>

This election having been certified to me as 2 to be elected results in Timothy Bochula, Janet Jordan being elected.

Below is the abstract of votes by precinct.

Dated this April 22, 2025.



Monica Gordon, Cook County Clerk

### Township - Trst, Prospect Heights Library District, 6yr.

Township	Registered Voters	Ballots Cast	Timothy Bochula	Janet Jordan	Total Votes
Wheeling	15,524	2,438	1,627	1,692	3,319
<b>Suburban Cook County Total</b>	<b>15,524</b>	<b>2,438</b>	<b>1,627</b>	<b>1,692</b>	<b>3,319</b>

### Precinct - Trst, Prospect Heights Library District, 6yr.

Precinct	Registered Voters	Ballots Cast	Timothy Bochula	Janet Jordan	Total Votes
Wheeling 12	1,626	14	6	7	13
Wheeling 27	1,574	71	52	58	110
Wheeling 28	1,431	175	115	128	243
Wheeling 29	661	154	123	123	246
Wheeling 43	1,272	190	128	131	259
Wheeling 47	1,703	294	180	185	365
Wheeling 48	895	68	49	48	97
Wheeling 54	1,229	360	252	245	497
Wheeling 60	1,144	197	130	140	270
Wheeling 61	1,731	498	308	323	631
Wheeling 69	1,380	410	280	301	581



Wheeling 77	878	7	4	3	7
Suburban Cook County Total	15,524	2,438	1,627	1,692	3,319



# Strategic Plan 2025 - 2030

## PURPOSE STATEMENT:

The Prospect Heights Public Library District links our community to the world of ideas.



Foster Lifelong Learning through Community Engagement and Core Library Services

### GOALS

- 1.1 Expand outreach and partnerships to connect and collaborate with our community.
- 1.2 Develop responsive programs and services that are accessible and engage our diverse community.
- 1.3 Enhance marketing and communications to increase awareness of our Library's programs, services, and resources.
- 1.4 Ensure access to innovative technology tools and learning opportunities.



Welcome Our Community through Comfortable and Accessible Spaces

### GOALS

- 2.1 Maintain and update Library spaces to respond to community and staff needs.
- 2.2 Optimize outdoor spaces that invite people to visit the Library.



Nurture a Positive Internal Culture that Equips Staff for Teamwork and Growth

### GOALS

- 3.1 Cultivate staff growth by focusing on training, development, and teamwork.
- 3.2 Ensure staffing levels and roles meet evolving community needs.

# LOOKING AHEAD:

## Strategic Plan 2025 - 2030

### YEAR 1

- Outreach Vehicle Prep
- Community Events
- Welcome New Communities
- More Programming
- Library of Things Prep
- New Payment Options
- Expanded Hours
- Hold Lockers Prep
- Communications Plan
- Social Media
- The Lab expansion prep
- Study Groups in YS Meeting Room
- Building Review prep
- Staff Cross Training

### YEAR 2

- Outreach Vehicle
- Library Pop-Up Events
- Expanded Library of Things
- Year-Round Sundays
- Hands-On Tech Training
- 5-Year Building Review
- Comprehensive Job Description Update

### YEAR 3

- Partnership Plan
- Investigate Hours Programming
- Expanded Library of Things
- Investigate Language Learning
- FAQs in Different Languages
- Apply Building Review Results
- Comprehensive Job Description Update

### YEAR 4

- After Hours Programming
- Language Learning Groups

### YEAR 5

- Outreach to Community Groups