



PALOS HEIGHTS  
PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

April 16, 2026

- CALL TO ORDER: 6:30pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the March 19, 2026 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for March 2026 for \$159,229.85  
Approval of the Treasurer's report for the month ending Mar. 31, 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 Leaves of Absence Policy  
2. Approval to Rescind Board Privileges Policy
- ADJOURNMENT
- NEXT MEETING: Thursday, May 21, 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*

March 19, 2026 Minutes

1. The meeting was called to order at 6:30pm by President Rose Zubik. The following trustees were present: Rose Zubik, Hilary Rhodes, Steve Foertsch, Sue Jankowski and Maria Koeppen. John Peltz, Patrick Keough, Dianne Key and Susan Snow were absent.
2. Also present were Jesse Blazek, Library Director and Terry Fleckenstein, Business Manager.
3. No members of the public attended and there was no public comment.
4. Trustee Jankowski moved to approve the minutes of the February regular board meeting. The minutes were approved unanimously by a voice vote.
5. **Treasurer's Report**
  - a. Trustee Foertsch moved to approve the General Fund bills for February 2026 for \$403,667.82. The motion was approved unanimously by a roll call vote.
  - b. Trustee Foertsch moved to approve the Treasurer's report for the month ending February 28, 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. Jesse updated us on the budget, saying that they are dividing the money in our accounts that is over and above the money that we were supposed to receive from the city, so he can track that interest separately. He confirmed with our attorney that the error was on the distribution, not on the levy being calculated incorrectly, so we should not be liable to return any of that earned interest.
  - b. Construction on the building envelope project is scheduled to start in the first week of April. The engineer stated he will be checking periodically to make sure that every level of the project is going to plan.
8. There was no correspondence.
9. Committee Reports
  - a. Ethics - Reminder to fill out your Statements of Economic Interest online that was sent to your email
  - b. Friends of the Library - A Novel Idea program went very well. At the following board meeting, The Friends approved a few expenses for the

Summer Reading Kickoff Party and a few 250th programs in July.

**10. New Business**

- a. Sue Jankowski motions to approve the revisions to Bloodborne Pathogen Policy. The motion was seconded by Maria Koeppen, and it was approved unanimously by a voice vote.
  - b. Steve Foertsch motions to approve the National Library Honoraria for \$810. The motion was seconded by Trustee Jankowski and it was approved unanimously by a roll call vote.
11. Trustee Koeppen motioned to adjourn and Trustee Jankowski adjourned the meeting at 6:54pm.
12. The next board meeting is March, April 16th at 6:30pm.

Minutes recorded by Hilary Rhodes, Secretary



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PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED  
04/16/2026**

<b>MARCH 2026</b>		<b>AMOUNT</b>	<b>PAGE(s)</b>
<b>MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:</b>	<b>MARCH</b>	<b>\$159,229.85</b>	<b>6.1 TO 6.5</b>
<b>MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:</b>	<del> </del>	<del> </del>	<del> </del>
<b>MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:</b>	<b>3/31/2026</b>	<b>N/A</b>	<b>1</b>



	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
<b>FRONT DESK</b>			
» Fines/Lost/Damaged	\$332.00		\$332.00
» Non Resident Cards	\$197.68		\$197.68
» Miscellaneous	\$662.51		\$662.51
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$1,121.25		\$1,121.25
» Miscellaneous	\$1,389.00		\$1,389.00
<b>DONATIONS/GIFTS</b>			\$0.00
» Restricted	\$232.50		\$232.50
» Annual Fundraising	\$76.01		\$76.01
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$818.45		\$818.45
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$3,077.94	\$2.04	\$3,079.98
<b>TOTAL REVENUES</b>	<b>\$7,907.34</b>	<b>\$2.04</b>	<b>\$7,909.38</b>
<b>EXPENDITURES</b>			
<b>PERSONNEL SERVICES</b>			
» Operational Salaries	\$80,259.28		\$80,259.28
» Employee Benefits	\$29,394.20		\$29,394.20
» Staff & Board Development	\$729.69		\$729.69
<b>CONTRACTUAL SERVICES</b>	\$14,605.76		\$14,605.76
<b>BUILDING MAINTENANCE</b>	\$726.00		\$726.00
<b>INSURANCE</b>	\$0.00		\$0.00
<b>UTILITIES</b>	\$2,959.21		\$2,959.21
<b>SUPPLIES</b>	\$2,496.06		\$2,496.06
<b>CAPITAL EXPENSES</b>	\$0.00		\$0.00
<b>MEDIA</b>	\$14,339.36		\$14,339.36
<b>REIMBURSEMENTS</b>	\$7,697.22		\$7,697.22
<b>SR PROJECTS</b>	\$6,023.07		\$6,023.07
<b>TOTAL EXPENDITURES</b>	<b>\$159,229.85</b>	<b>\$0.00</b>	<b>\$159,229.85</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	-\$151,322.51	\$2.04	-\$151,320.47
<b>OTHER FINANCING SOURCES (USES)</b>			
**Tansfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00	\$0.00	\$0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	-\$151,322.51	\$2.04	-\$151,320.47
<b>FUND BALANCES, BEGINNING OF MONTH</b>	\$1,383,749.31	\$3,182.71	\$1,386,932.02
<b>END OF MONTH</b>	<b>\$1,232,426.80</b>	<b>\$3,184.75</b>	<b>\$1,235,611.55</b>



**PALOS HEIGHTS  
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**GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE  
MONTH ENDING: MARCH 2026**

	BUDGETED AMOUNTS		Actual	Variance	Balance %
	Original	Final		With Final Budget	
<b>REVENUES</b>					
PROPERTY TAXES	\$2,034,093.53	\$2,034,093.53	\$1,764,811.97	\$269,281.56	86.76%
CORPORATE REPLACEMENT TAX	\$12,500.00	\$12,500.00	\$10,180.15	\$2,319.85	81.44%
<b>DIRECT REVENUES</b>					
<b>FRONT DESK</b>					
Fines/Lost/Damaged	\$2,000.00	\$2,000.00	\$798.30	\$1,201.70	39.92%
Cards - Non Resident Only	\$1,200.00	\$1,200.00	\$197.68	\$1,002.32	16.47%
Miscellaneous	\$4,000.00	\$4,000.00	\$1,525.28	\$2,474.72	38.13%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$13,000.00	\$13,000.00	\$5,448.35	\$7,551.65	41.91%
Miscellaneous	\$17,000.00	\$17,000.00	\$4,775.26	\$12,224.74	28.09%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,500.00	\$1,500.00	\$232.50	\$1,267.50	15.50%
Unrestricted	\$1,000.00	\$1,000.00	\$303.97	\$696.03	30.40%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>COPIER</b>	\$5,500.00	\$5,500.00	\$1,944.80	\$3,555.20	35.36%
<b>GRANTS</b>	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
<b>INTEREST</b>	\$30,050.00	\$30,050.00	\$7,722.83	\$22,327.17	25.70%
<b>TOTAL REVENUES</b>	<b>\$2,154,643.83</b>	<b>\$2,154,643.83</b>	<b>\$1,797,941.09</b>	<b>\$356,702.74</b>	<b>83.44%</b>
<b>PERSONNEL SERVICES</b>					
Operational Salaries	\$1,047,436.28	\$1,047,436.28	\$240,466.83	-\$806,969.45	-77.04%
Employee Benefits	\$368,490.77	\$368,490.77	\$88,040.97	-\$280,449.80	-76.11%
Staff & Board Development	\$12,000.00	\$12,000.00	\$3,614.48	-\$8,385.52	-69.88%
<b>CONTRACTUAL SERVICES</b>	\$192,638.27	\$192,638.27	\$53,398.23	-\$139,240.04	-72.28%
<b>BUILDING MAINTENANCE</b>	\$52,478.82	\$52,478.82	\$7,822.93	-\$44,655.89	-85.09%
<b>INSURANCE</b>	\$28,129.32	\$28,129.32	\$24,511.52	-\$3,617.80	-12.86%
<b>UTILITIES</b>	\$67,048.16	\$67,048.16	\$10,212.68	-\$56,835.48	-84.77%
<b>SUPPLIES</b>	\$25,600.00	\$25,600.00	\$5,422.14	-\$20,177.86	-78.82%
<b>CAPITAL EXPENSES</b>	\$141,721.91	\$141,721.91	\$0.00	-\$141,721.91	-100.00%
<b>MEDIA</b>	\$169,800.00	\$169,800.00	\$30,262.81	-\$139,537.19	-82.18%
<b>REIMBURSEMENTS</b>	\$49,300.30	\$49,300.30	\$266,421.03	\$217,120.73	440.40%
<b>SR PROJECTS</b>	\$288,732.00	\$288,732.00	\$7,228.80	-\$281,503.20	-97.50%
<b>TOTAL EXPENDITURES</b>	<b>\$2,443,375.83</b>	<b>\$2,443,375.83</b>	<b>\$737,402.42</b>	<b>-\$1,705,973.41</b>	<b>-69.82%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>-\$288,732.00</b>	<b>-\$288,732.00</b>	<b>\$1,060,538.67</b>	<b>-\$1,349,270.67</b>	
<b>OTHER FINANCING USES</b>					
Transfer In			\$25.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
<b>TOTAL OTHER FINANCING USES</b>			<b>\$25.00</b>		
<b>NET CHANGE IN FUND BALANCE</b>			<b>\$1,060,563.67</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$171,863.13		
<b>YTD MONTH ENDING</b>			<b>\$1,232,426.80</b>		



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

	BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>					
<b>OPERATIONAL SALARIES</b>					
4311 SALARIED EMPLOYEES	\$824,632.84	\$63,179.98	\$188,325.82	\$636,307.02	77.16%
4312 HOURLY EMPLOYEES	\$217,503.44	\$17,079.30	\$52,141.01	\$165,362.43	76.03%
4313 ADDITIONAL COMPENSATION	\$5,300.00	\$0.00	\$0.00	\$5,300.00	100.00%
<b>TOTAL OPERATIONAL SALARIES</b>	<b>\$1,047,436.28</b>	<b>\$80,259.28</b>	<b>\$240,466.83</b>	<b>\$806,969.45</b>	<b>77.04%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$86,917.74	\$6,597.16	\$19,673.62	\$67,244.12	77.37%
4332 SOCIAL SECURITY - FICA	\$79,723.43	\$6,076.24	\$18,204.95	\$61,518.48	77.16%
4333 INSURANCE	\$200,649.60	\$16,720.80	\$50,162.40	\$150,487.20	75.00%
4334 CLOTHING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$368,490.77</b>	<b>\$29,394.20</b>	<b>\$88,040.97</b>	<b>\$280,449.80</b>	<b>76.11%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,600.00	\$100.00	\$400.00	\$2,200.00	84.62%
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	\$328.93	\$2,389.98	\$3,610.02	60.17%
4355 SUPPORT STAFF	\$1,000.00	\$263.60	\$654.65	\$345.35	34.54%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$37.16	\$94.85	\$1,005.15	91.38%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$12,000.00</b>	<b>\$729.69</b>	<b>\$3,614.48</b>	<b>\$8,385.52</b>	<b>69.88%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,427,927.05</b>	<b>\$110,383.17</b>	<b>\$332,122.28</b>	<b>\$1,095,804.77</b>	<b>76.74%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$7,700.00	\$0.00	\$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	\$59.72	\$132.24	\$367.76	73.55%
4364 APPRAISAL	\$650.00	\$0.00	\$0.00	\$650.00	100.00%
4365 ACCOUNTANT	\$4,950.00	\$365.00	\$1,095.00	\$3,855.00	77.88%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$15,800.00</b>	<b>\$424.72</b>	<b>\$6,927.24</b>	<b>\$8,872.76</b>	<b>56.16%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$4,400.00	\$287.40	\$1,130.38	\$3,269.62	74.31%
4414 ALARM	\$3,300.00	\$744.00	\$1,734.00	\$1,566.00	47.45%
4416 MAINTENANCE	\$40,000.00	\$2,923.01	\$11,892.15	\$28,107.85	70.27%
4417 SWAN	\$29,000.00	\$7,009.75	\$14,019.50	\$14,980.50	51.66%
4418 TECHNOLOGY	\$42,000.00	\$0.00	\$4,720.00	\$37,280.00	88.76%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$118,700.00</b>	<b>\$10,964.16</b>	<b>\$33,496.03</b>	<b>\$85,203.97</b>	<b>71.78%</b>
<b>PRINTING</b>					
4424 NEWSLETTER PRINTING	\$20,138.27	\$0.00	\$3,196.55	\$16,941.72	84.13%
<b>TOTAL PRINTING</b>	<b>\$20,138.27</b>	<b>\$0.00</b>	<b>\$3,196.55</b>	<b>\$16,941.72</b>	<b>84.13%</b>
<b>PROGRAMMING</b>					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$655.61	\$2,913.85	\$8,086.15	73.51%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$1,243.50	\$5,458.40	\$8,541.60	61.01%
4454 GENERAL PROGRAMMING	\$10,000.00	\$1,072.57	\$1,160.96	\$8,839.04	88.39%
<b>TOTAL PROGRAMMING</b>	<b>\$35,000.00</b>	<b>\$2,971.68</b>	<b>\$9,533.21</b>	<b>\$25,466.79</b>	<b>72.76%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$245.20	\$245.20	\$2,754.80	91.83%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$245.20</b>	<b>\$245.20</b>	<b>\$2,754.80</b>	<b>91.83%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$192,638.27</b>	<b>\$14,605.76</b>	<b>\$53,398.23</b>	<b>\$139,240.04</b>	<b>72.28%</b>



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PUBLIC LIBRARY**

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

	BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>					
<b>REPAIRS &amp; MAINTENANCE</b>					
4431 PEST CONTROL	\$825.48	\$0.00	\$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	\$0.00	\$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	\$0.00	\$1,860.00	\$5,420.04	74.45%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$44,158.82</b>	<b>\$0.00</b>	<b>\$5,644.93</b>	<b>\$38,513.89</b>	<b>87.22%</b>
<b>EQUIPMENT MAINTENANCE</b>					
4531 COPIER	\$8,100.00	\$726.00	\$2,178.00	\$5,922.00	73.11%
4533 OTHER EQUIPMENT	\$220.00	\$0.00	\$0.00	\$220.00	100.00%
<b>TOTAL EQUIPMENT MAINTENANCE</b>	<b>\$8,320.00</b>	<b>\$726.00</b>	<b>\$2,178.00</b>	<b>\$6,142.00</b>	<b>73.82%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>	<b>\$52,478.82</b>	<b>\$726.00</b>	<b>\$7,822.93</b>	<b>\$44,655.89</b>	<b>85.09%</b>
<b>INSURANCE</b>					
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%
<b>GROUP TOTAL INSURANCE</b>	<b>\$28,129.32</b>	<b>\$0.00</b>	<b>\$24,511.52</b>	<b>\$3,617.80</b>	<b>12.86%</b>
<b>UTILITIES</b>					
4471 POWER	\$55,000.00	\$2,235.70	\$8,004.11	\$46,995.89	85.45%
4472 WATER	\$2,640.00	\$158.37	\$567.86	\$2,072.14	78.49%
4473 GAS	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4474 TELEPHONE/FAX	\$2,400.00	\$222.46	\$492.45	\$1,907.55	79.48%
4475 INTERNET/LOCAL AREA NET	\$5,708.16	\$342.68	\$1,148.26	\$4,559.90	79.88%
<b>GROUP TOTAL UTILITIES</b>	<b>\$67,048.16</b>	<b>\$2,959.21</b>	<b>\$10,212.68</b>	<b>\$56,835.48</b>	<b>84.77%</b>
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$57.35	\$57.35	\$942.65	94.27%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$93.07	\$298.48	\$1,701.52	85.08%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$314.47	\$878.29	\$2,321.71	72.55%
4515 TECHNICAL SERVICES SUPPLIES	\$3,000.00	\$562.86	\$830.41	\$2,169.59	72.32%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$235.53	\$307.95	\$2,742.05	89.90%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$299.99	\$299.99	\$900.01	75.00%
<b>TOTAL OFFICE SUPPLIES</b>	<b>\$13,950.00</b>	<b>\$1,563.27</b>	<b>\$2,672.47</b>	<b>\$11,277.53</b>	<b>80.84%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,600.00	\$880.14	\$1,784.27	\$3,815.73	68.14%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>	<b>\$5,600.00</b>	<b>\$880.14</b>	<b>\$1,784.27</b>	<b>\$3,815.73</b>	<b>68.14%</b>
<b>MAILING EXPENSES &amp; FEES</b>					
4551 POSTAGE & HANDLING	\$650.00	\$52.65	\$65.40	\$584.60	89.94%
4553 BULK FEES & PERMITS	\$5,400.00	\$0.00	\$900.00	\$4,500.00	83.33%
<b>TOTAL OFFICE EXPENSE</b>	<b>\$6,050.00</b>	<b>\$52.65</b>	<b>\$965.40</b>	<b>\$5,084.60</b>	<b>84.04%</b>
<b>GROUP TOTAL SUPPLIES</b>	<b>\$25,600.00</b>	<b>\$2,496.06</b>	<b>\$5,422.14</b>	<b>\$20,177.86</b>	<b>78.82%</b>
<b>CAPITAL EXPENSES</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$141,721.91	\$0.00	\$0.00	\$141,721.91	100.00%
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$141,721.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$141,721.91</b>	<b>100.00%</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

	<b>BUDGET 2026</b>	<b>CURRENT MONTH</b>	<b>EXPENDITURES Y.T.D.</b>	<b>REMAINING BALANCE</b>	<b>PERCENTAGE REMAINING</b>
4710A DATABASES - Adult	\$25,000.00	\$0.00	\$5,291.79	\$19,708.21	78.83%
4710B DATABASES -Youth	\$4,700.00	\$1,100.00	\$1,100.00	\$3,600.00	76.60%
4711 PERIODICALS	\$11,000.00	\$179.40	\$179.40	\$10,820.60	98.37%
4714 LARGE PRINT	\$5,750.00	\$656.21	\$760.23	\$4,989.77	86.78%
4715 BOOKS - Adult	\$31,000.00	\$2,709.61	\$2,877.19	\$28,122.81	90.72%
4715B FOREIGN LANGUAGE ADULT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4716 BOOKS - Youth	\$33,500.00	\$3,965.36	\$3,965.36	\$29,534.64	88.16%
4717 VIDEOS - Adult	\$4,300.00	\$490.56	\$513.51	\$3,786.49	88.06%
4718 VIDEOS - Youth	\$1,100.00	\$0.00	\$0.00	\$1,100.00	100.00%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,300.00	\$210.92	\$302.88	\$1,997.12	86.83%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$4,050.00	\$0.00	\$0.00	\$4,050.00	100.00%
4721 SOFTWARE	\$10,500.00	\$2,937.74	\$5,363.24	\$5,136.76	48.92%
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	\$77.16	\$93.15	\$906.85	90.69%
4725A E-BOOKS - Adult	\$13,000.00	\$1,030.82	\$4,838.15	\$8,161.85	62.78%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$981.58	\$4,977.91	\$9,022.09	64.44%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
<b>GROUP TOTAL MEDIA</b>	<b>\$169,800.00</b>	<b>\$14,339.36</b>	<b>\$30,262.81</b>	<b>\$139,537.19</b>	<b>82.18%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>					
4900 MISCELLANEOUS	\$17,000.00	\$2,096.76	\$254,874.76	-\$237,874.76	-1399.26%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,160.00	\$8,640.00	\$9,160.30	51.46%
4904 FRIENDS - BOOK SALES	\$13,000.00	\$1,233.37	\$2,699.18	\$10,300.82	79.24%
4906a RESTRICTED DONATIONS	\$1,500.00	\$207.09	\$207.09	\$1,292.91	86.19%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>	<b>\$49,300.30</b>	<b>\$7,697.22</b>	<b>\$266,421.03</b>	<b>-\$217,120.73</b>	<b>-440.40%</b>
<b>SPECIAL RESERVE PROJECTS</b>					
7001 SPECIAL RESERVE - PROJECTS	\$288,732.00	\$6,023.07	\$7,228.80	\$281,503.20	97.50%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>	<b>\$288,732.00</b>	<b>\$6,023.07</b>	<b>\$7,228.80</b>	<b>\$281,503.20</b>	<b>97.50%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,443,375.83</b>	<b>\$159,229.85</b>	<b>\$737,402.42</b>	<b>\$1,705,973.41</b>	<b>69.82%</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount	
<b>Adducci Vega Financial Group, LLC</b>					
03/13/2026	Check	6339	02 February 2026 Invoice 202068735	4365 Accountant	\$365.00
<b>Total for Adducci Vega Financial Group, LLC</b>					<b>\$365.00</b>
<b>Amazon</b>					
03/02/2026	Expense	AMAZON PORTAL	1KYH-T3RT-DFTM Supplies	4511 Public Services - Supplies	\$6.99
03/02/2026	Expense	AMAZON PORTAL	1RVX-MPTL-DLMC Coffee cups (500)	4519 Hospitality - Supplies	\$79.99
03/02/2026	Expense	AMAZON PORTAL	1Y63-Q4P9-C7TF Supplies	4514 Business Office - Supplies	\$33.99
03/02/2026	Expense	AMAZON PORTAL	19RQ-3NJG-RKDX Hand sanitizer (3)	4541 Maintenance/Cleaning Supplies	\$22.64
03/04/2026	Expense	AMAZON PORTAL	1FXY-TK9F-JYCM Spring	4451 Youth & Teen Programming	\$41.79
03/04/2026	Expense	AMAZON PORTAL	17YK-T7FW-DG9P PO 1878 Full metal Vol 3	4715 Books - Adult	\$8.48
03/04/2026	Expense	AMAZON PORTAL	1XJT-WHDT-6PG6 Shopping Cart for in house use	7001 Special Reserves Projects	\$97.84
03/04/2026	Expense	AMAZON PORTAL	13YX-7YFR-G4R1 wipes (16) Spray way (12)	4541 Maintenance/Cleaning Supplies	\$130.76
03/04/2026	Expense	AMAZON PORTAL	1NYN-39L1-961V The Marian	4717 Videos - Adult	\$14.46
03/10/2026	Expense	AMAZON PORTAL	1GKT-3D33-M4TG Supplies	4514 Business Office - Supplies	\$25.92
03/11/2026	Expense	AMAZON PORTAL	1R3F-4J93-6GXC Supplies	4516 Circulation - Supplies	\$28.83
03/16/2026	Expense	AMAZON PORTAL	1Q7C-VJYP-9YNC COFFEE, TEA, NAPKINS	4519 Hospitality - Supplies	\$220.00
03/16/2026	Expense	AMAZON PORTAL	1F94-QC4V-LR6F MARCH SUPPLIES	4512 Youth & Teen - Supplies	\$93.07
03/16/2026	Expense	AMAZON PORTAL	1GV4-6WR4+M7WX BOX O RAGS (8)	4541 Maintenance/Cleaning Supplies	\$112.49
03/16/2026	Expense	AMAZON PORTAL	11RL-C6R9-MDNR TOILET PAPER	4541 Maintenance/Cleaning Supplies	\$59.98
03/16/2026	Expense	AMAZON PORTAL	11RL-C6R9-MDNR MULTI FOLD TOWELS (1)	4541 Maintenance/Cleaning Supplies	\$39.97
03/16/2026	Expense	AMAZON PORAL	14CH-FXPJ-9QKH Bubble Mailers	4511 Public Services - Supplies	\$39.41
03/16/2026	Expense	AMAZON PORTAL	1CHG-7VVF-KLML Baby changing liners	4541 Maintenance/Cleaning Supplies	\$41.91
03/18/2026	Expense	AMAZON PORTAL	1RNG-CMY7-YPKQ TOILET PAPER	4541 Maintenance/Cleaning Supplies	\$55.58
03/18/2026	Expense	AMAZON PORTAL	1YQ4-PW6R-RDP3 GORILLA CLEAR GLUE	4541 Maintenance/Cleaning Supplies	\$7.84
03/18/2026	Expense	AMAZON PORTAL	1LH6-3M43-XLXQ SUPER GLUE	4541 Maintenance/Cleaning Supplies	\$8.98
03/18/2026	Expense	AMAZON PORTAL	1DQY-X331-3GRD FAB LAB	4904 Reimb. - Friends Book Sales	\$53.37
03/23/2026	Expense	AMAZON PORTAL	1NK7-MLVC-VDQ1 DVD Sinners	4717 Videos - Adult	\$12.86
03/25/2026	Expense	AMAZON PORTAL	14NJ-HXP1-WWHL	4717 Videos - Adult	\$58.72
03/25/2026	Expense	AMAZON PORTAL	14CK-LCCP-FMMX	4514 Business Office - Supplies	\$50.51
03/25/2026	Expense	AMAZON PORTAL	1Q34-H3GF-YF4Q	4516 Circulation - Supplies	\$72.36
03/27/2026	Expense	AMAZON PORTAL	1PY6-1HHP-M36V	4541 Maintenance/Cleaning Supplies	\$37.97
03/27/2026	Expense	AMAZON PORTAL	11RF-363V-P4R1 DONATION BOOKS	4906a Reimb. - Restricted Donations	\$191.15
03/27/2026	Expense	AMAZON PORTAL	1PRV-D49W-L9C7 - REPLACEMENT BOOK	4906a Reimb. - Restricted Donations	\$15.94
03/30/2026	Expense	AMAZON PORTAL	114TL-FVQR-JWGK (SRP BABIES)	4451 Youth & Teen Programming	\$207.84
03/30/2026	Expense	AMAZON PORTAL	1RRG-MQKM-M64D Circ Supplies	4516 Circulation - Supplies	\$45.89
03/30/2026	Expense	AMAZON PORTAL	1JRG-9TJQ-MXQ9 NLW	4454 General Programming	\$23.48
03/30/2026	Expense	AMAZON PORTAL	1CLQ-PLLC-9NP9 MULTI FOLD TOWELS (2)	4541 Maintenance/Cleaning Supplies	\$75.94
03/30/2026	Expense	AMAZON PORTAL	1H1C-NW16-MMNY PS SUPPLIES	4511 Public Services - Supplies	\$10.95
<b>Total for Amazon</b>					<b>\$2,027.90</b>
<b>At&amp;T - Fiber Line</b>					
03/25/2026	Check	6349	Invoice 6737083111	4475 Internet	\$342.68
<b>Total for At&amp;T - Fiber Line</b>					<b>\$342.68</b>
<b>Building Technology Consultants, Inc.</b>					
03/06/2026	Check	6334	Invoice 14344 Pre Construction 25%	7001 Special Reserves Projects	\$825.00
03/06/2026	Check	6334	Invoice 14417 Pre Construction 50%	7001 Special Reserves Projects	\$1,375.00
03/06/2026	Check	6334	Invoice 14344 Reimbursable Expense	7001 Special Reserves Projects	\$150.00
<b>Total for Building Technology Consultants, Inc.</b>					<b>\$2,350.00</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount	
Charles N. Billington					
03/30/2026	Check	23191	4.30.26 When the White Sox were really Good	4452 Public Services Programming	\$200.00
<b>Total for Charles N. Billington</b>				<b>\$200.00</b>	
City Of Palos Heights IMRF					
03/30/2026	Check	23193	03 March Payment	4331 IMRF Ill. Muni. Ret. Fund	\$6,597.16
03/30/2026	Journal Entry	133	4.5%	4311 Salaried Employees	\$2,583.84
03/30/2026	Journal Entry	133	4.5%	4312 Hourly Employees	\$439.32
03/30/2026	Journal Entry	134	VIMRF	4311 Salaried Employees	\$1,488.94
<b>Total for City Of Palos Heights IMRF</b>				<b>\$11,109.26</b>	
City of Palos Hts - Miscellaneous					
03/30/2026	Check	23192	Concert in the Park	4454 General Programming	\$1,000.00
<b>Total for City of Palos Hts - Miscellaneous</b>				<b>\$1,000.00</b>	
City of Palos Hts. - Water Bill					
03/20/2026	Check	6342	Monthly bill	4472 Water	\$158.37
<b>Total for City of Palos Hts. - Water Bill</b>				<b>\$158.37</b>	
ComEd					
03/10/2026	Check	6336	Billing through 3.4.26	4471 Power	\$2,235.70
<b>Total for ComEd</b>				<b>\$2,235.70</b>	
Cosmopolitan Building Services					
03/09/2026	Check	6335	03 Mar 26 Janitorial Services Invoice 6658	4416 Maintenance	\$2,722.50
<b>Total for Cosmopolitan Building Services</b>				<b>\$2,722.50</b>	
Demco					
03/04/2026	Check	6331	Invoice 7771382	4515 Technical Services - Supplies	\$562.86
<b>Total for Demco</b>				<b>\$562.86</b>	
DEO Consulting					
03/27/2026	Check	6350	SR Kickoff Balloon Entertainer	4904 Reimb. - Friends Book Sales	\$645.00
<b>Total for DEO Consulting</b>				<b>\$645.00</b>	
Education Station LLC					
03/17/2026	Check	6343	Education Station Renewal 4.15.26 to 4.14.27	4710b Databases (Youth)	\$250.00
<b>Total for Education Station LLC</b>				<b>\$250.00</b>	
Hugo Colin					
03/13/2026	Check	6340	Replacement check for CK23157 written 12.01.25	4900 Miscellaneous - Reimbursements	\$525.00
<b>Total for Hugo Colin</b>				<b>\$525.00</b>	
Illinois Library Association					
03/19/2026	Check	6345	M. Klasen Membership	4351 Membership Fees	\$100.00
<b>Total for Illinois Library Association</b>				<b>\$100.00</b>	
Independent Construction Services					
03/13/2026	Check	6338	Invoice 1721 Contract Processing	7001 Special Reserves Projects	\$543.75
<b>Total for Independent Construction Services</b>				<b>\$543.75</b>	
Ingram					
03/04/2026	Check	6333	02 Feb 26	4714 Large Print Books	\$656.21
03/04/2026	Check	6333	02 Feb 26	4715 Books - Adult	\$2,722.01
03/04/2026	Check	6333	02 Feb 26	4716 Books - Youth	\$3,977.75
03/04/2026	Check	6333	02 Feb 26	4716 Books - Youth	-\$12.39
03/04/2026	Check	6333	02 Feb 26	4715 Books - Adult	-\$20.88
<b>Total for Ingram</b>				<b>\$7,322.70</b>	
LEAF (Copier Lease)					
03/02/2026	Expense	ACH LEAF	Copier Lease payment 5	4531 Copier	\$726.00
<b>Total for LEAF (Copier Lease)</b>				<b>\$726.00</b>	



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
<b>LIMRICC-Employees</b>				
03/06/2026	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements \$1,389.00
03/06/2026	Journal Entry	132	Employee Paid Benefits	4311 Salaried Employees \$831.19
03/06/2026	Expense	ACH LIM	03 MAR 26	4333 Insurance \$16,720.80
<b>Total for LIMRICC-Employees</b>				<b>\$18,940.99</b>
<b>Mary Beth Sexton</b>				
03/17/2026	Check	6344	Card making class supplies	4452 Public Services Programming \$164.00
<b>Total for Mary Beth Sexton</b>				<b>\$164.00</b>
<b>Meescan, Inc</b>				
03/04/2026	Check	23186	INV-R 2601560 Renewal Tier 2	4721 Software \$2,622.00
<b>Total for Meescan, Inc</b>				<b>\$2,622.00</b>
<b>Midwest Tape - 19730</b>				
03/04/2026	Check	6332	02 Feb 26	4719 Audiobooks - Adult \$210.92
03/04/2026	Check	6332	02 Feb 26	4717 Videos - Adult \$404.52
<b>Total for Midwest Tape - 19730</b>				<b>\$615.44</b>
<b>Old National Bank - MasterCard</b>				
03/04/2026	Expense	MasterCard	InService Food	4355 Support Staff \$263.60
03/04/2026	Expense	MasterCard	InService Food	4354 Professional Staff \$263.60
03/04/2026	Expense	MasterCard	Mayor luncheon (3) Staff	4354 Professional Staff \$36.00
03/04/2026	Expense	MasterCard	ATLAS Muppet	4354 Professional Staff \$23.18
03/04/2026	Expense	MasterCard	C2E2	4354 Professional Staff \$6.15
03/04/2026	Expense	MasterCard	Google Fi/Sip	4474 Telephone/FAX \$131.14
03/04/2026	Expense	MasterCard	OCLC	4551 Postage & Handling \$52.65
03/04/2026	Expense	MasterCard	Duo	4721 Software \$120.00
03/04/2026	Expense	MasterCard	BookSale Jimmy Johns	4900 Miscellaneous - Reimbursements \$128.26
03/04/2026	Expense	MasterCard	Tumblebooks	4710b Databases (Youth) \$850.00
03/04/2026	Expense	MasterCard	Door keys 6	7001 Special Reserves Projects \$120.00
03/04/2026	Expense	MasterCard	Cricut design space annual fee	4721 Software \$119.88
03/04/2026	Expense	MasterCard	Creative Bug annual fee	4721 Software \$75.86
03/04/2026	Expense	MasterCard	Daily Southtown 26 weeks	4711 Periodicals \$179.40
03/04/2026	Expense	MasterCard	Multifold towels/clean smart	4541 Maintenance/Cleaning Supplies \$80.12
03/04/2026	Expense	MasterCard	Circ Supplies	4516 Circulation - Supplies \$88.45
03/04/2026	Expense	MasterCard	Poster printer ink	4514 Business Office - Supplies \$204.05
03/04/2026	Expense	MasterCard	Movie license Bullfrog split lake katherine	4452 Public Services Programming \$54.50
03/04/2026	Expense	MasterCard	Movie license Bullfrog - split lake katherine	4900A REIMBURSEMENTS \$54.50
03/04/2026	Expense	MasterCard	Background check	4363 Consultant Fees \$59.72
03/04/2026	Expense	MasterCard	Mobile Media Lab Griffin Museum of Science	4451 Youth & Teen Programming \$380.00
03/04/2026	Expense	MasterCard	Disney Plus/Spotify	4451 Youth & Teen Programming \$25.98
03/04/2026	Expense	MasterCard	Get well flowers S. Snow	4461 Public Relations \$125.13
03/04/2026	Expense	MasterCard	Facebook boost booksale	4461 Public Relations \$10.07
<b>Total for Old National Bank - MasterCard</b>				<b>\$3,452.24</b>
<b>Otis Elevator</b>				
03/17/2026	Expense	OTIS PORTAL	Invoice 10042263269	4416 Maintenance \$200.51
<b>Total for Otis Elevator</b>				<b>\$200.51</b>
<b>OverDrive, Inc.</b>				
03/23/2026	Check	6347	01658CO26076730	4725B E-Audiobooks - Adult \$981.58
03/23/2026	Check	6347	01658CO26076728	4725A E-Books - Adult \$1,030.82
<b>Total for OverDrive, Inc.</b>				<b>\$2,012.40</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount	
<b>Pack, William</b>					
03/30/2026	Check	23190	4.28.26 The Mind Readers	4452 Public Services Programming	\$325.00
<b>Total for Pack, William</b>				<b>\$325.00</b>	
<b>Palos Heights Woman's Club</b>					
03/17/2026	Check	23187	Dues Beth Stevens	4461 Public Relations	\$55.00
03/17/2026	Check	23187	Dues Lyndsey Caliendo	4461 Public Relations	\$55.00
<b>Total for Palos Heights Woman's Club</b>				<b>\$110.00</b>	
<b>Paylocity Payroll Billing</b>					
03/30/2026	Expense	PAYLOCITY	Check date 3.2.26	4412 Payroll Services	\$81.67
03/30/2026	Expense	PAYLOCITY	Check date 3.20.26	4412 Payroll Services	\$183.73
03/30/2026	Expense	PAYLOCITY	Annual Fee year end	4412 Payroll Services	\$22.00
<b>Total for Paylocity Payroll Billing</b>				<b>\$287.40</b>	
<b>Paylocity Payroll Net</b>					
03/06/2026	Expense	PAYLOCITY	Check date 03.06.26	4311 Salaried Employees	\$22,189.54
03/06/2026	Expense	PAYLOCITY	Check date 03.06.26	4312 Hourly Employees	\$6,985.52
03/06/2026	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement	\$11.49
03/20/2026	Expense	PAYLOCITY	Check date 03.20.26	4311 Salaried Employees	\$22,820.20
03/20/2026	Expense	PAYLOCITY	Check date 03.20.26	4312 Hourly Employees	\$6,991.12
03/20/2026	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement	\$15.95
03/20/2026	Expense	PAYLOCITY	CD South Holland PL	4356 Mileage Reimbursement	\$9.72
03/20/2026	Expense	PAYLOCITY	Spirit Committee Pi Day	4454 General Programming	\$27.50
03/20/2026	Expense	PAYLOCITY	Bubble Wands Parade	4454 General Programming	\$21.59
03/20/2026	Expense	PAYLOCITY	Giant KerPlunk	4724 Gadgets & Gizmos	\$77.16
<b>Total for Paylocity Payroll Net</b>				<b>\$59,149.79</b>	
<b>Paylocity Payroll Taxes</b>					
03/06/2026	Expense	PAYLOCITY	Check date 03.06.26	4311 Salaried Employees	\$6,532.87
03/06/2026	Expense	PAYLOCITY	Check date 03.06.26	4332 FICA Social Security	\$3,006.36
03/06/2026	Expense	PAYLOCITY	Check date 03.06.26	4312 Hourly Employees	\$1,334.95
03/20/2026	Expense	PAYLOCITY	Check date 03.20.26	4311 Salaried Employees	\$6,733.40
03/20/2026	Expense	PAYLOCITY	Check date 03.20.26	4332 FICA Social Security	\$3,069.88
03/20/2026	Expense	PAYLOCITY	Check date 03.20.26	4312 Hourly Employees	\$1,328.39
<b>Total for Paylocity Payroll Taxes</b>				<b>\$22,005.85</b>	
<b>Peerless Network, Inc</b>					
03/16/2026	Check	6341	Invoice 92887	4474 Telephone/FAX	\$91.32
<b>Total for Peerless Network, Inc</b>				<b>\$91.32</b>	
<b>Precious One Designs</b>					
03/30/2026	Check	23188	4.7.26 Jewelry upcycled	4452 Public Services Programming	\$200.00
<b>Total for Precious One Designs</b>				<b>\$200.00</b>	
<b>Quality Alarm System, Inc.</b>					
03/10/2026	Check	6337	Invoice 162241 April - June 2026 Alarm Service	4414 Alarm	\$744.00
<b>Total for Quality Alarm System, Inc.</b>				<b>\$744.00</b>	
<b>Record -A-Hit-Entertainment</b>					
03/23/2026	Check	6348	5.30.26 Obstacle Course Inflatable	4904 Reimb. - Friends Book Sales	\$535.00
<b>Total for Record -A-Hit-Entertainment</b>				<b>\$535.00</b>	
<b>Stanley Access Tech LLC</b>					
03/19/2026	Check	6346	Exterior & Interior bottom latch replacement	7001 Special Reserves Projects	\$2,911.48
<b>Total for Stanley Access Tech LLC</b>				<b>\$2,911.48</b>	
<b>SWAN</b>					
03/16/2026	Expense	ACH SWAN	Invoice 12545 SWAN Fees April-June 2026	4417 SWAN/OCLC	\$7,009.75
<b>Total for SWAN</b>				<b>\$7,009.75</b>	



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount	
Truty, Marcin					
03/02/2026	Expense	ACH Marcin	02 FEB IT SERVICES 26-02	4902 Grants	\$4,160.00
<b>Total for Truty, Marcin</b>				<b>\$4,160.00</b>	
Warehouse Direct					
03/27/2026	Check	6351	Small Liners (2)	4541 Maintenance/Cleaning Supplies	\$64.42
03/27/2026	Check	6351	Large Liners (3)	4541 Maintenance/Cleaning Supplies	\$141.54
<b>Total for Warehouse Direct</b>				<b>\$205.96</b>	
Wenstrup, Gary					
03/30/2026	Check	23189	4.9.26 History of the Rolling Stones	4452 Public Services Programming	\$300.00
<b>Total for Wenstrup, Gary</b>				<b>\$300.00</b>	
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>				<b>\$159,229.85</b>	



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES  
BY FINANCIAL INSTITUTION  
March 31, 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	\$43,431.06	\$1,338,934.20	\$1,184.05	\$200.00	\$572.09	\$2,610.62	\$1,386,932.02
WITHDRAWALS	(\$159,229.85)						(\$159,229.85)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$28.00						\$4,829.40
	\$1,389.00						
	\$200.00						
	\$351.10						
	\$443.35						
	\$194.25						
	\$305.45						
	\$971.79						
	\$451.55						
	\$494.91						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.86	\$3,073.32	\$3.76	N/A	N/A	\$2.04	\$3,079.98
ENDING BALANCE	\$59,031.47	\$1,172,007.52	\$1,187.81	\$200.00	\$572.09	\$2,612.66	\$1,235,611.55
TOTALS	\$1,232,426.80 GENERAL FUND				\$3,184.75 SPECIAL RESERVES FUND		\$1,235,611.55 TOTAL FUND BALANCE
INTEREST RATES	0.02%	2.850%	3.782%	N/A	N/A	0.920%	

TOTAL FUND BALANCE MONTH ENDING: MARCH, 2026

\$1,235,611.55



# DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting  
April 16, 2026

## Library News

### Budget Update

The County has yet to release any reports on the Tax Year 2024 distributions made in January or on its distributions of the Tax Year 2025 collections made earlier this year. The TY25 distributions have been coming out to various agencies, and we haven't received any of those funds. This tells me that the County is aware of our previous overage and is withholding our TY25 distributions to compensate. I've reached out to a few contacts at the Treasurer's Office to see if there's an accounting that could be had for TY24 and TY25 distributions. My concern is that they don't actually have any such accounting and aren't aware that we should still receive about \$250,000 from the current TY25 collections. I have been unable to get a response as of yet but will keep trying. The City's Finance Director is equally in the dark at this point.

As for the interest on the January overage, my current count is that it accrued another \$2,138.80 of interest in March bringing the total interest accumulation to \$4,677.64. However, I believe it is moot at this point considering the current withholding of TY25 distributions. It's frustrating not to have any reports to reconcile distributions with, but I believe we are even with the County at this point and should have some more money coming in the next few weeks.

### Building Envelope Project

Construction was scheduled to begin on our building leak repair on Monday, April 6<sup>th</sup>. The City was a bit slow issuing the permit, which wasn't received until Wednesday the 8<sup>th</sup>. Our contractor did some staging work but opted not to begin demo as there was rain in the forecast for Thursday and Friday, the 9<sup>th</sup> and the 10<sup>th</sup>. So work is expected to begin in earnest on Monday the 13<sup>th</sup>. Other than that, there have been no surprises in the final stages of the planning phase of the project. All that's left is to do the work.

### Lighting project(s)

As those of you who have been around for a while know, we have had some issues with our lighting over the years. In 2018, we retrofitted most of our lighting with what were then the newer LED bulbs. It was a fairly successful project in that it allowed us to keep and hopefully extend the life of our existing light fixtures. The weakness in this plan is that those fixtures still rely on old-fashioned electrical ballasts to supply power to the bulbs. Since 2018, many of those ballasts have worn out and had to be replaced. At this point, finding those old-fashioned ballasts is getting more and more difficult and expensive. So we talked to our electrician about our options, and there now exist LED bulbs with integrated ballasts.

These would also allow us to keep our existing fixtures and would simply require removing the old ballasts entirely and directly wiring the bulbs. That sounds great, but we have something like 500 bulbs in the building that would require rewiring and replacing. The total cost for that is a little over \$35,000.

BUT this kind of work, retrofitting our old fixtures to work with the latest energy efficient bulbs, is eligible for ComEd's energy rebate program. Our electrician put together a proposal with ComEd that would bring the total cost of this work down to \$4,152. I have signed that proposal, and the electricians will begin this work as soon as ComEd gives their final sign-off on the project, probably some time in May.

The one wrinkle in this proposal is that they weren't able to find a way to retrofit the parking lot light fixtures. There's no way to rewire the existing lampposts to work with some kind of all-in-one LED bulb/ballast, the way they can for the indoor lights. As I understand it, the wattage and lumens required for parking lot lights is too high to be cost effective for manufacturing standalone LED bulbs for this purpose. Modern LED parking lot lighting has non-replaceable bulbs that are built into the fixture. Because the bulbs are built to last so long, typically coming with a 10-year warranty and 50,000-hour average lifespan, you just replace the fixture instead of the bulb if the bulb ever goes out.

Separate from the above lighting project, an issue has come up with the new can lights that were installed as part of the YTS renovation in 2022. Almost every single one of the 20 or so new can lights are no longer working. When our electrician looked at it, they discovered that there was a deficiency in the design of these bulbs such that the wire melted causing the bulb to fail. Terry did some tremendous leg work to find out that these bulbs are still under warranty, and the manufacturer is sending us replacements. We plan to have our electrician install these new bulbs when they perform the other lighting work.

#### Other News

In other news, I accompanied the Mayor and leaders from various City departments on a tour of Trinity Christian College. The mayor is thinking ahead to how the City might handle the property if it needs to take it over in the event that no sale is forthcoming. He wanted us to see the property and try to get a sense of what role various departments might be able to play in making good use of the property, in that remote eventuality. I'm not sure I see a role for the library, but I want to be supportive of the Mayor regarding this stressful issue.

The FY2025 audit is moving along smoothly. First drafts of all reports are complete. As always, we are awaiting the release of the IMRF figures, which constitute a sizeable portion of our annual report. Once that has been received, we will be able to move toward final approval.

Planning for our Summer Reading Kickoff Party is going great! We have another exciting event lined up. This year's event will take place on Saturday, May 30<sup>th</sup> from 10am until 2pm. The library will be closed for business that day as we host games, R/C cars, an obstacle course, food trucks, and more. It's going to be an exciting day!

## Upcoming Events

- Thursday, April 16<sup>th</sup> – Building & Grounds Committee Meeting, 5:30pm
- Thursday, April 16<sup>th</sup> – Regular Board Meeting, 6:30pm
- Thursday, May 21<sup>st</sup> – Committee Meeting, 5:30pm
- Thursday, May 21<sup>st</sup> – Regular Board Meeting, 6:30pm

## Agenda Items

### Item 1: Amend Leaves of Absence Policy

This issue was brought to me by staff. Our current Leaves of Absence Policy grants two days of paid time off for full-time employees in the event of the death of an immediate family member. The current policy explicitly excludes part-time employees, which staff feels is a bit harsh. The proposal is to also extend this benefit to part-time employees. I propose using the same standard that we use in calculating personal time for part-time employees, i.e. two-fifths of the employee's average weekly hours. This would be the equivalent of two days off.

There are no other proposed changes to this policy.

**Recommendation:** I recommend that you approve the amendment Leaves of Absence Policy.

### Item 2: Rescind Board Privileges Policy

In reviewing our policy binder, the Board Privileges Policy stands out as unusual. It extends special privileges to Trustees that are vague and possibly unethical. I'm not sure what "extending privileges" is supposed to mean. "Waiving fines" is no longer relevant. And "use of the copy machine" is already available to everyone. To the extent that this policy is intended to provide services to the personal benefit of Trustees above and beyond what is available to the general public, I believe such personal benefits to be unethical. To the extent that such services are needed in the course of performing duties as a Trustee, those are granted as a matter of course. I propose that this policy just be rescinded in its entirety, as I don't see any value in having it and the optics are undesirable.

**Recommendation:** I recommend rescinding the Board Privileges Policy.

Respectfully submitted,  
Jesse Blazek  
Library Director



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## MARCH 2026

### At the Desk:

15 online library cards were issued to residents.

25 directional questions were answered by the Circulation staff.

7 patrons used Curveside pickup.

### Department Highlights:

Karen M. decorated the department for spring

Dora completed LIC training.

Circ in conjunction with the PHWC put up a board for patrons to share the names of women who made a difference in their lives. We received some wonderful responses & patrons seemed to enjoy it.

Dora & Beth finished updating the Simply Circ binder and are now working on the library card binder.

Beth & Dora attended a poker event at the Palos Senior Center to promote the library and offer library cards to residents

Dora, Mickey & Beth participated in vacation video for social media

Dora & Joyce participated in the Easter video for social media

Beth lead Lunch Bunch Book Discussion of *Angelica: For Love of Country in a Time of Revolution* by Molly Beer attended by 10 people.

Beth worked on a library history display for the display case

Beth & Dora worked on the Summer Reading Kickoff party.

### Meetings:

3/9- Summer Reading Kickoff meeting

3/10- Attended the PHWC meeting and presented the Library & Education committee's monthly report

3/23- One on One with Jesse

## Continuing Education:

BLUEcloud Analytics Overview-<https://swanlibraries.net/training/86626>

Defusing Conflict in the Library- <https://www.youtube.com/watch?v=UPb2XA9Kxr8>

Respectfully submitted,

Beth Stevens

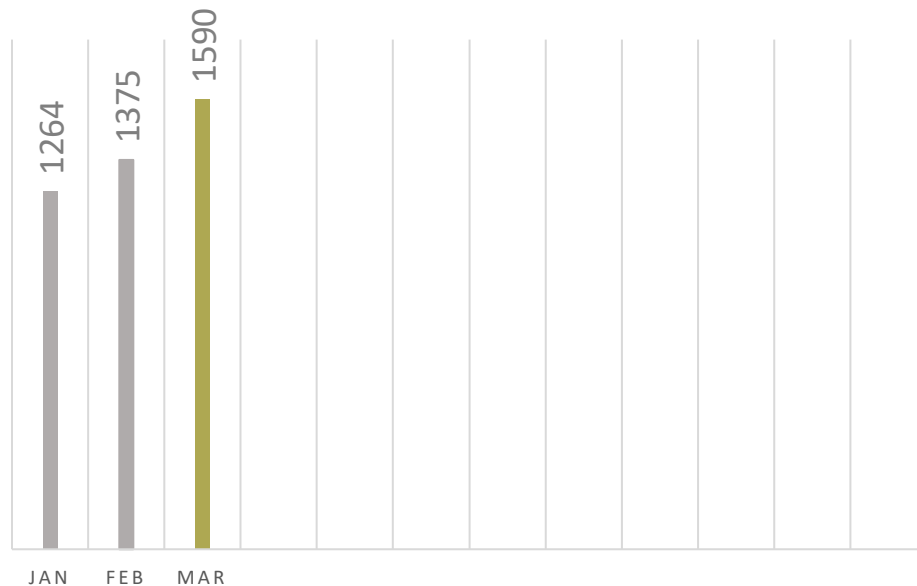
Head of Circulation

## CIRCULATION STATISTICS FOR MARCH 2026

	Mar-26	YTD 26	Mar-25	YTD 25	
<b>Adult Circulation</b>					
Books	3,454	9,735	3,474	10,178	
Video	405	1,068	475	1,396	
Audio	154	754	148	474	
Periodicals	135	498	153	461	
Other Formats	13	30	14	43	
In House	127	404	90	214	
<b>Total Adult Circulation</b>	<b>4,288</b>	<b>12,489</b>	<b>4,354</b>	<b>12,766</b>	
<b>Youth Circulation</b>					
Books	4,073	11,956	4,847	12,835	
Audio	31	114	69	166	
<b>Teen Circulation</b>					
Books	238	437	354	838	
Audio	5	10	4	7	
<b>Youth &amp; Teen Circulation</b>					
Video	218	560	124	261	
Periodicals	21	43	35	39	
Other Formats	63	218	168	246	
In House Use	809	2,379	1,080	2,892	
<b>Total Youth &amp; Teen Circulation</b>	<b>5,458</b>	<b>15,717</b>	<b>6,681</b>	<b>17,284</b>	
<b>Gadgets &amp; Gizmos</b>	<b>12</b>	<b>22</b>	<b>7</b>	<b>14</b>	
<b>Electronic Circulation</b>					
eBooks (Media On Demand)	1,264	3,626	1,210	3,507	
eAudio (Media On Demand)	1,078	3,092	949	2,649	
eBooks (Palace Project)	54	183	75	269	
eAudio (Palace Project)	27	71	57	190	
Kanopy (Visits)	832	2,853	-	-	
Kanopy (Plays)	153	479	-	-	
Periodicals (Overdrive)	374	1,022	410	1,011	
Periodicals (PressReader)	-	-	-	62	
Chicago Tribune Website (Views)	361	1,052	-	-	
Chicago Tribune E-Edition (Views)	9,090	12,694	-	-	
<b>Total Electronic Circulation</b>	<b>13,233</b>	<b>25,072</b>	<b>2,701</b>	<b>7,688</b>	
<b>TOTAL CIRCULATION</b>	<b>22,991</b>	<b>53,300</b>	<b>13,743</b>	<b>37,752</b>	
ILL - Received	1,278	3,630	1,112	4,028	
ILL - Sent	1,157	3,719	945	3,164	
Reciprocal Borrowing	1,474	3,845	1,508	3,947	
Online Renewals	101	126	64	220	
Self-Checkout	3,797	11,046	4,479	7,749	
<b>Computer Usage</b>					
Library Workstation Sessions	509	1,306	478	1,398	
Wireless Sessions	1,368	3,610	1,037	3,522	
Total Sessions	1,877	4,916	1,515	4,579	
# of People Using the Library	10,252	28,087	9,994	27,765	
<b>Homebound Deliveries</b>			<b>Current Month</b>	<b>Full Year</b>	
Patrons Serviced			9		
Visits			18	68	
Items			72	377	
<b>Museum Pass Program</b>			<b>Current Month</b>	<b>Full Year</b>	
Total Passes			17	32	
<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,310	59	37		4,406
Non-Resident/Trinity/Business/Bethshan	93	-	0	-	93
Cards for Kids	52	3	2	-	57

# Public Services Department Report March 2026

## PS Reference Questions



## Meetings & Trainings

- 3-2-26: One on One w/Director
- 3-5-26: Visit to Trinity Library
- 3-5-26: ARRT SC Meeting
- 3-6-26: RFN Meeting
- 3-10-26: Area Adult Managers Meeting
- 3-11-26: ILA Webinar
- 3-11-26: Green Team Meeting
- 3-16-26: Management Webinar
- 3-16-26: LACONI Webinar
- 3-23-26: One on One w/Director
- 3-23-26: Summer Reading Kickoff Meeting

## Programming

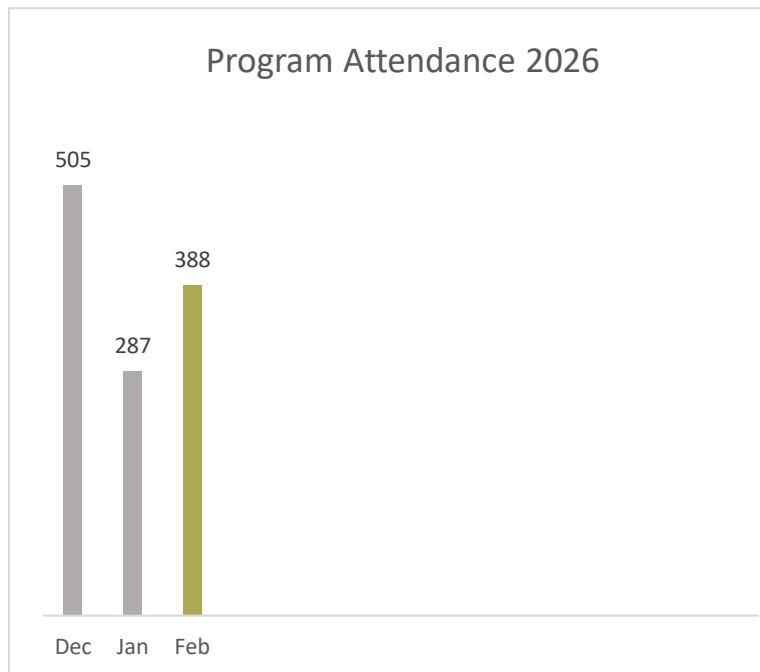
Overall, March programs went pretty well and covered a wide variety of subjects. Popular area travel presenter Brian Michalski did a program about his Japan travels. Michelle Nichols from the Adler Planetarium did a much-appreciated presentation about women in NASA throughout the years. Patrons who attended engaged very well with it. However, we were devastated to learn that Michelle's day job is starting to demand more of her time, so she is leaving the library circuit behind for now. Michelle has been the go-to person for anything space-related at libraries across the region for a very long time. Hopefully she will be able to connect us with another presenter.

Music Week did okay. By happenstance, both of the music programs had to be in the same week given the musicians' schedules, so we tried to make a fun "event" of it and call it Music Week. The return of the musicians from the Irish Music School of Chicago went over very well, and feedback compared to the musicians we had in 2024 was quite good. We have had this group a few times over the years and people definitely like them. The other musician, Dave Martin, did not draw as big of a crowd but he did a great job and patrons enjoyed it.

The Photovoice Exhibit also finally happened. This program, presented in partnership with the local Arab American Family Services, had been rescheduled twice from 2025. In a nutshell, photographers displayed large-scale photos of life events meaningful to them, then stood nearby and talked about the photos. We provided food from a local restaurant called Grapevine, and it all went over very well.

History of Musicals was interesting and patrons enjoyed it. It was the first time we had that presenter has a number of other offerings, so they will be back at some point I'm sure, given the level of appreciation the audience had for the program.

Other than that, our scrapbook series continues to do well. Our books clubs have also been getting some pretty good attendance overall. Emily's book club at the senior center has gained a pretty steady following, and she reports it goes very well.



## Marketing/Publicity/Outreach

We have been asked to present a talk on library services and offerings “beyond books” to the St. Al’s “Over 50s” group. This talk will be done in May.

## Local History

We took another trip to Trinity to narrow down what we want to bring over to our collection. Trinity’s sister school, Calvin University in Michigan, will be taking some things. Closer to home, Moraine Valley Community College will also be taking some things. Both of those schools are interested in things that we are not interested in, so the more local interest items will still be available for us to take in.

We have also gotten to work revamping the Local History Room itself to make it more presentable to the public, with the hopes that it will be more open for patrons to browse in the near future.

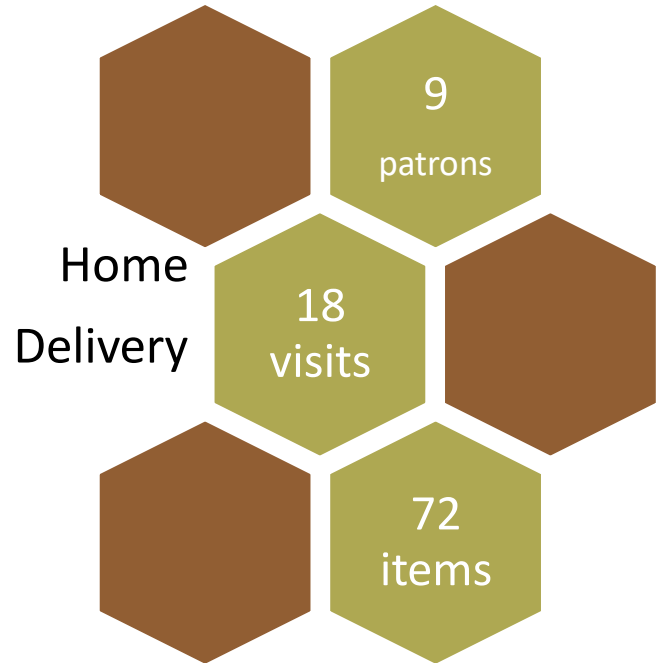
## Collection Development

Ordering continues to go well. We have devised a plan to test out Cost Per Circ with digital content on OverDrive/Libby. The goal is to address lengthy hold lists by lending out relatively low-cost one-time-use copies of either ebooks or eaudiobooks as opposed to buying additional expensive copies of the books in situations where it seems sustained interest over the course of the life of a copy of the book might not be there. The thought is that this would be used situationally to address hold lists as needed.

## Other

PS staff continues to handle a variety of situations with patrons with professionalism and kindness. I am very proud of them.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



# PUBLIC SERVICES - MONTHLY STATISTICS

## March 2026

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	6	7	\$2,029.00	146	Reference	Computer	Directional
Free	0	0	0	N/A	0	651	512	427
Book Discussions	0	5	5	N/A	31	<b>TOTAL</b>		<b>1,590</b>
Movie			2	\$0	5	<b>HOMEBOUND DELIVERIES</b>		
Passive Programs			2		82			
<b>IN HOUSE CLUBS</b>						# Patrons	# Visits	# Items
						9	18	72
Needle Crafters			5	N/A	30	<b>BOOK-A-LIBRARIAN # Sessions</b>		
Scrabble			5	N/A	85			
<b>COMPUTER TRAINING - LAB</b>			2	N/A	7	2		
<b>TOTAL PROGRAMMING</b>			<b>25</b>	<b>\$2,029</b>	<b>386</b>			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
03/05/26	7:00 pm	No	Joyous Japan		23	\$350.00	13	
03/10/26	7:00 pm	No	Women in Space		10	\$215.00	7	
03/12/26	6:30 pm	No	Scrapbooking: birthday card		11	\$164.00	9	
03/17/26	7:00 pm	No	History of Musicals		19	\$200.00	16	
03/19/26	7:00 pm	Yes	ILP: Percival Everett (0 in-person)		4	ILP	5	
03/24/26	7:00 pm	No	Evening of Irish Music		70	\$700.00	57	
03/26/26	7:00 pm	No	Dave Martin Concert		19	\$400.00	14	
03/31/26	7:00 pm	No	Photovoice Exhibit		30	\$118.95	25	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
03/04/26	3:00 pm	No	Senior Book Club		N/A	N/A	6	
03/11/26	7:00 pm	No	Horror Book Club		N/A	N/A	6	
03/09/26	12:00 pm	No	Lunchbunch Book Club		N/A	N/A	10	
03/17/26	2:00 pm	No	Tea Time Book Club		N/A	N/A	2	
03/25/26	3:00 pm	No	Senior Book Club		N/A	N/A	7	
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
03/06/26	2:00 pm	Friday Matinee: The Martian	0	N/A	2			
03/15/26	2:00 pm	Sunday @ the Cinema: Florence Foster Jenkins	4	N/A	3			
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
03/03/26	10:00 am	Needle Crafters	N/A	N/A	5			
03/10/26	10:00 am	Needle Crafters	N/A	N/A	5			
03/17/26	10:00 am	Needle Crafters	N/A	N/A	7			
03/24/26	10:00 am	Needle Crafters	N/A	N/A	8			
03/31/26	10:00 am	Needle Crafters	N/A	N/A	5			
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
03/03/26	10:00 am	Scrabble	N/A	N/A	18			
03/10/26	10:00 am	Scrabble	N/A	N/A	17			
03/17/26	10:00 am	Scrabble	N/A	N/A	16			
03/24/26	10:00 am	Scrabble	N/A	N/A	18			
03/31/26	10:00 am	Scrabble	N/A	N/A	16			
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
03/02/26	2:00 pm	Streaming with Kanopy (5 in-person)	6	N/A	6			
03/09/26	2:00 pm	Internet Basics	2	N/A	1			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			79			
		Project of the Month			3			



# TECHNICAL SERVICES DEPARTMENT REPORT

## MARCH 2026

### Department Highlights:

The Spirit Committee: Some staff members joined in on the fun and filled out March Madness brackets. Lorena kept track of the wins and losses throughout the weeks.

Jalal, Nikki, and Marilyn all helped with removing old 2026 awards for YTS and updated items with new Bluestem, Caudill, Lincoln, and Monarch 2027 awards.

Lorena dressed up as D.D. Dino with bunny ears (made by Nikki) for the Social Media Committee to celebrate the Easter holiday. Lorena also created paper balloons on the Cricut to promote National Library Week in April.

Lorena modified the VHS Cassette to Digital Format Conversion Policy for review and the VHS Conversion FAQ for staff.

Lorena created the LIC schedule for the month of April.

Lorena helped gather periodical budget information from Rivistas along with newspaper and magazine quotes for Matt.

Nikki attended the first Fan Con meeting of the year, discussing previous activities and developing new ideas. She also participated in the Spirit Committee activity, displaying a childhood spring picture for staff.

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

### Meetings and Training:

March 12 – ILA Imposter Syndrome: I Had It & Got Rid of It

March 20 – SWAN Symphony Acquisitions Funds and Vendors

March 20 – SWAN Creating and Sending Symphony Acquisitions Orders

March 23 – 1 on 1 with Jesse

March 25 – Management Team meeting

March 26 – 1 on 1 with Carla

March 31 – SWAN Fireside Chat

## Processing Statistics:

<b>Adult</b>	<b>Ordered Items</b>	<b>Added Items</b>
Print	167	176
Audiobook	4	5
Video	13	17
Kit	-	-
Periodical	-	53

<b>Youth &amp; Teen</b>	<b>Ordered Items</b>	<b>Added Items</b>
Print	1,018	199
Audiobook	-	-
Video	19	13
Kit	-	-
Periodical	-	10

<b>Discarded Items</b>	<b>Adult</b>	<b>Youth &amp; Teen</b>
Print	7	505
Audiobook/CD	2	8
Video	2	5
Kit	-	-
Periodical	61	18

## Library Services:

	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>
<b>Laminating Service*</b>	1	-	1
<b>VHS Conversion</b>	-	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 MARCH 2026

## Highlights of the Month:



This month's Nature Hour was about flowers. We dissected flowers, made wreaths, sang a song about the rain, and heard stories about flowers.



Kids loved "fishing" in the Pout-Pout Fish Celebration! program, decorating their wreaths in Spring Wreaths, and answering Mario trivia in the Super Mario Kart Celebration!



At Arabic Storytime, children prepared to search for the new moon, marking the end of Ramadan! Children danced with bubbles, created their own Eid gift bags, and had fun applying their own tattoos.



Kids loved playing at each of our sensory stations in the Hop-Along Frog program! They especially enjoyed using their creativity as they made Frog crafts, playing in our water table and making their own creations using play-doh!

Tweens had a fantastic time decorating their junk journals in Junk Journal Club and painting fun bedroom signs with a “Hanging with my Peeps” message! Toddlers and preschoolers also had a great time making crafts, testing their motor skills in an obstacle course, and searching for bumblebees in the library in Bumblebee Day.



At the Art Explosion Book program, kids in grades 3-5 showed off their creativity and imagination. While kids in grades K-3 were about to enjoy the outdoors trying to fly their rabbit airplane.

## Meetings and Department News:

The Youth and Teen Services Department has been deselecting the non-fiction collection and shifting to make room for new collections. These collections will be made available to patrons in April.

Niche Academy: Homeless De-Escalation 501 – Mary Kate and Carla watched this training on 3/01.

Fan Con Meeting – Carla met with Christina on 03/04 to discuss Fan Con 2026.

Mackin's Storyteller Spotlight Welcomes Chris Van Dusen – Carla watched this webinar on 03/05.

Summer Reading Committee – Mary Kate and Jolie attended these meetings on 3/09 and 3/23.

Fan Con Meeting – Carla and Claire attended this meeting on 03/10.

Booklist: Magnificent Middle Grade – Tina, Mary Kate, and Carla watched this webinar on 3/10.

Muppet Mayhem with Regina Townsend & Rosie Camargo – Carla attended this training through ATLAS at the South Holland Public Library on 03/10.

Booklist: Random House Children's Books Summer 2026 Preview – Mary Kate and Carla watched this on 3/17. (1h 30m)

CLASS Meeting – Tina attended on 03/18 at Park Forest Public Library.

Niche Academy: Self-Care and Burnout Prevention – Claire watched this webinar on 03/19.

IYSI Committee – Tina led this meeting on 03/20.

Mackin: Storyteller Spotlight Welcomes Jasmine Warga – Carla watched this webinar on 03/20.

Booklist: Disney Publishing Spring/Summer 2026 Preview – Claire watched this webinar on 03/21.

Booklist: Summer Scares Middle-Grade Panel: 2026 – Claire watched this webinar on 03/21.

Niche Academy: Autism – Claire watched this webinar on 03/23.

ILA Marketing Forum Meeting – Mary Kate attended this meeting on 3/24.

ILA Marketing Forum Friday Marketing Exchange – Mary Kate attended this meeting on 3/27.

C2E2 – Carla attended this event on 03/27.

### Outreach:

Library Visit: Girl Scout Troop – Mary Kate led the girls through weeding and using the Cricut AutoPress to personalize a pencil case on 03/02.

Library Visit: STAGG High School– Carla presented a story time, provided a craft, and gave a tour of the YTS department to a self-contained classroom on 03/05.

Trusting Hearts Preschool – Claire visited the preschool class on 03/17 and shared a story time about Easter.

Rec Center and Indian Hill Preschools – Carla visited these classes on 03/24 and 03/25 and shared a Spring story time.

Respectfully submitted,

Tina Ruzala

Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	15	262	\$0	Reference	Computer	Directional
Free Tween/Teen Programming	7	36	\$0	239	69	124
Youth Paid Programming	0	0	\$0	<b>TOTAL</b>	<b>432</b>	
Tween/Teen Paid Programming	0	0	\$0	PASSIVE PROGRAMMING		
<b>TOTAL PROGRAMMING</b>	<b>22</b>	<b>298</b>	<b>\$0</b>	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	296	156	127
<b>TOTAL OUTREACH</b>	<b>2</b>	<b>48</b>	<b>1531</b>	<b>TOTAL</b>	<b>579</b>	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
03/04/26	4:00 pm	Bad Art Day	3
03/05/26	4:00 pm	Art Explosion Books	4
03/06/26	1:30 pm	Arabic Story Time	26
03/09/26	4:00 PM	Pout-Pout Fish Celebration	5
03/10/26	11:00 am	Bumblebee Day	31
03/11/26	11:30 am	Bunny Story Time	21
03/11/26	4:30 pm	Furry Readers	23
03/12/26	11:30 am	Rainy Day Story Time	28
03/18/26	4:00 pm	Junk Journal Club	7
03/19/26	11:30 am	Spring Story Time	18
03/20/26	10:00 am	Nature Hour	26
03/23/26	4:00 pm	Super Mario Kart Celebration	11
03/24/26	4:00 pm	Facts & Crafts: Rabbits	21
03/25/26	5:00 pm	Hop Along Frog!	14
03/26/26	11:30 am	Color Play	24

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
03/01/26	5:00 PM	Volunteens	19
03/10/26	5:00 PM	Owl Boxes	0
03/10/26	5:00 pm	Teen Book Boxes	0
03/12/26	4:00 PM	Irish Highland Cow	3
03/16/26	4:00 PM	Spring Wreaths	2
03/19/26	4:00 PM	Video Game Club: Mario Cart Competition	2
03/26/26	4:00 pm	Hangin' with my Peeps Sign	10

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	49
Fab Lab/Project of the Month - Bunny Shelf Sitter	17
Craft - Owl	86
Teen Craft - Sports Word Search	30
Craft - Rainbow Calduron	210
Teen Craft - How to Draw a Leprechaun	60
Activity - Book Character Madness 2026	102
Tonies	25
Travel Kits	0

**OUTREACH & SCHOOL VISITS**

<b>DATE</b>	<b>ORGANIZATION</b>	<b># SESSIONS</b>	<b>ATTENDANCE</b>
3/2/2026	Library Visit-Girl Scout Troop	1	9
3/5/2026	Library Visit-Stagg High School	1	12
3/16/2026	Reggio Academy - Cancelled	0	0
03/17/26	Trusting Hearts Preschool	1	32
03/24/26	Rec Center Preschool	2	19
03/25/26	Rec Center Preschool	1	19
03/25/26	Indian Hill Preschool	8	120
03/31/26	Book Talks Grades K-1	9	179
03/31/26	Book Talks Grades 2-3	9	154
03/31/26	Book Talks Grades 4-5	9	87
03/31/26	Teen Book Talks	9	900



# LEAVES OF ABSENCE POLICY

## I. FUNERAL LEAVE

Full-time employees will be granted two full days off with pay, upon the death of parents, siblings, children or spouses. Part-time employees will be granted two days off with pay, calculated as two-fifths of that employee's average weekly hours. Additional time off or ~~time~~ off for bereavement of other relatives may be taken as personal, vacation time, or without pay.

~~Part-time employees are not eligible for funeral leave, however, time may be taken as personal, vacation time, or without pay.~~

**NOTE:** All paid earned leave must be used before time off without pay is granted.

## II. JURY DUTY

All employees will be granted leave with pay if called to perform jury duty on a regularly scheduled workday. Employees serving on juries will be paid their regular Library pay.

## III. MILITARY RESERVE DUTY

All employees will be granted leave with pay if called to perform military reserve duty. Employees on military reserve duty will be paid their regular Library pay, less the amount received by serving as a reservist. If the reserve duty fee exceeds the employees regular pay, the employee will be able to keep the difference.

## IV. OTHER LEAVES OF ABSENCE

A leave of absence without pay may be granted by the Library Director. An employee wishing to have leave should apply, in writing, to the Library Director. Extended leaves (one week or more) will need to have the approval of the Board of Trustees, who will follow the guidelines of the Family Medical Leave Act. Leaves must be requested well in advance. The Library Board does not assume any financial responsibility for the employee during an extended leave of absence without pay; however, the employee may retain group insurance at his/her own expense.

**Note:** Vacation or personal time cannot be used for Saturday or Sunday hours. If vacation/personal time has been requested and approved, Saturday and Sunday hours will not be scheduled.

Adopted: September 28, 2017

Revised: April 16, 2026

# VICTIM'S ECONOMIC SECURITY AND SAFETY ACT

## I. Statement of Policy

Eligible employees may use unpaid victim's economic and security and safety leave for up to 12 weeks per 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocation, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participation in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

## II. Definitions

- A. "12-Month Period"- means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member"- means a spouse, parent, son, daughter, and persons jointly residing in the same household:
- C. "Parent"- means the biological parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a child.
- D. "Son or Daughter"- means a biological, adopted, or foster child, a stepchild, a legal ward,

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or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

- E. “Domestic or Sexual Violence”- means domestic violence, sexual assault, or stalking.

### III. Coverage and Eligibility

Both full and part-time employees are eligible to apply for this leave.

### IV. Intermittent or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

### V. Substitution of Paid Time Off/ Family Medical Leave

An employee is required to give 48 hours notice to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

### Certification

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
  - Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
  - A police or court record; or
  - Other corroborating evidence.

Adopted: September 28, 2017

Revised: April 16, 2026

- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

## Effect on Benefits

During an approved VESSA leave, the Library will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or their circumstances beyond your control.

## Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. Employees failing to provide the medical certification will not be permitted to resume work until it is provided.

## Reasonable Accommodations

The Library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act, unless such accommodations would present an undue hardship for the Library.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

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Should you wish to request a reasonable accommodation pursuant to this policy, you should contact the Library Director.

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Revised: April 16, 2026

## BOARD PRIVILEGES POLICY

Active and former Board members get the courtesy of a star on their library cards, extending privileges, waiving fines, and the use of the copy machine for service given.

**Commented [JB1]:** Maybe I'm off-base here, but this seems a little bit unethical to me, giving special privileges to Trustees that aren't given to regular patrons.

Adopted: 5/10/1990

Rescinded: 4/16/2026