



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

January 19, 2023

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the November 17, 2022 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for November 2022 for \$336,136.87
Approval of the Treasurer's report for the month ending November 30, 2022
Approval of the General Fund bills for December 2022 for \$172,551.61
Approval of the Treasurer's report for the month ending December 31, 2022
- PRESIDENT'S REPORT
- DIRECTOR'S REPORT
- CORRESPONDENCE
- COMMITTEE REPORTS:
- Budget & Finance – Patrick Keough
 - Building & Grounds – Steve Foertsch
 - City Council Liaison – Geri Burek
 - Ethics Officer – Susan Snow
 - Friends of the Library Liaison – Susan Snow
 - Fundraising – Geri Burek
 - Legislative Liaison – Geri Burek
 - Long Range Planning – Sue Jankowski
 - Nominating – Hilary Rhodes
 - Personnel – Susan Snow
 - Policy – Rose Zubik
- NEW BUSINESS:
1. Approval of Renovation Expenses and Change Orders:
 - a. Lo Destro Construction (November) - \$54,095.70
 - b. Lo Destro Construction (December) - \$29,359.20
 2. Approval of Recommendations of the Budget & Finance Committee
 - a. FY2023 Appropriation
- ADJOURNMENT
- NEXT MEETING: Thursday, February 15, 2023

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

Palos Heights Public Library Board of Trustees

Meeting of November 17, 2022

The meeting of the Palos Heights Public Library Board of Trustees was called to order at 7:02 PM on November 17, 2022 by Vice President Rose Zubik. The following Trustees were present: Trustees Zubik, Keough, Jankowski, Foertsch, Rhodes, Key, and Snow. Trustee Burek was ill. The Vice President declared a quorum was present. The Library Director, Jesse Blazek, was present. He introduced new staff member Emily Navarro, who joins the Public Services staff. No guests were present, and no public comment, nor correspondence were offered.

Minutes of the October 13th, 2022 were approved on a motion by Trustee Snow, second by Trustee Keough and a voice vote.

The Treasurer's first motion, to approve the General Fund bills for the month of October, in the amount of \$133,608.06, was seconded by Trustee Rhodes. On a roll call vote, the motion carried.

Trustee Foertsch moved to approve the Special Reserve Fund bills for the month of October in the amount of \$2030.42. This motion was seconded by Trustee Jankowski and carried on a roll call vote.

Next, Trustee Foertsch moved to approve the Treasurer's report for the month ending October 31, 2022 and Trustee Rhodes provided the second. The motion carried on a roll call vote.

There was no President's Report.

Director Jesse Blazek reported on the status of Cook County real estate tax bill issuance recently and the expectations for the receipt of revenue thereafter.

Lauren, YTS staff member, will be leaving on November 25th.

The Director announced the plans for the modified staff party, in the Library on December 4th, at which event staff will receive their Staff Appreciation Awards. At that event, the George Palmer Awards previously voted on, will be presented. Plans for upcoming events to recognize Jeannine Kacmar's retirement (January 6th) and a Grand Opening event for the Youth and Teen Section Renovation were discussed. The latter will be on a smaller scale, and by invitation, possibly January 13th.

Vice President Zubik then called upon Committee Chairmen to report.

The Budget and Finance Committee chairman, Treasurer Steve Foertsch, did not make a report, but inquired further of the Director about anticipated dates by which revenue would be received from the County Treasurer.

No report from Trustee Burek as Building and Grounds Chairman, nor as City Council Liaison.

No report from the Ethics Officer, Trustee Snow.

Trustee Jankowski, newly named liaison to the Friends, deferred to the Director and Trustee Snow on the Friends of the Library plans for Merry and Brite, as the substitute for Christmastime in Palos. It was

reported that the Friends have given \$10,677.75 in 2022 and approved another expenditure in the amount of \$2,700. The next meeting will take place on January 11 at 3PM.

The newly established Fundraising Committee, chaired by Trustee Burek, did not make a report.

Similarly, new committee chairmen for the following committees, did not make reports: Trustee Burek for Legislative, Trustee Jankowski for Long Range Planning, and Trustee Rhodes for Nominating.

Trustee Snow reported that the Personnel Committee had met just before the Board's meeting this evening and covered the Director Evaluation process and the Salary Benchmarking process. Toward processing the Director Evaluation instrument, this Committee will meet on June 15th, 2023 at 6:30 PM.

The report from the Policy Committee will appear in the New Business of the meeting.

There was no Unfinished Business.

The New Business agenda:

On the recommendation of our Owner's Representative, Dan Eleanardo, and on the motion of Trustee Rhodes, seconded by Trustee Keough, the Trustees voted to approve contract payments to LoDestro Construction up to, but not exceeding \$70,000. The motion carried on a roll call vote.

The Board acted on the agreement reached with the City of Palos Heights, to advance the sum of up to \$575,000, which was previously approved by the Board. Trustee Snow moved to repay the City the sums advanced to the Library, up to \$575,000, pursuant to the terms of the written agreement. This motion was seconded by Trustee Key and carried on a roll call vote.

Trustee Zubik, as chairman of the Policy Committee, brought Library Policy amendments to the Board for approval. The amendments presented to the Circulation Policy was approved on the motion of Trustee Snow and second by Trustee Rhodes. Trustee Snow also moved the adoption of the amendment to the Holiday Observation Policy, to include Juneteenth, and Trustee Keough seconded. Both of these motions were carried by voice votes.

The Director had presented the "Serving Our Public" materials at an earlier time, and lead the summary discussion in order to comply with grant requirements.

Vice President Zubik adjourned the meeting at 7:52 PM.

The next meeting of the Palos Heights Public Library Board will be January 19th, at 7:00 PM.



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
[January 19, 2023](#)

MOTION	MONTH	AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	NOVEMBER	\$336,136.87	6.1 to 6.5
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	11/30/2022		1
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	DECEMBER	\$172,551.61	6.1 to 6.5
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	12/31/2022		1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: NOVEMBER 30, 2022

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$0.00		\$0.00
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$0.00		\$0.00
COPIER	\$0.00		\$0.00
GRANTS	\$0.00		\$0.00
INTEREST	\$108.84	\$2.58	\$111.42
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$0.00		\$0.00
» Miscellaneous	\$0.00		\$0.00
» Palos Heights City Loan	\$143,750.00		\$143,750.00
DONATIONS/GIFTS			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$0.00		\$0.00
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
TOTAL REVENUES	\$143,858.84	\$2.58	\$143,861.42
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$104,518.45		\$104,518.45
» Employee Benefits	\$24,655.15		\$24,655.15
» Staff & Board Development	\$566.73		\$566.73
CONTRACTUAL SERVICES	\$9,191.19		\$9,191.19
BUILDING MAINTENANCE	\$4,426.09		\$4,426.09
INSURANCE	\$0.00		\$0.00
UTILITIES	\$836.70		\$836.70
SUPPLIES	\$1,675.07		\$1,675.07
CAPITAL EXPENSES	\$2,137.10		\$2,137.10
MEDIA	\$17,330.02		\$17,330.02
REIMBURSEMENTS	\$1,550.10		\$1,550.10
SR PROJECTS	\$169,250.27	\$0.00	\$169,250.27
TOTAL EXPENDITURES	\$336,136.87	\$0.00	\$336,136.87
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$192,278.03	\$2.58	-\$192,275.45
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$192,278.03	\$2.58	-\$192,275.45
FUND BALANCES, BEGINNING OF MONTH	\$318,380.96	\$3,087.28	\$0.00
END OF MONTH	\$126,102.93	\$3,089.86	\$129,192.79



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH NOVEMBER 30, 2022

	BUDGETED AMOUNTS			Variance	Balance
	Original	Final	Actual	With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,781,437.16	\$1,781,437.16	\$912,279.06	\$869,158.10	51.21%
CORPORATE REPLACEMENT TAX	\$8,400.00	\$8,400.00	\$14,800.81	-\$6,400.81	176.20%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$5,000.00	\$5,000.00	\$1,908.80	\$3,091.20	38.18%
Cards	\$1,500.00	\$1,500.00	\$2,677.56	-\$1,177.56	178.50%
Miscellaneous	\$2,500.00	\$2,500.00	\$1,596.11	\$903.89	63.84%
COPIER	\$5,000.00	\$5,000.00	\$2,773.85	\$2,226.15	55.48%
GRANTS	\$18,459.63	\$18,459.63	\$17,800.30	\$659.33	96.43%
INTEREST	\$239.00	\$239.00	\$4,833.51	-\$4,594.51	2022.39%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$10,677.75	\$322.25	97.07%
Miscellaneous	\$1,200.00	\$1,200.00	\$298,628.16	-\$297,428.16	24885.68%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$1,110.00	-\$110.00	111.00%
Annual Fundraising	\$30,000.00	\$30,000.00	\$2,982.30	\$27,017.70	9.94%
Planned Giving	\$0.00	\$0.00	\$192,500.00	-\$192,500.00	0.00%
TOTAL REVENUES	\$1,865,735.79	\$1,865,735.79	\$1,464,568.21	\$401,167.58	78.50%
EXPENDITURES					
PERSONNEL SERVICES					
Operational Salaries	\$914,112.67	\$914,112.67	\$829,352.80	-\$84,759.87	-9.27%
Employee Benefits	\$267,155.98	\$267,155.98	\$240,857.89	-\$26,298.09	-9.84%
Staff & Board Development	\$10,900.00	\$10,900.00	\$8,303.95	-\$2,596.05	-23.82%
CONTRACTUAL SERVICES	\$158,210.37	\$158,210.37	\$146,409.00	-\$11,801.37	-7.46%
BUILDING MAINTENANCE	\$42,632.08	\$42,632.08	\$40,111.64	-\$2,520.44	-5.91%
INSURANCE	\$21,268.50	\$21,268.50	\$21,199.00	-\$69.50	-0.33%
UTILITIES	\$14,236.56	\$14,236.56	\$12,823.09	-\$1,413.47	-9.93%
SUPPLIES	\$24,340.00	\$24,340.00	\$19,605.13	-\$4,734.87	-19.45%
CAPITAL EXPENSES	\$202,500.00	\$202,500.00	\$13,021.94	-\$189,478.06	-93.57%
MEDIA	\$176,220.00	\$176,220.00	\$147,133.21	-\$29,086.79	-16.51%
REIMBURSEMENTS	\$34,159.63	\$34,159.63	\$35,902.47	\$1,742.84	5.10%
SR PROJECTS	\$1,186,000.00	\$1,186,000.00	\$374,424.30	-\$811,575.70	-68.43%
TOTAL EXPENDITURES	\$3,051,735.79	\$3,051,735.79	\$1,889,144.42	-\$1,162,591.37	-38.10%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$1,186,000.00	-\$1,186,000.00	-\$424,576.21	-\$761,423.79	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			-\$424,576.21		
FUND BALANCE					
BEGINNING OF YEAR			\$724,385.14		
YTD MONTH ENDING			\$299,808.93		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH NOVEMBER 2022

		BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES						
OPERATIONAL SALARIES						
4311	SALARIED EMPLOYEES	\$711,091.59	\$82,784.61	\$655,464.30	\$55,627.29	7.82%
4312	HOURLY EMPLOYEES	\$198,021.08	\$17,432.09	\$168,934.11	\$29,086.97	14.69%
4313	ADDITIONAL COMPENSATION	\$5,000.00	\$4,301.75	\$4,954.39	\$45.61	0.91%
TOTAL OPERATIONAL SALARIES		\$914,112.67	\$104,518.45	\$829,352.80	\$84,759.87	9.27%
EMPLOYEE BENEFITS						
4331	ILL. MUNI. RETIREMENT FUND	\$80,221.72	\$6,301.02	\$69,968.95	\$10,252.77	12.78%
4332	SOCIAL SECURITY - FICA	\$69,547.12	\$7,691.33	\$62,353.45	\$7,193.67	10.34%
4333	INSURANCE	\$116,387.14	\$10,662.80	\$108,535.49	\$7,851.65	6.75%
4334	CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS		\$267,155.98	\$24,655.15	\$240,857.89	\$26,298.09	9.84%
STAFF & BOARD DEVELOPMENT						
4351	MEMBERSHIP FEES	\$2,400.00	\$100.00	\$2,539.00	-\$139.00	-5.79%
4352	BOARD DEVELOPMENT	\$800.00	\$70.00	\$778.99	\$21.01	2.63%
4353	ADMINISTRATOR	\$500.00	\$82.50	\$652.39	-\$152.39	-30.48%
4354	PROFESSIONAL STAFF	\$5,000.00	\$270.73	\$3,063.37	\$1,936.63	38.73%
4355	SUPPORT STAFF	\$1,000.00	\$0.00	\$899.63	\$100.37	10.04%
4356	MILEAGE REIMBURSEMENT	\$1,200.00	\$43.50	\$370.57	\$829.43	69.12%
TOTAL STAFF & BOARD DEVELOPMENT		\$10,900.00	\$566.73	\$8,303.95	\$2,596.05	23.82%
GROUP TOTAL PERSONNEL SERVICES		\$1,192,168.65	\$129,740.33	\$1,078,514.64	\$113,654.01	9.53%
CONTRACTUAL SERVICES						
PROFESSIONAL SERVICES						
4361	AUDIT FEES	\$6,640.00	\$0.00	\$6,640.00	\$0.00	0.00%
4362	LEGAL FEES	\$2,200.00	\$0.00	\$1,558.00	\$642.00	29.18%
4363	PROFESSIONAL FEES	\$500.00	\$326.82	\$669.63	-\$169.63	-33.93%
4364	APPRAISAL	\$575.00	\$0.00	\$0.00	\$575.00	100.00%
4365	ACCOUNTANT	\$3,780.00	\$350.00	\$4,050.00	-\$270.00	-7.14%
TOTAL PROFESSIONAL SERVICES		\$13,695.00	\$676.82	\$12,917.63	\$777.37	5.68%
OUTSIDE SERVICES						
4412	PAYROLL SERVICES	\$4,000.00	\$452.04	\$4,251.89	-\$251.89	-6.30%
4414	ALARM	\$3,650.00	\$0.00	\$3,019.00	\$631.00	17.29%
4416	MAINTENANCE	\$39,000.00	\$175.00	\$31,605.17	\$7,394.83	18.96%
4417	SWAN	\$24,800.00	\$0.00	\$26,998.96	-\$2,198.96	-8.87%
4418	TECHNOLOGY	\$31,540.37	\$2,480.00	\$32,035.37	-\$495.00	-1.57%
TOTAL OUTSIDE SERVICES		\$102,990.37	\$3,107.04	\$97,910.39	\$5,079.98	4.93%
PRINTING						
4421	NEWSPAPER/ADVERTISING NOTICES	\$250.00	\$0.00	\$0.00	\$250.00	100.00%
4424	NEWSLETTER PRINTING	\$16,275.00	\$2,987.80	\$14,316.17	\$1,958.83	12.04%
TOTAL PRINTING		\$16,525.00	\$2,987.80	\$14,316.17	\$2,208.83	13.37%
PROGRAMMING						
4451	YOUTH & TEEN PROGRAMMING	\$7,000.00	\$919.62	\$6,287.26	\$712.74	10.18%
4452	PUBLIC SERVICES PROGRAMMING	\$9,000.00	\$1,150.00	\$7,194.21	\$1,805.79	20.06%
4454	GENERAL PROGRAMMING	\$6,000.00	\$349.91	\$4,889.00	\$1,111.00	18.52%
TOTAL PROGRAMMING		\$22,000.00	\$2,419.53	\$18,370.47	\$3,629.53	16.50%
PUBLIC RELATIONS						
4461	Public Relations	\$3,000.00	\$0.00	\$2,894.34	\$105.66	3.52%
TOTAL PUBLIC RELATIONS		\$3,000.00	\$0.00	\$2,894.34	\$105.66	3.52%
GROUP TOTAL CONTRACTUAL SERVICES		\$158,210.37	\$9,191.19	\$146,409.00	\$11,801.37	7.46%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH NOVEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$756.00	\$0.00	\$713.90	\$42.10	5.57%
4432 HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$11,238.00	\$762.00	6.35%
4434 BUILDING REPAIRS	\$9,000.00	\$2,012.82	\$9,108.52	-\$108.52	-1.21%
4436 LAWN MAINTENANCE	\$6,500.00	\$0.00	\$7,278.85	-\$778.85	-11.98%
4437 SNOW REMOVAL	\$6,178.68	\$1,544.00	\$4,587.68	\$1,591.00	25.75%
TOTAL REPAIRS & MAINTENANCE	\$34,434.68	\$3,556.82	\$32,926.95	\$1,507.73	4.38%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,957.40	\$631.52	\$6,946.94	\$1,010.46	12.70%
4533 OTHER EQUIPMENT	\$240.00	\$237.75	\$237.75	\$2.25	0.94%
TOTAL EQUIPMENT MAINTENANCE	\$8,197.40	\$869.27	\$7,184.69	\$1,012.71	12.35%
GROUP TOTAL BUILDING MAINTENANCE	\$42,632.08	\$4,426.09	\$40,111.64	\$2,520.44	5.91%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRiCC	\$19,040.40	\$0.00	\$19,255.00	-\$214.60	-1.13%
4443 DISABILITY (WORKMEN'S COMP)	\$2,228.10	\$0.00	\$1,944.00	\$284.10	12.75%
GROUP TOTAL INSURANCE	\$21,268.50	\$0.00	\$21,199.00	\$69.50	0.33%
UTILITIES					
4472 WATER	\$2,000.00	\$122.02	\$2,299.83	-\$299.83	-14.99%
4473 GAS	\$1,700.00	\$0.00	\$0.00	\$1,700.00	100.00%
4474 TELEPHONE/FAX	\$2,150.00	\$188.17	\$1,930.10	\$219.90	10.23%
4475 INTERNET/LOCAL AREA NET	\$8,386.56	\$526.51	\$8,593.16	-\$206.60	-2.46%
GROUP TOTAL UTILITIES	\$14,236.56	\$836.70	\$12,823.09	\$1,413.47	9.93%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$6.99	\$892.08	\$107.92	10.79%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$385.86	\$901.26	\$598.74	39.92%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$46.97	\$1,507.23	\$1,692.77	52.90%
4515 TECHNICAL SERVICES SUPPLIES	\$5,000.00	\$23.62	\$4,320.34	\$679.66	13.59%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$48.60	\$3,145.22	-\$95.22	-3.12%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$499.47	\$500.53	50.05%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$424.96	\$1,088.79	\$111.21	9.27%
TOTAL OFFICE SUPPLIES	\$15,950.00	\$937.00	\$12,354.39	\$3,595.61	22.54%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$588.07	\$3,782.06	\$667.94	15.01%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$588.07	\$3,782.06	\$667.94	15.01%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$700.00	\$0.00	\$328.68	\$371.32	53.05%
4553 BULK FEES & PERMITS	\$3,240.00	\$150.00	\$3,140.00	\$100.00	3.09%
TOTAL OFFICE EXPENSE	\$3,940.00	\$150.00	\$3,468.68	\$471.32	11.96%
GROUP TOTAL SUPPLIES	\$24,340.00	\$1,675.07	\$19,605.13	\$4,734.87	19.45%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH NOVEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
CAPITAL EXPENSES					
CAPITAL EQUIPMENT					
4611 FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4612 LIBRARY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4614 OTHER EQUIP./COMPUTERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL CAPITAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BUILDING/ FACILITY IMPROVEMENTS					
4641 BUILDING IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4642 FACILITY IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4643 LANDSCAPING/HARDSCAPE	\$2,500.00	\$1,617.10	\$1,723.94	\$776.06	31.04%
GROUP TOTAL BUILDING/FACILITY IMPROVEMENTS	\$2,500.00	\$1,617.10	\$1,723.94	\$776.06	31.04%
SPECIAL RESERVES REPLENISHMENT					
4631 SPECIAL RESERVES REPLENISHMENT	\$200,000.00	\$520.00	\$11,298.00	\$188,702.00	94.35%
SPECIAL RESERVES REPLENISHMENT	\$200,000.00	\$520.00	\$11,298.00	\$188,702.00	94.35%
GROUP TOTAL CAPITAL EXPENSES	\$202,500.00	\$2,137.10	\$13,021.94	\$189,478.06	93.57%
MEDIA -LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$27,000.00	\$3,956.35	\$26,613.29	\$386.71	1.43%
4710B DATABASES -Youth	\$6,000.00	\$0.00	\$4,274.00	\$1,726.00	28.77%
4711 PERIODICALS	\$14,500.00	\$6,786.16	\$9,835.45	\$4,664.55	32.17%
4712 CONTINUATIONS	\$600.00	\$0.00	\$858.20	-\$258.20	-43.03%
4714 LARGE PRINT	\$5,500.00	\$592.45	\$4,756.17	\$743.83	13.52%
4715 BOOKS - Adult	\$32,300.00	\$4,042.48	\$28,448.89	\$3,851.11	11.92%
4716 BOOKS - Youth	\$33,000.00	\$812.60	\$26,549.88	\$6,450.12	19.55%
4717 VIDEOS - Adult	\$4,500.00	\$511.28	\$4,010.75	\$489.25	10.87%
4718 VIDEOS - Youth	\$2,500.00	\$0.00	\$278.87	\$2,221.13	88.85%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$233.79	\$1,886.83	\$113.17	5.66%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$15.00	\$705.60	\$2,544.40	78.29%
4721 SOFTWARE	\$9,000.00	\$285.93	\$8,857.32	\$142.68	1.59%
4722 REALIA	\$300.00	\$0.00	\$300.00	\$0.00	0.00%
4723A VIDEO GAMES - Youth	\$1,300.00	\$49.99	\$1,084.39	\$215.61	16.59%
4724 MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A E-BOOKS - Adult	\$10,000.00	\$0.00	\$8,364.22	\$1,635.78	16.36%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$0.00	\$9,842.75	\$3,157.25	24.29%
4726 EBOOKS - Youth	\$3,500.00	\$43.99	\$3,101.60	\$398.40	11.38%
4727 DOWNLOADABLE MUSIC/MOVIES	\$7,770.00	\$0.00	\$7,365.00	\$405.00	5.21%
GROUP TOTAL MEDIA	\$176,220.00	\$17,330.02	\$147,133.21	\$29,086.79	16.51%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$1,200.00	\$0.00	\$3,278.26	-\$2,078.26	-173.19%
4902 PER CAPITA / OTHER GRANTS	\$18,459.63	\$0.00	\$17,800.30	\$659.33	3.57%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$1,399.92	\$7,074.34	\$3,925.66	35.69%
4906a RESTRICTED DONATIONS	\$1,000.00	\$150.18	\$7,695.62	-\$6,695.62	-669.56%
4906b FUNDRAISING / DONATIONS	\$2,500.00	\$0.00	\$53.95	\$2,446.05	97.84%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$34,159.63	\$1,550.10	\$35,902.47	-\$1,742.84	-5.10%
TOTAL EXPENDITURES	\$1,865,735.79	\$166,886.60	\$1,514,720.12	\$351,015.67	18.81%
7001 SPECIAL RESERVE - PROJECTS	\$1,186,000.00	\$169,250.27	\$374,424.30	\$811,575.70	68.43%
TOTAL EXPENDITURES	\$3,051,735.79	\$336,136.87	\$1,889,144.42	\$1,162,591.37	38.10%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Adducci Vega Financial Group, LLC					
Check	11/22/2022	5137	10 Oct Bank Reconciliation	4365 · Accountant	-\$350.00
Total Adducci Vega Financial Group, LLC					-\$350.00
Amazon					
Check	11/04/2022	AM PORTAL	Cups/coffee/cream	4519 · Hospitality - Supplies	-\$198.42
Check	11/04/2022	AM PORTAL	Gloves/soap/Multifold towels/rags	4541 · Maintenance/Cleaning Supplies	-\$387.83
Check	11/04/2022	AM PORTAL	Rug Dr. Spot Cleaning machine	4533 · Other Equipment	-\$156.59
Check	11/04/2022	AM PORTAL	Air purifier filter	4533 · Other Equipment	-\$81.16
Check	11/04/2022	AM PORTAL	Staff Appreciation Gift Cards	4313 · Additional Compensation	-\$1,256.55
Check	11/04/2022	AM PORTAL	4451-Elf Prizes Kit	4451 · Youth & Teen Programming	-\$204.28
Check	11/04/2022	AM PORTAL	4451- Holiday Program	4451 · Youth & Teen Programming	-\$271.18
Check	11/04/2022	AM PORTAL	4451 Sharpie	4515 · Technical Services - Supplies	-\$13.44
Check	11/04/2022	AM PORTAL	4454 Kringle	4454 · General Programming	-\$168.59
Check	11/04/2022	AM PORTAL	4512-Office Supplies	4512 · Youth & Teen - Supplies	-\$385.86
Check	11/04/2022	AM PORTAL	4715-BOOKS1022	4715 · Books - Adult	-\$109.31
Check	11/04/2022	AM PORTAL	4723-Video Games Sept	4723B · Video Games - Youth	-\$49.99
Check	11/04/2022	AM PORTAL	YTS Accessories Diner / Corral Phone	7001 · Special Reserves Projects	-\$542.85
Check	11/04/2022	AM PORTAL	FabLab	4904 · Reimb. - Friends Book Sales	-\$89.77
Check	11/04/2022	AM PORTAL	Fab Lab	4904 · Reimb. - Friends Book Sales	-\$446.08
Check	11/30/2022	AM PORTAL	Chalkboard contact paper	7001 · Special Reserves Projects	-\$9.96
Check	11/30/2022	AM PORTAL	Casters	7001 · Special Reserves Projects	-\$27.99
Check	11/30/2022	AM PORTAL	FabLab supplies	4906a · Reimb. - Restricted Donations	-\$28.51
Check	11/30/2022	AM PORTAL	Lego Table Surface	7001 · Special Reserves Projects	-\$111.04
Check	11/30/2022	AM PORTAL	Kringle Market Supplies	4906a · Reimb. - Restricted Donations	-\$53.30
Check	11/30/2022	AM PORTAL	Kringle Market Supplies	4906a · Reimb. - Restricted Donations	-\$8.91
Check	11/30/2022	AM PORTAL	Holiday Event Supplies	4451 · Youth & Teen Programming	-\$70.05
Check	11/30/2022	AM PORTAL	YTS OPAC iPads	7001 · Special Reserves Projects	-\$539.98
Total Amazon					-\$5,211.64
American Library Association					
Check	11/22/2022	23010	Burek Membership Renewal	4352 · Board Development	-\$70.00
Total American Library Association					-\$70.00
Anderson, Bill					
Check	11/01/2022	5104	11.13.22 Von Trapp Family	4452 · Public Services Programming	-\$250.00
Total Anderson, Bill					-\$250.00
At&T - Fiber Line					
Check	11/04/2022	5113	831-000-9111-787	4475 · Internet	-\$526.51
Total At&T - Fiber Line					-\$526.51
Baker & Taylor L4371652 - Book Only Acct					
Check	11/04/2022	BT PORTAL	2037106094	4716 · Books - Youth	-\$25.35
Total Baker & Taylor L4371652 - Book Only Acct					-\$25.35
Baker & Taylor L4382582 Adult Audio					
Check	11/01/2022	BT PORTAL	2037074905	4719 · Audiobooks/Playaways - Adult	-\$99.50
Check	11/04/2022	BT PORTAL	2037106080	4719 · Audiobooks/Playaways - Adult	-\$134.29
Total Baker & Taylor L4382582 Adult Audio					-\$233.79
Baker & Taylor L4361272 Large Print					
Check	11/01/2022	BT PORTAL	2037054438	4714 · Large Print Books	-\$39.50
Check	11/01/2022	BT PORTAL	2037054439	4714 · Large Print Books	-\$53.78
Check	11/01/2022	BT PORTAL	2037084424	4714 · Large Print Books	-\$73.07
Check	11/01/2022	BT PORTAL	Pre processing fee	4515 · Technical Services - Supplies	-\$1.48
Check	11/04/2022	BT PORTAL	2037109979	4714 · Large Print Books	-\$54.98
Check	11/04/2022	BT PORTAL	2037109980	4714 · Large Print Books	-\$51.23
Check	11/04/2022	BT PORTAL	I4361272	4515 · Technical Services - Supplies	-\$0.74
Total Baker & Taylor L4361272 Large Print					-\$274.78



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Baker & Taylor L5040682 Adult Books					
Check	11/01/2022	BT PORTAL 2037051375		4715 · Books - Adult	-\$532.63
Check	11/01/2022	BT PORTAL 2037059344		4715 · Books - Adult	-\$375.82
Check	11/01/2022	BT PORTAL 2037068617		4715 · Books - Adult	-\$480.05
Check	11/01/2022	BT PORTAL 2037082597		4715 · Books - Adult	-\$465.45
Check	11/01/2022	BT PORTAL 2037091344		4715 · Books - Adult	-\$394.61
Check	11/01/2022	BT PORTAL 2037104477		4715 · Books - Adult	-\$380.71
Check	11/04/2022	BT PORTAL L5040682		4715 · Books - Adult	-\$930.34
Check	11/04/2022	BT PORTAL L5040682		4715 · Books - Adult	-\$373.56
Total Baker & Taylor L5040682 Adult Books					-\$3,933.17
Baker & Taylor L5346512 Youth Books					
Check	11/01/2022	BT PORTAL 2037071740		4716 · Books - Youth	-\$220.42
Check	11/01/2022	BT PORTAL 2037089054		4716 · Books - Youth	-\$266.18
Check	11/04/2022	BT PORTAL 2037114995		4716 · Books - Youth	-\$300.65
Total Baker & Taylor L5346512 Youth Books					-\$787.25
Baker & Taylor L5394112 Gift Fund					
Check	11/01/2022	BT PORTAL 2037066139		4906a · Reimb. - Restricted Donations	-\$28.39
Check	11/01/2022	BT PORTAL 2037099340		4906a · Reimb. - Restricted Donations	-\$14.19
Check	11/01/2022	BT PORTAL 2037099341		4906a · Reimb. - Restricted Donations	-\$16.88
Total Baker & Taylor L5394112 Gift Fund					-\$59.46
C.J. Erickson Plumbing Co.					
Check	11/18/2022	5125		4434 · Building Repairs	-\$699.00
Total C.J. Erickson Plumbing Co.					-\$699.00
CENGAGE/Gale Learning					
Check	11/01/2022	5110 79422482		4714 · Large Print Books	-\$26.39
Check	11/01/2022	5110 79454898		4714 · Large Print Books	-\$91.97
Check	11/01/2022	5110 79469641		4714 · Large Print Books	-\$59.98
Check	11/01/2022	5110 79514068		4714 · Large Print Books	-\$49.58
Check	11/01/2022	5110 79520644		4714 · Large Print Books	-\$31.19
Check	11/04/2022	5111 79546431		4714 · Large Print Books	-\$30.39
Check	11/04/2022	5112 79579954		4714 · Large Print Books	-\$30.39
Total CENGAGE/Gale Learning					-\$319.89
CIT					
Check	11/04/2022	5118 Copier Lease Month 28 of 63		4531 · Copier	-\$631.52
Total CIT					-\$631.52
City Of Palos Heights					
Check	11/16/2022	23009 Business License Renewal		4553 · Bulk Fees & Permits	-\$150.00
Total City Of Palos Heights					-\$150.00
City of Palos Hts. - Water Bill					
Check	11/22/2022	5135 4-2501033-00		4472 · Water	-\$122.02
Total City of Palos Hts. - Water Bill					-\$122.02
Consolidated High School District 230					
Check	11/01/2022	5107 12.1.22 Madrigal Singers		4454 · General Programming	-\$100.00
Total Consolidated High School District 230					-\$100.00
EBSCO					
Check	11/02/2022	ACH EBSCO Library Adware #100194954-1		4710a · Databases (Adult)	-\$983.00
Total EBSCO					-\$983.00
Employee Benefits Corporation					
Check	11/16/2022	5129 BESTflex Premium Only renewal		4363 · Consultant Fees	-\$275.00
Total Employee Benefits Corporation					-\$275.00
Everest Snow Management, Inc.					
Check	11/04/2022	5116 Snow contract payment 2 of 4 Invoice #4437		4437 · Snow Removal	-\$1,544.00
Total Everest Snow Management, Inc.					-\$1,544.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Findaway World LLC					
Check	11/07/2022	5123	410505	4720 · Audiobooks/Playaways - Youth	-\$15.00
Total Findaway World LLC					-\$15.00
First Midwest Bank - Visa					
Check	11/02/2022	VISA PORTAL	10 October Spotify	4451 · Youth & Teen Programming	-\$9.99
Check	11/02/2022	VISA PORTAL	ILA Parking	4354 · Professional Staff	-\$45.00
Check	11/02/2022	VISA PORTAL	New employee background check	4363 · Consultant Fees	-\$51.82
Check	11/02/2022	VISA PORTAL	12.10.22 Paint Party Deposit	4451 · Youth & Teen Programming	-\$165.00
Check	11/02/2022	VISA PORTAL	10 October Cell Phone/Sip	4474 · Telephone/FAX	-\$114.47
Check	11/02/2022	VISA PORTAL	Duo Monthly Fee	4721 · Software	-\$90.00
Check	11/02/2022	VISA PORTAL	10 October Adobe Monthly Fee	4721 · Software	-\$29.99
Check	11/02/2022	VISA PORTAL	10 October Stamps.com Monthly Fee	4721 · Software	-\$17.99
Check	11/02/2022	VISA PORTAL	10 October Zoom Monthly Fee	4721 · Software	-\$140.00
Check	11/02/2022	VISA PORTAL	Creative Bug Monthly Fee	4721 · Software	-\$7.95
Check	11/02/2022	VISA PORTAL	Hoc Chocolate Kringle Market	4454 · General Programming	-\$22.35
Check	11/02/2022	VISA PORTAL	Staff Appreciation Gift Cards	4313 · Additional Compensation	-\$3,045.20
Check	11/02/2022	VISA PORTAL	Supplies	4514 · Business Office - Supplies	-\$46.97
Check	11/02/2022	VISA PORTAL	Aurelio's move in day	4519 · Hospitality - Supplies	-\$208.70
Check	11/02/2022	VISA PORTAL	Supplies	4541 · Maintenance/Cleaning Supplies	-\$200.24
Check	11/02/2022	VISA PORTAL	Fab Lab supplies	4904 · Reimb. - Friends Book Sales	-\$14.07
Check	11/02/2022	VISA PORTAL	Ceiling Tile Replacements	4434 · Building Repairs	-\$177.51
Check	11/02/2022	VISA PORTAL	Touch up paint	4434 · Building Repairs	-\$96.31
Check	11/02/2022	VISA PORTAL	Water/wood stir	4519 · Hospitality - Supplies	-\$17.84
Total First Midwest Bank - Visa					-\$4,501.40
Grasso Graphics					
Check	11/07/2022	5121	Nov/Dec Newsletter 6,800	4424 · Newsletter Printing	-\$2,987.80
Total Grasso Graphics					-\$2,987.80
Illinois Library Association					
Check	11/04/2022	5114	Invoice 213173 Ruszala	4351 · Membership Fees	-\$100.00
Total Illinois Library Association					-\$100.00
IMRF					
Check	11/30/2022	EFT	IMRF 10.68%	4331 · IMRF Ill. Muni. Ret. Fund	-\$6,301.02
Check	11/30/2022	EFT		2055 · Employee Paid Vol. IMRF	-\$878.92
Check	11/30/2022	EFT		2054 · PT -Employee Contribution IMRF	-\$70.03
Check	11/30/2022	EFT		2053 · FT- Employee Contribution IMRF	-\$2,584.86
Total IMRF					-\$9,834.83
Independent Construction Services					
Check	11/07/2022	5120	Invoice 1082	7001 · Special Reserves Projects	-\$2,416.79
Check	11/17/2022	5134	September Services	7001 · Special Reserves Projects	-\$1,890.00
Total Independent Construction Services					-\$4,306.79
Kothrade, Kevin					
Check	11/01/2022	5103	11.10.22 Shipwrecks	4904 · Reimb. - Friends Book Sales	-\$250.00
Total Kothrade, Kevin					-\$250.00
Library Furniture International					
Check	11/16/2022	23008	YTS Reno Furniture Balance	7001 · Special Reserves Projects	-\$161,379.30
Total Library Furniture International					-\$161,379.30
Library Market					
Check	11/22/2022	5139	Library Calendar Setup	4710a · Databases (Adult)	-\$2,000.00
Total Library Market					-\$2,000.00
LIMRiCC-Employees					
Check	11/16/2022	ACH	11 November Employee Health	4333 · Insurance	-\$10,662.80
			Employee Dental and Vision	2050 · Employee Paid LIMRiCC	-\$486.40
			Ruszala Child Coverage	2050 · Employee Paid LIMRiCC	-\$915.00
Total LIMRiCC-Employees					-\$12,064.20



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Marchione Electric, Inc.					
Check	11/30/2022	5144	Parking lot ballasts	4631 · Special Reserves Replenishment	-\$520.00
Total Marchione Electric, Inc.					-\$520.00
MarchOne Electrical Design					
Check	11/18/2022	5126	Interior Lighting	4434 · Building Repairs	-\$1,040.00
Total MarchOne Electrical Design					-\$1,040.00
Melka Landscaping					
Check	11/07/2022	5119	10 October Lawn Maintenance	4643 · Capital Landscaping/Hardscape	-\$808.55
Check	11/29/2022	5143		4643 · Capital Landscaping/Hardscape	-\$808.55
Total Melka Landscaping					-\$1,617.10
Michael J. Duffy Co. Inc.					
Check	11/01/2022	5102	11.6.22 From Chicago to Vietnam	4904 · Reimb. - Friends Book Sales	-\$250.00
Total Michael J. Duffy Co. Inc.					-\$250.00
Midwest Tape					
Check	11/01/2022	5108	502766179	4717 · Videos - Adult	-\$167.93
Check	11/01/2022	5108	502799939	4717 · Videos - Adult	-\$92.21
Check	11/01/2022	5108	502831527	4717 · Videos - Adult	-\$55.47
Check	11/01/2022	5109	502776894	4717 · Videos - Adult	-\$59.23
Check	11/01/2022	5109	Pre processing fee	4515 · Technical Services - Supplies	-\$7.96
Check	11/07/2022	5122	502904556	4717 · Videos - Adult	-\$136.44
Total Midwest Tape					-\$519.24
Otis Elevator					
Check	11/29/2022	OTIS PORTAL	12 December Elevator Maintenance	4416 · Maintenance	-\$175.00
Total Otis Elevator					-\$175.00
OverDrive, Inc.					
Check	11/16/2022	5131		4726 · E-Books - Youth	-\$43.99
Total OverDrive, Inc.					-\$43.99
Palos Orland League of Women Voters					
Check	11/22/2022	5138	Check missed in sequence	4900 · Miscellaneous - Reimbursements	\$0.00
Total Palos Orland League of Women Voters					\$0.00
Paylocity Payroll Billing					
Check	11/04/2022	EFT		4412 · Payroll Services	-\$101.47
Check	11/18/2022	EFT		4412 · Payroll Services	-\$249.10
Check	11/29/2022	EFT		4412 · Payroll Services	-\$101.47
Total Paylocity Payroll Billing					-\$452.04
Paylocity Payroll Net					
Check	11/04/2022	EFT		4311 · Salaried Employees	-\$19,508.30
Check	11/04/2022	EFT		4312 · Hourly Employees	-\$4,664.06
Check	11/04/2022	EFT	MM Jewel Cookies	4511 · Public Services - Supplies	-\$6.99
Check	11/04/2022	EFT	JD Target Truck & Treat	4454 · General Programming	-\$49.98
Check	11/04/2022	EFT	JD Target Storytime	4451 · Youth & Teen Programming	-\$15.99
Check	11/04/2022	EFT	SL ILA Conference Parking/Lunch 3 day	4354 · Professional Staff	-\$210.48
Check	11/04/2022	EFT	JB ILA Conference Mileage	4353 · Administrator	-\$82.50
Check	11/04/2022	EFT	JB Amazon Cable for Interactive Space	7001 · Special Reserves Projects	-\$32.36
Check	11/04/2022	EFT	CE ILA Conference Mileage	4354 · Professional Staff	-\$15.25
Check	11/18/2022	EFT		4311 · Salaried Employees	-\$20,385.92
Check	11/18/2022	EFT		4312 · Hourly Employees	-\$4,787.84
Check	11/18/2022	EFT	JK REIMB	4454 · General Programming	-\$8.99
Check	11/29/2022	EFT	Davidson reimb	4451 · Youth & Teen Programming	-\$33.23
Check	11/29/2022	EFT	Matkowski reimb	4452 · Public Services Programming	-\$25.00
Check	11/29/2022	EFT	Rodriguez reimb	4516 · Circulation - Supplies	-\$8.61



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL NOVEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Paylocity Payroll Net (con't)					
Check	11/29/2022	EFT	Rodriguez mileage	4356 · Mileage Reimbursement	-\$43.50
Check	11/29/2022	EFT	Ruszala reimb	4451 · Youth & Teen Programming	-\$149.90
Check	11/29/2022	EFT	Sankey reimb	4516 · Circulation - Supplies	-\$39.99
Check	11/29/2022	EFT		4312 · Hourly Employees	-\$5,036.52
Check	11/29/2022	EFT		4311 · Salaried Employees	-\$20,076.29
Total Paylocity Payroll Net					-\$75,181.70
Paylocity Payroll Taxes					
Check	11/02/2022	EFT		4312 · Hourly Employees	-\$7.62
Check	11/04/2022	EFT		4311 · Salaried Employees	-\$5,824.67
Check	11/04/2022	EFT		4312 · Hourly Employees	-\$927.04
Check	11/04/2022	EFT		4332 · FICA Social Security	-\$2,498.24
Check	11/18/2022	EFT		4311 · Salaried Employees	-\$6,115.51
Check	11/18/2022	EFT		4312 · Hourly Employees	-\$937.06
Check	11/18/2022	EFT		4332 · FICA Social Security	-\$2,600.38
Check	11/29/2022	EFT		4311 · Salaried Employees	-\$6,008.74
Check	11/29/2022	EFT		4312 · Hourly Employees	-\$1,001.92
Check	11/29/2022	EFT		4332 · FICA Social Security	-\$2,592.71
Total Paylocity Payroll Taxes					-\$28,513.89
Peerless Network, Inc					
Check	11/16/2022	5130	1211526	4474 · Telephone/FAX	-\$73.70
Total Peerless Network, Inc					-\$73.70
Product LLC					
Check	11/18/2022	5127	Final Payment YTS Reno	7001 · Special Reserves Projects	-\$2,300.00
Total Product LLC					-\$2,300.00
ProQuest					
Check	11/07/2022	5117	Chicago Tribune 9.1.22 to 8.23.23	4710a · Databases (Adult)	-\$973.35
Total ProQuest					-\$973.35
Pub Trivia					
Check	11/01/2022	5105	11.14.22 Trivia Night Harvest Room	4452 · Public Services Programming	-\$125.00
Total Pub Trivia					-\$125.00
RAILS					
Check	11/18/2022	5128	Illinois Libraries Present	4452 · Public Services Programming	-\$750.00
Total RAILS					-\$750.00
Rivistas, LLC					
Check	11/04/2022	5115	37311 Youth Magazine Renewals	4711 · Periodicals	-\$814.50
Check	11/04/2022	5115	36357 PS Magazine Renewals	4711 · Periodicals	-\$5,971.66
Total Rivistas, LLC					-\$6,786.16
Rochelle Pennington					
Check	11/01/2022	5106	11.29.22 Christmas Gifts	4904 · Reimb. - Friends Book Sales	-\$350.00
Total Rochelle Pennington					-\$350.00
Truty, Marcin					
Check	11/02/2022	ACH MT	Invoice 222-10	4418 · Technology	-\$2,480.00
Total Truty, Marcin					-\$2,480.00
TOTAL CHECKS FOR BOARD APPROVAL					-\$336,136.87



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
NOVEMBER 30, 2022

	GENERAL FUNDS				SPECIAL RESERVE FUNDS		
ACCOUNT	OLD NATIONAL BANK CHECKING EFFECTIVE	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
Beginning Balance	\$93,688.93	\$223,482.57	\$1,009.46	\$200.00	\$572.09	\$2,515.19	\$321,468.24
Withdrawals	(\$336,136.87)						(\$336,136.87)
Transfers	\$220,000.00	(\$220,000.00)					\$0.00
City Loan	\$143,750.00						\$143,750.00
Deposits							\$0.00
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$4.35	\$101.52	\$2.97	N/A	N/A	\$2.58	\$111.42
ENDING BALANCE	\$121,306.41	\$3,584.09	\$1,012.43	\$200.00	\$572.09	\$2,517.77	\$129,192.79
TOTALS	\$126,102.93				\$3,089.86		\$129,192.79
							TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.26%	3.586%	N/A	N/A	1.26%	

TOTAL FUND BALANCE
\$129,192.79



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: DECEMBER 31, 2022

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$503,049.66		\$503,049.66
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$418.50		\$418.50
» Non Resident Cards	\$350.53		\$350.53
» Miscellaneous	\$142.30		\$142.30
COPIER	\$591.65		\$591.65
GRANTS	\$0.00		\$0.00
INTEREST	\$106.17	\$2.67	\$108.84
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$434.75		\$434.75
» Miscellaneous	\$0.00		\$0.00
» Palos Heights City Loan	\$143,750.00		\$143,750.00
DONATIONS/GIFTS			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$974.23		\$974.23
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
TOTAL REVENUES	\$649,817.79	\$2.67	\$649,820.46
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$69,576.72		\$69,576.72
» Employee Benefits	\$23,744.70		\$23,744.70
» Staff & Board Development	\$183.75		\$183.75
CONTRACTUAL SERVICES	\$11,845.33		\$11,845.33
BUILDING MAINTENANCE	\$2,516.54		\$2,516.54
INSURANCE	\$0.00		\$0.00
UTILITIES	\$4,127.31		\$4,127.31
SUPPLIES	\$881.22		\$881.22
CAPITAL EXPENSES	\$2,629.00		\$2,629.00
MEDIA	\$10,896.45		\$10,896.45
REIMBURSEMENTS	\$2,257.12		\$2,257.12
SR PROJECTS	\$43,893.47	\$0.00	\$43,893.47
TOTAL EXPENDITURES	\$172,551.61	\$0.00	\$172,551.61
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	\$477,266.18	\$2.67	\$477,268.85
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	\$477,266.18	\$2.67	\$477,268.85
FUND BALANCES, BEGINNING OF MONTH	\$126,102.93	\$3,089.86	\$0.00
END OF MONTH	\$603,369.11	\$3,092.53	\$606,461.64



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH DECEMBER 31, 2022

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	
REVENUES					
PROPERTY TAXES	\$1,781,437.16	\$1,781,437.16	\$1,415,328.72	\$366,108.44	79.45%
CORPORATE REPLACEMENT TAX	\$8,400.00	\$8,400.00	\$14,800.81	-\$6,400.81	176.20%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$5,000.00	\$5,000.00	\$2,327.30	\$2,672.70	46.55%
Cards	\$1,500.00	\$1,500.00	\$3,028.09	-\$1,528.09	201.87%
Miscellaneous	\$2,500.00	\$2,500.00	\$1,738.41	\$761.59	69.54%
COPIER	\$5,000.00	\$5,000.00	\$3,365.50	\$1,634.50	67.31%
GRANTS	\$18,459.63	\$18,459.63	\$17,800.30	\$659.33	96.43%
INTEREST	\$239.00	\$239.00	\$4,939.68	-\$4,700.68	2066.81%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$11,112.50	-\$112.50	101.02%
Miscellaneous	\$1,200.00	\$1,200.00	\$442,378.16	-\$441,178.16	36864.85%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$1,110.00	-\$110.00	111.00%
Annual Fundraising	\$30,000.00	\$30,000.00	\$3,956.53	\$26,043.47	13.19%
Planned Giving	\$0.00	\$0.00	\$192,500.00	-\$192,500.00	0.00%
TOTAL REVENUES	\$1,865,735.79	\$1,865,735.79	\$2,114,386.00	-\$248,650.21	113.33%
EXPENDITURES					
PERSONNEL SERVICES					
Operational Salaries	\$914,112.67	\$914,112.67	\$898,929.52	-\$15,183.15	-1.66%
Employee Benefits	\$267,155.98	\$267,155.98	\$264,602.59	-\$2,553.39	-0.96%
Staff & Board Development	\$10,900.00	\$10,900.00	\$8,487.70	-\$2,412.30	-22.13%
CONTRACTUAL SERVICES	\$158,210.37	\$158,210.37	\$158,254.33	\$43.96	0.03%
BUILDING MAINTENANCE	\$42,632.08	\$42,632.08	\$42,628.18	-\$3.90	-0.01%
INSURANCE	\$21,268.50	\$21,268.50	\$21,199.00	-\$69.50	-0.33%
UTILITIES	\$14,236.56	\$14,236.56	\$16,950.40	\$2,713.84	19.06%
SUPPLIES	\$24,340.00	\$24,340.00	\$20,486.35	-\$3,853.65	-15.83%
CAPITAL EXPENSES	\$202,500.00	\$202,500.00	\$15,650.94	-\$186,849.06	-92.27%
MEDIA	\$176,220.00	\$176,220.00	\$158,029.66	-\$18,190.34	-10.32%
REIMBURSEMENTS	\$34,159.63	\$34,159.63	\$38,159.59	\$3,999.96	11.71%
SR PROJECTS	\$1,186,000.00	\$1,186,000.00	\$418,317.77	-\$767,682.23	-64.73%
TOTAL EXPENDITURES	\$3,051,735.79	\$3,051,735.79	\$2,061,696.03	-\$990,039.76	-32.44%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$1,186,000.00	-\$1,186,000.00	\$52,689.97	-\$1,238,689.97	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			\$52,689.97		
FUND BALANCE					
BEGINNING OF YEAR			\$724,385.14		
YTD MONTH ENDING			\$777,075.11		



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH DECEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$711,091.59	\$56,976.33	\$712,440.63	-\$1,349.04	-0.19%
4312 HOURLY EMPLOYEES	\$198,021.08	\$12,600.39	\$181,534.50	\$16,486.58	8.33%
4313 ADDITIONAL COMPENSATION	\$5,000.00	\$0.00	\$4,954.39	\$45.61	0.91%
TOTAL OPERATIONAL SALARIES	\$914,112.67	\$69,576.72	\$898,929.52	\$15,183.15	1.66%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$80,221.72	\$8,869.19	\$78,838.14	\$1,383.58	1.72%
4332 SOCIAL SECURITY - FICA	\$69,547.12	\$5,091.31	\$67,444.76	\$2,102.36	3.02%
4333 INSURANCE	\$116,387.14	\$9,784.20	\$118,319.69	-\$1,932.55	-1.66%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$267,155.98	\$23,744.70	\$264,602.59	\$2,553.39	0.96%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,400.00	\$0.00	\$2,539.00	-\$139.00	-5.79%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$778.99	\$21.01	2.63%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$652.39	-\$152.39	-30.48%
4354 PROFESSIONAL STAFF	\$5,000.00	\$150.00	\$3,213.37	\$1,786.63	35.73%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$899.63	\$100.37	10.04%
4356 MILEAGE REIMBURSEMENT	\$1,200.00	\$33.75	\$404.32	\$795.68	66.31%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,900.00	\$183.75	\$8,487.70	\$2,412.30	22.13%
GROUP TOTAL PERSONNEL SERVICES	\$1,192,168.65	\$93,505.17	\$1,172,019.81	\$20,148.84	1.69%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$6,640.00	\$0.00	\$6,640.00	\$0.00	0.00%
4362 LEGAL FEES	\$2,200.00	\$0.00	\$1,558.00	\$642.00	29.18%
4363 PROFESSIONAL FEES	\$500.00	\$0.00	\$669.63	-\$169.63	-33.93%
4364 APPRAISAL	\$575.00	\$0.00	\$0.00	\$575.00	100.00%
4365 ACCOUNTANT	\$3,780.00	\$350.00	\$4,400.00	-\$620.00	-16.40%
TOTAL PROFESSIONAL SERVICES	\$13,695.00	\$350.00	\$13,267.63	\$427.37	3.12%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,000.00	\$355.37	\$4,607.26	-\$607.26	-15.18%
4414 ALARM	\$3,650.00	\$744.00	\$3,763.00	-\$113.00	-3.10%
4416 MAINTENANCE	\$39,000.00	\$5,828.00	\$37,433.17	\$1,566.83	4.02%
4417 SWAN	\$24,800.00	\$0.00	\$26,998.96	-\$2,198.96	-8.87%
4418 TECHNOLOGY	\$31,540.37	\$0.00	\$32,035.37	-\$495.00	-1.57%
TOTAL OUTSIDE SERVICES	\$102,990.37	\$6,927.37	\$104,837.76	-\$1,847.39	-1.79%
PRINTING					
4421 NEWSPAPER/ADVERTISING NOTICES	\$250.00	\$0.00	\$0.00	\$250.00	100.00%
4424 NEWSLETTER PRINTING	\$16,275.00	\$2,987.80	\$17,303.97	-\$1,028.97	-6.32%
TOTAL PRINTING	\$16,525.00	\$2,987.80	\$17,303.97	-\$778.97	-4.71%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$7,000.00	\$361.85	\$6,649.11	\$350.89	5.01%
4452 PUBLIC SERVICES PROGRAMMING	\$9,000.00	\$226.84	\$7,421.05	\$1,578.95	17.54%
4454 GENERAL PROGRAMMING	\$6,000.00	\$991.47	\$5,880.47	\$119.53	1.99%
TOTAL PROGRAMMING	\$22,000.00	\$1,580.16	\$19,950.63	\$2,049.37	9.32%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$0.00	\$2,894.34	\$105.66	3.52%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$0.00	\$2,894.34	\$105.66	3.52%
GROUP TOTAL CONTRACTUAL SERVICES	\$158,210.37	\$11,845.33	\$158,254.33	-\$43.96	-0.03%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
YTD THROUGH DECEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$756.00	\$64.90	\$778.80	-\$22.80	-3.02%
4432 HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$11,238.00	\$762.00	6.35%
4434 BUILDING REPAIRS	\$9,000.00	\$276.10	\$9,384.62	-\$384.62	-4.27%
4436 LAWN MAINTENANCE	\$6,500.00	\$0.00	\$7,278.85	-\$778.85	-11.98%
4437 SNOW REMOVAL	\$6,178.68	\$1,544.00	\$6,131.68	\$47.00	0.76%
TOTAL REPAIRS & MAINTENANCE	\$34,434.68	\$1,885.00	\$34,811.95	-\$377.27	-1.10%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,957.40	\$631.54	\$7,578.48	\$378.92	4.76%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$237.75	\$2.25	0.94%
TOTAL EQUIPMENT MAINTENANCE	\$8,197.40	\$631.54	\$7,816.23	\$381.17	4.65%
GROUP TOTAL BUILDING MAINTENANCE	\$42,632.08	\$2,516.54	\$42,628.18	\$3.90	0.01%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRiCC	\$19,040.40	\$0.00	\$19,255.00	-\$214.60	-1.13%
4443 DISABILITY (WORKMEN'S COMP)	\$2,228.10	\$0.00	\$1,944.00	\$284.10	12.75%
GROUP TOTAL INSURANCE	\$21,268.50	\$0.00	\$21,199.00	\$69.50	0.33%
UTILITIES					
4472 WATER	\$2,000.00	\$163.65	\$2,463.48	-\$463.48	-23.17%
4473 GAS	\$1,700.00	\$2,633.66	\$2,633.66	-\$933.66	-54.92%
4474 TELEPHONE/FAX	\$2,150.00	\$276.98	\$2,207.08	-\$57.08	-2.65%
4475 INTERNET/LOCAL AREA NET	\$8,386.56	\$1,053.02	\$9,646.18	-\$1,259.62	-15.02%
GROUP TOTAL UTILITIES	\$14,236.56	\$4,127.31	\$16,950.40	-\$2,713.84	-19.06%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$892.08	\$107.92	10.79%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$0.00	\$901.26	\$598.74	39.92%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$0.00	\$1,507.23	\$1,692.77	52.90%
4515 TECHNICAL SERVICES SUPPLIES	\$5,000.00	\$11.94	\$4,332.28	\$667.72	13.35%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$3,145.22	-\$95.22	-3.12%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$44.99	\$544.46	\$455.54	45.55%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$73.90	\$1,162.69	\$37.31	3.11%
TOTAL OFFICE SUPPLIES	\$15,950.00	\$130.83	\$12,485.22	\$3,464.78	21.72%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$95.22	\$3,877.28	\$572.72	12.87%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$95.22	\$3,877.28	\$572.72	12.87%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$700.00	\$63.68	\$392.36	\$307.64	43.95%
4553 BULK FEES & PERMITS	\$3,240.00	\$591.49	\$3,731.49	-\$491.49	-15.17%
TOTAL OFFICE EXPENSE	\$3,940.00	\$655.17	\$4,123.85	-\$183.85	-4.67%
GROUP TOTAL SUPPLIES	\$24,340.00	\$881.22	\$20,486.35	\$3,853.65	15.83%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH DECEMBER 2022

	BUDGET 2022	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
CAPITAL EXPENSES					
CAPITAL EQUIPMENT					
4611 FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4612 LIBRARY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4614 OTHER EQUIP./COMPUTERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL CAPITAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BUILDING/ FACILITY IMPROVEMENTS					
4641 BUILDING IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4642 FACILITY IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
4643 LANDSCAPING/HARDSCAPE	\$2,500.00	\$309.00	\$2,032.94	\$467.06	18.68%
GROUP TOTAL BUILDING/FACILITY IMPROVEMENTS	\$2,500.00	\$309.00	\$2,032.94	\$467.06	18.68%
SPECIAL RESERVES REPLENISHMENT					
4631 SPECIAL RESERVES REPLENISHMENT	\$200,000.00	\$2,320.00	\$13,618.00	\$186,382.00	93.19%
SPECIAL RESERVES REPLENISHMENT	\$200,000.00	\$2,320.00	\$13,618.00	\$186,382.00	93.19%
GROUP TOTAL CAPITAL EXPENSES	\$202,500.00	\$2,629.00	\$15,650.94	\$186,849.06	92.27%
MEDIA -LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$27,000.00	\$195.00	\$26,808.29	\$191.71	0.71%
4710B DATABASES -Youth	\$6,000.00	\$0.00	\$4,274.00	\$1,726.00	28.77%
4711 PERIODICALS	\$14,500.00	\$38.23	\$9,873.68	\$4,626.32	31.91%
4712 CONTINUATIONS	\$600.00	\$0.00	\$858.20	-\$258.20	-43.03%
4714 LARGE PRINT	\$5,500.00	\$401.46	\$5,157.63	\$342.37	6.22%
4715 BOOKS - Adult	\$32,300.00	\$1,156.03	\$29,604.92	\$2,695.08	8.34%
4716 BOOKS - Youth	\$33,000.00	\$2,237.62	\$28,787.50	\$4,212.50	12.77%
4717 VIDEOS - Adult	\$4,500.00	\$325.35	\$4,336.10	\$163.90	3.64%
4718 VIDEOS - Youth	\$2,500.00	\$282.61	\$561.48	\$1,938.52	77.54%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$112.72	\$1,999.55	\$0.45	0.02%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$2,209.71	\$2,915.31	\$334.69	10.30%
4721 SOFTWARE	\$9,000.00	\$685.98	\$9,543.30	-\$543.30	-6.04%
4722 REALIA	\$300.00	\$0.00	\$300.00	\$0.00	0.00%
4723A VIDEO GAMES - Youth	\$1,300.00	\$98.80	\$1,183.19	\$116.81	8.99%
4724 MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A E-BOOKS - Adult	\$10,000.00	\$1,764.22	\$10,128.44	-\$128.44	-1.28%
4725B E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,388.72	\$11,231.47	\$1,768.53	13.60%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$3,101.60	\$398.40	11.38%
4727 DOWNLOADABLE MUSIC/MOVIES	\$7,770.00	\$0.00	\$7,365.00	\$405.00	5.21%
GROUP TOTAL MEDIA	\$176,220.00	\$10,896.45	\$158,029.66	\$18,190.34	10.32%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$1,200.00	\$0.00	\$3,278.26	-\$2,078.26	-173.19%
4902 PER CAPITA / OTHER GRANTS	\$18,459.63	\$0.00	\$17,800.30	\$659.33	3.57%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$2,193.81	\$9,268.15	\$1,731.85	15.74%
4906a RESTRICTED DONATIONS	\$1,000.00	\$63.31	\$7,758.93	-\$6,758.93	-675.89%
4906b FUNDRAISING / DONATIONS	\$2,500.00	\$0.00	\$53.95	\$2,446.05	97.84%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$34,159.63	\$2,257.12	\$38,159.59	-\$3,999.96	-11.71%
TOTAL EXPENDITURES	\$1,865,735.79	\$128,658.14	\$1,643,378.26	\$222,357.53	11.92%
7001 SPECIAL RESERVE - PROJECTS	\$1,186,000.00	\$43,893.47	\$418,317.77	\$767,682.23	64.73%
TOTAL EXPENDITURES	\$3,051,735.79	\$172,551.61	\$2,061,696.03	\$990,039.76	32.44%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Adducci Vega Financial Group, LLC					
Check	12/12/2022	5137	10 Oct Bank Reconciliation	4365 · Accountant	-\$350.00
Total Adducci Vega Financial Group, LLC					-\$350.00
Amazon					
Check	12/12/2022	AMAZON POR	Creamer	4519 · Hospitality - Supplies	-\$14.92
Check	12/12/2022	AMAZON POR	Bernth/Cimarolli	4906a · Reimb. - Restricted Donations	-\$29.93
Check	12/12/2022	AMAZON POR	paper towels	4541 · Maintenance/Cleaning Supplies	-\$64.58
Check	12/12/2022	AMAZON POR	Holiday Party	4454 · General Programming	\$0.85
Check	12/12/2022	AMAZON POR	Holiday Party	4454 · General Programming	\$0.65
Check	12/12/2022	AMAZON POR	Tea & Towels	4519 · Hospitality - Supplies	-\$58.98
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4451 · Youth & Teen Programming	-\$44.99
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	7001 · Special Reserves Projects	-\$89.95
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4723B · Video Games - Youth	\$0.08
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4723B · Video Games - Youth	-\$98.88
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4451 · Youth & Teen Programming	\$59.80
Check	12/12/2022	AMAZON POR	Holiay Party	4454 · General Programming	\$3.94
Check	12/12/2022	AMAZON POR	Holiday Part	4454 · General Programming	\$0.41
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4541 · Maintenance/Cleaning Supplies	\$44.98
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	4541 · Maintenance/Cleaning Supplies	-\$75.62
Check	12/12/2022	AMAZON POR	holiday party	4454 · General Programming	-\$303.41
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	7001 · Special Reserves Projects	-\$47.97
Check	12/12/2022	AMAZON POR	60457 8781 021570 3	7001 · Special Reserves Projects	-\$44.30
Check	12/28/2022	AMAZON POR	PHWC/SODER	4906a · Reimb. - Restricted Donations	-\$33.38
Check	12/28/2022	AMAZON POR	YTS RENOV. Clocks/headphones	7001 · Special Reserves Projects	-\$133.46
Check	12/28/2022	AMAZON POR	YTS RENOV Credit	7001 · Special Reserves Projects	\$39.99
Total Amazon					-\$889.67
Anderson Pest Solutions					
Check	12/12/2022	5154	12 December Pest Control Inv.	4431 · Pest Control	-\$64.90
Total Anderson Pest Solutions					-\$64.90
At&T - Fiber Line					
Check	12/07/2022	5148	Erate Discount	4475 · Internet	\$351.01
Check	12/07/2022	5148	250 Mbps fiber	4475 · Internet	-\$877.52
Check	12/27/2022	ATT PORTAL	831-000-9111-787	4475 · Internet	-\$877.52
Check	12/27/2022	ATT PORTAL	ERATE DISCOUNT	4475 · Internet	\$351.01
Total At&T - Fiber Line					-\$1,053.02
Baker & Taylor L4382582 Adult Audio					
Check	12/12/2022	BT Portal	L5346512	4719 · Audiobooks/Playaways - Adult	-\$112.72
Total Baker & Taylor L4382582 Adult Audio					-\$112.72
Baker & Taylor L5040682 Adult Books					
Check	12/12/2022	BT Portal	L5040682	4715 · Books - Adult	-\$1,040.23
Check	12/21/2022	BT PORTAL	20237203265	4715 · Books - Adult	-\$58.02
Check	12/21/2022	BT PORTAL	20237182503	4715 · Books - Adult	-\$57.78
Total Baker & Taylor L5040682 Adult Books					-\$1,156.03
Baker & Taylor L5346512 Youth Books					
Check	12/12/2022	BT Portal	L5346512	4716 · Books - Youth	-\$1,946.00
Check	12/12/2022	BT Portal	L534651	4716 · Books - Youth	-\$22.68
Check	12/19/2022	BT PORTAL	2037198726	4716 · Books - Youth	-\$109.57
Check	12/19/2022	BT PORTAL	2037187847	4716 · Books - Youth	-\$10.78
Total Baker & Taylor L5346512 Youth Books					-\$2,089.03
Breeze Creative					
Check	12/20/2022	ACH	2023 Subscriptions	7001 · Special Reserves Projects	-\$1,176.00
Total Breeze Creative					-\$1,176.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
CENGAGE/Gale Learning					
Check	12/12/2022	5161	76932711	4714 · Large Print Books	-\$88.77
Check	12/12/2022	5161	79638099	4714 · Large Print Books	-\$90.37
Check	12/12/2022	5161	79646833	4714 · Large Print Books	-\$28.79
Check	12/12/2022	5161	79664442	4714 · Large Print Books	-\$83.17
Check	12/12/2022	5161	79689797	4714 · Large Print Books	-\$55.98
Check	12/28/2022	5175	79674715	4714 · Large Print Books	-\$54.38
Total CENGAGE/Gale Learning					-\$401.46
Children's Plus Inc.					
Check	12/12/2022	5162		4716 · Books - Youth	-\$148.59
Total Children's Plus Inc.					-\$148.59
CIT					
Check	12/12/2022	5173	Copier Lease Month 29 of 63	4531 · Copier	-\$631.54
Total CIT					-\$631.54
City of Palos Hts. - Water Bill					
Check	12/19/2022	5165	4-2501033-00	4472 · Water	-\$163.65
Total City of Palos Hts. - Water Bill					-\$163.65
Cosmopolitan Building Services					
Check	12/01/2022	5145	11 November Janitorial Services	4416 · Maintenance	-\$2,722.50
Check	12/27/2022	5174		4416 · Maintenance	-\$2,722.50
Total Cosmopolitan Building Services					-\$5,445.00
Everest Snow Management, Inc.					
Check	12/01/2022	5146	Snow Contract payment 3 of 4	4437 · Snow Removal	-\$1,544.00
Total Everest Snow Management, Inc.					-\$1,544.00
Findaway World LLC					
Check	12/12/2022	5164		4720 · Audiobooks/Playaways - Youth	-\$2,209.71
Total Findaway World LLC					-\$2,209.71
First Midwest Bank - Visa					
Check	12/07/2022	VISA PORTAL	DUO	4721 · Software	-\$90.00
Check	12/07/2022	VISA PORTAL	Armodilo OPAC Mounts	7001 · Special Reserves Projects	-\$573.08
Check	12/07/2022	VISA PORTAL	11 November Spotify	4451 · Youth & Teen Programming	-\$9.99
Check	12/07/2022	VISA PORTAL	11 November Sip.US	4474 · Telephone/FAX	-\$56.81
Check	12/07/2022	VISA PORTAL	Stamps.com	4551 · Postage & Handling	-\$17.99
Check	12/07/2022	VISA PORTAL	ProFlowers	4454 · General Programming	-\$80.98
Check	12/07/2022	VISA PORTAL	Evite Holiday Party	4454 · General Programming	-\$28.04
Check	12/07/2022	VISA PORTAL	11 Nov cell phone monthly fee	4474 · Telephone/FAX	-\$26.70
Check	12/07/2022	VISA PORTAL	Veterans Day Treats	4454 · General Programming	-\$12.15
Check	12/07/2022	VISA PORTAL	Train Station Rack	4904 · Reimb. - Friends Book Sales	-\$288.94
Check	12/07/2022	VISA PORTAL	Meetup	4721 · Software	-\$98.94
Check	12/07/2022	VISA PORTAL	Godaddy	4721 · Software	-\$51.16
Check	12/07/2022	VISA PORTAL	CreativeBug	4721 · Software	-\$7.95
Check	12/07/2022	VISA PORTAL	Adobe	4721 · Software	-\$29.99
Check	12/07/2022	VISA PORTAL	Zoom	4721 · Software	-\$140.00
Check	12/28/2022	VISA PORTAL	DUO	4721 · Software	-\$90.00
Check	12/28/2022	VISA PORTAL	Relaible Fire Safety	4434 · Building Repairs	-\$276.10
Check	12/28/2022	VISA PORTAL	12 December Spotify	4451 · Youth & Teen Programming	-\$9.99
Check	12/28/2022	VISA PORTAL	Sip.US	4474 · Telephone/FAX	-\$86.24
Check	12/28/2022	VISA PORTAL	Stamps.com	4551 · Postage & Handling	-\$17.99
Check	12/28/2022	VISA PORTAL	Paint the Town Program	4451 · Youth & Teen Programming	-\$212.18
Check	12/28/2022	VISA PORTAL	Staff Holiday Party	4454 · General Programming	-\$62.83
Check	12/28/2022	VISA PORTAL	12 Dec monthly cell phone fee	4474 · Telephone/FAX	-\$33.53
Check	12/28/2022	VISA PORTAL	Click n ship	4551 · Postage & Handling	-\$13.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
First Midwest Bank - Visa (con't)					
Check	12/28/2022	VISA PORTAL	Homer Tree Care	4643 · Capital Landscaping/Hardscape	-\$309.00
Check	12/28/2022	VISA PORTAL	Creative Bug	4721 · Software	-\$7.95
Check	12/28/2022	VISA PORTAL	Adobe	4721 · Software	-\$29.99
Check	12/28/2022	VISA PORTAL	Zoom	4721 · Software	-\$140.00
Total First Midwest Bank - Visa					-\$2,801.52
Grasso Graphics					
Check	12/29/2022	5176	Jan/Feb Newsletters	4424 · Newsletter Printing	-\$2,987.80
Total Grasso Graphics					-\$2,987.80
Hallet Movers					
Check	12/12/2022	5153	Final YTS Reno Moving	7001 · Special Reserves Projects	-\$17,004.00
Total Hallet Movers					-\$17,004.00
IMRF					
Check	12/28/2022	EFT		4331 · IMRF III. Muni. Ret. Fund	-\$8,869.19
Check	12/28/2022	EFT		2055 · Employee Paid Vol. IMRF	-\$1,318.88
Check	12/28/2022	EFT		2054 · PT -Employee Contribution IMRF	-\$110.14
Check	12/28/2022	EFT		2053 · FT- Employee Contribution IMRF	-\$3,626.84
Total IMRF					-\$13,925.05
Independent Construction Services					
Check	12/03/2022	5147	December Invoice	7001 · Special Reserves Projects	-\$1,744.75
Total Independent Construction Services					-\$1,744.75
John Yerkes & Sons Inc					
Check	12/19/2022	5170	October 22	4416 · Maintenance	-\$208.00
Total John Yerkes & Sons Inc					-\$208.00
LACONI					
Check	12/08/2022	5150	2023 Institutional Membership	4354 · Professional Staff	-\$150.00
Total LACONI					-\$150.00
Libraries First					
Check	12/12/2022	5156	Museum Adventure Pass	4710a · Databases (Adult)	-\$195.00
Total Libraries First					-\$195.00
LIMRiCC-Employees					
Check	12/07/2022	ACH LIM	12 December employee health	4333 · Insurance	-\$9,784.20
Check	12/07/2022	ACH LIM	12 December employee health	2050 · Employee Paid LIMRiCC	-\$905.00
Check	12/07/2022	ACH LIM	12 December employee health	2050 · Employee Paid LIMRiCC	-\$442.65
Total LIMRiCC-Employees					-\$11,131.85
Lo Destro Construction Company					
Check	12/20/2022	23011	PA 7 September 22	7001 · Special Reserves Projects	-\$23,119.95
Total Lo Destro Construction Company					-\$23,119.95
Melka Landscaping					
Check	12/12/2022	5155	Holiday Decorations	4904 · Reimb. - Friends Book Sales	-\$1,904.87
Total Melka Landscaping					-\$1,904.87
Midwest Tape					
Check	12/12/2022	5159	502931400	4717 · Videos - Adult	-\$48.72
Check	12/12/2022	5159	502964656	4717 · Videos - Adult	-\$32.98
Check	12/12/2022	5159	502910594	4717 · Videos - Adult	-\$52.48
Check	12/12/2022	5159	502946392	4515 · Technical Services - Supplies	-\$3.98
Check	12/12/2022	5159	502931402	4718 · Videos - Youth	-\$231.64
Check	12/12/2022	5159	502964658	4718 · Videos - Youth	-\$14.99
Check	12/12/2022	5159	502995510	4718 · Videos - Youth	-\$12.74
Check	12/12/2022	5159	503035277	4718 · Videos - Youth	-\$23.24
Check	12/12/2022	5159	502946392	4717 · Videos - Adult	-\$29.24
Check	12/12/2022	5159	502910594	4515 · Technical Services - Supplies	-\$7.96



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
Midwest Tape (con't)					
Check	12/19/2022	5166	503063304	4717 · Videos - Adult	-\$20.24
Check	12/19/2022	5169	503092770	4717 · Videos - Adult	-\$141.69
Total Midwest Tape					-\$619.90
NICOR					
Check	12/20/2022	5172	1006234137 4	4473 · Gas	-\$2,633.66
Total NICOR					-\$2,633.66
Otis Elevator					
Check	12/28/2022	OTIS PORTAL	Contract: 45900 CYS05423E	4416 · Maintenance	-\$175.00
Total Otis Elevator					-\$175.00
OverDrive, Inc.					
Check	12/19/2022	5167	01658CO22448121	4725A · E-Books - Adult	-\$1,764.22
Check	12/19/2022	5168	01658CO22448117	4725B · E-Audiobooks - Adult	-\$1,388.72
Total OverDrive, Inc.					-\$3,152.94
Fetcho, Audrey					
Check	12/30/2022	10395	Live Payroll Check	4312 · Hourly Employees	-\$223.43
Total Fetcho, Audrey					-\$223.43
Paylocity Payroll Billing					
Check	12/16/2022	EFT		4412 · Payroll Services	-\$179.02
Check	12/30/2022	EFT		4412 · Payroll Services	-\$176.35
Total Paylocity Payroll Billing					-\$355.37
Paylocity Payroll Net					
Check	12/16/2022	EFT		4311 · Salaried Employees	-\$19,450.94
Check	12/16/2022	EFT		4312 · Hourly Employees	-\$5,308.53
Check	12/16/2022	EFT	Stevens reimb	4452 · Public Services Programming	-\$41.59
Check	12/16/2022	EFT	Blazek reimb	4454 · General Programming	-\$400.67
Check	12/16/2022	EFT	Kacmar reimb	4551 · Postage & Handling	-\$4.80
Check	12/16/2022	EFT	Kacmar reimb	4452 · Public Services Programming	-\$40.75
Check	12/16/2022	EFT	Kacmar reimb	4518 · Local History - Supplies	-\$44.99
Check	12/16/2022	EFT	Rodriguez reimb	4454 · General Programming	-\$109.24
Check	12/30/2022	EFT		4311 · Salaried Employees	-\$19,580.41
Check	12/30/2022	EFT		4311 · Salaried Employees	\$33.75
Check	12/30/2022	EFT		4312 · Hourly Employees	-\$5,156.42
Check	12/30/2022	EFT		4356 · Mileage Reimbursement	-\$33.75
Check	12/30/2022	EFT	FETCHO PAPER CHECK 10395	4312 · Hourly Employees	\$223.43
Total Paylocity Payroll Net					-\$49,914.91
Paylocity Payroll Taxes					
Check	12/16/2022	EFT		4311 · Salaried Employees	-\$5,807.51
Check	12/16/2022	EFT		4312 · Hourly Employees	-\$1,026.84
Check	12/16/2022	EFT		4332 · FICA Social Security	-\$2,545.82
Check	12/30/2022	ACH		4311 · Salaried Employees	-\$5,877.85
Check	12/30/2022	ACH		4312 · Hourly Employees	-\$998.46
Check	12/30/2022	ACH		4332 · FICA Social Security	-\$2,545.49
Total Paylocity Payroll Taxes					-\$18,801.97
Peerless Network, Inc					
Check	12/14/2022	5160	1211526	4474 · Telephone/FAX	-\$73.70
Total Peerless Network, Inc					-\$73.70
Quality Alarm System, Inc.					
Check	12/12/2022	5151	CSID 103488	4414 · Alarm	-\$744.00
Total Quality Alarm System, Inc.					-\$744.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL DECEMBER 2022

TYPE	DATE	NUM	MEMO	ACCOUNT	AMOUNT
SWANK					
Check	12/07/2022	5149		4451 · Youth & Teen Programming	-\$144.50
Check	12/07/2022	5149		4452 · Public Services Programming	-\$144.50
Total SWANK					-\$289.00
Taste of Home Books					
Check	12/12/2022	5157	2023 Annual Subscription	4711 · Periodicals	-\$38.23
Total Taste of Home Books					-\$38.23
Truty, Marcin					
Check	12/12/2022	ACH	December Invoice	4631 · Special Reserves Replenishment	-\$2,320.00
Total Truty, Marcin					-\$2,320.00
U.S. Postal Service					
Check	12/02/2022	PAYPAL	Fetcho Employment Docs	4551 · Postage & Handling	-\$9.90
Check	12/27/2022	23012	4553	4553 · Bulk Fees & Permits	-\$591.49
Total U.S. Postal Service					-\$601.39
TOTAL CHECKS FOR BOARD APPROVAL					-\$172,551.61

	GENERAL FUNDS				SPECIAL RESERVE FUNDS		
ACCOUNT	OLD NATIONAL BANK CHECKING EFFECTIVE	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
Beginning Balance	\$121,306.41	\$3,584.09	\$1,012.43	\$200.00	\$572.09	\$2,517.77	\$129,192.79
Withdrawals	(\$172,551.61)						(\$172,551.61)
Transfers	\$200,000.00	(\$200,000.00)					\$0.00
City Loan	\$143,750.00						\$143,750.00
Deposits	\$837.53	\$45,851.17					\$505,961.62
	\$1,249.55	\$39,993.55					
	\$824.88	\$0.04					
		\$131,890.34					
		\$2,075.85					
		\$55,015.09					
		\$220,874.27					
		\$7,349.35					
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$4.57	\$98.25	\$3.35	N/A	N/A	267.00%	\$108.84
ENDING BALANCE	\$295,421.33	\$306,732.00	\$1,015.78	\$200.00	\$572.09	\$2,520.44	\$606,461.64
TOTALS	\$603,369.11				\$3,092.53		\$606,461.64
							TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.26%	3.933%	N/A	N/A	1.26%	

TOTAL FUND BALANCE
\$606,461.64



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
January 19, 2023

Library News

Renovation Update

The YTS renovation is now 99.9% complete. Lo Destro will be here this week to re-level the floor around the moveable wall, which was not done correctly the first time. They will also be delivering the final key cores, so that all of the doors will be keyed to our existing key system. Then I expect to receive a final bill from them, and we can call this project complete!

Committee Meeting Schedule

As we discussed in November, I have put together a tentative committee meeting schedule and included it in your packet along with updated contact and committee lists. The assumption is that each month we would have a committee meeting immediately prior to our regular meeting. This would allow us to fit in all of our committees each year without adding a lot of extra meeting dates. This is not a schedule that needs to be formalized or approved. It can be changed at any time or disregarded entirely as we see fit.

Other Building & Grounds News

If we follow our new committee meeting schedule, the Building & Grounds Committee will meet in February to discuss a few projects including parking lot repairs, server room air conditioning, landscaping/lawn maintenance. I expect to have a number of recommendations from that Committee for your approval in February.

Budget News

I'm pretty happy to get 2022 behind us as it was a challenging year, to put it mildly. Property tax bills finally went out in November, and those revenues started coming in last month. As of this writing, we have received a little over \$800,000 from those receipts, which is 94% of the total that we were expecting for the second half of 2021. Hopefully, the remaining \$50,000 will be coming soon.

The next round of tax bills, for the first half of 2022, should be coming out later this month. The County has announced an extended due date for those to try to provide a little relief for those struggling to pay two bills back to back like this. I expect that most people will make those payments on time as escrow

accounts should be up to date and hopefully most others have budgeted accordingly. I expect a higher rate of late payment than normal, but not so much as to create a significant disruption for us.

The loan from the City worked beautifully to allow us to continue paying some large construction bills while not knowing quite when to expect those tax revenues to come in. As of this writing, we have received 3 of the 4 scheduled payments from the City totaling \$432,250.00. The City's Finance Director does not recommend that the City make the final payment on that loan since we are now receiving our tax revenues. It would just be trading money back and forth at this point. She has also indicated that our repayment should be in the form of one lump sum rather than installments. The promised repayment date is April 1st, and she recommends waiting until we get closer to that date just to be on the safe side. She has never led us wrong, so I recommend that we follow her advice and revisit the topic of repayment next month.

Other News

Programs and Events

Kris Kringle Market – The Kringle Market was another huge success this year. I haven't heard official figures from the City on turnout, but I would bet that this year's event was a record. For four hours on Friday, December 2nd and seven hours on Saturday the 3rd there were shoulder-to-shoulder crowds of people shopping, visiting Santa, and just generally having a great time. We had two tables at the event. We were handing out free cups of hot cocoa, as in years past. In addition to handing out 23 gallons of cocoa, we put out a tip jar and brought in almost \$700 in donations. At our other table we were showing off some items made in the Zanardo FabLab and talking with people about what they can do with our new equipment. We had a drawing for six items made by staff. We sold 231 tickets for a total of \$396. It was a wonderful event!

Jeannine's Retirement – Jeannine officially left us on January 6th. We had a nice gathering to send her off that included a lunch for some of Jeannine's closest friends and colleagues. I think it turned out to be a very nice event.

YTS Grand Opening – We celebrated the official grand opening of the newly renovated YTS department on January 14th. We had a ribbon cutting ceremony that included the mayor, a few aldermen, some of the Friends, the architects, and some of our youth patrons. We also had a hot cocoa bar, face painter, crafts and just a good time overall playing and talking with people about our new space. We had about 130 people in attendance, and it was a very nice event.

Annual Tasks

It's the time of year when I have various administrative tasks to do that will keep us officially recognized as a functioning public library for another year. Our annual Per Capita Grant application has been

filed and accepted by the State. I have submitted our list of Statement of Economic Interest filers to the County. We are compiling statistics to submit our annual Illinet resource sharing and IPLAR statistical reports. Once those are complete, I will file our annual certification with the State.

Upcoming Events

- January 19: Budget & Finance Committee Meeting at 6:30pm
- January 19: Regular Board Meeting at 7pm
- February 3-6: Friends of the Library Book Sale
- February 10: Staff In-Service Day
- February 16: Building & Grounds Committee Meeting at 6:30pm
- February 16: Regular Board Meeting at 7pm

Agenda Items

Item 1: Renovation Expenses

Lo Destro has been a little bit slow getting us their past few pay applications. I paid their October application with the funds that you pre-approved in November. Now we have their November and December pay applications, which will get us caught up.

November Pay Application - \$54,095.70

December Pay Application - \$29,359.20

Recommendation: I recommend that you approve payment to Lo Destro Construction in a total amount of \$83,454.90.

Item 2: Budget & Finance Recommendations

The Budget and Finance Committee will be meeting immediately prior to our regular meeting to discuss this year's appropriation. It should be a fairly straightforward process, and we will have a document for your approval at the regular meeting time.

Recommendation: I recommend that you approve the FY2023 Appropriation as recommended by the Budget and Finance Committee.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

NOVEMBER 2022

At the Desk:

10 online library cards were issued to residents.

34 directional questions were answered by the Circulation staff.

16 patrons used Curveside pickup.

Continuing Education:

Circulation Staff Webinar – RAILS: *Fostering Tech-Savvy Staff*

Department Highlights:

Circulation and other library staff pitched in and decorated the library for the holiday season.

Karen M. celebrated her 6-year work anniversary as a Circulation Clerk!

Meetings:

November 03 – 90 day check-in with Crystine

November 07 – 1 on 1 with Jesse

November 09 – Department Head meeting

November 17 – Laconi Circulation Mixer

November 23 – Management meeting

Respectfully submitted,
Lorena Rodriguez
Head of Circulation

Circulation Statistics for November 2022

	Nov-22	YTD 22	Nov-21	YTD 21
Adult Circulation				
Books	3,438	40,693	3,052	31,789
Video	530	6,414	510	4,999
Audio	459	4,986	393	4,315
Periodicals	185	2,350	248	1,517
Other Formats	17	119	4	113
In House	109	990	33	115
Total Adult Circulation	4,738	55,552	4,240	42,848
Youth & Teen Circulation				
Books	4,011	29,864	3,236	29,696
Video	281	1,755	178	1,800
Audio	60	746	88	797
Periodicals	18	171	6	33
Other Formats	-	-	-	-
In House Use	659	4,574	647	3,517
Total Youth & Teen Circulation	5,029	37,110	4,155	35,843
Electronic Circulation				
eBooks (Media On Demand)	1,026	12,294	1,136	13,137
eBooks (e-Read IL)	59	868	81	956
Audio (e-Read IL)	26	486	54	512
Audio (Media On Demand)	592	6,592	528	5,613
Video (Media On Demand)	-	1	-	2
Periodicals (Overdrive)	92	1,054	92	812
Music Streaming (Freegal)	1,901	11,395	685	7,795
Music (Freegal)	58	500	43	829
Total Electronic Circulation	3,754	33,190	2,619	32,275
TOTAL CIRCULATION	13,521	125,852	11,014	110,966

	Nov-22	YTD 22	Nov-21	YTD 21
ILL - Received	1,094	13,880	1,049	13,537
ILL - Sent	1,058	8,845	888	10,365
Reciprocal Borrowing	981	7,134	651	4,439
Online Renewals	40	452	35	323
Self-Checkout # Included in Total Circulation	3,957	30,436	3,154	27,236
Computer Usage				
Library Workstation Sessions	307	2,794	223	1,455
Wireless Sessions	643	6,571	669	3,508
Total Sessions	950	9,365	892	4,963
# of People Using the Library*	7,733	76,513	6,318	52,337

HOMEBOUND DELIVERIES		Current Month	Full Year
Patrons Served		3	
Visits		6	62
Items		156	1,084

MUSEUM PASS PROGRAM		Current Month	Full Year
TOTAL PASSES		5	196

Borrower Cards Issued					
Patron Types	# of Cards at Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,931	49	35	-	4,966
Non-Resident/Trinity/Business	43	-	4	-	47
Cards for Kids	1	-	2	-	3



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

DECEMBER 2022

At the Desk:

8 online library cards were issued to residents.

25 directional questions were answered by the Circulation staff.

9 patrons used Curveside pickup.

Continuing Education:

Circulation Staff Webinar – Library of Congress: *2021 Holiday Celebration*

Department Highlights:

The Kindness Corner asked for nonperishable food donations throughout the months of November and December. 5 full large boxes were donated and dropped off at the Palos Heights United Methodist Church.

Lorena helped handout hot cocoa to children and families at the Kris Kringle Market.

Meetings:

December 02 – ATLAS Annual Multi-Library Staff Day

December 05 – Social Media meeting

December 06 – Performance evaluations with Karen D. and Mickey

December 06 – Palos Heights Woman's Club meeting

December 08 – Performance evaluations with Karen M. and Crystine

December 12 – Performance evaluations with Joyce, Chris, and Dora

Respectfully submitted,
Lorena Rodriguez
Head of Circulation

Circulation Statistics for December 2022

	Dec-22	YTD 22	Dec-21	YTD 21
Adult Circulation				
Books	3,247	44,131	2,811	34,600
Video	527	6,944	557	5,556
Audio	450	5,445	458	4,773
Periodicals	112	2,535	149	1,666
Other Formats	7	136	8	121
In House	48	1,099	14	129
Total Adult Circulation	4,391	60,290	3,997	46,845
Youth & Teen Circulation				
Books	3,633	33,875	2,605	32,301
Video	119	2,036	182	1,982
Audio	60	806	91	888
Periodicals	5	189	4	37
Other Formats	-	-	-	-
In House Use	432	5,233	282	3,799
Total Youth & Teen Circulation	4,249	42,139	3,164	39,007
Electronic Circulation				
eBooks (Media On Demand)	1,098	13,320	1,199	14,336
eBooks (e-Read IL)	75	927	80	1,036
Audio (e-Read IL)	45	512	57	569
Audio (Media On Demand)	592	7,184	494	6,107
Video (Media On Demand)	-	1	-	2
Periodicals (Overdrive)	116	1,146	87	899
Music Streaming (Freegal)	974	13,296	845	8,640
Music (Freegal)	44	558	51	880
Total Electronic Circulation	2,944	36,944	2,813	32,275
TOTAL CIRCULATION	11,584	139,373	9,974	118,127

	Dec-22	YTD 22	Dec-21	YTD 21
ILL - Received	886	14,974	1,021	14,558
ILL - Sent	939	9,903	923	11,288
Reciprocal Borrowing	779	8,115	504	4,944
Online Renewals	38	492	26	349
Self-Checkout	3,169	34,393	2,728	29,964
# Included in Total Circulation				
Computer Usage				
Library Workstation Sessions	229	3,101	198	1,653
Wireless Sessions	685	7,214	660	4,168
Total Sessions	914	10,315	858	5,821
# of People Using the Library*	6,336	84,246	5,315	57,652

HOMEBOUND DELIVERIES	Current Month	Full Year
Patrons Serviced	4	
Visits	7	68
Items	122	1,240

MUSEUM PASS PROGRAM	Current Month	Full Year
TOTAL PASSES	12	201

Borrower Cards Issued					
Patron Types	# of Cards at Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,966	48	18	-	5,001
Non-Resident/Trinity/Business	47	-	-	-	51
Cards for Kids	3	-	3	-	5



PALOS HEIGHTS
PUBLIC LIBRARY

PUBLIC SERVICES DEPARTMENT REPORT

NOVEMBER 2022

Meetings:

11/2 – Met with Matt to go over the month-at-a-glance in the Public Services department and other timelines as part of his training to move to the head of the department.

11/3 – Met with Christina, Beth, and Emily for our one-on-one meetings to review goals and discuss updates.

11/8 – Met with Matt and Beth to go over the Local History collection and ongoing projects.

11/9 – Met with Jesse and Matt for our one-on-one meeting to go over updates in the department, any ongoing issues and plans.

11/9 – Met with Matt to go over staff evaluations.

11/9 – Attended Department Head meeting.

11/14 – Attended the Kris Kringle Market Committee meeting to finalize all details for the event.

Reference Work:

Working with the public via phone, chat, answering emails, and in person, Public Services staff answered 1314 questions.

Marketing/Publicity/Outreach:

Home Delivery Services – Homebound delivery made 6 deliveries this month delivering over 156 items.

11/7 – Matt taped *At the Library* with PHTV4 to promote December events.

11/16 – Attended Green Team Meeting.

11/14 – Attended the Kris Kringle Market Committee meeting to finalize all details for the event.

Programming:

Our programs have switched to hybrid programs with virtual presenters showing to both an in-house and virtual audience. We are still trying to get the kinks worked out with changing over to streaming programs on YouTube live. We continue to have issues with sound, the camera, and the registration process. We continue to invest much of our time in trying different test programs to see what works best for our situation.

Our most popular programs this month were the hybrid *Shipwrecks of the Great Lakes* (virtual presenter with both in-house and virtual audience) program with 39 registered/56 attending, the in-house presentation *Baking with Beth* program with 52 registered/40 attending, and the in-house presentation hybrid program *The Von Trapp Family* with 39 registered and attending.

We had 360 passive views from 2 programs on YouTube.

We had 6 views across 5 videos on Niche Academy.

Local History:

We changed out the local history exhibit on the floor to the Christmas in Palos collection.

Collection Development:

Continue to renew and manage the databases, their budgets, their marketing, and training staff on these products. Ordered the fiction, nonfiction and large print books, audio and DVDs for the collection along with e-books and e-audiobooks.

Respectfully submitted,
Jeannine Kacmar
Head of Public Services

PUBLIC SERVICES - MONTHLY STATISTICS

November 2022

PROGRAMMING			TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid			6	\$1,225	177	Reference	Computer	Directional
Free			2	N/A	56	606	382	326
Book Discussions			3	N/A	15	TOTAL		1,314
MOVIES			1	N/A	27	HOMEBOUND DELIVERIES		
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg				N/A	0	3	6	156
Needle Crafters			5	N/A	34	BOOK-A-LIBRARIAN # Sessions		
Scrabble			5	N/A	73			
COMPUTER TRAINING - LAB			2	N/A	6	0		
TOTAL PROGRAMMING			24	\$1,225	388			
DATE	TIME	TYPE	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
11/06/22	2:00 pm	IN-PERSON	FROM CHICAGO TO VIETNAM			16	\$250	8
11/10/22	6:30 pm	HYBRID	SHIPWRECKS (15 IN-PERSON)			39	\$250	56
11/13/22	2:00 pm	HYBRID	VON TRAPP FAMILY (21 IN-PERSON)			39	\$250	39
11/14/22	6:30 pm	IN-PERSON	TRIVIA NIGHT @ HARVEST ROOM			32	\$125	34
11/16/22	7:00 pm	HYBRID	CAITLIN DOUGHTY (ILP PROG) (1 INPERSON)			13	ILP SUB	14
11/29/22	6:30 pm	IN-PERSON	CHRISTMAS GIFTS			25	\$350	26
DATE	TIME	TYPE	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
11/15/22	6:30 PM	HYBRID	HEART HEALTHY HOLIDAYS (0 IN-PERSON)			13	N/A	16
11/30/22	6:30 pm	IN-PERSON	BAKING WITH BETH			52	N/A	40
DATE	TIME	TYPE	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
11/14/22	12:00 pm	IN-HOUSE	Lunch Bunch				N/A	9
11/15/22	2:00 pm	IN-HOUSE	Teatime on Tuesdays				N/A	6
11/15/22	3:30 pm	IN-HOUSE	Senior Center Book Disc				N/A	0
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
11/20/22	2:00 pm	Sunday @ the Cinema: Where the Crawdads Sing				18	N/A	27
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
11/01/22	10:00 am	NEEDLE CRAFTERS					N/A	6
11/08/22	10:00 am	NEEDLE CRAFTERS					N/A	8
11/15/22	10:00 am	NEEDLE CRAFTERS					N/A	7
11/22/22	10:00 am	NEEDLE CRAFTERS					N/A	6
11/29/22	10:00 am	NEEDLE CRAFTERS					N/A	7
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
11/01/22	10:00 am	SCRABBLE					N/A	12
11/08/22	10:00 am	SCRABBLE					N/A	17
11/15/22	10:00 am	SCRABBLE					N/A	16
11/22/22	10:00 am	SCRABBLE					N/A	13
11/29/22	10:00 am	SCRABBLE					N/A	15
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
11/14/22	2:00 pm	Facebook Basics				1	N/A	2
11/28/22	2:00 pm	Android Basics				7	N/A	4



PALOS HEIGHTS
PUBLIC LIBRARY

PUBLIC SERVICES DEPARTMENT REPORT

DECEMBER 2022

Employment:

As I will be retiring, this month of December was spent finalizing the change of position as Head of Public Services to Matt Matkowski. I spent most of the month going through files, records, budgets, passwords and accounts in preparation for my leaving.

Meetings:

12/6 – Attended Simon & Schuster Spring Book 2023 preview.

12/7 – Attended Libraries & Substance Abuse Crisis webinar.

Reference Work:

Working with the public via phone, chat, answering emails, and in person, Public Services staff answered 1092 questions.

Marketing/Publicity/Outreach:

12/2 and 12/3 – The library provided free hot coco at their booth at the Kris Kringle Market and sold tickets for a drawing for 5 items that were created on the GlowForge in the Fablab. The market was a huge success this year and the library's participation in the market garnered a lot of positive attention especially for the Fablab. Jesse has the specific numbers on how much hot coco we gave away and on how much we sold in tickets.

Home Delivery Services – Home delivery made 7 deliveries this month to 4 patrons delivering over 122 items.

12/12 – Taped the best of books list for 2022 and what to expect in 2023 book shows with PHTV4.

Programming:

We typically do not schedule programs during the month of December because of the holiday's effect on attendance.

However, we did wrap up our Merry & Bright in the Heights holiday event with the Madrigal Singers and the Community Sing-a-Long. We had well over 65 people attend to enjoy the music, the hot coco and cookies, and to get in the holiday spirit. PHTV4 recorded the program and posted the concert along with the sing-a-long on their site.

Local History:

The Palos Heights Library's collection of 90 records and photographs from the local history collection at our library have been entered into the Illinois Digital Archive at the Illinois State Library.

Collection Development:

Continue to renew and manage the databases, their budgets, their marketing, and training staff on these products. Ordered the fiction, nonfiction and large print books, audio and DVDs for the collection along with e-books and e-audiobooks.

Respectfully submitted,
Jeannine Kacmar
Head of Public Services

PUBLIC SERVICES - MONTHLY STATISTICS

December 2022

PROGRAMMING	Hybrid	In-person	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	0	2	\$100	65	Reference Computer Directional		
Free	0	0	0	N/A	0	471	315	306
Book Discussions	0	0	1	N/A	8	TOTAL		1,092
MOVIES			0	N/A	0	HOMEBOUND DELIVERIES		
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			0	N/A	0	4	7	122
Needle Crafters			4	N/A	27	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	64			
COMPUTER TRAINING - LAB			0	N/A	0	0		
TOTAL PROGRAMMING			11	\$100	164			
DATE	TIME	TYPE	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
12/01/22	6:30 PM	IN-PERSON	MADRIGAL SINGERS CONCERT		N/A	\$100	62	
12/13/22	7:00 PM	HYBRID	SHAUNA SEVER (ILP PROG) (0 IN-PERSON)		16	ILP SUB	3	
DATE	TIME	TYPE	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
DATE	TIME	TYPE	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
12/12/22	12:00 PM	IN-HOUSE	Lunch Bunch		N/A	N/A	8	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
12/06/22	10:00 AM	NEEDLE CRAFTERS				N/A	8	
12/13/22	10:00 AM	NEEDLE CRAFTERS				N/A	5	
12/20/22	10:00 AM	NEEDLE CRAFTERS				N/A	8	
12/27/22	10:00 AM	NEEDLE CRAFTERS				N/A	6	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
12/06/22	10:00 AM	SCRABBLE				N/A	12	
12/13/22	10:00 AM	SCRABBLE				N/A	17	
12/20/22	10:00 AM	SCRABBLE				N/A	19	
12/27/22	10:00 AM	SCRABBLE				N/A	16	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

NOVEMBER 2022

Meetings and Training:

November 04, 2022 Susana attended LACONI Technical Services Section Program: Cataloging Books.

November 07, 2022 1-on-1 meeting with Jesse.

November 09, 2022 Department Head meeting.

November 23, 2022 Susana attended Management Team meeting.

Staff Related:

Susana and Marilyn completed SWAN's serial clean-up project.

Susana continues to review the status of items ordered for fiscal closing in December.

Technical Services has been working on processing a new audio & print book format, Wonderbook. Youth and Teen Services will be releasing 24 new titles, including read-along and sing-along Wonderbooks.

Susana and Marilyn completed updating the control id list for 2023 periodical titles, creating serial control records for 2023 weekly serial titles and creating serial title/published issue labels for magazine processing.

Susana continues to work on 2023 performance evaluations for Technical Services staff.

Susana helped Jeannine set up and clean up for Veteran's Day luncheon event.

Technical Services and Circulation continue to work on completing a detailed inventory of the Youth and Teen Services collection.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered	0	203	0	0	0	0	-	-
Received	79	204	8	13	6	30	-	-
Added	144	248	19	19	10	0	107	23
Discarded	190	4	5	54	3	108	92	1



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
Adult	1	0	5	0	0	2
Juvenile	3	0	54	0	1	105

Respectfully submitted,
Susana Leyva
Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

DECEMBER 2022

Meetings and Training:

December 02, 2022 Marilyn attended ATLAS Academy 2022.

December 13, 2022 End-of-Year Technical Services department meeting.

December 27, 2022 Susana attended SWAN Fireside Chat.

Staff Related:

Susana conducted performance evaluations for Technical Services staff.

Susana completed the 2022 fiscal closing and set up 2023 fiscal year in Workflows.

Marilyn completed processing all cancelled ordered items.

Susana and Marilyn completed transferring 2022 weeklies into 2023 serial records.

Susana trained Christina as Librarian in Charge.

Technical Services and Circulation continue to work on completing a detailed inventory of the Youth and Teen Services collection.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered	0	0	0	0	0	0	-	-
Received	10	14	7	0	0	0	-	-
Added	95	146	7	2	1	0	53	7
Discarded	681	31	1	0	0	0	101	25



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

Respectfully submitted,
Susana Leyva
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

November 2022

Highlights of the Month:

The YTS department planned and prepared the following programs in addition to the weekly Tales for Twos, Little Wiggles, and Kindergarten Ready weekly story times.

Thanksgiving Origami – Carla planned several Thanksgiving themed origami crafts and teens enjoyed making them.

3D Pumpkin Craft – Carla planned pumpkin trivia and a 3D pumpkin craft.

Bad Art Show – Claire planned this program for tweens in grades 4-8, who enjoyed using their creativity to make wild works of art with various craft materials.

STEAM: Candy Cane Coding – Claire planned candy cane trivia and a corresponding craft for children in grades 3-5. Children enjoyed learning about binary code and challenging themselves on the trivia questions.

Bedazzled Gourds – Jolie planned a program for children in grades K-3 to decorate fake gourds and pumpkins with gems. The children had fun using the gems to decorate the gourds and pumpkins and can reuse them as cute fall decorations.

Elf on the Shelf Scavenger Hunt – Children of all ages, including many adults, enjoyed participating in this scavenger hunt. Patrons searched high and low for elves that would help them complete the lyric to, “later we’ll have some pumpkin pie....” Participants also received a small goodie bag.

Reindeer Games – Tina had a blast with the children at this program. They made snowpeople, played reindeer toss, marshmallow pong, and put their gift wrapping skills to the test!





Meetings and Department News:

At the Library – Tina shared youth and teen programs with Channel 4 on 11/03.

ILA YS Forum – Tina attended this on 11/04. Attendees recapped the ILA conference and shared plans for next year.

Bookshelf – Tina shared 9 of her favorite books that were published in 2022 on Channel 4. She went to the studio and participated in a recording on 11/07.

Department Head Meeting – Tina attended a department head meeting on 11/09.

Holiday Party Planning – Tina attended meetings with Jesse and Lorena on 11/17 to plan the library's holiday party.

Booklist: Winter 2023 Librarian Preview with HarperCollins Children's Books featuring Lois Lowry, Loren Long, and Ibi Zoboi – Carla and Claire watched this webinar on 11/08 and 11/25. They learned about upcoming books for children and teens and listened to a panel of authors and illustrators discuss their books.

MackKids School & Library Winter 2023 Preview Event – Carla watched this webinar on 11/08 to learn about upcoming books for youth and teens from Mackin.

Management Meeting – Tina attended a management meeting on 11/23. Then we went to decorate the library's Christmas tree at city hall.

DK School & Library Spring 2023 Preview – Claire watched this webinar on 11/25. She learned about upcoming nonfiction books and series for children and teens from DK Publishing.

Library Market Meeting – Tina attended this kick-off meeting on 11/28.

Outreach:

Book Talks – Claire shared her book recommendations for November with Dist. 128.

Girl Scout Troop – Tina and Carla planned a tour, scavenger hunt, and Glowforge craft for a girl scout troop on 11/07. They learned about the new Youth and Teen Department and decorated ornaments they made on the Glowforge.

Rec Center Preschool – Carla visited the Rec Center on 11/15 and 11/16 and presented a story time.

Indian Hill Preschool – Carla visited six preschool classes on 11/16 and presented a story time.

Sandbox Preschool – Tina provided a tour and showed students around the interactive space on 11/21.

Trusting Hearts Preschool – Jolie visited this preschool on 11/22 and presented a story time.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	19	175		Reference	Computer	Directional
Free Tween/Teen Programming	3	7		176	12	68
Youth Paid Programming	0	0		TOTAL	256	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	22	182		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	97	76	50
TOTAL OUTREACH	3	32	661	TOTAL	223	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
11/01/22	4:00 pm	Bottle Scuba Diver Experiment		0
11/02/22	11:30 am	Tale for Twos		13
11/02/22	1:00 pm	Kindergarten Ready!		15
11/03/22	11:30 am	Little Wigglers		11
11/09/22	11:30 am	Tales for Twos		12
11/09/22	1:00 pm	Kindergarten Ready!		11
11/09/22	4:00 pm	Thankful Wreaths		6
11/10/22	11:30 am	Little Wigglers		11
11/14/22	4:00 pm	3D Pumpkin Craft		5
11/15/22	4:00 pm	DIY Instruments		7
11/16/22	11:30 am	Tales for Twos		11
11/16/22	1:00 pm	Kindergarten Ready!		12
11/17/22	11:30 am	Little Wigglers		7
11/17/22	4:00 pm	Bedazzled Gourds		9
11/22/22	4:00 pm	STEAM: Ice Magnet Painting		18
11/23/22	11:30 am	Tales for Twos		7
11/23/22	1:00 pm	Kindergarten Ready!		12
11/29/22	4:00 pm	STEAM: Candy Cane Coding		2
11/30/22	4:00 pm	Reindeer Games		6

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
11/07/22	4:00 pm	Thanksgiving Origami		1
11/08/22	4:00 pm	Bad Art Show		6
11/16/22	4:00 pm	Tween Graphic Novel Club		0

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Elf Scavenger Hunt - Activity	50
Corn - Craft	67
Pumpkin - Teen Craft	36
Turkey Gate - Craft	30
Yarn Pumpkin - Teen Craft	40

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
11/07/22	Girl Scout Troop - Library Visit and Tour	1	17
11/08/22	November K-1 Virtual Booktalks	6	144
11/08/22	November 2-3 Virtual Booktalks	10	166
11/08/22	November 4-5 Virtual Booktalks	7	154
11/15/22	Rec Center Preschool	2	29
11/16/22	Indian Hill Preschool	6	88
11/21/22	Sandbox Preschool - Library Visit and Tour	2	35
11/22/22	Trusting Hearts Preschool	1	28

YOUTH & TEEN SERVICES DEPARTMENT REPORT

December 2022

Highlights of the Month:

Holiday Escape Room –Claire led the fun event for teens.

Ugly Sweater Day DIY – Claire helped children of all ages use various craft supplies to create festive designs on their shirts and sweaters. Children enjoyed using their creativity and putting a new spin on an old shirt.

Coffee Filter Snowflakes – Claire planned this program for children in grades 3-5, who enjoyed following a simple guide to color and cut their own snowflakes out of coffee filters.

Santa Story Time – Claire planned this story time for children who enjoyed singing Christmas songs and listening to stories about Santa Claus in preparation for the holiday.

Teen Paint Party – Tina invited teens and tweens to unwind, de-stress, and create a holiday masterpiece!



Jingle Bell Ornaments – Jolie helped tweens create adorable ornaments for their tree or as gifts.

Arthur Christmas Craft – Jolie planned this program for children in grades K-3 and provided a short story time reading the book, *Arthur's Christmas* and making Arthur and Buster ornaments.

Pinecone Christmas Tree – Carla planned this craft program for teens grades 6-12. Teens enjoyed designing their own mini Christmas trees expressing their creativity.

Paper Ornaments – Carla planned a few different paper ornaments for tweens and teens in grades 4-12. Teens enjoyed making their own crafts to put on their trees at home.

Pajama Story time – Carla planned this snow theme story time for children ages 2-5. Many children wore their pajamas!

Snow Much Fun Story time – Carla planned this snow story time for babies and their caregivers, learning an early literacy tip along the way.

Gingerbread Bread House Decorating – Tina helped teens and tweens get in the holiday spirit by decorating gingerbread houses. Many of the teens participated after working on a large assignment for school.



Elf Parachutes – Carla planned this exciting activity for children in grades 3-5. Children created their own parachutes to help Santa deliver presents. They loved testing them on the stairs!

Reindeer Day! – Carla planned this reindeer program for children in grades K-3. She read one story and then the children made two different ornaments for their Christmas trees at home.

Meetings and Department News:

At the Library – Tina shared youth and teen programs with Channel 4 on 12/05.

Social Media – Tina had a meeting with the social media committee on 12/05. We brought back D.D. Dino!

Library Calendar – Tina attended meetings regarding the new library calendar throughout the month.

SLJ: Library Con Live! -- Carla watched this event on 12/01. She listened to a variety of graphic novel panelists discuss their works for youth and teens.

Penguin Random House Winter Book and Author Festival – Claire watched this event on 12/08. She listened to various children's and young adult authors discuss their upcoming books and the inspirations behind them.

Winter 2023 Librarian Preview with HarperCollins Children's Books featuring Lois Lowry, Loren Long, and Ibi Zoboi – Claire watched this webinar on 12/17. She listened the featured authors discuss their upcoming books and learned about other upcoming children's and young adult books from the publisher.

Mackin: New Perspectives on Fantasy in Middle Grade – Carla watched this webinar on 12/20 and listened to authors Julie Abe and Laekan Zea Kemp discuss their approaches to writing for a middle grade audience.

This month, the library wished Lauren Bobysud well on her new position. The library also welcomed part-time Youth and Teen Assistant, Audrey Fetcho. She has programming experience with children at the Brookfield Library and is in college to become a social worker.

Outreach:

Book Talks – Lauren shared her book recommendations for November with Dist. 128.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	9	135		Reference	Computer	Directional
Free Tween/Teen Programming	5	33		172	24	87
Youth Paid Programming	0	0		TOTAL	283	
Tween/Teen Paid Programming	1	7	\$377	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	15	175	\$377	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	349	157	
TOTAL OUTREACH	0	23	464	TOTAL	506	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
12/06/22	4:00 pm	Ugly Sweater Day DIY		14
12/07/22	11:00 am	Alphabet Yoga		21
12/08/22	4:00 pm	Coffee Filter Snowflakes		5
12/13/22	6:00 pm	Pajama Storytime		25
12/14/22	1:00 pm	Santa Storytime		33
12/15/22	11:30 am	Snow Much Fun Storytime		13
12/15/22	4:00 pm	Arthur Christmas Craft		9
12/19/22	4:00 pm	Elf Parachutes		4
12/20/22	4:00 pm	Reindeer Day!		11

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
12/01/22	4:00 pm	Holiday Escape Room		9
12/05/22	4:00 pm	Pinecone Christmas Tree		3
12/07/22	4:00 pm	Jingle Bell Ornaments		7
12/13/22	4:00 pm	Paper Ornaments		2
12/14/22	4:00 pm	Gingerbread House Making		12

DATE	TIME	PAID TWEEN/TEEN - PROGRAMMING	COST	ATTENDANCE
12/10/22	11:00 am	Teen Painting Party	\$377	7

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Craft -- Snowglobe	55
Craft -- Ornament	118
Teen Craft-- Penguin Corner Bookmark	28
Craft -- Winter Hat	81
Craft -- Grinch Gingerbread	150
Teen Craft -- Snowman Card	74

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
12/07/22	December K-1 Virtual Booktalks	6	144
12/07/22	December 2-3 Virtual Booktalks	10	166
12/07/22	December 4-5 Virtual Booktalks	7	154

LO DESTRO CONSTRUCTION COMPANY
211 E Ontario St, Suite 500
Chicago, IL 60611

Palos Heights Public Library
12501 S 71st Ave
Palos Heights, IL 60463

INVOICE

30-Nov-22

ATTN: Board of Directors

Invoice No. 2022037-008

RE: Palos Heights Public Library Renovations
Palos Heights, Illinois
Contract: PO#

Application for Payment for construction services
performed through 30-Nov-22 | in connection
with the planning and construction of the above mentioned project

CONTRACT INFORMATION

Original Contract Price	\$737,000.00
Modifications To Contract	\$0.00
Total Adjusted Contract Price	\$737,000.00

PAYMENT INFORMATION

Direct Work Completed	\$714,338.33
Total Work Completed	\$714,338.33
Less: Reserves Held	\$34,664.50
Less: Previous Payments	\$625,578.13
Current Payment Due	\$54,095.70

Balance to complete: \$ 57,326.17

Net Amount Due:

\$54,095.70

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2022037-008
PERIOD FROM: 11/1/2022
TO: 11/30/2022
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK		C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
				FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Demolition	Midwest Wrecking	\$31,385.00	\$31,385.00	\$0.00	\$0.00	\$31,385.00	100.00%	\$0.00	\$0.00
2	Millwork	Heartland	\$115,125.00	\$111,655.00	\$0.00	\$0.00	\$111,655.00	96.99%	\$3,470.00	\$11,165.50
3	Glazing	United Glass	\$37,891.00	\$0.00	\$37,000.00	\$0.00	\$37,000.00	97.65%	\$891.00	\$3,700.00
4	Doors, Frames, Hardware	Laforce	\$6,267.00	\$4,267.00	\$2,000.00	\$0.00	\$6,267.00	100.00%	\$0.00	\$626.70
5	Drywall/Ceilings	IDI	\$92,381.00	\$92,381.00	\$0.00	\$0.00	\$92,381.00	100.00%	\$0.00	\$0.00
6	Painting	Hester Decorating	\$33,437.00	\$33,437.00	\$0.00	\$0.00	\$33,437.00	100.00%	\$0.00	\$0.00
7	Flooring	Flooring Resources	\$70,603.00	\$68,203.00	\$2,400.00	\$0.00	\$70,603.00	100.00%	\$0.00	\$7,060.30
8	Window Shades	Indecor	\$20,237.00	\$20,237.00	\$0.00	\$0.00	\$20,237.00	100.00%	\$0.00	\$0.00
9	Fire Protection	FE Moran	\$6,833.33	\$6,833.33	\$0.00	\$0.00	\$6,833.33	100.00%	\$0.00	\$0.00
10	Plumbing	Terry Plumbing	\$13,500.00	\$13,500.00	\$0.00	\$0.00	\$13,500.00	100.00%	\$0.00	\$0.00
11	HVAC	GT Mechanical	\$30,800.00	\$30,800.00	\$0.00	\$0.00	\$30,800.00	100.00%	\$0.00	\$0.00
12	Electrical	Aardema	\$196,440.00	\$194,940.00	\$1,500.00	\$0.00	\$196,440.00	100.00%	\$0.00	\$9,822.00
13	Floor Prep Allowance	Lo Destro	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,500.00	\$0.00
14	Unforeseen Allowance	Lo Destro	\$10,566.67	\$0.00	\$0.00	\$0.00	\$0.00		\$10,566.67	\$0.00
15	Temporary Protection	Lo Destro	\$447.00	\$0.00	\$0.00	\$0.00	\$0.00		\$447.00	\$0.00
17	General Conditions	Lo Destro	\$50,587.00	\$44,300.00	\$1,500.00	\$0.00	\$45,800.00	90.54%	\$4,787.00	\$2,290.00
18	Insurance	Lo Destro	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$0.00
19	Bonding	Lo Destro	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$0.00
	GRAND TOTALS		\$737,000.00	\$669,938.33	\$44,400.00	\$0.00	\$714,338.33	96.925%	\$22,661.67	\$34,664.50

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Palos Heights Public Library
to furnish General Construction
for the premises known as Palos Heights Public Library Renovations
of which Palos Heights Public Library is the owner.

THE undersigned, for and in consideration of Fifty Four Thousand Ninety Five Dollars and Seventy Cents
\$54,095.70 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material,
fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*
DATE November-30-2022 COMPANY NAME Lo Destro Construction Company
ADDRESS 211 E Ontario Street, Suite 500, Chicago, IL 60611

SIGNATURE AND TITLE x Nick Santarelli
Nick Santarelli Project Executive

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Nick Santarelli BEING DULY SWORN, DEPOSES
AND SAYS THAT HE OR SHE IS (POSITION) Project Executive OF
(COMPANY NAME) Lo Destro Construction Company WHO IS THE
CONTRACTOR FURNISHING General Construction WORK ON THE BUILDING
LOCATED AT 12501 S 71st Avenue Palos Heights, IL 60463
OWNED BY Palos Heights Public Library

That the total amount of the contract including extras* is \$737,000.00 on which he or she has received payment of
\$625,578.13 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work
or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all
labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDNG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Lo Destro Construction Company	General Construction	\$ 82,100.67	\$ 57,870.00	\$ 3,640.00	\$ 20,590.67
Midwest Wrecking	Demolition	\$ 31,385.00	\$ 31,385.00	\$ -	\$ -
Heartland	Millwork	\$ 115,125.00	\$ 100,489.50	\$ -	\$ 14,635.50
United Glass	Glazing	\$ 37,891.00	\$ -	\$ 33,300.00	\$ 4,591.00
Laforce	Doors, Frames, Hardware	\$ 6,267.00	\$ 3,840.30	\$ 1,800.00	\$ 626.70
IDI	Drywall/Ceilings	\$ 92,381.00	\$ 92,381.00	\$ -	\$ -
Hester Decorating	Painting	\$ 33,437.00	\$ 33,437.00	\$ -	\$ -
Flooring Resources	Flooring	\$ 70,603.00	\$ 61,382.70	\$ 2,160.00	\$ 7,060.30
Indecor	Window Shades	\$ 20,237.00	\$ 18,213.30	\$ 2,023.70	\$ -
FE Moran	Fire Protection	\$ 6,833.33	\$ 6,833.33	\$ -	\$ -
Terry Plumbing	Plumbing	\$ 13,500.00	\$ 13,500.00	\$ -	\$ -
GT Mechanical	HVAC	\$ 30,800.00	\$ 30,800.00	\$ -	\$ -
Aardema	Electrical	\$ 196,440.00	\$ 175,446.00	\$ 11,172.00	\$ 9,822.00
					\$ -
					\$ -
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$ 737,000.00	\$ 625,578.13	\$ 54,095.70	\$ 57,326.17

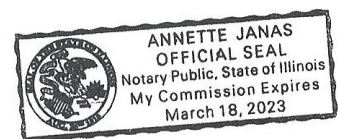
That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor
or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE November-30-2022 SIGNATURE: Nick Santarelli

SUBSCRIBED AND SWORN TO BEFORE ME THIS Wednesday, November 30, 2022

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Annette Janas
NOTARY PUBLIC



APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

Page 1 of 2 pages

TO OWNER: Palos Heights Public Library

12501 S. 71st Avenue
Palos Heights, IL 60463

FROM CONTRACTOR: Aardema Electric, LLC

13949 Central Avenue
Midlothian IL 60445

CONTRACT FOR: Electrical Work

PROJECT: Palos Heights Public Library

YTS Renovation

12501 S 71st Avenue

Palos Heights, IL 60463

Product: Architecture & Design

811 W Evergreen Ave, Ste 405

Chicago IL 60642

APPLICATION NO.: 6

APPLICATION DATE: 11/20/22

PROJECT NO: 2022037

CONTRACT DATE: 03/07/22

Distribution to:
☒ OWNER
☒ ARCHITECT
☐ TITLE CO.
☐ OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM

192,700.00

2. Net change by Change Orders

3,740.00

3. CONTRACT SUM TO DATE (Line 1 + 2)

196,440.00

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)

196,440.00

5. RETAINAGE:

a. 5 % of Completed Work

(Col. D + E or Col. G on G703)

9,822.00

b. 0 % of Stored Material (Column F on G703)

0.00

Total Retainage (Line 5a = 5b or

Total in Column I of G703)

6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)

186,618.00

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from Prior Certificate)

175,446.00

8. CURRENT PAYMENT DUE

11,172.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)

9,822.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	2,240.00	
Total approved this Month	1,500.00	
TOTALS	3,740.00	0.00
NET CHANGES by Change Order	3,740.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Aardema Electric, LLC

By: *[Signature]*

11/20/2022

State of: Illinois

County of: Will

Subscribed and sworn to before me this 20TH day of

NOVEMBER 2022

OFFICIAL SEAL
MARY M NOONE

NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 02/20/25

Notary Public: *Mary M. Noone*

My Commission expires: 2/20/2025

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$ 11,172.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheets that are changed to conform to the amount certified.)

ARCHITECT:

By: _____

Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractors signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Project: Palos Heights Public Library
YTS Renovation
12501 S 71st Avenue
Palos Heights, IL 60463

APPLICATION NO.: 6
APPLICATION DATE: 11/20/2022
PERIOD FROM: 10/1/2022
TO: 11/30/2022

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE 5%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
1	ROUGH	\$ 58,132.00	\$ 58,132.00	-	-	\$ 58,132.00	\$ -	\$ 2,906.60
2	WIRE PULL	\$ 23,000.00	\$ 23,000.00	-	-	\$ 23,000.00	\$ -	\$ 1,150.00
3	TRIM	\$ 20,000.00	\$ 20,000.00	-	-	\$ 20,000.00	\$ -	\$ 1,000.00
4	FIXTURES	\$ 80,000.00	\$ 80,000.00	-	-	\$ 80,000.00	\$ -	\$ 4,000.00
5	SUBMITTALS/SHOP DRAWINGS	\$ 1,930.00	\$ 1,930.00	-	-	\$ 1,930.00	\$ -	\$ 96.50
6	CLOSEOUT DOCUMENTS/TRAINING	\$ 3,854.00	\$ 3,854.00	-	-	\$ 3,854.00	\$ -	\$ 192.70
7	SAFETY	\$ 2,240.00	\$ 2,240.00	-	-	\$ 2,240.00	\$ -	\$ 112.00
8	DAILY CLEAN-UP	\$ 900.00	\$ 900.00	-	-	\$ 900.00	\$ -	\$ 45.00
9	CHANGE ORDER #001	\$ 600.00	\$ 600.00	-	-	\$ 600.00	\$ -	\$ 30.00
10	CHANGE ORDER #002							
11	CHANGE ORDER #003							
	Total	\$196,440.00	\$194,940.00	\$1,500.00	\$0.00	\$196,440.00	\$0.00	\$9,822.00

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO OWNER: Lo Destro Construction
211 E. Ontario Street, Suite 500
Chicago, IL 60611

PROJECT:

Palos Heights Public Library
12501 S. 71st Avenue
Palos Heights, IL

APPLICATION NO.: 4

PERIOD TO: 11/30/2022

Distribution to:

OWNER
ARCHITECT
CONTRACTOR

FROM CONTRACTOR:

Flooring Resources Corporation
600 W. Pratt Blvd., Elk Grove Village, IL 60007

VIA ARCHITECT:

25516

PROJECT NO: 2022037

INVOICE NO: 25355

CONTRACT FOR: Floor Covering

CONTRACT DATE: 3/7/2022

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM (Estimate)	\$63,000.00
2. Net change by Change Orders	\$7,603.00
3. CONTRACT SUM TO DATE (Line 1+/- 2)	\$70,603.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$70,603.00
5. RETAINAGE:	
a. 10% of Completed Work	\$7,060.30
(Column D + E on G703)	
b. 0% of Stored Material	
(Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$7,060.30
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$63,542.70
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$61,382.70
8. CURRENT PAYMENT DUE	\$2,160.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$7,060.30

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$5,203.00	
Total approved this Month	\$2,400.00	
TOTALS	\$7,603.00	
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: FLOORING RESOURCES CORPORATION

By: *Ashley Q*

Date: *11/21/2022*

State of: Illinois

County of:

Cook

Subscribed and sworn to before me this 21st

day of

November

, 2022

Notary Public:

My Commission expires:

9/8/2025

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

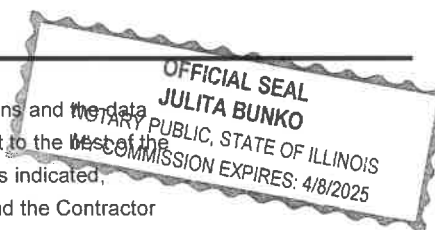
AMOUNT CERTIFIED..... \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures Application and on the Continuation Sheet that are changed to conform with the amt cert.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER:

4

Contractor's signed Certification is attached.

APPLICATION DATE:

11/16/2022

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

11/30/2022

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NO:

2022037

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	CPT-1 PATCRAFT MATERIAL	8,198.00	8,198.00			8,198.00	100%	0.00	819.80
2	CPT-1 PATCRAFT LABOR	956.00	956.00			956.00	100%	0.00	95.60
3	ELEV LABOR	422.00	422.00			422.00	100%	0.00	42.20
4	CPT-2 PATCRAFT MATERIAL	7,380.00	7,380.00			7,380.00	100%	0.00	738.00
5	CPT-2 PATCRAFT LABOR	77.00	77.00			77.00	100%	0.00	7.70
6	CPT-3 PATCRAFT MATERIAL	5,001.00	5,001.00			5,001.00	100%	0.00	500.10
7	CPT-3 PATCRAFT LABOR	574.00	574.00			574.00	100%	0.00	57.40
8	CPT-4 PATCRAFT MATERIAL	6,469.00	6,469.00			6,469.00	100%	0.00	646.90
9	CPT-4 PATCRAFT LABOR	752.00	752.00			752.00	100%	0.00	75.20
10	TS-1 VINYL TRANSITIONS MATERIAL	62.00	62.00			62.00	100%	0.00	6.20
11	TS-1 VINYL TRANSITIONS LABOR	59.00	59.00			59.00	100%	0.00	5.90
12	LVT1A PATCRAFT MATERIAL	1,504.00	1,504.00			1,504.00	100%	0.00	150.40
13	LVT1A PATCRAFT LABOR	617.00	617.00			617.00	100%	0.00	61.70
14	LVT1B PATCRAFT MATERIAL	1,914.00	1,914.00			1,914.00	100%	0.00	191.40
15	LVT1B PATCRAFT LABOR	926.00	926.00			926.00	100%	0.00	92.60
16	LVT1C PATCRAFT MATERIAL	1,063.00	1,063.00			1,063.00	100%	0.00	106.30
17	LVT1C PATCRAFT LABOR	514.00	514.00			514.00	100%	0.00	51.40
18	LVT1D PATCRAFT MATERIAL	2,333.00	2,333.00			2,333.00	100%	0.00	233.30
19	LVT1D PATCRAFT LABOR	1,029.00	1,029.00			1,029.00	100%	0.00	102.90
20	LVT1E PATCRAFT MATERIAL	2,552.00	2,552.00			2,552.00	100%	0.00	255.20
21	LVT1E PATCRAFT LABOR	1,235.00	1,235.00			1,235.00	100%	0.00	123.50
22	LVT2A PATCRAFT MATERIAL	632.00	632.00			632.00	100%	0.00	63.20
23	LVT2A PATCRAFT LABOR	205.00	205.00			205.00	100%	0.00	20.50
24	LVT2B PATCRAFT MATERIAL	425.00	425.00			425.00	100%	0.00	42.50
25	LVT2B PATCRAFT LABOR	205.00	205.00			205.00	100%	0.00	20.50
26	LVT2C PATCRAFT MATERIAL	425.00	425.00			425.00	100%	0.00	42.50
27	LVT2C PATCRAFT LABOR	205.00	205.00			205.00	100%	0.00	20.50
28	LVT2E PATCRAFT MATERIAL	425.00	425.00			425.00	100%	0.00	42.50
29	LVT2E PATCRAFT LABOR	205.00	205.00			205.00	100%	0.00	20.50
30	LVT2A-RC PATCRAFT MATERIAL	433.00	433.00			433.00	100%	0.00	43.30
	TOTAL	46,797.00	46,797.00	0.00	0.00	46,797.00	100%	0.00	4,679.70

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER: 4

Contractor's signed Certification is attached.

APPLICATION DATE: 11/16/2022

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 11/30/2022

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NO: 2022037

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	LVT2A-RC PATCRAFT LABOR	215.00	215.00	2,400.00		215.00	100%	0.00	21.50
2	LVT2B-RC PATCRAFT MATERIAL	285.00	285.00			285.00	100%	0.00	28.50
3	LVT2B-RC PATCRAFT LABOR	144.00	144.00			144.00	100%	0.00	14.40
4	LVT2C-RC PATCRAFT MATERIAL	285.00	285.00			285.00	100%	0.00	28.50
5	LVT2C-RC PATCRAFT LABOR	144.00	144.00			144.00	100%	0.00	14.40
6	LVT2D-RC PATCRAFT MATERIAL	285.00	285.00			285.00	100%	0.00	28.50
7	LVT2D-RC PATCRAFT LABOR	144.00	144.00			144.00	100%	0.00	14.40
8	LVT2E-RC PATCRAFT MATERIAL	285.00	285.00			285.00	100%	0.00	28.50
9	LVT2E-RC PATCRAFT LABOR	144.00	144.00			144.00	100%	0.00	14.40
10	LVT-3 PATCRAFT MATERIAL	712.00	712.00			712.00	100%	0.00	71.20
11	LVT-3 PATCRAFT LABOR	565.00	565.00			565.00	100%	0.00	56.50
12	VB1 JOHNSONITE MATERIAL	729.00	729.00			729.00	100%	0.00	72.90
13	VB1 JOHNSONITE LABOR	1,152.00	1,152.00			1,152.00	100%	0.00	115.20
14	VBX JOHNSONITE MATERIAL	162.00	162.00			162.00	100%	0.00	16.20
15	VBX JOHNSONITE LABOR	288.00	288.00			288.00	100%	0.00	28.80
16	T1-A CROSSVILLE TILE MATERIAL	132.00	132.00			132.00	100%	0.00	13.20
17	T1-A CROSSVILLE TILE LABOR	524.00	524.00			524.00	100%	0.00	52.40
18	CER-MAT CERAMIC MATERIAL	124.00	124.00			124.00	100%	0.00	12.40
19	PFP-C FLOOR PREP MATERIAL	2,812.00	2,812.00			2,812.00	100%	0.00	281.20
20	PFP-C FLOOR PREP LABOR	4,124.00	4,124.00			4,124.00	100%	0.00	412.40
21	PFP-R FLOOR PREP MATERIAL	1,053.00	1,053.00			1,053.00	100%	0.00	105.30
22	PFP-R FLOOR PREP LABOR	2,194.00	2,194.00			2,194.00	100%	0.00	219.40
23	MISC DEDUCT	(299.00)	(299.00)			(299.00)	100%	0.00	(29.90)
24	CHANGE ORDER 1	5,203.00	5,203.00			5,203.00	100%	0.00	520.30
25	CHANGE ORDER 2	2,400.00				2,400.00	100%	0.00	240.00
26									
27									
28									
29									
30									
	TOTAL	70,603.00	68,203.00	2,400.00	0.00	70,603.00	100%	0.00	7,060.30

TO: LoDestro Construction
ATTN: Annette Mielas
211 E Ontario Street, Suite 500
Chicago, IL 60611

PROJECT:
Palos Heights Public Library YTS Renovation
12510 South 71st Avenue
Palos Heights, IL 60463

APPLICATION NO: 2
PERIOD TO: 11/30/22

Distribution to:
☐ Owner
☐ Architect
☐ Contractor

FROM: Indecor, Inc.
Cathie Calderon, Controller
8222 Lehigh Avenue
Morton Grove, IL 60053

INVOICE # 35151

CONTRACT FOR: Window Treatments

VIA ARCHITECT:

PROJECT NO: 2022037

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM

\$ 20,237.00

2. Net change by Change Orders

\$ 0.00

3. CONTRACT SUM TO DATE (Line 1 ± 2)

\$ 20,237.00

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)

\$ 20,237.00

5. RETAINAGE:

a. % of Completed Work (Column D + E on G703)

\$

b. % of Stored Material (Column F on G703)

\$

Total Retainage (Lines 5a + 5b or Total in Column I of G703)

\$ 0.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)

\$ 20,237.00

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)

\$ 18,213.30

8. CURRENT PAYMENT DUE

\$ 2,023.70

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)

\$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: INDECOR, INC.

By: Cathie Calderon

Date: 11/16/22

State of: ILLINOIS

County of: COOK

Subscribed and sworn to before me this 16th Day of November 2022

Notary Public: Irene Evans

My Commission expires: 7-28-25

OFFICIAL SEAL

IRENE EVANS

Notary Public State of Illinois

My Commission Expires 7/28/25

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT,
containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Project:
Palos Heights Public Library YTS Renovation
12510 South 71st Avenue
Palos Heights, IL 60463

APPLICATION NO: 2
APPLICATION DATE: 11/16/22
PERIOD TO: 11/30/22
PROJECT NO: 2022037

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D or E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Motorized Shades	16,227.50	16,227.50			16,227.50	100%	0.00	0.00
2	Installation	4,009.50	4,009.50			4,009.50	100%	0.00	0.00
3								0.00	0.00
4								0.00	0.00
5								0.00	0.00
6								0.00	0.00
7								0.00	0.00
8								0.00	0.00
9								0.00	0.00
10								0.00	0.00
11								0.00	0.00
12								0.00	0.00
13								0.00	0.00
14								0.00	0.00
15								0.00	0.00
16								0.00	0.00
17								0.00	0.00
18								0.00	0.00
19								0.00	0.00
20								0.00	0.00
21								0.00	0.00
22								0.00	0.00
	TOTALS	20,237.00	20,237.00	0.00	0.00	20,237.00	100%	0.00	0.00

APPLICATION AND CERTIFICATE FOR PAYMENT

LAFORCE PROJECT ID: 1977920

TO: Lo Destro	PROJECT: Palos Heights Public Library	APPLICATION NO: #VALUE!	DISTRIBUTION TO:
		INVOICE NO: #VALUE!	<input type="checkbox"/> OWNER
		PERIOD FROM: 8/1/2022	<input type="checkbox"/> ARCHITECT
		PERIOD TO: 8/31/2022	<input checked="" type="checkbox"/> CONTRACTOR
CONTRACTOR: LaForce LLC 1060 West Mason Street Green Bay, WI 54303	VIA (ARCHITECT):	PURCHASE ORDER NO: 019467-08A	
CONTRACT FOR: Doors, Frames, and Hardware		LAFORCE PROJECT ID: 1977920	

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$ -	\$ -
Approved this Month			
TOTALS		\$ -	\$ -
Net change by Change Orders		\$ -	-

Work Completed this period includes \$ 130.24 state & local tax (7.80%).

The undersigned Contractor certifies that to the best of the contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Brian Manning Date: 8/9/2022

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract.

Continuation Sheet, Schedule of Values, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ 6,267.00
2. Net change by Change Orders.....	\$ -
3. CONTRACT SUM TO DATE (Line 1 +/- 2).....	\$ 6,267.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$ 6,267.00
(Column G on Schedule of Values)	
5. RETAINAGE:	
a. 10% of Completed Work.....	\$ 626.70
(Column D + E on Schedule of Values)	
b. 10% of Stored Material.....	\$ -
(Column F on Schedule of Values)	
Total Retainage (Line 5a + 5b or	
Total in Column J on Schedule of Values).....	\$ 626.70
6. TOTAL EARNED LESS RETAINAGE.....	\$ 5,640.30
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$ 3,840.30
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ 1,800.00
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$ 626.70
(Line 3 less Line 6)	

State of: **Wisconsin** County of: **Brown**
Subscribed and sworn to before me this **9** day of **August**, 2022

Notary Public: *Curtis Czapskiy*
My Commission expires: March 27, 2025
AMOUNT CERTIFIED..... \$
(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SCHEDULE OF VALUES

LAFORCE PROJECT ID: 1977920

APPLICATION NO: #VALUE!

INVOICE NO:	#VALUE!
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APPLICATION DATE: 8/9/2022

PERIOD FROM: 8/1/2022

PERIOD TO: 8/31/2022

PURCHASE ORDER NO:	019467-08A
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APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification attached.

A	B	C	D	E	F	G	H	I	J
Item No.	Description of Work	Scheduled Value	Work Complete		Materials Stored (Not in D or E)	Total Completed / Stored (D+E+F)	% (G/C)	Balance to Finish (C-G)	Retainage
			Prior Periods (D+E)	This Period					10%
019467-08A									
	Hardware	\$ 1,171.00	\$ -	\$ 1,171.00	\$ -	\$ 1,171.00	100%	\$ -	\$ 117.10
	Metal Frames	\$ 2,988.00	\$ 2,988.00	\$ -	\$ -	\$ 2,988.00	100%	\$ -	\$ 298.80
	Wood Doors	\$ 2,108.00	\$ 1,279.00	\$ 829.00	\$ -	\$ 2,108.00	100%	\$ -	\$ 210.80
TOTAL		\$ 6,267.00	\$ 4,267.00	\$ 2,000.00	\$ -	\$ 6,267.00	100%	\$ -	\$ 626.70
Total Pending Change Orders		\$ -							

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO: Lo Destro Construction Company 211 E Ontario Suite 500 Chicago, IL 60611	PROJECT: Palos Heights Public Library 12510 S 71st Avenue Palos Heights, IL 60463	APPLICATION NO. 1 PERIOD TO DATE: 10/31/22 PROJECT NOS: 2022037	DISTRIBUTION TO: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/>
FROM: United Glass Inc. 8340 89th Avenue North Brooklyn Park, MN 55445		VIA ARCHITECT:	

CONTRACT DATE: 7-Mar-22

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

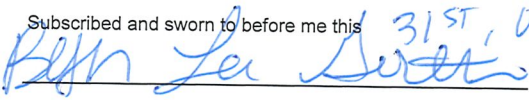
Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 42,000.00
2. Net change by Change Orders	\$ (4,109.00)
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 37,891.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 37,000.00
5. RETAINAGE:	
a. 10% of Work Completed	3,700.00
b. of Stored Materials	
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 33,300.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$
8. CURRENT PAYMENT DUE	\$ 33,300.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 4,591.00

CONTRACTOR: United Glass Inc.

BY:  10/31/2022
 Name & Title Keith Paulson President

State of: Minnesota
 County of: Hennepin

Subscribed and sworn to before me this 31st, October 2022


My Commission Expires: 31-Jan-25



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 33,300.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on the Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

BY: _____ DATE: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Subcontractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner, Contractor or Subcontractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Change Orders Approved this Month		
Change Order #1		(4,109.00)
TOTALS		(4,109.00)
NET CHANGE by Change Orders		(4,109.00)

United Glass Inc.

10/31/2022

A	C	D	E	F	G	H	I		J
CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETED & STORED TO DATE (D+E+F)	I (G/C)	BALANCE TO COMPLETE (C-G)	J Retention (If Variable Rate)
			Previous Applications	This Application					
				Work in Place	Stored Materials (not in D or E)				
1	Glass and glazing Change Order #1 <								

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by LoDestro Construction Company
to furnish the electrical work
for the premises known as Palos Heights Public Library Interior Reno 12501 S 71st Avenue, Palos Heights IL 60463
of which Palos Heights Public Library is the owner.

THE undersigned, for and in consideration of sixteen thousand five hundred nine and 60/100
(\$ 16,509.60) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to
and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the
moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery,
furnished to this date by the undersigned for the above-described premises. INCLUDING EXTRAS.*

COMPANY NAME: Aardema Electric, LLC

DATE: November 15, 2022

ADDRESS:

13949 S Central Avenue, Midlothian IL 60445

SIGNATURE

TITLE Owner

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE undersigned, Shannon M Aardema, being duly sworn, deposes and says that he or she is Owner
of Aardema Electric, LLC who is the Contractor furnishing the electrical work on the
building located at 12501 S 71st Avenue, Palos Heights IL 60463 owned by Palos Heights Public Library

That the total amount of the contract including extras* is \$ 194,940.00 on which he or she has received payment of \$ 158,936.40

prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or subcontracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Aardema Electric, LLC	Material and Labor	\$ 110,950.29	\$ 86,254.95	\$ 5,201.34	\$ 19,494.00
Amperage Electric Supply	Lighting and Controls	\$ 83,989.71	\$ 72,681.45	\$ 11,308.26	\$ 0.00
ALL MATERIALS TAKEN FROM OUR FULLY PAID STOCK AND DELIVERED IN OUR OWN VEHICLES TO THE JOBSITE. ALL LABOR PAID IN FULL.					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$ 194,940.00	\$ 158,936.40	\$ 16,509.60	\$ 19,494.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE: November 15, 2022

SIGNATURE:

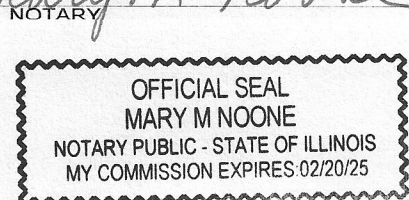
SUBSCRIBED AND SWORN TO BEFORE ME THIS

15th

day of

November, 2022

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS. BOTH ORAL AND WRITTEN. TO THE CONTRACT.





AMPERAGE

ELECTRICAL SUPPLY, INC

359 W. IRVING PARK ROAD | ROSELLE, IL 60172

MAIN 630.894.8100 | FAX 630.894.8188

www.amperage.com

WAIVER OF LIEN - FINAL MATERIALS OR LABOR (ILLINOIS)

STATE OF ILLINOIS,

SS.

DuPage COUNTY,

SS.

Date

11/16/22

TO WHOM IT MAY CONCERN:

Whereas, we the undersigned

Amperage Electrical Supply, Inc.

359 W. Irving Park Road Roselle, IL. 60172

has been employed by

Aardema Electric LLC

9335 W Peninsula Court Monee IL 60449

Name

Address

to furnish

Misc. Electrical Supplies

for the building known as Number

12501 S 71st Ave

City of

Palos Heights

situated on Lot

Palos Heights Public Library Owner: Palos Heights Public Library

In Section

, Township

, Range

County of

Cook

State of Illinois.

Now, Therefore, Know Ye, That the undersigned, for and in consideration of

\$11,308.26

Eleven Thousand Three Hundred Eight and 26/100

Dollars, the receipt of

which is hereby acknowledged and other good and valuable considerations, do hereby waive and release any and all lien or claim, or right of lien on said above described building and premises under the Statutes of the State of Illinois relating to Mechanics' Liens, on account of labor or materials, or both, furnished or which may be furnished by the undersigned to or on account of the said _____ for said building or premises.

Given Under my hand and sealed this

16th

day of

November, 2022

Amperage Electrical Supply, Inc.

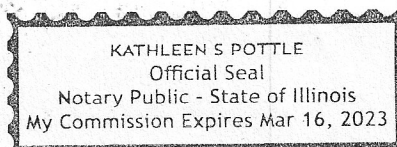
Seal

Chris Depp

Seal

Subscribed and sworn to before me
this 16th day of November, 2022

Kathleen S. Pottle
Notary Public



FINAL WAIVER OF LIEN

STATE OF ILLINOIS – COOK COUNTY

Gty # _____

TO WHOM IT MAY CONCERN:

Escrow # _____

WHEREAS the undersigned has been employed by Lo Destro Construction Company

to furnish painting/wallcovering for the premises known as Palos Heights Public Library, 12510 S. 71st Ave., Palos Heights, IL 60463

of which Palos Heights Public Library is the owner.

THE undersigned, for and in consideration of One Thousand Six Hundred Seventy-one and 85/100

(\$1,671.85) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledge, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished or which may be furnished at any time hereafter by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE November 22, 2022 COMPANY NAME Hester Decorating Co., Inc

ADDRESS 7340 N. Monticello Ave. CITY Skokie STATE IL ZIP 60076

SIGNATURE AND TITLE [Signature] President

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS – COOK COUNTY

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Stephen Hester BEING DULY SWORN, DEPOSES

AND SAYS THAT HE OR SHE IS (POSITION) President OF

(COMPANY NAME) Hester Decorating Co., Inc. WHO IS THE

CONTRACTOR FURNISHING painting/wallcovering WORK ON THE BUILDING

LOCATED AT Palos Heights Public Library, 12510 S. 71st Ave., Palos Heights, IL 60463

OWNED BY Palos Heights Public Library

That the total amount of the contract including extras* is \$33,437.00 on which he or she has received payment of \$31,765.15 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or subcontracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES & ADDRESSES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
All material came from fully paid stock and delivered to jobsite on our company owned truck. All labor paid in full.	Painting	\$33,437.00	\$31,765.15	\$1,671.85	0
No outside rental equipment used.					
Our major supplier is: JCLicht					
901 S. Rohlwing Road, Suite M, Addison, IL 60101-4241 (630) 868-7355					
TOTAL LABOR AND MATERIALS INCLUDING EXTRAS* TO COMPLETE		\$33,437.00	\$31,765.15	\$1,671.85	0

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE November 22, 2022

SIGNATURE: [Signature]

SUBSCRIBED AND SWORN TO BEFORE ME THIS 22nd day of November, 2022.

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

OFFICIAL SEAL
MARIA D BENJAMIN

NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 01/23/2025

[Signature]
NOTARY PUBLIC



STATE OF ILLINOIS

COUNTY OF KANE

FINAL WAIVER OF LIEN

Gty #

Escrow #

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by **LO DESTRO CONSTRUCTION COMPANY** to furnish **DEMOLITION WORK**for the premises known as **PALOS HEIGHTS PUBLIC LIBRARY YTS RENOVATION**of which **PALOS HEIGHTS PUBLIC LIBRARY**

is the owner.

THE undersigned, for and in consideration of **THREE THOUSAND ONE HUNDRED THIRTY-EIGHT AND 50/100**

(\$ **3,138.50**) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE **11/22/22** COMPANY NAME**MIDWEST WRECKING COMPANY**

ADDRESS

2520 KANEVILLE COURT, GENEVA, IL 60134

SIGNATURE AND TITLE

, **VICE PRESIDENT**

* EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF KANE

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) **SCOTT LEMPA**
AND SAYS THAT HE OR SHE IS (POSITION) **VICE PRESIDENT**
(COMPANY NAME) **MIDWEST WRECKING COMPANY**
CONTRACTOR FURNISHING **DEMOLITION**

BEING DULY SWORN, DEPOSES
OF
WHO IS THE
WORK ON THE BUILDING

LOCATED AT **12501 S. 71ST AVENUE, PALOS HEIGHTS, IL 60463**OWNED BY **PALOS HEIGHTS PUBLIC LIBRARY**That the total amount of the contract including extras* is \$ **31,385.00**

on which he or she has received payment of

\$ **28,246.50**

prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLD EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
MIDWEST WRECKING COMPANY	DEMOLITION	\$ 31,385.00	\$ 28,246.50	\$ 3,148.50	\$ 0.00
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$ 31,385.00	\$ 28,246.50	\$ 3,148.50	\$ 0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE **11/22/22**

SIGNATURE:

SUBSCRIBED AND SWORN TO BEFORE ME THIS **22ND** DAY OF **NOVEMBER, 2022**

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

NOTARY PUBLIC

F.3870 R5/96

Provided by Chicago Title Insurance Company

AMY A. STEVENS

COMMISSION EXP: 08/09/2026

OFFICIAL SEAL
AMY A STEVENS
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires 8/9/26

LO DESTRO CONSTRUCTION COMPANY
211 E Ontario St, Suite 500
Chicago, IL 60611

Palos Heights Public Library
12501 S 71st Ave
Palos Heights, IL 60463

INVOICE

31-Dec-22

ATTN: Board of Directors

Invoice No. 2022037-009

RE: Palos Heights Public Library Renovations
Palos Heights, Illinois
Contract: PO#

Application for Payment for construction services
performed through 31-Dec-22 | in connection
with the planning and construction of the above mentioned project

CONTRACT INFORMATION

Original Contract Price	\$737,000.00
Modifications To Contract	\$0.00
Total Adjusted Contract Price	\$737,000.00

PAYMENT INFORMATION

Direct Work Completed	\$722,308.33
Total Work Completed	\$722,308.33
Less: Reserves Held	\$13,275.30
Less: Previous Payments	\$679,673.83
Current Payment Due	\$29,359.20

Balance to complete: \$ 27,966.97

Net Amount Due:

\$29,359.20

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 1 PAGES

TO (OWNER REPRESENTATIVE):

Palos Heights Public Library
12501 S 71st Ave
Palos Heights, IL 60463

PROJECT: Palos Heights Public Library Renovations

APPLICATION NO: 2022037-009

PERIOD FROM: 12/1/2022
TO: 12/31/2022

FROM (CONTRACTOR):

Lo Destro Construction Company
211 E Ontario St, Suite 500
Chicago, IL 60611

VIA (ARCHITECT): Product Architecture + Design
811 W Evergreen, Suite 405
Chicago, IL 60642

ARCHITECT'S
PROJECT NO:

CONTRACT FOR:

General Construction

CONTRACT DATE:

CHANGE ORDER SUMMARY

Change Orders approved in

previous months by Owner

TOTAL

ADDITIONS

0.00

DEDUCTIONS

0.00

Unawarded - Trades

Number	Date Approved

TOTALS

0.00

0.00

Net Change by Change Orders

0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Balance-of Sub-trade work

CONTRACTOR:

Lo Destro Construction Company

By:

Nick Santarelli

Date:

12/31/2022

ARCHITECT'S CERTIFICATE FOR PAYMENT

Nick Santarelli

Project Executive

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM.....	\$. \$	737,000.00
2. Net Change By Change Orders.....	\$. \$	0.00
3. CONTRACT SUM TO DATE (LINE 1+2).....	\$. \$	737,000.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$. \$	722,308.33
(Column 8 on G703)		
5. RETAINAGE:		
a. 10% of Completed Work		\$13,275.30
b. ____ % of Stored Material		
Total Retainage (Line 5a +5b or		
Total in Column 9 of G703).....	\$. \$	13,275.30
6. TOTAL EARNED LESS RETAINAGE.....	\$. \$	709,033.03
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR		
PAYMENT (Line 6 from prior certificates).....	\$. \$	679,673.83
8. CURRENT PAYMENT DUE.....	\$. \$	29,359.20
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$. \$	27,876.97
(Line 3 less Line 6)		

State of: Illinois

County of: Cook

Subscribed and sworn to before me this

Saturday, December 31, 2022

Notary Public:

Annette Janas

My Commission Expires:

March 18, 2023

AMOUNT CERTIFIED..... \$. \$ 29,359.20

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:

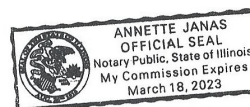
By

Date:

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA DOCUMENT G702 * APPLICATION AND CERTIFICATE FOR PAYMENT * MAY 1983 EDITION * AIA * C 1983
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W. WASHINGTON, D.C. 20006

G702-1983



CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2022037-009

PERIOD FROM: 12/1/2022

TO: 12/31/2022

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK		C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
				FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Demolition	Midwest Wrecking	\$31,385.00	\$31,385.00	\$0.00	\$0.00	\$31,385.00	100.00%	\$0.00	\$0.00
2	Millwork	Heartland	\$115,125.00	\$111,655.00	\$3,470.00	\$0.00	\$115,125.00	100.00%	\$0.00	\$0.00
3	Glazing	United Glass	\$37,891.00	\$37,000.00	\$0.00	\$0.00	\$37,000.00	97.65%	\$891.00	\$3,700.00
4	Doors, Frames, Hardware	Laforce	\$6,267.00	\$6,267.00	\$0.00	\$0.00	\$6,267.00	100.00%	\$0.00	\$0.00
5	Drywall/Ceilings	IDI	\$92,381.00	\$92,381.00	\$0.00	\$0.00	\$92,381.00	100.00%	\$0.00	\$0.00
6	Painting	Hester Decorating	\$33,437.00	\$33,437.00	\$0.00	\$0.00	\$33,437.00	100.00%	\$0.00	\$0.00
7	Flooring	Flooring Resources	\$70,603.00	\$70,603.00	\$0.00	\$0.00	\$70,603.00	100.00%	\$0.00	\$7,060.30
8	Window Shades	Indecor	\$20,237.00	\$20,237.00	\$0.00	\$0.00	\$20,237.00	100.00%	\$0.00	\$0.00
9	Fire Protection	FE Moran	\$6,833.33	\$6,833.33	\$0.00	\$0.00	\$6,833.33	100.00%	\$0.00	\$0.00
10	Plumbing	Terry Plumbing	\$13,500.00	\$13,500.00	\$0.00	\$0.00	\$13,500.00	100.00%	\$0.00	\$0.00
11	HVAC	GT Mechanical	\$30,800.00	\$30,800.00	\$0.00	\$0.00	\$30,800.00	100.00%	\$0.00	\$0.00
12	Electrical	Aardema	\$196,440.00	\$196,440.00	\$0.00	\$0.00	\$196,440.00	100.00%	\$0.00	\$0.00
13	Floor Prep Allowance	Lo Destro	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,500.00	\$0.00
14	Unforeseen Allowance	Lo Destro	\$10,566.67	\$0.00	\$0.00	\$0.00	\$0.00		\$10,566.67	\$0.00
15	Temporary Protection	Lo Destro	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
17	General Conditions	Lo Destro	\$51,034.00	\$45,800.00	\$4,500.00	\$0.00	\$50,300.00	98.56%	\$734.00	\$2,515.00
18	Insurance	Lo Destro	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$0.00
19	Bonding	Lo Destro	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$0.00
	GRAND TOTALS		\$737,000.00	\$714,338.33	\$7,970.00	\$0.00	\$722,308.33	98.007%	\$14,691.67	\$13,275.30

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Palos Heights Public Library
to furnish General Construction
for the premises known as Palos Heights Public Library Renovations
of which Palos Heights Public Library is the owner.

THE undersigned, for and in consideration of Twenty Nine Thousand Three Hundred Fifty Nine Dollars and Twenty Cents
\$29,359.20 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material,
fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE December-31-2022 COMPANY NAME Lo Destro Construction Company
ADDRESS 211 E Ontario Street, Suite 500, Chicago, IL 60611

SIGNATURE AND TITLE

X Nick Santarelli
Nick Santarelli Project Executive

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Nick Santarelli BEING DULY SWORN, DEPOSES
AND SAYS THAT HE OR SHE IS (POSITION) Project Executive OF
(COMPANY NAME) Lo Destro Construction Company WHO IS THE
CONTRACTOR FURNISHING General Construction WORK ON THE BUILDING
LOCATED AT 12501 S 71st Avenue Palos Heights, IL 60463
OWNED BY Palos Heights Public Library

That the total amount of the contract including extras* is \$737,000.00 on which he or she has received payment of
\$679,673.83 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work
or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all
labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDg EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Lo Destro Construction Company	General Construction	\$ 82,100.67	\$ 61,510.00	\$ 4,275.00	\$ 16,315.67
Midwest Wrecking	Demolition	\$ 31,385.00	\$ 31,385.00	\$ -	\$ -
Heartland	Millwork	\$ 115,125.00	\$ 100,489.50	\$ 14,635.50	\$ -
United Glass	Glazing	\$ 37,891.00	\$ 33,300.00	\$ -	\$ 4,591.00
Laforce	Doors, Frames, Hardware	\$ 6,267.00	\$ 5,640.30	\$ 626.70	\$ -
IDI	Drywall/Ceilings	\$ 92,381.00	\$ 92,381.00	\$ -	\$ -
Hester Decorating	Painting	\$ 33,437.00	\$ 33,437.00	\$ -	\$ -
Flooring Resources	Flooring	\$ 70,603.00	\$ 63,542.70	\$ -	\$ 7,060.30
Indecor	Window Shades	\$ 20,237.00	\$ 20,237.00	\$ -	\$ -
FE Moran	Fire Protection	\$ 6,833.33	\$ 6,833.33	\$ -	\$ -
Terry Plumbing	Plumbing	\$ 13,500.00	\$ 13,500.00	\$ -	\$ -
GT Mechanical	HVAC	\$ 30,800.00	\$ 30,800.00	\$ -	\$ -
Aardema	Electrical	\$ 196,440.00	\$ 186,618.00	\$ 9,822.00	\$ -
					\$ -
					\$ -
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$ 737,000.00	\$ 679,673.83	\$ 29,359.20	\$ 27,966.97

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor
or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE December-31-2022 SIGNATURE: Nick Santarelli

SUBSCRIBED AND SWORN TO BEFORE ME THIS Saturday, December 31, 2022

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Annette Janas
NOTARY PUBLIC



APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

Page 1 of 2 pages

TO OWNER: Palos Heights Public Library
12501 S. 71st Avenue
Palos Heights, IL 60463

FROM CONTRACTOR: Aardema Electric, LLC
13949 Central Avenue
Midlothian IL 60445

CONTRACT FOR: Electrical Work

PROJECT: Palos Heights Public Library
YTS Renovation
12501 S 71st Avenue
Palos Heights, IL 60463
VIA ARCHITECT: Product Architecture & Design
811 W Evergreen Ave, Ste 405
Chicago IL 60642

APPLICATION NO.: 7
APPLICATION DATE: 12/20/22
PROJECT NO: 2022037
CONTRACT DATE: 03/07/22

Distribution to:
☐ OWNER
☐ ARCHITECT
☐ TITLE CO.
☐ OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	192,700.00
2. Net change by Change Orders	3,740.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	196,440.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	196,440.00
5. RETAINAGE:	
a. 0 % of Completed Work (Col. D + E or Col. G on G703)	\$ 0.00
b. 0 % of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Line 5a = 5b or Total in Column I of G703)	
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	196,440.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from Prior Certificate)	186,618.00
8. CURRENT PAYMENT DUE	9,822.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,740.00	
Total approved this Month		
TOTALS	3,740.00	0.00
NET CHANGES by Change Order	3,740.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

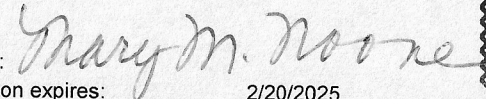
CONTRACTOR: Aardema Electric, LLC

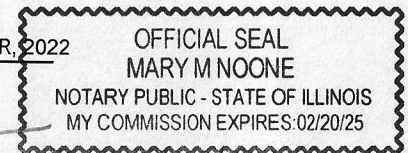
By:  12/20/2022

State of: Illinois

County of: Will

Subscribed and sworn to before
me this 20TH day of DECEMBER, 2022

Notary Public: 
My Commission expires: 2/20/2025



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 9,822.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheets that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractors signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Project: 22-0100 LO DESTRO
Palos Heights Public Library
YTS Renovation
12501 S 71st Avenue
Palos Heights, IL 60463

APPLICATION NO.: 7
APPLICATION DATE: 12/20/2022
PERIOD FROM: 12/1/2022
TO: 12/31/2022

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE 0%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)		
1	ROUGH	\$ 58,132.00	\$ 58,132.00	\$ -	\$ -	\$ 58,132.00	100%	\$ -	\$ -
2	WIRE PULL	\$ 23,000.00	\$ 23,000.00	\$ -	\$ -	\$ 23,000.00	100%	\$ -	\$ -
3	TRIM	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	100%	\$ -	\$ -
4	FIXTURES	\$ 80,000.00	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00	100%	\$ -	\$ -
5	SUBMITTALS/SHOP DRAWINGS	\$ 1,930.00	\$ 1,930.00	\$ -	\$ -	\$ 1,930.00	100%	\$ -	\$ -
6	CLOSEOUT DOCUMENTS/TRAINING	\$ 1,930.00	\$ 1,930.00	\$ -	\$ -	\$ 1,930.00	100%	\$ -	\$ -
7	SAFETY	\$ 3,854.00	\$ 3,854.00	\$ -	\$ -	\$ 3,854.00	100%	\$ -	\$ -
8	DAILY CLEAN-UP	\$ 3,854.00	\$ 3,854.00	\$ -	\$ -	\$ 3,854.00	100%	\$ -	\$ -
9	CHANGE ORDER #001	\$ 2,240.00	\$ 2,240.00	\$ -	\$ -	\$ 2,240.00	100%	\$ -	\$ -
10	CHANGE ORDER #002	\$ 900.00	\$ 900.00	\$ -	\$ -	\$ 900.00	100%	\$ -	\$ -
11	CHANGE ORDER #003	\$ 600.00	\$ 600.00	\$ -	\$ -	\$ 600.00	100%	\$ -	\$ -
	Total	\$196,440.00	\$196,440.00	\$0.00	\$0.00	\$196,440.00	100%	\$0.00	\$0.00

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

page 1 of 1

TO OWNER: Lo Destro Construction Co
211 W Ontario St, Suite 500
Chicago, IL 60611

PROJECT: Palos Heights PL
YTS Renovation
12510 S 71st Ave
Palos Heights, IL 60463

APPLICATION NO: 5
PERIOD TO: 12/31/2022
PROJECT NOS: 2022037
P.O. NO.:
CONTRACT DATE:

DISTRIBUTION TO:
☐ OWNER
☐ ARCHITECT
☒ CONTRACTOR

FROM CONTRACTOR: Heartland Cabinet Supply
6119 Northwest Hwy
Crystal Lake, IL 60014

VIA ARCHITECT: Product Architecture + Design
811 W Evergreen Ave, Suite 405
Chicago, IL 60642

CONTRACT FOR: Millwork

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment as shown below, in connection with the contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$110,000.00
2. Net change by Change Orders	\$5,125.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$115,125.00
4. TOTAL COMPLETED & STORED TO DATE	\$115,125.00
5. RETAINAGE:	
a. 0% of Completed Work	\$0.00
b. 0% of Stored Materials	\$0.00
Total Retainage	\$0.00
6. TOTAL EARNED LESS RETAINAGE	\$115,125.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$100,489.50
8. CURRENT PAYMENT DUE	\$14,635.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by owner	\$3,655.00	
Total approved this month	\$1,470.00	
TOTALS	\$5,125.00	\$0.00
NET CHANGES by Change Order	\$5,125.00	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief The Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown is herein is now due.

CONTRACTOR: Heartland Cabinet Supply
BY: Gary Reece, President
State of: Illinois
County of: McHenry

Date: 12/13/2022

Subscribed and sworn to before me this 13th day of December, 2022

Notary Public:
My Commission expires:

Teresa S Reece

OFFICIAL SEAL
TERESA S REECE
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES: 08/31/24

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information

and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

ARCHITECT:

DATE:
BY:
This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET G703

Project: Palos Heights PL

PAGE 1 OF 1

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

Containing Contractor's signed Certification is attached

APPLICATION NO: 5
APPLICATION DATE: 12/13/2022
PERIOD TO: 12/31/2022
PROJECT NO: 2022037

Use Column 1 on Contract where variable retainage for line items may apply

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK		E COMPLETED	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE) 0%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Engineering	\$5,000.00	\$5,000.00				\$5,000.00	100%	\$0.00
2	Millwork Fabrication	\$78,473.00	\$78,473.00				\$78,473.00	100%	\$0.00
3	Countertops Fabrication	\$7,427.00	\$7,427.00				\$7,427.00	100%	\$0.00
4	Union Install	\$17,100.00	\$17,100.00				\$17,100.00	100%	\$0.00
5	Closeout Docs	\$2,000.00		\$2,000.00			\$2,000.00	100%	\$0.00
6	CCO #001	\$3,655.00	\$3,655.00				\$3,655.00	100%	\$0.00
7	CCO #002	\$595.00		\$595.00			\$595.00	100%	\$0.00
8	CCO #003	\$875.00		\$875.00			\$875.00	100%	\$0.00
9							\$0.00	#DIV/0!	\$0.00
10							\$0.00	#DIV/0!	\$0.00
11							\$0.00	#DIV/0!	\$0.00
12							\$0.00	#DIV/0!	\$0.00
13							\$0.00	#DIV/0!	\$0.00
14							\$0.00	#DIV/0!	\$0.00
15							\$0.00	#DIV/0!	\$0.00
16							\$0.00	#DIV/0!	\$0.00
17							\$0.00	#DIV/0!	\$0.00
18							\$0.00	#DIV/0!	\$0.00
							\$0.00	#DIV/0!	\$0.00
		\$115,125.00	\$111,655.00	\$3,470.00	\$0.00	\$115,125.00	100%	\$0.00	\$0.00

AIA DOCUMENT G703 CONTINUATION SHEET FOR G702

CONTRACTORS FORM

APPLICATION AND CERTIFICATE FOR PAYMENT

LAFORCE PROJECT ID: 1977920

TO: Lo Destro	PROJECT: Palos Heights Public Library	APPLICATION NO: 3	DISTRIBUTION TO:
		INVOICE NO: 1977920.3	<input type="checkbox"/> OWNER
		PERIOD FROM: 12/1/2022	<input type="checkbox"/> ARCHITECT
		PERIOD TO: 12/31/2022	<input checked="" type="checkbox"/> CONTRACTOR
CONTRACTOR: LaForce LLC 1060 West Mason Street Green Bay, WI 54303	VIA (ARCHITECT):	PURCHASE ORDER NO: 019467-08A	
CONTRACT FOR: Doors, Frames, and Hardware		LAFORCE PROJECT ID: 1977920	

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$ -	\$ -
Approved this Month			
TOTALS		\$ -	\$ -
Net change by Change Orders		\$	-

Work Completed this period includes \$ 45.35 state & local tax (7.80%).

The undersigned Contractor certifies that to the best of the contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Brian Manning Date: 12/21/2022

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract.

Continuation Sheet, Schedule of Values, is attached.

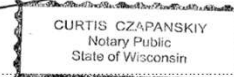
1. ORIGINAL CONTRACT SUM.....	\$ 6,267.00
2. Net change by Change Orders.....	\$ -
3. CONTRACT SUM TO DATE (Line 1 +/- 2).....	\$ 6,267.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$ 6,267.00
(Column G on Schedule of Values)	
5. RETAINAGE:	
a. 0% of Completed Work.....	\$ -
(Column D + E on Schedule of Values)	
b. 0% of Stored Material.....	\$ -
(Column F on Schedule of Values)	
Total Retainage (Line 5a + 5b or	
Total in Column J on Schedule of Values).....	\$ -
6. TOTAL EARNED LESS RETAINAGE.....	\$ 6,267.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$ 5,640.30
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ 626.70
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$ -
(Line 3 less Line 6)	

State of: Wisconsin

County of: Brown

Subscribed and sworn to before me this 21 day of December, 2022

Notary Public: Curtis Czapskiy
My Commission expires: March 27, 2025



AMOUNT CERTIFIED..... \$

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SCHEDULE OF VALUES

APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification attached.

LAFORCE PROJECT ID:	1977920
APPLICATION NO:	3
INVOICE NO:	1977920.3
APPLICATION DATE:	12/21/2022
PERIOD FROM:	12/1/2022
PERIOD TO:	12/31/2022
PURCHASE ORDER NO:	019467-08A

A	B	C	D	E	F	G	H	I	J
Item No.	Description of Work	Scheduled Value	Work Complete		Materials Stored (Not in D or E)	Total Completed / Stored (D+E+F)	% (G/C)	Balance to Finish (C-G)	Retainage
			Prior Periods (D+E)	This Period					0%
			019467-08A						
Hardware	\$ 1,171.00	\$ 1,171.00		\$ -	\$ -	\$ 1,171.00	100%	\$ -	\$ -
Metal Frames	\$ 2,988.00	\$ 2,988.00		\$ -	\$ -	\$ 2,988.00	100%	\$ -	\$ -
Wood Doors	\$ 2,108.00	\$ 2,108.00		\$ -	\$ -	\$ 2,108.00	100%	\$ -	\$ -

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by LoDestro Construction Company
to furnish the electrical work
for the premises known as Palos Heights Public Library Interior Reno 12501 S 71st Avenue, Palos Heights IL 60463
of which Palos Heights Public Library is the owner.

THE undersigned, for and in consideration of eleven thousand one hundred seventy-two and 00/100
(\$ 11,172.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to
and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the
moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery,
furnished to this date by the undersigned for the above-described premises. INCLUDING EXTRAS.*

COMPANY NAME: Aardema Electric, LLC

DATE: January 7, 2023

ADDRESS: 13949 S Central Avenue, Midlothian IL 60445

SIGNATURE [Signature]

TITLE Owner

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE undersigned, Shannon M Aardema, being duly sworn, deposes and says that he or she is Owner
of Aardema Electric, LLC who is the Contractor furnishing the electrical work on the
building located at 12501 S 71st Avenue, Palos Heights IL 60463 owned by Palos Heights Public Library

That the total amount of the contract including extras* is \$ 196,440.00 on which he or she has received payment of \$ 175,446.00

prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or subcontracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Aardema Electric, LLC	Material and Labor	\$ 112,450.29	\$ 91,456.29	\$ 11,172.00	\$ 9,822.00
Amperage Electric Supply	Lighting and Controls	\$ 83,989.71	\$ 83,989.71	\$ 0.00	\$ 0.00
ALL MATERIALS TAKEN FROM OUR FULLY PAID STOCK AND DELIVERED IN OUR OWN VEHICLES TO THE JOBSITE. ALL LABOR PAID IN FULL.					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$ 196,440.00	\$ 175,446.00	\$ 11,172.00	\$ 9,822.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE: January 7, 2023

SIGNATURE: [Signature]

SUBSCRIBED AND SWORN TO BEFORE ME THIS

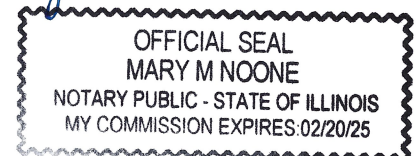
7th

day of

January, 2023

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS. BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Mary M. Noone
NOTARY



STATE OF ILLINOIS
COUNTY OF COOK

SS

WAIVER OF LIEN TO DATE Gty # _____

Loan # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Lo Destro Construction Company
to furnish Flooring
for the premises known as Palos Heights Public Library
of which Palos Heights Public Library is the owner.

The undersigned, for and in consideration of Two Thousand One Hundred Sixty and 00/10
(\$ 2,160.00) Dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged,
do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois relating to mechanics' liens, with
respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished,
and on the moneys, funds or other considerations due from the owner, on account of labor, services, material, fixtures, apparatus
or machinery furnished to this date by the undersigned for the above-described premises. INCLUDING EXTRAS*

Given under _____ my _____ hand _____ and seal _____ this
_____ 6th _____ day of _____ January _____, 2023

Signature and Seal: Keith W. Krueger Keith W. Krueger, President

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF COOK
TO WHOM IT MAY CONCERN:

SS

THE undersigned, being duly sworn, deposes and says that he is Keith W. Krueger
President of the Flooring Resources Corporation work on the

who is the contractor for the Flooring
building located at 12501 S. 71st Avenue, Palos Heights, IL
owned by Palos Heights Public Library

That the total amount of the contract including extras is \$ 70,603.00 on which he has received payment of
\$ 61,382.70 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material
or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the
construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said
work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Flooring Resources Corporation	Material/Labor	70,603.00	61,382.70	2,160.00	7,060.30
Material taken from fully paid stock and transported by our own trucks. All labor and benefits paid in full.					
No Outside Rental Equipment Used					
TOTAL LABOR AND MATERIAL TO COMPLETE		70,603.00	61,382.70	2,160.00	7,060.30

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

Signed this _____ 6th _____ day of _____ January _____, 2023

Signature: Keith W. Krueger Keith W. Krueger, President

Subscribed and sworn to before me this _____ 6th _____ day of _____ January _____, 2023

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

OFFICIAL SEAL
JULITA BUNKO
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 4/8/2025

FINAL WAIVER OF LIEN

STATE OF ILLINOIS }
COUNTY OF: COOK }
TO WHOM IT MAY CONCERN:

Gty # _____
Loan # _____

WHEREAS the undersigned has been employed by Lo Destro Construction Company
to furnish window treatments
for the premises Palos Heights Public Library YTS Renovation
of which Palos Heights Public Library is the owner.

THE undersigned, for and in consideration of Two Thousand Twenty Three and 70/100 dollars
(\$ 2,023.70) Dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged, do(es) hereby waive and release
any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described
premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations
due or to become due from the owner, on account of all labor services, material, fixtures, apparatus, or machinery heretofore furnished, or which may be
furnished at any time hereafter, by the undersigned for the above-described premises. INCLUDING EXTRAS.*

Given under MY hand _____ and seal _____
this 6th day of January, 2023

Signature and Seal

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer
signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.
*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS }
COUNTY OF: COOK }
TO WHOM IT MAY CONCERN:

THE undersigned, being duly sworn, deposes and says that he is Cathie Calderon
Controller of the Indecor, Inc.

who is the contractor for the window treatments work on the
building located at 12510 South 71st Avenue, Palos Heights, IL 60463
owned by Palos Heights Public Library

That the total amount of the contract including extras* is \$ 20,237.00 on which he has received payment of
\$ 18,213.30 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal
or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or both, for said work
and all parties having contracts or subcontracts for specific portions of said work or for material entering into the construction thereof and the amount due
or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAME	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Indecor, Inc.	window treatments	20,237.00	18,213.30	2,023.70	0.00
					0.00
					0.00
					0.00
					0.00
					0.00
No outside rental equipment used.					0.00
					0.00
TOTAL LABOR AND MATERIAL TO COMPLETE		20,237.00	18,213.30	2,023.70	0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of
any kind done or to be done upon or in connection with said work other than above stated.

Signed this 6th

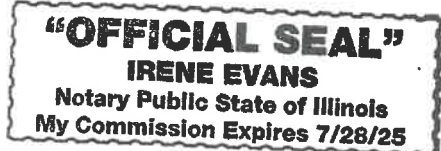
day of January, 2023

Signature: _____

Subscribed and sworn to before me this 6th

day of January, 2023

Notary: _____



WAIVER OF LIEN TO DATE

1977920

STATE OF WISCONSIN

GTY #
LOAN #

COUNTY OF BROWN

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Lo Destro Construction

to furnish Hollow Metal Frames, Hollow Metal Doors, Wood Doors, and Hardware

for the premises known as Palos Heights Public Library

of which Palos Heights is the owner.

THE undersigned, for and in consideration of ONE THOUSAND EIGHT HUNDRED DOLLARS AND NO CENTS
(\$ 1,800.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby
waive and release any and all lien or claim of, or right to, lien under the statutes of the State of Illinois, relating to mechanics' liens, with respect to
and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the
moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or
machinery furnished to this date, by the undersigned for the above-described premises.
INCLUDING EXTRAS*

DATE: 10/31/2022

COMPANY NAME: LAFORCE, LLC
ADDRESS: 1060 WEST MASON ST, GREEN BAY WI 54307

SIGNATURE: Brian Mannering TITLE: PRESIDENT OF LAFORCE, LLC
Brian Mannering

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF WISCONSIN

COUNTY OF BROWN

TO WHOM IT MAY CONCERN:

THE undersigned, being duly sworn, deposes and says that he(she) is Brian Mannering
PRESIDENT of LaForce, LLC
who is the contractor furnishing Hollow Metal Frames, Hollow Metal Doors, Wood Doors, and Hardware work on the building
located at 12501 S 71st Ave; Palos Heights, IL
owned by Palos Heights
That the total amount of the contract including approved extras* is \$ 6,267.00 on which he(she) has received payment of
\$ 3,840.30 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished
material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering
into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material
required to complete said work according to plans and specifications.

NAMES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	PREVIOUSLY PAID	THIS PAYMENT	BALANCE DUE
LaForce, LLC	DOORS, FRAMES, HARDWARE	\$6,267.00	\$3,840.30	\$1,800.00	\$626.70
ALL MATERIAL IS TAKEN FROM OUR FULLY PAID STOCK AND DELIVERED TO THE JOBSITE BY OUR TRUCKS					
ALL LABOR IS PAID IN FULL NO RENTAL EQUIPEMENT USED					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		\$6,267.00	\$3,840.30	\$1,800.00	\$626.70

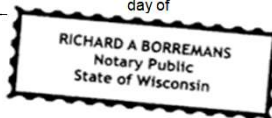
That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to
be done upon or in connection with said work other than above stated.

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Signed this 6th day of January-23

Signature: Brian Mannering
Brian Mannering
PRESIDENT OF LAFORCE, LLC

Subscribed and sworn to before me this 6th day of January-23



Notary Public My Commission Expires: March 3, 2024

WAIVER OF LIEN TO DATE

STATE OF Minnesota
COUNTY OF Hennepin

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Lo Destro Construction Company
to furnish Glass and Glazing
for the premises known as Palos Heights Public Library
of which Palos Heights Publ is the owner.

THE undersigned, for and in consideration of Thirty Three Thousand Three Hundred and no/100
\$33,300.00 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material,
fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE October-31-2022 COMPANY NAME United Glass Inc.
ADDRESS 8340 89th Avenue North Brooklyn Park, MN 55445

SIGNATURE AND TITLE

X Keith Paulson President

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Keith Paulson BEING DULY SWORN, DEPOSES
AND SAYS THAT HE OR SHE IS (POSITION) President OF
(COMPANY NAME) United Glass Inc. WHO IS THE
CONTRACTOR FURNISHING Glass and Glazing WORK ON THE BUILDING
LOCATED AT 12510 S 71st Avenue Palos Heights, IL 60463
OWNED BY Palos Heights Public Library

That the total amount of the contract including extras* is \$37,891.00 on which he or she has received payment of
\$0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that

there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work
or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all
labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
<u>United Glass Inc.</u>	<u>Glass and Glazing</u>	<u>\$ 37,891.00</u>	<u>\$ -</u>	<u>\$ 33,300.00</u>	<u>\$ 4,591.00</u>
					<u>\$ -</u>
					<u>\$ -</u>
					<u>\$ -</u>
					<u>\$ -</u>
					<u>\$ -</u>
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		<u>\$ 37,891.00</u>	<u>\$ -</u>	<u>\$ 33,300.00</u>	<u>\$ 4,591.00</u>

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor
or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE October-31-2022

SIGNATURE: Keith Paulson President

SUBSCRIBED AND SWORN TO BEFORE ME THIS Monday, October 31, 2022

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Beth Lee Gerth
NOTARY PUBLIC

F.1722 R5/96

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PALOS HEIGHTS PUBLIC LIBRARY

PROPOSED COMMITTEE MEETINGS 2023

January 19	Budget & Finance
February 16	Building & Grounds
March 16	Long Range Planning
April 20	Fundraising
May 18	Building & Grounds
June 15	Personnel
August 17	Budget & Finance
September 21	Long Range Planning
October 19	Building & Grounds
November 16	[extra meeting date, if needed]

PALOS HEIGHTS PUBLIC LIBRARY
BOARD OF TRUSTEES

PRESIDENT: Geraldine Burek
VICE PRESIDENT: Rose Zubik
SECRETARY: Susan Snow
TREASURER: Patrick Keough

Geraldine Burek - **Expires: 11/16/24**
321 Pinehurst Drive
Palos Heights, IL 60463-2911
Cell: (708) 921-7711
gburek@phlibrary.org
gbureksdcu@aol.com

Dianne Key – **Expires: 6/7/25**
2802 Medinah Court
Palos Heights, IL 60463
Cell: (708) 489-2497
diannek@phlibrary.org
diannekey@att.net

Steven Foertsch - **Expires: 5/24/25**
12212 S. 69th Avenue
Palos Heights, IL 60463-1624 Home:
(708) 827-5470
Cell: (708) 710-9166
sfoertsch@phlibrary.org
stevenfoertsch5@gmail.com

Hilary Rhodes - **Expires: 10/6/23**
12357 S 73rd Avenue
Palos Heights, IL 60463
Cell: (773) 820-8148
hilaryh@phlibrary.org
hilaryannerhodes@gmail.com

Susan Jankowski - **Expires: 11/16/24**
7410 Ishnala Drive
Palos Heights, IL 60463
Home: (708) 361-1881
Cell: (708) 912-1577
sjankowski@phlibrary.org
s.jankowski@att.net

Susan Snow - **Expires: 11/16/24**
Mail to:
P.O. Box 720
Palos Heights, IL 60463
12112 75th Avenue
Palos Heights, IL 60463-1302
Cell: (708) 751-5154
ssnow@phlibrary.org
snow.susan10@gmail.com

Patrick Keough – Expires: 1/18/25
81 Carriage Trail
Palos Heights, IL 60463
Cell: (773) 991-1659
patrickk@phlibrary.org
patrickkeough7@gmail.com

Rose Zubik - **Expires 5/24/25**
12512 S. 72nd Court
Palos Heights, IL 60463-1409
Cell: (708) 945-6254
rzubik@phlibrary.org
rosezubik1009@gmail.com

2022-2023 LIBRARY BOARD COMMITTEES

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Geri Burek

Steve Foertsch

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Sue Jankowski (Chair)

Hilary Rhodes

Dianne Key

POLICY:

Rose Zubik (Chair)

Susan Snow

PERSONNEL:

Susan Snow (Chair)

Patrick Keough

Rose Zubik

BUILDING & GROUNDS:

Steve Foertsch (Chair)

Geri Burek

Sue Jankowski

NOMINATING:

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Susan Snow

Dianne Key

FUNDRAISING:

Geri Burek (Chair)

Sue Jankowski

Patrick Keough

FRIENDS OF THE LIBRARY LIASON:

Sue Jankowski

ETHICS OFFICER: Susan Snow

CITY COUNCIL LIAISON(S):

Geri Burek

LEGISLATIVE LIAISON:

Geri Burek