



## BOARD OF TRUSTEES MEETING AGENDA

November 20, 2025

- CALL TO ORDER: 6:30pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the October 16, 2025 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for October 2025 for \$204,329.74  
Approval of the Treasurer's report for the month ending Oct. 31, 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 Contract for D. Kersey Construction for Building Envelope Repair Project in an Amount not to exceed \$207,986.40  
3. Approval of Resolution 251120-1 Authorizing a Tax Anticipation Loan from the City of Palos Heights
- ADJOURNMENT
- NEXT MEETING: Thursday, January 15, 2026

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

October 16, 2025 Minutes

1. The meeting was called to order at 6:31pm by President Rose Zubik. The following trustees were present: Rose Zubik, Dianne Key, Patrick Keough, Hilary Rhodes, John Peltz, Maria Koeppen, Sue Jankowski and Steve Foertsch. Susan Snow joined via zoom.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager, Tina Ruzala, Head of Youth & Teen Services and Lorena Rodriguez, Head of Technical Services. Nancy Sylvester and Brooke Peterson joined us on Zoom for the Unfinished Business.
3. No members of the public attended and there was no public comment.
4. **Unfinished Business:** Continued 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 September regular board meeting and Trustee Key seconded. The minutes were approved by a voice vote.
6. **Treasurer's Report**
  - a. Trustee Peltz moved to approve the General Fund bills for September 2025 for \$152,862.79. His motion was seconded by Trustee Foertsch. On a roll call vote, the motion carried.
  - b. Trustee Peltz moved to approve the Treasurer's report for the month ending September 30, 2025. His motion was seconded by Trustee Rhodes. On a roll call vote, the motion carried.
7. No President's Report
8. **Director's Report:** In addition to Director Blazek's written report:
  - a. Update on a Temp Loan from the City for tax anticipation loan: The city of Palos Heights met on Tuesday and a temporary loan for the library was discussed and the plan is that Jesse will attend next month's city finance meeting to answer any questions, and a check should come through by late November. We are in good shape to have the money before we need it.
9. There was no correspondence.
10. **Committee Reports**
  - a. Building & Grounds met before the meeting tonight, and they went over the proposed list of projects for 2025, and Director Blazek will produce a report for 2026 at the beginning of next year.

- b. Fundraiser for the Friends of the Library at Aurelio's on November 13th and Friends will receive 20% off if you mention it!

#### **11. New Business**

- a. A motion to approve the 2026 Library Closing Dates was made by Trustee Rhodes. On a voice vote, the motion carried.
  - b. A motion to approve the 2026 Regular Board Meeting Dates was made by Trustee Jankowski. Trustee Peltz made a secondary motion to amend the starting time of our board meetings for 2026 to 6:30pm. On a voice vote, the motion carried.
  - c. A motion to approve the Staff Appreciation Awards for a total of \$4,425.00 was made by Trustee Snow. On a roll call vote, the motion carried.
  - d. A motion was made to award Geri Burek the 2025 Palmer Award by Trustee Trustee Jankowski. On a voice vote, the motion carried.
  - e. Jesse Blazek presented Committee Assignments for 2025-2026, included in the board packets.
  - f. Library Holiday Party is December 14th 5:30pm at Mama Vesuvio's
12. Trustee Peltz moved to adjourn the meeting. President Zubik adjourned the meeting at 8:01pm.
13. The next board meeting is Thursday, November 20th at **6:30pm**. The meeting is starting early for further education on Parliamentary Procedure by Nancy Sylvester.

Minutes recorded by Hilary Rhodes, Secretary





	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
<b>FRONT DESK</b>			
» Fines/Lost/Damaged	\$211.05		\$211.05
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$429.75		\$429.75
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$657.85		\$657.85
» Miscellaneous	\$1,198.00		\$1,198.00
<b>DONATIONS/GIFTS</b>			
» Restricted	\$125.00		\$125.00
» Annual Fundraising	\$65.27		\$65.27
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$491.30		\$491.30
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$781.48	\$2.03	\$783.51
<b>TOTAL REVENUES</b>	<b>\$3,959.70</b>	<b>\$2.03</b>	<b>\$3,961.73</b>
<b>EXPENDITURES</b>			
<b>PERSONNEL SERVICES</b>			
» Operational Salaries	\$114,703.60		\$114,703.60
» Employee Benefits	\$31,406.19		\$31,406.19
» Staff & Board Development	\$377.48		\$377.48
<b>CONTRACTUAL SERVICES</b>	\$23,135.00		\$23,135.00
<b>BUILDING MAINTENANCE</b>	\$2,769.46		\$2,769.46
<b>INSURANCE</b>	\$0.00		\$0.00
<b>UTILITIES</b>	\$661.17		\$661.17
<b>SUPPLIES</b>	\$2,308.99		\$2,308.99
<b>CAPITAL EXPENSES</b>	\$10,097.56		\$10,097.56
<b>MEDIA</b>	\$17,204.19		\$17,204.19
<b>REIMBURSEMENTS</b>	\$1,666.10		\$1,666.10
<b>SR PROJECTS</b>	\$0.00		\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$204,329.74</b>	<b>\$0.00</b>	<b>\$204,329.74</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DEFICIENCY)</b>	-\$200,370.04	\$2.03	-\$200,368.01
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	-\$500.00	\$0.00	-\$500.00
<small>Check #23128 error in QB's cleared in October 2025</small>			
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-\$500.00</b>	<b>\$0.00</b>	<b>-\$500.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$200,870.04</b>	<b>\$2.03</b>	<b>-\$200,868.01</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$412,828.67</b>	<b>\$3,172.79</b>	<b>\$416,001.46</b>
<b>END OF MONTH</b>	<b>\$211,958.63</b>	<b>\$3,174.82</b>	<b>\$215,133.45</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
<b>REVENUES</b>					
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%
<b>DIRECT REVENUES</b>					
<b>FRONT DESK</b>					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$2,531.73	-\$31.73	101.27%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$1,034.27	\$765.73	57.46%
Miscellaneous	\$3,500.00	\$3,500.00	\$3,267.88	\$232.12	93.37%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$13,351.85	-\$2,351.85	121.38%
Miscellaneous	\$12,784.00	\$12,784.00	\$12,663.55	\$120.45	99.06%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$1,350.00	-\$350.00	135.00%
Unrestricted	\$15,000.00	\$15,000.00	\$1,319.98	\$13,680.02	8.80%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$4,000.00	\$4,000.00	\$6,813.55	-\$2,813.55	170.34%
<b>GRANTS</b>	\$17,800.30	\$17,800.30	\$17,800.30	\$0.00	100.00%
<b>INTEREST</b>	\$30,075.00	\$30,075.00	\$22,942.87	\$7,132.13	76.29%
<b>TOTAL REVENUES</b>	<b>\$2,123,870.08</b>	<b>\$2,123,870.08</b>	<b>\$1,124,717.26</b>	<b>\$999,152.82</b>	<b>52.96%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$834,488.65	-\$174,454.77	-17.29%
Employee Benefits	\$319,423.19	\$319,423.19	\$261,433.48	-\$57,989.71	-18.15%
Staff & Board Development	\$11,800.00	\$11,800.00	\$10,905.14	-\$894.86	-7.58%
<b>CONTRACTUAL SERVICES</b>	\$192,077.83	\$192,077.83	\$154,963.28	-\$37,114.55	-19.32%
<b>BUILDING MAINTENANCE</b>	\$51,121.59	\$51,121.59	\$44,154.24	-\$6,967.35	-13.63%
<b>INSURANCE</b>	\$25,279.51	\$25,279.51	\$25,572.11	\$292.60	1.16%
<b>UTILITIES</b>	\$12,890.20	\$12,890.20	\$9,771.97	-\$3,118.23	-24.19%
<b>SUPPLIES</b>	\$28,620.00	\$28,620.00	\$21,831.73	-\$6,788.27	-23.72%
<b>CAPITAL EXPENSES</b>	\$195,523.97	\$195,523.97	\$95,757.48	-\$99,766.49	-51.03%
<b>MEDIA</b>	\$170,585.00	\$170,585.00	\$125,220.56	-\$45,364.44	-26.59%
<b>REIMBURSEMENTS</b>	\$48,894.37	\$48,894.37	\$45,428.90	-\$3,465.47	-7.09%
<b>SR PROJECTS</b>	\$58,711.00	\$58,711.00	\$61,834.33	\$3,123.33	5.32%
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$2,123,870.08</b>	<b>\$1,691,361.87</b>	<b>-\$432,508.21</b>	<b>-20.36%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$566,644.61</b>	<b>\$566,644.61</b>	
<b>OTHER FINANCING USES</b>					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
<b>TOTAL OTHER FINANCING USES</b>			<b>\$0.00</b>		
<b>NET CHANGE IN FUND BALANCE</b>			<b>-\$566,644.61</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$36,724.50</b>		
			<b>-\$734,050.69</b>		



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**GENERAL FUND**

**BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: OCTOBER 2025**

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>					
<b>OPERATIONAL SALARIES</b>					
4311 SALARIED EMPLOYEES	\$774,582.04	\$88,086.24	\$639,604.32	\$134,977.72	17.43%
4312 HOURLY EMPLOYEES	\$229,111.38	\$26,617.36	\$194,209.33	\$34,902.05	15.23%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$0.00	\$675.00	\$4,575.00	87.14%
<b>TOTAL OPERATIONAL SALARIES</b>	<b>\$1,008,943.42</b>	<b>\$114,703.60</b>	<b>\$834,488.65</b>	<b>\$174,454.77</b>	<b>17.29%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$9,456.05	\$67,864.08	\$16,218.55	19.29%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$8,722.94	\$63,276.96	\$13,501.16	17.58%
4333 INSURANCE	\$157,362.44	\$13,227.20	\$129,910.44	\$27,452.00	17.45%
4334 CLOTHING	\$1,200.00	\$0.00	\$382.00	\$818.00	68.17%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$319,423.19</b>	<b>\$31,406.19</b>	<b>\$261,433.48</b>	<b>\$57,989.71</b>	<b>18.15%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
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	\$0.00	\$4,857.05	\$1,142.95	19.05%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$1,250.00	-\$250.00	-25.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$377.48	\$1,129.10	-\$29.10	-2.65%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$11,800.00</b>	<b>\$377.48</b>	<b>\$10,905.14</b>	<b>\$894.86</b>	<b>7.58%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,340,166.61</b>	<b>\$146,487.27</b>	<b>\$1,106,827.27</b>	<b>\$233,339.34</b>	<b>17.41%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$7,450.00	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$74.00	\$907.00	\$1,093.00	54.65%
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	\$3,790.00	\$1,160.00	23.43%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$15,550.00</b>	<b>\$439.00</b>	<b>\$12,241.39</b>	<b>\$3,308.61</b>	<b>21.28%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$5,040.00	\$263.83	\$2,941.13	\$2,098.87	41.64%
4414 ALARM	\$3,600.00	\$0.00	\$3,244.00	\$356.00	9.89%
4416 MAINTENANCE	\$40,500.00	\$2,916.32	\$31,164.28	\$9,335.72	23.05%
4417 SWAN	\$30,000.00	\$7,009.75	\$27,681.00	\$2,319.00	7.73%
4418 TECHNOLOGY	\$40,000.00	\$4,480.00	\$32,870.05	\$7,129.95	17.82%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$119,140.00</b>	<b>\$14,669.90</b>	<b>\$97,900.46</b>	<b>\$21,239.54</b>	<b>17.83%</b>
<b>PRINTING</b>					
4424 NEWSLETTER PRINTING	\$19,387.83	\$6,393.10	\$15,982.75	\$3,405.08	17.56%
<b>TOTAL PRINTING</b>	<b>\$19,387.83</b>	<b>\$6,393.10</b>	<b>\$15,982.75</b>	<b>\$3,405.08</b>	<b>17.56%</b>
<b>PROGRAMMING</b>					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$22.98	\$9,993.00	\$1,007.00	9.15%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$1,407.00	\$12,220.86	\$1,779.14	12.71%
4454 GENERAL PROGRAMMING	\$10,000.00	\$78.98	\$5,036.96	\$4,963.04	49.63%
<b>TOTAL PROGRAMMING</b>	<b>\$35,000.00</b>	<b>\$1,508.96</b>	<b>\$27,250.82</b>	<b>\$7,749.18</b>	<b>22.14%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$124.04	\$1,587.86	\$1,412.14	47.07%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$124.04</b>	<b>\$1,587.86</b>	<b>\$1,412.14</b>	<b>47.07%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$192,077.83</b>	<b>\$23,135.00</b>	<b>\$154,963.28</b>	<b>\$37,114.55</b>	<b>19.32%</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>					
<b>REPAIRS &amp; MAINTENANCE</b>					
4431 PEST CONTROL	\$856.68	\$68.79	\$680.12	\$176.56	20.61%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$13,000.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$12,000.00	\$992.50	\$11,617.36	\$382.64	3.19%
4436 LAWN MAINTENANCE	\$10,053.30	\$1,076.63	\$7,597.36	\$2,455.94	24.43%
4437 SNOW REMOVAL	\$6,751.61	\$0.00	\$3,627.00	\$3,124.61	46.28%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$42,661.59</b>	<b>\$2,137.92</b>	<b>\$36,521.84</b>	<b>\$6,139.75</b>	<b>14.39%</b>
<b>EQUIPMENT MAINTENANCE</b>					
4531 COPIER	\$8,220.00	\$631.54	\$7,426.15	\$793.85	9.66%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$206.25	\$33.75	14.06%
<b>TOTAL EQUIPMENT MAINTENANCE</b>	<b>\$8,460.00</b>	<b>\$631.54</b>	<b>\$7,632.40</b>	<b>\$827.60</b>	<b>9.78%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>	<b>\$51,121.59</b>	<b>\$2,769.46</b>	<b>\$44,154.24</b>	<b>\$6,967.35</b>	<b>13.63%</b>
<b>INSURANCE</b>					
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%
<b>GROUP TOTAL INSURANCE</b>	<b>\$25,279.51</b>	<b>\$0.00</b>	<b>\$25,572.11</b>	<b>-\$292.60</b>	<b>-1.16%</b>
<b>UTILITIES</b>					
4472 WATER	\$3,000.00	\$466.55	\$2,880.51	\$119.49	3.98%
4473 GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474 TELEPHONE/FAX	\$2,369.60	\$194.72	\$1,768.23	\$601.37	25.38%
4475 INTERNET/LOCAL AREA NET	\$5,520.60	\$0.00	\$5,123.23	\$397.37	7.20%
<b>GROUP TOTAL UTILITIES</b>	<b>\$12,890.20</b>	<b>\$661.27</b>	<b>\$9,771.97</b>	<b>\$3,118.23</b>	<b>24.19%</b>
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$921.13	\$78.87	7.89%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$46.18	\$1,963.36	\$36.64	1.83%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$35.38	\$2,485.70	\$714.30	22.32%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$590.97	\$4,856.08	\$1,143.92	19.07%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$83.31	\$1,185.46	\$1,864.54	61.13%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$559.99	\$640.01	53.33%
<b>TOTAL OFFICE SUPPLIES</b>	<b>\$16,950.00</b>	<b>\$755.84</b>	<b>\$11,971.72</b>	<b>\$4,978.28</b>	<b>29.37%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$356.23	\$4,996.18	\$353.82	6.61%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>	<b>\$5,350.00</b>	<b>\$356.23</b>	<b>\$4,996.18</b>	<b>\$353.82</b>	<b>6.61%</b>
<b>MAILING EXPENSES &amp; FEES</b>					
4551 POSTAGE & HANDLING	\$650.00	\$26.92	\$415.21	\$234.79	36.12%
4553 BULK FEES & PERMITS	\$5,670.00	\$1,170.00	\$4,448.62	\$1,221.38	21.54%
<b>TOTAL OFFICE EXPENSE</b>	<b>\$6,320.00</b>	<b>\$1,196.92</b>	<b>\$4,863.83</b>	<b>\$1,456.17</b>	<b>23.04%</b>
<b>GROUP TOTAL SUPPLIES</b>	<b>\$28,620.00</b>	<b>\$2,308.99</b>	<b>\$21,831.73</b>	<b>\$6,788.27</b>	<b>23.72%</b>
<b>CAPITAL EXPENSES</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$10,097.56	\$95,757.48	\$99,766.49	51.03%
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$195,523.97</b>	<b>\$10,097.56</b>	<b>\$95,757.48</b>	<b>\$99,766.49</b>	<b>51.03%</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>MEDIA - LIBRARY SUPPLIES</b>					
4710A DATABASES - Adult	\$25,000.00	\$6,175.00	\$20,323.24	\$4,676.76	18.71%
4710B DATABASES - Youth	\$4,700.00	\$0.00	\$4,529.82	\$170.18	3.62%
4711 PERIODICALS	\$12,000.00	\$5,998.46	\$8,334.21	\$3,665.79	30.55%
4714 LARGE PRINT	\$5,250.00	\$270.35	\$2,963.07	\$2,286.93	43.56%
4715 BOOKS - Adult	\$32,900.00	\$1,760.85	\$20,456.09	\$12,443.91	37.82%
4716 BOOKS - Youth	\$33,000.00	\$1,465.95	\$24,183.83	\$8,816.17	26.72%
4717 VIDEOS - Adult	\$4,000.00	\$166.44	\$2,616.45	\$1,383.55	34.59%
4718 VIDEOS - Youth	\$800.00	\$0.00	\$505.29	\$294.71	36.84%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$112.98	\$1,248.73	\$751.27	37.56%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$3,685.67	\$64.33	1.72%
4721 SOFTWARE	\$10,188.15	\$141.19	\$7,643.08	\$2,545.07	24.98%
4722 REALIA	\$1,000.00	\$0.00	\$306.02	\$693.98	69.40%
4723A VIDEO GAMES - Youth	\$1,300.00	\$59.99	\$1,281.13	\$18.87	1.45%
4724 GADGETS & GIZMOS	\$1,000.00	\$79.99	\$552.14	\$447.86	44.79%
4725A E-BOOKS - Adult	\$12,000.00	\$619.50	\$10,901.07	\$1,098.93	9.16%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$303.49	\$12,270.92	\$1,729.08	12.35%
4726 EBOOKS - Youth	\$3,500.00	\$50.00	\$3,419.80	\$80.20	2.29%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
<b>GROUP TOTAL MEDIA</b>	<b>\$170,585.00</b>	<b>\$17,204.19</b>	<b>\$125,220.56</b>	<b>\$45,364.44</b>	<b>26.59%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>					
4900 MISCELLANEOUS	\$19,094.07	\$1,198.00	\$12,395.79	\$6,698.28	35.08%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,800.30	\$0.00	0.00%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$315.04	\$13,842.93	-\$2,842.93	-25.84%
4906a RESTRICTED DONATIONS	\$1,000.00	\$153.06	\$1,389.88	-\$389.88	-38.99%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>	<b>\$48,894.37</b>	<b>\$1,666.10</b>	<b>\$45,428.90</b>	<b>\$3,465.47</b>	<b>7.09%</b>
<b>SPECIAL RESERVE PROJECTS</b>					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$0.00	\$61,834.33	-\$3,123.33	-5.32%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>	<b>\$58,711.00</b>	<b>\$0.00</b>	<b>\$61,834.33</b>	<b>-\$3,123.33</b>	<b>-5.32%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$204,329.84</b>	<b>\$1,691,361.87</b>	<b>\$432,508.21</b>	<b>20.36%</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
<b>Adducci Vega Financial Group, LLC</b>				
10/17/2025	Check	6221	09 September Reconciliation Invoice 202064622	4365 Accountant
				<u>\$365.00</u>
<b>Total for Adducci Vega Financial Group, LLC</b>				<u>\$365.00</u>
<b>Amazon</b>				
10/03/2025	Expense	AMAZON PORTAL	1QH1-HTP3-FFP3	4723B Video Games - Youth
				\$59.99
10/03/2025	Expense	AMAZON PORTAL	1T9L-Q9QT-NHJQ	4514 Business Office - Supplies
				\$17.98
10/06/2025	Expense	AMAZON PORTAL	17J1-3Y9X-PLQ7	4716 Books - Youth
				\$61.13
10/06/2025	Expense	AMAZON PORTAL	1XY3-W1GK-1NXL	4512 Youth & Teen - Supplies
				\$46.18
10/06/2025	Expense	AMAZON PORTAL	1Y7H-J6Y9-FF4X	4515 Technical Services - Supplies
				\$90.64
10/10/2025	Expense	AMAZON PORTAL	1LKX-LPJH-MMR3	4516 Circulation - Supplies
				\$83.31
10/14/2025	Expense	AMAZON PORTAL	1XX1-TD46-TVGT Disinfecting wipes (12)	4541 Maintenance/Cleaning Supplies
				\$68.97
10/14/2025	Expense	AMAZON PORTAL	1XX1-TD46-TVGT Multifold Towels (1cs.)	4541 Maintenance/Cleaning Supplies
				\$35.27
10/14/2025	Expense	AMAZON PORTAL	1XX1-TD46-TVGT Toilet Paper 48 rolls	4541 Maintenance/Cleaning Supplies
				\$35.66
10/16/2025	Expense	AMAZON PORTAL	144T-WWWW9J-CDT1 Fab Lab	4904 Reimb. - Friends Book Sales
				\$298.59
10/24/2025	Expense	AMAZON PORTAL	13F3-YYRT-N4T1 Fab Lab	4904 Reimb. - Friends Book Sales
				\$16.45
10/24/2025	Expense	AMAZON PORTAL	1NNR-PTPL-NJVT PHWC-D. MENEOU	4906a Reimb. - Restricted Donations
				\$38.99
10/24/2025	Expense	AMAZON PORTAL	1NNR-PTPL-NJVT PHWC-SYPNIEWSKI	4906a Reimb. - Restricted Donations
				\$27.07
10/24/2025	Expense	AMAZON PORTAL	1NNR-PTPL-NJVT PHWC-BELEZAK	4906a Reimb. - Restricted Donations
				\$30.00
10/24/2025	Expense	AMAZON PORTAL	1NNR-PTPL-NJVT PHWC-J. MENEOU	4906a Reimb. - Restricted Donations
				\$23.25
10/24/2025	Expense	AMAZON PORTAL	1NNR-PTPL-NJVT PHWC-SCHMAEDEKE	4906a Reimb. - Restricted Donations
				\$16.15
10/24/2025	Expense	AMAZON PORTAL	1RCF-NJY3-1H44 Toilet paper	4541 Maintenance/Cleaning Supplies
				\$71.84
10/24/2025	Expense	AMAZON PORTAL	1QG3-3R1F-WNRG	4514 Business Office - Supplies
				\$17.40
10/27/2025	Expense	AMAZON PORTAL	1D4K-QKFJ-C1VR	4906a Reimb. - Restricted Donations
				\$17.60
10/27/2025	Expense	AMAZON PORTAL	1X1M-1Y6W-CHWJ Multifold towels (2)	4541 Maintenance/Cleaning Supplies
				\$78.83
10/27/2025	Expense	AMAZON PORTAL	17N9-9FGD-CHHT Toile Paper	4541 Maintenance/Cleaning Supplies
				<u>\$65.66</u>
<b>Total for Amazon</b>				<u>\$1,200.96</u>
<b>Anderson Pest Solutions</b>				
10/14/2025	Check	6213	Invoice 84270280	4431 Pest Control
				<u>\$68.79</u>
<b>Total for Anderson Pest Solutions</b>				<u>\$68.79</u>
<b>Building Technology Consultants, Inc.</b>				
10/08/2025	Check	6208	Invoice 14116 Design 100% complete	4631 Contingency / Special Reserves Replenishment
				\$1,350.00
10/08/2025	Check	6208	Invoice 14116 Bidding 20% complete	4631 Contingency / Special Reserves Replenishment
				<u>\$1,000.00</u>
<b>Total for Building Technology Consultants, Inc.</b>				<u>\$2,350.00</u>
<b>CIT</b>				
10/06/2025	Check	6205	Invoice 1369253 RE	4531 Copier
				<u>\$631.54</u>
<b>Total for CIT</b>				<u>\$631.54</u>
<b>City Of Palos Heights</b>				
10/16/2025	Check	6219	Elevator Reinspection	4362 Legal Fees
				<u>\$25.00</u>
<b>Total for City Of Palos Heights</b>				<u>\$25.00</u>
<b>City Of Palos Heights IMRF</b>				
10/31/2025	Journal Entry	114	VIMRF	4311 Salaried Employees
				\$2,160.60
10/31/2025	Journal Entry	115	4.5%	4311 Salaried Employees
				\$3,963.90
10/31/2025	Journal Entry	115	4.5%	4312 Hourly Employees
				\$369.35
10/31/2025	Check	23148	10 October Payment	4331 IMRF III. Muni. Ret. Fund
				<u>\$9,456.05</u>
<b>Total for City Of Palos Heights IMRF</b>				<u>\$15,949.90</u>
<b>City of Palos Hts. - Water Bill</b>				
10/16/2025	Check	6218	Monthly bill	4472 Water
				<u>\$466.55</u>
<b>Total for City of Palos Hts. - Water Bill</b>				<u>\$466.55</u>
<b>ComEd</b>				
10/14/2025	Check	6216	Billing through 10.5.25	4631 Contingency / Special Reserves Replenishment
				<u>\$6,747.65</u>
<b>Total for ComEd</b>				<u>\$6,747.65</u>
<b>Cosmopolitan Building Services</b>				
10/10/2025	Check	6211	10 Oct 25 Janitorial Services Invoice 6653	4416 Maintenance
				<u>\$2,722.50</u>
<b>Total for Cosmopolitan Building Services</b>				<u>\$2,722.50</u>
<b>Demco</b>				
10/10/2025	Check	6212	Invoice 7706823	4515 Technical Services - Supplies
				<u>\$309.07</u>
<b>Total for Demco</b>				<u>\$309.07</u>
<b>Grasso Graphics</b>				
10/03/2025	Check	6201	Sept/Oct Newsletters	4424 Newsletter Printing
				\$3,196.55
10/24/2025	Check	6224	Nov/Dec Newsletters	4424 Newsletter Printing
				<u>\$3,196.55</u>
<b>Total for Grasso Graphics</b>				<u>\$6,393.10</u>
<b>GT Mechanical</b>				
10/10/2025	Expense	ACH GT	23010306 Chiller Circut A low on charge	4434 Building Repairs
				<u>\$992.50</u>
<b>Total for GT Mechanical</b>				<u>\$992.50</u>
<b>Independent Construction Services</b>				
10/08/2025	Check	6209	Invoice 1647 Bid Ad Regional & Des Plaines Valley Newspapers	4631 Contingency / Special Reserves Replenishment
				<u>\$680.70</u>
<b>Total for Independent Construction Services</b>				<u>\$680.70</u>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Ingram				
	10/06/2025	6202	09 Sept Invoices	4714 Large Print Books \$268.37
	10/06/2025	6202	09 Sept Invoices	4715 Books - Adult \$1,727.24
	10/06/2025	6202	09 Sept Invoices	4716 Books - Youth \$1,375.00
	10/06/2025	6202	09 Sept Pre processing large print	4515 Technical Services - Supplies \$2.57
	10/06/2025	6202	09 Sept Pre processing adult books	4515 Technical Services - Supplies \$83.16
	10/06/2025	6202	09 Sept Pre processing youth books	4515 Technical Services - Supplies \$78.21
	10/06/2025	6202	09 Sept Shipping	4714 Large Print Books \$1.98
	10/06/2025	6202	09 Sept Shipping	4715 Books - Adult \$33.61
	10/06/2025	6202	09 Sept Shipping	4716 Books - Youth \$29.82
Total for Ingram				\$3,599.96
JR Midwest Irrigation Co.				
	10/06/2025	6206	Invoice 1901 Winterize System	4436 Lawn Maintenance \$120.00
Total for JR Midwest Irrigation Co.				\$120.00
Klein, Thorpe And Jenkins				
	10/06/2025	6204	Services through 8.31.25	4362 Legal Fees \$49.00
Total for Klein, Thorpe And Jenkins				\$49.00
Layman, Jez				
	10/03/2025	23142	10.09.25 Hand lettering	4452 Public Services Programming \$300.00
Total for Layman, Jez				\$300.00
LIMRiCC-Employees				
	10/07/2025	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements \$1,198.00
	10/07/2025	113	Employee Paid Benefits	4311 Salaried Employees \$678.49
	10/07/2025	ACH LIM	10 OCT 25	4333 Insurance \$13,227.20
Total for LIMRiCC-Employees				\$15,103.69
Mary Beth Sexton				
	10/14/2025	6214	Card making class supplies	4452 Public Services Programming \$82.00
Total for Mary Beth Sexton				\$82.00
Mathisen, Martina				
	10/03/2025	23143	10.16.25 LIFT	4452 Public Services Programming \$325.00
Total for Mathisen, Martina				\$325.00
Megan Wells				
	10/03/2025	23144	10.28.25 Ghost Stories from Around the World	4452 Public Services Programming \$400.00
Total for Megan Wells				\$400.00
Midwest Tape - 19730				
	10/06/2025	6203	09 Sept Invoices	4717 Videos - Adult \$166.44
	10/06/2025	6203	09 Sept Invoices	4719 Audiobooks - Adult \$112.98
	10/06/2025	6203	09 Sept pre processing 4717	4515 Technical Services - Supplies \$21.34
	10/06/2025	6203	09 Sept pre processing 4719	4515 Technical Services - Supplies \$5.98
Total for Midwest Tape - 19730				\$306.74
Old National Bank - MasterCard				
	10/07/2025	MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming \$10.99
	10/07/2025	MasterCard	SIP, Google Fi	4474 Telephone/FAX \$116.59
	10/07/2025	MasterCard	OCLC	4551 Postage & Handling \$26.92
	10/07/2025	MasterCard	Duo	4721 Software \$120.00
	10/07/2025	MasterCard	Bluehost	4721 Software \$21.19
	10/07/2025	MasterCard	Spotify	4451 Youth & Teen Programming \$11.99
	10/07/2025	MasterCard	Fan Con Pizza	4461 Public Relations \$119.10
	10/07/2025	MasterCard	Slide Converter B&H Photo	4724 Gadgets & Gizmos \$79.99
	10/07/2025	MasterCard	Facebook boost post booksale	4461 Public Relations \$4.94
Total for Old National Bank - MasterCard				\$511.71
Otis Elevator				
	10/15/2025	OTIS PORTAL	Invoice 100402100992	4416 Maintenance \$193.82
Total for Otis Elevator				\$193.82
OverDrive, Inc.				
	10/06/2025	6207	01658DA25231765	4726 E-Books - Youth \$50.00
	10/14/2025	6215	01658CO25312515	4725A E-Books - Adult \$619.50
	10/14/2025	6215	01658CO25312982	4725B E-Audiobooks - Adult \$303.49
Total for OverDrive, Inc.				\$972.99
Paylocity Payroll Billing				
	10/31/2025	PAYLOCITY	Check date 10.17.25	4412 Payroll Services \$183.73
	10/31/2025	PAYLOCITY	Check date 10.03.25	4412 Payroll Services \$80.10
Total for Paylocity Payroll Billing				\$263.83



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
<b>Paylocity Payroll Net</b>				
10/03/2025	Expense	PAYLOCITY	Check date 10.03.25	4311 Salaried Employees \$20,551.28
10/03/2025	Expense	PAYLOCITY	Check date 10.03.25	4312 Hourly Employees \$7,470.52
10/03/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement \$14.63
10/03/2025	Expense	PAYLOCITY	LR RAILS	4356 Mileage Reimbursement \$8.40
10/17/2025	Expense	PAYLOCITY	Check date 10.17.25	4311 Salaried Employees \$21,065.17
10/17/2025	Expense	PAYLOCITY	Check date 10.03.25	4312 Hourly Employees \$7,196.12
10/17/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement \$13.93
10/17/2025	Expense	PAYLOCITY	CD Spirit Committee	4454 General Programming \$78.98
10/31/2025	Expense	PAYLOCITY	Check date 10.31.25	4311 Salaried Employees \$21,065.17
10/31/2025	Expense	PAYLOCITY	Check date 10.31.25	4312 Hourly Employees \$7,380.41
10/31/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement \$14.42
10/31/2025	Expense	PAYLOCITY	ILA MM	4356 Mileage Reimbursement \$45.00
10/31/2025	Expense	PAYLOCITY	ILA CE	4356 Mileage Reimbursement \$103.60
10/31/2025	Expense	PAYLOCITY	ILA CD	4356 Mileage Reimbursement \$177.50
<b>Total for Paylocity Payroll Net</b>				<b>\$85,185.13</b>
<b>Paylocity Payroll Taxes</b>				
10/03/2025	Expense	PAYLOCITY	Check date 10.03.25	4311 Salaried Employees \$6,090.81
10/03/2025	Expense	PAYLOCITY	Check date 10.03.25	4332 FICA Social Security \$2,881.66
10/03/2025	Expense	PAYLOCITY	Check date 10.03.25	4312 Hourly Employees \$1,391.38
10/17/2025	Expense	PAYLOCITY	Check date 10.17.25	4311 Salaried Employees \$6,255.41
10/17/2025	Expense	PAYLOCITY	Check date 10.17.25	4332 FICA Social Security \$2,914.92
10/17/2025	Expense	PAYLOCITY	Check date 10.17.25	4312 Hourly Employees \$1,422.14
10/31/2025	Expense	PAYLOCITY	Check date 10.31.25	4311 Salaried Employees \$6,255.41
10/31/2025	Expense	PAYLOCITY	Check date 10.31.25	4332 FICA Social Security \$2,926.36
10/31/2025	Expense	PAYLOCITY	Check date 10.31.25	4312 Hourly Employees \$1,387.44
<b>Total for Paylocity Payroll Taxes</b>				<b>\$31,525.53</b>
<b>Peerless Network, Inc</b>				
10/15/2025	Check	6217	Invoice 84549	4474 Telephone/FAX \$78.03
<b>Total for Peerless Network, Inc</b>				<b>\$78.03</b>
<b>Randel N. Swanson</b>				
10/03/2025	Check	23145	10.23.25 Time Warp: The Game Show	4452 Public Services Programming \$300.00
<b>Total for Randel N. Swanson</b>				<b>\$300.00</b>
<b>Reliable Fire Equipment Co.</b>				
10/20/2025	Check	6223	Fire Extinguisher Inspection	4631 Contingency / Special Reserves Replenishment \$319.21
<b>Total for Reliable Fire Equipment Co.</b>				<b>\$319.21</b>
<b>Rivistas, LLC</b>				
10/10/2025	Check	6210	Invoice 21774 Youth Magazine Renewals	4711 Periodicals \$697.17
10/10/2025	Check	6210	Invoice 21775 PS Magazine Renewals	4711 Periodicals \$5,301.29
<b>Total for Rivistas, LLC</b>				<b>\$5,998.46</b>
<b>Roy Erikson Outdoor Maintenance</b>				
10/17/2025	Check	6220	Invoice 07-500042	4436 Lawn Maintenance \$956.63
<b>Total for Roy Erikson Outdoor Maintenance</b>				<b>\$956.63</b>
<b>SWAN</b>				
10/17/2025	Expense	ACH SWAN	Invoice 12204 Fees	4417 SWAN/OCLC \$7,009.75
<b>Total for SWAN</b>				<b>\$7,009.75</b>
<b>Truty, Marcin</b>				
10/03/2025	Expense	ACH MT	09 Sep IT Services 25-09	4418 Technology \$4,480.00
<b>Total for Truty, Marcin</b>				<b>\$4,480.00</b>
<b>U.S. Postal Service</b>				
10/24/2025	Check	23147	Permit Imprint Fee Annual	4553 Bulk Fees & Permits \$370.00
<b>Total for U.S. Postal Service</b>				<b>\$370.00</b>
<b>U.S. Post Office</b>				
10/24/2025	Check	23146	Newsletter postage	4553 Bulk Fees & Permits \$800.00
<b>Total for U.S. Post Office</b>				<b>\$800.00</b>
<b>Value Line</b>				
10/20/2025	Check	6222	Value Line Research Center	4710a Databases (Adult) \$6,175.00
<b>Total for Value Line</b>				<b>\$6,175.00</b>
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>				<b>\$204,329.74</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES  
BY FINANCIAL INSTITUTION  
October 31, 2025**

ACCOUNT	GENERAL FUND				SPECIAL RESERVES FUND		TOTAL FUND BALANCE
	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	
BEGINNING BALANCE	\$73,722.79	\$337,741.10	\$1,164.78	\$200.00	\$572.09	\$2,600.70	\$416,001.46
WITHDRAWALS	(\$204,329.74)						(\$204,329.74)
TRANSFERS	\$40,000.00	(\$40,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$1,198.00						\$3,178.22
	\$303.75						
	\$262.55						
	\$218.90						
	\$125.00						
	\$358.80						
	\$711.22						
ADJUSTMENTS	(\$500.00)						
INTEREST EARNED	\$1.05	\$776.18	\$4.25	N/A	N/A	\$2.03	\$783.51
ENDING BALANCE	\$32,072.32	\$178,517.28	\$1,169.03	\$200.00	\$572.09	\$2,602.73	\$215,633.45
TOTALS	\$211,958.63 GENERAL FUND				\$3,174.82 SPECIAL RESERVES FUND		\$215,133.45 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.490%	4.246%	N/A	N/A	0.920%	

**TOTAL FUND BALANCE MONTH ENDING: OCTOBER 31, 2025  
\$215,133.45**

Adjustment: Check #23128 was omitted in the August report, Check cleared bank in October 2025



# DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting  
November 20, 2025

## Library News

### Budget Update

Cook County's property tax bills were finally posted on 11/14 with a due date of 12/15. Disbursements are expected to begin shortly thereafter. Unfortunately, this won't quite be in time for us as our cash flow analysis projects that we will run out of money in early December. I spoke with the City's Finance Director many times in the past few weeks to hammer out the details of a loan from the City. On 11/12, I attended the City's Finance Committee meeting, where this loan was on the agenda. There were no questions or push-back. Everyone seems to understand the situation that we're in and what the best outcome for the City, the Library, and our residents will be. The City's Finance Committee also approved protection for the Library's Corporate Levy from being tax capped, which is necessary to our financial stability. Both of these items, the loan and the levy, will be up for approval at the next City Council meeting on 11/18. I plan to attend that meeting in case any questions arise.

### Building Envelope Project

October 31<sup>st</sup> was the deadline for bids to be submitted for our building envelope repair project. Despite interest from five companies, we ended up receiving two bids. The low bidder was D. Kersey Construction, which is a reputable firm that does the vast majority of its work in the public sector including numerous schools and libraries. Their base bid was \$170,764.00 with another \$21,816.00 in potential alternates. I'll discuss the details of the bid in greater detail below.

### Veterans Day Reception

We held our annual Veterans Day reception following the City's program in the morning. This year's reception was more sparsely attended with 16 people on a chilly morning. We held a drawing to give away an item made on the Glowforge. Food was provided by Library staff, and overall it was a convivial affair.

## Upcoming Events

- Thursday, November 20<sup>th</sup> – Long Range Planning Committee Meeting, 5:30pm
- Thursday, November 20<sup>th</sup> – Regular Board Meeting, 6:30pm
- Wednesday, December 3<sup>rd</sup> – Shepard Madrigal Singers and Holiday Sing-Along, 7:00pm

- Sunday, December 14<sup>th</sup> – Library Holiday Party, 5:30pm at Mama Vesuvio’s
- Thursday, January 15<sup>th</sup> – Budget & Finance Committee Meeting, 6:00pm
- Thursday, January 15<sup>th</sup> – Regular Board Meeting, 6:30pm

## Agenda Items

### Item 1: Nancy Sylvester

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

**Recommendation:** No action needed.

### Item 2: Building Envelope Repair Contract

D. Kersey Construction was the low bidder on our building envelope repair project with a base bid of \$170,764.00. The base bid assumes that they will be able to remove the existing metal sheeting intact and reuse it once the structural work is completed. Kersey also solicited an alternate bid in the amount of an additional \$21,816.00 to replace, rather than reuse, the metal sheeting. I am skeptical that the sheeting can be removed and then replaced in a way that will be aesthetically acceptable to us. The sheeting is already 20+ years old. The likelihood of even the most skilled metalworking removing it, storing it, and reinstalling it without incurring noticeable dings or bends is low. Think of bending a sheet of tinfoil and then trying to get it to lay perfectly flat again after. If this weren’t on the north side of the building, most visible to passing traffic, I would say that we shouldn’t worry about any possible blemishes and have the contractor attempt to reuse the existing sheeting. But given the location of the material, its age, and the likelihood of our liking what it looks like should they try to reuse it, I think we should give strong consideration to accepting the additional bid. Worth mentioning in this regard is that the other bidder didn’t even bother to give us a base bid that didn’t include replacing the metal sheeting as they didn’t think it could be done in a way that would be acceptable to the customer.

Our Owner’s Representative, Dan Eallonardo, will be on hand to discuss this matter in greater detail. He has budgeted out the total cost of this project for us, including an 8% contingency, at a contractual cost not to exceed \$207,986.40. If approved, construction would be scheduled for the coming spring.

**Recommendation:** I recommend that you approve the proposal from D. Kersey Construction in an amount not to exceed \$207,986.40.

### Item 3: Tax Anticipation Loan

As mentioned above, the City has agreed to lend us \$250,000 in a tax anticipation loan so that we don’t run short of funds before tax disbursements are resumed in late December or early January. Using our previous resolution as a template, I have drafted a new resolution that would empower me

to enter into the necessary Inter-Governmental Agreement to secure this loan and to repay it no later than March 1, 2026.

**Recommendation:** I recommend that you approve Resolution 20251120-1 authorizing a loan from the City of Palos Heights in the amount of \$250,000.00.

Respectfully submitted,  
Jesse Blazek  
Library Director



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## OCTOBER 2025

### At the Desk:

11 online library cards were issued to residents.

26 directional questions were answered by the Circulation staff.

5 patrons used Curveside pickup.

### Department Highlights:

Dora, Karen M., Joyce, Crys and Mickey painted ornaments for the giving tree made on the Glowforge by Beth.

Jesse, Beth & Dora attended the Trunk or Treat at Bethshan on 10/29. We decorated the car as the Cookie Monster.

Beth order new library cards & new book carts for ILL

Beth lead the Lunch Bunch Book Discussion of *The Barn: The Secret History of a Murder in Mississippi* by Wright Thompson attended by 9 patrons.

Beth made signs for the November/ December Kindness Corner donation drive & Thanksgiving closure days.

### Meetings:

10/6- One on One with Jesse

10/7- Met with Dora & Mary Kate to work on the Holiday Tree Decorating Contest

10/7- Beth attended the PHWC October meeting

10/22- Swan Circulation Networking Group

10/22- Management Meeting

10/28- SWAN Fireside Chat

Respectfully submitted,

Beth Stevens

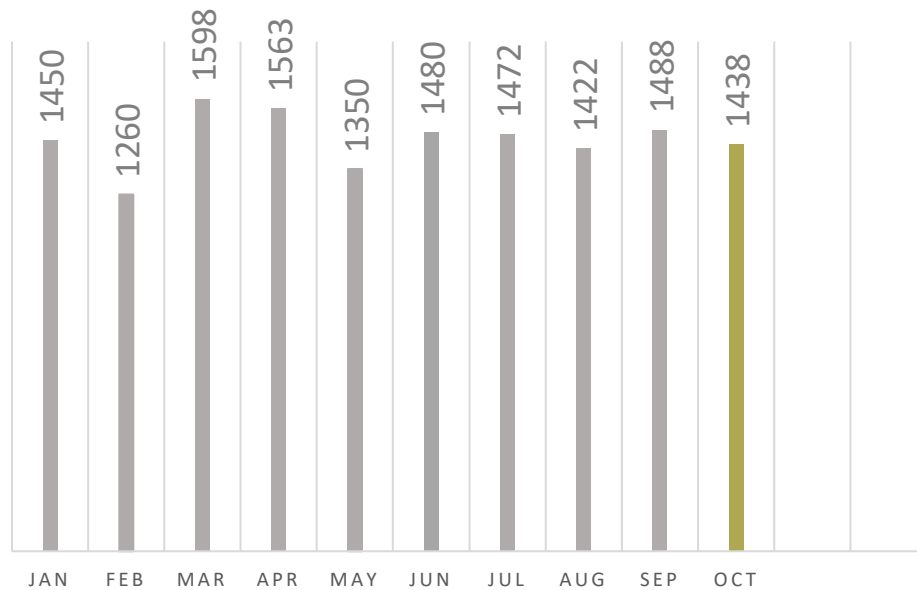
Head of Circulation

## CIRCULATION STATISTICS FOR OCTOBER 2025

	Oct-25	YTD 25	Oct-24	YTD 24	
<b>Adult Circulation</b>					
Books	3,469	35,601	3,434	37,758	
Video	381	4,490	354	4,539	
Audio	331	2,663	327	3,088	
Periodicals	182	1,506	136	1,678	
Other Formats	20	209	26	186	
In House	86	842	92	905	
<b>Total Adult Circulation</b>	<b>4,469</b>	<b>45,311</b>	<b>4,369</b>	<b>48,154</b>	
<b>Youth Circulation</b>					
Books	4,469	44,197	4,019	43,284	
Audio	28	454	39	553	
<b>Teen Circulation</b>					
Books	228	2,957	178	2,777	
Audio	2	28	1	37	
<b>Youth &amp; Teen Circulation</b>					
Video	213	2,000	177	2,205	
Periodicals	11	196	4	135	
Other Formats	105	1,036	54	657	
In House Use	693	8,386	567	8,584	
<b>Total Youth &amp; Teen Circulation</b>	<b>5,749</b>	<b>59,254</b>	<b>5,039</b>	<b>58,232</b>	
<b>Gadgets &amp; Gizmos</b>	<b>22</b>	<b>180</b>	<b>7</b>	<b>123</b>	
<b>Electronic Circulation</b>					
eBooks (Media On Demand)	1,064	11,843	1,056	12,504	
eBooks (e-Read IL)	87	879	76	921	
eAudio (e-Read IL)	68	642	89	753	
eAudio (Media On Demand)	851	8,406	802	8,805	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	443	3,601	259	2,870	
Periodicals (PressReader)	-	100	-	1,814	
Chicago Tribune Website	161	423	-	-	
Chicago Tribune E-Edition	3,160	3,160	-	-	
<b>Total Electronic Circulation</b>	<b>5,834</b>	<b>29,054</b>	<b>2,493</b>	<b>27,670</b>	
<b>TOTAL CIRCULATION</b>	<b>16,074</b>	<b>133,799</b>	<b>11,908</b>	<b>134,179</b>	
ILL - Received	1,411	12,263	1,194	12,714	
ILL - Sent	1,091	9,146	996	10,175	
Reciprocal Borrowing	782	11,239	1,023	12,077	
Online Renewals	25	728	29	375	
Self-Checkout	4,094	41,790	3,510	41,882	
<b>Computer Usage</b>					
Library Workstation Sessions	528	4,746	468	4,919	
Wireless Sessions	1,200	11,004	1,079	9,581	
Total Sessions	1,728	16,398	1,547	14,500	
# of People Using the Library	9,140	98,971	8,469	99,737	
<b>Homebound Deliveries</b>					
			<b>Current Month</b>	<b>Full Year</b>	
Patrons Serviced			10		
Visits			31	258	
Items			212	1,570	
<b>Museum Pass Program</b>					
			<b>Current Month</b>	<b>Full Year</b>	
Total Passes			32	193	
<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,234	45	26	1	4,882
Non-Resident/Trinity/Business	30	-	1	-	114
Cards for Kids	88		2	-	101

# Public Services Department Report October 2025

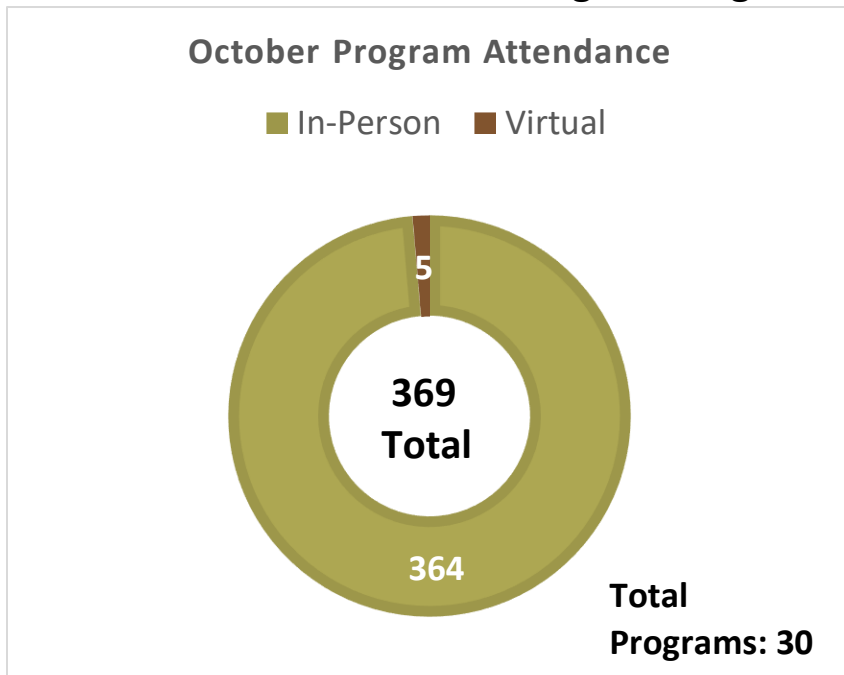
## PS Reference Questions



## Meetings & Trainings

- 10-3-25: RFN Meeting
- 10-6-25: ILA Panel Meeting
- 10-10-25: ILA Panel Meeting
- 10-13-25: Kanopy Rep Meeting
- 10-14 – 16-25: ILA Annual Conference
- 10-23-25: Graphic Novel Collection Meeting

## Programming



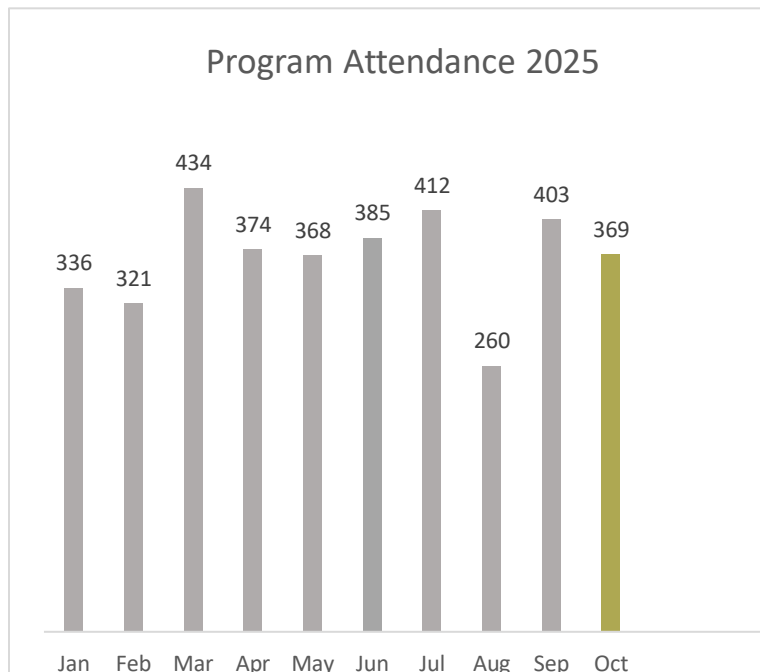
October was a pretty good month for programming. Hands-on crafting programs continue to go well, with both our Scrapbook class and Handlettering class being well-attended. This was the first year we started branching out these types of programs beyond scrapbook classes, and we have more lined up for 2026.

We were happy to host Martina Mathisen one last time, as she is giving up her program portrayals and lectures and focusing on

giving inspirational talks to library staff in-service days and corporate retreats and the like. This talk was also more inspirational, as opposed to the portrayals Martina usually does for us, and while I wasn't there personally, I am told the patrons really enjoyed it.

We did have one unexpected programming hiccup this month. Lyndsey had developed a brand new class about the Boundless app, which serves up our eRead Illinois collection of eBooks and eAudiobooks. Then about a week before the class was scheduled, we learned that the parent company of Boundless, Baker & Taylor, was shutting down and the Boundless app would be going away by Mid-November. We ended up canceling the class because at that point, our objective was more to tell people to stop using that app than teach them how to use something that would only be available for a couple more weeks at most.

Since then, the replacement app for eRead Illinois has been announced, and Lyndsey is looking forward to developing a timely class about it for early 2026.



## Marketing/Publicity/Outreach

Our typical Channel 4 taping did not happen in October, as Channel 4 staff are plotting a bold reimagining of “At the Library” that will take place here at the library, with segments and interviews filmed at various locales throughout the building.

## Local History

Staff chose photos from the Regional photo archives to use in a new photo display exhibit that will hopefully be arriving next month. We are also brainstorming a “Local History Room Open House” idea for 2026.

## Collection Development

We are putting the finishing touches on the final book and movie orders of the year. This includes a pretty large order of fresh books for our Arabic, Polish, and Spanish collections.

Through October, we have ordered about 200 less print books than we have in the past few years, but we have ordered pretty much everything there is to order and with enough copies to keep up with demand, and at the same time our new book shelves are overflowing. Curious.

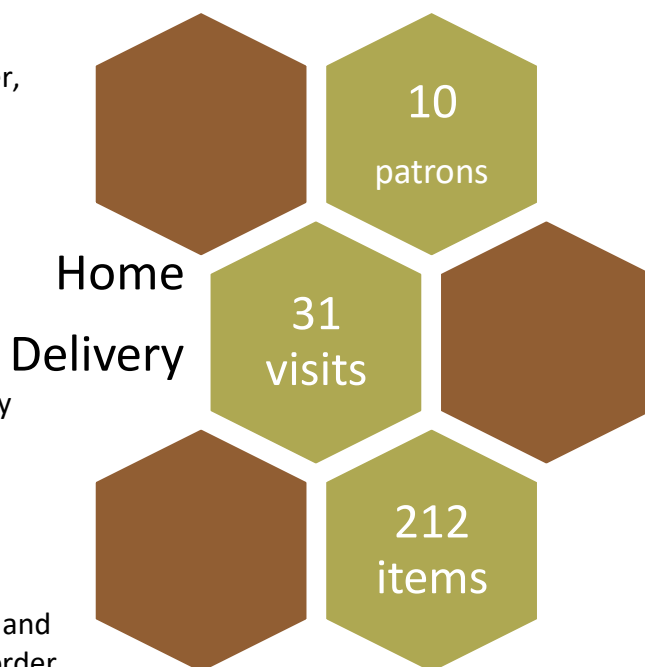
## Other

October was another challenging month for me personally, I remain very grateful to PHPL staff for being extremely supportive and helpful.

That being said, I did make it out to ILA and it was a great experience. Not only did I learn a lot, I got to once again help present the award for Readers Advisory at the annual awards luncheon thanks to my position on the Adult Reading Roundtable steering committee.

I was also lucky enough to present, if I may say so myself, a rather well-attended panel with librarians from a variety of other sized libraries, ranging from tiny to large. Our topic was *Spice Up Your Passive Programming* and we talked about different ways to do spice clubs and other fun passive things libraries can do like puzzle tables and exchanges, seed libraries, and much more. I must say I am intrigued by Skokie’s public whiteboard questions of the day and “Skokie Guesser Game”.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



## PUBLIC SERVICES - MONTHLY STATISTICS

### October 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	5	6	\$1,407.00	103	Reference	Computer	Directional
Free	0	2	2	N/A	27	719	407	312
Book Discussions	0	4	4	N/A	22	<b>TOTAL 1,438</b>		
Movie			0	\$0	19	<b>HOMEBOUND DELIVERIES</b>		
Passive Programs			4		111			
<b>IN HOUSE CLUBS</b>						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	3	9	31	212
Needle Crafters			4	N/A	24	<b>BOOK-A-LIBRARIAN # Sessions</b>		
Scrabble			4	N/A	58			
<b>COMPUTER TRAINING - LAB</b>			2	N/A	2	2		
<b>TOTAL PROGRAMMING</b>			<b>30</b>	<b>\$1,407</b>	<b>369</b>			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
10/7/2025	6:30 pm	No	Scrapbook: Pink Power Cards		12	\$82	11	
10/09/25	7:00 pm	No	Handlettering		15	\$300	12	
10/16/25	7:00 pm	Yes	LIFT		21	\$325	21	
10/21/25	7:00 pm	No	ILP: Melissa Bode (1 in-person)		10	ILP	6	
10/23/25	2:00 pm	No	Time Warp Game Show		20	\$300	19	
10/28/25	7:00 pm	No	Ghost Stories		36	\$400.00	34	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
10/02/25	1:00 pm	No	Medicare Made Easy		17	N/A	17	
10/30/25	5:00 pm	No	IL Treasurer iCash Event		N/A	N/A	10	
						N/A		
						N/A		
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
10/01/25	3:00 pm	No	Senior Book Club		N/A	N/A	10	
10/08/25	7:00 pm	No	Horror Book Club		N/A	N/A	3	
10/13/25	12:00 pm	No	Lunchbunch Book Club		N/A	N/A	7	
10/21/25	2:00 pm	No	Tea Time Book Club		N/A	N/A	2	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
10/19/25	2:00 pm	Sunday @ The Cinema: <i>Here</i>			13	N/A	19	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
10/07/25	12:00 pm	Mah Jongg			N/A	N/A	0	
10/14/25	12:00 pm	Mah Jongg			N/A	N/A	0	
10/21/25	12:00 pm	Mah Jongg			N/A	N/A	0	
10/28/25	12:00 pm	Mah Jongg			N/A	N/A	3	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
10/07/25	10:00 am	Needle Crafters			N/A	N/A	8	
10/14/25	10:00 am	Needle Crafters			N/A	N/A	6	
10/21/25	10:00 am	Needle Crafters			N/A	N/A	5	
10/28/25	10:00 am	Needle Crafters			N/A	N/A	5	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
10/07/25	10:00 am	Scrabble			N/A	N/A	14	
10/14/25	10:00 am	Scrabble			N/A	N/A	15	
10/21/25	10:00 am	Scrabble			N/A	N/A	14	
10/28/25	10:00 am	Scrabble			N/A	N/A	15	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
10/13/25	2:00 pm	Facebook Basics			3	N/A	2	
10/20/25	2:00 pm	Boundless (Canceled because Boundless ended)			N/A	N/A	0	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					81	
		Spice Club Kits					14	
		Extra Spice Club Kits					16	
		Project of the Month					0	



# TECHNICAL SERVICES DEPARTMENT REPORT

## OCTOBER 2025

### Department Highlights:

Lorena, Marilyn, and Nikki attended the copier training and learned more about the new machines.

Lorena created a video with Beth demonstrating how the 3D printer works and providing information for patrons to use the Fab Lab that will be on the library website.

Lorena created a daily task list for Jalal to follow as a guide and a list of webinars to continue Workflows training. She is also working on a collection list stating the loan rules for Gadgets & Gizmos and all YTS kits: Dream Machines, Lake Katherine Nature Bags, Phonics, Sensory, Tonies, and Travel kits.

Nikki completed processing 11 YTS Penworthy kits as well as the Nintendo Switch and controllers for the Gadgets & Gizmos collection.

Jalal has continued to update remaining items from the YTS graphic novel project to include series volume numbers and is still working on PS series novel updates.

Marilyn has begun reviewing the periodical lists for YTS and PS to update records for the 2026 year. She is also working on developing a new process to track magazines for the purpose of claiming through Rivistas.

### Meetings and Training:

October 1 – Fan Con meeting

October 6 – 1 on 1 with Jesse

October 7 – Youth kits meeting

October 8 – Meeting with Carla and Christina

October 16 – 1 on 1 with Jalal

October 17 – RAILS BIPOC meeting

October 20 – 1 on 1 with Jesse

October 22 – Management Team meeting

October 28 – Fireside Chat

## Statistics:

Adult	Print	Video	Audio	Kits	Periodical	Other Format
<b>Ordered Items</b>	158	14	5	-	-	-
<b>Added Items</b>	165	11	4	2	66	-

Juvenile	Print	Video	Audio	Kits	Periodical	Other Format
<b>Ordered Items</b>	160	-	-	-	-	-
<b>Added Items</b>	284	1	-	11	8	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
<b>Adult Discarded Items</b>	60	4	1	-	-	-	71
<b>Juvenile Discarded Items</b>	20	-	-	-	-	-	13

## Library Services:

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

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

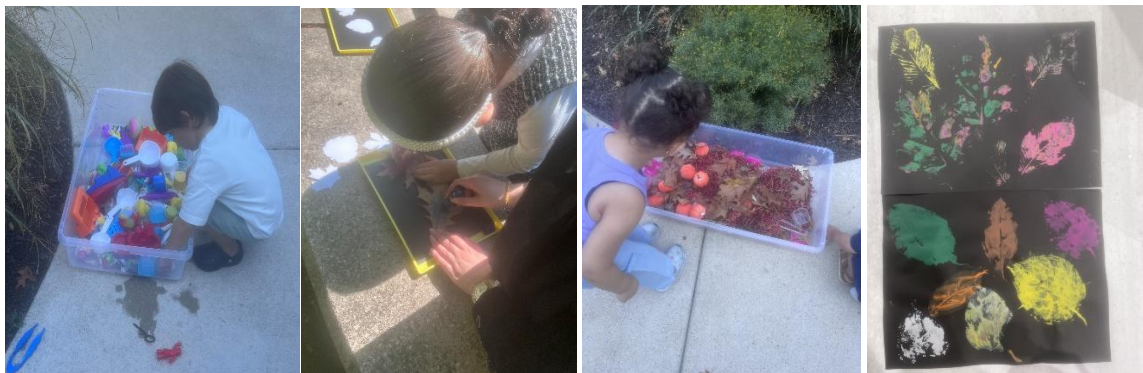
Respectfully submitted,  
 Lorena Rodriguez  
 Head of Technical Services

# YOUTH & TEEN SERVICES DEPARTMENT REPORT OCTOBER 2025

## Highlights of the Month:



This month's Nature Hour was about fall colors. They read stories about leaves, sang songs about pumpkins, made leaf people, and went on a hayride!



At October's Arabic Story Time, Amani shared fall-themed stories outdoors and led activities with sensory bins, parachute play, and bubbles. Children painted leaves and sang fall and counting songs in both Arabic and English.



Mary Kate had two programs that stood out in October. The first was, Ghost Portraits, for kids in grades 4-8, created their own ghost portraits with paint and cardboard cutout on the Glowforge. The other program was, Cricut Haunted House, the kids, grades 4-12, glued cardstock cut out on the Cricut to make a 3D house.



Carla's favorite programs of the month were Trick or Treat bags and Ghost Tumblers and Spooky Art! The first program gave children in grades 4-12 the chance to weed vinyl that glows in the dark and use the Autopress to press it to their bags. Ghost Tumblers and Spooky Art was a co-lead program with Mary Kate. Kids had a blast using permanent vinyl and transfer tape to decorate their own tumblers. Kids also created their own ghost art using squeegees with Mary Kate.



Claire had a fantastic time welcoming the Museum of Science and Industry to the library to present their Mobile Crime Lab program. Kids in grades 4-8 enjoyed learning different forensic methods such as fingerprinting and chromatography to uncover a laptop thief. Kids ages 2-8 also had lots of fun dancing around in their costumes to their favorite Halloween songs and playing with shakers, scarves, streamers, and the parachute.



Jolie's favorite program from the month was Friendly Ghosts! Children ages 2-5 had a great time making ghost crafts and were very excited for our sensory bins. They had a blast as they played with the purple sand and "frozen ghosts" made from ice cubes and googly eyes!

Kids were really excited to make the October Project of the Month: Pumpkin Tic-Tac-Toe

## Meetings and Department News:

Fan Con Meeting – Carla and Claire attended this meeting on 10/02.

Laconi YSS Board Meeting – Tina attended this on 10/03 to discuss next month's upcoming mini conference.

Library Narcan Training – Tina and Carla watched this training on 10/08.

Fan Con Committee - Carla met with Lorena and Christina on 10/09.

Prairie State Story League – Claire attended this meeting on 10/10.

Laconi YSS Programming and Publicity – Tina attended this meeting on 10/10.

Booklist: A Pura Belpré Picture Book Celebration! -- Carla watched this on 10/13.

Booklist: Read On: Tools to Help You Prepare for and Respond to Book Challenges: Author Panel – Mary Kate and Claire watched with webinar on 10/14.

Booklist: Read On: Tools to Help You Prepare for and Respond to Book Challenges: Be Prepared! – Mary Kate watched with webinar on 10/15.

Booklist: Read On: Tools to Help You Prepare for and Respond to Book Challenges: You've Received a Challenge, Now What? – Mary Kate watched with webinar on 10/16.

ILA – Carla and Claire attended the ILA conference from 10/14-10/15.

Booklist: Hachette Book Group Kids and Young Adult Fall 2025/Winter 2026 Preview – Carla saw this webinar on 10/18.

Mackin's Storyteller Spotlight – Carla and Claire watched this webinar on 10/18.

One-on-One – Tina met with Jesse on 10/20.

Booklist: 2026 Spring Youth Preview – Carla watched this webinar on 10/20.

Management Team Meeting – Tina and Carla attended this meeting on 10/22.

Graphic Novels and Manga – Tina met with Jesse and Matt to discuss this collection on 10/23.

Booklist: Fall and Winter Picture Books – Claire watched this webinar on 10/26.

Booklist: Random House Children's Books Spring 2026 Preview – Claire watched this webinar on 10/26.

Meeting with Mentee – Carla met with her mentee on 10/30.

## Outreach:

Reggio Academy Preschool – Claire visited the preschool class on 10/06 and presented a story time about Halloween.

Trusting Hearts Preschool – Tina visited these classes on 10/07 and shared her favorite Halloween books and games.

Rec Center Preschool – Carla visited these classes on 10/21 and 10/22 and presented a story time about monsters.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	13	323	\$0	Reference	Computer	Directional
Free Tween/Teen Programming	7	54	\$0	191	33	112
Youth Paid Programming	0	0	\$0	<b>TOTAL</b>	<b>336</b>	
Tween/Teen Paid Programming	1	19	\$298	PASSIVE PROGRAMMING		
<b>TOTAL PROGRAMMING</b>	<b>21</b>	<b>396</b>	<b>\$298</b>	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	292	69	27
<b>TOTAL OUTREACH</b>	<b>0</b>	<b>42</b>	<b>807</b>	<b>TOTAL</b>	<b>388</b>	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
10/02/25	4:00 pm	Halloween Door Hangers	11
10/03/25	12:00 pm	Arabic Storytime	20
10/06/25	5:00 pm	Friendly Ghosts	35
10/08/25	11:30 am	Monster Storytime	30
10/08/25	4:30 pm	Furry Readers	11
10/09/25	11:30 am	Pumpkin Storytime	19
10/14/25	11:30 am	Tina's Impromptu Storytime	18
10/22/25	11:30 am	Fall Tree Painting	26
10/24/25	10:00 am	Nature Hour	39
10/27/25	4:00 pm	Ghost Tumblers and Spooky Art	20
10/28/25	5:00 pm	Halloween Games	14
10/30/25	4:00 pm	Spooky Dance Party	50
10/31/25	11:00 am	Halloween Storytime	30

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
10/01/25	4:00 pm	STEAM: Balloon Rocket Cars	1
10/07/25	4:00 pm	Ghosts Portraits	6
10/10/25	5:00 pm	Teen Book Box	2
10/16/25	4:00 pm	Video Game Club: Mario Kart Competition	5
10/21/25	4:00 pm	Trick or Treat Bags	16
10/23/25	4:00 pm	Cricut Haunted House	6
10/31/25	4:00 pm	Volunteens	18

DATE	TIME	PAID TWEEN/TEEN - PROGRAMMING	COST	ATTENDANCE
10/09/25	4:00 pm	Museum of Science and Industry Mobile Crime Lab	298.2	19

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Fab Lab - Pumpkin Tic-Tac-Toe Board	7
Teen Gaming - Nintendo Switch	19
Tonies Listening Station	20
Travel Kits	0
Craft - Cat Pumpkin	152
Teen Craft - Word Scramble	20
Craft - Mummy	140
Teen Craft - Halloween Word Search	30

**OUTREACH & SCHOOL VISITS**

<b>DATE</b>	<b>ORGANIZATION</b>	<b># SESSIONS</b>	<b>ATTENDANCE</b>
10/06/25	Reggio Academy	2	21
10/07/25	Trusting Hearts Preschool	1	30
10/21/25	Rec Center Preschool	2	21
10/22/25	Rec Center Preschool	1	19
10/31/25	Book Talks Grades K-1	9	179
10/31/25	Book Talks Grades 2-3	9	179
10/31/25	Book Talks Grades 4-5	9	179
10/31/25	Book Talks Grades 6-8	9	179

# **Nancy Sylvester, MA, PRP, CPP-T**

*Team/Leadership Specialist, Professor Emeritus of Speech, Rock Valley College  
Professional Registered & Certified Professional Parliamentarian*

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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

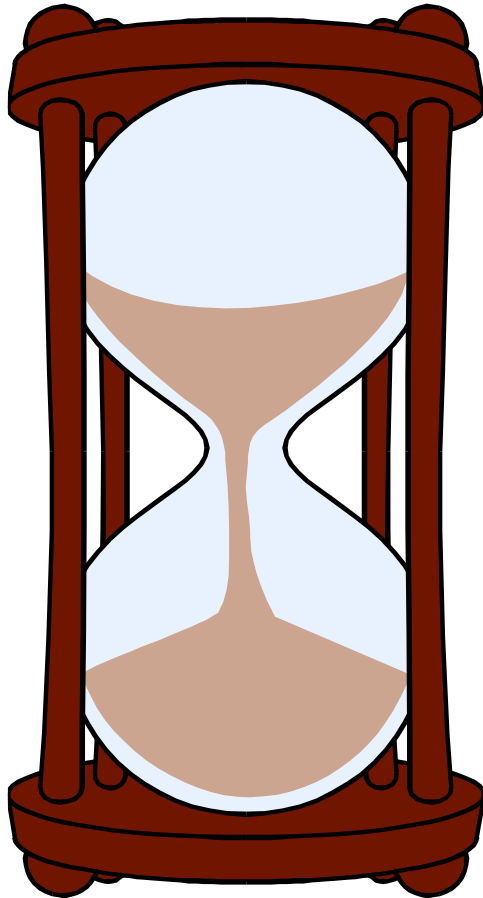
- Federal Laws – Internal Revenue Code, etc.
  
- State statutes – State statutes that apply to your entity
  
- Articles of Incorporation — A legal instrument that sets forth the name and object of the organization and whatever other information is needed for incorporating the organization under the 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*, 12<sup>th</sup> 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***

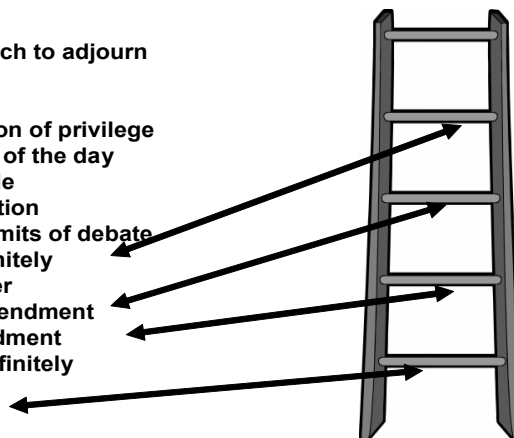
The content of a complete announcement of the results of the vote includes:

  - 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

<b>VOTING EXAMPLE</b>			
1,000 members in the organization			
100 members present			
90 members vote			
<b>Vote</b>	<b>Majority</b>	<b>Two Thirds</b>	
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.

<b>VOTE REQUIRED</b>	<b>YES VOTES</b>	<b>NO VOTES</b>	<b>PRESIDING OFFICER VOTE</b>	
			<b>YES</b>	<b>NO</b>
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*, 12<sup>th</sup> 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](http://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 <sup>1</sup>	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 <sup>2</sup>	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 <sup>3</sup>
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 <sup>4</sup>	No	Majority
12. <i>Amend a motion or resolution (Primary Amendment)</i>	Proposes a change to a main motion	No	Yes	Yes <sup>4</sup>	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, 12<sup>th</sup> 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](http://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 <sup>4</sup>	No	Majority <sup>5</sup>
<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 <sup>6</sup>	No	No	No	Two-thirds <sup>7</sup>
<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 <sup>8</sup>	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 <sup>9</sup>	Yes	Depends <sup>10</sup>	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 <sup>11</sup>

*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*



November 7, 2025

*Via E-Mail: [jblazek@phlibrary.org](mailto:jblazek@phlibrary.org)*

Mr. Jesse Blazek  
Palos Heights Public Library  
12501 South 71<sup>st</sup> Avenue  
Palos Heights, Illinois 60463

Re: Bay Window Facade Repairs – Bid Analysis  
Palos Heights Public Library  
BTC Project No. 25-158

Dear Mr. Blazek:

Building Technology Consultants, Inc. (BTC) has received and reviewed 2 bids for the Palos Height Public Library (PHPL) Bay Window Facade Repairs project. The following contractors submitted bids for the project:

- Berglund Construction Company
- D Kersey Construction Company (D Kersey)

The following contractors attended the pre-bid meeting, but elected not to submit a bid:

- Lumini Windows & Doors
- Metropolitan Corporation

The results of the bids are summarized in the attached Bid Summary. Copies of all received bids are also attached. As indicated in the Bid Summary, D Kersey has submitted the lowest Base Bid for the project. D Kersey remains the lowest bidder considering any of the alternates.

Subsequent to submission of the bids, representatives from PHPL and BTC conducted an interview with D Kersey via videoconference. Key takeaways from that interview included the following:



Mr. Jesse Blazek  
BTC Project No. 25-158  
November 7, 2025  
Page 2 of 2

- D Kersey does not anticipate needing to perform any work from the interior. As such, the bay window areas can remain open to library patrons during the work.
- D Kersey estimates the construction duration to be 5 to 6 weeks, provided there are no significant weather delays.
- If Alternate 2 is executed, D Kersey estimates a 6 to 8 week lead time to receive the replacement panels.
- D Kersey anticipates accessing the exterior of the bay windows using articulating man lifts. D Kersey will make every effort to protect the surrounding landscaping, and will restore any damaged landscaping at no additional cost to PHPL.

Based on information provided during our interview, D Kersey appears to have an adequate understanding of the scope of work and project requirements; and is qualified to perform the repairs. As such, we have no objections to awarding the project be to D Kersey. If you agree with this assessment regarding the contractor selection, please let us know and we will proceed with notifying them and preparing an agreement form between D Kersey and PHPL.

Please note that our recommendation for selection of the contractor is based on information provided during our interview, and should not be construed as a guarantee that they will perform adequately during the work. Nonetheless, BTC will endeavor to protect PHPL's interests during the construction phase of the project to ensure the work will comply with our design documents.

We appreciate the opportunity to be of service to you. If you have any questions, or if we can be of further assistance, please do not hesitate to call.

Sincerely,

**Building Technology Consultants, Inc.**

A handwritten signature in black ink that reads "Chris R. Kottra".

Christopher R. Kottra, PE, REWC, CCCA  
Principal

Attachment: Bid Summary  
Bid – Berglund Construction Company  
Bid – D Kersey Construction Company (with project references attached)

Copy to: Mr. Dan Eallonardo (Independent Construction Services, Inc.)

# Bid Summary

<b>Project Description:</b> Bay Window Facade Repairs
<b>Project Name:</b> Palos Heights Public Library

<b>Project No.:</b> 25-158
<b>Reviewed By:</b> CK

Bid Item			Quantity	Units	D. Kersey Construction Co.		Berglund Construction Company	
No.	Sub-No.				Unit Price	Bid Amount	Unit Price	Bid Amount
1.		General Conditions	1	Lump Sum	\$68,900.00	\$68,900.00	\$30,000.00	\$30,000.00
2.		Mobilization	1	Lump Sum	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00
3.		Panel Removal	1	Lump Sum	\$10,800.00	\$10,800.00	\$40,920.00	\$40,920.00
4.		Flashing Repairs	1	Lump Sum	\$8,884.00	\$8,884.00	\$40,670.00	\$40,670.00
5.		Panel Reinstallation	1	Lump Sum	\$62,980.00	\$62,980.00	\$88,410.00	\$88,410.00
6.		Engineer's Access	8	Hours	\$150.00	\$1,200.00	\$0.00	\$0.00
7.		Additional work, time-and-materials	1	Allowance	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
8.		Demobilization	1	Lump Sum	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00

<b>Total Base Bid</b>	<b>\$170,764.00</b>	<b>\$220,000.00</b>
Alternate 1: Provide performance and payment bonds for Base Bid.	\$1,930.00	\$1,760.00
Alternate 2: Provide new metal panel cladding system in lieu of reinstalling existing system.	\$19,586.00	\$0.00
Alternate 3: Provide performance and payment bonds for Alternate 2.	\$300.00	\$0.00
<b>Base Bid + All Alternates</b>	<b>\$192,580.00</b>	<b>\$221,760.00</b>

Additional Unit Prices Not Included in Base Bid						
1		Superintendent		Hours	\$120.00	\$155.00
2		Foreman		Hours	\$140.00	\$150.00
3		Journeyman		Hours	\$135.00	\$145.00
4		Laborer		Hours	\$115.00	\$140.00
5		Truck and Driver		Hours	\$150.00	\$150.00
6		Mark-up on Materials		N/A	15%	10%

<p><b>Notes:</b></p>	<p>For Line Item 3, panel removal is included in the line item for panel reinstallation. Line Item 3 is specifically for removal/demolition of existing insulation and blocking.</p>	<p>In a conversation following the bid opening, Berglund indicated that they did not think it was feasible to salvage the existing panels. As such, their Base Bid is based on replacing the metal panel cladding system.</p>
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**Palos Heights Public Library  
Window Façade Repairs  
Overall Project Budget**

11/20/2025

Cost of Work		
Construction Costs		
D Kersey Construction Co.	\$ 170,764.00	Lump Sum
Alt 1 Performance/Payment Bond Base Bid	\$ 1,930.00	Lump Sum
Alt 2 Provide New Metal Cladding System	\$ 19,586.00	Lump Sum
Alt 3 Performance/Payment Bond Alternate 2	\$ 300.00	Lump Sum
Construction Contingency 8%	\$ 15,406.40	Budget
<b>Construction Subtotal</b>	<b>\$ 207,986.40</b>	

Professional Fees		
BTC Phase 1-3	\$ 23,000.00	Lump Sum
BTC Phase 4 Construction	\$ 13,000.00	Budget
ICS Owner's Rep	\$ 9,550.00	Budget
<b>Professional Fees Subtotal</b>	<b>\$ 45,550.00</b>	

Soft Costs		
Environmental Studies		
Abatement		
Material Testing		
Temporary Storage		
Moving		
Legal Fees		
Permit fees	\$ 4,000.00	Budget
Equipment(appliances)		
Equipment (Telephone System)		
Equipment (A/V Components)		
Equipment (Library Technology)		
Equipment (Office)		
Printing		
<b>Soft Costs Subtotal</b>	<b>\$ 4,000.00</b>	

**Total Project Estimate \$ 257,536.40**

DOCUMENT 00 41 00

BID FORM

PROJECT Bay Window Facade Repairs  
IDENTIFICATION: Palos Heights Public Library

BID TO: Palos Heights Public Library  
12501 South 71st Street  
Palos Heights, Illinois 60463

BID FROM: Bidder: D Kersey Construction Co.  
Date Submitted: October 31, 2025  
Address: 4130 Timberlane Drive, Northbrook, IL 60062  
Contact Person: Brian Kersey  
Phone: ( ) 312-919-5223  
Fax: ( ) 847-656-5002  
E-mail Address: brian@dkersey.com

1. Having carefully examined the Bidding and Contract Documents for the project, including all of the Drawings enumerated on Document 00 01 15 List of Drawing Sheets and the Project Manual, dated September 25, 2025, together with the Contract provisions, the site of the Work and the conditions affecting the Work and Addenda including,

Addendum No.: No Addendums ; Dated: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ ; Dated: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ ; Dated: \_\_\_\_\_

Bidder will complete the Work in accordance with Contract Documents for the following price(s):

2. BASE BID: Stipulated Sum of

One hundred sixty thousand, seven hundred sixty-four and <sup>00</sup>/<sub>100</sub>  
dollars (\$ 160,764<sup>00</sup> ).

3. ALTERNATES

A. Alternate 1: Provide performance and payment bonds for Base Bid.

One thousand, nine hundred-thirty and  $\frac{00}{00}$  dollars  
(\$ 1,930 ) (add) (deduct)

B. Alternate 2: Provide new metal panel cladding system in lieu of reinstalling existing system.

Nineteen thousand, five hundred eighty-six and  $\frac{00}{00}$  dollars  
(\$ 19,586<sup>00</sup> ) (add) (deduct)

C. Alternate 3: Provide performance and payment bonds for Alternate 2.

Three hundred and  $\frac{00}{00}$  dollars  
(\$ 300 ) (add) (deduct)

4. The undersigned agrees, if this Bid is accepted, to enter into an agreement with Owner, in the form included in Procurement Documents, to perform and furnish the Work as indicated and specified in the Contract Documents for the Base Bid and cost of any accepted alternates stated above.

5. In submitting this Bid, Bidder represents, as more fully set forth in Agreement, that:

A. This Bid will remain subject to acceptance for 60 days after day of Bid opening;

B. Owner has the right to reject this Bid;

C. Bidder accepts provisions of Invitation to Bid and Instructions to Bidders regarding disposition of Bid Security;

D. Successful Bidder will sign and submit the Agreement with Bonds and other documents required by Bidding Requirements within 15 days after date of Owner's Notice of Award;

E. Bidder has examined copies of all Procurement Documents and has prepared the Bid based on a complete set of Procurement Documents;

- F. Bidder has visited the site and become familiar with general, local, and site conditions;
- G. Bidder is familiar with federal, state, and local laws and regulations;
- H. Bidder has correlated information known to Bidder, information and observations obtained from visits to site, reports and drawings identified in Procurement Documents, and additional examinations, investigations, exploration, tests, studies, and data with Procurement Documents;
- I. This Bid is genuine and not made in interest of or on behalf of an undisclosed person, firm, or corporation, and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation; Bidder has not solicited or induced a person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself an advantage over another Bidder or over Owner.

6. BASE BID BREAKDOWN

- A. A breakdown of the Base Bid is provided in Table 00 41 13.1. Base Bid is based on quantities indicated in Table 00 41 13.1. When actual quantities vary from those indicated in the table, the Base Bid shall be adjusted in accordance with the indicated unit prices.

7. The following documents are attached to and made a condition of this Bid:

- A. Bid Security in the form of a certified or cashier's check made payable to Owner, or Bid Bond. The Bidder acknowledges that it understands the conditions of entering in the proposed contract included in these documents as indicated in Paragraph 6.4 of Document 00 11 16. Please initial one of the following:

OK, the Bidder, acknowledge acceptance of the conditions indicated in Paragraph 6.4 of Document 00 11 16 and will enter into the Agreement without any modifications to stated Contract.

OK, the Bidder, agree to the terms of the proposed Contract, with the exception of the following stipulations that are to be clarified (list stipulations in the space provided):

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B. Subcontractor Listing.

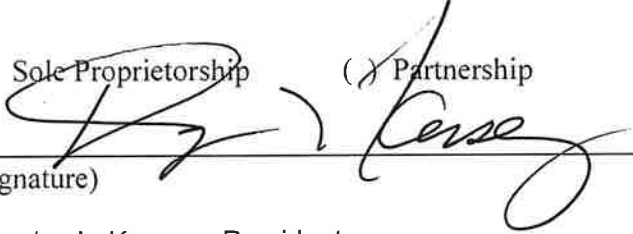
8. CONTRACT PROVISIONS:

A. By submitting this Bid the undersigned agrees that, if this Bid is accepted within 60 days after bid opening, the bidder will be liable to the Owner for damages the Owner may suffer by failure of the undersigned to enter forthwith into a Contract and deliver the necessary bonds together with required insurance and other documents within timeframe indicated in Paragraph 7.D.

9. BIDDERS SIGNATURE:

Bidder: D Kersey Construction Co.  
(Legal name of person, firm or corporation)

Sole Proprietorship       Partnership       Corporation

By:   
(Signature)

Douglas L. Kersey - President  
(Title)

Incorporated In The State Of Illinois

If a Corporation

ATTEST

  
Secretary Brian D. Kersey



TABLE 00 41 13.1 – BASIS OF BASE BID

Item No.	Description	Unit	Bid Quantity	Unit Price	Bid Amount
1.	General Conditions	Lump Sum	1		\$ <del>7,900</del> <sup>68,900</sup> SK
2.	Mobilization	Lump Sum	1		\$ <u>4,000</u>
3.	Panel Removal	Lump Sum	1		\$ <u>in 5/3A \$10,900</u>
3A	Demo Insulation/Blocking				
4.	Flashing Repairs	Lump Sum	1		\$ <u>8,984</u>
5.	Panel Reinstallation	Lump Sum	1		\$ <u>62,980</u>
6.	Engineer's Access	Hours	8	\$ <u>150</u>	\$ <u>1,200</u>
7.	Additional Work, Time-and-Materials	Allowance	1		\$10,000
8.	Demobilization	Lump Sum	1		\$ <u>4,000</u>
<b>Total Base Bid</b>					\$ <u>160,764</u> <sup>00</sup>

Additional Unit Prices Not Included in Base Bid

Superintendent	Hours	N/A	\$ <u>120</u>	N/A
Foreman	Hours	N/A	\$ <u>140</u>	N/A
Journeyman	Hours	N/A	\$ <u>135</u>	N/A
Laborer	Hours	N/A	\$ <u>115</u>	N/A
Truck and Driver	Hours	N/A	\$ <u>150</u>	N/A
Mark-up on Materials	N/A	N/A	<u>15</u> %	N/A

Table 00 41 13.1 Notes:

- Quantities, where stated, are estimated quantities for bidding purposes only. Payment for these tasks will be based on actual quantities of work installed, with an adjustment to Base Bid amount in accordance with stated unit prices. Where no quantities are provided, corresponding work items are to be bid on a lump-sum basis.

2. Indicated mark-up shall be limited to materials only. No additional mark-up shall be allowed on labor rates or unit prices indicated above. Labor rates and unit prices shall include all overhead, profits, mark-ups, and other related costs.

SUBSTITUTION REQUEST FORM

PROJECT: Bay Window Facade Repairs  
Palos Heights Public Library

SPECIFIED ITEM: NO SUBSTITUTIONS

Section: \_\_\_\_\_ Page \_\_\_\_\_ Paragraph \_\_\_\_\_ Description \_\_\_\_\_

The undersigned requests consideration of the following:

PROPOSED  
SUBSTITUTION: \_\_\_\_\_

REASON FOR  
REQUESTING  
SUBSTITUTION:\* \_\_\_\_\_

PROPOSED CHANGE TO: Contract Sum \_\_\_\_\_ Contract Time \_\_\_\_\_

Attached data includes product description, specifications, drawings, photographs, performance, and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proposed installation.

The undersigned certifies that the following paragraphs, unless modified by the attachments, are correct:

1. The proposed substitution does not affect dimensions shown on Drawings.
2. The undersigned will pay for changes to repair design, including engineering design, detailing, and construction costs caused by the requested substitution.
3. The proposed substitution will have no adverse effect on other trades, the construction schedule, or specified warranty requirements.
4. Maintenance and service parts will be locally available for the proposed substitution.

The undersigned further states that the function, appearance, and quality of the proposed substitution are equivalent or superior to the specified item.

Submitted by:

Signature \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

For use by BTC

Approved

Approved as Noted

Not Approved

Received Too Late

By: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

SUBCONTRACTOR LISTING

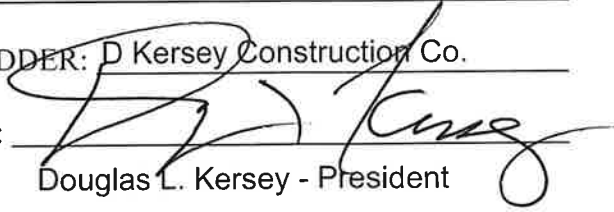
PROJECT IDENTIFICATION: Bay Window Facade Repairs  
Palos Heights Public Library

SUBMITTED TO: Palos Heights Public Library  
12501 South 71st Street  
Palos Heights, Illinois 60463

1. For portions of Work equaling or exceeding 5% of the total base bid, undersigned proposes to use the following subcontractors. Except as otherwise approved by Owner, undersigned proposes to perform all other portions of Work with his own forces.

2. Portion of the Work:	Subcontractor name and address:
<u>Removal/Salvage of Panels</u> <u>Installation of New Panels</u> <u>Caulking</u>	<u>Alloy Architectural</u> <u>1045 Janice Avenue</u> <u>Melrose Park, IL 60160</u>
<u>Carpentry, Rigid Insulation,</u> <u>Flexible Flashing</u>	<u>Ornelas Construction Co.</u> <u>12520 W. Horseshoe Dr.</u> <u>New Lenox, IL 60451</u>
_____	_____
_____	_____

PROVIDE SIGNATURE IDENTICAL TO THAT SHOWN ON THE BID FORM

BIDDER: D Kersey Construction Co.  
by:   
Douglas L. Kersey - President

END OF SUBCONTRACTOR LISTING

**RESOLUTION 251120-1**  
**AUTHORIZING A LOAN FROM THE CITY OF PALOS HEIGHTS**

**WHEREAS,** The Cook County Board of Commissioners has issued public notice that property tax bills for the second half of the 2024 tax year will not be distributed until after December 1, 2025, making those disbursements at least five months late; and

**WHEREAS,** The Palos Heights Public Library has a Fund Balance Policy that restricts its accumulation of funds to between 35% and 45% of the previous year's expenditures; and

**WHEREAS,** adherence to its Fund Balance Policy in light of the delay in tax disbursements would cause the Palos Heights Public Library to deplete all available funds before the receipt of new tax disbursements; and

**WHEREAS,** the continued operations of the Palos Heights Public Library during this interim will likely incur financial obligations of \$250,000.00 above the Library's available funds; and

**WHEREAS,** The City of Palos Heights has enough funds on hand to sustain its operations as well as those of the Palos Heights Public Library for the duration of the delay in tax disbursements;

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE PALOS HEIGHTS PUBLIC LIBRARY** as follows:

**Section 1:** The Director of the Palos Heights Public Library is authorized to negotiate and enter into an agreement with the City of Palos Heights to borrow a total of \$250,000.00 to be repaid in full on or before March 1, 2026; and

**Section 2:** The Director of the Palos Heights Public Library is authorized to repay borrowed funds, in installments or in whole, as soon as is practical once Cook County has resumed disbursing property tax revenues from the 2024 or 2025 fiscal years, but no later than March 1, 2026.

ADOPTED this **20<sup>th</sup> day of November 2025** by a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by the President and Board of Library Trustees of the Palos Heights Public Library.

\_\_\_\_\_  
Roseann Zubik  
Library Board of Trustees, President

ATTEST:

---

Hilary Rhodes  
Library Board of Trustees, Secretary

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF COOK        )

**SECRETARY'S CERTIFICATE**

I, Hilary Rhodes, do hereby certify that I am the regularly elected, qualified and acting Secretary of the Palos Heights Public Library, Cook County, Illinois.

I do further certify that the attached is a true and correct copy of a Resolution entitled:

**RESOLUTION 251120-1  
AUTHORIZING A LOAN FROM THE CITY OF PALOS HEIGHTS**

adopted by the Board of Library Trustees of the Palos Heights Public Library at the monthly meeting of said Board of Library Trustees on the 20<sup>th</sup> of November 2025, and that said Resolution was duly approved by the President and Board of Library Trustees of the Palos Heights Public Library on the same date.

I do further certify that said Resolution is entrusted to my care and custody and that the same is duly spread upon the records of said meeting, and that I am the custodian of all records of the Palos Heights Public Library, including the journal of proceedings, ordinances or resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said Palos Heights Public Library, Cook County, Illinois this 20<sup>th</sup> day of November 2025.

\_\_\_\_\_  
Board Secretary of the Palos Heights Public Library  
Cook County, Illinois