



BOARD OF TRUSTEES MEETING AGENDA

October 16, 2025

- CALL TO ORDER: 6:30pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the September 18, 2025 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for September 2025 for \$152,862.79
Approval of the Treasurer's report for the month ending Sep. 30, 2025
- PRESIDENT'S REPORT
- DIRECTOR'S REPORT
- CORRESPONDENCE
- COMMITTEE REPORTS: Budget & Finance – John Peltz
Building & Grounds – Steve Foertsch
Ethics Officer – Susan Snow
Friends of the Library Liaison – Sue Jankowski
Long Range Planning – Sue Jankowski
Nominating – Hilary Rhodes
Personnel – Dianne Key
Policy – Rose Zubik
- UNFINISHED BUSINESS: 1. Presentation on Parliamentary Procedure and Trusteeship by Nancy Sylvester
- NEW BUSINESS: 2. Approval of 2026 Library Closing Dates
3. Approval of 2026 Regular Board Meeting Dates
4. Approval of Staff Appreciation Awards for \$4,425.00
5. Approval of 2025 Palmer Award Recipient(s)
6. Presentation of Committee Assignments for 2025-2026
- ADJOURNMENT
- NEXT MEETING: Thursday, November 20, 2025

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

Palos Heights Library Board Meeting

September 18, 2025 Minutes

1. The meeting was called to order at 6:35pm by Treasurer John Peltz, acting as President for tonight's meeting. The following trustees were present: Dianne Key, Patrick Keough, Hilary Rhodes, John Peltz, and Steve Foertsch. Susan Snow, Rose Zubik, Maria Koeppen and Sue Jankowski were absent.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager and Tina Ruszala, Head of Youth & Teen Services. Nancy Sylvester joined us on Zoom for the first New Business Item.
3. No members of the public attended and there was no public comment.
4. **New Business Item 1:** Presentation on Parliamentary Procedure and Trusteeship by Nancy Sylvester on Zoom with an attached handout and notes.
5. Trustee Keough moved to approve the minutes of the August regular board meeting and Trustee Key seconded. The minutes were approved by a voice vote.
6. **Treasurer's Report**
 - a. Trustee Keough moved to approve the General Fund bills for August 2025 for \$153,346.43. His motion was seconded by Trustee Rhodes. On a roll call vote, the motion carried.
 - b. Trustee Keough moved to approve the Treasurer's report for the month ending Aug. 31, 2025. His motion was seconded by Trustee Key. On a roll call vote, the motion carried.
7. No President's Report
8. **Director's Report:** In addition to Jesse Blazek's written report:
 - a. The Friends of the Library had the first meeting of the year last week - The Novel Idea event beforehand had about 15 attendees and about 15 at the Friends meeting.
 - b. Keeping a close eye on the County's tax bills/disbursements this fall, as they are late again. Working with the city of Palos Heights on the possible need for a loan.
9. There was no correspondence.
10. There were no committee reports.
11. **Additional New Business**
 - a. A motion to approve the Bid Documents for Building Envelope Repair Project was made by Steve Foertsch and was seconded by Dianne Key. On a roll call vote, the motion carried.
 - b. A motion to approve the FY2026 Budget was made by Patrick Keough and seconded by Steve Foertsch. On a roll call vote, the motion carried.
 - c. A motion to approve the FY2025 Levy was made by Patrick Keough and seconded by Dianne Key. On a roll call vote, the motion carried.

- d. A motion was made by Patrick Keough to approve the annual Library Director's evaluation results, presented by Dianne Key and the Personnel Committee. Steve Foertsch seconded, and on a roll call vote the motion carried.
- e. A motion was made by Hilary Rhodes to approve the Slate of Officers for 2025-2026 Term as follows:
 - i. President: Trustee Zubik
 - ii. Vice President: Trustee Keough
 - iii. Treasurer: Trustee Peltz
 - iv. Secretary: Trustee Rhodes

Dianne Key seconded, and the motion carried on a voice vote.

- 12. On a motion by Trustee Keough and a second by Trustee Key. Trustee Peltz adjourned the meeting at 7:58pm.
- 13. The next board meeting is Thursday, October 16 at **6:30pm**. The meeting is starting early for further education on Parliamentary Procedure by Nancy Sylvester.



| | GENERAL | SPECIAL RESERVE | TOTAL |
|--|---------------------|-------------------|---------------------|
| REVENUES | | | |
| PROPERTY TAXES | \$5,388.59 | | \$5,388.59 |
| CORPORATE REPLACEMENT TAX | \$0.00 | | \$0.00 |
| DIRECT REVENUES | | | |
| FRONT DESK | | | |
| » Fines/Lost/Damaged | \$751.53 | | \$751.53 |
| » Non Resident Cards | \$0.00 | | \$0.00 |
| » Miscellaneous | \$329.74 | | \$329.74 |
| MISCELLANEOUS REIMBURSEMENTS | | | |
| » Book Sale | \$938.75 | | \$938.75 |
| » Miscellaneous | \$1,230.69 | | \$1,230.69 |
| DONATIONS/GIFTS | | | |
| » Restricted | \$25.00 | | \$25.00 |
| » Annual Fundraising | \$66.80 | | \$66.80 |
| » Planned Giving (Trusts/Wills) | \$0.00 | | \$0.00 |
| COPIER | \$851.70 | | \$851.70 |
| GRANTS | \$0.00 | | \$0.00 |
| INTEREST | \$1,227.12 | \$1.97 | \$1,229.09 |
| TOTAL REVENUES | \$10,809.92 | \$1.97 | \$10,811.89 |
| EXPENDITURES | | | |
| PERSONNEL SERVICES | | | |
| » Operational Salaries | \$75,798.87 | | \$75,798.87 |
| » Employee Benefits | \$25,258.39 | | \$25,258.39 |
| » Staff & Board Development | -\$658.07 | | -\$658.07 |
| CONTRACTUAL SERVICES | \$12,268.40 | | \$12,268.40 |
| BUILDING MAINTENANCE | \$4,146.96 | | \$4,146.96 |
| INSURANCE | \$0.00 | | \$0.00 |
| UTILITIES | \$1,828.89 | | \$1,828.89 |
| SUPPLIES | \$2,453.56 | | \$2,453.56 |
| CAPITAL EXPENSES | \$18,395.70 | | \$18,395.70 |
| MEDIA | \$10,124.53 | | \$10,124.53 |
| REIMBURSEMENTS | \$3,245.56 | | \$3,245.56 |
| SR PROJECTS | \$0.00 | | \$0.00 |
| TOTAL EXPENDITURES | \$152,862.79 | \$0.00 | \$152,862.79 |
| REVENUES OVER EXPENDITURES | | | |
| EXCESS (DIFICIENCY) | -\$142,052.87 | \$1.97 | -\$142,050.90 |
| OTHER FINANCING SOURCES (USES) | | | |
| **Transfer in | \$0.00 | \$0.00 | \$0.00 |
| **Transfer out | \$0.00 | \$0.00 | \$0.00 |
| **Adjustments | \$0.00 | \$0.00 | \$0.00 |
| TOTAL OTHER FINANCING SOURCES | \$0.00 | \$0.00 | \$0.00 |
| NET CHANGE IN FUND BALANCES | -\$142,052.87 | \$1.97 | -\$142,050.90 |
| FUND BALANCES, BEGINNING OF MONTH | \$554,881.54 | \$3,170.82 | \$558,052.36 |
| END OF MONTH | \$412,828.67 | \$3,172.79 | \$416,001.46 |



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
MONTH ENDING: SEPTEMBER 2025**

| | BUDGETED AMOUNTS | | Actual | Variance | Balance % |
|---|-----------------------|-----------------------|-----------------------|-----------------------|----------------|
| | Original | Final | | With Final Budget | |
| REVENUES | | | | | |
| PROPERTY TAXES | \$1,984,410.78 | \$1,984,410.78 | \$1,026,979.04 | \$957,431.74 | 51.75% |
| CORPORATE REPLACEMENT TAX | \$25,000.00 | \$25,000.00 | \$14,662.24 | \$10,337.76 | 58.65% |
| DIRECT REVENUES | | | | | |
| FRONT DESK | | | | | |
| Fines/Lost/Damaged | \$2,500.00 | \$2,500.00 | \$2,320.68 | \$179.32 | 92.83% |
| Cards - Non Resident Only | \$1,800.00 | \$1,800.00 | \$1,034.27 | \$765.73 | 57.46% |
| Miscellaneous | \$3,500.00 | \$3,500.00 | \$2,838.13 | \$661.87 | 81.09% |
| MISCELLANEOUS REIMBURSEMENTS | | | | | |
| Book Sale | \$11,000.00 | \$11,000.00 | \$12,694.00 | -\$1,694.00 | 115.40% |
| Miscellaneous | \$12,784.00 | \$12,784.00 | \$11,465.55 | \$1,318.45 | 89.69% |
| DONATIONS / GIFTS | | | | | |
| Restricted | \$1,000.00 | \$1,000.00 | \$1,225.00 | -\$225.00 | 122.50% |
| Unrestricted | \$15,000.00 | \$15,000.00 | \$1,254.71 | \$13,745.29 | 8.36% |
| Planned Giving | \$15,000.00 | \$15,000.00 | \$0.00 | \$15,000.00 | 0.00% |
| COPIER | \$4,000.00 | \$4,000.00 | \$6,322.25 | -\$2,322.25 | 158.06% |
| GRANTS | \$17,800.30 | \$17,800.30 | \$17,800.30 | \$0.00 | 100.00% |
| INTEREST | \$30,075.00 | \$30,075.00 | \$22,161.39 | \$7,913.61 | 73.69% |
| TOTAL REVENUES | \$2,123,870.08 | \$2,123,870.08 | \$1,120,757.56 | \$1,003,112.52 | 52.77% |
| PERSONNEL SERVICES | | | | | |
| Operational Salaries | \$1,008,943.42 | \$1,008,943.42 | \$719,785.05 | -\$289,158.37 | -28.66% |
| Employee Benefits | \$319,423.19 | \$319,423.19 | \$230,027.29 | -\$89,395.90 | -27.99% |
| Staff & Board Development | \$11,800.00 | \$11,800.00 | \$10,027.66 | -\$1,772.34 | -15.02% |
| CONTRACTUAL SERVICES | \$192,077.83 | \$192,077.83 | \$131,828.28 | -\$60,249.55 | -31.37% |
| BUILDING MAINTENANCE | \$51,121.59 | \$51,121.59 | \$41,384.78 | -\$9,736.81 | -19.05% |
| INSURANCE | \$25,279.51 | \$25,279.51 | \$25,572.11 | \$292.60 | 1.16% |
| UTILITIES | \$12,890.20 | \$12,890.20 | \$9,110.80 | -\$3,779.40 | -29.32% |
| SUPPLIES | \$28,620.00 | \$28,620.00 | \$19,522.74 | -\$9,097.26 | -31.79% |
| CAPITAL EXPENSES | \$195,523.97 | \$195,523.97 | \$85,659.92 | -\$109,864.05 | -56.19% |
| MEDIA | \$170,585.00 | \$170,585.00 | \$108,016.37 | -\$62,568.63 | -36.68% |
| REIMBURSEMENTS | \$48,894.37 | \$48,894.37 | \$43,762.80 | -\$5,131.57 | -10.50% |
| SR PROJECTS | \$58,711.00 | \$58,711.00 | \$61,834.33 | \$3,123.33 | 5.32% |
| TOTAL EXPENDITURES | \$2,123,870.08 | \$2,123,870.08 | \$1,486,532.13 | -\$637,337.95 | -30.01% |
| REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY) | \$0.00 | \$0.00 | -\$365,774.57 | \$365,774.57 | |
| OTHER FINANCING USES | | | | | |
| Transfer In | | | \$0.00 | | |
| Transfer Out (Special Reserve Transfer) | | | \$0.00 | | |
| TOTAL OTHER FINANCING USES | | | \$0.00 | | |
| NET CHANGE IN FUND BALANCE | | | -\$365,774.57 | | |
| FUND BALANCE | | | | | |
| BEGINNING OF YEAR | | | \$603,369.11 | | |
| YTD MONTH ENDING | | | \$237,594.54 | | |
| | | | -\$734,050.69 | | |



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: SEPTEMBER 2025**

| | BUDGET 2025 | CURRENT MONTH | EXPENDITURES Y.T.D. | REMAINING BALANCE | PERCENTAGE REMAINING |
|--|-----------------------|---------------------|------------------------|----------------------|-------------------------|
| PERSONNEL SERVICES | | | | | |
| OPERATIONAL SALARIES | | | | | |
| 4311 SALARIED EMPLOYEES | \$774,582.04 | \$58,724.16 | \$551,518.08 | \$223,063.96 | 28.80% |
| 4312 HOURLY EMPLOYEES | \$229,111.38 | \$17,074.71 | \$167,591.97 | \$61,519.41 | 26.85% |
| 4313 ADDITIONAL COMPENSATION | \$5,250.00 | \$0.00 | \$675.00 | \$4,575.00 | 87.14% |
| TOTAL OPERATIONAL SALARIES | \$1,008,943.42 | \$75,798.87 | \$719,785.05 | \$289,158.37 | 28.66% |
| EMPLOYEE BENEFITS | | | | | |
| 4331 ILL. MUNI. RETIREMENT FUND | \$84,082.63 | \$6,284.48 | \$58,408.03 | \$25,674.60 | 30.53% |
| 4332 SOCIAL SECURITY - FICA | \$76,778.12 | \$5,746.71 | \$54,554.02 | \$22,224.10 | 28.95% |
| 4333 INSURANCE | \$157,362.44 | \$13,227.20 | \$116,683.24 | \$40,679.20 | 25.85% |
| 4334 CLOTHING | \$1,200.00 | \$0.00 | \$382.00 | \$818.00 | 68.17% |
| TOTAL EMPLOYEE BENEFITS | \$319,423.19 | \$25,258.39 | \$230,027.29 | \$89,395.90 | 27.99% |
| STAFF & BOARD DEVELOPMENT | | | | | |
| 4351 MEMBERSHIP FEES | \$2,400.00 | \$0.00 | \$2,858.99 | -\$458.99 | -19.12% |
| 4352 BOARD DEVELOPMENT | \$800.00 | \$0.00 | \$310.00 | \$490.00 | 61.25% |
| 4353 ADMINISTRATOR | \$500.00 | \$0.00 | \$500.00 | \$0.00 | 0.00% |
| 4354 PROFESSIONAL STAFF | \$6,000.00 | -\$928.46 | \$4,607.05 | \$1,392.95 | 23.22% |
| 4355 SUPPORT STAFF | \$1,000.00 | \$80.65 | \$1,000.00 | \$0.00 | 0.00% |
| 4356 MILEAGE REIMBURSEMENT | \$1,100.00 | \$189.74 | \$751.62 | \$348.38 | 31.67% |
| TOTAL STAFF & BOARD DEVELOPMENT | \$11,800.00 | -\$658.07 | \$10,027.66 | \$1,772.34 | 15.02% |
| GROUP TOTAL PERSONNEL SERVICES | \$1,340,166.61 | \$100,399.19 | \$959,840.00 | \$380,326.61 | 28.38% |
| CONTRACTUAL SERVICES | | | | | |
| PROFESSIONAL SERVICES | | | | | |
| 4361 AUDIT FEES | \$7,450.00 | \$0.00 | \$7,450.00 | \$0.00 | 0.00% |
| 4362 LEGAL FEES | \$2,000.00 | \$0.00 | \$833.00 | \$1,167.00 | 58.35% |
| 4363 CONSULTANT FEES | \$500.00 | \$0.00 | \$94.39 | \$405.61 | 81.12% |
| 4364 APPRAISAL | \$650.00 | \$0.00 | \$0.00 | \$650.00 | 100.00% |
| 4365 ACCOUNTANT | \$4,950.00 | \$365.00 | \$3,425.00 | \$1,525.00 | 30.81% |
| TOTAL PROFESSIONAL SERVICES | \$15,550.00 | \$365.00 | \$11,802.39 | \$3,747.61 | 24.10% |
| OUTSIDE SERVICES | | | | | |
| 4412 PAYROLL SERVICES | \$5,040.00 | \$262.26 | \$2,677.30 | \$2,362.70 | 46.88% |
| 4414 ALARM | \$3,600.00 | \$744.00 | \$3,244.00 | \$356.00 | 9.89% |
| 4416 MAINTENANCE | \$40,500.00 | \$2,916.32 | \$28,247.96 | \$12,252.04 | 30.25% |
| 4417 SWAN | \$30,000.00 | \$0.00 | \$20,671.25 | \$9,328.75 | 31.10% |
| 4418 TECHNOLOGY | \$40,000.00 | \$5,186.96 | \$28,390.05 | \$11,609.95 | 29.02% |
| TOTAL OUTSIDE SERVICES | \$119,140.00 | \$9,109.54 | \$83,230.56 | \$35,909.44 | 30.14% |
| PRINTING | | | | | |
| 4424 NEWSLETTER PRINTING | \$19,387.83 | \$0.00 | \$9,589.65 | \$9,798.18 | 50.54% |
| TOTAL PRINTING | \$19,387.83 | \$0.00 | \$9,589.65 | \$9,798.18 | 50.54% |
| PROGRAMMING | | | | | |
| 4451 YOUTH & TEEN PROGRAMMING | \$11,000.00 | \$671.18 | \$9,970.02 | \$1,029.98 | 9.36% |
| 4452 PUBLIC SERVICES PROGRAMMING | \$14,000.00 | \$1,181.00 | \$10,813.86 | \$3,186.14 | 22.76% |
| 4454 GENERAL PROGRAMMING | \$10,000.00 | \$854.74 | \$4,957.98 | \$5,042.02 | 50.42% |
| TOTAL PROGRAMMING | \$35,000.00 | \$2,706.92 | \$25,741.86 | \$9,258.14 | 26.45% |
| PUBLIC RELATIONS | | | | | |
| 4461 Public Relations | \$3,000.00 | \$86.94 | \$1,463.82 | \$1,536.18 | 51.21% |
| TOTAL PUBLIC RELATIONS | \$3,000.00 | \$86.94 | \$1,463.82 | \$1,536.18 | 51.21% |
| GROUP TOTAL CONTRACTUAL SERVICES | \$192,077.83 | \$12,268.40 | \$131,828.28 | \$60,249.55 | 31.37% |



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: SEPTEMBER 2025**

| | BUDGET 2025 | CURRENT MONTH | EXPENDITURES Y.T.D. | REMAINING BALANCE | PERCENTAGE REMAINING |
|--|---------------------|--------------------|------------------------|----------------------|-------------------------|
| BUILDING MAINTENANCE | | | | | |
| REPAIRS & MAINTENANCE | | | | | |
| 4431 PEST CONTROL | \$856.68 | \$68.79 | \$611.33 | \$245.35 | 28.64% |
| 4432 HEATING/COOLING SERVICE | \$13,000.00 | \$0.00 | \$13,000.00 | \$0.00 | 0.00% |
| 4434 BUILDING REPAIRS | \$12,000.00 | \$630.00 | \$10,624.86 | \$1,375.14 | 11.46% |
| 4436 LAWN MAINTENANCE | \$10,053.30 | \$956.63 | \$6,520.73 | \$3,532.57 | 35.14% |
| 4437 SNOW REMOVAL | \$6,751.61 | \$1,860.00 | \$3,627.00 | \$3,124.61 | 46.28% |
| TOTAL REPAIRS & MAINTENANCE | \$42,661.59 | \$3,515.42 | \$34,383.92 | \$8,277.67 | 19.40% |
| EQUIPMENT MAINTENANCE | | | | | |
| 4531 COPIER | \$8,220.00 | \$631.54 | \$6,794.61 | \$1,425.39 | 17.34% |
| 4533 OTHER EQUIPMENT | \$240.00 | \$0.00 | \$206.25 | \$33.75 | 14.06% |
| TOTAL EQUIPMENT MAINTENANCE | \$8,460.00 | \$631.54 | \$7,000.86 | \$1,459.14 | 17.25% |
| GROUP TOTAL BUILDING MAINTENANCE | \$51,121.59 | \$4,146.96 | \$41,384.78 | \$9,736.81 | 19.05% |
| INSURANCE | | | | | |
| 4441 BLDG. & CONTENTS/GLASS/LIMRICC | \$23,451.56 | \$0.00 | \$23,420.11 | \$31.45 | 0.13% |
| 4443 DISABILITY (WORKMEN'S COMP) | \$1,827.95 | \$0.00 | \$2,152.00 | -\$324.05 | -17.73% |
| GROUP TOTAL INSURANCE | \$25,279.51 | \$0.00 | \$25,572.11 | -\$292.60 | -1.16% |
| UTILITIES | | | | | |
| 4472 WATER | \$3,000.00 | \$828.59 | \$2,413.96 | \$586.04 | 19.53% |
| 4473 GAS | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | 100.00% |
| 4474 TELEPHONE/FAX | \$2,369.60 | \$194.72 | \$1,573.61 | \$795.99 | 33.59% |
| 4475 INTERNET/LOCAL AREA NET | \$5,520.60 | \$805.58 | \$5,123.23 | \$397.37 | 7.20% |
| GROUP TOTAL UTILITIES | \$12,890.20 | \$1,828.89 | \$9,110.80 | \$3,779.40 | 29.32% |
| SUPPLIES | | | | | |
| OFFICE SUPPLIES | | | | | |
| 4511 PUBLIC SERVICES SUPPLIES | \$1,000.00 | \$126.15 | \$921.13 | \$78.87 | 7.89% |
| 4512 YOUTH & TEEN SERVICES SUPPLIES | \$2,000.00 | \$677.19 | \$1,917.18 | \$82.82 | 4.14% |
| 4514 BUSINESS OFFICE SUPPLIES | \$3,200.00 | \$341.26 | \$2,450.32 | \$749.68 | 23.43% |
| 4515 TECHNICAL SERVICES SUPPLIES | \$6,000.00 | \$651.32 | \$4,265.11 | \$1,734.89 | 28.91% |
| 4516 CIRCULATION SUPPLIES | \$3,050.00 | \$0.00 | \$1,102.15 | \$1,947.85 | 63.86% |
| 4518 LOCAL HISTORY SUPPLIES | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 100.00% |
| 4519 HOSPITALITY SUPPLIES | \$1,200.00 | \$104.45 | \$559.99 | \$640.01 | 53.33% |
| TOTAL OFFICE SUPPLIES | \$16,950.00 | \$1,900.37 | \$11,215.88 | \$5,734.12 | 33.83% |
| JANITORIAL/CLEANING SUPPLIES | | | | | |
| 4541 MAINTENANCE/CLEANING SUPPLIES | \$5,350.00 | \$524.14 | \$4,639.95 | \$710.05 | 13.27% |
| TOTAL JANITORIAL/CLEANINGSUPPLIES | \$5,350.00 | \$524.14 | \$4,639.95 | \$710.05 | 13.27% |
| MAILING EXPENSES & FEES | | | | | |
| 4551 POSTAGE & HANDLING | \$650.00 | \$29.05 | \$388.29 | \$261.71 | 40.26% |
| 4553 BULK FEES & PERMITS | \$5,670.00 | \$0.00 | \$3,278.62 | \$2,391.38 | 42.18% |
| TOTAL OFFICE EXPENSE | \$6,320.00 | \$29.05 | \$3,666.91 | \$2,653.09 | 41.98% |
| GROUP TOTAL SUPPLIES | \$28,620.00 | \$2,453.56 | \$19,522.74 | \$9,097.26 | 31.79% |
| CAPITAL EXPENSES | | | | | |
| 4631 SPECIAL RESERVES REPLENISHMENT | \$195,523.97 | \$18,395.70 | \$85,659.92 | \$109,864.05 | 56.19% |
| GROUP TOTAL CAPITAL EXPENSES | \$195,523.97 | \$18,395.70 | \$85,659.92 | \$109,864.05 | 56.19% |



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: SEPTEMBER 2025**

| | BUDGET 2025 | CURRENT MONTH | EXPENDITURES Y.T.D. | REMAINING BALANCE | PERCENTAGE REMAINING |
|---|------------------------|--------------------------|--------------------------------|------------------------------|---------------------------------|
| MEDIA - LIBRARY SUPPLIES | | | | | |
| 4710A DATABASES - Adult | \$25,000.00 | \$0.00 | \$14,148.24 | \$10,851.76 | 43.41% |
| 4710B DATABASES - Youth | \$4,700.00 | \$1,160.00 | \$4,529.82 | \$170.18 | 3.62% |
| 4711 PERIODICALS | \$12,000.00 | \$513.71 | \$2,335.75 | \$9,664.25 | 80.54% |
| 4714 LARGE PRINT | \$5,250.00 | \$413.78 | \$2,692.72 | \$2,557.28 | 48.71% |
| 4715 BOOKS - Adult | \$32,900.00 | \$2,379.58 | \$18,695.24 | \$14,204.76 | 43.18% |
| 4716 BOOKS - Youth | \$33,000.00 | \$3,009.39 | \$22,717.88 | \$10,282.12 | 31.16% |
| 4717 VIDEOS - Adult | \$4,000.00 | \$252.65 | \$2,450.01 | \$1,549.99 | 38.75% |
| 4718 VIDEOS - Youth | \$800.00 | \$80.97 | \$505.29 | \$294.71 | 36.84% |
| 4719 AUDIOBOOKS/PLAYAWAYS - Adult | \$2,000.00 | \$204.96 | \$1,135.75 | \$864.25 | 43.21% |
| 4720 AUDIOBOOKS/PLAYAWAYS - Youth | \$3,750.00 | \$0.00 | \$3,685.67 | \$64.33 | 1.72% |
| 4721 SOFTWARE | \$10,188.15 | \$439.80 | \$7,501.89 | \$2,686.26 | 26.37% |
| 4722 REALIA | \$1,000.00 | \$0.00 | \$306.02 | \$693.98 | 69.40% |
| 4723A VIDEO GAMES - Youth | \$1,300.00 | \$138.88 | \$1,221.14 | \$78.86 | 6.07% |
| 4724 GADGETS & GIZMOS | \$1,000.00 | \$23.95 | \$472.15 | \$527.85 | 52.79% |
| 4725A E-BOOKS - Adult | \$12,000.00 | \$761.66 | \$10,281.57 | \$1,718.43 | 14.32% |
| 4725B E-AUDIOBOOKS - ADULT | \$14,000.00 | \$745.20 | \$11,967.43 | \$2,032.57 | 14.52% |
| 4726 EBOOKS - Youth | \$3,500.00 | \$0.00 | \$3,369.80 | \$130.20 | 3.72% |
| 4727 PRESS READER | \$4,196.85 | \$0.00 | \$0.00 | \$4,196.85 | 100.00% |
| GROUP TOTAL MEDIA | \$170,585.00 | \$10,124.53 | \$108,016.37 | \$62,568.63 | 36.68% |
| MISCELLANEOUS - REIMBURSEMENTS | | | | | |
| 4900 MISCELLANEOUS | \$19,094.07 | \$1,332.59 | \$11,197.79 | \$7,896.28 | 41.35% |
| 4902 PER CAPITA / OTHER GRANTS | \$17,800.30 | \$0.00 | \$17,800.30 | \$0.00 | 0.00% |
| 4904 FRIENDS - BOOK SALES | \$11,000.00 | \$1,865.64 | \$13,527.89 | -\$2,527.89 | -22.98% |
| 4906a RESTRICTED DONATIONS | \$1,000.00 | \$47.33 | \$1,236.82 | -\$236.82 | -23.68% |
| GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS | \$48,894.37 | \$3,245.56 | \$43,762.80 | \$5,131.57 | 10.50% |
| SPECIAL RESERVE PROJECTS | | | | | |
| 7001 SPECIAL RESERVE - PROJECTS | \$58,711.00 | \$0.00 | \$61,834.33 | -\$3,123.33 | -5.32% |
| GROUP TOTAL SPECIAL RESERVES - PROJECTS | \$58,711.00 | \$0.00 | \$61,834.33 | -\$3,123.33 | -5.32% |
| TOTAL EXPENDITURES | \$2,123,870.08 | \$152,862.79 | \$1,486,532.13 | \$637,337.95 | 30.01% |



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

| Type | Date | Num | Memo | Amount |
|--|---------------|---------------|--|--|
| Adducci Vega Financial Group, LLC | | | | |
| 09/12/2025 | Check | 6190 | 08 August Reconciliation Invoice 202063895 | 365.00 |
| Total for Adducci Vega Financial Group, LLC | | | | \$365.00 |
| Amazon | | | | |
| 09/03/2025 | Expense | AMAZON PORTAL | 1X6G-Y4P4-4GGN Tech monitor and scanner | 4418 Technology 237.07 |
| 09/03/2025 | Expense | AMAZON PORTAL | 1RR3-CKQW-DGLC Tech surface dock | 4418 Technology 229.89 |
| 09/03/2025 | Expense | AMAZON PORTAL | 1RX7-X19P-963N Kirby Switch | 4723B Video Games - Youth 79.00 |
| 09/05/2025 | Expense | AMAZON PORTAL | 1QH1-RXNW-J7G1 Surface keyboard | 4511 Public Services - Supplies 117.61 |
| 09/08/2025 | Expense | AMAZON PORTAL | 1FHL-J6K1-C1PF | 4511 Public Services - Supplies 8.54 |
| 09/08/2025 | Expense | AMAZON PORTAL | 1J9W-KRWJ-CYHX Caulk Gun | 4541 Maintenance/Cleaning Supplies 10.16 |
| 09/09/2025 | Expense | AMAZON PORTAL | 1767-9MDP-CQFD Poster Printer ink | 4514 Business Office - Supplies 193.89 |
| 09/10/2025 | Expense | AMAZON PORTAL | 1RGR-CT3P-MRD7 Base Caulk | 4541 Maintenance/Cleaning Supplies 6.58 |
| 09/10/2025 | Expense | AMAZON PORTAL | 1VM3-PRKT-R3HL Novel Idea book giveaway | 4900 Miscellaneous - Reimbursements 11.51 |
| 09/10/2025 | Expense | AMAZON PORTAL | 1CJ1-6HTJ-M63P Novel Idea book giveaway | 4900 Miscellaneous - Reimbursements 9.69 |
| 09/12/2025 | Expense | AMAZON PORTAL | 1K3M-V7YM-6R67 Fan Con | 4454 General Programming 18.88 |
| 09/12/2025 | Expense | AMAZON PORTAL | 134G-TKY1-NYFH Video Games Jun25 | 4723B Video Games - Youth 59.88 |
| 09/15/2025 | Expense | AMAZON PORTAL | 1WQG-FFXD-DMY1 (1) multifold towels | 4541 Maintenance/Cleaning Supplies 41.49 |
| 09/15/2025 | Expense | AMAZON PORTAL | 1WQG-FFXD-DMY1 (1) Toilet paper | 4541 Maintenance/Cleaning Supplies 8.98 |
| 09/19/2025 | Expense | AMAZON PORTAL | 1FPT-LKJ-7CAP Hot cups | 4519 Hospitality - Supplies 104.45 |
| 09/19/2025 | Expense | AMAZON PORTAL | 16KY-WCJY-4XMP Wisinski from Southwest Womens Club | 4906a Reimb. - Restricted Donations 14.84 |
| 09/19/2025 | Expense | AMAZON PORTAL | 1JW3-VVVM-FN69 Fan Con | 4454 General Programming 13.68 |
| 09/16/2025 | Expense | AMAZON PORTAL | 1WPJ-MWHG-9VXW Wisinski from Southwest Womens Club | 4906a Reimb. - Restricted Donations 15.99 |
| 09/16/2025 | Expense | AMAZON PORTAL | 1LYG-PN6D-CMN9 Wet floor cones | 4541 Maintenance/Cleaning Supplies 27.99 |
| 09/17/2025 | Expense | AMAZON PORTAL | 1MRC-71Y7-4P9X Reimb. Book | 4900 Miscellaneous - Reimbursements 16.50 |
| 09/17/2025 | Expense | AMAZON PORTAL | 1WVK-4LXQ-4QCJ | 4512 Youth & Teen - Supplies 129.16 |
| 09/18/2025 | Expense | AMAZON PORTAL | 19WL-446L-74QL | 4514 Business Office - Supplies 65.45 |
| 09/18/2025 | Expense | AMAZON PORTAL | 1HN6-N96W-4PH6 Fab Lab | 4904 Reimb. - Friends Book Sales 160.64 |
| 09/18/2025 | Expense | AMAZON PORTAL | 1W47-HXPT-77JJ Supplies | 4515 Technical Services - Supplies 68.58 |
| 09/22/2025 | Expense | AMAZON PORTAL | 1H7J-7J6K-69V7 2cs Copy Paper | 4514 Business Office - Supplies 81.92 |
| 09/23/2025 | Expense | AMAZON PORTAL | 1F4V-VRT9-3J9H (1) Multifold towel | 4541 Maintenance/Cleaning Supplies 37.03 |
| 09/23/2025 | Expense | AMAZON PORTAL | 1F4V-VRT9-3J9H Toilet paper | 4541 Maintenance/Cleaning Supplies 37.40 |
| 09/25/2025 | Expense | AMAZON PORTAL | 1GNN-LDXW-DGXM FAN CON | 4454 General Programming 61.46 |
| 09/25/2025 | Expense | AMAZON PORTAL | 1WHP-JF7N-6VKD Wisinski from Southwest Womens Club | 4906a Reimb. - Restricted Donations 16.50 |
| 09/29/2025 | Expense | AMAZON PORTAL | 1H43-1XHJ-TFJD (1) Multifold towels | 4541 Maintenance/Cleaning Supplies 40.15 |
| 09/29/2025 | Expense | AMAZON PORTAL | 1RRW-411M-R7WM (8) 12PK Toilet paper | 4541 Maintenance/Cleaning Supplies 65.66 |
| 09/29/2025 | Expense | AMAZON PORTAL | 1MCG-9367-LG9R Hot cups for hot chocolate | 4454 General Programming 153.84 |
| 09/29/2025 | Expense | AMAZON PORTAL | 1PN4-RF1G-61Q1 (12) Cans of hot chocolate | 4454 General Programming 92.40 |
| 9/30/2025 | Expense | AMAZON PORTAL | 179W-CVLF-FPP3 | 4715 Books - Adult 41.80 |
| 9/30/2025 | Expense | AMAZON PORTAL | 1931-FD3T-FLNG Switch Case | 4724 Gadgets & Gizmos 23.95 |
| Total for Amazon | | | | \$2,302.56 |
| Anderson Pest Solutions | | | | |
| 09/12/2025 | Check | 6192 | Invoice 92904601 | 4431 Pest Control 68.79 |
| Total for Anderson Pest Solutions | | | | \$68.79 |
| At&T - Fiber Line | | | | |
| 09/25/2025 | Check | 6199 | 7625407017 | 4475 Internet 805.58 |
| Total for At&T - Fiber Line | | | | \$805.58 |
| Baker & Taylor L5346512 Youth Books | | | | |
| 09/03/2025 | Check | 6182 | 08 Aug YTS | 4716 Books - Youth 7.79 |
| 09/03/2025 | Check | 6182 | 08 Aug shipping | 4716 Books - Youth 0.23 |
| Total for Baker & Taylor L5346512 Youth Books | | | | \$8.02 |
| Building Technology Consultants, Inc. | | | | |
| 09/23/2025 | Check | 6198 | Invoice 14070 Window Design completion 90% | 4631 Contingency / Special Reserves Replenishment 8,775.00 |
| Total for Building Technology Consultants, Inc. | | | | \$8,775.00 |
| Catherine Suchy | | | | |
| 09/03/2025 | Check | 23136 | 9.18.25 Miniature Library Craft | 4452 Public Services Programming 181.00 |
| Total for Catherine Suchy | | | | \$181.00 |
| CIT | | | | |
| 09/08/2025 | Check | 6186 | Invoice 47749933 | 4531 Copier 631.54 |
| Total for CIT | | | | \$631.54 |
| City Of Palos Heights IMRF | | | | |
| 09/29/2025 | Check | | 09 September Payment | 4331 IMRF III. Muni. Ret. Fund 6,284.48 |
| 09/30/2025 | Journal Entry | 111 | 4.5% | 4311 Salaried Employees 2,642.60 |
| 09/30/2025 | Journal Entry | 111 | 4.5% | 4312 Hourly Employees 237.27 |
| 09/30/2025 | Journal Entry | 112 | VIMRF | 4311 Salaried Employees 1,440.40 |
| Total for City Of Palos Heights IMRF | | | | \$10,604.75 |



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

| Type | Date | Num | Memo | Amount |
|---|---------------|---------|--|--|
| City of Palos Hts. - Water Bill | | | | |
| 09/08/2025 | Check | 23140 | Monthly bill | 4472 Water 526.27 |
| 09/17/2025 | Check | 6195 | Monthly bill | 4472 Water 302.32 |
| Total for City of Palos Hts. - Water Bill | | | | \$828.59 |
| ComEd | | | | |
| 09/12/2025 | Check | 6191 | Billing through 9.3.25 | 4631 Contingency / Special Reserves Replenishment 5,106.95 |
| Total for ComEd | | | | \$5,106.95 |
| Cosmopolitan Building Services | | | | |
| 09/09/2025 | Check | 6187 | 09 Sept 25 Janitorial Services Invoice 6652 | 4416 Maintenance 2,722.50 |
| Total for Cosmopolitan Building Services | | | | \$2,722.50 |
| Crosstown Exotics | | | | |
| 09/03/2025 | Check | 23138 | 9.13.25 Reptile Show | 4451 Youth & Teen Programming 350.00 |
| Total for Crosstown Exotics | | | | \$350.00 |
| Demco | | | | |
| 09/03/2025 | Check | 6178 | Invoice 7679779 | 4515 Technical Services - Supplies 196.60 |
| Total for Demco | | | | \$196.60 |
| Everest Snow Management | | | | |
| 9/30/2025 | Check | 6200 | Invoice SO166887 | 4437 Snow Removal 1,860.00 |
| Total for Everest Snow Management | | | | \$1,860.00 |
| Griffin Museum of Science & Industry | | | | |
| 09/03/2025 | Check | 6177 | 10.09.25 Mobile Crime Lab | 4451 Youth & Teen Programming 298.20 |
| Total for Griffin Museum of Science & Industry | | | | \$298.20 |
| GT Mechanical | | | | |
| 09/10/2025 | Expense | ACH GT | 23009988 Internal filter chiller circuit B | 4631 Contingency / Special Reserves Replenishment 2,980.00 |
| Total for GT Mechanical | | | | \$2,980.00 |
| Independent Construction Services | | | | |
| 09/05/2025 | Check | 6185 | Invoice 1630 | 4631 Contingency / Special Reserves Replenishment 253.75 |
| Total for Independent Construction Services | | | | \$253.75 |
| Ingram | | | | |
| 09/03/2025 | Check | 6179 | 08 Aug Invoices | 4714 Large Print Books 407.82 |
| 09/03/2025 | Check | 6179 | 08 Aug Invoices | 4715 Books - Adult 2,307.66 |
| 09/03/2025 | Check | 6179 | 08 Aug Invoices | 4716 Books - Youth 1,417.56 |
| 09/03/2025 | Check | 6179 | 08 Aug Pre processing large print | 4515 Technical Services - Supplies 4.95 |
| 09/03/2025 | Check | 6179 | 08 Aug Pre processing adult books | 4515 Technical Services - Supplies 113.85 |
| 09/03/2025 | Check | 6179 | 08 Aug Pre processing youth books | 4515 Technical Services - Supplies 65.34 |
| 09/03/2025 | Check | 6179 | 08 Aug Shipping | 4714 Large Print Books 5.96 |
| 09/03/2025 | Check | 6179 | 08 Aug Shipping | 4715 Books - Adult 30.12 |
| 09/03/2025 | Check | 6179 | 08 Aug Shipping | 4716 Books - Youth 23.92 |
| Total for Ingram | | | | \$4,377.18 |
| LIMRICC-Employees | | | | |
| 09/05/2025 | Expense | ACH LIM | Retiree Reimb. for Medical Coverage | 4900 Miscellaneous - Reimbursements 1,198.00 |
| 09/05/2025 | Journal Entry | 109 | Employee Paid Benefits | 4311 Salaried Employees 678.49 |
| 09/05/2025 | Expense | ACH LIM | 09 SEP 25 | 4333 Insurance 13,227.20 |
| Total for LIMRICC-Employees | | | | \$15,103.69 |
| Lynn Rymarz | | | | |
| 09/03/2025 | Check | 23137 | 9.30.25 Zelda Fitzgerald : This side of paradise | 4452 Public Services Programming 300.00 |
| Total for Lynn Rymarz | | | | \$300.00 |
| Michalski, Brian | | | | |
| 09/03/2025 | Check | 23134 | 9.9.25 Spin Around the Globe | 4452 Public Services Programming 375.00 |
| Total for Michalski, Brian | | | | \$375.00 |
| Midwest Tape - 19730 | | | | |
| 09/03/2025 | Check | 6180 | 08 Aug Invoices | 4717 Videos - Adult 252.65 |
| 09/03/2025 | Check | 6180 | 08 Aug Invoices | 4719 Audiobooks - Adult 204.96 |
| 09/03/2025 | Check | 6180 | 08 Aug pre processing 4717 | 4515 Technical Services - Supplies 28.55 |
| 09/03/2025 | Check | 6180 | 08 Aug pre processing 4719 | 4515 Technical Services - Supplies 11.96 |
| Total for Midwest Tape - 19730 | | | | \$498.12 |
| Midwest Tape - 19996 | | | | |
| 09/03/2025 | Check | 6181 | 08 Aug Invoices | 4718 Videos - Youth 80.97 |
| 09/03/2025 | Check | 6181 | 08 Aug pre processing | 4515 Technical Services - Supplies 7.02 |
| Total for Midwest Tape - 19996 | | | | \$87.99 |
| Nicole Moscinski | | | | |
| 09/03/2025 | Check | 23139 | 9.27.25 Fan Con face painting | 4454 General Programming 500.00 |
| Total for Nicole Moscinski | | | | \$500.00 |



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

| Type | Date | Num | Memo | Amount |
|---|---------|-------------|---|--|
| Oak Lawn Public Library | | | | |
| 09/12/2025 | Check | 6189 | TR 11,14.25 Seminar Administrators | 4354 Professional Staff 75.00 |
| Total for Oak Lawn Public Library | | | | \$75.00 |
| Otis Elevator | | | | |
| 09/17/2025 | Expense | OTIS PORTAL | Invoice 100402067403 | 4416 Maintenance 193.82 |
| Total for Otis Elevator | | | | \$193.82 |
| OverDrive, Inc. | | | | |
| 09/18/2025 | Check | 6196 | 01658C02580122 | 4725A E-Books - Adult 761.66 |
| 09/18/2025 | Check | 6196 | 01658C02580126 | 4725B E-Audiobooks - Adult 745.20 |
| Total for OverDrive, Inc. | | | | \$1,506.86 |
| Old National Bank - MasterCard | | | | |
| 09/05/2025 | Expense | MasterCard | Disney Plus Monthly Fee | 4451 Youth & Teen Programming 10.99 |
| 09/05/2025 | Expense | MasterCard | SIP, Google Fi | 4474 Telephone/FAX 116.43 |
| 09/05/2025 | Expense | MasterCard | OCLC | 4551 Postage & Handling 29.05 |
| 09/05/2025 | Expense | MasterCard | Duo | 4721 Software 120.00 |
| 09/05/2025 | Expense | MasterCard | Zoom Workplace Pro Annual renewal | 4721 Software 319.80 |
| 09/05/2025 | Expense | MasterCard | Painting Circ | 4434 Building Repairs 630.00 |
| 09/05/2025 | Expense | MasterCard | In Service | 4354 Professional Staff 341.54 |
| 09/05/2025 | Expense | MasterCard | In Service | 4355 Support Staff 80.65 |
| 09/05/2025 | Expense | MasterCard | Spotify | 4451 Youth & Teen Programming 11.99 |
| 09/05/2025 | Expense | MasterCard | Garbage can w/dolly replacement | 4541 Maintenance/Cleaning Supplies 89.92 |
| 09/05/2025 | Expense | MasterCard | Booksale lunch reimb | 4900 Miscellaneous - Reimbursements 80.70 |
| 09/05/2025 | Expense | MasterCard | Facebook boost book sale | 4461 Public Relations 9.00 |
| 09/05/2025 | Expense | MasterCard | Refrigerator replacement staff lounge (ABT) | 4631 Contingency / Special Reserves Replenishment 1,280.00 |
| 09/05/2025 | Expense | MasterCard | Mood Pencils YTS | 4512 Youth & Teen - Supplies 548.03 |
| 09/05/2025 | Expense | MasterCard | Flowers for Chris | 4461 Public Relations 77.94 |
| 09/05/2025 | Expense | MasterCard | Chicago Sun Times 52 weeks | 4711 Periodicals 513.71 |
| Total for Old National Bank - MasterCard | | | | \$4,259.75 |
| Paylocity Payroll Billing | | | | |
| 09/05/2025 | Expense | PAYLOCITY | Check date 9.5.25 | 4412 Payroll Services 80.10 |
| 09/19/2025 | Expense | PAYLOCITY | Check date 9.19.25 | 4412 Payroll Services 182.16 |
| Total for Paylocity Payroll Billing | | | | \$262.26 |
| Paylocity Payroll Net | | | | |
| 09/05/2025 | Expense | PAYLOCITY | Check date 9.5.25 | 4311 Salaried Employees 20,551.20 |
| 09/05/2025 | Expense | PAYLOCITY | Check date 9.5.25 | 4312 Hourly Employees 7,216.00 |
| 09/05/2025 | Expense | PAYLOCITY | EN homebound deliveries | 4356 Mileage Reimbursement 16.07 |
| 09/05/2025 | Expense | PAYLOCITY | CD Spirit Committee Ice Cream | 4454 General Programming 14.48 |
| 09/19/2025 | Expense | PAYLOCITY | Check date 9.19.25 | 4311 Salaried Employees 21,065.17 |
| 09/19/2025 | Expense | PAYLOCITY | Check date 9.19.25 | 4312 Hourly Employees 6,993.26 |
| 09/19/2025 | Expense | PAYLOCITY | EN homebound deliveries | 4356 Mileage Reimbursement 11.83 |
| 09/19/2025 | Expense | PAYLOCITY | LR Laconi | 4356 Mileage Reimbursement 75.46 |
| 09/19/2025 | Expense | PAYLOCITY | Swan Expo LR JY | 4356 Mileage Reimbursement 11.20 |
| 09/19/2025 | Expense | PAYLOCITY | TR Laconi | 4356 Mileage Reimbursement 75.18 |
| 09/19/2025 | Expense | PAYLOCITY | BS Reimb from FOTL Novel Idea cookies | 4900 Miscellaneous - Reimbursements 16.19 |
| Total for Paylocity Payroll Net | | | | \$56,046.04 |
| Paylocity Payroll Taxes | | | | |
| 09/05/2025 | Expense | PAYLOCITY | Check date 9.5.25 | 4311 Salaried Employees 6,090.89 |
| 09/05/2025 | Expense | PAYLOCITY | Check date 9.5.25 | 4332 FICA Social Security 2,857.08 |
| 09/05/2025 | Expense | PAYLOCITY | Check date 9.5.25 | 4312 Hourly Employees 1,326.17 |
| 09/19/2025 | Expense | PAYLOCITY | Check date 9.19.25 | 4311 Salaried Employees 6,255.41 |
| 09/19/2025 | Expense | PAYLOCITY | Check date 9.19.25 | 4332 FICA Social Security 2,889.63 |
| 09/19/2025 | Expense | PAYLOCITY | Check date 9.19.25 | 4312 Hourly Employees 1,302.01 |
| Total for Paylocity Payroll Taxes | | | | \$20,721.19 |
| Peerless Network, Inc | | | | |
| 09/15/2025 | Check | 6193 | Invoice 82792 | 4474 Telephone/FAX 78.29 |
| Total for Peerless Network, Inc | | | | \$78.29 |
| Penworthy | | | | |
| 09/04/2025 | Check | 6183 | Invoice 0610559-IN | 4716 Books - Youth 1,559.89 |
| Total for Penworthy | | | | \$1,559.89 |
| Quality Alarm System, Inc. | | | | |
| 09/09/2025 | Check | 6188 | Invoice 159436 Alarm Services Oct to Dec | 4414 Alarm 744.00 |
| Total for Quality Alarm System, Inc. | | | | \$744.00 |



PALOS HEIGHTS
PUBLIC LIBRARY

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

| Type | Date | Num | Memo | Amount | |
|--|---------|------------|--------------------------|------------------------------------|----------|
| 09/03/2025 | Check | 6176 | Invoice 07-44312 | 4436 Lawn Maintenance | 956.63 |
| Total for Roy Erikson Outdoor Maintenance | | | | \$956.63 | |
| Scholastic Inc. Library | | | | | |
| 09/05/2025 | Check | 6184 | Scholastic GO | 4710b Databases (Youth) | 1,160.00 |
| Total for Scholastic Inc. Library | | | | \$1,160.00 | |
| SWAN | | | | | |
| 09/23/2025 | Expense | ACH SWAN | Swan Expo 8 staff | 4354 Professional Staff | 155.00 |
| 09/23/2025 | Expense | ACH SWAN | Swan Expo Reimb. | 4904 Reimb. - Friends Book Sales | 205.00 |
| Total for SWAN | | | | \$360.00 | |
| The Library Store | | | | | |
| 09/16/2025 | Check | 6194 | Invoice 756167 Supplies | 4515 Technical Services - Supplies | 154.47 |
| Total for The Library Store | | | | \$154.47 | |
| Truty, Marcin | | | | | |
| 09/03/2025 | Expense | ACH Marcin | 08 Aug IT Services 25-08 | 4418 Technology | 4,720.00 |
| Total for Truty, Marcin | | | | \$4,720.00 | |
| Warehouse Direct | | | | | |
| 09/23/2025 | Check | 6197 | (2) Large Liner | 4541 Maintenance/Cleaning Supplies | 94.36 |
| 09/23/2025 | Check | 6197 | (2) Small Liner | 4541 Maintenance/Cleaning Supplies | 64.42 |
| Total for Warehouse Direct | | | | \$158.78 | |
| William Hazelgrove | | | | | |
| 09/03/2025 | Check | 23135 | 9.11.25 Writing Gatsby | 4452 Public Services Programming | 325.00 |
| Total for William Hazelgrove | | | | \$325.00 | |
| TOTAL CHECKS FOR BOARD APPROVAL | | | | \$152,862.79 | |



**PALOS HEIGHTS
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
September 30, 2025**

| | GENERAL FUND | | | | SPECIAL RESERVES FUND | | |
|-------------------|------------------------------|--------------------------------|-----------------------------|------------|--|--------------------------------|------------------------------------|
| ACCOUNT | OLD NATIONAL BANK CHECKING | OLD NATIONAL BANK MONEY MARKET | ILLINOIS FUNDS MONEY MARKET | PETTY CASH | OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING | OLD NATIONAL BANK MONEY MARKET | TOTAL FUND BALANCE |
| BEGINNING BALANCE | \$12,390.37 | \$541,130.57 | \$1,160.60 | \$200.00 | \$572.09 | \$2,598.73 | \$558,052.36 |
| WITHDRAWALS | (\$152,862.79) | | | | | | (\$152,862.79) |
| TRANSFERS | \$40,000.00 | (\$40,000.00) | | | | | \$0.00 |
| | \$60,000.00 | (\$60,000.00) | | | | | |
| | \$60,000.00 | (\$60,000.00) | | | | | |
| | \$50,000.00 | (\$50,000.00) | | | | | |
| DEPOSITS | \$1,198.00 | \$5,388.59 | | | | | \$9,582.80 |
| | \$992.90 | | | | | | |
| | \$484.50 | | | | | | |
| | \$461.25 | | | | | | |
| | \$401.70 | | | | | | |
| | \$326.40 | | | | | | |
| | \$271.77 | | | | | | |
| | \$25.00 | | | | | | |
| | \$16.50 | | | | | | |
| | \$16.19 | | | | | | |
| ADJUSTMENTS | | | | | | | |
| INTEREST EARNED | \$1.00 | \$1,221.94 | \$4.18 | N/A | N/A | \$1.97 | \$1,229.09 |
| ENDING BALANCE | \$73,722.79 | \$337,741.10 | \$1,164.78 | \$200.00 | \$572.09 | \$2,600.70 | \$416,001.46 |
| TOTALS | \$412,828.67 GENERAL FUND | | | | \$3,172.79 SPECIAL RESERVES FUND | | \$416,001.46 TOTAL FUND BALANCE |
| INTEREST RATES | 0.02% | 3.650% | 4.369% | N/A | N/A | 0.930% | |

TOTAL FUND BALANCE MONTH ENDING: SEPTEMBER 30, 2025

\$416,001.46



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
October 16, 2025

Library News

It's been a strange and busy month at the library!

Baker & Taylor

Baker & Taylor, a giant in the industry of supplying books to schools and libraries, has announced that it plans to shut down after plans to sell the company fell through. This is a change that would have been unthinkable 20 years ago. In any given year, B&T used to handle as much as 90% of our book orders. Things started to change when non-book collections began to grow in popularity, and then things changed dramatically with the rise of Amazon and competing online retailers. In recent years, we started doing significant chunks of purchasing through Ingram, a more diversified competitor with a different purchasing structure. We will shift most of our book purchasing to Ingram with Midwest Tape, Amazon, and others supplementing as needed. This isn't a change that I expect to affect us dramatically, either in terms of operations or budget. But it is somewhat seismic news in the world of librarianship.

Building Envelope Project

We held the pre-bid meeting for our building envelope project on October 2nd. The meeting was well-attended, and Dan (Owner's Rep) and Chris (engineer) led prospective bidders through the details of the project. Bids are due on 10/31. Chris and Dan will evaluate the bids and be on hand at our November meeting with their recommendation and a projected budget. Construction is anticipated in the spring.

Parking Lot Lights

We've been having issues with our parking lot lights lately. It isn't an issue with the lights themselves but with the timer that switches them on and off each night. For some unknown reason, when these lights were installed half were put on a timer and half were put on a light sensor. So half come on when it gets dark and half come on at a specified time. The timers are those old-school rotary mechanism models, and they have bent to the point that they no longer trip reliably. Staff have been manually turning on the lights when they notice it's dark, but that's less than ideal. To address the issue, we had the electrician remove the timers and wire all of the lights through the light sensor, with a manual switch in case the sensor fails. Everything is working well at this point, and those failing timers are no longer something we need to worry about.

Kanopy

Many libraries offer an online video service to their patrons, similar to Netflix or Hulu. There are actually a few competing products out there that offer this service to libraries. In the past, I have been very hesitant to sign up for these services because their pricing models are pay-per-use. What that means is that it's next to impossible to budget accurately for those services. There are libraries which signed up for the service expecting to spend \$1,500 per year only to have high usage resulting in bills 10 to 20 times higher than their budget. Many have had to put measures in place to limit the usage of the services, cutting off access to the platform for everyone once the usage hits a designated mark each month. This allowed them to stay on budget, but it led to very unhappy patrons who could only use the service for part of each month. So I'm very wary of signing on to a service that we might be unable to fully fund or fully participate in. If we're offering it, I want to our patrons to be able to fully use it.

Kanopy is one of the longstanding services that is offered by many libraries. They have begun offering flat-rate packages with generous usage limits. They now offer PLUS packs, which are themed packages of a rotating collection of a few hundred movies/shows with no usage limits. They have packages like documentaries, British TV/cinema, and kids programming. So we could sign up for a few of these packages and have a respectable collection to offer. But what really caught my attention is that they now offer a flat-rate "Kanopy for Small Libraries" subscription, which provides access to their full catalog with a limited but generous allotment of view per patron per month. The cost for this service would be \$2,000 per year, which would fit well within our database budget. I've been looking for an opportunity to offer an online video service to our patrons that wouldn't break our budget, and I'm excited that we appear to finally have one! We're still test-driving the service and making sure it has what we want, but I anticipate going live with this in the new year.

Budget Update

As of this writing, there is still no sign of the County sending out the overdue property tax bills. My cash flow analysis indicates that we have enough money to make it until mid-December. At this point, I believe we have no choice but to pursue a tax anticipation loan of some sort, as we did when this happened in the past. As we did in the past, I've been talking with the City about borrowing funds from them at no interest. They currently have in the neighborhood of \$25 million in reserves, so lending us \$500k on a short-term basis would mean very little to them. It would also be a win for our taxpayers because any interest that we would have to pay to a bank for a conventional loan would ultimately come from our taxpayers. By borrowing from the City, we save our shared taxpayers the cost of the interest were we to borrow from a bank. So I've been working with the City to get this process moving forward. While there will inevitably be a question or two about whether the library is mis-managing its funds, I don't expect significant pushback on this issue. There will be a resolution on the November agenda to formally approve this loan with a check to follow shortly thereafter. If, for some bizarre reason, things don't work out with the City, I do have two banks on call from whom we could quickly organize this loan as well.

Veterans Day Reception

Finally, Veterans Day is Tuesday, November 11th, and we're planning on hosting our annual reception at 11:30am. We'll have coffee, sandwiches, and snacks, and it's a great opportunity to show our appreciation to our local veterans. Please join us if you're able!

Upcoming Events

- Thursday, October 16th – Building & Grounds Committee Meeting, 6:00pm
- Thursday, October 16th – Regular Board Meeting, 6:30pm
- Tuesday, November 11th – Veterans Day Reception, 11:30am
- Thursday, November 20th – Long Range Planning Committee Meeting, 6:00pm
- Thursday, November 20th – Regular Board Meeting, 6:30pm

Agenda Items

Item 1: Nancy Sylvester

Professional parliamentarian Nancy Sylvester will Zoom in with us to present the second of her three-part series on parliamentary procedure and trusteeship.

Recommendation: No action needed.

Item 2: 2026 Library Closing Dates

There are no surprises with regard to next year's closing dates. In addition to the normal holidays, we have our two staff in-service days and the three customary early closing days on July 3rd, July 16th, and November 25th.

Recommendation: I recommend that you approve the list of closing dates for 2026.

Item 3: 2026 Board Meeting Dates

I have laid out our schedule of meetings for next year according to our current practice of meeting on the third Thursday of each month at 7pm, with the exceptions of July and December. Obviously, this is not set in stone until you approve it, so a new date and time could be chosen if you would like to make a change.

Recommendation: I recommend that you approve the 2026 board meeting dates.

Item 4: Staff Appreciation Awards

I have calculated the staff appreciation awards for the year, per our policy. That policy is also included in the packet, for your reference. The total amount of the awards for this year is \$4,425, which is within budget.

Recommendation: I recommend that you approve the annual staff appreciation awards in the total amount of \$4,425.00.

Item 5: Palmer Award

It is that time of year again when we recognize community members or organizations who have had an exceptional impact on the library. This year, I propose that you recognize former Trustee Geri Burek. Geri served on the Board for 10 years, including 4 years as Vice President and 5 years as President. She presided through the tumultuous pandemic years along with our YTS renovation in 2022. She was a strong advocate for the library in the community, always quick to step forward for everything from addressing issues with the Mayor to pounding the pavement for a fundraiser. Geri did tremendous work for the library, and I think it is entirely appropriate to recognize her for it.

Recommendation: I recommend that you approve the Palmer Award for Geri Burek.

Item 6: 2025-2026 Committee Assignments

This year's committee assignment list is in your packet along with a description of each committee's duties. This year, we tried to keep things largely the same as last year while slotting Trustee Koeppen into a few vacancies and keeping everyone's responsibilities balanced.

Recommendation: No action needed.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

September 2025

At the Desk:

10 online library cards were issued to residents.

26 directional questions were answered by the Circulation staff.

12 patrons used Curveside pickup.

Department Highlights:

Dog Adoption event was on 9/6 and about 45 people attended with one adoption.

September was Library Card Sign-up Month and we raffled a family pass to the Brookfield Zoo which was won by Amy Reynolds.

Dora & Mickey painted pumpkins made on the Glowforge for the Circulation Desk.

Beth put together a care basket for Chris Sankey with items donated by the staff and delivered it on 9/26.

Dora created a new library card registration form which we will start using in October.

Beth created an updated information handout for new card holders which we began using in September.

Beth lead the Lunch Bunch Book Discussion of *The Great Air Race* by John Lancaster attended by 6 patrons.

Meetings:

9/2- Beth attended the PHWC September meeting

9/15- One on One with Jesse

9/24- Management Meeting

9/30- SWAN Fireside Chat

Respectfully submitted,

Beth Stevens

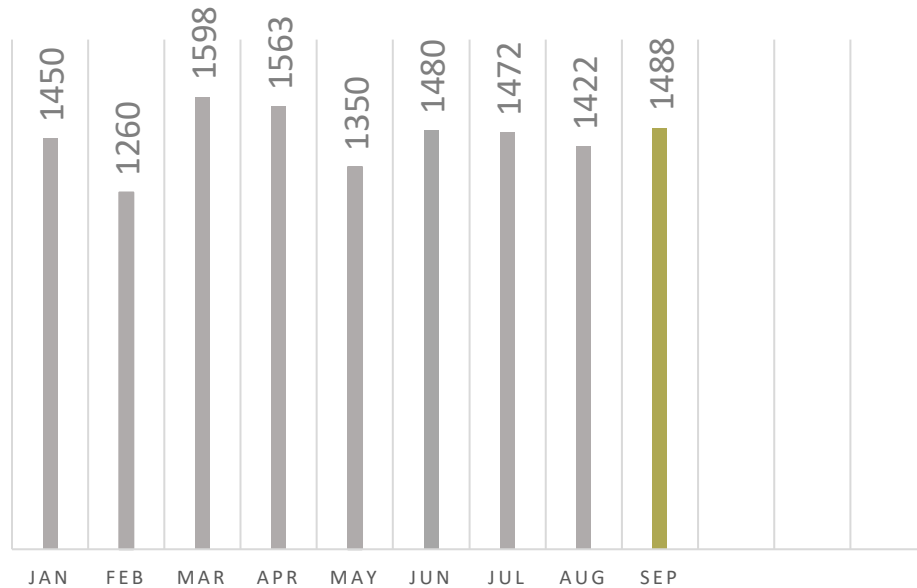
Head of Circulation

CIRCULATION STATISTICS FOR SEPTEMBER 2025

| | Sep-25 | YTD 25 | Sep-24 | YTD 24 | |
|---|---------------|----------------------|------------------|----------------|---------------|
| Adult Circulation | | | | | |
| Books | 3,448 | 32,132 | 3,478 | 34,324 | |
| Video | 353 | 4,109 | 358 | 4,185 | |
| Audio | 245 | 2,332 | 280 | 2,761 | |
| Periodicals | 156 | 1,324 | 220 | 1,542 | |
| Other Formats | 14 | 189 | 29 | 160 | |
| In House | 92 | 756 | 55 | 813 | |
| Total Adult Circulation | 4,308 | 40,842 | 4,420 | 43,785 | |
| Youth Circulation | | | | | |
| Books | 4,581 | 39,728 | 4,001 | 39,265 | |
| Audio | 45 | 426 | 39 | 514 | |
| Teen Circulation | | | | | |
| Books | 252 | 2,729 | 205 | 2,599 | |
| Audio | 4 | 26 | - | 36 | |
| Youth & Teen Circulation | | | | | |
| Video | 216 | 1,787 | 156 | 2,028 | |
| Periodicals | 24 | 185 | 12 | 131 | |
| Other Formats | 101 | 931 | 66 | 603 | |
| In House Use | 734 | 7,693 | 865 | 8,017 | |
| Total Youth & Teen Circulation | 5,957 | 53,505 | 5,344 | 53,193 | |
| Gadgets & Gizmos | 13 | 180 | 18 | 116 | |
| Electronic Circulation | | | | | |
| eBooks (Media On Demand) | 1,119 | 10,779 | 1,082 | 11,448 | |
| eBooks (e-Read IL) | 93 | 792 | 107 | 845 | |
| eAudio (e-Read IL) | 59 | 574 | 69 | 664 | |
| eAudio (Media On Demand) | 8,429 | 7,555 | 842 | 8,003 | |
| Video (Media On Demand) | - | - | - | - | |
| Periodicals (Overdrive) | 374 | 3,158 | 326 | 2,611 | |
| Periodicals (PressReader) | - | 100 | 67 | 1,817 | |
| Chicago Tribune | 150 | 226 | - | - | |
| Total Electronic Circulation | 2,669 | 23,184 | 2,493 | 25,388 | |
| TOTAL CIRCULATION | 12,947 | 117,698 | 12,275 | 122,482 | |
| ILL - Received | 1,295 | 10,852 | 1,126 | 11,520 | |
| ILL - Sent | 1,096 | 8,055 | 1,058 | 9,179 | |
| Reciprocal Borrowing | 782 | 10,457 | 1,131 | 11,054 | |
| Online Renewals | 82 | 703 | 23 | 324 | |
| Self-Checkout | 4,190 | 37,696 | 3,820 | 38,372 | |
| Computer Usage | | | | | |
| Library Workstation Sessions | 544 | 4,218 | 485 | 4,451 | |
| Wireless Sessions | 1,196 | 9,804 | 1,038 | 8,502 | |
| Total Sessions | 1,740 | 14,670 | 1,523 | 12,953 | |
| # of People Using the Library | 10,002 | 89,831 | 10,453 | 91,268 | |
| Homebound Deliveries | | | | | |
| | | Current Month | Full Year | | |
| Patrons Serviced | | 9 | | | |
| Visits | | 20 | 227 | | |
| Items | | 157 | 1,358 | | |
| Museum Pass Program | | | | | |
| | | Current Month | Full Year | | |
| Total Passes | | 35 | 161 | | |
| Library Cards Issued | | | | | |
| Patron Types | Month's Start | Renewed | New | Deleted | Cards to Date |
| Resident | 4,234 | 49 | 43 | 0 | 4,812 |
| Non-Resident/Trinity/Business | 30 | - | 8 | - | 113 |
| Cards for Kids | 88 | | 2 | - | 99 |

Public Services Department Report September 2025

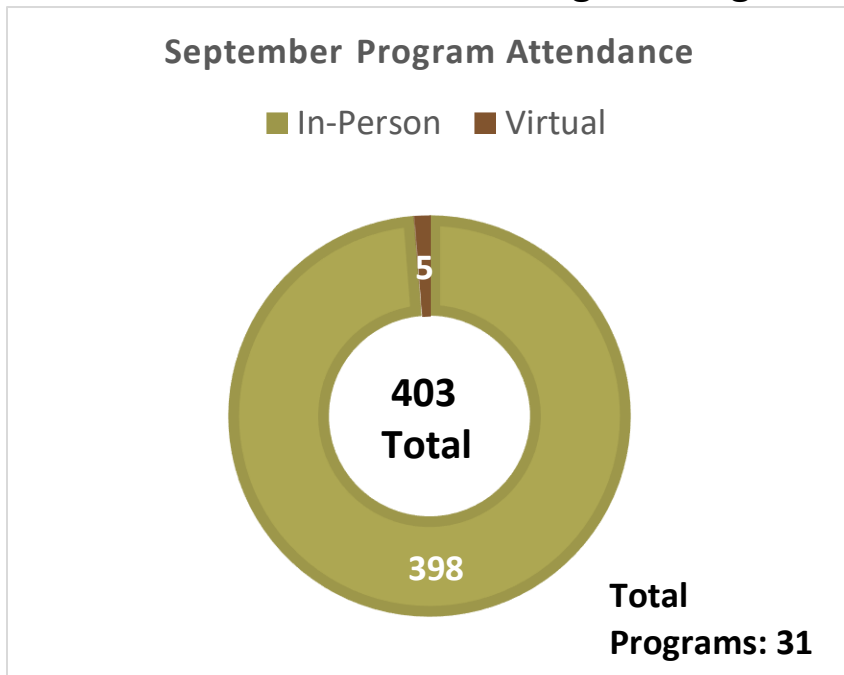
PS Reference Questions



Meetings & Trainings

- 9-8-25: Channel 4 “At the Library” Taping
- 9-12-25: LACONI Unconference
- 9-15-25: ILA Planning Meeting
- 9-16-25: Narcan Training Webinar
- 9-18-25: RAILS Building Stronger Multi-Generational Teams Webinar
- 9-24-25: RAILS Getting Employees Back on Track Webinar
- 9-24-25: Management Team Meeting

Programming



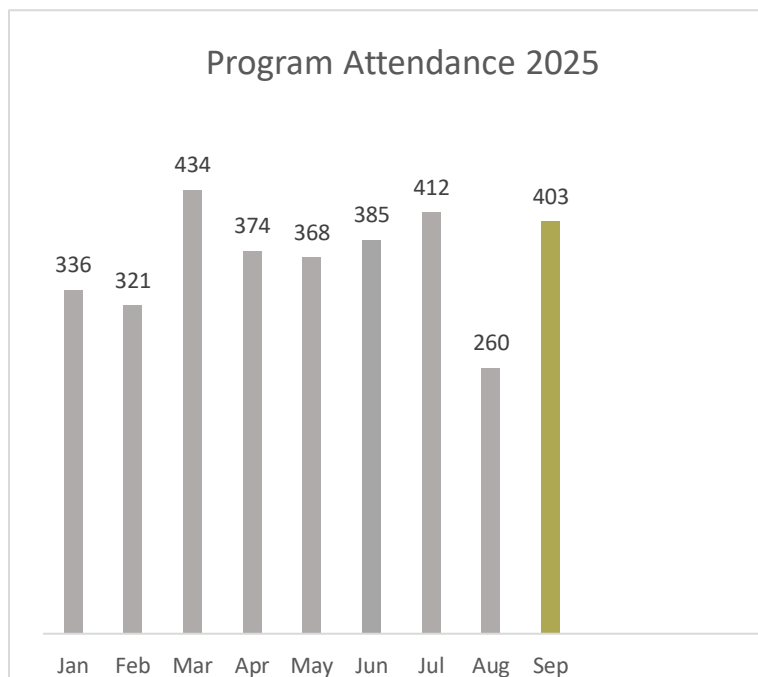
September kicks off our busy fall/winter programming season. This was also “Gatsby Month”, celebrating the 100th anniversary of the publication of *The Great Gatsby*. Big thanks to the Friends of the Library for generously sponsoring both of our Gatsby-related programs this month. Both of them were very well received.

Given the success of our scrapbook programs, we have been thinking about branching out with our

crafting programs, and this month marked one of our first with the “Create a Mini Library” event. Lyndsey has been spearheading booking these crafting programs, so kudos for her for coming up with a great line-up in the coming months. This one also proved popular, and patrons were happy with it. Speaking of crafts, Emily’s FabLab Halloween Banner class also went well.

Tech classes were “up” this month. One can never really tell what will be a hit and what won’t, but compared to previous months, the attendance numbers were fairly solid in September. Christina’s iPhone Intermediate was a good class for people to take after her Basics course, and Lyndsey offered what was I believe our first class on Google Workspace, which proved popular with patrons.

My annual “Cord Cutting” class also saw a good amount of attendance, and with all the changes to the screaming landscape each year, I’m happy to explain things to patrons.



Marketing/Publicity/Outreach

Mary Kate handled Channel 4 for YTS this month, and all went great with the taping.

Fan Con happened, and I am very proud of Christina, who chaired the Fan Con committee again this year. There were a variety of activities, and everything appeared to me to be well-staffed and well-run. Kudos to the Fan Con committee!

Local History

The department discussed some good ideas on how to proceed with Local History projects at our in-service meeting and we look forward to getting them started in the fall.

Collection Development

We are plotting out our next round of weeding to help fuel the February 2026 Friends book sale. We're also continuing to plan our Arabic/Spanish/Polish language purchase.

Ordering is quickly coming to a close, so we are planning our final pushes for all of our materials, from books to movies to ebooks.

Other

As always, the Public Services staff is on top of things and doing a great job!

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

September 2025

| PROGRAMMING | HYBRID | IN HOUSE | TOTAL # PROGRAMS | COST | ATTENDANCE | REFERENCE QUESTIONS | | |
|--------------------------------|----------|---|--------------------------------|----------------|------------|------------------------------------|----------|-------------|
| Paid | 1 | 4 | 5 | \$1,181.00 | 98 | Reference | Computer | Directional |
| Free | 0 | 1 | 1 | N/A | 6 | 727 | 432 | 329 |
| Book Discussions | 0 | 3 | 3 | N/A | 16 | TOTAL 1,488 | | |
| Movie | | | 0 | \$0 | 9 | HOMEBOUND DELIVERIES | | |
| Passive Programs | | | 4 | | 112 | | | |
| IN HOUSE CLUBS | | | | | | # Patrons | # Visits | # Items |
| Mah Jongg | | | 5 | N/A | 12 | 9 | 20 | 157 |
| Needle Crafters | | | 5 | N/A | 37 | BOOK-A-LIBRARIAN # Sessions | | |
| Scrabble | | | 5 | N/A | 75 | | | |
| COMPUTER TRAINING - LAB | | | 3 | N/A | 38 | 8 | | |
| TOTAL PROGRAMMING | | | 31 | \$1,181 | 403 | | | |
| DATE | TIME | HYBRID | PAID: ADULT PROGRAMMING | REGISTERED | COST | ATTENDANCE | | |
| 9/9/2025 | 7:00 pm | No | Spin Around the World | 15 | \$375 | 14 | | |
| 09/11/25 | 7:00 pm | No | Writing Gatsby | 17 | \$325 | 18 | | |
| 09/16/25 | 7:00 pm | Yes | ILP: Steve Burns (4 in-person) | 3 | ILP | 9 | | |
| 09/18/25 | 6:00 pm | No | Craft: Create a Mini Library | 15 | \$181 | 13 | | |
| 09/30/25 | 7:00 pm | No | Zelda Fitzgerald | 49 | \$300 | 44 | | |
| | | | | | | | | |
| DATE | TIME | HYBRID | FREE: ADULT PROGRAMMING | REGISTERED | COST | ATTENDANCE | | |
| 09/25/25 | 7:00 pm | No | FabLab: Halloween Banner | 7 | N/A | 6 | | |
| | | | | | N/A | | | |
| | | | | | N/A | | | |
| | | | | | N/A | | | |
| DATE | TIME | HYBRID | BOOK DISCUSSIONS | REGISTERED | COST | ATTENDANCE | | |
| 09/08/25 | 12:00 pm | No | Lunch Bunch Book Discussion | N/A | N/A | 5 | | |
| 09/10/25 | 7:00 pm | No | Horror Book Club | N/A | N/A | 6 | | |
| 09/16/25 | 2:00 pm | No | Teatime on Tuesdays | N/A | N/A | 5 | | |
| | | | | | | | | |
| DATE | TIME | MOVIES | REGISTERED | COST | ATTENDANCE | | | |
| 09/21/25 | 2:00 pm | Sunday @ the Cinema: A Complete Unknown | 6 | N/A | 9 | | | |
| | | | | | | | | |
| DATE | TIME | MAH JONGG | REGISTERED | COST | ATTENDANCE | | | |
| 09/02/25 | 12:00 pm | Mah Jongg | N/A | N/A | 0 | | | |
| 09/09/25 | 12:00 pm | Mah Jongg | N/A | N/A | 7 | | | |
| 09/16/25 | 12:00 pm | Mah Jongg | N/A | N/A | 0 | | | |
| 09/23/25 | 12:00 pm | Mah Jongg | N/A | N/A | 2 | | | |
| 09/30/25 | 12:00 pm | Mah Jongg | N/A | N/A | 3 | | | |
| DATE | TIME | NEEDLE CRAFTERS | REGISTERED | COST | ATTENDANCE | | | |
| 09/02/25 | 10:00 am | Needle Crafters | N/A | N/A | 9 | | | |
| 09/09/25 | 10:00 am | Needle Crafters | N/A | N/A | 8 | | | |
| 09/16/25 | 10:00 am | Needle Crafters | N/A | N/A | 6 | | | |
| 09/23/25 | 10:00 am | Needle Crafters | N/A | N/A | 6 | | | |
| 09/30/25 | 10:00 am | Needle Crafters | N/A | N/A | 8 | | | |
| DATE | TIME | SCRABBLE | REGISTERED | COST | ATTENDANCE | | | |
| 09/02/25 | 10:00 am | Scrabble | N/A | N/A | 18 | | | |
| 09/09/25 | 10:00 am | Scrabble | N/A | N/A | 17 | | | |
| 09/16/25 | 10:00 am | Scrabble | N/A | N/A | 12 | | | |
| 09/23/25 | 10:00 am | Scrabble | N/A | N/A | 14 | | | |
| 09/30/25 | 10:00 am | Scrabble | N/A | N/A | 14 | | | |
| DATE | TIME | COMPUTER TRAINING - LAB | REGISTERED | COST | ATTENDANCE | | | |
| 09/08/25 | 2:00 pm | iPhone Intermediate | 2 | N/A | 4 | | | |
| 09/15/25 | 2:00 pm | Google Workspace | 6 | N/A | 5 | | | |
| 09/23/25 | 7:00 pm | Cutting the Cord | 28 | N/A | 29 | | | |
| Date | Time | Passive Programs | Registered | Cost | Attendance | | | |
| | | Puzzle Table | | | 72 | | | |
| | | Spice Club Kits | | | 32 | | | |
| | | Extra Spice Club Kits | | | 8 | | | |
| | | Project of the Month | | | 0 | | | |



TECHNICAL SERVICES DEPARTMENT REPORT

SEPTEMBER 2025

Department Highlights:

Lorena helped Beth host our annual Dog Adoption event with Traveling Tails Dog Rescue. Overall, it was a well-attended event with perfect weather and adorable dogs up for adoption.

Lorena created and printed poster sized schedule of activities and helped decorate the library for Fan Con. She also scheduled posts promoting activities on our Facebook and Instagram. The Arcade room with the Nintendo Switch 2 setup, arcade games and an air hockey table was a hit. Bluey and Bingo danced with a crowd of children, and Bobalicious had a line for bubble teas. It is safe to say that Fan Con was a great success with the help of Christina, Carla, Claire, Lyndsey, and Dora.

Lorena helped with ideas on ways to promote Library Card Sign-up Month. She dressed up as D.D. Dino while Emily dressed up as Ms. Frizzle the Unicorn to showcase their great pickleball abilities and how patrons can checkout a pickleball set from the library.

Lorena has been working on checklists for the Fan Con Committee chair and co-chair, and a checklist to help support Jalal's daily work routine.

Nikki and Jalal lent a hand, prepping crafts and activities for Fan Con.

Nikki has been working on the 11 new Penworthy Phonics Kits for YTS, listing and labeling all pieces. She has also been working on creating checkout cards in Canva.

Jalal is about done working on the juvenile graphic novel project, helping to re-label around 795 items to include series titles and volume numbers. This will be ongoing as remaining items are currently checked out. He has also started training on a specific type of book repairs which has been added to his daily routine.

Marilyn has been reviewing start and expiration dates for periodicals to renew our adult and youth magazines with Rivistas.

Meetings and Training:

September 5 – LACONI Tech Services: Book repair workshop

September 12 – LACONI Unconference

September 15 – 1 on 1 with Jesse

September 16 – Narcan training for libraries

September 17 – RAILS Learning Lab: Library of things

September 17 – Fan Con meeting

September 24 – Periodicals overview with Marilyn

September 24 – Management Team meeting

Statistics:

| Adult | Print | Video | Audio | Kits | Periodical | Other Format |
|----------------------|-------|-------|-------|------|------------|--------------|
| Ordered Items | 159 | 13 | 3 | - | - | - |
| Added Items | 133 | 7 | 4 | - | 59 | - |

| Juvenile | Print | Video | Audio | Kits | Periodical | Other Format |
|----------------------|-------|-------|-------|------|------------|--------------|
| Ordered Items | 378 | - | - | 11 | - | 1 |
| Added Items | 127 | - | - | - | 13 | 1 |

| | Print | DVD/ Blu-ray | Audiobook/ Music CD | Console Game | Kits | Launchpad | Other Format |
|---------------------------------|-------|-----------------|------------------------|-----------------|------|-----------|-----------------|
| Adult Discarded Items | 18 | - | - | - | - | - | 67 |
| Juvenile Discarded Items | 409 | - | 1 | - | - | - | 16 |

Library Services:

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Laminating Service* | - | 10 | - | - | 13 | 2 | - | - | 2 |
| VHS Conversion: | | | | | | | | | |
| DVD Format | - | - | - | - | - | - | 4 | 11 | - |
| USB Format | - | - | - | - | 11 | 1 | - | - | 4 |

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

YOUTH & TEEN SERVICES DEPARTMENT REPORT SEPTEMBER 2025

Highlights of the Month:



At Nature Hour, we read stories, made a craft, learned about butterflies, and were able to go in the tent before they were released! We also had our first Library Playdate with soft play and sensory items for our young library patrons.



At Geometric Pumpkins, kids in grades 3-5 created pumpkins with cardstock cut and scored on the Cricut.



The program, Wednesday Mystery, was an escape room for teens. Mary Kate had a great time creating the escape room from scratch based off the Netflix show, *Wednesday*. The teens had a great time and saved Thing in less than 45 minutes!

Jolie enjoyed showing kids in grades 3-5 how to cut out Fall coasters on the Glowforge. They also enjoyed painting and decorating their coasters together.

Claire had a fantastic time teaching tweens in grades 4-8 to use the Cricut to cut out and fold 3D boxes shaped to look like witch's hats. Tweens also greatly enjoyed decorating their hats with the spookiest materials they could find.

Meetings and Department News:

Laconi YSS Meeting – Tina attended on 09/05. They discussed the upcoming workshop at the DuPage Children’s Museum on 09/26.

Laconi Recharge Networking Unconference – Tina attended this workshop at the Gail Borden Public Library on 09/12. Topics of discussion included management practices, Narcan, and AI.

One-on-One Meeting – Tina met with Jesse on 09/15.

Fan Con Meetings – Carla and Claire attended the meeting on 09/10, and Claire attended the meeting on 09/17.

Booklist: A Pura Belpré Picture Book Celebration! – Claire watched this webinar on 09/16.

Meeting with Mentee – Carla met with her mentee on 09/22.

Booklist: Must-Add Middle Grade – Mary Kate, Carla and Claire watched this webinar on 09/23.

Management Meeting – Tina attended on 09/24.

Booklist: Comics to the Core: Graphic Novels & Manga Essentials – Mary Kate watched this webinar on 09/24.

Booklist: Hachette Book Group Kids and Young Adult Fall 2025/Winter 2026 Preview – Claire watched this on 09/28.

SLJ: The Best in Fall Nonfiction - Part 2 – Claire watched this webinar on 09/28.

SLJ Teen Live – Carla watched this event on 09/30.

Tina has finished the deselection process for the young adult fiction collection. Tina and Mary Kate will now review the collection for which items are part of a series and need new call numbers.

Tina and Mary Kate along with other members of the social media committee shared the benefits of having a Palos Heights Library card on FaceBook and Instagram.

Outreach:

Sandbox School – Carla visited this school on 09/04 and presented a story time about libraries and books for Library Card Sign-Up Month.

Trusting Hearts – Claire visited this school on 09/09 and presented a story time about pets to the preschool class.

Reggio Academy – Mary Kate visited this school on 09/15 and presented a story time about fall to the 3 to 4-year-old and 2-year-old classes.

Rec Center Preschools – Carla visited these preschools on 09/16 and 09/17 and presented a story time about fall.

Sandbox School – Carla visited this preschool on 09/18 and presented a story time about community helpers.

Library Visit: Girl Scout Troop – Mary Kate presented a story time about fall and prepared a craft for this group on 09/24.

Respectfully submitted,
Tina Ruszala
Head of Youth & Teen Services

Statistics:

| PROGRAMMING | TOTAL | ATTENDANCE | COST | REFERENCE QUESTIONS | | |
|---------------------------------|-----------|------------|--------------|---------------------|-------------|-------------|
| Free Youth Programming/Training | 21 | 338 | \$0 | Reference | Computer | Directional |
| Free Tween/Teen Programming | 7 | 34 | \$0 | 224 | 48 | 147 |
| Youth Paid Programming | 2 | 121 | \$650 | TOTAL | 419 | |
| Tween/Teen Paid Programming | 0 | 0 | \$0 | PASSIVE PROGRAMMING | | |
| TOTAL PROGRAMMING | 30 | 493 | \$650 | Craft | Teen | Activity |
| OUTREACH/SCHOOL VISITS | # VISITS | # SESSIONS | ATTENDANCE | 380 | 101 | 648 |
| TOTAL OUTREACH | 1 | 37 | 1449 | TOTAL | 1129 | |

| DATE | TIME | FREE: YOUTH PROGRAMMING / TRAINING /CLUBS | ATTENDANCE |
|----------|----------|---|------------|
| 09/02/25 | 4:00 pm | Back to School Celebration | 6 |
| 09/03/25 | 11:30 am | Tales for Twos | 8 |
| 09/03/25 | 1:00 pm | Kindergarten Ready! | 23 |
| 09/04/25 | 11:30 am | Little Wigglers | 25 |
| 09/08/25 | 5:00 pm | Fall Coasters | 6 |
| 09/09/25 | 4:00 pm | Facts & Crafts: Butterflies | 13 |
| 09/10/25 | 11:30 am | Tales for Twos | 8 |
| 09/10/25 | 1:00 pm | Kindergarten Ready! | 20 |
| 09/10/25 | 4:30 pm | Furry Readers | 8 |
| 09/11/25 | 11:30 am | Little Wigglers | 18 |
| 09/15/25 | 4:00 pm | Geometric Pumpkins | 6 |
| 09/16/25 | 4:00 pm | Life Sized Scarecrow | 11 |
| 09/17/25 | 11:30 am | Tales for Twos | 9 |
| 09/17/25 | 1:00 pm | Kindergarten Ready! | 18 |
| 09/18/25 | 11:30 am | Little Wigglers | 23 |
| 09/22/25 | 5:00 pm | Pumpkin Time | 42 |
| 09/23/25 | 4:00 pm | Animals, Butt or Face? | 12 |
| 09/24/25 | 11:30 am | Tales for Twos | 13 |
| 09/24/25 | 1:00 pm | Kindergarten Ready! | 24 |
| 09/25/25 | 11:30 am | Little Wigglers | 17 |
| 09/26/25 | 10:00 am | Nature Hour | 28 |

| DATE | TIME | TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS | ATTENDANCE |
|----------|---------|--|------------|
| 09/01/25 | 4:00 pm | Volunteens | 16 |
| 09/10/25 | 4:00 pm | Teen Book Box | 2 |
| 09/11/25 | 4:00 pm | Stranger Things Games | 0 |
| 09/18/25 | 4:00 pm | Video Game Club: Mario Cart Competition | 5 |
| 09/25/25 | 4:00 pm | 3D Cricut Witch's Hat Box | 9 |
| 09/30/25 | 4:00 pm | Wednesday Mystery | 0 |
| 09/30/25 | 6:00 pm | Wednesday Mystery | 2 |

| DATE | TIME | PAID YOUTH - PROGRAMMING | COST | ATTENDANCE |
|----------|----------|--------------------------------|-------|------------|
| 09/05/25 | 10:00 am | Library Play Date | 300 | 46 |
| 09/13/25 | 11:00 am | Crosstown Exotics Reptile Show | \$350 | 75 |

| FREE: YOUTH PASSIVE PROGRAMMING | ATTENDANCE |
|---|-------------------|
| Craft - Apple | 130 |
| Teen Craft - How to Draw Bowser | 30 |
| FabLab - Fall Bookmark | 2 |
| Teen Gaming - Nintendo Switch | 37 |
| Activity - Vote for Huntrix vs. Saja Boys | 634 |
| Tonies Listening Station | 14 |
| Craft - Fruit Pie | 250 |
| Teen Craft - Fall Crossword Puzzle | 32 |

| OUTREACH & SCHOOL VISITS | | | |
|-------------------------------------|---------------------------------|-------------------|-------------------|
| DATE | ORGANIZATION | # SESSIONS | ATTENDANCE |
| 09/04/25 | Sandbox School | 1 | 20 |
| 09/09/25 | Trusting Hearts Preschool | 1 | 33 |
| 09/15/25 | Reggio Academy Preschool | 2 | 20 |
| 09/16/25 | Rec Center Preschool | 2 | 20 |
| 09/17/25 | Rec Center Preschool | 1 | 19 |
| 09/18/25 | Sandbox School | 1 | 7 |
| 09/24/25 | Library Visit: Girl Scout Troop | 1 | 10 |
| 09/31/25 | Book Talks Grades K-1 | 9 | 179 |
| 09/31/25 | Book Talks Grades 2-3 | 7 | 154 |
| 09/31/25 | Book Talks Grades 4-5 | 4 | 87 |
| 09/31/25 | Book Talks Grades 6-8 | 8 | 900 |

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*Team/Leadership Specialist, Professor Emeritus of Speech, Rock Valley College
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BOARD GOVERNANCE & ROBERT'S RULES: KEYS TO BEING A BETTER BOARD MEMBER

- **Board Basics**
- **Board Governing Documents**
- **Fiduciary Duty**
- **Board/Staff Relationship**
- **Purposes of Parliamentary Procedure**
- **Quorum**
- **Agenda**
- **Processing a Motion**
- **Precedence of Motions**
- **Meaning of Votes**
- **Script of a Motion**
- **Meeting Minutes**
- **Procedure in Small Board/Committee**
- **Basic Characteristics of a Motion**

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➤ Board Basics

- Boards exist to represent the ownership of the organization. Identification of ownership is difficult
- The board has authority to direct the organization only when acting as a group
 - No individual board member has any authority over the organization
 - To function effectively the board must speak as one voice
- Board focus should be on values
 - Base the strategic plan on values
 - Develop policies based on values
 - Delegate to staff the responsibility to perform under these policies
- Board oversees the Executive Director
 - Hires
 - Defines the duties
 - Evaluates performance
- Board must follow rules set by government, ownership, and board
- Board diversity – the importance of different gifts at the board table
- Board meetings should be efficient
 - Board should not do committee work
 - Presiding officer should facilitate meeting
 - Specific motions are needed for all board actions
 - Social time should come after the board meeting, not during
- The role of the board

➤ Board Governing Documents

- Federal Laws – Internal Revenue Code, etc.

- State statutes – State statutes that apply to your entity

- Articles of Incorporation — A legal instrument that sets forth the name and object of the organization and whatever other information is needed for incorporating the organization under the laws of the particular state

- Bylaws — A document that contains the basic rules of the organization relating principally to itself as an organization
 - Each organization is different
 - Each organization’s bylaws are different
 - A board only has the authority that is given to it in the bylaws
 - No other entity (e.g. Executive Committee) has authority except what is given to it in the bylaws

- Standing Rules or Policies and Procedures — Rules adopted by the board that relate to the administration of the organization

- Parliamentary Authority — Indication of which authority the organization will refer to when there is an issue not covered by any of the above rules. *Robert’s Rules of Order Newly Revised*, 12th Edition, is the parliamentary authority for approximately 95% of the organizations in the U.S.

➤ Fiduciary Duty

- Legal Duties
 - Duty of Loyalty
 - Duty of Care
 - Duty of Obedience

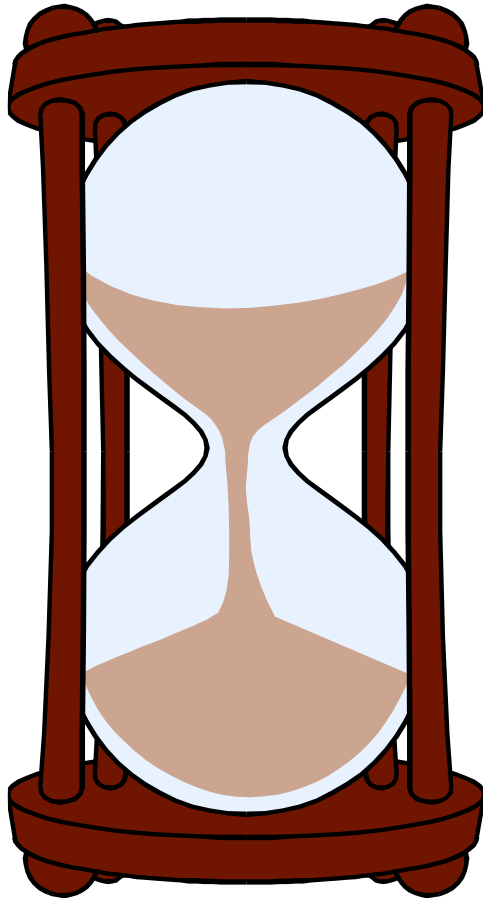
- Duty of Loyalty
 - Must Not Compete
 - Avoid Conflicts of Interests
 - May Not Usurp Corporation Opportunities
 - Duty Against Self-Dealing

- Duty of Care
 - Exercise independent judgment
 - Stay reasonably informed
 - Attend regular meetings
 - Participate in Decisions
 - MUST refrain from:
 - ◆ Grossly negligent conduct
 - ◆ Reckless conduct
 - ◆ Intentional misconduct
 - ◆ Knowing violation of the law

- Duty of Obedience
 - Law compliance obligations:
 - ◆ Withholding tax requirements
 - ◆ Civil rights laws
 - ◆ State solicitation Laws
 - ◆ Equal rights laws

➤ Board/staff relationship

BOARD — STAFF RELATIONSHIP



BOARD OF TRUSTEES

PRESIDENT

EXECUTIVE DIRECTOR

STAFF

PURPOSE OF PARLIAMENTARY PROCEDURE

Expedite business

Assure legality

PROTECT THE RIGHTS OF THE MINORITY

QUORUM

The number of voting members who must be present for business to be transacted legally.

AGENDA

The following is the agenda for organizations that are governed by *Robert's Rules of Order Newly Revised*:

- I. Approval of minutes
- II. Reports of:
 - A. Officers
 - B. Boards
 - C. Standing Committees
 - D. Special Committees (select, ad hoc, task force, etc.)
- III. Special Orders (orders from the governing documents)
- IV. Unfinished Business (*not* old business)
- V. New Business

PROCESSING A MOTION

1. ***A Member Makes a Motion***
 - a. The member words the motion properly: I move that (followed by specific statement of proposed action)
 - b. The member who made the motion has the first right to speak on the motion
 - c. The member who made the motion cannot speak against the motion, but may vote against it
 - d. The presiding officer has the right to request that the motion be in writing unless the rules indicate otherwise. NCR (No Carbon Required) paper on hand at each meeting will aid in this process
2. ***Another Member Seconds the Motion***
 - a. Motion that comes from a committee does not need a second
 - b. In seconding a motion, a person may only be agreeing that the issue should be discussed and decided upon
 - c. If there is no second, the presiding officer tells the assembly that the motion dies for lack of a second
3. ***The Chair States the Motion, Therefore Formally Placing It Before the Assembly***
 - a. Do not overlook this step. It is crucial because:
 - i. At the completion of this step, ownership of the motion is transferred from the individual who made the motion to the members present
 - ii. After this step, the motion belongs to the body, not an individual
 - b. Proper restatement of the motion by the presiding officer:
 - i. Helps make sure everyone has heard the motion, exactly as it was proposed, and
 - ii. Helps keep everyone on target as to the exact wording of the motion to be debated

- c. If the presiding officer is unclear about the exact wording, there are two places the presiding officer can go to for assistance:
 - i. Use the NCR copy of the motion paper provided by the maker of the motion
 - ii. Ask the secretary to read the motion

4. ***The Members Debate the Motion***

- a. During this time the motion is
 - i. considered pending and
 - ii. can have secondary motions applied to it
- b. Assignment of the floor: While a motion is open to debate, the first person to rise and address the chair shall be assigned the floor by the chair. Cases where the floor should be assigned to a person who may not have been the first to rise and address the chair are:
 - i. If the member who made the motion has not yet spoken on the question,
 - ii. When the person seeking the floor has not already spoken on the same motion on the same day; and
 - iii. In cases where the chair knows the opinions of the persons seeking the floor, then the assignment should alternate between those favoring and those opposing the question
- c. During debate, there are some motions that are improperly used. If that occurs, assist the maker of the motion to help make it a proper motion.
 - i. “I move to table this motion until . . .”
 - (1) Cannot table until a specific time. The intent is probably the motion to Postpone Definitely.
 - (2) Differences between Postpone Definitely and Table:
 - (a) Table is not debatable, Postpone Definitely is debatable.
 - (b) Table must be brought back by a motion to Take from the Table. Postpone Definitely **automatically** comes up when the time of postponement arrives.
 - (3) If the member uses this terminology, simply treat the motion as a motion to Postpone Definitely.
 - (a) Member: “I move to table this motion until next week’s meeting”
 - (b) Another Member: “Second”
 - (c) Presiding Officer: “It has been moved and seconded that we postpone this motion until next week’s meeting. Is there any discussion.
 - ii. “I move to table this motion so that we can kill this issue.”
 - (1) Presiding Officer should rule this motion out of order and then suggest that the proper motion is to Postpone Indefinitely.
 - (2) Differences between Table and Postpone Indefinitely:
 - (a) Table is not debatable. Postpone Indefinitely is debatable.
 - (b) The motion to Postpone Indefinitely prevents the issue from coming up again at this meeting. The motion to Table does not.
 - iii. “I call the question” or “Question”
 - (1) These are two versions of the same motion. The intent of this motion is to close debate on this motion and move immediately to the vote.
 - (2) If the motion is to “Call the Question on this and all pending questions” then the effect is to close debate and require movement to the vote on the pending motion and all other pending motions. (E.g. On the amendment and on the main motion.)
 - (3) The member may not simply yell out this motion. Like all other motions, the maker must wait to be recognized.

- (4) This motion must go through all of the steps of a motion with the following uniqueness:
 - (a) It is not debatable
 - (b) Because it takes rights away from the members, it requires a two-thirds vote.
- d. Debate must be limited to the specific motion that is pending.
 - i. The specific aspects covered in the motion are open to debate, not the whole subject area.
 - ii. If the members begin wondering away from the subject area, a nice way to bring them back on task is: “Is there any further discussion on [specifically state the subject]?”
- 5. ***The Chair Puts the Question to a Vote***
 - a. This should include restatement of the motion to be voted on. This restatement serves as a reminder of what the membership is voting on
 - b. Even in obvious votes, the presiding officer should call for votes for and votes against the motion. The only exception here is with courtesy resolutions (e.g., the resolutions at the end of the convention that thank everyone who worked on the convention.)
 - e. If the presiding officer requests that those voting in favor of the motion indicate with an affirmative response, the presiding officer should not call for negative votes with a call for “same sign.” E.g., “All those in favor say ‘aye’, those opposed, same sign.”
 - f. The presiding officer should be very comfortable with being able to determine the results of the vote. If in doubt, it is the duty of the chair to verify the vote beyond reasonable doubt, and to the satisfaction of the members
- 6. ***The Chair Announces the Results of the Vote***

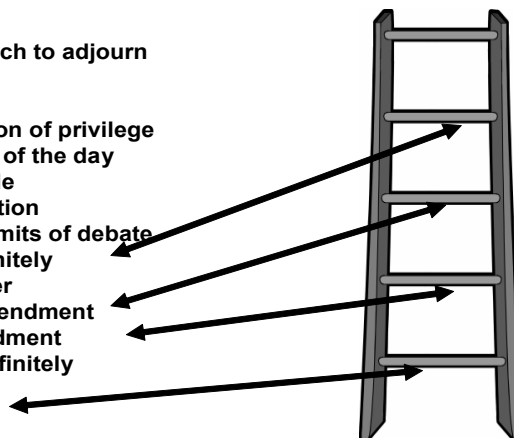
The content of a complete announcement of the results of the vote includes:

 - a. Announcement of which side has the necessary votes and is thus the prevailing side. In a counted vote, the presiding officer should first give the count before announcing the prevailing side
 - b. Declaration as to whether the motion is adopted or lost
 - c. A statement indicating the effect of the vote
 - d. Where applicable, announcement of the next item of business

PRECEDENCE OF MOTIONS

PRECEDENCE OF MOTION

1. Fix time to which to adjourn
2. Adjourn
3. Recess
4. Raise a question of privilege
5. Call for orders of the day
6. Lay on the table
7. Previous question
8. Limit/extend limits of debate
9. Postpone definitely
10. Commit or refer
11. Secondary amendment
12. Primary amendment
13. Postpone indefinitely
14. Main motion



MEANING OF VOTES

Majority – More than half of the votes cast

Two Thirds – Two times the number of yes votes as no votes

Plurality – A method of voting in which the candidate or proposition receiving the largest number of votes is elected or selected.

Abstain – To refrain from voting

| VOTING EXAMPLE | | | |
|-----------------------------------|-----------------|-------------------|--|
| 1,000 members in the organization | | | |
| 100 members present | | | |
| 90 members vote | | | |
| Vote | Majority | Two Thirds | |
| Of the members present | 51 | 67 | |
| Of the entire membership | 501 | 667 | |
| Of the members present and voting | 46 | 60 | |

Presiding officer votes: In all other methods of voting other than a ballot vote, the chair only votes when his or her vote affects the results. Numerical examples would help here.

| VOTE REQUIRED | YES VOTES | NO VOTES | PRESIDING OFFICER VOTE | |
|----------------------|------------------|-----------------|-------------------------------|-------------------------------|
| | | | YES | NO |
| Majority | 13 | 13 | Yes – affects results | <i>No - fail without vote</i> |
| Majority | 14 | 13 | No – pass without vote | Yes – affects results |
| Two Thirds | 9 | 5 | Yes – affects results | No - fail without vote |
| Two Thirds | 10 | 5 | No - pass without vote | Yes – affects results |

SCRIPT OF A MOTION

MEMBER: I move that . . .

CHAIR: Is there a second to the motion? [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

MEMBER: I second the motion

CHAIR: It is moved and seconded that... Is there any discussion? [Since the maker of the motion has first right to speak on the motion, the chair should call on the maker of the motion first.]

MEMBERS: Discussion occurs [It is during this time that a motion is considered pending and secondary motions may be applied to it.]

CHAIR: Is there any further discussion? Are you ready for the question? [Pause]
The question is on the adoption of the motion to [clearly restate the motion]

VOICE VOTE:

All those in favor, say aye. [Pause for response]

All those opposed, say no. [If the chair is in doubt of the results of a voice vote, then the chair should state "The chair is in doubt, therefore a rising (or counted) vote will be taken." Then proceed with a counted vote.]

RISING VOTE:

Those in favor of the motion, please stand. [Pause] Please be seated. Those opposed to the motion, please stand. [Pause] Please be seated

SHOW OF HANDS VOTE:

All those in favor of the motion, please raise your right hand. [Pause]

Please lower your hand. Thank you. Those opposed to the motion, please raise your right hand. [Pause] Please lower your hand. Thank you

BALLOT VOTE:

Please mark your ballots clearly, fold them one time, and hand them directly to a teller

ROLL CALL VOTE:

The secretary will now call the roll

CHAIR: *ANNOUNCEMENT OF VOTING RESULTS:*

UNCOUNTED VOICE, RISING OR SHOW OF HANDS VOTE: The affirmative has it, the motion is adopted, we will [state the effect of the vote] and the next business in order is . . .

OR

The negative has it, the motion is defeated and [state the effect of the motion]

COUNTED MAJORITY VOTE:

There are _____ votes in the affirmative and _____ votes in the negative. There is a majority in the affirmative and the motion is adopted. We will [state the effect of the vote] and the next business in order is . . .

OR

There are _____ votes in the affirmative and _____ votes in the negative. There is less than a majority in the affirmative and the motion is defeated [state the effect of the vote] and the next business in order is . . .

COUNTED TWO-THIRDS VOTE:

There are _____ votes in the affirmative and _____ votes in the negative. There is a two-thirds vote in the affirmative and the motion is adopted. We will (Give the effect of the vote) and the next business in order is . . .

OR

There are _____ votes in the affirmative and _____ votes in the negative. There is less than a two-thirds vote in the affirmative and the motion is defeated (state the effect of the vote]

CHAIR: The next business in order is . . .

MEETING MINUTES

Minutes are the official record of an organization. It is crucial that they are accurate since they are the legal record of the proceedings and actions of the organization.

CONTENT

First paragraph: Kind of meeting (regular, special, etc.); the name of the organization; the date and time of the meeting; place of the meeting, if it isn't always the same; that the regular chairman and secretary were present or, in their absence, the names of the persons who substituted for them; and record of the action taken on the minutes of the previous meeting. Any corrections approved by the members are made in the text of the minutes and then noted that the minutes were approved as corrected, without including the specific corrections in the minutes of the current meeting. While *Robert's* does not require inclusion of the approximate number of members present and the establishment of a quorum, many organizations choose to include that information in the minutes.

The body should include, with each motion being a separate paragraph:

- The exact wording of motions right before the vote, whether it passed or failed, and the way they were disposed of, along with the name of the maker.
- If the vote was counted, the count should be recorded. Tellers' reports, if there are any, are included. In roll call votes the record of each person's vote is included.
- Notices of motions given at one meeting to be voted on at the next meeting – previous notice is sometimes required (e.g., amendments of the bylaws).
- Points of order and appeals.
- Secondary motions that were made but not yet voted on, in cases where it is necessary to record them for completeness or clarity, e.g., a main motion, a primary amendment, a secondary amendment and the motion to postpone to the next meeting were all made and are pending. If the motion to postpone passes, the minutes of the meeting should include the wording of the main motion, the primary amendment, and the secondary amendment so that at the next meeting everyone is aware of exactly what motions will come before the assembly during Unfinished Business.
- The complete substance of oral committee reports that are given in small assemblies.
- The fact that the assembly went into committee of the whole, a parliamentary tool used more by legislative bodies than by nonprofit groups, but not the proceedings. The report of the committee of the whole is included.
- Proceedings under Informal Consideration are recorded.
- The Assembly may order that a report of great importance be entered in the minutes.

- Name and subject of the guest speaker may be entered, but the minutes should not include a summary of the speaker's remarks.

Last paragraph: hour of adjournment

NOT INCLUDED

- The opinion or interpretation of the secretary
- Judgmental phrases e.g., “heated debate” or “valuable comment”
- Discussion: Minutes are a record of what was *done* at the meeting, not what was *said* at the meeting
- Motions that were withdrawn
- Name of seconder is unnecessary

DISTRIBUTION OF MINUTES

I recommend sending the minutes out in advance of the next meeting. Actually, it is best to send them out as soon as possible after the meeting, while members still remember what occurred and when. The problem with sending them out before they are approved is that there are eventually two sets of minutes of the same meeting distributed – the draft version and the adopted version. This potential problem is averted by simply labeling the draft minutes which are distributed before the next meeting as draft minutes and the approved minutes as approved, giving date of approval. The heading draft or approved should go at the top of the first page of the minutes in the title and in the footer on each page of the minutes.

ATTACHMENTS

The official copy of the minutes should have attached to it the original signed copy of:

- Committee Reports
- Officers Reports
- Written Motions
- Tellers Reports
- Correspondence

APPROVAL

If the minutes have been distributed to the members before the next meeting, then the approval process can be very short. A formal motion to approve the minutes is not necessary. But such a motion is not out of order. The presiding officer simply asks, “Are there any corrections to the minutes as printed?” If there are none, or after all corrections have been made, the presiding officer may say “There being no corrections [or “no further corrections”] to the minutes, the minutes stand approved as printed (or as corrected).”

This method allows the membership to approve the minutes without a formal vote. This is so because the only proper way to object to the approval of the secretary's draft of the minutes is to offer a correction to it.

A member who was not in attendance at the meeting for which minutes are being approved is not prevented from participating in their correction or approval. If the next regular meeting will not be held within a quarterly time interval or there is a change in the membership (such as a change in a number of the members of the board due to elections), a minutes approval committee should be used. In that case, the minutes approval committee reviews the minutes, corrects them, if necessary, and approves them on behalf of the membership. Some organizations have their board of directors serve as the minute's approval committee for the membership meetings.

SIGNATURE

After the minutes have been corrected and approved by the membership, they should be signed by the secretary and can be signed by the president. The word "approved" and the date of the approval should also be included. Using the term "Respectfully Submitted" is considered outdated and shouldn't be used.

MINUTES BOOK

The official copy of the minutes should be entered in the Minutes Book and kept by the secretary. These are the property of the organization, not the secretary. If the organization has a headquarters office, the official copy of the minutes should be kept there.

COPIES

If the members receive a copy of the minutes it is not necessary for them to receive all the attachments. When they do not receive the attachments, the minutes should include a brief summary of the attachments.

PROCEDURE IN SMALL BOARD/COMMITTEE – no more than about 12 members present (*Robert's Rules of Order Newly Revised*, 12th Edition, pages 464-465). The rules governing such meetings are different from the rules that apply to other assemblies, in the following respects:

- It's not necessary to rise in order to make a motion or when seeking recognition by the chair, raising the hand is adequate.
- Motions do not need to be seconded.
- There is no limit on the number of times a person may speak to a debatable motion, except Appeals follow the regular rules.
- Informal discussion of a subject is permitted while no motion is pending.
- “When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings”.
- The presiding officer may stay seated while putting a motion to a vote.
- The presiding officer, if a member, does not have to leave the chair when making a motion or when participating in debate, and can vote on all questions.

BASIC CHARACTERISTICS OF MOTIONS ©

From: *The Complete Idiot's Guide to Robert's Rules*

The Guerrilla's Guide to Robert's Rules

Nancy Sylvester, MA, PRP, CPP-T www.nancysylvester.com

| MOTION | PURPOSE | INTERRUPT SPEAKER? | SECOND NEEDED? | DEBATABLE? | AMENDABLE? | VOTE NEEDED |
|---|---|--------------------|----------------|------------------|------------|-----------------------|
| 1. <i>Fix the Time to Which to Adjourn</i> | Sets the time for a continued meeting | No | Yes | No ¹ | Yes | Majority |
| 2. <i>Adjourn</i> | Closes the meeting | No | Yes | No | No | Majority |
| 3. <i>Recess</i> | Establishes a brief break | No | Yes | No ² | Yes | Majority |
| 4. <i>Raise a Question of Privilege</i> | Asks an urgent question regarding rights | Yes | No | No | No | Ruled by chair |
| 5. <i>Call for Orders of the Day</i> | Requires that the meeting follow the agenda | Yes | No | No | No | One member |
| 6. <i>Lay on the Table</i> | Puts the motion aside for later consideration | No | Yes | No | No | Majority |
| 7. <i>Previous Question</i> | Ends debate and moves directly to the vote | No | Yes | No | No | Two-thirds |
| 8. <i>Limit or Extend Limits of Debate</i> | Changes the debate limits | No | Yes | No | Yes | Two-thirds |
| 9. <i>Postpone to a Certain Time</i> | Puts off the motion to a specific time | No | Yes | Yes | Yes | Majority ³ |
| 10. <i>Commit or Refer</i> | Refers the motion to a committee | No | Yes | Yes | Yes | Majority |
| 11. <i>Amend an amendment (Secondary Amendment)</i> | Proposes a change to an amendment | No | Yes | Yes ⁴ | No | Majority |
| 12. <i>Amend a motion or resolution (Primary Amendment)</i> | Proposes a change to a main motion | No | Yes | Yes ⁴ | Yes | Majority |
| 13. <i>Postpone Indefinitely</i> | Kills the motion | No | Yes | Yes | No | Majority |
| 14. <i>MAIN MOTION</i> | Brings business before the assembly | No | Yes | Yes | Yes | Majority |

1 Is debatable if the motion is made while no question is pending

2 Unless no question is pending

3 Majority, unless it makes the question a special order

4 If the motion it is being applied to is debatable

Note: Motions above are in the Order of Precedence of Motions.

Based on Robert's Rules of Order Newly Revised, 12th Edition

BASIC CHARACTERISTICS OF MOTIONS ©
From: *The Complete Idiot's Guide to Robert's Rules*
The Guerrilla's Guide to Robert's Rules
Nancy Sylvester, MA, PRP, CPP-T www.nancysylvester.com

| MOTION | PURPOSE | INTERRUPT SPEAKER? | SECOND NEEDED? | DEBATABLE? | AMENDABLE? | VOTE NEEDED |
|---|---|-----------------------|----------------------|-----------------------|------------|--------------------------|
| <i>Point of Order</i> | Requests that the rules be followed | Yes | No | No | No | Ruled by chair |
| <i>Appeal from the Decision of the Chair</i> | Challenges a ruling of the chair | Yes | Yes | Depends ⁴ | No | Majority ⁵ |
| <i>Suspend the Rules</i> | Allows the group to violate the rules (not bylaws) | No | Yes | No | No | Two-thirds |
| <i>Objection to Consideration</i> | Keeps the motion from being considered | Yes ⁶ | No | No | No | Two-thirds ⁷ |
| <i>Division of the Question</i> | Separates consideration of the motion | No | Yes | No | Yes | Majority |
| <i>Division of the Assembly</i> | Requires a standing vote | Yes | No | No | No | One member |
| <i>Parliamentary Inquiry or Request for Information</i> | Allows a member to ask a question about the business at hand | Yes | No | No | No | Responded to by chair |
| <i>Withdraw a Motion (after stated by the chair)</i> | Removes a motion from consideration | Yes | Depends ⁸ | No | No | Majority |
| <i>Take from the Table</i> | Resumes consideration of a motion that was laid on the table | No | Yes | No | No | Majority |
| <i>Reconsider</i> | Considers a motion again | Yes ⁹ | Yes | Depends ¹⁰ | No | Majority |
| <i>Rescind or Amend Something Previously Adopted</i> | Repeals a previously adopted motion or amends it after it has been adopted | No | Yes | Yes | Yes | Depends ¹¹ |

4 If the motion it is being applied to is debatable

5 Majority in negative required to reverse chair's decision

6 Yes, until debate has begun or a subsidiary motion other than Lay on the Table has been stated by the chair

7 Two-thirds against consideration sustains objection

8 Yes, if motion is made by the person requesting permission; no, if made by another member

9 When another member has been assigned the floor, but not after he or she has begun to speak

10 Only if the motion to be reconsidered is debatable

11 Requires a) a majority with notice, b) two-thirds, OR c) majority of entire membership

PALOS HEIGHTS PUBLIC LIBRARY

PROPOSED CLOSINGS 2025

| | |
|--------------------------|---|
| Thursday, January 1 | New Year's Day* |
| Friday, February 13 | Staff In-Service |
| Sunday, April 5 | Easter |
| Sunday, May 10 | Mother's Day |
| Sunday, May 24 | Closed Sundays until Sept. 13th |
| Monday, May 25 | Memorial Day* |
| Friday, June 19 | Juneteenth* |
| Friday, July 3 | Close at 5pm |
| Saturday, July 4 | Independence Day* |
| Thursday, July 16 | Close at 5pm (Classic Car Event Parking) |
| Friday, August 14 | Staff In-Service |
| Monday, September 7 | Labor Day* |
| Wednesday, November 25 | Close at 5pm |
| Thursday, November 26 | Thanksgiving Day* |
| Thursday, December 24 | Christmas Eve* |
| Friday, December 25 | Christmas Day* |
| Thursday, December 31 | New Year's Eve* |
| Friday, January 1 (2027) | New Year's Day* |

PALOS HEIGHTS PUBLIC LIBRARY

PROPOSED BOARD MEETING DATES - 2026

All meetings to be held in the Library Conference Room at 7pm
on the third Thursday of the month (unless otherwise noted)

January 15

February 19

March 19

April 16

May 21

June 18

July - No Meeting

August 20

September 17

October 15

November 19

December - No Meeting

2025 Staff Appreciation Awards Spreadsheet

| Employee: | Years of Service: | Base Award: | Premium: | Total Award: |
|---------------------------------|--------------------------|--------------------|-----------------|---------------------|
| Director | 10 | \$150 | \$150 | \$300 |
| Head of Circulation | 9 | \$125 | \$100 | \$225 |
| Head of Public Services | 7 | \$125 | \$100 | \$225 |
| Head of Technical Services | 7 | \$125 | \$100 | \$225 |
| Head of Youth and Teen Services | 8 | \$125 | \$100 | \$225 |
| Asst Head of YTS | 4 | \$100 | \$100 | \$200 |
| Business Manager | 17 | \$175 | \$100 | \$275 |
| PS Librarian 1 | 0 | \$100 | \$50 | \$150 |
| PS Librarian 2 | 8 | \$125 | \$50 | \$175 |
| PS Librarian 3 | 3 | \$100 | \$50 | \$150 |
| PS Librarian 4 | 2 | \$100 | | \$100 |
| YTS Librarian 1 | 2 | \$100 | \$50 | \$150 |
| YTS Librarian 2 | 4 | \$100 | \$50 | \$150 |
| YTS Librarian 3 | 8 | \$125 | | \$125 |
| YTS Librarian 4 | 3 | \$100 | | \$100 |
| YTS Librarian 5 | 1 | \$100 | | \$100 |
| Circ Clerk 1 | 26 | \$225 | | \$225 |
| Circ Clerk 2 | 19 | \$175 | | \$175 |
| Circ Clerk 3 | 15 | \$175 | | \$175 |
| Circ Clerk 4 | 9 | \$125 | | \$125 |
| Circ Clerk 5 | 4 | \$100 | | \$100 |
| Circ Clerk 6 | 3 | \$100 | | \$100 |
| Circ Clerk 7 | 3 | \$100 | | \$100 |
| Tech Clerk 1 | 14 | \$150 | | \$150 |
| Tech Clerk 2 | 8 | \$125 | | \$125 |
| Tech Clerk 3 | 7 | \$125 | | \$125 |
| Custodian | 14 | \$150 | | \$150 |
| | | | Total: | \$4,425 |

2025-2026 LIBRARY BOARD COMMITTEES

BUDGET &
FINANCE:

John Peltz (Chair)
Steve Foertsch
Patrick Keough

POLICY:

Rose Zubik (Chair)
Susan Snow
Maria Koeppen

BUILDING &
GROUNDS:

Steve Foertsch (Chair)
Sue Jankowski
John Peltz

FRIENDS OF THE
LIBRARY LIAISON:

Sue Jankowski

LONG RANGE
PLANNING:

Sue Jankowski (Chair)
Hilary Rhodes
Dianne Key

PERSONNEL:

Dianne Key (Chair)
Maria Koeppen
Rose Zubik

NOMINATING:

Hilary Rhodes (Chair)
Susan Snow
Patrick Keough

ETHICS OFFICER:

Susan Snow



Board of Trustees Committee Descriptions

The Board of Trustees of the Palos Heights Library is somewhat unusual in its commitment to employing committees to take care of the detailed work that goes into the decision-making process of the Library's administration. Committees have proven effective at focusing on specific, specialized areas of running the library. In general, committees are responsible for vetting ideas on behalf of the Board as a whole. As a result of this vetting process, committees make recommendations to the full Board for formal implementation. This saves the full Board from having to dive into the minutiae of each and every decision that they are asked to make. However, committees make no decisions on their own. Their role is advisory, and they turn over final decision-making authority to the Board as a whole in all cases. So committees allow the Board to look more deeply at more issues than they would otherwise be able to without eroding the Board's authority in any way.

Committees are appointed by the Board President. Each committee has a chair or co-chairs who are responsible for the governance of each committee's work. The chair will work with the Board President and Library Director to conduct meetings as appropriate to the task at hand.

No specific expertise is required to participate in any given committee. In general, the Board President tries to make appointments according to the expertise and interests of Trustees, but this is not always possible. All that is asked is that Trustees bring their knowledge and engage in honest discussion of that matter at hand.

Generally speaking, committees' responsibilities are as follows:

Budget & Finance Committee

The Budget & Finance Committee makes recommendations regarding significant financial decisions that the Board has to make from time to time. Financial oversight is one of the most important functions of the Board of Trustees, and much of this oversight takes place as a matter of routine business at each regular Board Meeting. This committee serves to provide recommendations on financial matters that fall outside of the Board's normal monthly business. Examples include the Library's annual budget/levy/appropriation, its annual audit, and investment strategies.

This committee typically meets 3-4 times per year. They typically meet once in January to discuss that annual appropriation resolution and excess fund balance transfer. They also typically meet in July and August to plan the following year's budget and levy. The Board's Treasurer typically serves as the chair of this committee.

Building & Grounds Committee

The Building & Grounds Committee is tasked with ensuring that the Library's building and grounds are properly maintained. Ensuring functional, safe, and beautiful building and grounds is essential to the Library's operations. The Library Director has the discretion to make purchases up to \$5,000 without prior approval of the Board. The Committee will be consulted on all projects costing over \$5,000. The only exceptions to this would be situations in which the Board President feels that it is prudent to bypass the committee and take an item directly to the full Board for direct approval. This committee is particularly important in overseeing projects that will cost more than \$25,000, for which the Library is required by law to engage in a formal bidding process.

This committee typically meets 2-3 times per year as needed.

Fundraising Committee

The purpose of the Fundraising Committee is to raise funds for the Library to expand the patron experience by enriching the facilities, programming, collections, and services that the Library provides to the community.

This committee typically meets 2-3 times per year, or as often as is needed to plan projects.

Long Range Planning Committee

The Long Range Planning Committee is responsible for making recommendations related to the Library's Strategic Plan. This involves the development, review, and implementation of the plan itself. This also includes formulating the Library's mission and technology plan.

This committee typically meets once per year, although they will meet more often in years when the Library is particularly focused on updating its Strategic Plan.

Nominating Committee

The Nominating Committee is responsible for nominating Trustees to serve as officers in a given year. According to the Board's by-laws, these nominations are submitted to the Board in August and are voted on in September. Officers serve one year terms beginning each September.

This committee typically meets once per year prior to the August meeting so that it can make its recommendations.

Personnel Committee

The Personnel Committee is tasked with providing guidance regarding the Library's staff. This committee performs the annual performance review of the Library Director. It also makes recommendations regarding staff-focused policies and employment issues that affect staff. While specific personnel decisions fall under the day-to-day operations performed by the Library Director, the most pressing issues that affect the staff as a whole are taken up by this committee.

This committee meets as needed, typically once per year.

Policy Committee

The Policy Committee is responsible for maintaining the policies of the Library in accordance with the law and with best practices in the industry. The Library's policies essentially constitute its rule book. Library Policies are dictated solely by the Board lay out how the Library will operate with regard to staff, patrons, or other constituent groups. Some policies are required by federal, state, or local laws. Other policies are standard for local government entities or public libraries. Still others arise from needs specific to this Library and community. In all cases, policies are tailored to this Library's specific needs.

Policies remain in place until rescinding or superseded by other policies. In general, all policies are reviewed by the Board periodically, typically every 1-3 years depending on the topic. In most cases, the Library Director will draft a policy or specific policy changes to be reviewed by the committee, who then make specific recommendations for approval by the full Board.

This committee often works in conjunction with other committees to develop policies that fall specifically within their areas of responsibility. Examples include developing personnel policies in conjunction with the Personnel Committee or financial policies with the Budget & Finance Committee.

This committee meets as needed, typically at least once per year. Often, members of this committee will be asked to review policy changes individually, and their individual recommendations will be compiled by the chair for presentation to the Board.

In addition to its standing committees, the Board also has the following liaisons:

City Council Liaison

The City Council Liaison is responsible for communicating Library business to City Hall and reporting back to the Board about things happening with the City that affect the Library. This includes occasionally attending City Council meetings to keep abreast of issues. It also entails occasionally speaking at City Council meetings on behalf of the Library Board. Communication with the Mayor's Office is also occasionally required. The Library Director will typically handle the normal business that is transacted between the Library and the City, for example issues related to the Library's budget, levy, and

appropriation. However, this liaison is responsible for communicating with the City when the highest level of Library administration is called upon.

Ethics Chair

The Ethics Chair is a position that the Library Board is required by law to maintain. This person is responsible for tasks related to the ethical guidance of the Board. This includes ensuring that annual Statements of Economic Interest are filed by each Trustee in a timely manner. It also includes ensuring that all FOIA requests are answered in the appropriate manner and that the Open Meetings Act is followed at all times.

Friends of the Library Liaison

The Friends of the Library Liaison is the official line of communication between the Board and the Friends of the Library, who work hard to raise a lot of money for the library each year. While the Library Director also maintains close contact with the Friends and attends all of their meetings, the Friends also want to have strong ties to the Board. This liaison exists to maintain those ties and to communicate to the Board what is happening with the Friends.