



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

January 15, 2026

- CALL TO ORDER: 6:30pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the November 20, 2025 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for November 2025 for \$150,450.88
Approval of the Treasurer's report for the month ending Nov. 30, 2025
Approval of the General Fund bills for December 2025 for \$149,210.05
Approval of the Treasurer's report for the month ending Dec. 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:
- NEW BUSINESS: 1. Recognition of Anna Kolkmeier
2. Approval of 2026 Trustee Ethics Statement
- ADJOURNMENT
- NEXT MEETING: Thursday, February 19, 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

Palos Heights Public Library

November 20, 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, Hilary Rhodes, John Peltz, Maria Koeppen, and Steve Foertsch. Susan Snow joined via zoom. Patrick Keough and Sue Jankowski were absent.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager, Tina Ruzala, Head of Youth & Teen Services and Dan Eallonardo, Owner's Representative. 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:** Final Presentation on Parliamentary Procedure and Trusteeship by Nancy Sylvester on Zoom with an attached handout and notes.
5. Trustee Peltz moved to approve the minutes of the October regular board meeting. The minutes were approved unanimously by a voice vote.
6. **Treasurer's Report**
 - a. Trustee Peltz moved to approve the General Fund bills for October 2025 for \$204,329.74. The motion was approved unanimously by a roll call vote.
 - b. Trustee Peltz moved to approve the Treasurer's report for the month ending October 31, 2025. The motion was approved unanimously by a roll call vote.
7. No President's Report
8. **Director's Report:** In addition to Director Blazek's written report:
 - a. Director Blazek attended the city council meeting on Tuesday, and everything went smoothly with the signing of the resolution for the Tax Anticipation Loan. Tax bills have gone out to residents now, so the money will probably start getting dispersed in December.
 - b. Holiday Sing-along is Wednesday, December 3 at 7:00pm at the library.
 - c. The library will be at the Palos Heights Kris Kringle Market handing out free hot chocolate again this year December 5 and 6.
9. There was no correspondence.
10. **Committee Reports**
 - a. Friends of the Library - Director Blazek reported about the community night at Aurelio's - the Friends received about \$300 from that.

11. New Business

- a. Dan Eallonardo, Owner's Representative presented the information about the two bids we received for the building facade repair.
 - i. Discussion about Alternate 2 on the contract, trustees agreed that it is important to have new metal panel cladding system instead of reusing old paneling for aesthetic reasons.
 - ii. Trustee Snow moved to approve the contract for D. Kersey Construction for Building Envelope Repair Project in an Amount not to exceed \$207,986.40. The motion was approved unanimously by a roll call vote.
 - b. President Zubik moved to approve the resolution 251120-1 authorizing a tax anticipation loan from the City of Palos Heights, not to exceed the sum of \$250,000. By a roll call vote, the motion passed with seven in favor and zero against.
 - c. Reminder: Library Holiday Party is December 14th 5:30pm at Mama Vesuvio's
12. President Zubik adjourned the meeting at 7:50pm.
13. The next board meeting is Thursday, January 15th at 6:30pm.

Minutes recorded by Hilary Rhodes, Secretary



**PALOS HEIGHTS
PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED
01/15/2026**

NOVEMBER 2025			
		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	NOVEMBER	\$150,450.88	6.1 TO 6.4
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:	 	 	
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	11/30/2025	N/A	1
DECEMBER 2025			
		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	DECEMBER	\$149,210.05	6.1 TO 6.3
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:	 	 	
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	12/31/2025	N/A	1



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$368.00		\$368.00
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$734.20		\$734.20
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$744.70		\$744.70
» Miscellaneous	\$251,198.00		\$251,198.00
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$183.30		\$183.30
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$540.50		\$540.50
GRANTS	\$0.00		\$0.00
INTEREST	\$438.88	\$1.97	\$440.85
TOTAL REVENUES	\$254,207.58	\$1.97	\$254,209.55
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$80,742.89		\$80,742.89
» Employee Benefits	\$25,318.48		\$25,318.48
» Staff & Board Development	\$268.70		\$268.70
CONTRACTUAL SERVICES	\$11,487.12		\$11,487.12
BUILDING MAINTENANCE	\$4,427.56		\$4,427.56
INSURANCE	\$0.00		\$0.00
UTILITIES	\$761.16		\$761.16
SUPPLIES	\$1,939.73		\$1,939.73
CAPITAL EXPENSES	\$10,659.45		\$10,659.45
MEDIA	\$13,647.79		\$13,647.79
REIMBURSEMENTS	\$1,198.00		\$1,198.00
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$150,450.88	\$0.00	\$150,450.88
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	\$103,756.70	\$1.97	\$103,758.67
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00	\$0.00	\$0.00
<small>Check #23128 error in QB's cleared in October 2025</small>			
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	\$103,756.70	\$1.97	\$103,758.67
FUND BALANCES, BEGINNING OF MONTH	\$211,958.63	\$3,174.82	\$215,133.45
END OF MONTH	\$315,715.33	\$3,176.79	\$318,892.12



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,984,410.78	\$1,984,410.78	\$1,026,979.04	\$957,431.74	51.75%
CORPORATE REPLACEMENT TAX	\$25,000.00	\$25,000.00	\$14,662.24	\$10,337.76	58.65%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$2,899.73	-\$399.73	115.99%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$1,034.27	\$765.73	57.46%
Miscellaneous	\$3,500.00	\$3,500.00	\$4,002.08	-\$502.08	114.35%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$14,096.55	-\$3,096.55	128.15%
Miscellaneous	\$12,784.00	\$12,784.00	\$263,861.55	-\$251,077.55	2064.00%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$1,350.00	-\$350.00	135.00%
Unrestricted	\$15,000.00	\$15,000.00	\$1,503.28	\$13,496.72	10.02%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$7,354.05	-\$3,354.05	183.85%
GRANTS	\$17,800.30	\$17,800.30	\$17,800.30	\$0.00	100.00%
INTEREST	\$30,075.00	\$30,075.00	\$23,381.75	\$6,693.25	77.74%
TOTAL REVENUES	\$2,123,870.08	\$2,123,870.08	\$1,378,924.84	\$744,945.24	64.93%
PERSONNEL SERVICES					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$915,231.54	-\$93,711.88	-9.29%
Employee Benefits	\$319,423.19	\$319,423.19	\$286,751.96	-\$32,671.23	-10.23%
Staff & Board Development	\$11,800.00	\$11,800.00	\$11,173.84	-\$626.16	-5.31%
CONTRACTUAL SERVICES	\$192,077.83	\$192,077.83	\$166,450.40	-\$25,627.43	-13.34%
BUILDING MAINTENANCE	\$51,121.59	\$51,121.59	\$48,581.80	-\$2,539.79	-4.97%
INSURANCE	\$25,279.51	\$25,279.51	\$25,572.11	\$292.60	1.16%
UTILITIES	\$12,890.20	\$12,890.20	\$10,533.13	-\$2,357.07	-18.29%
SUPPLIES	\$28,620.00	\$28,620.00	\$23,771.46	-\$4,848.54	-16.94%
CAPITAL EXPENSES	\$195,523.97	\$195,523.97	\$106,416.93	-\$89,107.04	-45.57%
MEDIA	\$170,585.00	\$170,585.00	\$138,868.35	-\$31,716.65	-18.59%
REIMBURSEMENTS	\$48,894.37	\$48,894.37	\$46,626.90	-\$2,267.47	-4.64%
SR PROJECTS	\$58,711.00	\$58,711.00	\$61,834.33	\$3,123.33	5.32%
TOTAL EXPENDITURES	\$2,123,870.08	\$2,123,870.08	\$1,841,812.75	-\$282,057.33	-13.28%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	-\$462,887.91	\$462,887.91	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			-\$462,887.91		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$140,481.20		
			-\$734,050.69		



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$774,582.04	\$58,724.16	\$698,328.48	\$76,253.56	9.84%
4312 HOURLY EMPLOYEES	\$229,111.38	\$17,593.73	\$211,803.06	\$17,308.32	7.55%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$4,425.00	\$5,100.00	\$150.00	2.86%
TOTAL OPERATIONAL SALARIES	\$1,008,943.42	\$80,742.89	\$915,231.54	\$93,711.88	9.29%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$6,304.87	\$74,168.95	\$9,913.68	11.79%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$5,786.41	\$69,063.37	\$7,714.75	10.05%
4333 INSURANCE	\$157,362.44	\$13,227.20	\$143,137.64	\$14,224.80	9.04%
4334 CLOTHING	\$1,200.00	\$0.00	\$382.00	\$818.00	68.17%
TOTAL EMPLOYEE BENEFITS	\$319,423.19	\$25,318.48	\$286,751.96	\$32,671.23	10.23%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,400.00	\$0.00	\$2,858.99	-\$458.99	-19.12%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$310.00	\$490.00	61.25%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4354 PROFESSIONAL STAFF	\$6,000.00	\$240.00	\$5,097.05	\$902.95	15.05%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$1,250.00	-\$250.00	-25.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$28.70	\$1,157.80	-\$57.80	-5.25%
TOTAL STAFF & BOARD DEVELOPMENT	\$11,800.00	\$268.70	\$11,173.84	\$626.16	5.31%
GROUP TOTAL PERSONNEL SERVICES	\$1,340,166.61	\$106,330.07	\$1,213,157.34	\$127,009.27	9.48%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$7,450.00	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$1,414.50	\$2,321.50	-\$321.50	-16.08%
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	\$4,155.00	\$795.00	16.06%
TOTAL PROFESSIONAL SERVICES	\$15,550.00	\$1,779.50	\$14,020.89	\$1,529.11	9.83%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$5,040.00	\$262.26	\$3,203.39	\$1,836.61	36.44%
4414 ALARM	\$3,600.00	\$0.00	\$3,244.00	\$356.00	9.89%
4416 MAINTENANCE	\$40,500.00	\$2,916.32	\$34,080.60	\$6,419.40	15.85%
4417 SWAN	\$30,000.00	\$0.00	\$27,681.00	\$2,319.00	7.73%
4418 TECHNOLOGY	\$40,000.00	\$4,560.00	\$37,430.05	\$2,569.95	6.42%
TOTAL OUTSIDE SERVICES	\$119,140.00	\$7,738.58	\$105,639.04	\$13,500.96	11.33%
PRINTING					
4424 NEWSLETTER PRINTING	\$19,387.83	\$0.00	\$15,982.75	\$3,405.08	17.56%
TOTAL PRINTING	\$19,387.83	\$0.00	\$15,982.75	\$3,405.08	17.56%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$656.07	\$10,649.07	\$350.93	3.19%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$1,281.99	\$13,502.85	\$497.15	3.55%
4454 GENERAL PROGRAMMING	\$10,000.00	\$30.98	\$5,067.94	\$4,932.06	49.32%
TOTAL PROGRAMMING	\$35,000.00	\$1,969.04	\$29,219.86	\$5,780.14	16.51%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$0.00	\$1,587.86	\$1,412.14	47.07%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$0.00	\$1,587.86	\$1,412.14	47.07%
GROUP TOTAL CONTRACTUAL SERVICES	\$192,077.83	\$11,487.12	\$166,450.40	\$25,627.43	13.34%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$71.79	\$751.91	\$104.77	12.23%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$13,000.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$12,000.00	\$382.64	\$12,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$10,053.30	\$956.63	\$8,553.99	\$1,499.31	14.91%
4437 SNOW REMOVAL	\$6,751.61	\$2,290.50	\$5,917.50	\$834.11	12.35%
TOTAL REPAIRS & MAINTENANCE	\$42,661.59	\$3,701.56	\$40,223.40	\$2,438.19	5.72%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$8,220.00	\$726.00	\$8,152.15	\$67.85	0.83%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$206.25	\$33.75	14.06%
TOTAL EQUIPMENT MAINTENANCE	\$8,460.00	\$726.00	\$8,358.40	\$101.60	1.20%
GROUP TOTAL BUILDING MAINTENANCE	\$51,121.59	\$4,427.56	\$48,581.80	\$2,539.79	4.97%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$23,451.56	\$0.00	\$23,420.11	\$31.45	0.13%
4443 DISABILITY (WORKMEN'S COMP)	\$1,827.95	\$0.00	\$2,152.00	-\$324.05	-17.73%
GROUP TOTAL INSURANCE	\$25,279.51	\$0.00	\$25,572.11	-\$292.60	-1.16%
UTILITIES					
4472 WATER	\$3,000.00	\$197.81	\$3,078.32	-\$78.32	-2.61%
4473 GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474 TELEPHONE/FAX	\$2,369.60	\$165.98	\$1,934.21	\$435.39	18.37%
4475 INTERNET/LOCAL AREA NET	\$5,520.60	\$397.37	\$5,520.60	\$0.00	0.00%
GROUP TOTAL UTILITIES	\$12,890.20	\$761.16	\$10,533.13	\$2,357.07	18.29%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$135.07	\$1,056.20	-\$56.20	-5.62%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$1,963.36	\$36.64	1.83%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$146.60	\$2,632.30	\$567.70	17.74%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$498.76	\$5,354.84	\$645.16	10.75%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$726.18	\$1,911.64	\$1,138.36	37.32%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$108.51	\$668.50	\$531.50	44.29%
TOTAL OFFICE SUPPLIES	\$16,950.00	\$1,615.12	\$13,586.84	\$3,363.16	19.84%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$306.19	\$5,302.37	\$47.63	0.89%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$5,350.00	\$306.19	\$5,302.37	\$47.63	0.89%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$650.00	\$18.42	\$433.63	\$216.37	33.29%
4553 BULK FEES & PERMITS	\$5,670.00	\$0.00	\$4,448.62	\$1,221.38	21.54%
TOTAL OFFICE EXPENSE	\$6,320.00	\$18.42	\$4,882.25	\$1,437.75	22.75%
GROUP TOTAL SUPPLIES	\$28,620.00	\$1,939.73	\$23,771.46	\$4,848.54	16.94%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$10,659.45	\$106,416.93	\$89,107.04	45.57%
GROUP TOTAL CAPITAL EXPENSES	\$195,523.97	\$10,659.45	\$106,416.93	\$89,107.04	45.57%



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING	
Page 4						
MEDIA - LIBRARY SUPPLIES						
4710A	DATABASES - Adult	\$25,000.00	\$0.00	\$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	\$146.22	\$8,480.43	\$3,519.57	29.33%
4714	LARGE PRINT	\$5,250.00	\$370.13	\$3,333.20	\$1,916.80	36.51%
4715	BOOKS - Adult	\$32,900.00	\$3,085.16	\$23,541.25	\$9,358.75	28.45%
4716	BOOKS - Youth	\$33,000.00	\$5,662.27	\$29,846.10	\$3,153.90	9.56%
4717	VIDEOS - Adult	\$4,000.00	\$523.80	\$3,140.25	\$859.75	21.49%
4718	VIDEOS - Youth	\$800.00	\$15.74	\$521.03	\$278.97	34.87%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$226.95	\$1,475.68	\$524.32	26.22%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$59.99	\$3,745.66	\$4.34	0.12%
4721	SOFTWARE	\$10,188.15	\$837.40	\$8,480.48	\$1,707.67	16.76%
4722	REALIA	\$1,000.00	\$0.00	\$306.02	\$693.98	69.40%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$1,281.13	\$18.87	1.45%
4724	GADGETS & GIZMOS	\$1,000.00	\$43.91	\$596.05	\$403.95	40.40%
4725A	E-BOOKS - Adult	\$12,000.00	\$1,098.93	\$12,000.00	\$0.00	0.00%
4725B	E-AUDIOBOOKS - ADULT	\$14,000.00	\$1,577.29	\$13,848.21	\$151.79	1.08%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$3,419.80	\$80.20	2.29%
4727	PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
GROUP TOTAL MEDIA		\$170,585.00	\$13,647.79	\$138,868.35	\$31,716.65	18.59%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$19,094.07	\$1,198.00	\$13,593.79	\$5,500.28	28.81%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,800.30	\$0.00	0.00%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$0.00	\$13,842.93	-\$2,842.93	-25.84%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$1,389.88	-\$389.88	-38.99%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$48,894.37	\$1,198.00	\$46,626.90	\$2,267.47	4.64%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$58,711.00	\$0.00	\$61,834.33	-\$3,123.33	-5.32%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$58,711.00	\$0.00	\$61,834.33	-\$3,123.33	-5.32%
TOTAL EXPENDITURES		\$2,123,870.08	\$150,450.88	\$1,841,812.75	\$282,057.33	13.28%



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
A Cozy Fireplace				
11/12/2025	Check	6241	Invoice 3646 Fireplace Inspection / Cleaning	4631 Contingency / Special Reserves Replenishment 130.48
11/12/2025	Check	6241	Invoice 3646 Fireplace Inspection / Cleaning	4434 Building Repairs 119.52
Total for A Cozy Fireplace				\$250.00
Adducci Vega Financial Group, LLC				
11/11/2025	Check	6240	10 October Reconciliation Invoice 202065601	4365 Accountant 365.00
Total for Adducci Vega Financial Group, LLC				\$365.00
Amazon				
11/04/2025	Expense	AMAZON PORTAL	1VMY-QRRR-RC6J (2) Safeguard soap gal.	4541 Maintenance/Cleaning Supplies 47.63
11/04/2025	Expense	AMAZON PORTAL	1P1N-K6RV-TV7G Thermal Labels	4515 Technical Services - Supplies 47.99
11/04/2025	Expense	AMAZON PORTAL	1W4H-KNTP-KTWY XMAS DECORATIONS	4516 Circulation - Supplies 34.06
11/04/2025	Expense	AMAZON PORTAL	1VD1-1Y4N-99HG Carrying case	4724 Gadgets & Gizmos 25.49
11/04/2025	Expense	AMAZON PORTAL	1YC4-T91R-3V3W Carrying case	4724 Gadgets & Gizmos 18.42
11/05/2025	Expense	AMAZON PORTAL	1CW6-FM4G-6Y1V Basswood	4511 Public Services - Supplies 33.05
11/05/2025	Expense	AMAZON PORTAL	1CW6-FM4G-6V1Y Royal icing mix piping bag etc.	4511 Public Services - Supplies 57.39
11/07/2025	Expense	AMAZON PORTAL	1JKD-DVXY-GY1C	4511 Public Services - Supplies 44.63
11/07/2025	Expense	AMAZON PORTAL	1KWP-VXK1-CV7Q Raffle Baby	4715 Books - Adult 15.99
11/07/2025	Expense	AMAZON PORTAL	1WYK-PJWV-FRKT Baby liners	4541 Maintenance/Cleaning Supplies 50.84
11/07/2025	Expense	AMAZON PORTAL	1W13-4C19-DNVL Winter Programming	4451 Youth & Teen Programming 360.85
11/07/2025	Expense	AMAZON PORTAL	1HCT-KXV9-LR3J	4715 Books - Adult 11.16
11/07/2025	Expense	AMAZON PORTAL	1HCT-KXV9-LR3J	4715 Books - Adult 22.30
11/12/2025	Expense	AMAZON PORTAL	1DHN-R3KN-TFFG	4717 Videos - Adult 19.99
11/12/2025	Expense	AMAZON PORTAL	1LWJ-4HQW-TY3NN Nature to go Winter	4451 Youth & Teen Programming 90.64
11/21/2025	Expense	AMAZON PORTAL	1VNI-C79F-DPLN Toilet paper	4541 Maintenance/Cleaning Supplies 66.18
11/21/2025	Expense	AMAZON PORTAL	1VNI-C79F-DPLN Toilet paper	4514 Business Office - Supplies 81.06
11/24/2025	Expense	AMAZON PORTAL	1WTR-QJ7K-WP3J	4514 Business Office - Supplies 65.54
11/25/2025	Expense	AMAZON PORTAL	1LCF-QZX3N-P6CL Coffee/creamers	4519 Hospitality - Supplies 108.51
Total for Amazon				\$1,201.72
Anderson Pest Solutions				
11/07/2025	Check	6230	Invoice 85661682	4431 Pest Control 68.79
11/07/2025	Check	6230	Environmental & Safety Surcharge	4431 Pest Control 3.00
Total for Anderson Pest Solutions				\$71.79
At&T - Fiber Line				
11/04/2025	Check	6225	8960598016	4475 Internet 397.37
11/04/2025	Check	6225	8960598016	4631 Contingency / Special Reserves Replenishment 408.21
Total for At&T - Fiber Line				\$805.58
Building Technology Consultants, Inc.				
11/04/2025	Check	6229	Invoice 14163 Building Assistance 75% complete	4631 Contingency / Special Reserves Replenishment 2,000.00
11/04/2025	Check	6229	Invoice 14116 Building Assistance Reimb Mileage	4631 Contingency / Special Reserves Replenishment 200.70
Total for Building Technology Consultants, Inc.				\$2,200.70
Cheryl Brown				
11/03/2025	Check	23152	11.18.25 Fisher Price Toys Remembered	4452 Public Services Programming 350.00
Total for Cheryl Brown				\$350.00
Children's Plus Inc.				
11/07/2025	Check	6231	Invoice 267950	4716 Books - Youth 2,779.95
Total for Children's Plus Inc.				\$2,779.95
City Of Palos Heights				
11/25/2025	Check	23154	Business License	4362 Legal Fees 150.00
Total for City Of Palos Heights				\$150.00
City Of Palos Heights IMRF				
11/30/2025	Check	23158	11 November Payment	4331 IMRF Ill. Muni. Ret. Fund 6,304.87
11/30/2025	Journal Entry	117	4.5%	4311 Salaried Employees 2,642.60
11/30/2025	Journal Entry	117	4.5%	4312 Hourly Employees 246.61
11/30/2025	Journal Entry	118	VIMRF	4311 Salaried Employees 1,440.40
Total for City Of Palos Heights IMRF				\$10,634.48
City of Palos Hts. - Water Bill				
11/19/2025	Check	6248	Monthly bill	4472 Water 197.81
Total for City of Palos Hts. - Water Bill				\$197.81
C.L.A.S.S.				
11/19/2025	Check	6249	2025-2026 CLASS Dues	4354 Professional Staff 100.00
Total for C.L.A.S.S.				\$100.00
Cnythia Clampitt				
11/03/2025	Check	23151	11.13.25 How corn changed itself	4452 Public Services Programming 225.00
Total for Cnythia Clampitt				\$225.00



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
ComEd				
	11/12/2025	Check 6243	Billing through 11.3.25	4631 Contingency / Special Reserves Replenishment 2,672.81
Total for ComEd				\$2,672.81
Cosmopolitan Building Services				
	11/07/2025	Check 6232	11 Nov 25 Janitorial Services Invoice 6654	4416 Maintenance 2,722.50
Total for Cosmopolitan Building Services				\$2,722.50
Dana Kraszczyński				
	11/03/2025	Check 23153	11.20.25 Sound Bath Meditation	4452 Public Services Programming 350.00
Total for Dana Kraszczyński				\$350.00
Demco				
	11/07/2025	Check 6233	Invoice 7718501	4515 Technical Services - Supplies 148.47
Total for Demco				\$148.47
Dennis R. Doyle				
	11/03/2025	Check 23150	11.11.25 Chicago during World War II	4452 Public Services Programming 200.00
Total for Dennis R. Doyle				\$200.00
Employee Benefits Corporation				
	11/18/2025	Check 6245	BESTflex Premium Only renewal	4631 Contingency / Special Reserves Replenishment 275.00
Total for Employee Benefits Corporation				\$275.00
Everest Snow Management, Inc.				
	11/04/2025	Check 6226	Seasonal Snow removal payment 2 of 4.	4437 Snow Removal 1,860.00
	11/18/2025	Check 6247	Early lake effect snow	4437 Snow Removal 430.50
Total for Everest Snow Management, Inc.				\$2,290.50
GT Mechanical				
	11/21/2025	Expense ACH GT	23010770 Bi-Annual Maint Agreement 1 or 2	4631 Contingency / Special Reserves Replenishment 2,400.00
	11/25/2025	Expense ACH GT	23010793 Boiler #2 Pump 5 leak	4631 Contingency / Special Reserves Replenishment 475.00
Total for GT Mechanical				\$2,875.00
Independent Construction Services				
	11/26/2025	Check 6255	Invoice 1661 Pre bid meetings	4631 Contingency / Special Reserves Replenishment 290.00
Total for Independent Construction Services				\$290.00
Ingram				
	11/07/2025	Check 6234	10 Oct Invoices	4714 Large Print Books 365.11
	11/07/2025	Check 6234	10 Oct Invoices	4715 Books - Adult 2,301.98
	11/07/2025	Check 6234	10 Oct Invoices	4716 Books - Youth 2,854.94
	11/07/2025	Check 6234	10 Oct Pre processing large print	4515 Technical Services - Supplies 3.96
	11/07/2025	Check 6234	10 Oct Pre processing adult books	4515 Technical Services - Supplies 98.01
	11/07/2025	Check 6234	10 Oct Pre processing youth books	4515 Technical Services - Supplies 136.62
	11/07/2025	Check 6234	10 Oct Shipping	4714 Large Print Books 5.02
	11/07/2025	Check 6234	10 Oct Shipping	4715 Books - Adult 30.32
	11/07/2025	Check 6234	10 Oct Shipping	4716 Books - Youth 39.66
	11/07/2025	Check 6234	10 Oct Invoices CM 90945643	4715 Books - Adult -17.94
	11/07/2025	Check 6234	CM90945644	4716 Books - Youth -12.28
Total for Ingram				\$5,805.40
Klein, Thorpe And Jenkins				
	11/04/2025	Check 6227	Services through 9.30.25 Bid review Window Repair	4362 Legal Fees 1,093.00
	11/04/2025	Check 6227	Services through 9.30.25 Bid review Window Repair	4631 Contingency / Special Reserves Replenishment 666.00
	11/25/2025	Check 6253	Services through 10.31.25 Program service agreement	4362 Legal Fees 171.50
Total for Klein, Thorpe And Jenkins				\$1,930.50
LEAF (Copier Lease)				
	11/04/2025	Expense LEAF PORTAL	Copier Lease payment 1	4531 Copier 726.00
	11/04/2025	Expense LEAF PORTAL	Interim Rent	4631 Contingency / Special Reserves Replenishment 484.00
	11/04/2025	Expense LEAF PORTAL	Documentation Fee	4631 Contingency / Special Reserves Replenishment 150.00
Total for LEAF (Copier Lease)				\$1,360.00
LIMRiCC-Employees				
	11/07/2025	Expense ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements 1,198.00
	11/07/2025	Journal Entry 116	Employee Paid Benefits	4311 Salaried Employees 678.49
	11/07/2025	Expense ACH LIM	11 NOV 25	4333 Insurance 13,227.20
Total for LIMRiCC-Employees				\$15,103.69
Lucas Color Card				
	11/07/2025	Check 6235	CPO1602 Color Library Cards 2,091	4516 Circulation - Supplies 669.12
	11/07/2025	Check 6235	Shipping Library Cards	4516 Circulation - Supplies 23.00
Total for Lucas Color Card				\$692.12
M. DiFoggio Plumbing Co. Inc.				
	11/12/2025	Check 6242	Invoice 3901 2nd fl YTS toilet battery replacement	4434 Building Repairs 250.00
Total for M. DiFoggio Plumbing Co. Inc.				\$250.00



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Midwest Tape - 19730				
11/07/2025	Check	6237	10 Oct Invoices	4717 Videos - Adult 503.81
11/07/2025	Check	6237	10 Oct Invoices	4719 Audiobooks - Adult 226.95
11/07/2025	Check	6237	10 Oct pre processing 4717	4515 Technical Services - Supplies 46.42
11/07/2025	Check	6237	10 Oct pre processing 4719	4515 Technical Services - Supplies 14.95
Total for Midwest Tape - 19730				\$792.13
Midwest Tape - 19996				
11/07/2025	Check	6236	10 Oct Invoices	4718 Videos - Youth 15.74
11/07/2025	Check	6236	10 Oct pre processing	4515 Technical Services - Supplies 2.34
Total for Midwest Tape - 19996				\$18.08
Old National Bank - MasterCard				
11/04/2025	Expense	MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming 10.99
11/04/2025	Expense	MasterCard	SIP, Google Fi	4474 Telephone/FAX 87.81
11/04/2025	Expense	MasterCard	OCLC	4551 Postage & Handling 18.42
11/04/2025	Expense	MasterCard	Duo	4721 Software 120.00
11/04/2025	Expense	MasterCard	Bluehost	4721 Software 30.00
11/04/2025	Expense	MasterCard	Spotify	4451 Youth & Teen Programming 11.99
11/04/2025	Expense	MasterCard	TF HR Source Dept of One	4354 Professional Staff 140.00
11/04/2025	Expense	MasterCard	Menards Gang Cover	4434 Building Repairs 13.12
11/04/2025	Expense	MasterCard	Chicago Tribune 26 weeks	4711 Periodicals 103.74
Total for Old National Bank - MasterCard				\$536.07
Otis Elevator				
11/18/2025	Expense	OTIS PORTAL	Invoice 2594794	4416 Maintenance 193.82
Total for Otis Elevator				\$193.82
OverDrive, Inc.				
11/11/2025	Check	6239	01658CO25351243	4725A E-Books - Adult 1,098.93
11/11/2025	Check	6239	01658CO25351243	4725B E-Audiobooks - Adult 377.39
11/11/2025	Check	6239	01658CO25349358	4725B E-Audiobooks - Adult 1,259.90
11/11/2025	Check	6239		4725B E-Audiobooks - Adult -60.00
Total for OverDrive, Inc.				\$2,676.22
Paylocity Payroll Billing				
11/27/2025	Expense	PAYLOCITY	Check date 10.27.25	4412 Payroll Services 80.10
11/27/2025	Expense	PAYLOCITY	Check date 11.11.25	4412 Payroll Services 182.16
Total for Paylocity Payroll Billing				\$262.26
Paylocity Payroll Net				
11/14/2025	Expense	PAYLOCITY	Check date 11.14.25	4311 Salaried Employees 20,551.20
11/14/2025	Expense	PAYLOCITY	Check date 11.14.25	4312 Hourly Employees 7,403.57
11/14/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 15.75
11/14/2025	Expense	PAYLOCITY	CD Halloween Candy	4454 General Programming 30.98
11/28/2025	Expense	PAYLOCITY	Check date 11.28.25	4311 Salaried Employees 20,932.92
11/28/2025	Expense	PAYLOCITY	Check date 11.28.25	4312 Hourly Employees 7,218.18
11/28/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 12.95
11/28/2025	Expense	PAYLOCITY	MM @ the cinema popcorn	4452 Public Services Programming 6.99
11/28/2025	Expense	PAYLOCITY	TF Gingerbread Houses - Walmart	4451 Youth & Teen Programming 181.60
Total for Paylocity Payroll Net				\$56,354.14
Paylocity Payroll Taxes				
11/14/2025	Expense	PAYLOCITY	Check date 11.14.25	4311 Salaried Employees 6,090.89
11/14/2025	Expense	PAYLOCITY	Check date 11.14.25	4332 FICA Social Security 2,876.97
11/14/2025	Expense	PAYLOCITY	Check date 11.14.25	4312 Hourly Employees 1,397.18
11/28/2025	Expense	PAYLOCITY	Check date 11.28.25	4311 Salaried Employees 6,387.66
11/28/2025	Expense	PAYLOCITY	Check date 11.28.25	4332 FICA Social Security 2,909.44
11/28/2025	Expense	PAYLOCITY	Check date 11.28.25	4312 Hourly Employees 1,328.19
Total for Paylocity Payroll Taxes				\$20,990.33
Pay Pal				
11/19/2025	Expense	Pay Pal	Constant Contact Renewal	4721 Software 687.40
Total for Pay Pal				\$687.40
Peerless Network, Inc				
11/18/2025	Check	6246	Invoice 86271	4474 Telephone/FAX 78.17
Total for Peerless Network, Inc				\$78.17
Petty Cash				
11/30/2025	Check	23159	Staff Appreciation Award	4313 Additional Compensation 4,425.00
Total for Petty Cash				\$4,425.00



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount	
Playaway Products					
	11/19/2025	Check 6250	Invoice 516585	4720 Audiobooks/Playaways - Youth	59.99
Total for Playaway Products				\$59.99	
Prime Time Window Cleaning					
	11/18/2025	Check 6244	Gutter Cleaning	4631 Contingency / Special Reserves Replenishment	500.00
	11/18/2025	Check 6244	Equipment and safety fee	4631 Contingency / Special Reserves Replenishment	7.25
Total for Prime Time Window Cleaning				\$507.25	
Pub Trivia					
	11/03/2025	Check 23149	11.10.25 Trivia	4452 Public Services Programming	150.00
Total for Pub Trivia				\$150.00	
Roy Erikson Outdoor Maintenance					
	11/11/2025	Check 6238	Invoice 07-50278	4436 Lawn Maintenance	956.63
Total for Roy Erikson Outdoor Maintenance				\$956.63	
Sawa Books					
	11/19/2025	Check 6251	IN001876 Arabic books	4715 Books - Adult	721.35
Total for Sawa Books				\$721.35	
Taste of Home Books					
	11/24/2025	Check 6252	Taste of Home Annual	4711 Periodicals	42.48
Total for Taste of Home Books				\$42.48	
Truty, Marcin					
	11/04/2025	Expense ACH MT	10 Oct IT Services 25-10	4418 Technology	4,560.00
Total for Truty, Marcin				\$4,560.00	
Warehouse Direct					
	11/04/2025	Check 6228	{3} Large Liner	4541 Maintenance/Cleaning Supplies	141.54
Total for Warehouse Direct				\$141.54	
TOTAL CHECKS FOR BOARD APPROVAL				\$150,450.88	



**PALOS HEIGHTS
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
November 30, 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	\$32,072.32	\$178,517.28	\$1,169.03	\$200.00	\$572.09	\$2,602.73	\$215,133.45
WITHDRAWALS	(\$150,450.88)						(\$150,450.88)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$70,000.00	(\$70,000.00)					
	(\$250,000.00)	\$250,000.00					
DEPOSITS	\$1,198.00						\$253,768.70
	\$377.30						
	\$510.73						
	\$378.95						
	\$100.00						
	\$1,203.72						
	\$250,000.00						
ADJUSTMENTS							
INTEREST EARNED	\$0.84	\$434.12	\$3.92	N/A	N/A	\$1.97	\$440.85
ENDING BALANCE	\$5,390.98	\$308,951.40	\$1,172.95	\$200.00	\$572.09	\$2,604.70	\$318,892.12
TOTALS	\$315,715.33 GENERAL FUND				\$3,176.79 SPECIAL RESERVES FUND		\$318,892.12 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.300%	4.098%	N/A	N/A	0.920%	

**TOTAL FUND BALANCE MONTH ENDING: NOVEMBER 30, 2025
\$318,892.12**



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$337.99		\$337.99
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$462.80		\$462.80
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$961.95		\$961.95
» Miscellaneous	\$1,750.70		\$1,750.70
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$657.06		\$657.06
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$647.10		\$647.10
GRANTS	\$0.00		\$0.00
INTEREST	\$540.25	\$2.04	\$542.29
TOTAL REVENUES	\$5,357.85	\$2.04	\$5,359.89
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$75,759.72		\$75,759.72
» Employee Benefits	\$25,274.90		\$25,274.90
» Staff & Board Development	\$22.82		\$22.82
CONTRACTUAL SERVICES	\$9,089.89		\$9,089.89
BUILDING MAINTENANCE	\$4,157.10		\$4,157.10
INSURANCE	\$0.00		\$0.00
UTILITIES	\$2,153.07		\$2,153.07
SUPPLIES	\$3,025.66		\$3,025.66
CAPITAL EXPENSES	\$14,521.50		\$14,521.50
MEDIA	\$11,975.86		\$11,975.86
REIMBURSEMENTS	\$3,229.53		\$3,229.53
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$149,210.05	\$0.00	\$149,210.05
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$143,852.20	\$2.04	-\$143,850.16
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00	\$0.00	\$0.00
Check #23128 error in QB's cleared in October 2025			
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$143,852.20	\$2.04	-\$143,850.16
FUND BALANCES, BEGINNING OF MONTH	\$315,715.33	\$3,176.79	\$318,892.12
END OF MONTH	\$171,863.13	\$3,178.83	\$175,041.96



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,984,410.78	\$1,984,410.78	\$1,026,979.04	\$957,431.74	51.75%
CORPORATE REPLACEMENT TAX	\$25,000.00	\$25,000.00	\$14,662.24	\$10,337.76	58.65%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$3,237.72	-\$737.72	129.51%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$1,034.27	\$765.73	57.46%
Miscellaneous	\$3,500.00	\$3,500.00	\$4,464.88	-\$964.88	127.57%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$15,058.50	-\$4,058.50	136.90%
Miscellaneous	\$12,784.00	\$12,784.00	\$265,612.25	-\$252,828.25	2077.69%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$1,350.00	-\$350.00	135.00%
Unrestricted	\$15,000.00	\$15,000.00	\$2,160.34	\$12,839.66	14.40%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$8,001.15	-\$4,001.15	200.03%
GRANTS	\$17,800.30	\$17,800.30	\$17,800.30	\$0.00	100.00%
INTEREST	\$30,075.00	\$30,075.00	\$23,922.00	\$6,153.00	79.54%
TOTAL REVENUES	\$2,123,870.08	\$2,123,870.08	\$1,384,282.69	\$739,587.39	65.18%
PERSONNEL SERVICES					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$990,991.26	-\$17,952.16	-1.78%
Employee Benefits	\$319,423.19	\$319,423.19	\$312,026.86	-\$7,396.33	-2.32%
Staff & Board Development	\$11,800.00	\$11,800.00	\$11,196.66	-\$603.34	-5.11%
CONTRACTUAL SERVICES	\$192,077.83	\$192,077.83	\$175,540.29	-\$16,537.54	-8.61%
BUILDING MAINTENANCE	\$51,121.59	\$51,121.59	\$52,738.90	\$1,617.31	3.16%
INSURANCE	\$25,279.51	\$25,279.51	\$25,572.11	\$292.60	1.16%
UTILITIES	\$12,890.20	\$12,890.20	\$12,686.20	-\$204.00	-1.58%
SUPPLIES	\$28,620.00	\$28,620.00	\$26,797.12	-\$1,822.88	-6.37%
CAPITAL EXPENSES	\$195,523.97	\$195,523.97	\$120,938.43	-\$74,585.54	-38.15%
MEDIA	\$170,585.00	\$170,585.00	\$150,844.21	-\$19,740.79	-11.57%
REIMBURSEMENTS	\$48,894.37	\$48,894.37	\$49,856.43	\$962.06	1.97%
SR PROJECTS	\$58,711.00	\$58,711.00	\$61,834.33	\$3,123.33	5.32%
TOTAL EXPENDITURES	\$2,123,870.08	\$2,123,870.08	\$1,991,022.80	-\$132,847.28	-6.25%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	-\$606,740.11	\$606,740.11	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			-\$606,740.11		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			-\$3,371.00		
			-\$734,050.69		



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$774,582.04	\$58,724.16	\$757,052.64	\$17,529.40	2.26%
4312 HOURLY EMPLOYEES	\$229,111.38	\$17,035.56	\$228,838.62	\$272.76	0.12%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$0.00	\$5,100.00	\$150.00	2.86%
TOTAL OPERATIONAL SALARIES	\$1,008,943.42	\$75,759.72	\$990,991.26	\$17,952.16	1.78%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$6,303.98	\$80,472.93	\$3,609.70	4.29%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$5,743.72	\$74,807.09	\$1,971.03	2.57%
4333 INSURANCE	\$157,362.44	\$13,227.20	\$156,364.84	\$997.60	0.63%
4334 CLOTHING	\$1,200.00	\$0.00	\$382.00	\$818.00	68.17%
TOTAL EMPLOYEE BENEFITS	\$319,423.19	\$25,274.90	\$312,026.86	\$7,396.33	2.32%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,400.00	\$0.00	\$2,858.99	-\$458.99	-19.12%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$310.00	\$490.00	61.25%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$500.00	\$0.00	0.00%
4354 PROFESSIONAL STAFF	\$6,000.00	\$0.00	\$5,097.05	\$902.95	15.05%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$1,250.00	-\$250.00	-25.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$22.82	\$1,180.62	-\$80.62	-7.33%
TOTAL STAFF & BOARD DEVELOPMENT	\$11,800.00	\$22.82	\$11,196.66	\$603.34	5.11%
GROUP TOTAL PERSONNEL SERVICES	\$1,340,166.61	\$101,057.44	\$1,314,214.78	\$25,951.83	1.94%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$7,450.00	\$0.00	0.00%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$2,321.50	-\$321.50	-16.08%
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	\$4,520.00	\$430.00	8.69%
TOTAL PROFESSIONAL SERVICES	\$15,550.00	\$365.00	\$14,385.89	\$1,164.11	7.49%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$5,040.00	\$259.12	\$3,462.51	\$1,577.49	31.30%
4414 ALARM	\$3,600.00	\$0.00	\$3,244.00	\$356.00	9.89%
4416 MAINTENANCE	\$40,500.00	\$193.82	\$34,274.42	\$6,225.58	15.37%
4417 SWAN	\$30,000.00	\$0.00	\$27,681.00	\$2,319.00	7.73%
4418 TECHNOLOGY	\$40,000.00	\$2,569.95	\$40,000.00	\$0.00	0.00%
TOTAL OUTSIDE SERVICES	\$119,140.00	\$3,022.89	\$108,661.93	\$10,478.07	8.79%
PRINTING					
4424 NEWSLETTER PRINTING	\$19,387.83	\$3,196.55	\$19,179.30	\$208.53	1.08%
TOTAL PRINTING	\$19,387.83	\$3,196.55	\$19,179.30	\$208.53	1.08%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$463.96	\$11,113.03	-\$113.03	-1.03%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$386.23	\$13,889.08	\$110.92	0.79%
4454 GENERAL PROGRAMMING	\$10,000.00	\$1,521.47	\$6,589.41	\$3,410.59	34.11%
TOTAL PROGRAMMING	\$35,000.00	\$2,371.66	\$31,591.52	\$3,408.48	9.74%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$133.79	\$1,721.65	\$1,278.35	42.61%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$133.79	\$1,721.65	\$1,278.35	42.61%
GROUP TOTAL CONTRACTUAL SERVICES	\$192,077.83	\$9,089.89	\$175,540.29	\$16,537.54	8.61%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$71.79	\$823.70	\$32.98	3.85%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$13,000.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$12,000.00	\$0.00	\$12,000.00	\$0.00	0.00%
4436 LAWN MAINTENANCE	\$10,053.30	\$1,499.31	\$10,053.30	\$0.00	0.00%
4437 SNOW REMOVAL	\$6,751.61	\$1,860.00	\$7,777.50	-\$1,025.89	-15.19%
TOTAL REPAIRS & MAINTENANCE	\$42,661.59	\$3,431.10	\$43,654.50	-\$992.91	-2.33%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$8,220.00	\$726.00	\$8,878.15	-\$658.15	-8.01%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$206.25	\$33.75	14.06%
TOTAL EQUIPMENT MAINTENANCE	\$8,460.00	\$726.00	\$9,084.40	-\$624.40	-7.38%
GROUP TOTAL BUILDING MAINTENANCE	\$51,121.59	\$4,157.10	\$52,738.90	-\$1,617.31	-3.16%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$23,451.56	\$0.00	\$23,420.11	\$31.45	0.13%
4443 DISABILITY (WORKMEN'S COMP)	\$1,827.95	\$0.00	\$2,152.00	-\$324.05	-17.73%
GROUP TOTAL INSURANCE	\$25,279.51	\$0.00	\$25,572.11	-\$292.60	-1.16%
UTILITIES					
4472 WATER	\$3,000.00	\$197.81	\$3,276.13	-\$276.13	-9.20%
4473 GAS	\$2,000.00	\$1,618.80	\$1,618.80	\$381.20	19.06%
4474 TELEPHONE/FAX	\$2,369.60	\$336.46	\$2,270.67	\$98.93	4.17%
4475 INTERNET/LOCAL AREA NET	\$5,520.60	\$0.00	\$5,520.60	\$0.00	0.00%
GROUP TOTAL UTILITIES	\$12,890.20	\$2,153.07	\$12,686.20	\$204.00	1.58%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	-\$88.83	\$967.37	\$32.63	3.26%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$1,963.36	\$36.64	1.83%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$545.49	\$3,177.79	\$22.21	0.69%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$416.40	\$5,771.24	\$228.76	3.81%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$1,111.48	\$3,023.12	\$26.88	0.88%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$136.98	\$136.98	\$363.02	72.60%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$668.50	\$531.50	44.29%
TOTAL OFFICE SUPPLIES	\$16,950.00	\$2,121.52	\$15,708.36	\$1,241.64	7.33%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$403.47	\$5,705.84	-\$355.84	-6.65%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$5,350.00	\$403.47	\$5,705.84	-\$355.84	-6.65%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$650.00	\$39.26	\$472.89	\$177.11	27.25%
4553 BULK FEES & PERMITS	\$5,670.00	\$461.41	\$4,910.03	\$759.97	13.40%
TOTAL OFFICE EXPENSE	\$6,320.00	\$500.67	\$5,382.92	\$937.08	14.83%
GROUP TOTAL SUPPLIES	\$28,620.00	\$3,025.66	\$26,797.12	\$1,822.88	6.37%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$14,521.50	\$120,938.43	\$74,585.54	38.15%
GROUP TOTAL CAPITAL EXPENSES	\$195,523.97	\$14,521.50	\$120,938.43	\$74,585.54	38.15%



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

	BUDGET 2025	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$25,000.00	\$0.00	\$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	\$0.00	\$8,480.43	\$3,519.57	29.33%
4714 LARGE PRINT	\$5,250.00	\$655.89	\$3,989.09	\$1,260.91	24.02%
4715 BOOKS - Adult	\$32,900.00	\$7,526.28	\$31,067.53	\$1,832.47	5.57%
4716 BOOKS - Youth	\$33,000.00	\$1,552.62	\$31,398.72	\$1,601.28	4.85%
4717 VIDEOS - Adult	\$4,000.00	\$439.34	\$3,579.59	\$420.41	10.51%
4718 VIDEOS - Youth	\$800.00	\$0.00	\$521.03	\$278.97	34.87%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$226.95	\$1,702.63	\$297.37	14.87%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$3,745.66	\$4.34	0.12%
4721 SOFTWARE	\$10,188.15	\$1,514.78	\$9,995.26	\$192.89	1.89%
4722 REALIA	\$1,000.00	\$0.00	\$306.02	\$693.98	69.40%
4723A VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$1,281.13	\$18.87	1.45%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$596.05	\$403.95	40.40%
4725A E-BOOKS - Adult	\$12,000.00	\$60.00	\$12,000.00	\$0.00	0.00%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$0.00	\$13,908.21	\$91.79	0.66%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$3,419.80	\$80.20	2.29%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
GROUP TOTAL MEDIA	\$170,585.00	\$11,975.86	\$150,844.21	\$19,740.79	11.57%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$19,094.07	\$1,198.00	\$14,791.79	\$4,302.28	22.53%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,800.30	\$0.00	0.00%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$2,031.53	\$15,874.46	-\$4,874.46	-44.31%
4906a RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$1,389.88	-\$389.88	-38.99%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$48,894.37	\$3,229.53	\$49,856.43	-\$962.06	-1.97%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$0.00	\$61,834.33	-\$3,123.33	-5.32%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$58,711.00	\$0.00	\$61,834.33	-\$3,123.33	-5.32%
TOTAL EXPENDITURES	\$2,123,870.08	\$149,210.05	\$1,991,022.80	\$132,847.28	6.25%



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Adducci Vega Financial Group, LLC				
12/11/2025	Check	6265	11 November Reconciliation Invoice 202066294	4365 Accountant
				\$365.00
Total for Adducci Vega Financial Group, LLC				\$365.00
Amazon				
12/02/2025	Expense	AMAZON PORTAL	11LD-DV9L-N7LN Multi fold towels	4541 Maintenance/Cleaning Supplies
				\$75.98
12/02/2025	Expense	AMAZON PORTAL	11PN-K6TK-G9HX Toilet Paper	4541 Maintenance/Cleaning Supplies
				\$65.66
12/29/2025	Expense		1CLY-9Y3H-KFCX Multi fold towels	4514 Business Office - Supplies
				\$75.98
12/29/2025	Expense		1RR3-4GX1-QGGY Toilet Paper	4514 Business Office - Supplies
				\$49.25
12/31/2025	Expense	AMAZON PORTAL	11WFM-LKR4-RFNJ	4514 Business Office - Supplies
				\$78.04
Total for Amazon				\$344.91
Anderson Pest Solutions				
12/17/2025	Check	6268	Invoice 89340464	4431 Pest Control
				\$68.79
12/17/2025	Check	6268	Environmental & Safety Surcharge	4431 Pest Control
				\$3.00
Total for Anderson Pest Solutions				\$71.79
At&T - Fiber Line				
12/30/2025	Check	6275	5578200116	4631 Contingency / Special Reserves Replenishment
				\$349.60
Total for At&T - Fiber Line				\$349.60
Building Technology Consultants, Inc.				
12/08/2025	Check	6261	Invoice 14251 Building Assistance 100% complete	4631 Contingency / Special Reserves Replenishment
				\$1,000.00
12/08/2025	Check	6261	Invoice 14251 Pre Construction 10%	4631 Contingency / Special Reserves Replenishment
				\$550.00
Total for Building Technology Consultants, Inc.				\$1,550.00
CDW Government, Inc.				
12/10/2025	Check	6264	Invoice AH2U76R 4Yr RPR premium coverage surface tablet	4631 Contingency / Special Reserves Replenishment
				\$219.26
Total for CDW Government, Inc.				\$219.26
Children's Plus Inc.				
12/12/2025	Check	6267	Invoice 269693	4716 Books - Youth
				\$89.33
Total for Children's Plus Inc.				\$89.33
City Of Palos Heights IMRF				
12/31/2025	Check	23168	12 December Payment	4331 IMRF III. Muni. Ret. Fund
				\$6,303.98
12/31/2025	Journal Entry	123	4.5%	4311 Salaried Employees
				\$2,642.60
12/31/2025	Journal Entry	123	4.5%	4312 Hourly Employees
				\$246.21
12/31/2025	Journal Entry	124	VIMRF	4311 Salaried Employees
				\$1,440.40
Total for City Of Palos Heights IMRF				\$10,633.19
City of Palos Hts. - Water Bill				
12/17/2025	Check	6269	Monthly bill	4472 Water
				\$197.81
Total for City of Palos Hts. - Water Bill				\$197.81
ComEd				
12/12/2025	Check	6266	Billing through 12.3.25	4631 Contingency / Special Reserves Replenishment
				\$3,870.39
Total for ComEd				\$3,870.39
Everest Snow Management, Inc.				
12/02/2025	Check	6256	Snow Removal 3 of 4 payments	4437 Snow Removal
				\$1,860.00
Total for Everest Snow Management, Inc.				\$1,860.00
Grasso Graphics				
12/17/2025	Check	6270	Nov/Dec Newsletters	4424 Newsletter Printing
				\$3,196.55
Total for Grasso Graphics				\$3,196.55
GT Mechanical				
12/08/2025	Expense		23010876 Boiler Pump 2 repair	4631 Contingency / Special Reserves Replenishment
				\$2,389.70
Total for GT Mechanical				\$2,389.70
Hometowns to Hollywood, LLC				
12/01/2025	Check	23156	12.4.25 Hollywood Christmas	4904 Reimb. - Friends Book Sales
				\$400.00
Total for Hometowns to Hollywood, LLC				\$400.00
Hugo Collin				
12/01/2025	Check	23157	12.16.25 Christmas Concert with Elvis	4452 Public Services Programming
				\$525.00
Total for Hugo Collin				\$525.00
Improvvised Jane Austin, LLC				
12/08/2025	Check	23160	12.11.25 Improv Jane Austin	4452 Public Services Programming
				\$600.00
Total for Improvised Jane Austin, LLC				\$600.00
Independent Construction Services				
12/08/2025	Check	6262	Invoice 1675 Scope Review	4631 Contingency / Special Reserves Replenishment
				\$326.25
12/08/2025	Check	6262	Board Update	4631 Contingency / Special Reserves Replenishment
				\$290.00
12/08/2025	Check	6262	Bidding	4631 Contingency / Special Reserves Replenishment
				\$217.50
12/08/2025	Check	6262	Contract Processing 11.21.25	4631 Contingency / Special Reserves Replenishment
				\$217.50
12/08/2025	Check	6262	Contract Processing 11.28.25	4631 Contingency / Special Reserves Replenishment
				\$181.25
Total for Independent Construction Services				\$1,232.50



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Ingram				
12/07/2025	Check	6258	11 Nov Invoices	4714 Large Print Books \$402.16
12/07/2025	Check	6258	11 Nov Invoices	4715 Books - Adult \$4,169.97
12/07/2025	Check	6258	11 Nov Invoices	4716 Books - Youth \$1,028.54
12/07/2025	Check	6258	11 Nov Pre processing adult books	4515 Technical Services - Supplies \$94.71
12/07/2025	Check	6258	11 Nov Pre processing youth books	4515 Technical Services - Supplies \$64.68
12/07/2025	Check	6258	11 Nov Shipping	4714 Large Print Books \$5.28
12/07/2025	Check	6258	11 Nov Shipping	4715 Books - Adult \$63.58
12/07/2025	Check	6258	11 Nov Shipping	4716 Books - Youth \$24.14
12/07/2025	Check	6258	CM91766619	4715 Books - Adult -\$20.77
12/07/2025	Check	6258	CM92264985	4716 Books - Youth -\$14.37
12/07/2025	Check	6258	CM92264984	4715 Books - Adult -\$11.83
12/07/2025	Check	6258	CM91766618	4716 Books - Youth -\$15.11
12/30/2025	Check	6278	12 Dec Invoices	4714 Large Print Books \$246.19
12/30/2025	Check	6278	12 Dec Invoices	4715 Books - Adult \$1,570.06
12/30/2025	Check	6278	12 Dec Invoices	4716 Books - Youth \$440.55
12/30/2025	Check	6278	12 Dec Pre processing large print	4515 Technical Services - Supplies \$2.20
12/30/2025	Check	6278	12 Dec Pre processing adult books	4515 Technical Services - Supplies \$69.30
12/30/2025	Check	6278	12 Dec Pre processing youth books	4515 Technical Services - Supplies \$33.00
12/30/2025	Check	6278	12 Dec Shipping	4714 Large Print Books \$2.26
12/30/2025	Check	6278	12 Dec Shipping	4715 Books - Adult \$36.07
12/30/2025	Check	6278	12 Dec Shipping	4716 Books - Youth \$9.67
12/30/2025	Check	6278	CM92390130	4716 Books - Youth -\$10.13
Total for Ingram				\$8,190.15
LEAF (Copier Lease)				
12/08/2025	Expense	LEAF	Copier Lease payment 2	4531 Copier \$726.00
Total for LEAF (Copier Lease)				\$726.00
LIMRICC-Employees				
12/22/2025	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements \$1,198.00
12/22/2025	Expense	ACH LIM	12 DEC 25	4333 Insurance \$33,227.20
12/22/2025	Journal Entry	125	Employee Paid Benefits	4311 Salaried Employees \$678.49
Total for LIMRICC-Employees				\$15,103.69
Mama Vesuvio's East				
12/14/2025	Check	23161	Holiday Party (42) Guests	4454 General Programming \$1,200.00
Total for Mama Vesuvlo's East				\$1,200.00
Melka Landscaping				
12/17/2025	Check	6271	Holiday decorations and poinsettias	4436 Lawn Maintenance \$1,499.31
12/17/2025	Check	6271	Holiday decorations and poinsettias	4904 Reimb. - Friends Book Sales \$65.59
Total for Melka Landscaping				\$1,564.90
Midwest Tape - 19730				
12/08/2025	Check	6260	11 Nov Invoices	4717 Videos - Adult \$412.35
12/08/2025	Check	6260	11 Nov Invoices	4719 Audiobooks - Adult \$135.97
12/08/2025	Check	6260	11 Nov pre processing 4717	4515 Technical Services - Supplies \$46.39
12/08/2025	Check	6260	11 Nov pre processing 4719	4515 Technical Services - Supplies \$8.97
12/30/2025	Check	6277	12 Dec Invoices	4717 Videos - Adult \$26.99
12/30/2025	Check	6277	12 Dec Invoices	4719 Audiobooks - Adult \$90.98
12/30/2025	Check	6277	12 Dec pre processing 4717	4515 Technical Services - Supplies \$2.34
12/30/2025	Check	6277	12 Dec pre processing 4719	4515 Technical Services - Supplies \$5.98
Total for Midwest Tape - 19730				\$729.97
Nancy Sylvester				
12/30/2025	Check	6273	Board Meeting Training Sept, Oct, Nov 2025	4631 Contingency / Special Reserves Replenishment \$3,000.00
Total for Nancy Sylvester				\$3,000.00
NICOR				
12/30/2025	Check	6276	11.14.25 to 12.15.25	4473 Gas \$1,618.80
Total for NICOR				\$1,618.80
Old National Bank - MasterCard				
12/08/2025	Expense	Mastercard	Disney Plus Monthly Fee	4451 Youth & Teen Programming \$12.99
12/08/2025	Expense	Mastercard	SIP, Google Fi	4474 Telephone/FAX \$129.74
12/08/2025	Expense	Mastercard	OCLC	4551 Postage & Handling \$24.16
12/08/2025	Expense	Mastercard	Duo	4721 Software \$120.00
12/08/2025	Expense	Mastercard	Spotify	4451 Youth & Teen Programming \$11.99
12/08/2025	Expense	Mastercard	Teen painting program Juniper Canvas	4451 Youth & Teen Programming \$414.00
12/08/2025	Expense	Mastercard	Etsy image download	4454 General Programming \$2.20
12/08/2025	Expense	Mastercard	Water hot coco	4454 General Programming \$17.38
12/08/2025	Expense	Mastercard	4 cases copy paper	4514 Business Office - Supplies \$159.96
12/08/2025	Expense	Mastercard	2 metal carts for book bins	4516 Circulation - Supplies \$730.24



**PALOS HEIGHTS
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
Old National Bank - MasterCard (con't)				
12/08/2025	Expense	Mastercard	Bayscan receipt paper 2 deliveries	4516 Circulation - Supplies \$381.24
12/08/2025	Expense	Mastercard	Maint supplies	4541 Maintenance/Cleaning Supplies \$55.10
12/08/2025	Expense	Mastercard	Vista print foam board displays	4518 Local History - Supplies \$136.98
12/08/2025	Expense	Mastercard	GODADDY Renewal	4721 Software \$56.18
12/08/2025	Expense	Mastercard	Glowforge filter replacement	4904 Reimb. - Friends Book Sales \$640.94
12/29/2025	Expense	MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming \$12.99
12/29/2025	Expense	MasterCard	SIP, Google Fi	4474 Telephone/FAX \$128.55
12/29/2025	Expense	MasterCard	OCLC	4551 Postage & Handling \$15.10
12/29/2025	Expense	MasterCard	Duo	4721 Software \$120.00
12/29/2025	Expense	MasterCard	Spotify	4451 Youth & Teen Programming \$11.99
12/29/2025	Expense	MasterCard	Gift Cards Trivia program	4452 Public Services Programming \$36.23
12/29/2025	Expense	MasterCard	Spirit Committee	4454 General Programming \$137.00
12/29/2025	Expense	MasterCard	Palmer Plaque	4461 Public Relations \$133.79
12/29/2025	Expense	MasterCard	Kringle Market Water	4454 General Programming \$55.27
12/29/2025	Expense	MasterCard	Salt for sidewalks	4514 Business Office - Supplies \$59.32
12/29/2025	Expense	MasterCard	Polish Books	4715 Books - Adult \$1,719.20
12/29/2025	Expense	MasterCard	Draw Alive annual fee	4721 Software \$1,218.60
Total for Old National Bank - MasterCard				\$6,541.14
Otis Elevator				
12/17/2025	Expense	OTIS PORTAL	invoice 100402164395	4416 Maintenance \$193.82
Total for Otis Elevator				\$193.82
OverDrive, Inc.				
12/07/2025	Check	6259	01658MA25374400	4725B E-Audiobooks - Adult \$60.00
Total for OverDrive, Inc.				\$60.00
Paylocity Payroll Billing				
12/26/2025	Expense	PAYLOCITY	Check date 11.25.25	4412 Payroll Services \$80.10
12/26/2025	Expense	PAYLOCITY	Check date 12.08.25	4412 Payroll Services \$179.02
Total for Paylocity Payroll Billing				\$259.12
Paylocity Payroll Net				
12/12/2025	Expense	PAYLOCITY	Check date 12.12.25	4311 Salaried Employees \$20,426.32
12/12/2025	Expense	PAYLOCITY	Check date 11.28.25	4312 Hourly Employees \$7,010.97
12/12/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement \$11.13
12/12/2025	Expense	PAYLOCITY	BS Hot coco Kringle Market	4454 General Programming \$45.34
12/12/2025	Expense	PAYLOCITY	CV Nov Spirit Committee	4454 General Programming \$64.28
12/26/2025	Expense	PAYLOCITY	Check date 12.26.25	4311 Salaried Employees \$20,932.96
12/26/2025	Expense	PAYLOCITY	Check date 12.26.25	4312 Hourly Employees \$7,168.38
12/26/2025	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement \$11.69
Total for Paylocity Payroll Net				\$55,671.07
Paylocity Payroll Taxes				
12/12/2025	Expense	PAYLOCITY	Check date 12.12.25	4311 Salaried Employees \$6,215.77
12/12/2025	Expense	PAYLOCITY	Check date 12.12.25	4332 FICA Social Security \$2,838.41
12/12/2025	Expense	PAYLOCITY	Check date 12.12.25	4312 Hourly Employees \$1,285.74
12/26/2025	Expense	PAYLOCITY	Check date 12.26.25	4311 Salaried Employees \$6,387.62
12/26/2025	Expense	PAYLOCITY	Check date 12.26.25	4332 FICA Social Security \$2,905.31
12/26/2025	Expense	PAYLOCITY	Check date 12.26.25	4312 Hourly Employees \$1,324.26
Total for Paylocity Payroll Taxes				\$20,957.11
Peerless Network, Inc				
12/17/2025	Check	6272	Invoice 87970	4474 Telephone/FAX \$78.17
Total for Peerless Network, Inc				\$78.17
Pub Trivia				
12/01/2025	Check	23155	12.01.25 Trivia	4452 Public Services Programming \$150.00
Total for Pub Trivia				\$150.00
Truty, Marcin				
12/01/2025	Expense	ACH MARCIN	11 NOV IT Services 25-11	4418 Technology \$2,569.95
12/01/2025	Expense	ACH MARCIN	11 NOV IT Services 25-11	4631 Contingency / Special Reserves Replenishment \$1,910.05
Total for Truty, Marcin				\$4,480.00
U.S. Post Office				
12/17/2025	Check	23162	Newsletter postage	4553 Bulk Fees & Permits \$461.41
Total for U.S. Post Office				\$461.41
Warehouse Direct				
12/05/2025	Check	6257	Kleenex	4541 Maintenance/Cleaning Supplies \$112.37
12/09/2025	Check	6263	Large liners (2)	4541 Maintenance/Cleaning Supplies \$94.36
12/30/2025	Check	6274	Small Liners (2)	4514 Business Office - Supplies \$64.42
12/30/2025	Check	6274	Soap hand	4514 Business Office - Supplies \$58.52
Total for Warehouse Direct				\$329.67
TOTAL CHECKS FOR BOARD APPROVAL				\$149,210.05



**PALOS HEIGHTS
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
December 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	\$5,390.98	\$308,951.40	\$1,172.95	\$200.00	\$572.09	\$2,604.70	\$318,892.12
WITHDRAWALS	(\$149,210.05)						(\$149,210.05)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$1,198.00						\$4,817.60
	\$397.10						
	\$327.25						
	\$225.45						
	\$117.00						
	\$150.00						
	\$503.40						
	\$340.55						
	\$249.75						
	\$230.45						
	\$491.90						
	\$516.75						
\$70.00							
ADJUSTMENTS							
INTEREST EARNED	\$0.98	\$535.35	\$3.92	N/A	N/A	\$2.04	\$542.29
ENDING BALANCE	\$10,999.51	\$159,486.75	\$1,176.87	\$200.00	\$572.09	\$2,606.74	\$175,041.96
TOTALS	\$171,863.13 GENERAL FUND				\$3,178.83 SPECIAL RESERVES FUND		\$175,041.96 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.300%		N/A	N/A	0.920%	

**TOTAL FUND BALANCE MONTH ENDING: DECEMBER 31, 2025
\$175,041.96**



DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
January 15, 2026

Library News

Budget Update

There isn't much good news on this front, unfortunately. The County's distribution system appears to be completely non-functional at this point. Treasurer Pappas tapped into emergency funds to begin paying government agencies, but those weren't actual tax distributions. Emails to the County Treasurer's office last week were answered in a timely manner. They stated that actual distributions will begin this week. I will believe it when I see it.

You might think that tapping into emergency funds and paying government agencies would be good news. That isn't the case for libraries. Funds were distributed to primary taxing districts only and not to "sub-agencies." Because we (and most libraries) are a component unit of the City of Palos Heights, no funds were distributed to us. That came as news to the City's Finance Director, who had assumed that we would qualify to receive those funds directly.

But there is a silver lining here. It is the opinion of the City's Finance Director that funds distributed to primary taxing bodies were intended to be distributed to "sub-agencies" by those taxing bodies as needed. She proposes that the City distribute to the library its proportion of funds received, calculated based on the ratio of our issued levy to their issued levy. This would amount to approximately \$185,000 for us. She intends to bring that to the City's Finance Committee for approval along with approval to distribute a similar proportion of any future emergency funds before the actual distributions begin. It is unclear if the County will deduct these amounts from our levy distributions or if it will be up to us to repay this money to the City when all is said and done. I'm guessing it will be the latter, which is fine. The money exists. It has been paid by our residents. It just needs to be distributed. Once that happens, we will be able to make sure funds end up where they were meant to be.

At our typical spending rate, these funds would get us through February. If we cut back on non-essential spending, we might be able to stretch that through the first payroll in March. At that point, if no other funds have been forthcoming, we would need to pursue another loan. It is very frustrating that those agencies which have lived within their means, managing their finances well and responsibly, without stockpiling excessive reserves of cash, are those that are suffering because of this.

Building Envelope Project

The contract with the contractor, D. Kersey Construction, has been signed. Our Owner's Representative and Engineer were working with Kersey to set a date and specific timeline for construction. That is still planned for this spring, most likely in April.

Library Programs and Services

November and December were obviously big months for us in terms of special programming. Perhaps the most notable was our first ever holiday picture event, as outlined in our November Youth and Teen Services Department report. Families or groups could sign up to get a holiday picture at the library on November 22nd. We set up the green screen with a small selection of backgrounds that they could choose from, and they got a nice holiday picture taken. This event went very smoothly thanks to great organizing by our YTS staff. People were very grateful for the event, and we are planning to repeat and perhaps expand it later this year.

As we have for a number of years now, we had a table at the City's Kringle Market the weekend of December 5th and 6th. We gave out free cups of hot cocoa to shoppers. This year's event was very well-attended, as always, and people were grateful for a small cup of hot cocoa as they walked around. We set out the tip jar and brought in almost \$350 in donations. This more than covered our expenses for the event.

Our week of Merry & Bright programming to break in the holiday season was also very well-attended. We had approximately 85 attendees for the Sing Along, 30 for Baking with Beth, and 49 for our Friends-sponsored Classic Hollywood Christmas program. But perhaps the biggest hit of the season was our Christmas with Elvis performance, which drew 74 attendees and was a truly memorable event. YTS also hosted a Holiday Dance Party, which was a lot of fun.

Our new Kanopy video streaming service went live at the end of December. Technically, January is the first month of this service, so we won't have meaningful statistics until next month's meeting. But the early results are promising. In the first week, we had 67 accounts created and 21 titles checked out. Hopefully, we will see this usage increase dramatically in the coming weeks.

Upcoming Events

- Thursday, January 15th – Long Range Planning Committee Meeting, 5:30pm
- Thursday, January 15th – Regular Board Meeting, 6:30pm
- Thursday, February 19th – Committee Meeting, 5:30pm
- Thursday, February 19th – Regular Board Meeting, 6:30pm

Agenda Items

Item 1: Anna's Lemonade Stand

I was delighted in late November to receive notification of a donation of \$150 from Anna Kolkmeier. Anna is 5 years old, and she raised money through what has to be one of the most successful lemonade stands that I have ever heard of. I thought this was an amazing gift from one of our young patrons, and I thought it was worthy of your attention. I have invited her to the meeting and made a plaque for her, thanking her for her gift to the library.

Recommendation: No action needed.

Item 2: Trustee Ethics Statement

It is time for our annual reaffirmation of the Trustee Ethics Statement. It is unchanged from previous years, although it can obviously be changed if you see fit. Once approved and signed, it will be put on display near the main entrance for another year.

Recommendation: I recommend that you approve and sign the annual Trustee Ethics Statement.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

NOVEMBER 2025

At the Desk:

7 online library cards were issued to residents.

28 directional questions were answered by the Circulation staff.

4 patrons used Curveside pickup.

Department Highlights:

The Circ department collected donation for the food pantry at the Palos United Methodist Church

Dora, Mickey & Beth decorated the desk for the spirit committee contest

Beth & Dora helped with the Veterans Day luncheon set up

Dora helped Mary Kate make decorations & decorate the Holiday tree for the city

Beth spoke to the Palos Heights Woman's club about Epsilon Sigma Omicron's reading initiative as well as some of our library services on Nov. 11

Beth interviewed with Channel 4 and spoke about the food drive on Nov. 13

Beth presented a book talk for the Friends' program on Nov. 12

Beth lead the Lunch Bunch Book Discussion of *The Bookshop: A History of the American Bookstore* by Evan Friss attended by 8 patrons.

Beth made signs for the Dec./ January displays

Beth wrote employee reviews

Meetings:

11/3- One on One with Jesse

11/11- Beth attended the PHWC November meeting

11/17- One on One with Jesse

11/18- Management Meeting

Respectfully submitted,

Beth Stevens

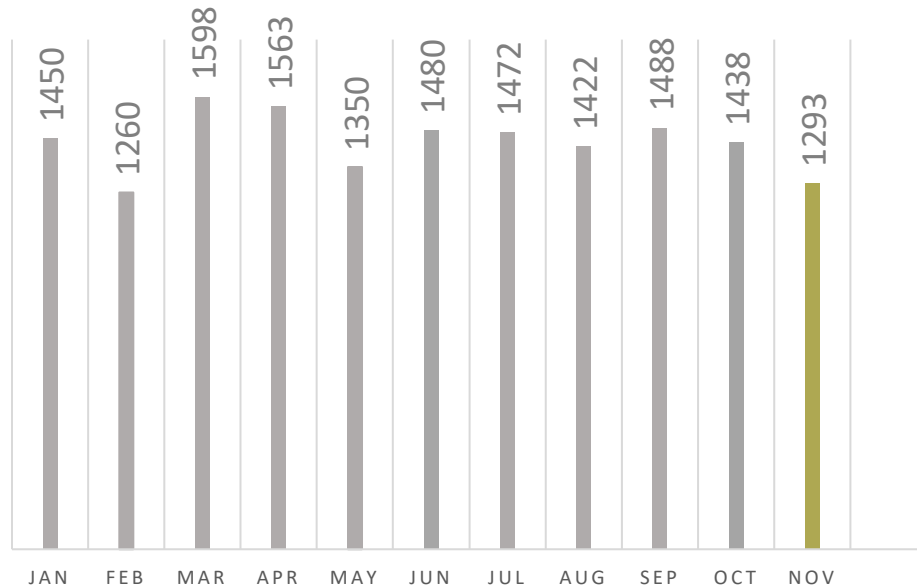
Head of Circulation

CIRCULATION STATISTICS FOR NOVEMBER 2025

	Nov-25	YTD 25	Nov-24	YTD 24	
Adult Circulation					
Books	3,204	38,805	3,246	41,004	
Video	335	4,825	439	4,978	
Audio	283	2,946	277	3,365	
Periodicals	148	1,789	222	1,900	
Other Formats	20	229	19	205	
In House	74	916	74	979	
Total Adult Circulation	4,064	49,510	4,277	52,431	
Youth Circulation					
Books	4,218	48,415	3,948	47,232	
Audio	49	503	57	610	
Teen Circulation					
Books	192	3,149	173	2,950	
Audio	-	28	1	38	
Youth & Teen Circulation					
Video	249	2,249	228	2,433	
Periodicals	14	210	5	140	
Other Formats	101	1,137	67	724	
In House Use	797	9,183	1,228	9,812	
Total Youth & Teen Circulation	5,620	64,874	5,707	63,939	
Gadgets & Gizmos	18	198	7	123	
Electronic Circulation					
eBooks (Media On Demand)	1,065	12,908	1,126	13,630	
eBooks (e-Read IL)	10	888	80	1,001	
eAudio (e-Read IL)	11	653	65	818	
eAudio (Media On Demand)	951	9,357	922	9,727	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	350	3,951	263	3,133	
Periodicals (PressReader)	-	100	-	1,879	
Chicago Tribune Website	181	604	-	-	
Chicago Tribune E-Edition	4,815	7,975	-	-	
Total Electronic Circulation	7,383	36,437	2,518	30,188	
TOTAL CIRCULATION	17,085	151,019	12,509	146,681	
ILL - Received	1,137	13,400	1,209	13,923	
ILL - Sent	954	10,100	950	11,125	
Reciprocal Borrowing	782	12,021	1,802	13,879	
Online Renewals	80	808	32	379	
Self-Checkout	3,584	45,374	3,567	45,449	
Computer Usage					
Library Workstation Sessions	400	5,146	483	5,402	
Wireless Sessions	1,111	12,115	1,082	10,663	
Total Sessions	1,511	17,909	1,565	6,465	
# of People Using the Library	7,982	106,953	8,000	107,737	
Homebound Deliveries					
			Current Month	Full Year	
Patrons Serviced			13		
Visits			23	281	
Items			157	1,727	
Museum Pass Program					
			Current Month	Full Year	
Total Passes			15	208	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,882	40	20	1	4,943
Non-Resident/Trinity/Business	114	-	1	-	115
Cards for Kids	100	2	1	-	103

Public Services Department Report November 2025

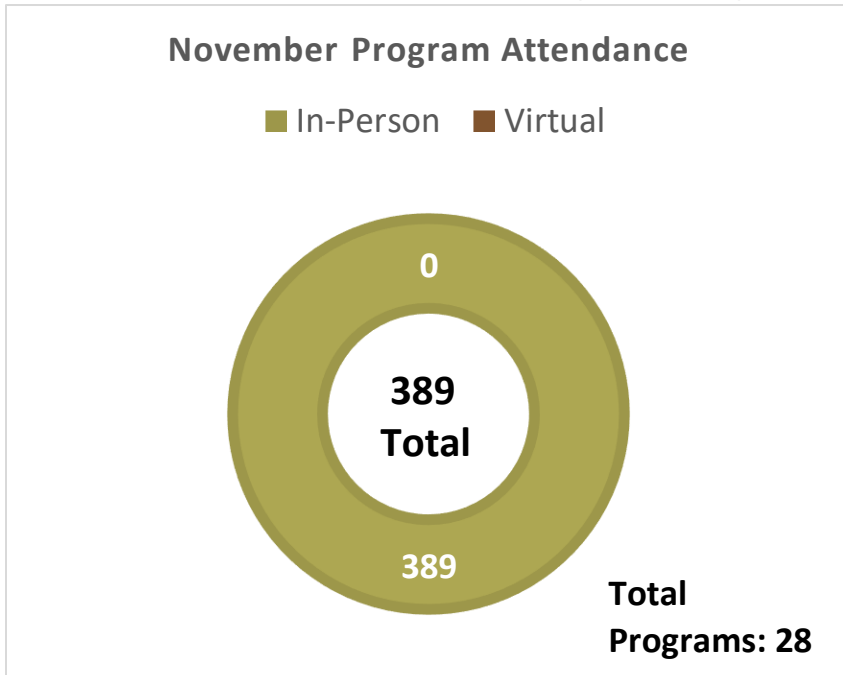
PS Reference Questions



Meetings & Trainings

- 11-6-25: ARRT Steering Committee Meeting
- 11-7-25: Reaching Forward North Meeting
- 11-12-25: Adult Services Managers Roundtable Meeting
- 11-12-25: Kringle Market Meeting
- 11-18-25: Management Team Meeting
- 11-19-25: Midwest Tape Rep Meeting

Programming



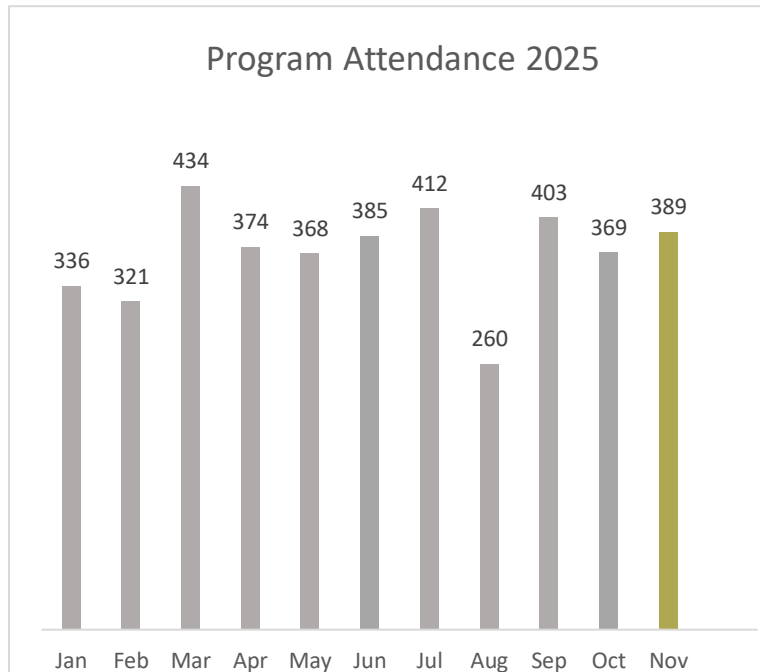
Programming was solid for November, especially considering that we didn't have anything scheduled for Thanksgiving week. The star of the show was definitely the trivia night at Jullianni's. I didn't know they could fit 55 people into the section of the restaurant they have trivia in, but I guess they did it. Julliani's was also kind enough to give us the gift card prizes for free. I would say this is indicative of a strong appetite for trivia, and now that the trivia company is back on track

and has a host for us, it will hopefully become a regular event again in 2026.

Another program of note was Fisher-Price Toys Remembered, which we had at 2PM on a Thursday. Some of our program attendees have been asking for afternoon programs, so we thought we'd give this one a shot. Attendance was a bit lackluster at 13, but worth another shot since we are probably getting some people who have a hard time getting out in the evening.

Crafting programs, scrapbook and FabLab, were also down attendance-wise this month. Emily started a spreadsheet of people who register but "no-show" to programs, and we are thinking about adopting a 3-strikes model and then they are waitlisted.

In-person computer classes continue to do well. Lyndsay's revitalized Ancestry course had 8 out of 8 attendees. She has added some fresh classes to the mix and patrons are responding favorably.



Marketing/Publicity/Outreach

Not much to report on this front since the switch of the Channel 4 “At the Library” segment, though something was filmed without my involvement.

Local History

The new photo display has arrived. We will also be doing a “Local History Open House” in January 2026 to open the room up for people to see what is in it.

The quilt in the room will be 50 years old in 2026, we want to bring it out of the room and put it on display and are trying to come up with the best way and place to do that.

Collection Development

We finished ordering our materials for the year, which included a fairly large expansion of our Arabic, Polish, and Spanish collections.

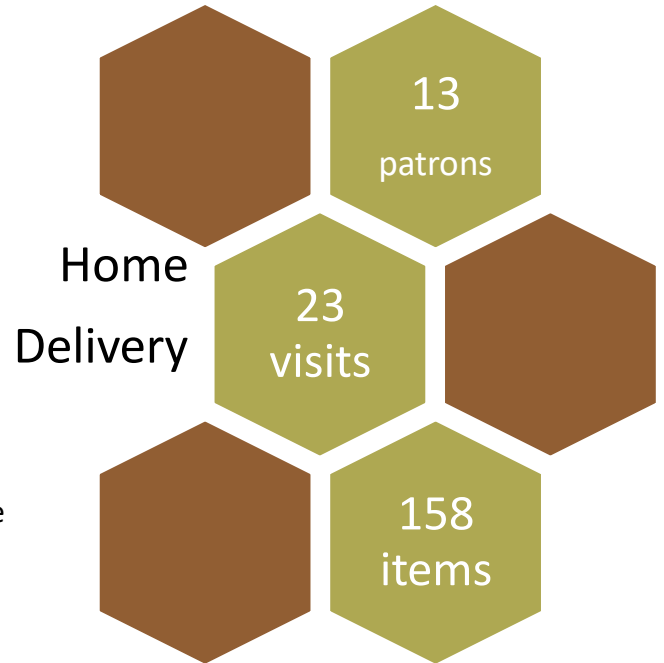
Preparation has begun for moving some graphic novel and manga series from the Youth and Teen Department to Public Services. These are titles that are traditionally checked out by people over 18 and better belong in our collection. We will also be taking over ordering these titles, with some transition guidance from YTS.

Other

We bid farewell to eRead Illinois’ Boundless program this month, so the final stats for that are included on this month’s stats sheet. Boundless has always been our “secondary” resource for eBooks and eAudiobooks, behind Libby. We are excited to see what its replacement, The Palace Project, will have to offer.

Speaking of stats for things, this month we were able to capture the stats for both the Chicago Tribune website use, and now the E-Edition of the paper, as well. Something tells me the stats for the E-Edition may be a bit off, at 4,815 views, which is perhaps a bit inflated. Same thing happened with the first couple months of the website stats.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

November 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	4	4	\$925.00	121	Reference	Computer	Directional
Free	0	2	2	N/A	7	634	309	350
Book Discussions	0	3	3	N/A	16	TOTAL		1,293
Movie			0	\$0	27	HOMEBOUND DELIVERIES		
Passive Programs			4		101			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	13	23	158
Needle Crafters			4	N/A	28	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	65			
COMPUTER TRAINING - LAB			2	N/A	12	4		
TOTAL PROGRAMMING			27	\$925	377			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
11/10/2025	6:30 pm	No	Tirvia Night @ Jullianni's		N/A	\$150	55	
11/11/25	7:00 pm	No	Chicago and WW2		35	\$200	35	
11/13/25	7:00 pm	No	How Corn Changed Itself...		21	\$225	18	
11/18/25	2:00 pm	No	Fisher-Price Toys Remembered		11	\$350	13	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
11/04/25	6:30 pm	No	Scrapbook: Cards for Veterans		4	N/A	4	
11/06/25	7:00 pm	No	FabLab: Personalized Puzzle		8	N/A	3	
						N/A		
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
11/12/25	7:00 pm	No	Horror Book Club		N/A	N/A	5	
11/10/25	12:00 pm	No	Lunchbunch Book Club		N/A	N/A	6	
11/18/25	2:00 pm	No	Tea Time Book Club		N/A	N/A	5	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
11/16/25	2:00 pm	Sunday @ The Cinema: Wicked			26	N/A	27	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
11/04/25	12:00 pm	Mah Jongg			N/A	N/A	0	
11/11/25	12:00 pm	Mah Jongg			N/A	N/A	0	
11/18/25	12:00 pm	Mah Jongg			N/A	N/A	0	
11/25/25	12:00 pm	Mah Jongg			N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
11/04/25	10:00 am	Needle Crafters			N/A	N/A	7	
11/11/25	10:00 am	Needle Crafters			N/A	N/A	6	
11/18/25	10:00 am	Needle Crafters			N/A	N/A	8	
11/25/25	10:00 am	Needle Crafters			N/A	N/A	7	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
11/04/25	10:00 am	Scrabble			N/A	N/A	14	
11/11/25	10:00 am	Scrabble			N/A	N/A	13	
11/18/25	10:00 am	Scrabble			N/A	N/A	17	
11/25/25	10:00 am	Scrabble			N/A	N/A	21	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
11/03/25	2:00 pm	Ancestry			8	N/A	8	
11/10/25	2:00 pm	Excel Basics			6	N/A	4	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					70	
		Spice Club Kits					13	
		Extra Spice Club Kits					17	
		Project of the Month					1	



TECHNICAL SERVICES DEPARTMENT REPORT

NOVEMBER 2025

Department Highlights:

The Spirit Committee held a department decorating contest for the fall season. Tech Services painted their windows depicting Charlie Brown and Snoopy playing in leaves and won the contest!

Lorena, Marilyn, and Nikki made ornaments on the Glowforge and decorated them for the Library Giving Tree during the holidays.

Lorena helped record a fun Wicked themed video for the Social Media Committee.

Lorena checked all vendors for any backorders and cancellations, and cleaned up orders in Workflows, receiving items and verifying payment to being ending the fiscal year.

Lorena started working on the Technical Services evaluations for the year and included goals for the 2026 year.

Nikki helped work the library's first holiday picture day program, headed by Tina and Lorena. The day was a great success! There were multiple families registered, dressed in holiday attire, and ready to say cheese for pictures.

Nikki started working on labeling all items and pieces for the new Lake Katherine Nature-To-Go Bags: Winter Bird and Tracks & Scat. She also started the replacement parts list and began the artwork design in Canva.

Jalal and Marilyn worked on placing book jackets on non-processed materials and created an efficient processing workflow for the department.

Marilyn worked on a periodicals list, looking into and cleaning up any magazines not on shelf to mark items missing in Workflows. This helped keep our library catalog up to date for patrons.

Meetings and Training:

November 6 – Lake Katherine meeting

November 7 – RAILS Practical Strategies for Speaking to Power

November 11 – Periodicals training with Dora

November 13 - Introduction to the Palace Project

November 14 – LACONI Technical Services Unconference

November 18 – Management Team meeting

Statistics:

Adult	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	237	9	3	1	-	-
Added Items	75	12	1	-	50	-

Juvenile	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	-	-	-	-	-	-
Added Items	233	-	-	-	13	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	36	-	-	-	-	-	61
Juvenile Discarded Items	39	-	-	-	-	-	9

Library Services:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Laminating Service*	-	10	-	-	13	2	-	-	2	2	-
VHS Conversion:											
DVD Format	-	-	-	-	-	-	4	11	-	-	-
USB Format	-	-	-	-	11	1	-	-	4	-	6

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT NOVEMBER 2025

Highlights of the Month:



Tina had fun with families getting into the Christmas spirit with the Holiday Pictures event. Many families took advantage and appreciated that the library offered this program. Due to the popularity of the event, the library may consider offering it more times in the fall.



This month, Arabic story time was about thankfulness through a playful, interactive story, joyful dancing with instruments, and a fun turkey craft. Amani led and danced with the children complete with bubbles and big smiles.

Children in grades 3-5 glued and painted their own turkeys made on the Glowforge. Carla really appreciated the kids' creativity and comradery as they worked on their projects and shared what they are thankful for this year.

Jolie enjoyed helping children in grades K-3 while making their own "kindness trees" and writing about all of the things they are thankful for this year. We talked about family, friends we are thankful for and foods we enjoy at thanksgiving.

Claire had a great time helping tweens and teens in grades 4-12 decorate their own Thanksgiving signs to hang on their bedroom doors. The kids were very excited to have something festive to brighten their home as well.



Kids enjoyed Mary Kate’s programs for grades K-3. They learned facts and created crafts on hedgehogs, played animal themed games like animal relay and animal yoga. The kids also made thankful wreaths.

Meetings and Department News:

Booklist: Macmillan Children’s Publishing Group Winter 2026 Preview – Carla and Claire watched this webinar on 11/04.

Social Media Committee – Tina and Mary Kate attended this meeting on 11/04.

Nature-To-Go Meeting – Tina met with Lorena and Tara from Lake Katherine to discuss winter bags on 11/06.

Booklist: Fall and Winter Picture Books – Carla watched this webinar on 11/06.

LACONI: Everything Babies and Toddlers – Mary Kate and Tina attended this mini conference on 11/07.

LibraryCon 2025 – Mary Kate attended this online event on 11/13, 11/17, 11/20, and 11/26.

Library Administrators Seminar 2025 – Tina attended this at Moraine Valley Community College on 11/14.

Booklist: DK Spring 2026 Season Preview – Claire watched this webinar on 11/18.

Management Team Meeting – Tina and Carla attended on 11/18.

C.L.A.S.S Meeting – Carla attended this meeting on 11/19.

Booklist: Random House Children’s Books Spring 2026 Preview – Carla watched this webinar on 11/19.

ATLAS Middle Manager's Round Table – Carla attended this meeting on 11/21.

SLJ: Picture Book Buzz – Claire watched this webinar on 11/25.

Booklist: Celebrate Native American and Indigenous Voices! – Carla and Claire watched this webinar on 11/28.

Outreach:

Reggio Academy – Mary Kate presented a story time on friendship to kids ages 2-4 on 11/10.

Trusting Hearts Preschool – Claire presented a story time about bears to kids aged 4-5 on 11/11.

Rec Center Preschools – Carla visited these classes on 11/18 and 11/19 and presented a story time about colors.

Library Visit: Girl Scout Troop – Mary Kate provided a tour and made Wicked-themed mugs with 5th graders on 11/26.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	19	324	\$0	Reference	Computer	Directional
Free Tween/Teen Programming	5	28	\$0	176	42	101
Youth Paid Programming	0	0	\$0	TOTAL	319	
Tween/Teen Paid Programming	0	0	\$0	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	24	352	\$0	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	312	132	105
TOTAL OUTREACH	1	41	812	TOTAL	549	

DATE	TIME	FREE: YOUTH PROGRAMMING/CLUBS	ATTENDANCE
11/04/25	4:00 pm	Facts & Crafts: Hedgehogs	18
11/05/25	11:30 am	Tales for Twos	16
11/05/25	1:00 pm	Kindergarten Ready!	20
11/06/25	11:30 am	Little Wiggles	30
11/07/25	1:00 pm	Arabic Story Time	21
11/10/25	4:00 pm	Thankful Turkeys	5
11/11/25	4:00 pm	Animal Games	7
11/12/25	11:30 am	Tales for Twos	22
11/12/25	1:00 pm	Kindergarten Ready!	12
11/12/25	4:30 pm	Furry Readers	18
11/13/25	11:30 am	Little Wiggles	23
11/18/25	4:00 pm	Thankful Wreath	9
11/19/25	11:30 am	Tales for Twos	18
11/19/25	1:00 pm	Kindergarten Ready!	23
11/19/25	4:00 pm	Pinecone Forest	8
11/20/25	11:30 am	Little Wiggles	11
11/22/25	All Day	Holiday Pictures	43
11/24/25	5:00 pm	Kindness Trees	7
11/25/25	4:00 pm	Lego Builders	13

DATE	TIME	TWEEN/TEEN - PROGRAMMING/CLUBS	ATTENDANCE
11/01/25	5:00 pm	Volunteens	19
11/06/25	4:00 pm	Thanksgiving Door Signs	5
11/10/25	4:00 pm	Teen Book Box	2
11/13/25	4:00 pm	Video Game Club: Mario Kart Competition	1
11/20/25	4:00 pm	Gonna Be Golden	1

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	37
Fab Lab - Thanksgiving Napkin Rings	0
Craft - Red Panda	122
Teen Craft - How to Draw Minecraft	50
Craft - Turkey	190
Teen Craft - Origami Turkey	45
Maker Week - Wicked Things	20
Activity - Thankful Turkey Feathers	75
Tonies Listening Station	10
Travel Kits	0

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
11/10/25	Reggio Academy	1	22
11/11/25	Trusting Hearts Preschool	1	25
11/18/25	Rec Center Preschool	2	20
11/19/25	Rec Center Preschool	1	21
11/26/25	Library Visit - Girl Scout Troop	1	8
11/30/25	Book Talks Grades K-1	9	179
11/30/25	Book Talks Grades 2-3	9	179
11/30/25	Book Talks Grades 4-5	9	179
11/30/25	Teen Book Talks	9	179



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

DECEMBER 2025

At the Desk:

10 online library cards were issued to residents.

26 directional questions were answered by the Circulation staff.

5 patrons used Curveside pickup.

Department Highlights:

Christ Sankey announced her retirement on 12/1. We will miss her!

The Circ Department collected donations for the food pantry at the Palos United Methodist Church. We made 4 deliveries

Circ collected \$200 in donations for the Giving Tree

Beth, Dora and Mickey worked at the Kringle market

Bethshan residents came in for cookie decorating on 12/30. Beth and Dora worked with them and it was attended by 20 residents

Beth presented her Baking with Beth program on 12/2. 27 people attended

Beth helped with the PHWC holiday cookie fundraising drive 12/12

Beth led the Lunch Bunch Book Discussion of *Bethlehem: A Biography of a Town* by Nicholas Blincoe attended by 8 patrons

Beth made signs for the duck display and 2026 library closings

Beth delivered employee reviews

Beth conducted interviews for the part-time circ position

Respectfully submitted,

Beth Stevens

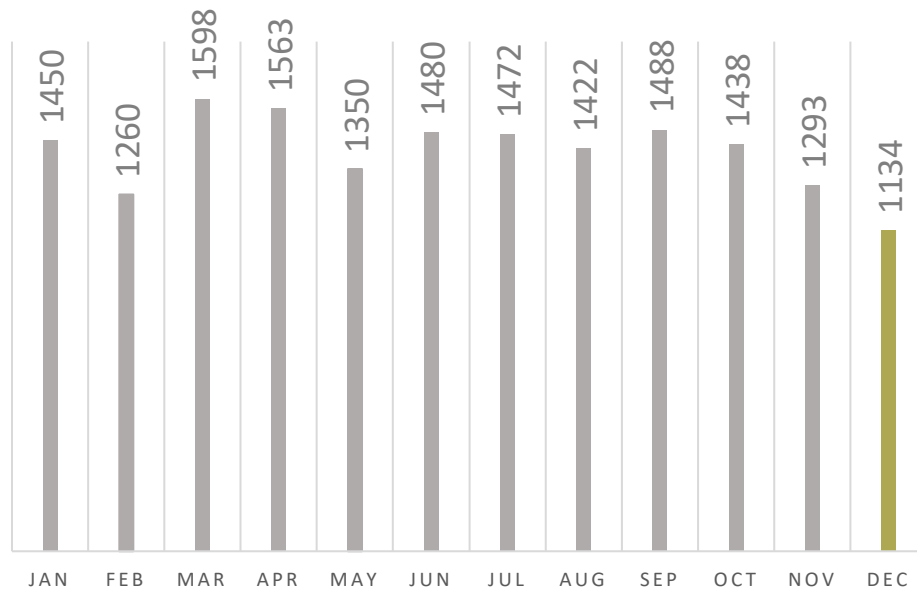
Head of Circulation

CIRCULATION STATISTICS FOR DECEMBER 2025

	Dec-25	YTD 25	Dec-24	YTD 24	
Adult Circulation					
Books	3,358	42,163	3,237	44,241	
Video	412	5,237	467	5,445	
Audio	283	3,229	276	3,641	
Periodicals	171	1,960	148	2,048	
Other Formats	16	245	20	225	
In House	77	993	44	1,023	
Total Adult Circulation	4,317	53,827	4,192	56,623	
Youth Circulation					
Books	3,846	52,261	3,654	50,886	
Audio	35	538	42	652	
Teen Circulation					
Books	182	3,331	172	3,122	
Audio	-	28	3	41	
Youth & Teen Circulation					
Video	117	2,366	168	2,601	
Periodicals	23	233	1	141	
Other Formats	80	1,217	78	802	
In House Use	651	9,834	752	10,564	
Total Youth & Teen Circulation	4,934	69,808	4,870	68,809	
Gadgets & Gizmos	13	211	9	132	
Electronic Circulation					
eBooks (Media On Demand)	1,029	13,937	1,037	14,667	
eBooks (e-Read IL)	-	888	87	1,088	
eAudio (e-Read IL)	-	653	51	869	
eAudio (Media On Demand)	941	10,298	822	10,549	
Video (Media On Demand)	-	-	-	-	
eBooks (Palace Project)	44	44	-	-	
eAudio (Palace Project)	11	11	-	-	
Periodicals (Overdrive)	340	4,291	314	3,447	
Periodicals (PressReader)	-	100	-	1,879	
Chicago Tribune Website	311	915	-	-	
Chicago Tribune E-Edition	2,280	10,255	-	-	
Total Electronic Circulation	4,956	41,392	2,383	32,571	
TOTAL CIRCULATION	14,220	165,238	11,454	158,135	
ILL - Received	1,194	14,594	1,061	14,984	
ILL - Sent	962	11,062	901	12,026	
Reciprocal Borrowing	1,194	13,215	1,001	14,880	
Online Renewals	97	906	25	404	
Self-Checkout	3,486	48,860	3,117	48,566	
Computer Usage					
Library Workstation Sessions	349	5,495	465	4,919	
Wireless Sessions	1,264	13,379	1,115	9,581	
Total Sessions	1,613	19,522	1,580	1,540	
# of People Using the Library	7,665	114,618	8,629	116,704	
Homebound Deliveries					
			Current Month	Full Year	
Patrons Serviced			8		
Visits			15	296	
Items			135	1,862	
Museum Pass Program					
			Current Month	Full Year	
Total Passes			20	228	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,943	42	13	1	4,943
Non-Resident/Trinity/Business	115	-	1	-	116
Cards for Kids	103	0	1	-	104

Public Services Department Report December 2025

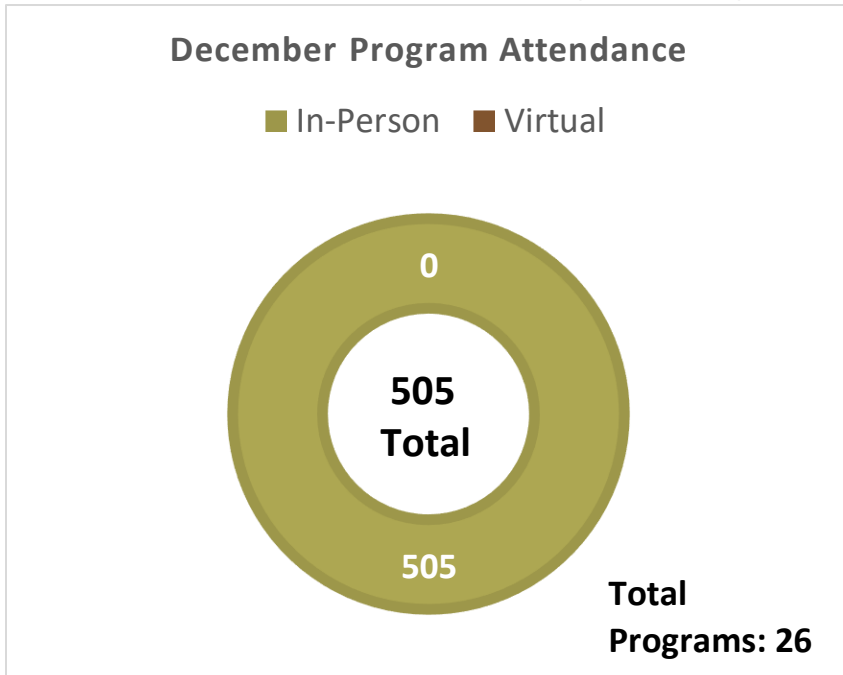
PS Reference Questions



Meetings & Trainings

- 12-1-25: 1:1 w/Director
- 12-4-25: South Suburban Area Programmers Meeting
- 12-5-25: Reaching Forward North Committee Meeting
- 12-8-25: 1:1 w/Director
- 12-10-25: Photovoice Exhibit Planning Meeting
- 12-23-25: 1:1 w/Director

Programming

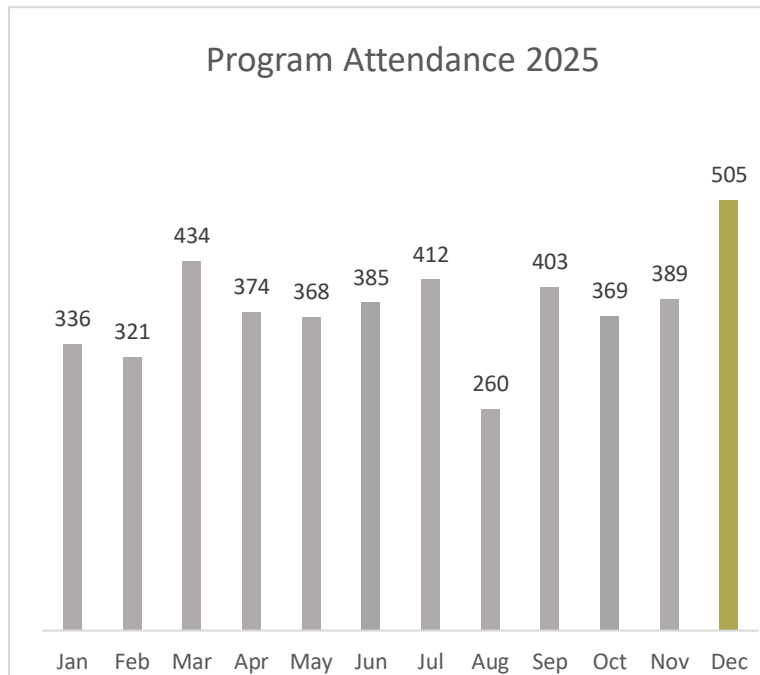


I certainly did not expect December, a month we generally cut back on programs for the holidays, to be by far our best-attended month of 2025, but here we are. There were definitely a couple of outliers in terms of popularity. Of course the holiday carolers were a big draw. Who knew the side room at Harvest Room could pack-in so many people for trivia, but they managed it. And the Elvis concert was a bit hit, rightfully so because that guy put on a great show.

Our other holiday-themed programs also went reasonably well. Baking With Beth is always a big draw, to the point she has to cap attendance to ensure an optimal experience for attendees. The Classic Hollywood Christmas was the first program we've had from the presenter, who is a fellow library person and also a film historian. It was great and filled with a lot of interesting tidbits, so I doubt it will be the last time we have her.

The Jane Austen Improv program also happened. Booked originally to celebrate Jane Austen's 250th birthday, it did evolve into an interesting question over the language in one of the clauses in our program agreement, but the program happened and all was well.

Overall, it was a great year for programming and we've got some exciting things planned for 2026!



Marketing/Publicity/Outreach

Prepping for a forthcoming local history-focused Channel 4 taping. Otherwise, things are quiet on this front at the moment.

Local History

Not only are we getting prepped for the Channel 4 taping, we are doing a Local History Open House in January, so we are prepping for that, as well.

Collection Development

The year ended nicely with our final orders going out and expanding our various language collections by a healthy margin.

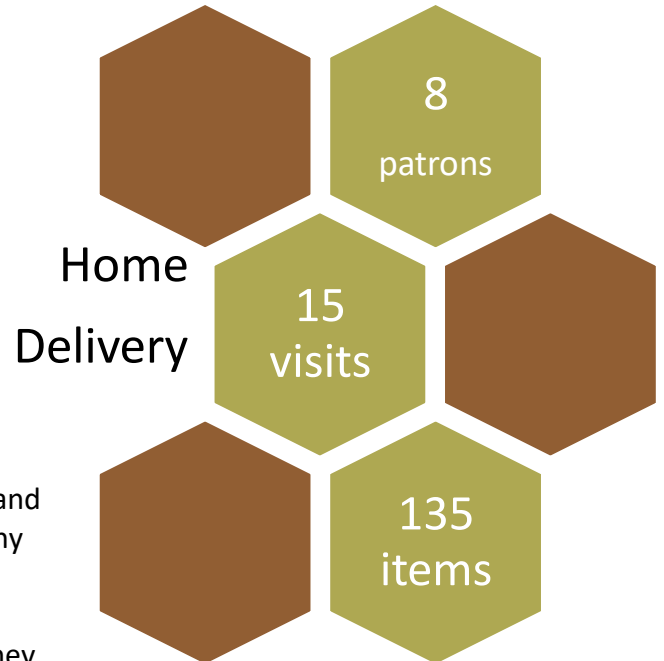
Tech moved our existing graphic novels from where they were in the non-fiction collection over to the new space for graphic novels, and the YTS graphic novels should start transferring down next month.

We have commenced a non-fiction weeding project to help provide materials for the upcoming Friends book sale.

Other

The Palace Project has launched, replacing Boundless. So far the collection leaves something to be desired compared to what we had from Boundless, but this was a quick deployment from RAILS to replace Boundless, and I am hoping that they will work to expand things in the new year. Luckily most of our patrons use Libby as a primary source for electronic resources, so this should not be too much of an impact on us.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

December 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$1,732.39	205	Reference	Computer	Directional
Free	0	1	1	N/A	85	484	347	303
Book Discussions	0	2	3	N/A	14	TOTAL		1,134
Movie			0	\$0	6	HOMEBOUND DELIVERIES		
Passive Programs			4		70			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	8	15	135
Needle Crafters			5	N/A	33	BOOK-A-LIBRARIAN # Sessions		
Scrabble			5	N/A	80			
COMPUTER TRAINING - LAB			2	N/A	12	5		
TOTAL PROGRAMMING			29	\$1,732	505			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERE	COST	ATTENDANCE	
12/1/2025	6:30 pm	No	Trivia @ Harvest Room		N/A	\$150	55	
12/02/25	7:00 pm	No	Baking with Beth		30	\$57.39	27	
12/04/25	7:00 pm	No	Classic Hollywood Christmas		49	\$400	29	
12/11/25	7:00 pm	No	Improvised Jane Austen		22	\$600	20	
12/16/25	6:30 pm	No	Christmas Concert with Elvis		75	\$525	74	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING		REGISTERE	COST	ATTENDANCE	
12/03/25	7:00 pm	No	Carols with the Shepard Choir		N/A	N/A	85	
						N/A		
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERE	COST	ATTENDANCE	
12/10/25	7:00 pm	No	Horror Book Club		N/A	N/A	6	
12/08/25	12:00 pm	No	Lunchbunch Book Club		N/A	N/A	8	
	2:00 pm		Tea Time Book Club		N/A	N/A	n/a	
DATE	TIME	MOVIES			REGISTERE	COST	ATTENDANCE	
12/13/25	2:00 pm	Saturday @ The Cinema: Clue the Movie			11	N/A	6	
DATE	TIME	MAH JONGG			REGISTERE	COST	ATTENDANCE	
12/02/25	12:00 pm	Mah Jongg			N/A	N/A	0	
12/09/25	12:00 pm	Mah Jongg			N/A	N/A	0	
12/16/25	12:00 pm	Mah Jongg			N/A	N/A	0	
12/23/25	12:00 pm	Mah Jongg			N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS			REGISTERE	COST	ATTENDANCE	
12/02/25	10:00 am	Needle Crafters			N/A	N/A	6	
12/09/25	10:00 am	Needle Crafters			N/A	N/A	5	
12/16/25	10:00 am	Needle Crafters			N/A	N/A	7	
12/23/25	10:00 am	Needle Crafters			N/A	N/A	8	
12/30/25	10:00 am	Needle Crafters			N/A	N/A	7	
DATE	TIME	SCRABBLE			REGISTERE	COST	ATTENDANCE	
12/02/25	10:00 am	Scrabble			N/A	N/A	16	
12/09/25	10:00 am	Scrabble			N/A	N/A	16	
12/16/25	10:00 am	Scrabble			N/A	N/A	21	
12/23/25	10:00 am	Scrabble			N/A	N/A	13	
12/30/25	10:00 am	Scrabble			N/A	N/A	14	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERE	COST	ATTENDANCE	
12/01/25	2:00 pm	Designing with Canva for Beginners			8	N/A	7	
12/08/25	2:00 pm	Microsoft OneDrive			6	N/A	5	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					45	
		Spice Club Kits					11	



TECHNICAL SERVICES DEPARTMENT REPORT DECEMBER 2025

Department Highlights:

Lorena met with Marilyn, Nikki, Jalal for yearly evaluations and discussed new goals for the 2026 year.

Lorena and Nikki painted the first-floor library windows for the holiday season.

Lorena, Nikki, and Jalal made and provided hot chocolate at the Kris Kringle Market this year.

Nikki completed the new Lake Katherine Nature-To-Go Bags: Winter Bird and Tracks & Scat for patrons to checkout. She also completed the extensive replacement parts list for Circulation to bill accordingly.

Marilyn started the graphic novel project for Public Services, pulling and updating titles interfiled with non-fiction materials for the new collection which will include graphic novel titles currently shelved in Young Adult.

Tech Services received all items to end FY2025 and prepared for rollover in Workflows by running reports for funds, vendors, and open orders. Lorena updated funds for FY2026 and adjusted future reports to reflect the new year.

Meetings and Training:

December 1 – 1 on 1 with Jesse

December 2 – 1 on 1 with Matt

December 11 – 1 on 1 with Tina

December 16 – 1 on 1 with Beth

December 18 – Periodicals with Marilyn

Statistics:

Adult	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	-	-	-	-	-	-
Added Items	317	13	5	-	52	-

Juvenile	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	-	-	-	-	-	-
Added Items	87	-	-	-	6	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	15	-	-	-	-	-	54
Juvenile Discarded Items	10	-	-	-	-	-	14

Library Services:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Laminating Service*	-	10	-	-	13	2	-	-	2	2	-	-
VHS Conversion:												
DVD Format	-	-	-	-	-	-	4	11	-	-	-	3
USB Format	-	-	-	-	11	1	-	-	4	-	6	3

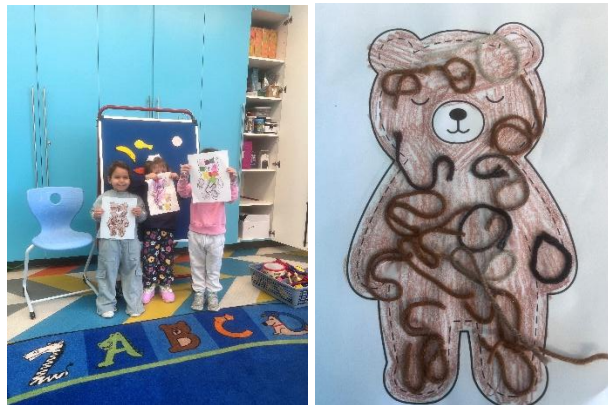
* Data for laminating services are total number of pieces laminated.

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT DECEMBER 2025

Highlights of the Month:

Tina held the annual Gingerbread House Decorating program. Teens and tweens enjoyed meeting up with their friends to decorate gingerbread houses and listen to Christmas carols.



At Arabic Story Time, Amani shared stories about hibernation, bears, and food. After dancing and playing with bubbles, the children used their fingers to glue strings onto their bear crafts.



Mary Kate was proud of her Yuletide Snuggle Workshop, where kids in grades kindergarten to third grade made their own stuffed animal. She was also proud of her two Cricut programs, which gave the kids a hands-on experience with the machine. The first program was Holiday Cards for grades 3-5, and the other was Chillin' Snowman for tweens in grades 4-8.



Claire had lots of fun guiding kids in grades 3-5 through her Save Santa! Escape Room, where kids worked together to solve puzzles and rescue Santa from the Grinch's claws. She also enjoyed hosting a Holiday Dance Party for kids ages 2-5 and their parents where kids played and danced along to their favorite Christmas songs.



Kids had lots of holiday fun this month during Carla's Grinch Painting and Festive Wear for teens and during Reindeer Games for kids in grades K-3. Carla had a great time watching teens paint the Grinch with Juniper Canvas, leading kids in tossing antlers at a reindeer head, and assisting teens with heat pressing their own shirts or sweaters using the Autopress.

Meetings and Department News:

Laconi YSS – Tina had a board meeting on 12/05.

Booklist: Graphic Novels for All – Claire watched this webinar on 12/09.

Booklist: Page Turners & Heart Burners: The Art of YA Romance – Mary Kate and Claire watched this webinar on 12/10.

Booklist: DK Spring 2026 Season Preview – Mary Kate and Carla watched this webinar on 12/10.

Mackin: Storyteller Spotlight Welcomes Annie Barrows & Sophie Blackall – Carla watched this webinar on 12/16.

One-On-One – Tina had a meeting with Jesse on 12/18.

Booklist: Spanish Language & Bilingual Titles for Young Readers – Claire watched this webinar on 12/27.

Outreach:

Indian Hill Preschool – Carla presented a story time about community helpers on 12/03.

Kringle Market – Mary Kate, Jolie, and Carla worked at the Kringle Market on 12/05 and 12/06.

Reggio Academy – Claire presented a Christmas themed story time to the preschool class on 12/08.

Rec Center Preschool – Carla presented a holiday themed story time on 12/09/ and 12/10.

Trusting Hearts – Tina provided a holiday themed story time on 12/09.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	14	260		Reference	Computer	Directional
Free Tween/Teen Programming	6	44		148	37	94
Youth Paid Programming	0	0		TOTAL	279	
Tween/Teen Paid Programming	1	12				
TOTAL PROGRAMMING	21	316		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	250	29	88
TOTAL OUTREACH	0	50	917	TOTAL	367	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
12/03/25	4:00 pm	Yuletide Snuggle Workshop	11
12/04/25	11:30 am	Holiday Fun	21
12/05/25	4:00 pm	Save Santa!	4
12/05/25	5:30 pm	Save Santa!	3
12/05/25	1:00 pm	Arabic Story Time	15
12/09/25	11:30 am	Sensory Friendly Stories and Play	14
12/09/25	4:00 pm	Holiday Cricut Cards	3
12/10/25	11:30 am	Jingle Bell Storytime	40
12/11/25	11:30 am	Little Reindeer Tales Story Time	17
12/11/25	4:00 pm	Snowman Crafts	15
12/12/25	10:00 am	Holiday Dance Party	60
12/15/25	4:00 pm	Reindeer Games	12
12/16/25	5:00 pm	Fun with Penguins	14
12/15/25	11:30 am	Holly Jolly Story Time	31

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
12/01/25	4:00 pm	Volunteens	11
12/08/25	5:00 pm	Christmas Ornaments	5
12/10/25	5:00 pm	Teen Book Box	2
12/10/25	5:00 pm	Gingerbread House Making	14
12/18/25	4:00 pm	Chillin' Snowman on the Cricut	4
12/22/25	4:00 pm	Festive Wear	8

DATE	TIME	PAID TWEEN/TEEN - PROGRAMMING	COST	ATTENDANCE
12/02/25	4:00 pm	Grinch Painting by Juniper Canvas		12

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Tree Ornament	86
Teen Craft - Scratch Ornament	6
Teen Gaming -Nintendo Switch	19
Tonies Listening Station	15
Travel Kits	0
Activity: Mission Elf Possible Scavenger Hunt	73
Craft - Snow Globe	158
Teen Craft - How to Draw a Yeti	10

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
12/03/25	Indian Hill Preschool	8	111
12/08/25	Reggio Academy Preschool	2	25
12/09/25	Trusting Hearts Preschool	1	24
12/09/25	Rec Center Preschool	2	20
12/10/25	Rec Center Preschool	1	21
11/30/25	Book Talks Grades K-1	9	179
11/30/25	Book Talks Grades 2-3	9	179
11/30/25	Book Talks Grades 4-5	9	179
11/30/25	Teen Book Talks	9	179



PALOS HEIGHTS PUBLIC LIBRARY

STATEMENT OF ETHICS FOR LIBRARY TRUSTEES

As a library trustee, I shall observe ethical standards with absolute truth, integrity and honor.

I shall represent all citizens honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.

I shall avoid any conflict of interest or any appearance of impropriety which could result from my position, nor shall I use my Board membership for personal gain or publicity.

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at an open Board meeting.

I shall at all times respect the confidentiality of privileged information. I shall support the library's Resource Selection Policy to the fullest and the librarians' efforts to resist censorship of library materials by groups or individuals.

I shall be involved and knowledgeable about not only local library concerns, but also about state and national issues.

I shall be aware of the state laws governing libraries.

As a trustee who has accepted Library Board responsibilities, I shall endeavor to perform all the functions expected of and implicit in that position.

This statement shall be signed annually by each serving Trustee as an ongoing commitment to these values.

Signed: _____
President

Signed: _____
Vice President

Signed: _____
Treasurer

Signed: _____
Secretary

Signed: _____

Signed: _____

Signed: _____

Signed: _____

Signed: _____

This ____ day of _____, 20__