



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

March 19, 2026

- CALL TO ORDER: 6:30pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the February 19, 2025 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for February 2026 for \$403,667.82
Approval of the Treasurer's report for the month ending Feb. 28, 2026
- 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. Approval of Revisions to Bloodborne Pathogen Policy
2. Approval of National Library Week Honoraria for \$675.00
- ADJOURNMENT
- NEXT MEETING: Thursday, April 16, 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.

February Palos Heights Library Board Meeting

Palos Heights Public Library

February 19, 2026 Minutes

1. The meeting was called to order at 6:30pm by President Rose Zubik. The following trustees were present: Rose Zubik, Dianne Key, Hilary Rhodes, John Peltz, and Patrick Keough. Susan Snow joined via zoom. Maria Koeppen arrived at 6:50pm. Steve Foertsch 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 Lorena Rodriguez, Head of Technical Services.
3. No members of the public attended and there was no public comment.
4. Trustee Key moved to approve the minutes of the January regular board meeting. The minutes were approved unanimously by a voice vote.
5. **Treasurer's Report**
 - a. Trustee Peltz moved to approve the General Fund bills for January 2026 for \$176,364.73. The motion was approved unanimously by a roll call vote.
 - b. Trustee Peltz moved to approve the Treasurer's report for the month ending January 31, 2026. The motion was approved unanimously by a roll call vote.
6. No President's Report
7. **Director's Report:** In addition to Director Blazek's written report:
 - a. Update on Budget - Cook County should send out the next round of tax bills within the next month. Still waiting for reports to accompany distributions we already received. Unknown if future distributions will be on time or not. See report for more information.
8. There was no correspondence.
9. There were no committee reports.
10. **New Business**
 - a. Susan Snow motions to approve the updates to the Strategic Plan as recommended by the Long Range Planning Committee. The motion was seconded by John Peltz and approved unanimously by a voice vote.
 - b. Susan Snow motions to approve the library closure on Saturday, May 30, 2026 for the Summer Reading Kickoff Program. The motion was seconded by Dianne Key and it was approved unanimously by a voice vote.

11. President Zubik adjourned the meeting at 6:59pm.
12. The next board meeting is March, March 19th at 6:30pm.

Minutes recorded by Hilary Rhodes, Secretary



	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$10,180.15		\$10,180.15
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$144.50		\$144.50
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$655.05		\$655.05
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$3,942.65		\$3,942.65
» Miscellaneous	\$1,997.26		\$1,997.26
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$66.67		\$66.67
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$692.35		\$692.35
GRANTS	\$0.00		\$0.00
INTEREST	\$3,220.09	\$1.84	\$3,221.93
TOTAL REVENUES	\$20,898.72	\$1.84	\$20,900.56
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$81,441.24		\$81,441.24
» Employee Benefits	\$29,487.99		\$29,487.99
» Staff & Board Development	\$2,632.26		\$2,632.26
CONTRACTUAL SERVICES	\$17,696.25		\$17,696.25
BUILDING MAINTENANCE	\$5,262.49		\$5,262.49
INSURANCE	\$0.00		\$0.00
UTILITIES	\$3,080.94		\$3,080.94
SUPPLIES	\$2,501.47		\$2,501.47
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$3,604.64		\$3,604.64
REIMBURSEMENTS	\$257,334.81		\$257,334.81
SR PROJECTS	\$625.73		\$625.73
TOTAL EXPENDITURES	\$403,667.82	\$0.00	\$403,667.82
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$382,769.10	\$1.84	-\$382,767.26
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$1,860.00	\$0.00	\$1,860.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$1,860.00	\$0.00	\$1,860.00
NET CHANGE IN FUND BALANCES	-\$380,909.10	\$1.84	-\$380,907.26
FUND BALANCES, BEGINNING OF MONTH	\$1,764,658.41	\$3,180.87	\$1,767,839.28
END OF MONTH	\$1,383,749.31	\$3,182.71	\$1,386,932.02

**Transfer in: CK # 6256 Everest Snow \$1860.00 da

Lost in mail see CK # 6328 dated 2/27/26



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
MONTH ENDING: FEBRUARY 2026

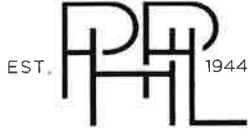
	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,984,410.78	\$1,984,410.78	\$1,764,811.97	\$219,598.81	88.93%
CORPORATE REPLACEMENT TAX	\$25,000.00	\$25,000.00	\$10,180.15	\$14,819.85	40.72%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$456.30	\$2,043.70	18.25%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$3,500.00	\$3,500.00	\$862.77	\$2,637.23	24.65%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$4,337.10	\$6,662.90	39.43%
Miscellaneous	\$12,784.00	\$12,784.00	\$3,386.26	\$9,397.74	26.49%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Unrestricted	\$15,000.00	\$15,000.00	\$227.96	\$14,772.04	1.52%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$1,126.35	\$2,873.65	28.16%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$30,075.00	\$30,075.00	\$4,644.89	\$25,430.11	15.44%
TOTAL REVENUES	\$2,123,870.08	\$2,123,870.08	\$1,790,033.75	\$333,836.33	84.28%
PERSONNEL SERVICES					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$160,207.55	-\$848,735.87	-84.12%
Employee Benefits	\$319,423.19	\$319,423.19	\$58,646.77	-\$260,776.42	-81.64%
Staff & Board Development	\$11,800.00	\$11,800.00	\$2,884.79	-\$8,915.21	-75.55%
CONTRACTUAL SERVICES	\$192,077.83	\$192,077.83	\$38,792.47	-\$153,285.36	-79.80%
BUILDING MAINTENANCE	\$51,121.59	\$51,121.59	\$7,096.93	-\$44,024.66	-86.12%
INSURANCE	\$25,279.51	\$25,279.51	\$24,511.52	-\$767.99	-3.04%
UTILITIES	\$12,890.20	\$12,890.20	\$7,253.47	-\$5,636.73	-43.73%
SUPPLIES	\$28,620.00	\$28,620.00	\$2,926.08	-\$25,693.92	-89.78%
CAPITAL EXPENSES	\$195,523.97	\$195,523.97	\$0.00	-\$195,523.97	-100.00%
MEDIA	\$170,585.00	\$170,585.00	\$15,923.45	-\$154,661.55	-90.67%
REIMBURSEMENTS	\$48,894.37	\$48,894.37	\$258,723.81	\$209,829.44	429.15%
SR PROJECTS	\$58,711.00	\$58,711.00	\$1,205.73	-\$57,505.27	-97.95%
TOTAL EXPENDITURES	\$2,123,870.08	\$2,123,870.08	\$578,172.57	-\$1,545,697.51	-72.78%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	\$1,211,861.18	-\$1,211,861.18	
OTHER FINANCING USES					
Transfer In			\$25.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$25.00		
NET CHANGE IN FUND BALANCE			\$1,211,886.18		
FUND BALANCE					
BEGINNING OF YEAR			\$171,863.13		
YTD MONTH ENDING			\$1,383,749.31		



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: FEBRUARY 2026**

	BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$824,632.84	\$63,179.98	\$125,145.84	\$699,487.00	84.82%
4312 HOURLY EMPLOYEES	\$217,503.44	\$18,261.26	\$35,061.71	\$187,441.73	83.88%
4313 ADDITIONAL COMPENSATION	\$5,300.00	\$0.00	\$0.00	\$5,300.00	100.00%
TOTAL OPERATIONAL SALARIES	\$1,047,436.28	\$81,441.24	\$160,207.55	\$887,228.73	84.70%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$86,917.74	\$6,600.52	\$13,076.46	\$73,841.28	84.96%
4332 SOCIAL SECURITY - FICA	\$79,723.43	\$6,166.67	\$12,128.71	\$67,594.72	84.79%
4333 INSURANCE	\$200,649.60	\$16,720.80	\$33,441.60	\$167,208.00	83.33%
4334 CLOTHING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$368,490.77	\$29,487.99	\$58,646.77	\$309,844.00	84.08%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,600.00	\$150.00	\$300.00	\$2,300.00	88.46%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$75.00	\$725.00	90.63%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354 PROFESSIONAL STAFF	\$6,000.00	\$2,061.05	\$2,061.05	\$3,938.95	65.65%
4355 SUPPORT STAFF	\$1,000.00	\$391.05	\$391.05	\$608.95	60.90%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$30.16	\$57.69	\$1,042.31	94.76%
TOTAL STAFF & BOARD DEVELOPMENT	\$12,000.00	\$2,632.26	\$2,884.79	\$9,115.21	75.96%
GROUP TOTAL PERSONNEL SERVICES	\$1,427,927.05	\$113,561.49	\$221,739.11	\$1,206,187.94	84.47%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,700.00	\$5,700.00	\$5,700.00	\$2,000.00	25.97%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4363 CONSULTANT FEES	\$500.00	\$72.52	\$72.52	\$427.48	85.50%
4364 APPRAISAL	\$650.00	\$0.00	\$0.00	\$650.00	100.00%
4365 ACCOUNTANT	\$4,950.00	\$365.00	\$730.00	\$4,220.00	85.25%
TOTAL PROFESSIONAL SERVICES	\$15,800.00	\$6,137.52	\$6,502.52	\$9,297.48	58.84%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,400.00	\$504.40	\$842.98	\$3,557.02	80.84%
4414 ALARM	\$3,300.00	\$246.00	\$990.00	\$2,310.00	70.00%
4416 MAINTENANCE	\$40,000.00	\$2,916.32	\$8,969.14	\$31,030.86	77.58%
4417 SWAN	\$29,000.00	\$0.00	\$7,009.75	\$21,990.25	75.83%
4418 TECHNOLOGY	\$42,000.00	\$0.00	\$4,720.00	\$37,280.00	88.76%
TOTAL OUTSIDE SERVICES	\$118,700.00	\$3,666.72	\$22,531.87	\$96,168.13	81.02%
PRINTING					
4424 NEWSLETTER PRINTING	\$20,138.27	\$3,196.55	\$3,196.55	\$16,941.72	84.13%
TOTAL PRINTING	\$20,138.27	\$3,196.55	\$3,196.55	\$16,941.72	84.13%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$1,216.97	\$2,258.24	\$8,741.76	79.47%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$3,468.50	\$4,214.90	\$9,785.10	69.89%
4454 GENERAL PROGRAMMING	\$10,000.00	\$9.99	\$88.39	\$9,911.61	99.12%
TOTAL PROGRAMMING	\$35,000.00	\$4,695.46	\$6,561.53	\$28,438.47	81.25%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
GROUP TOTAL CONTRACTUAL SERVICES	\$192,638.27	\$17,696.25	\$38,792.47	\$153,845.80	79.86%



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: FEBRUARY 2026**

	BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$825.48	\$71.79	\$143.58	\$681.90	82.61%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.00%
4434 BUILDING REPAIRS	\$13,000.00	\$2,604.70	\$3,641.35	\$9,358.65	71.99%
4436 LAWN MAINTENANCE	\$10,053.30	\$0.00	\$0.00	\$10,053.30	100.00%
4437 SNOW REMOVAL	\$7,280.04	\$1,860.00	\$1,860.00	\$5,420.04	74.45%
TOTAL REPAIRS & MAINTENANCE	\$44,158.82	\$4,536.49	\$5,644.93	\$38,513.89	87.22%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$8,100.00	\$726.00	\$1,452.00	\$6,648.00	82.07%
4533 OTHER EQUIPMENT	\$220.00	\$0.00	\$0.00	\$220.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$8,320.00	\$726.00	\$1,452.00	\$6,868.00	82.55%
GROUP TOTAL BUILDING MAINTENANCE	\$52,478.82	\$5,262.49	\$7,096.93	\$45,381.89	86.48%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRiCC	\$25,762.12	\$0.00	\$22,157.52	\$3,604.60	13.99%
4443 DISABILITY (WORKMEN'S COMP)	\$2,367.20	\$0.00	\$2,354.00	\$13.20	0.56%
GROUP TOTAL INSURANCE	\$28,129.32	\$0.00	\$24,511.52	\$3,617.80	12.86%
UTILITIES					
4471 POWER	\$55,000.00	\$2,777.11	\$5,768.41	\$49,231.59	89.51%
4472 WATER	\$2,640.00	\$112.01	\$409.49	\$2,230.51	84.49%
4473 GAS	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4474 TELEPHONE/FAX	\$2,400.00	\$191.82	\$269.99	\$2,130.01	88.75%
4475 INTERNET/LOCAL AREA NET	\$5,708.16	\$0.00	\$805.58	\$4,902.58	85.89%
GROUP TOTAL UTILITIES	\$67,048.16	\$3,080.94	\$7,253.47	\$59,794.69	89.18%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$98.56	\$205.41	\$1,794.59	89.73%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$471.40	\$563.82	\$2,636.18	82.38%
4515 TECHNICAL SERVICES SUPPLIES	\$3,000.00	\$267.55	\$267.55	\$2,732.45	91.08%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$72.42	\$72.42	\$2,977.58	97.63%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
TOTAL OFFICE SUPPLIES	\$13,950.00	\$909.93	\$1,109.20	\$12,840.80	92.05%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,600.00	\$678.79	\$904.13	\$4,695.87	83.85%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$5,600.00	\$678.79	\$904.13	\$4,695.87	83.85%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$650.00	\$12.75	\$12.75	\$637.25	98.04%
4553 BULK FEES & PERMITS	\$5,400.00	\$900.00	\$900.00	\$4,500.00	83.33%
TOTAL OFFICE EXPENSE	\$6,050.00	\$912.75	\$912.75	\$5,137.25	84.91%
GROUP TOTAL SUPPLIES	\$25,600.00	\$2,501.47	\$2,926.08	\$22,673.92	88.57%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$141,721.91	\$0.00	\$0.00	\$141,721.91	100.00%
GROUP TOTAL CAPITAL EXPENSES	\$141,721.91	\$0.00	\$0.00	\$141,721.91	100.00%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: FEBRUARY 2026

	BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
4710A DATABASES - Adult	\$25,000.00	\$1,035.00	\$5,291.79	\$19,708.21	78.83%
4710B DATABASES - Youth	\$4,700.00	\$0.00	\$0.00	\$4,700.00	100.00%
4711 PERIODICALS	\$11,000.00	\$0.00	\$0.00	\$11,000.00	100.00%
4714 LARGE PRINT	\$5,750.00	\$104.02	\$104.02	\$5,645.98	98.19%
4715 BOOKS - Adult	\$31,000.00	\$167.58	\$167.58	\$30,832.42	99.46%
4715B FOREIGN LANGUAGE ADULT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4716 BOOKS - Youth	\$33,500.00	\$0.00	\$0.00	\$33,500.00	100.00%
4717 VIDEOS - Adult	\$4,300.00	\$0.00	\$22.95	\$4,277.05	99.47%
4718 VIDEOS - Youth	\$1,100.00	\$0.00	\$0.00	\$1,100.00	100.00%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,300.00	\$91.96	\$91.96	\$2,208.04	96.00%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$4,050.00	\$0.00	\$0.00	\$4,050.00	100.00%
4721 SOFTWARE	\$10,500.00	\$120.00	\$2,425.50	\$8,074.50	76.90%
4722 REALIA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4723A VIDEO GAMES - Youth	\$1,600.00	\$0.00	\$0.00	\$1,600.00	100.00%
4724 GADGETS & GIZMOS	\$1,000.00	\$15.99	\$15.99	\$984.01	98.40%
4725A E-BOOKS - Adult	\$13,000.00	\$1,131.57	\$3,807.33	\$9,192.67	70.71%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$938.52	\$3,996.33	\$10,003.67	71.45%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
GROUP TOTAL MEDIA	\$169,800.00	\$3,604.64	\$15,923.45	\$153,876.55	90.62%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$17,000.00	\$251,389.00	\$252,778.00	-\$235,778.00	-1386.93%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,480.00	\$4,480.00	\$13,320.30	74.83%
4904 FRIENDS - BOOK SALES	\$13,000.00	\$1,465.81	\$1,465.81	\$11,534.19	88.72%
4906a RESTRICTED DONATIONS	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$49,300.30	\$257,334.81	\$258,723.81	-\$209,423.51	-424.79%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$288,732.00	\$625.73	\$1,205.73	\$287,526.27	99.58%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$288,732.00	\$625.73	\$1,205.73	\$287,526.27	99.58%
TOTAL EXPENDITURES	\$2,443,375.83	\$403,667.82	\$578,172.57	\$1,865,203.26	76.34%



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: FEBRUARY 2026**

Type	Date	Num	Memo	Amount
Adducci Vega Financial Group, LLC				
02/11/2026	Check	6318	01 January 2026 Invoice 202067506	4365 Accountant 365.00
Total for Adducci Vega Financial Group, LLC				365.00
Amazon				
02/03/2026	Expense	AMAZON PORTAL	1J6M-9DP7-774T Travel Case Kodak	4724 Gadgets & Gizmos 15.99
02/03/2026	Expense	AMAZON PORTAL	1HWV-VKHY-NQTF Silicone door handle cover	4434 Building Repairs 12.48
02/03/2026	Expense	AMAZON PORTAL	1HPH-VVR6-PFQC Toner	4514 Business Office - Supplies 89.00
02/11/2026	Expense	AMAZON PORTAL	1RV3-9V34-4PYD Chair Cushions	7001 Special Reserves Projects 81.98
02/11/2026	Expense	AMAZON PORTAL	1LG9-Y6RP-HDVQ FAB LAB	4904 Reimb. - Friends Book Sales 192.51
02/17/2026	Expense	AMAZON PORTAL	1X97-LC11-PWW3 TOILET PAPER	4541 Maintenance/Cleaning Supplies 102.32
02/17/2026	Expense	AMAZON PORTAL	1YHY-P1NG-FGTL MULTIFOLD TOWELS	4541 Maintenance/Cleaning Supplies 49.07
02/17/2026	Expense	AMAZON PORTAL	19R7-VWXQ-KCHT Office Supplies	4514 Business Office - Supplies 124.09
02/17/2026	Expense	AMAZON PORTAL	17P9-1GH9-HPRT Meeting room flag and pole	4434 Building Repairs 133.19
02/17/2026	Expense	AMAZON PORTAL	1X7T-1J4M-HCJR Swivel clips for flag pole	4434 Building Repairs 17.99
02/18/2026	Expense	AMAZON PORTAL	131Q-Y3F6-GMPR Office supplies	4514 Business Office - Supplies 36.76
02/24/2026	Expense	AMAZON PORTAL	1VVK-7YKJ-MF3LSolid Oak Flag Pole Meeting Room	4334 Staff Apparel 142.99
02/27/2026	Expense	AMAZON PORTAL	11V7-439T-CN97 IL Flag with fringe	4334 Staff Apparel 58.05
02/27/2026	Expense	AMAZON PORTAL	1X9F-1YGL-JFF7 Lavalier Microphone	4451 Youth & Teen Programming 30.38
02/27/2026	Expense	AMAZON PORTAL	1X9F-1YGL-CW4L SPRING	4451 Youth & Teen Programming 255.77
02/27/2026	Expense	AMAZON PORTAL	1V9X-W9WQ-HWT1 Supplies	4514 Business Office - Supplies 69.59
02/27/2026	Expense	AMAZON PORTAL	1HLC-FNMJ-DKRP Disinfectant spray 12 bottles	4541 Maintenance/Cleaning Supplies 87.10
02/27/2026	Expense	AMAZON PORTAL	1YQM-Q134-M7FF CIRC SUPPLIES	4516 Circulation - Supplies 72.42
02/27/2026	Expense	AMAZON PORTAL	19PD-HKLT-KWRH TOILET PAPER	4541 Maintenance/Cleaning Supplies 68.25
02/27/2026	Expense	AMAZON PORTAL	1GXV-PQQ4-LDRF Multi fold towels	4541 Maintenance/Cleaning Supplies 75.94
02/20/2026	Expense	AMAZON PORTAL	1L6J-YY4R-L3D7 Desk Organizer	4512 Youth & Teen - Supplies 98.56
Total for Amazon				1,814.43
Anderson Pest Solutions				
02/10/2026	Check	6310	Invoice 91704023	4431 Pest Control 68.79
02/10/2026	Check	6310	Environmental & Safety Surcharge	4431 Pest Control 3.00
Total for Anderson Pest Solutions				71.79
ARRT				
02/10/2026	Check	6315	L. Caliendo Adult Reading Roundtable	4354 Professional Staff 15.00
02/10/2026	Check	6315	M. Matkowski Adult Reading Roundtable	4354 Professional Staff 15.00
Total for ARRT				30.00
A to Z Databases				
02/11/2026	Check	6317	Invoice 145005	4710a Databases (Adult) 1,035.00
Total for A to Z Databases				1,035.00
Binary Star Arts & Entertainment				
02/02/2026	Check	23174	2.18.26 Love Stories From History	4452 Public Services Programming 397.00
Total for Binary Star Arts & Entertainment				397.00
City Of Palos Heights				
02/02/2026	Check	23171	Repayment for Tax Anticipation Loan	4900 Miscellaneous - Reimbursements 250,000.00
Total for City Of Palos Heights				250,000.00
City Of Palos Heights IMRF				
02/27/2026	Check	23185	02 February Payment	4331 IMRF III. Muni. Ret. Fund 6,600.52
02/27/2026	Journal Entry	130	4.5%	4311 Salaried Employees 2,583.84
02/27/2026	Journal Entry	130	4.5%	4312 Hourly Employees 440.86
02/27/2026	Journal Entry	131	VIMRF	4311 Salaried Employees 1,488.94
Total for City Of Palos Heights IMRF				11,114.16



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: FEBRUARY 2026**

Type	Date	Num	Memo	Amount	
City of Palos Hts. - Water Bill					
02/17/2026	Check	6320	Monthly bill	4472 Water	112.01
Total for City of Palos Hts. - Water Bill					\$112.01
Claire Ewers					
02/20/2026	Check	23177	CE Tuition Reimb. Masters Library Information & Science Final	4354 Professional Staff	1,500.00
Total for Claire Ewers					\$1,500.00
ComEd					
02/10/2026	Check	6311	Billing through 2.3.26	4471 Power	2,777.11
Total for ComEd					\$2,777.11
Cosmopolitan Building Services					
02/03/2026	Check	6308	02 Feb 26 Janitorial Services Invoice 6657	4416 Maintenance	2,722.50
Total for Cosmopolitan Building Services					\$2,722.50
David Martin					
02/27/2026	Check	23181	3.26.26 Miscellany and Mirth of the Midwest	4452 Public Services Programming	400.00
Total for David Martin					\$400.00
Desueno Dance, LLC					
02/02/2026	Check	23172	2.5.26 Latin Dance Class	4452 Public Services Programming	250.00
Total for Desueno Dance, LLC					\$250.00
Everest Snow Management, Inc.					
02/27/2026	Check	6328	Snow Removal 4 of 4 payments	4437 Snow Removal	1,860.00
Total for Everest Snow Management, Inc.					\$1,860.00
Faye Levin-O'Leary					
02/27/2026	Check	23179	3.17.26 History of Musicals	4452 Public Services Programming	200.00
Total for Faye Levin-O'Leary					\$200.00
Fruteland Jackson					
02/02/2026	Check	23175	2.26.26 The Blues	4452 Public Services Programming	500.00
Total for Fruteland Jackson					\$500.00
Grasso Graphics					
02/25/2026	Check	6327	March/April Newsletters	4424 Newsletter Printing	3,196.55
Total for Grasso Graphics					\$3,196.55
Illinois Library Association					
02/10/2026	Check	6314	M Matkowski Membership	4351 Membership Fees	100.00
02/10/2026	Check	6314	M Matkowski Reaching Forward North Conference	4354 Professional Staff	128.00
Total for Illinois Library Association					\$228.00
Independent Construction Services					
02/10/2026	Check	6312	Invoice 1709 Contract Processing	7001 Special Reserves Projects	543.75
Total for Independent Construction Services					\$543.75
Ingram					
02/03/2026	Check	6306	01 Jan 26	4714 Large Print Books	104.02
02/03/2026	Check	6306	01 Jan 26	4715 Books - Adult	167.58
Total for Ingram					\$271.60
Irish Music School of Chicago					
02/27/2026	Check	23180	3.24.26 Irish Music	4452 Public Services Programming	700.00
Total for Irish Music School of Chicago					\$700.00
Lauterbach & Amen, LLP					
02/20/2026	Check	6324	Audit 2025	4361 Audit Fees	5,700.00
Total for Lauterbach & Amen, LLP					\$5,700.00



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: FEBRUARY 2026**

Type	Date	Num	Memo	Amount
LEAF (Copier Lease)				
02/03/2026	Expense	ACH LEAF	Copier Lease payment 4	4531 Copier 726.00
Total for LEAF (Copier Lease)				\$726.00
LIMRiCC-Employees				
02/10/2026	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements 1,389.00
02/10/2026	Journal Entry	129	Employee Paid Benefits	4311 Salaried Employees 831.19
02/10/2026	Expense	ACH LIM	02 FEB 26	4333 Insurance 16,720.80
Total for LIMRiCC-Employees				\$18,940.99
Mary Beth Sexton				
02/23/2026	Check	6325	Card making class supplies	4452 Public Services Programming 114.00
Total for Mary Beth Sexton				\$114.00
Michalski, Brian				
02/27/2026	Check	6330	3.5.26 Joyous Japan	4452 Public Services Programming 350.00
Total for Michalski, Brian				\$350.00
Midwest Tape - 19730				
02/03/2026	Check	6305	508237936	4719 Audiobooks - Adult 42.98
02/03/2026	Check	6305	01 Jan 26	4719 Audiobooks - Adult 48.98
Total for Midwest Tape - 19730				\$91.96
Nichols-Yehling, Michelle				
02/27/2026	Check	23178	3.10.26 Women in Space	4452 Public Services Programming 215.00
Total for Nichols-Yehling, Michelle				\$215.00
NIR Roof Care, Inc				
02/19/2026	Check	6322	Invoice 184232 Roof shingle replacement	4434 Building Repairs 1,245.00
02/20/2026	Check	6323	Invoice 184095 Roof Repairs	4434 Building Repairs 995.00
Total for NIR Roof Care, Inc				\$2,240.00
Old National Bank - MasterCard				
02/11/2026	Expense	Master Card	Empathy Studios 2.13.26 InService Speaker	4355 Support Staff 391.05
02/11/2026	Expense	Master Card	Empathy Studios 2.13.26 InService Speaker	4354 Professional Staff 391.05
02/11/2026	Expense	Master Card	Matkowski Mayor luncheon	4354 Professional Staff 12.00
02/11/2026	Expense	Master Card	Trak1 Background check new employee	4363 Consultant Fees 59.52
02/11/2026	Expense	Master Card	IRS filing 1095's	4363 Consultant Fees 13.00
02/11/2026	Expense	Master Card	Spotify / Disney	4451 Youth & Teen Programming 24.98
02/11/2026	Expense	Master Card	Princess Program	4451 Youth & Teen Programming 625.00
02/11/2026	Expense	Master Card	Google Fi/Sip	4474 Telephone/FAX 100.50
02/11/2026	Expense	Master Card	Copy Paper	4514 Business Office - Supplies 151.96
02/11/2026	Expense	Master Card	OCLC	4551 Postage & Handling 12.75
02/11/2026	Expense	Master Card	Duo	4721 Software 120.00
02/11/2026	Expense	Master Card	2 Xmas Trees Balsam Hill	4904 Reimb. - Friends Book Sales 1,273.30
Total for Old National Bank - MasterCard				\$3,175.11
Otis Elevator				
02/23/2026	Check	6326	03 March 26 Elevator Maintenance	4416 Maintenance 193.82
Total for Otis Elevator				\$193.82
OverDrive, Inc.				
02/27/2026	Check	6329	01658CO26056788	4725B E-Audiobooks - Adult 938.52
02/27/2026	Check	6329	01658CO26056785	4725A E-Books - Adult 1,131.57
Total for OverDrive, Inc.				\$2,070.09
Palos Area Chamber of Commerce				
02/18/2026	Check	6321	2025 Dues	4351 Membership Fees 50.00
Total for Palos Area Chamber of Commerce				\$50.00



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: FEBRUARY 2026**

Type	Date	Num	Memo	Amount
Paylocity Payroll Billing				
02/25/2026	Expense	PAYLOCITY	W-2	4412 Payroll Services 239.00
02/25/2026	Expense	PAYLOCITY	Check date 2.2.26	4412 Payroll Services 81.67
02/25/2026	Expense	PAYLOCITY	Check date 2.16.26	4412 Payroll Services 183.73
Total for Paylocity Payroll Billing				\$504.40
Paylocity Payroll Net				
02/06/2026	Expense	PAYLOCITY	Check date 02.06.26	4311 Salaried Employees 22,189.54
02/06/2026	Expense	PAYLOCITY	Check date 02.06.26	4312 Hourly Employees 7,379.42
02/06/2026	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 15.23
02/06/2026	Expense	PAYLOCITY	CE Mug Cake	4451 Youth & Teen Programming 18.45
02/06/2026	Expense	PAYLOCITY	CE Spirit Committee Birthday	4454 General Programming 9.99
02/06/2026	Expense	PAYLOCITY	MKK Cake Pops	4451 Youth & Teen Programming 67.91
02/20/2026	Expense	PAYLOCITY	Check date 02.20.26	4311 Salaried Employees 22,820.20
02/20/2026	Expense	PAYLOCITY	Check date 02.20.26	4312 Hourly Employees 7,660.71
02/20/2026	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 14.93
02/20/2026	Expense	PAYLOCITY	CD Stem project	4451 Youth & Teen Programming 1.98
Total for Paylocity Payroll Net				\$60,178.36
Paylocity Payroll Taxes				
02/06/2026	Expense	PAYLOCITY	Check date 02.06.26	4311 Salaried Employees 6,532.87
02/06/2026	Expense	PAYLOCITY	Check date 02.06.26	4332 FICA Social Security 3,038.47
02/06/2026	Expense	PAYLOCITY	Check date 02.06.26	4312 Hourly Employees 1,360.74
02/20/2026	Expense	PAYLOCITY	Check date 02.20.26	4311 Salaried Employees 6,733.40
02/20/2026	Expense	PAYLOCITY	Check date 02.20.26	4332 FICA Social Security 3,128.20
02/20/2026	Expense	PAYLOCITY	Check date 02.20.26	4312 Hourly Employees 1,419.53
Total for Paylocity Payroll Taxes				\$22,213.21
Peerless Network, Inc				
02/16/2026	Check	6319	Invoice 91265	4474 Telephone/FAX 91.32
Total for Peerless Network, Inc				\$91.32
Pub Trivia				
02/02/2026	Check	23173	2.9.26 Juliannis	4452 Public Services Programming 150.00
Total for Pub Trivia				\$150.00
Quality Alarm System, Inc.				
02/10/2026	Check	6313	Invoice 161376 Annual Fire Alarm Testing	4414 Alarm 246.00
Total for Quality Alarm System, Inc.				\$246.00
RAILS				
02/03/2026	Check	6309	Invoice 15527 Swank renewal	4451 Youth & Teen Programming 192.50
02/03/2026	Check	6309	Invoice 15527 Swank renewal	4452 Public Services Programming 192.50
Total for RAILS				\$385.00
The Library Store				
02/03/2026	Check	6307	Invoice 773087Supplies	4515 Technical Services - Supplies 267.55
Total for The Library Store				\$267.55
Truty, Marcin				
02/03/2026	Expense	ACH Marcin	01 JAN IT SERVICES 26-01	4902 Grants 4,480.00
Total for Truty, Marcin				\$4,480.00
U.S. Post Office				
02/18/2026	Check	23176	Newsletter postage	4553 Bulk Fees & Permits 900.00
Total for U.S. Post Office				\$900.00
Warehouse Direct				
02/11/2026	Check	6316	Small Liners (1) Soap hand (4) gal Large Liners (3)	4541 Maintenance/Cleaning Supplies 296.11
Total for Warehouse Direct				\$296.11
TOTAL CHECKS FOR BOARD APPROVAL				\$403,667.82



**PALOS HEIGHTS
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
February 28, 2026**

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	\$7,558.91	\$1,755,718.85	\$1,180.65	\$200.00	\$572.09	\$2,608.78	\$1,767,839.28
WITHDRAWALS	(\$403,667.82)						(\$403,667.82)
TRANSFERS	\$250,000.00	(\$250,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$50,000.00	(\$50,000.00)					
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$2,152.50						\$17,678.63
	\$1,389.00						
	\$500.05						
	\$250.75						
	\$128.26						
	\$729.35						
	\$422.00						
	\$273.20						
	\$260.65						
	\$10,180.15						
	\$58.00						
\$1,334.72							
ADJUSTMENTS	\$1,860.00						\$1,860.00
INTEREST EARNED	\$1.34	\$3,215.35	\$3.40	N/A	N/A	\$1.84	\$3,221.93
ENDING BALANCE	\$43,431.06	\$1,338,934.20	\$1,184.05	\$200.00	\$572.09	\$2,610.62	\$1,386,932.02
TOTALS	\$1,383,749.31 GENERAL FUND				\$3,182.71 SPECIAL RESERVES FUND		\$1,386,932.02 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.040%	3.796%	N/A	N/A	0.920%	

TOTAL FUND BALANCE MONTH ENDING: FEBRUARY, 2026

\$1,386,932.02

ADJUSTMENTS CK # 6256 Everest Snow \$1860.00 dated 12/2/25
Lost in mail see CK # 6328 dated 2/27/26



DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
March 19, 2026

Library News

Budget Update

Per our discussion at February's meeting regarding interest on the overpaid distribution from the County, I have created a spreadsheet to track those funds. The interest earned on the overpaid funds in January (credited to our General Fund money market account on 1/31) was \$661.23. The interest earned on the overpaid funds in February (credited to our General Fund money market account on 2/28) was \$1,877.61. I will continue to track these totals until this situation has been reconciled with the County.

I requested a legal opinion from our attorney as to whether the County might be entitled to request the interest earnings on the overpaid amount back from us at some point. She stated that she doesn't believe there is any legal mechanism to take back interest on funds that were mistakenly distributed. "Their legal right is only to the taxes improperly paid by taxpayers (whether to the taxpayer or to a different taxing body)." So I don't think the risk is high that they will try to get any interest back, but I will continue to track this interest going forward regardless. She also verified that the most likely recourse for the county to recoup funds mistakenly distributed to us is to deduct from future installments, and she is able to negotiate with the county on our behalf if things get messy with them in the future.

Though they were promised by March 1, the County Treasurer's office has yet to produce any reports on the funds distributed in January. So we and they cannot yet determine exactly how much we were overpaid, who those funds were actually supposed to go to, and what we can expect to be deducted from our next round of distributions, due to go out in a few weeks. I will continue to keep you posted as this situation develops.

Building Envelope Project

Our Owner's Representative, engineer, and contractor have been working behind the scenes to get everything ready for this project to begin. We had a final pre-construction meeting on March 4th and were able to identify the color of the material that will most closely match our existing metalwork. Construction is scheduled to begin on April 6th and is expected to take about six weeks, depending on weather interruptions. I was impressed by the contractor's questions about protecting our landscaping as much as possible and how they can ensure proper protection of the building while walls are opened up. The engineer was also adamant that he be able to inspect the installation of each layer of material to ensure it's being done precisely to his specifications from start to finish. I believe we are in good hands. We have

a construction progress meeting scheduled for April 9th to review the current state of construction and any issues that might have arisen in the first few days of work.

Other News

Requests for Statements of Economic Interest have been sent out. Please let me know if you haven't received it in your personal email. Also, please let me know if you have any issues filling it out. You should receive a confirmation email (which will contain no private information) once you have successfully completed the filing. Please forward me a copy of that confirmation email so that I can keep it on file, in case anyone ever comes looking for it. The filing is due by May 1st, and there is a small financial penalty for not filing on time.

I have been asked to do some public speaking in the coming weeks. I will be presenting at Directors University Advanced on April 28th on the topic of Capital Needs Assessments. This is a four-day retreat for experienced library directors that happens every other year. I'll also be attending that retreat to brush up on the latest in best practices in just about every aspect of this job. And I have been asked to speak to the board of the Alsip-Merrionette Park Library on the topic of responsible levying at their meeting on April 14th.

Upcoming Events

- Thursday, March 19th – Regular Board Meeting, 6:30pm
- Thursday, April 16th – Committee Meeting, 5:30pm
- Thursday, April 16th – Regular Board Meeting, 6:30pm

Agenda Items

Item 1: Bloodborne Pathogen Policy

I am regularly working on behind the scenes reviewing various library policies, both to keep my memory fresh regarding our existing policies and to keep an eye out for policies in need of updating. There are a lot of policies that could use very minor tweaks, so my plan is to start bringing those to your attention one at a time in the coming months. My hope is that these will be quick and painless reviews, for the most part.

The first such review is our existing Bloodborne Pathogen Policy. This is a simple policy that was mandated by statute back in the 1990s. It simply lays out how the library will handle potentially contagious body fluids, which is something that staff do have occasion to come into contact with every once in a while.

The two proposed revisions are changing the wording of "Palos Community Hospital" to the more general "medical" personnel. The previous wording would seem to require staff to only seek treatment at our local hospital. It seems prudent that we might want to allow an exposed staff member to seek treatment from medical personnel at another institution, should circumstances warrant.

The other change is to put this policy on the triennial review track rather than the annual review schedule. I believe this is warranted as the content of this policy is unlikely to change at all from one year to the next.

Recommendation: I recommend that you approve the revised Bloodborne Pathogen Policy.

Item 2: National Library Workers Day Honoraria

It is our tradition every year to recognize National Library Workers' Day by giving a gift card to each staff member in the amount of \$25. Staff have always been very appreciative of this gesture, and I recommend that we continue it. In the past, these gift cards have been purchased from various local restaurants. We currently have 27 employees, so the total cost of these cards would be \$675. Certainly, if the board has any suggestions for a different way of honoring our employees on National Library Workers' Day or if you have suggestions for specific restaurants or other businesses from which to purchase these, such input is welcome. The cost of these honoraria has already been factored into this year's budget.

Recommendation: I recommend that you approve National Library Workers Day honoraria in a total amount of \$675.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

FEBRUARY 2026

At the Desk:

6 online library cards were issued to residents.

27 directional questions were answered by the Circulation staff.

9 patrons used Curveside pickup.

Department Highlights:

Beth, Dora, Karen D., Joyce, Mickey and Crys attended the staff in-service on 2/13

Karen M. decorated the department for St Patrick's Day

Dora began LIC training.

Beth created board for PHWC for Women's History month

Beth lead Lunch Bunch Book Discussion of *Fever in the Heartland* by Timothy Egan attended by 10 people.

Beth & Dora worked on the Summer Reading Kickoff party.

Meetings:

2/2- Summer Reading Kickoff meeting

2/2- One on One with Jesse

2/3- Met with PHWC Education & Libraries committee to choose the winner of the Palos Heights City Sticker Contest

2/3- Attended the PHWC meeting

2/16- One on One with Jesse

2/18- Circulation Networking meeting

2/24- State of the City luncheon

2/24- Social Media meeting

2/25- Management Team meeting

Respectfully submitted,

Beth Stevens

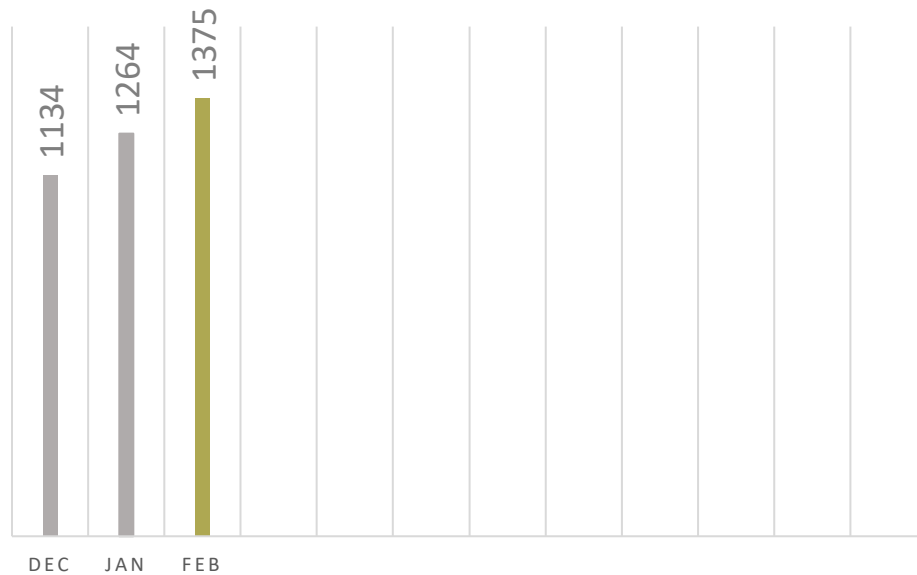
Head of Circulation

CIRCULATION STATISTICS FOR FEBRUARY 2026

	Feb-26	YTD 26	Feb-25	YTD 25	
Adult Circulation					
Books	2,928	6,281	3,194	6,705	
Video	385	663	450	921	
Audio	243	600	284	326	
Periodicals	159	363	132	308	
Other Formats	12	17	22	29	
In House	185	277	66	124	
Total Adult Circulation	3,912	8,201	4,148	8,413	
Youth Circulation					
Books	3,781	7,883	3,904	7,988	
Audio	24	83	23	97	
Teen Circulation					
Books	212	437	224	484	
Audio	2	5	1	3	
Youth & Teen Circulation					
Video	157	342	106	261	
Periodicals	10	22	23	39	
Other Formats	71	155	153	246	
In House Use	731	1,570	830	1,812	
Total Youth & Teen Circulation	4,988	10,497	5,264	10,930	
Gadgets & Gizmos	12	22	7	14	
Electronic Circulation					
eBooks (Media On Demand)	1,110	2,359	1,088	2,297	
eAudio (Media On Demand)	975	2,014	803	1,700	
eBooks (Palace Project)	74	129	86	194	
eAudio (Palace Project)	20	44	63	133	
Kanopy (Visits)	785	2,021	-	-	
Kanopy (Plays)	90	326	-	-	
Periodicals (Overdrive)	279	648	279	601	
Periodicals (PressReader)	-	-	1	62	
Chicago Tribune Website (Views)	387	691	-	-	
Chicago Tribune E-Edition (Views)	2,262	3,604	-	-	
Total Electronic Circulation	5,197	9,815	2,662	2,662	
TOTAL CIRCULATION	14,109	28,535	12,081	22,019	
ILL - Received	1,093	2,352	1,218	2,637	
ILL - Sent	1,116	2,562	960	2,219	
Reciprocal Borrowing	1,026	2,371	1,153	2,439	
Online Renewals	40	125	42	138	
Self-Checkout	3,250	7,249	3,631	7,749	
Computer Usage					
Library Workstation Sessions	404	797	416	920	
Wireless Sessions	1,185	2,242	1,050	2,485	
Total Sessions	1,589	3,039	1,466	3,405	
# of People Using the Library	9,021	17,835	8,311	17,771	
Homebound Deliveries			Current Month	Full Year	
Patrons Serviced			9		
Visits			20	50	
Items			94	305	
Museum Pass Program			Current Month	Full Year	
Total Passes			8	15	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,303	42	30	65	4,310
Non-Resident/Trinity/Business/Bethshan	93	-	0	-	93
Cards for Kids	52		0	-	52

Public Services Department Report February 2026

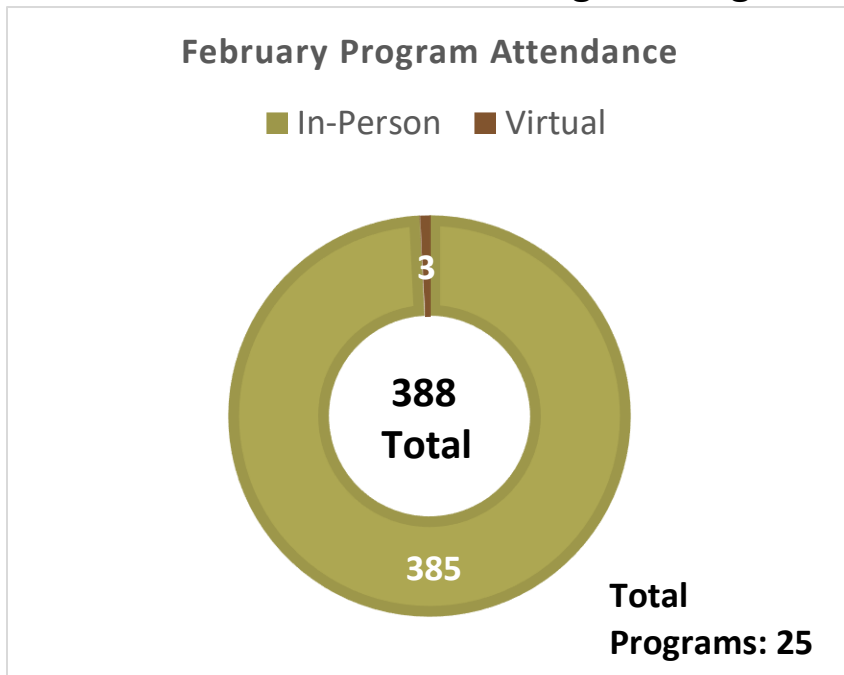
PS Reference Questions



Meetings & Trainings

- 2-4-26: “How Not to Panic” Crisis Training Webinar
- 2-5-26: ARRT Genre Study
- 2-6-26: ILA RFN Meeting
- 2-9-26: RFN Panel Meeting
- 2-11-26: ASMR Meeting
- 2-16-26: One on One w/Director
- 2-18-26: Accessible PDF Webinar
- 2-19-26: ARRT Book Club Study
- 2-25-26: Management Team Meeting
- 2-26-26: SSAP Meeting

Programming



February programs brought some great experiences for our patrons. Trivia continues attract many people. 58 attended our trivia this month at Jullianni's, an attendance record for our trivia events. In fact, it might be a little "too successful", as Jullianni's called and wants to take some time to reconsider how they are staffing the event. We will definitely bring it back when we can.

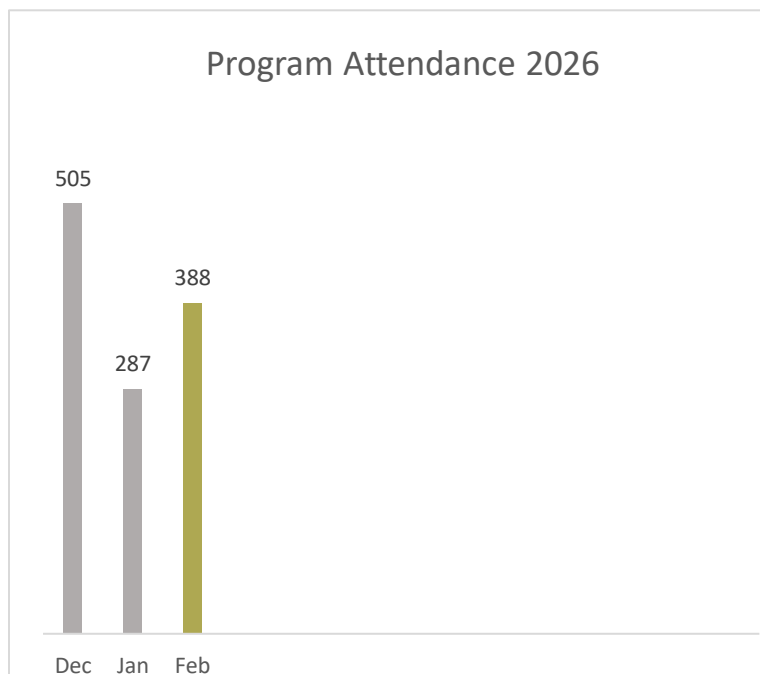
Our limited-space programs this month also did well. We

had our second session with Desueno Dance, this time a "Latin sampler" class. Scrapbooking also filled-up immediately, as per usual.

The movies have been doing okay. Was not sure what to expect from the new "Friday Matinees", but since it is intended to be something there for people to do on a Friday afternoon and not a main focus of programming, I think it is performing pretty well.

We capped the month off with a blues performance from Fruteland Jackson. We previously had him a few years ago and he did a blend of songs and explaining the history of blues music. Many patrons expressed interest in having him back, but for a full concert. That's what we did this time, and based on patron feedback they loved every minute of it.

I was interested to see how many people we would get for the RL Stine ILP presentation, since YTS was also promoting it. Turns out, not very many.



Marketing/Publicity/Outreach

We taped another Channel 4 “At the Library” video, this time focused on our Gadgets & Gizmos collection, as well as talking about how we book programs, and some info about the upcoming Novel Ideas meeting.

Local History

Beth and I met with the Trinity library director about possibly taking in some of their local history items, as they will be closing in May. We are planning to head over to Trinity next Month to see exactly what is available.

The department is devising a rotation list for the photos in our local history displays.

Collection Development

Selecting, ordering, and weeding as-needed continues.

My staff elected to keep their current ordering assignments when we discussed it at in-service. This is fine for now, but next year I will jostle things up to give staff an opportunity to grow and order in different areas.

Other

Our home delivery numbers may be a lot lower than usual going forward. The patron who was driving a lot of those numbers was discharged from his facility, and he has not responded to any phone calls or E-Mails since then. Even so, we have a growing number of patrons taking advantage of the service, and Emily does a great job keeping track of it all.

I attended the State of the City address with a few other staff members and was able to reconnect with some Palos Heights officials I already knew, and meet some new ones.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

February 2026

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	5	6	\$1,411.00	165	Reference	Computer	Directional
Free	0	1	1	N/A	3	570	426	379
Book Discussions	0	3	3	N/A	18	TOTAL 1,375		
Movie			2	\$0	26	HOMEBOUND DELIVERIES		
Passive Programs			2		60			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
						9	20	94
Needle Crafters			4	N/A	29	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	67			
COMPUTER TRAINING - LAB			2	N/A	20	5		
TOTAL PROGRAMMING			25	\$1,411	388			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
02/05/26	7:00 pm	No	Latin Dance Sampler Class	24	\$250.00	18		
02/09/26	7:00 pm	No	Trivia @ Jullianni's	n/a	\$150.00	58		
02/17/26	7:00 pm	No	Scrapbook: Mini-Scrapbooks	12	\$114.00	9		
02/18/26	7:00 pm	No	Love Stories from History	26	\$397.00	28		
02/24/26	7:00 pm	Yes	ILP: R.L Stine (1 in-person)	4	ILP	4		
02/26/26	6:30 pm	No	Blues with Fruteland Jackson	70	\$500.00	48		
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
02/12/26	7:00 pm	No	FabLab: Mini Lanterns	6	N/A	3		
DATE	TIME	HYBRID	BOOK DISCUSSIONS	REGISTERED	COST	ATTENDANCE		
02/11/26	7:00 pm	No	Horror Book Club	N/A	N/A	7		
02/09/26	12:00 pm	No	Lunchbunch Book Club	N/A	N/A	10		
02/17/26	2:00 pm	No	Tea Time Book Club	N/A	N/A	1		
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
02/06/26	2:00 pm	Friday Matinee: Love & Friendship	14	N/A	10			
02/15/26	2:00 pm	Sunday @ the Cinema: Fly Me to the Moon	9	N/A	16			
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
02/03/26	10:00 am	Needle Crafters	N/A	N/A	7			
02/10/26	10:00 am	Needle Crafters	N/A	N/A	8			
02/17/26	10:00 am	Needle Crafters	N/A	N/A	7			
02/24/26	10:00 am	Needle Crafters	N/A	N/A	7			
	10:00 am		N/A	N/A				
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
02/03/26	10:00 am	Scrabble	N/A	N/A	17			
02/10/26	10:00 am	Scrabble	N/A	N/A	18			
02/17/26	10:00 am	Scrabble	N/A	N/A	17			
02/24/26	10:00 am	Scrabble	N/A	N/A	15			
			N/A	N/A				
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
02/02/26	2:00 pm	Palace Project	8	N/A	9			
02/09/26	2:00 pm	iPhone Basics	10	N/A	11			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			59			
		Project of the Month			1			



TECHNICAL SERVICES DEPARTMENT REPORT

FEBRUARY 2026

Department Highlights:

All of Technical Services attended the Staff In-service, learning and discussing different approaches to helping our patrons and community members. I think the social media presentation and hour of fun were great ways for staff to get to know one another and facilitated team building.

The Spirit Committee: Lorena is working on getting a March Madness bracket ready for staff to have fun filling out.

Lorena helped Circulation update various guides like the repair kit list, a Gadgets & Gizmos list, a status change guide, and the VHS Conversion FAQ.

Lorena created record information for the new Gadgets & Gizmos item while Nikki labeled and created checkout artwork.

Nikki helped work on cleaning up item information in Workflows, correcting about 93 video records. She also included the recent Gadgets & Gizmos additions to the staff information guide.

Nikki worked on updating the 13 Bags to Go from YTS, modifying the bags for easier checkout and check-in.

Marilyn and Nikki started working on the YA fiction series project, updating item information in Workflows and replacing spine labels to reflect series volume.

Jalal continued working on the EASYS on-going project, updating call numbers and spine labels to allow for easier browsing and searching of picture books.

Meetings and Training:

February 2 – Processing meeting with Marilyn and Jalal

February 2 – Department Head meeting

February 4 – 1 on 1 with Jalal

February 6 – LACONI Tech Services Acquisitions

February 24 – SWAN Fireside Chat

February 24 – State of the City Luncheon

February 24 – Social Media meeting

February 25 – Management Team meeting

Processing Statistics:

Adult	Ordered Items	Added Items
Print	209	159
Audiobook	4	4
Video	10	11
Kit	-	1
Periodical	-	57

Youth & Teen	Ordered Items	Added Items
Print	-	215
Audiobook	-	-
Video	-	-
Kit	-	-
Periodical	-	11

Discarded Items	Adult	Youth & Teen
Print	79	950
Audiobook/CD	2	1
Video	3	12
Kit	-	-
Periodical	121	34

Library Services:

	Jan.	Feb.
Laminating Service*	1	-
VHS Conversion	-	11

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

YOUTH & TEEN SERVICES DEPARTMENT REPORT FEBRUARY 2026

Highlights of the Month:



Nature Hour this month was a hit! Tina and Tara taught kids about maple trees and how to make syrup. They even sampled two different kinds of syrup with mini pancakes!



Mary Kate had fun at her kindergarten to third grade programs. The kids really enjoyed making a monster and dinosaur at Valentines Creatures. They liked playing pencil hockey at Winter Games. At Make a Mess, the kids made fake snow and ate most of their edible playdough.



Amani had a wonderful time celebrating the “Welcoming Ramadan” program with families of all ages. The children especially enjoyed story time, bubbles with music, and face painting. They also had fun exploring the different craft stations, where they created lanterns, bookmarks, and moon ornaments.

Jolie enjoyed celebrating Valentine’s Day with kids ages 2-5. They made 3 different cards with various animals to gift to a loved one!

Claire had a great time playing Valentine's Day games with children ages 2-5! Everyone had a wonderful time playing with Play Doh, pinning the wings on Cupid, and finding all the hearts hidden throughout the library. She also enjoyed guiding kids in grades 3-5 through using the Cricut to print and cut out their own cute capybara stickers.

Meetings and Department News:

Department Head Meeting – Tina met with the department heads on 02/02.

Mackin's Storyteller Spotlight Welcomes Man One – Carla watched this on 02/10.

SLJ: YALSA Nonfiction Award Finalists – Mary Kate watched this webinar on 02/11.

Staff In-service – Tina, Carla, Mary Kate, Claire, Amani, and Laura attended on 02/13.

One-On-One – Tina met with the library director on 02/16.

Booklist: Spring 2026 Graphic Novels & Manga Preview – Mary Kate and Claire watched this webinar on 02/19.

Illinois Youth Services Institute (IYSI) Committee – Tina led an IYSI meeting on 02/20. She has been asked to return as co-chair for 2027.

Emergent Readers in Lower Elementary (ERLE): Addressing Caregiver Questions about Emergent Literacy – Carla watched this on 02/21.

Mackin: MacKids School & Library Spring 2026 Preview – Carla and Mary Kate watched this webinar on 02/21.

Niche Academy: COACHING: How to coach your staff on de-escalation – Carla watched this training on 2/22.

Niche Academy: Mental Illness Parts 1&2, Mistakes 1-4, and Repeat Offender – Carla watched these trainings on 02/22.

Management Team Meeting – Tina and Carla attended on 02/25.

Canva: Graphic Design Essentials – Claire watched this webinar on 02/24.

SLJ: ¡Libros, Niños y Más!: Spanish Books for Kids – Claire watched this webinar on 02/26.

Niche Academy: Homeless De-Escalation 201, 301, 401 – Mary Kate watched this training on 2/28.

Outreach:

Library Visit: ELIM – Carla presented a story time, provided a craft, and gave a tour of the YTS department.

Rec Center and Indian Hill Preschools – Carla shared a story time about friendship on 02/17, 02/18, and 02/25.

Trusting Hearts Preschool – Claire presented a story time about bunnies on 02/17.

Library Visit: Girl Scout Troop – Carla showed the girls how to make a keychain on the Glowforge, and the girls enjoyed decorating them with Sharpies.

Reggio Academy – Mary Kate presented a story time on funny animals on 02/23.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming	24	487	\$0	Reference	Computer	Directional
Free Tween/Teen Programming	5	25	\$0	198	46	96
Youth Paid Programming	0	0	\$0	TOTAL	340	
Tween/Teen Paid Programming	0	0	\$0	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	29	512	\$0	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	302	100	37
TOTAL OUTREACH	1	50	1658	TOTAL	439	
DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS			ATTENDANCE	
02/02/26	5:00 pm	Gnome Buttons			5	
02/03/26	4:00 pm	Facts & Crafts: Winter Olympics			13	
02/04/26	11:30 am	Tales for Twos			26	
02/05/26	1:00 pm	Kindergarten Ready!			20	
02/05/26	11:30 am	Little Wiggles			23	
02/09/26	4:00 pm	Valentine Cards			1	
02/09/26	5:00 pm	Make a Friend			23	
02/10/26	10:00 am	Valentine's Games			33	
02/10/26	4:00 pm	Valentine Creatures			12	
02/11/26	11:30 am	Tales for Twos			15	
02/11/26	1:30 pm	Kindergarten Ready!			24	
02/11/26	4:30 pm	Furry Readers			16	
02/12/26	11:30 am	Little Wiggles			25	
02/12/26	4:00 pm	Capybara Stickers			6	
02/14/26	2:00 pm	Welcome Ramadan!			81	
02/17/26	4:00 pm	Winter Games			6	
02/18/26	11:30 am	Tales for Twos			17	
02/18/26	1:00 pm	Kindergarten Ready!			12	
02/19/26	11:30 am	Little Wiggles			36	
02/20/26	10:00 am	Nature Hour - Maple Trees and Syrup			16	
02/24/26	4:00 pm	Make a Mess!			12	
02/25/26	11:30 am	Tales for Twos			22	
02/25/26	1:00 pm	Kindergarten Ready!			20	
02/26/26	11:30 am	Little Wiggles			23	
DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS			ATTENDANCE	
02/01/26	5:00 pm	Volunteens			18	
02/05/26	4:00 pm	Loving Words			3	
02/10/26	5:00 pm	Teen Book Box			0	
02/16/26	4:00 pm	STEAM: Attack on the Fort!			1	
02/19/26	4:00 pm	Video Game Club: Mario Kart Competition			3	
FREE: YOUTH PASSIVE PROGRAMMING				ATTENDANCE		
Teen Gaming - Nintendo Switch				26		
Fab Lab - Heart Puzzles				5		
Craft - Dinosaur				160		
Teen Craft - Valentine Word Search				40		
Tonies Listening Station				32		
Craft - Penguin				142		
Teen Craft - How to Draw Penguin				34		
Travel Kits				0		

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
02/09/26	Library Visit-ELIM	1	8
02/17/26	Trusting Hearts Preschool	1	31
02/17/26	Rec Center Preschool	2	19
02/18/26	Rec Center Preschool	1	21
02/19/26	Library Visit-Girl Scout Troop	1	9
02/23/26	Reggio Academy	1	22
02/25/26	Indian Hill Preschool	8	112
02/28/26	Book Talks Grades K-1	9	179
02/28/26	Book Talks Grades 2-3	9	179
02/28/26	Book Talks Grades 4-5	9	179
02/28/26	Teen Book Talks	9	900



BLOODBORNE PATHOGEN POLICY

Purpose

The Palos Heights Public Library recognizes the importance of safety in all aspects of contact with the general public. Library personnel usually are not considered to be exposed to potentially infectious material. Exposure to vomitus, saliva, feces, or urine (unless visibly contaminated with blood) is not dangerous. Tuberculosis, hepatitis, and HIV are not transmitted in personal contact with any of these materials.

Policy

The library will provide rubber examination gloves in all departments and will emphasize the importance of using them if first aid is administered to staff or the public and if any body fluids need to be cleaned up.

Hands should be washed thoroughly with a generous amount of soap any time there is contact with body fluids.

Staff will be allowed to leave the library to change clothes if their clothes become contaminated through contact.

The HGB inoculation will be paid for by the library if ~~the Palos Community Hospital~~medical personnel deems it appropriate.

All cleaning services employed by the library will have this same type of plan and will train their employees.

This plan will be reviewed ~~every three years~~annually.

Adopted: June 12, 1997

Revised: March 19, 2026