



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

June 18, 2026

- CALL TO ORDER: 6:30pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the April 16, 2026 regular meeting
Approval of the minutes of the May 27, 2026 special meeting
- TREASURER'S REPORT: Approval of the General Fund bills for April 2026 for \$158,257.62
Approval of the Treasurer's report for the month ending Apr. 30, 2026
Approval of the General Fund bills for May 2026 for \$248,849.18
Approval of the Treasurer's report for the month ending May 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 Payment to D. Kersey Construction for \$60,368.40
2. Approval of Revisions to VHS Conversion Policy
3. Approval of Revisions to Use of Personal Vehicles Policy
4. Approval of the 2026-2027 Non-Resident Card Fee
- ADJOURNMENT
- NEXT MEETING: Thursday, August 20, 2026

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



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

April 16, 2026

The meeting was called to order at 6:30pm by President Zubik. Present were Trustees Diane Key, John Peltz, Maria Koeppen, Rose Zubik, and Steve Foertsch. Absent were Trustees Hilary Rhodes, Susan Snow, and Sue Jankowski. Trustee Patrick Keough joined the meeting at 6:33pm. Also present were Library Director Jesse Blazek, Business Manager Terry Fleckenstein, and Head of Technical Services Lorena Rodriguez.

There was no public comment.

Trustee Koeppen moved that the minutes of the March 19, 2026 Regular Meeting be approved as submitted. Trustee Peltz seconded. There was no discussion. The motion carried on a voice vote.

Trustee Peltz moved that the General Fund bills for March 2026 in the amount of \$159,229.85 be approved as submitted. Trustee Key seconded. There was no discussion. The motion carried on a unanimous roll call vote.

Trustee Peltz moved that the Treasurer's Report for the month ending March 31, 2026 be approved as submitted. Trustee Key seconded. There was no discussion. The motion carried on a unanimous roll call vote.

Board President Zubik had no report.

Library Director Blazek reported that Statements of Economic Interest are due on May 1st. The Cook County Treasurer's Office has been contacted about ongoing tax distribution issues. The building envelope repair project was delayed in getting started due to the weather. The building's re-lamping project has received approval from ComEd, who will fund approximately \$31,000 of the total approximate \$35,000 expense.

There was no correspondence presented.

Trustee Peltz had no report from the Building and Grounds Committee.

Trustee Foertsch summarized his meeting with Director Blazek prior to the Regular Meeting. Director Blazek has submitted a grant application to the State of Illinois to expand the library's security camera system.

There was no report from Ethics Officer Trustee Snow.

There was no report from Trustee Jankowski on behalf of the Long Range Planning Committee.

There was no report from Trustee Rhodes on behalf of the Nominating Committee.
There was no report from Trustee Key on behalf of the Personnel Committee.

There was no report from Trustee Zubik on behalf of the Policy Committee.

Under New Business, Trustee Key moved that proposed revisions to the Leaves of Absence Policy be approved. Trustee Peltz seconded. Director Blazek summarized that the proposed change extends the two days of paid bereavement leave in the occasion of the death of an immediate family member would also be extended to all part-time employees. The motion carried on a voice vote.

Trustee Koeppen moved that the existing Board Privileges Policy be rescinded in its entirety. Trustee Key seconded. Director Blazek summarized that this policy is no longer applicable. The motion carried on a voice vote.

Trustee Key moved that the meeting be adjourned. Trustee Koeppen seconded. President Zubik adjourned the meeting at 6:50pm.

May Palos Heights Library Board Meeting

Palos Heights Public Library

May 27, 2026 Minutes

1. The meeting was called to order at 6:30pm by Vice President Patrick Keough. The following trustees were present: Hilary Rhodes, Steve Foertsch, Susan Snow, Maria Koeppen, John Peltz, Dianne Key and Patrick Keough. Sue Jankowski and Rose Zubik were absent.
2. Also present was Jesse Blazek, Library Director.
3. No members of the public attended and there was no public comment.
4. Trustee Snow moved to approve the payment to D. Kersey Construction for \$38,991.60. Trustee Koeppen seconded the motion. On a roll call vote, the motion carried unanimously.
5. Trustee Key motioned to adjourn, Trustee Peltz seconded, and Trustee Keough adjourned the meeting at 6:35pm.
6. The next board meeting is June 18th at 6:30pm.

Minutes recorded by Hilary Rhodes, Secretary



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
04/16/2026

APRIL 2026		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	APRIL	\$158,257.62	6.1 TO 6.5
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	4/30/2026	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: APRIL, 2026

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$36,908.55		\$36,908.55
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$11.00		\$11.00
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$151.24		\$151.24
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$705.00		\$705.00
» Miscellaneous	\$1,443.50		\$1,443.50
DONATIONS/GIFTS			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$143.86		\$143.86
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$584.85		\$584.85
GRANTS	\$0.00		\$0.00
INTEREST	\$2,572.24	\$1.98	\$2,574.22
TOTAL REVENUES	\$42,520.24	\$1.98	\$42,522.22
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$80,183.74		\$80,183.74
» Employee Benefits	\$29,391.79		\$29,391.79
» Staff & Board Development	\$1,770.50		\$1,770.50
CONTRACTUAL SERVICES	\$10,047.42		\$10,047.42
BUILDING MAINTENANCE	\$3,395.64		\$3,395.64
INSURANCE	\$0.00		\$0.00
UTILITIES	\$4,095.30		\$4,095.30
SUPPLIES	\$2,336.04		\$2,336.04
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$14,009.21		\$14,009.21
REIMBURSEMENTS	\$6,114.22		\$6,114.22
SR PROJECTS	\$6,913.76		\$6,913.76
TOTAL EXPENDITURES	\$158,257.62	\$0.00	\$158,257.62
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$115,737.38	\$1.98	-\$115,735.40
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$525.00	\$0.00	\$525.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$525.00	\$0.00	\$525.00
NET CHANGE IN FUND BALANCES	-\$115,212.38	\$1.98	-\$115,210.40
FUND BALANCES, BEGINNING OF MONTH	\$1,232,426.80	\$3,184.75	\$1,235,611.55
END OF MONTH	\$1,117,214.42	\$3,186.73	\$1,120,401.15

Check #23157 Lost in mail check voided. Replacement check #6340 issued and cleared.



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: APRIL 2026

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	
REVENUES					
PROPERTY TAXES	\$2,034,093.53	\$2,034,093.53	\$1,801,720.52	\$232,373.01	88.58%
CORPORATE REPLACEMENT TAX	\$12,500.00	\$12,500.00	\$10,180.15	\$2,319.85	81.44%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,000.00	\$2,000.00	\$809.30	\$1,190.70	40.47%
Cards - Non Resident Only	\$1,200.00	\$1,200.00	\$197.68	\$1,002.32	16.47%
Miscellaneous	\$4,000.00	\$4,000.00	\$1,676.52	\$2,323.48	41.91%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$13,000.00	\$13,000.00	\$6,153.35	\$6,846.65	47.33%
Miscellaneous	\$17,000.00	\$17,000.00	\$6,218.76	\$10,781.24	36.58%
DONATIONS / GIFTS					
Restricted	\$1,500.00	\$1,500.00	\$232.50	\$1,267.50	15.50%
Unrestricted	\$1,000.00	\$1,000.00	\$447.83	\$552.17	44.78%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$5,500.00	\$5,500.00	\$2,529.65	\$2,970.35	45.99%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$30,050.00	\$30,050.00	\$10,295.07	\$19,754.93	34.26%
TOTAL REVENUES	\$2,154,643.83	\$2,154,643.83	\$1,840,461.33	\$314,182.50	85.42%
PERSONNEL SERVICES					
Operational Salaries	\$1,047,436.28	\$1,047,436.28	\$320,650.57	-\$726,785.71	-69.39%
Employee Benefits	\$368,490.77	\$368,490.77	\$117,432.76	-\$251,058.01	-68.13%
Staff & Board Development	\$12,000.00	\$12,000.00	\$5,384.98	-\$6,615.02	-55.13%
CONTRACTUAL SERVICES	\$192,638.27	\$192,638.27	\$63,445.65	-\$129,192.62	-67.06%
BUILDING MAINTENANCE	\$52,478.82	\$52,478.82	\$11,218.57	-\$41,260.25	-78.62%
INSURANCE	\$28,129.32	\$28,129.32	\$24,511.52	-\$3,617.80	-12.86%
UTILITIES	\$67,048.16	\$67,048.16	\$14,307.98	-\$52,740.18	-78.66%
SUPPLIES	\$25,600.00	\$25,600.00	\$7,771.04	-\$17,828.96	-69.64%
CAPITAL EXPENSES	\$141,721.91	\$141,721.91	\$0.00	-\$141,721.91	-100.00%
MEDIA	\$169,800.00	\$169,800.00	\$44,259.16	-\$125,540.84	-73.93%
REIMBURSEMENTS	\$49,300.30	\$49,300.30	\$272,535.25	\$223,234.95	452.81%
SR PROJECTS	\$288,732.00	\$288,732.00	\$14,142.56	-\$274,589.44	-95.10%
TOTAL EXPENDITURES	\$2,443,375.83	\$2,443,375.83	\$895,660.04	-\$1,547,715.79	-63.34%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$288,732.00	-\$288,732.00	\$944,801.29	-\$1,233,533.29	
OTHER FINANCING USES					
Transfer In			\$550.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$550.00		
NET CHANGE IN FUND BALANCE			\$945,351.29		
FUND BALANCE					
BEGINNING OF YEAR			\$171,863.13		
YTD MONTH ENDING			\$1,117,214.42		



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: APRIL 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	\$251,505.80	\$573,127.04	69.50%
4312	HOURLY EMPLOYEES	\$217,503.44	\$17,003.76	\$69,144.77	\$148,358.67	68.21%
4313	ADDITIONAL COMPENSATION	\$5,300.00	\$0.00	\$0.00	\$5,300.00	100.00%
TOTAL OPERATIONAL SALARIES		\$1,047,436.28	\$80,183.74	\$320,650.57	\$726,785.71	69.39%
EMPLOYEE BENEFITS						
4331	ILL. MUNI. RETIREMENT FUND	\$86,917.74	\$6,600.52	\$26,274.14	\$60,643.60	69.77%
4332	SOCIAL SECURITY - FICA	\$79,723.43	\$6,070.47	\$24,275.42	\$55,448.01	69.55%
4333	INSURANCE	\$200,649.60	\$16,720.80	\$66,883.20	\$133,766.40	66.67%
4334	CLOTHING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
TOTAL EMPLOYEE BENEFITS		\$368,490.77	\$29,391.79	\$117,432.76	\$251,058.01	68.13%
STAFF & BOARD DEVELOPMENT						
4351	MEMBERSHIP FEES	\$2,600.00	\$525.00	\$925.00	\$1,675.00	64.42%
4352	BOARD DEVELOPMENT	\$800.00	\$0.00	\$75.00	\$725.00	90.63%
4353	ADMINISTRATOR	\$500.00	\$200.00	\$200.00	\$300.00	60.00%
4354	PROFESSIONAL STAFF	\$6,000.00	\$735.00	\$3,124.98	\$2,875.02	47.92%
4355	SUPPORT STAFF	\$1,000.00	\$160.00	\$814.65	\$185.35	18.54%
4356	MILEAGE REIMBURSEMENT	\$1,100.00	\$150.50	\$245.35	\$854.65	77.70%
TOTAL STAFF & BOARD DEVELOPMENT		\$12,000.00	\$1,770.50	\$5,384.98	\$6,615.02	55.13%
GROUP TOTAL PERSONNEL SERVICES		\$1,427,927.05	\$111,346.03	\$443,468.31	\$984,458.74	68.94%
CONTRACTUAL SERVICES						
PROFESSIONAL SERVICES						
4361	AUDIT FEES	\$7,700.00	\$0.00	\$5,700.00	\$2,000.00	25.97%
4362	LEGAL FEES	\$2,000.00	\$306.00	\$306.00	\$1,694.00	84.70%
4363	CONSULTANT FEES	\$500.00	\$0.00	\$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	\$1,460.00	\$3,490.00	70.51%
TOTAL PROFESSIONAL SERVICES		\$15,800.00	\$671.00	\$7,598.24	\$8,201.76	51.91%
OUTSIDE SERVICES						
4412	PAYROLL SERVICES	\$4,400.00	\$262.26	\$1,392.64	\$3,007.36	68.35%
4414	ALARM	\$3,300.00	\$0.00	\$1,734.00	\$1,566.00	47.45%
4416	MAINTENANCE	\$40,000.00	\$2,923.01	\$14,815.16	\$25,184.84	62.96%
4417	SWAN	\$29,000.00	\$33.93	\$14,053.43	\$14,946.57	51.54%
4418	TECHNOLOGY	\$42,000.00	\$1,069.20	\$5,789.20	\$36,210.80	86.22%
TOTAL OUTSIDE SERVICES		\$118,700.00	\$4,288.40	\$37,784.43	\$80,915.57	68.17%
PRINTING						
4424	NEWSLETTER PRINTING	\$20,138.27	\$3,196.55	\$6,393.10	\$13,745.17	68.25%
TOTAL PRINTING		\$20,138.27	\$3,196.55	\$6,393.10	\$13,745.17	68.25%
PROGRAMMING						
4451	YOUTH & TEEN PROGRAMMING	\$11,000.00	\$1,145.10	\$4,058.95	\$6,941.05	63.10%
4452	PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$45.50	\$5,503.90	\$8,496.10	60.69%
4454	GENERAL PROGRAMMING	\$10,000.00	\$696.00	\$1,856.96	\$8,143.04	81.43%
TOTAL PROGRAMMING		\$35,000.00	\$1,886.60	\$11,419.81	\$23,580.19	67.37%
PUBLIC RELATIONS						
4461	Public Relations	\$3,000.00	\$4.87	\$250.07	\$2,749.93	91.66%
TOTAL PUBLIC RELATIONS		\$3,000.00	\$4.87	\$250.07	\$2,749.93	91.66%
GROUP TOTAL CONTRACTUAL SERVICES		\$192,638.27	\$10,047.42	\$63,445.65	\$129,192.62	67.06%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: APRIL 2026

		BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE						
REPAIRS & MAINTENANCE						
4431	PEST CONTROL	\$825.48	\$82.56	\$226.14	\$599.34	72.61%
4432	HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.00%
4434	BUILDING REPAIRS	\$13,000.00	\$1,567.12	\$5,208.47	\$7,791.53	59.93%
4436	LAWN MAINTENANCE	\$10,053.30	\$1,019.96	\$1,019.96	\$9,033.34	89.85%
4437	SNOW REMOVAL	\$7,280.04	\$0.00	\$1,860.00	\$5,420.04	74.45%
TOTAL REPAIRS & MAINTENANCE		\$44,158.82	\$2,669.64	\$8,314.57	\$35,844.25	81.17%
EQUIPMENT MAINTENANCE						
4531	COPIER	\$8,100.00	\$726.00	\$2,904.00	\$5,196.00	64.15%
4533	OTHER EQUIPMENT	\$220.00	\$0.00	\$0.00	\$220.00	100.00%
TOTAL EQUIPMENT MAINTENANCE		\$8,320.00	\$726.00	\$2,904.00	\$5,416.00	65.10%
GROUP TOTAL BUILDING MAINTENANCE		\$52,478.82	\$3,395.64	\$11,218.57	\$41,260.25	78.62%
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	\$3,210.56	\$11,214.67	\$43,785.33	79.61%
4472	WATER	\$2,640.00	\$173.83	\$741.69	\$1,898.31	71.91%
4473	GAS	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4474	TELEPHONE/FAX	\$2,400.00	\$222.45	\$714.90	\$1,685.10	70.21%
4475	INTERNET/LOCAL AREA NET	\$5,708.16	\$488.46	\$1,636.72	\$4,071.44	71.33%
GROUP TOTAL UTILITIES		\$67,048.16	\$4,095.30	\$14,307.98	\$52,740.18	78.66%
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$27.84	\$98.05	\$901.95	90.20%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$298.48	\$1,701.52	85.08%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$506.38	\$1,384.67	\$1,815.33	56.73%
4515	TECHNICAL SERVICES SUPPLIES	\$3,000.00	\$0.00	\$830.41	\$2,169.59	72.32%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$427.32	\$735.27	\$2,314.73	75.89%
4518	LOCAL HISTORY SUPPLIES	\$500.00	\$107.59	\$107.59	\$392.41	78.48%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$299.99	\$900.01	75.00%
TOTAL OFFICE SUPPLIES		\$13,950.00	\$1,069.13	\$3,754.46	\$10,195.54	73.09%
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	\$5,600.00	\$311.54	\$2,095.81	\$3,504.19	62.57%
TOTAL JANITORIAL/CLEANINGSUPPLIES		\$5,600.00	\$311.54	\$2,095.81	\$3,504.19	62.57%
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	\$650.00	\$55.37	\$120.77	\$529.23	81.42%
4553	BULK FEES & PERMITS	\$5,400.00	\$900.00	\$1,800.00	\$3,600.00	66.67%
TOTAL OFFICE EXPENSE		\$6,050.00	\$955.37	\$1,920.77	\$4,129.23	68.25%
GROUP TOTAL SUPPLIES		\$25,600.00	\$2,336.04	\$7,771.04	\$17,828.96	69.64%
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: APRIL 2026

	BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$25,000.00	\$0.00	\$5,291.79	\$19,708.21	78.83%
4710B DATABASES - Youth	\$4,700.00	\$0.00	\$1,100.00	\$3,600.00	76.60%
4711 PERIODICALS	\$11,000.00	\$166.40	\$345.80	\$10,654.20	96.86%
4714 LARGE PRINT	\$5,750.00	\$325.59	\$1,085.82	\$4,664.18	81.12%
4715 BOOKS - Adult	\$31,000.00	\$3,974.36	\$6,851.55	\$24,148.45	77.90%
4715B FOREIGN LANGUAGE ADULT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4716 BOOKS - Youth	\$33,500.00	\$2,020.56	\$5,985.92	\$27,514.08	82.13%
4717 VIDEOS - Adult	\$4,300.00	\$442.05	\$942.70	\$3,357.30	78.08%
4718 VIDEOS - Youth	\$1,100.00	\$362.44	\$362.44	\$737.56	67.05%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,300.00	\$296.86	\$599.74	\$1,700.26	73.92%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$4,050.00	\$510.93	\$510.93	\$3,539.07	87.38%
4721 SOFTWARE	\$10,500.00	\$120.00	\$5,483.24	\$5,016.76	47.78%
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	\$599.99	\$693.14	\$306.86	30.69%
4725A E-BOOKS - Adult	\$13,000.00	\$1,111.73	\$5,949.88	\$7,050.12	54.23%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$1,430.86	\$6,408.77	\$7,591.23	54.22%
4726 EBOOKS - Youth	\$3,500.00	\$2,647.44	\$2,647.44	\$852.56	24.36%
GROUP TOTAL MEDIA	\$169,800.00	\$14,009.21	\$44,259.16	\$125,540.84	73.93%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$17,000.00	\$1,560.73	\$256,435.49	-\$239,435.49	-1408.44%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,480.00	\$13,120.00	\$4,680.30	26.29%
4904 FRIENDS - BOOK SALES	\$13,000.00	\$45.98	\$2,745.16	\$10,254.84	78.88%
4906a RESTRICTED DONATIONS	\$1,500.00	\$27.51	\$234.60	\$1,265.40	84.36%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$49,300.30	\$6,114.22	\$272,535.25	-\$223,234.95	-452.81%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$288,732.00	\$6,913.76	\$14,142.56	\$274,589.44	95.10%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$288,732.00	\$6,913.76	\$14,142.56	\$274,589.44	95.10%
TOTAL EXPENDITURES	\$2,443,375.83	\$158,257.62	\$895,660.04	\$1,547,715.79	63.34%



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Adducci Vega Financial Group, LLC				
04/20/2026	Check	6374	03 March 2026 Invoice 202070628	4365 Accountant
				365.00
Total for Adducci Vega Financial Group, LLC				\$365.00
Amazon				
04/03/2026	Expense	AMAZON	1CTK-T9L3-H6C7 BAXTER/FOSKETT/LUNTER/STEFAN	4906a Reimb. - Restricted Donations
				15.95
04/03/2026	Expense	AMAZON	1FJL-NJMN-9XL6 CREDIT FOR DAMAGED BOOK	4906a Reimb. - Restricted Donations
				-15.94
04/06/2026	Expense	AMAZON	17GG-4F7P-7WRJ Keyboard mouse	4518 Local History - Supplies
				48.83
04/09/2026	Expense	AMAZON	1KRG-DCR3-7QPR (3) Frames	4518 Local History - Supplies
				37.99
04/09/2026	Expense	AMAZON	13YH-QTG9-CVH9 Drywall anchors 75lbs.	4434 Building Repairs
				7.39
04/13/2026	Expense	AMAZON	1KWK-4MLY-64PP Supplies	4514 Business Office - Supplies
				15.89
04/13/2026	Expense	AMAZON	SRP 1RHM-4DLL-Y996	4454 General Programming
				36.77
04/13/2026	Expense	AMAZON	SRP 1LHQ-93XM-LNYD	4454 General Programming
				74.23
04/14/2026	Expense	AMAZON	1F1J-Q43H-PY3R Toilet paper	4541 Maintenance/Cleaning Supplies
				60.78
04/15/2026	Expense	AMAZON	1XQF-QPRG-D9M9 hARDT/dAMES	4906a Reimb. - Restricted Donations
				27.50
04/16/2026	Expense	AMAZON	1CTD-FRG4-WVNP Computer memory	4418 Technology
				1,004.41
04/16/2026	Expense	AMAZON	1GYL-YYLM-DGTX PHOTO POSTER PAPER	4514 Business Office - Supplies
				120.10
04/20/2026	Expense	AMAZON	173P-WD4H-RVY4 Supplies	4514 Business Office - Supplies
				14.24
04/20/2026	Expense	AMAZON	113V-1FQK-TWCT Supplies	4514 Business Office - Supplies
				29.78
04/20/2026	Expense	AMAZON	1937-LCV9-XHLV Rod and bracket for quilt	4518 Local History - Supplies
				20.77
04/20/2026	Expense	AMAZON	1TJL-PCML-XJPP Outlet covers	4541 Maintenance/Cleaning Supplies
				12.99
04/20/2026	Expense	AMAZON	1HCW-KTT3-QNJQ Fab Lab basswood	4904 Reimb. - Friends Book Sales
				45.98
04/20/2026	Expense	AMAZON	1DKW-JC9H-9D7R Spray adhesive	4541 Maintenance/Cleaning Supplies
				29.36
04/21/2026	Expense	AMAZON	1P3N-6NGK-C1111 Multifold Towels	4541 Maintenance/Cleaning Supplies
				40.15
04/24/2026	Expense	AMAZON	1D6Q-LHQV-GFF7 Supplies	4511 Public Services - Supplies
				8.98
04/24/2026	Expense	AMAZON	1LYM-PWZN-9G66 Spices	4511 Public Services - Supplies
				18.86
04/24/2026	Expense	AMAZON	1R9X-4RTX-F7Q7 FOTL SR	4900 Miscellaneous - Reimbursements
				16.86
04/24/2026	Expense	AMAZON	1CJP-FH6R-FVKL Toilet Paper	4541 Maintenance/Cleaning Supplies
				30.39
04/24/2026	Expense	AMAZON	1QTX-VXH3-7FYD (4) COPY PAPER	4514 Business Office - Supplies
				153.48
04/27/2026	Expense	AMAZON	1XJN-W6L30PR64 Multifold towels	4541 Maintenance/Cleaning Supplies
				80.29
04/27/2026	Expense	AMAZON	16KP-CPG6-PYJW Toilet Paper	4541 Maintenance/Cleaning Supplies
				57.58
04/27/2026	Expense	AMAZON	1P39-6QTL-3GHN FOTL reimb SRP	4900 Miscellaneous - Reimbursements
				16.99
04/28/2026	Expense	AMAZON	17KY-NT34-MVQ4 e6000	4514 Business Office - Supplies
				9.99
04/28/2026	Expense	AMAZON	1641-1JKJ-D73X Hot Glue Sticks	4514 Business Office - Supplies
				16.94
04/28/2026	Expense	AMAZON	1G1X-GNFF-7KGR Micro Memory	4418 Technology
				64.79
04/28/2026	Expense	AMAZON	1VQG-N777-6HC9 SR Decorations	4516 Circulation - Supplies
				110.70
04/29/2026	Expense	AMAZON	1L74-CX63-P7NK STRESSBUSTERS	4451 Youth & Teen Programming
				185.71
04/29/2026	Expense	AMAZON	1MRN-YTYV-WPFM Teen SRP	4451 Youth & Teen Programming
				408.41
Total for Amazon				\$2,807.14
American Library Assoc - Membership				
04/16/2026	Check	6370	ALA Library Membership Dues	4351 Membership Fees
				325.00
Total for American Library Assoc - Membership				\$325.00
Anderson Pest Solutions				
04/14/2026	Check	6367	Invoice 91704023	4431 Pest Control
				78.06
04/14/2026	Check	6367	Environmental & Safety Surcharge	4431 Pest Control
				4.50
Total for Anderson Pest Solutions				\$82.56
At&T - Fiber Line				
04/24/2026	Check	6379	Invoice 8655405112	4475 Internet
				488.46
Total for At&T - Fiber Line				\$488.46



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Building Technology Consultants, Inc.				
04/06/2026	Check	6358	Invoice 14489 Pre Construction 100%	7001 Special Reserves Projects 2,750.00
04/06/2026	Check	6358	Invoice 14344 Reimbursable Expense	7001 Special Reserves Projects 71.90
Total for Building Technology Consultants, Inc.				\$2,821.90
City Of Palos Heights IMRF				
04/29/2026	Journal Entry	AJE 9	4.5%	4311 Salaried Employees 2,583.84
04/29/2026	Journal Entry	AJE 9	4.5%	4312 Hourly Employees 440.86
04/29/2026	Journal Entry	AJE 10	VIMRF	4311 Salaried Employees 1,488.94
04/29/2026	Check	23197	04 April Payment	4331 IMRF Ill. Muni. Ret. Fund 6,600.52
Total for City Of Palos Heights IMRF				\$11,114.16
City of Palos Hts. - Water Bill				
04/20/2026	Check	6375	Monthly bill	4472 Water 173.83
Total for City of Palos Hts. - Water Bill				\$173.83
ComEd				
04/16/2026	Check	6371	Billing through 4.5.26	4471 Power 3,210.56
Total for ComEd				\$3,210.56
Cosmopolitan Building Services				
04/06/2026	Check	6364	04 Apr 26 Janitorial Services Invoice 6659	4416 Maintenance 2,722.50
Total for Cosmopolitan Building Services				\$2,722.50
Grasso Graphics				
04/27/2026	Check	6380	May/June Newsletters	4424 Newsletter Printing 3,196.55
Total for Grasso Graphics				\$3,196.55
Great Mind Escape				
04/23/2026	Check	6377	9.26.26 Fan Con Dep. Carnival Game	4454 General Programming 200.00
Total for Great Mind Escape				\$200.00
High 5 Heights				
04/28/2026	Check	23196	Staff TShirts Summer Reading	4454 General Programming 320.00
Total for High 5 Heights				\$320.00
Illinois Library Association				
04/03/2026	Check	6353	M. Klasen 4.17.26 Marketing Mini Conference	4354 Professional Staff 80.00
04/06/2026	Check	6362	E. Navarro Reaching Forward	4354 Professional Staff 160.00
04/06/2026	Check	6363	B. Stevens Reaching Forward	4354 Professional Staff 160.00
04/06/2026	Check	6363	D. Sokolowski Reaching Forward	4354 Professional Staff 160.00
04/06/2026	Check	6363	C. Busch Reaching Forward	4355 Support Staff 160.00
04/08/2026	Check	6366	T. Ruzala Membership	4351 Membership Fees 100.00
04/20/2026	Check	6376	L. Caliendo Reaching Forward	4354 Professional Staff 175.00
04/20/2026	Check	6376	L. Caliendo Dues	4351 Membership Fees 100.00
Total for Illinois Library Association				\$1,095.00
Independent Construction Services				
04/06/2026	Check	6359	Invoice 1734 Water Infiltration Project	7001 Special Reserves Projects 1,123.75
Total for Independent Construction Services				\$1,123.75
Ingram				
04/03/2026	Check	6354	03 Mar 26	4714 Large Print Books 325.59
04/03/2026	Check	6354	03 Mar 26	4715 Books - Adult 3,974.36
04/03/2026	Check	6354	03 Mar 26	4716 Books - Youth 2,024.79
04/03/2026	Check	6354	03 Mar 26 Credit	4716 Books - Youth -4.23
Total for Ingram				\$6,320.51



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Klein, Thorpe And Jenkins				
04/08/2026	Check	6365	Services through 02.28.26 Budget/appropriation/levy	4362 Legal Fees
				306.00
Total for Klein, Thorpe And Jenkins				\$306.00
LEAF (Copier Lease)				
04/01/2026	Expense	ACH LEAF	Copier Lease payment 6	4531 Copier
				726.00
Total for LEAF (Copier Lease)				\$726.00
LIMRiCC-Employees				
04/15/2026	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements
				1,389.00
04/15/2026	Journal Entry	135	Employee Paid Benefits	4311 Salaried Employees
				831.19
04/15/2026	Expense	ACH LIM	04 APR 26	4333 Insurance
				16,720.80
Total for LIMRiCC-Employees				\$18,940.99
MarchOne Electrical Design				
04/24/2026	Check	6378	Invoice 12899	4434 Building Repairs
				1,395.00
Total for MarchOne Electrical Design				\$1,395.00
Mary Beth Sexton				
04/20/2026	Check	6373	Scrapbooking Class	4452 Public Services Programming
				45.50
Total for Mary Beth Sexton				\$45.50
Midwest Tape - 19730				
04/03/2026	Check	6356	03 Mar 26	4719 Audiobooks - Adult
				296.86
04/03/2026	Check	6356	03 Mar 26	4717 Videos - Adult
				442.05
Total for Midwest Tape - 19730				\$738.91
Midwest Tape - 19996				
04/03/2026	Check	6355	03 Mar 26	4718 Videos - Youth
				362.44
Total for Midwest Tape - 19996				\$362.44
Old National Bank - MasterCard				
04/06/2026	Expense	MasterCard	Google Fi/Sip	4474 Telephone/FAX
				131.13
04/06/2026	Expense	MasterCard	OCLC	4551 Postage & Handling
				55.37
04/06/2026	Expense	MasterCard	Duo	4721 Software
				120.00
04/06/2026	Expense	MasterCard	Copy Paper (4 cases)	4514 Business Office - Supplies
				145.96
04/06/2026	Expense	MasterCard	Disney Plus/Spotify	4451 Youth & Teen Programming
				25.98
04/06/2026	Expense	MasterCard	Heartstring Teen Program	4451 Youth & Teen Programming
				525.00
04/06/2026	Expense	MasterCard	Director's University JB	4353 Administrator
				200.00
04/06/2026	Expense	MasterCard	NKW Patron gift card	4454 General Programming
				30.00
04/06/2026	Expense	MasterCard	Torx tamper resistant security replacement kit	4434 Building Repairs
				164.73
04/06/2026	Expense	MasterCard	Facebook boost	4461 Public Relations
				4.87
04/06/2026	Expense	MasterCard	iPad	4516 Circulation - Supplies
				299.00
04/06/2026	Expense	MasterCard	Chicago Tribune 26 weeks	4711 Periodicals
				166.40
04/06/2026	Expense	MasterCard	XL Tetris Tumble	4724 Gadgets & Gizmos
				239.99
04/06/2026	Expense	MasterCard	Mobile Beacon Renewal	4724 Gadgets & Gizmos
				360.00
04/06/2026	Expense	MasterCard	FOTL candy for SR kickoff party	4900 Miscellaneous - Reimbursements
				137.88
04/06/2026	Expense	MasterCard	Slatwall	7001 Special Reserves Projects
				949.00
04/06/2026	Expense	MasterCard	Hand sanitizer wall dispensers 8 with refills	7001 Special Reserves Projects
				427.51
04/06/2026	Expense	MasterCard	Walkers Display rod/molding/hooks	7001 Special Reserves Projects
				775.23
Total for Old National Bank - MasterCard				\$4,758.05
Otis Elevator				
04/15/2026	Expense	OTIS PORTAL	Invoice 100402296919	4416 Maintenance
				200.51
Total for Otis Elevator				\$200.51



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
OverDrive, Inc.				
04/06/2026	Check	6361	01658MA26103714 4725B E-Audiobooks - Adult	136.49
04/06/2026	Check	6361	01658MA26103713 4725A E-Books - Adult	99.99
04/15/2026	Check	6369	01658CO26121153 4725B E-Audiobooks - Adult	1,294.37
04/15/2026	Check	6369	01658CO26121150 4725A E-Books - Adult	1,011.74
04/16/2026	Check	6372	01658CO26124128 4726 E-Books - Youth	2,647.44
Total for OverDrive, Inc.				\$5,190.03
Paylocity Payroll Billing				
04/24/2026	Expense		Check date 3.31.26 4412 Payroll Services	80.10
04/24/2026	Expense		Check date 4.13.26 4412 Payroll Services	182.16
Total for Paylocity Payroll Billing				\$262.26
Paylocity Payroll Net				
04/03/2026	Expense	PAYLOCITY	Check date 04.03.26 4311 Salaried Employees	22,189.54
04/03/2026	Expense	PAYLOCITY	Check date 04.03.26 4312 Hourly Employees	6,981.31
04/03/2026	Expense	PAYLOCITY	EN homebound deliveries 4356 Mileage Reimbursement	14.00
04/03/2026	Expense	PAYLOCITY	CD C2E2 Conference Parking and mileage 4356 Mileage Reimbursement	73.20
04/17/2026	Expense	PAYLOCITY	Check date 04.17.26 4311 Salaried Employees	22,820.20
04/17/2026	Expense	PAYLOCITY	Check date 04.17.26 4312 Hourly Employees	6,939.86
04/17/2026	Expense	PAYLOCITY	EN homebound deliveries 4356 Mileage Reimbursement	13.27
04/17/2026	Expense	PAYLOCITY	LR Tech Meeting Schaumburg 4356 Mileage Reimbursement	50.03
04/17/2026	Expense	PAYLOCITY	DS NLW t-shirts circ staff 4516 Circulation - Supplies	17.62
04/17/2026	Expense	PAYLOCITY	SR TF Buckets/sandcastles 4454 General Programming	35.00
Total for Paylocity Payroll Net				\$59,134.03
Paylocity Payroll Taxes				
04/03/2026	Expense	PAYLOCITY	Check date 04.03.26 4311 Salaried Employees	6,532.87
04/03/2026	Expense	PAYLOCITY	Check date 04.03.26 4332 FICA Social Security	3,006.46
04/03/2026	Expense	PAYLOCITY	Check date 04.03.26 4312 Hourly Employees	1,340.36
04/13/2026	Expense	PAYLOCITY	Check date 04.17.26 4311 Salaried Employees	6,733.40
04/13/2026	Expense	PAYLOCITY	Check date 04.17.26 4332 FICA Social Security	3,064.01
04/13/2026	Expense	PAYLOCITY	Check date 04.17.26 4312 Hourly Employees	1,301.37
Total for Paylocity Payroll Taxes				\$21,978.47
Peerless Network, Inc				
04/15/2026	Check	6368	Invoice 94507 4474 Telephone/FAX	91.32
Total for Peerless Network, Inc				\$91.32
Playaway Products				
04/03/2026	Check	6357	Invoice 528414 4720 Audiobooks/Playaways - Youth	510.93
Total for Playaway Products				\$510.93
Roy Erikson Outdoor Maintenance				
04/01/2026	Check	6352	Invoice 07-51518 4436 Lawn Maintenance	1,019.96
Total for Roy Erikson Outdoor Maintenance				\$1,019.96
SWAN				
04/29/2026	Expense	ACH SWAN	Invoice 12604 Reciprocal Borrowing ILL 4417 SWAN/OCLC	33.93
Total for SWAN				\$33.93
Truty, Marcin				
04/07/2026	Expense	ACH MARCIN	03 MAR IT SERVICES 26-03 4902 Grants	4,480.00
Total for Truty, Marcin				\$4,480.00



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Uline				
04/06/2026	Check	6360	Mesh work stools (2) Circulation	7001 Special Reserves Projects
				816.37
Total for Uline				\$816.37
U.S. Post Office				
04/14/2026	Check	23194	Newsletter postage	4553 Bulk Fees & Permits
				900.00
Total for U.S. Post Office				\$900.00
TOTAL CHECKS FOR BOARD APPROVAL				
				\$158,257.62



PALOS HEIGHTS PUBLIC LIBRARY

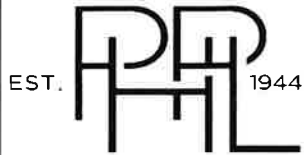
SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION April 30, 2026

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
BEGINNING BALANCE	\$59,031.47	\$1,172,007.52	\$1,187.81	\$200.00	\$572.09	\$2,612.66	\$1,235,611.55
WITHDRAWALS	(\$158,257.62)						(\$158,257.62)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$50,000.00	(\$50,000.00)					
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$54.50	\$36,908.55					\$39,948.00
	\$416.85						
	\$319.55						
	\$120.00						
	\$557.75						
	\$181.80						
	\$1,389.00						
ADJUSTMENTS	\$525.00						\$0.00
INTEREST EARNED	\$1.19	\$2,567.41	\$3.64	N/A	N/A	\$1.98	\$2,574.22
ENDING BALANCE	\$64,339.49	\$1,051,483.48	\$1,191.45	\$200.00	\$572.09	\$2,614.64	\$1,119,876.15
TOTALS	\$1,117,214.42 GENERAL FUND				\$3,186.73 SPECIAL RESERVES FUND		\$1,120,401.15 TOTAL FUND BALANCE
INTEREST RATES	0.03%	2.890%	3.774%	N/A	N/A	0.930%	

TOTAL FUND BALANCE MONTH ENDING: APRIL, 2026

\$1,120,401.15

Check #23157 Lost in mail check voided. Replacment check 6340 issued and cleared.



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
06/18/2026

MAY 2026		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	MAY	\$248,849.18	6.1 TO 6.5
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	5/31/2026	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: MAY, 2026

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$120.30		\$120.30
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$470.69		\$470.69
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$679.00		\$679.00
» Miscellaneous	\$1,389.00		\$1,389.00
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$229.33		\$229.33
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$722.75		\$722.75
GRANTS	\$0.00		\$0.00
INTEREST	\$2,266.29	\$2.04	\$2,268.33
TOTAL REVENUES	\$5,877.36	\$2.04	\$5,879.40
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$121,674.66		\$121,674.66
» Employee Benefits	\$35,806.25		\$35,806.25
» Staff & Board Development	\$1,760.47		\$1,760.47
CONTRACTUAL SERVICES	\$9,372.31		\$9,372.31
BUILDING MAINTENANCE	\$5,943.41		\$5,943.41
INSURANCE	\$0.00		\$0.00
UTILITIES	\$4,346.33		\$4,346.33
SUPPLIES	\$1,577.56		\$1,577.56
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$11,131.06		\$11,131.06
REIMBURSEMENTS	\$6,806.94		\$6,806.94
SR PROJECTS	\$50,430.19		\$50,430.19
TOTAL EXPENDITURES	\$248,849.18	\$0.00	\$248,849.18
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$242,971.82	\$2.04	-\$242,969.78
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$242,971.82	\$2.04	-\$242,969.78
FUND BALANCES, BEGINNING OF MONTH	\$1,117,214.42	\$3,186.73	\$1,120,401.15
END OF MONTH	\$874,242.60	\$3,188.77	\$877,431.37



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: MAY 2026

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	
REVENUES					
PROPERTY TAXES	\$2,034,093.53	\$2,034,093.53	\$1,801,720.52	\$232,373.01	88.58%
CORPORATE REPLACEMENT TAX	\$12,500.00	\$12,500.00	\$10,180.15	\$2,319.85	81.44%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,000.00	\$2,000.00	\$929.60	\$1,070.40	46.48%
Cards - Non Resident Only	\$1,200.00	\$1,200.00	\$197.68	\$1,002.32	16.47%
Miscellaneous	\$4,000.00	\$4,000.00	\$2,147.21	\$1,852.79	53.68%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$13,000.00	\$13,000.00	\$6,832.35	\$6,167.65	52.56%
Miscellaneous	\$17,000.00	\$17,000.00	\$7,607.76	\$9,392.24	44.75%
DONATIONS / GIFTS					
Restricted	\$1,500.00	\$1,500.00	\$232.50	\$1,267.50	15.50%
Unrestricted	\$1,000.00	\$1,000.00	\$677.16	\$322.84	67.72%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$5,500.00	\$5,500.00	\$3,252.40	\$2,247.60	59.13%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$30,050.00	\$30,050.00	\$12,561.36	\$17,488.64	41.80%
TOTAL REVENUES	\$2,154,643.83	\$2,154,643.83	\$1,846,338.69	\$308,305.14	85.69%
PERSONNEL SERVICES					
Operational Salaries	\$1,047,436.28	\$1,047,436.28	\$442,325.23	-\$605,111.05	-57.77%
Employee Benefits	\$368,490.77	\$368,490.77	\$153,239.01	-\$215,251.76	-58.41%
Staff & Board Development	\$12,000.00	\$12,000.00	\$7,145.45	-\$4,854.55	-40.45%
CONTRACTUAL SERVICES	\$192,638.27	\$192,638.27	\$72,817.96	-\$119,820.31	-62.20%
BUILDING MAINTENANCE	\$52,478.82	\$52,478.82	\$17,161.98	-\$35,316.84	-67.30%
INSURANCE	\$28,129.32	\$28,129.32	\$24,511.52	-\$3,617.80	-12.86%
UTILITIES	\$67,048.16	\$67,048.16	\$18,654.31	-\$48,393.85	-72.18%
SUPPLIES	\$25,600.00	\$25,600.00	\$9,348.60	-\$16,251.40	-63.48%
CAPITAL EXPENSES	\$141,721.91	\$141,721.91	\$0.00	-\$141,721.91	-100.00%
MEDIA	\$169,800.00	\$169,800.00	\$55,390.22	-\$114,409.78	-67.38%
REIMBURSEMENTS	\$49,300.30	\$49,300.30	\$279,342.19	\$230,041.89	466.61%
SR PROJECTS	\$288,732.00	\$288,732.00	\$64,572.75	-\$224,159.25	-77.64%
TOTAL EXPENDITURES	\$2,443,375.83	\$2,443,375.83	\$1,144,509.22	-\$1,298,866.61	-53.16%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$288,732.00	-\$288,732.00	\$701,829.47	-\$990,561.47	
OTHER FINANCING USES					
Transfer In			\$550.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$550.00		
NET CHANGE IN FUND BALANCE			\$702,379.47		
FUND BALANCE					
BEGINNING OF YEAR			\$171,863.13		
YTD MONTH ENDING			\$874,242.60		



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MAY 2026

		BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES						
OPERATIONAL SALARIES						
4311	SALARIED EMPLOYEES	\$824,632.84	\$94,769.97	\$346,275.77	\$478,357.07	58.01%
4312	HOURLY EMPLOYEES	\$217,503.44	\$26,094.69	\$95,239.46	\$122,263.98	56.21%
4313	ADDITIONAL COMPENSATION	\$5,300.00	\$810.00	\$810.00	\$4,490.00	84.72%
TOTAL OPERATIONAL SALARIES		\$1,047,436.28	\$121,674.66	\$442,325.23	\$605,111.05	57.77%
EMPLOYEE BENEFITS						
4331	ILL. MUNI. RETIREMENT FUND	\$86,917.74	\$9,902.88	\$36,177.02	\$50,740.72	58.38%
4332	SOCIAL SECURITY - FICA	\$79,723.43	\$9,182.57	\$33,457.99	\$46,265.44	58.03%
4333	INSURANCE	\$200,649.60	\$16,720.80	\$83,604.00	\$117,045.60	58.33%
4334	CLOTHING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
TOTAL EMPLOYEE BENEFITS		\$368,490.77	\$35,806.25	\$153,239.01	\$215,251.76	58.41%
STAFF & BOARD DEVELOPMENT						
4351	MEMBERSHIP FEES	\$2,600.00	\$1,535.00	\$2,460.00	\$140.00	5.38%
4352	BOARD DEVELOPMENT	\$800.00	\$0.00	\$75.00	\$725.00	90.63%
4353	ADMINISTRATOR	\$500.00	\$0.00	\$200.00	\$300.00	60.00%
4354	PROFESSIONAL STAFF	\$6,000.00	\$0.00	\$3,124.98	\$2,875.02	47.92%
4355	SUPPORT STAFF	\$1,000.00	\$0.00	\$814.65	\$185.35	18.54%
4356	MILEAGE REIMBURSEMENT	\$1,100.00	\$225.47	\$470.82	\$629.18	57.20%
TOTAL STAFF & BOARD DEVELOPMENT		\$12,000.00	\$1,760.47	\$7,145.45	\$4,854.55	40.45%
GROUP TOTAL PERSONNEL SERVICES		\$1,427,927.05	\$159,241.38	\$602,709.69	\$825,217.36	57.79%
CONTRACTUAL SERVICES						
PROFESSIONAL SERVICES						
4361	AUDIT FEES	\$7,700.00	\$0.00	\$5,700.00	\$2,000.00	25.97%
4362	LEGAL FEES	\$2,000.00	\$0.00	\$306.00	\$1,694.00	84.70%
4363	CONSULTANT FEES	\$500.00	\$0.00	\$132.24	\$367.76	73.55%
4364	APPRAISAL	\$650.00	\$630.00	\$630.00	\$20.00	3.08%
4365	ACCOUNTANT	\$4,950.00	\$365.00	\$1,825.00	\$3,125.00	63.13%
TOTAL PROFESSIONAL SERVICES		\$15,800.00	\$995.00	\$8,593.24	\$7,206.76	45.61%
OUTSIDE SERVICES						
4412	PAYROLL SERVICES	\$4,400.00	\$278.86	\$1,671.50	\$2,728.50	62.01%
4414	ALARM	\$3,300.00	\$0.00	\$1,734.00	\$1,566.00	47.45%
4416	MAINTENANCE	\$40,000.00	\$2,923.01	\$17,738.17	\$22,261.83	55.65%
4417	SWAN	\$29,000.00	\$0.00	\$14,053.43	\$14,946.57	51.54%
4418	TECHNOLOGY	\$42,000.00	\$170.93	\$5,960.13	\$36,039.87	85.81%
TOTAL OUTSIDE SERVICES		\$118,700.00	\$3,372.80	\$41,157.23	\$77,542.77	65.33%
PRINTING						
4424	NEWSLETTER PRINTING	\$20,138.27	\$0.00	\$6,393.10	\$13,745.17	68.25%
TOTAL PRINTING		\$20,138.27	\$0.00	\$6,393.10	\$13,745.17	68.25%
PROGRAMMING						
4451	YOUTH & TEEN PROGRAMMING	\$11,000.00	\$762.61	\$4,821.56	\$6,178.44	56.17%
4452	PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$2,818.95	\$8,322.85	\$5,677.15	40.55%
4454	GENERAL PROGRAMMING	\$10,000.00	\$1,422.95	\$3,279.91	\$6,720.09	67.20%
TOTAL PROGRAMMING		\$35,000.00	\$5,004.51	\$16,424.32	\$18,575.68	53.07%
PUBLIC RELATIONS						
4461	Public Relations	\$3,000.00	\$0.00	\$250.07	\$2,749.93	91.66%
TOTAL PUBLIC RELATIONS		\$3,000.00	\$0.00	\$250.07	\$2,749.93	91.66%
GROUP TOTAL CONTRACTUAL SERVICES		\$192,638.27	\$9,372.31	\$72,817.96	\$119,820.31	62.20%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MAY 2026

	BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$825.48	\$82.56	\$308.70	\$516.78	62.60%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.00%
4434 BUILDING REPAIRS	\$13,000.00	\$4,094.91	\$9,303.38	\$3,696.62	28.44%
4436 LAWN MAINTENANCE	\$10,053.30	\$1,039.94	\$2,059.90	\$7,993.40	79.51%
4437 SNOW REMOVAL	\$7,280.04	\$0.00	\$1,860.00	\$5,420.04	74.45%
TOTAL REPAIRS & MAINTENANCE	\$44,158.82	\$5,217.41	\$13,531.98	\$30,626.84	69.36%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$8,100.00	\$726.00	\$3,630.00	\$4,470.00	55.19%
4533 OTHER EQUIPMENT	\$220.00	\$0.00	\$0.00	\$220.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$8,320.00	\$726.00	\$3,630.00	\$4,690.00	56.37%
GROUP TOTAL BUILDING MAINTENANCE	\$52,478.82	\$5,943.41	\$17,161.98	\$35,316.84	67.30%
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	\$3,951.35	\$15,166.02	\$39,833.98	72.43%
4472 WATER	\$2,640.00	\$158.37	\$900.06	\$1,739.94	65.91%
4473 GAS	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4474 TELEPHONE/FAX	\$2,400.00	\$236.61	\$951.51	\$1,448.49	60.35%
4475 INTERNET/LOCAL AREA NET	\$5,708.16	\$0.00	\$1,636.72	\$4,071.44	71.33%
GROUP TOTAL UTILITIES	\$67,048.16	\$4,346.33	\$18,654.31	\$48,393.85	72.18%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$79.74	\$177.79	\$822.21	82.22%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$298.48	\$1,701.52	85.08%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$404.67	\$1,789.34	\$1,410.66	44.08%
4515 TECHNICAL SERVICES SUPPLIES	\$3,000.00	\$410.39	\$1,240.80	\$1,759.20	58.64%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$207.31	\$942.58	\$2,107.42	69.10%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$107.59	\$392.41	78.48%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$299.99	\$900.01	75.00%
TOTAL OFFICE SUPPLIES	\$13,950.00	\$1,102.11	\$4,856.57	\$9,093.43	65.19%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,600.00	\$374.78	\$2,470.59	\$3,129.41	55.88%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$5,600.00	\$374.78	\$2,470.59	\$3,129.41	55.88%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$650.00	\$100.67	\$221.44	\$428.56	65.93%
4553 BULK FEES & PERMITS	\$5,400.00	\$0.00	\$1,800.00	\$3,600.00	66.67%
TOTAL OFFICE EXPENSE	\$6,050.00	\$100.67	\$2,021.44	\$4,028.56	66.59%
GROUP TOTAL SUPPLIES	\$25,600.00	\$1,577.56	\$9,348.60	\$16,251.40	63.48%
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: MAY 2026**

		BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
4710A	DATABASES - Adult	\$25,000.00	\$800.00	\$6,091.79	\$18,908.21	75.63%
4710B	DATABASES - Youth	\$4,700.00	\$846.80	\$1,946.80	\$2,753.20	58.58%
4711	PERIODICALS	\$11,000.00	\$14.99	\$360.79	\$10,639.21	96.72%
4714	LARGE PRINT	\$5,750.00	\$531.37	\$1,617.19	\$4,132.81	71.87%
4715	BOOKS - Adult	\$31,000.00	\$2,122.41	\$8,973.96	\$22,026.04	71.05%
4715B	FOREIGN LANGUAGE ADULT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4716	BOOKS - Youth	\$33,500.00	\$4,052.70	\$10,038.62	\$23,461.38	70.03%
4717	VIDEOS - Adult	\$4,300.00	\$296.28	\$1,238.98	\$3,061.02	71.19%
4718	VIDEOS - Youth	\$1,100.00	\$105.40	\$467.84	\$632.16	57.47%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,300.00	\$186.92	\$786.66	\$1,513.34	65.80%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$4,050.00	\$0.00	\$510.93	\$3,539.07	87.38%
4721	SOFTWARE	\$10,500.00	\$120.00	\$5,603.24	\$4,896.76	46.64%
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	\$0.00	\$693.14	\$306.86	30.69%
4725A	E-BOOKS - Adult	\$13,000.00	\$871.92	\$6,821.80	\$6,178.20	47.52%
4725B	E-AUDIOBOOKS - ADULT	\$14,000.00	\$1,137.27	\$7,546.04	\$6,453.96	46.10%
4726	EBOOKS - Youth	\$3,500.00	\$45.00	\$2,692.44	\$807.56	23.07%
GROUP TOTAL MEDIA		\$169,800.00	\$11,131.06	\$55,390.22	\$114,409.78	67.38%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$17,000.00	\$1,389.00	\$257,824.49	-\$240,824.49	-1416.61%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$4,160.00	\$17,280.00	\$520.30	2.92%
4904	FRIENDS - BOOK SALES	\$13,000.00	\$1,257.94	\$4,003.10	\$8,996.90	69.21%
4906a	RESTRICTED DONATIONS	\$1,500.00	\$0.00	\$234.60	\$1,265.40	84.36%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$49,300.30	\$6,806.94	\$279,342.19	-\$230,041.89	-466.61%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$288,732.00	\$50,430.19	\$64,572.75	\$224,159.25	77.64%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$288,732.00	\$50,430.19	\$64,572.75	\$224,159.25	77.64%
TOTAL EXPENDITURES		\$2,443,375.83	\$248,849.18	\$1,144,509.22	\$1,298,866.61	53.16%



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Adducci Vega Financial Group, LLC				
05/15/2026	Check	6402	04 April 2026 Invoice 202071588	4365 Accountant
				365.00
Total for Adducci Vega Financial Group, LLC				\$365.00
Amazon				
05/06/2026	Expense	AMAZON PORTAL	111T-J1F3-79MQ IPAD & COVER TRUSTEE ZUBIK	4418 Technology
				307.54
05/06/2026	Expense	AMAZON PORTAL	CREDIT MEMO FOR MEMORY CARD RETURN	4418 Technology
				-136.61
05/06/2026	Expense	AMAZON PORTAL	1KFK-X7P4-KCQ4 SRP SAND	4454 General Programming
				14.24
05/06/2026	Expense	AMAZON PORTAL	1LQ7-N6LP-GLPY PENCILS	4511 Public Services - Supplies
				18.88
05/08/2026	Expense	AMAZON PORTAL	1H1T-DCVH-9TR4 Laminating Film	4515 Technical Services - Supplies
				94.79
05/12/2026	Expense	AMAZON PORTAL	17JP-V1H3-31FX	4511 Public Services - Supplies
				21.99
05/18/2026	Expense	AMAZON PORTAL	1GDW-R93K-F4PQ PS Supplies	4511 Public Services - Supplies
				28.99
05/18/2026	Expense	AMAZON PORTAL	1NF9-M4V6-11CW Programming supplies	4511 Public Services - Supplies
				9.88
05/18/2026	Expense	AMAZON PORTAL	1NQA-PMPT-GPWK Toilet Paper (4)	4541 Maintenance/Cleaning Supplies
				113.16
05/18/2026	Expense	AMAZON PORTAL	1NQA-PMPT-GPWK Multifold towels (1)	4541 Maintenance/Cleaning Supplies
				42.26
05/18/2026	Expense	AMAZON PORTAL	1NQA-PMPT-GPWK Garbage Bags (1) LG	4541 Maintenance/Cleaning Supplies
				49.99
05/18/2026	Expense	AMAZON PORTAL	16CH-RTFH-VWKX Flags	4516 Circulation - Supplies
				11.99
05/18/2026	Expense	AMAZON PORTAL	1NQ4-PMPT-MXHR Shredder	4514 Business Office - Supplies
				159.99
05/18/2026	Expense	AMAZON PORTAL	1RHY-QLQJ-DW9P Basswood	4904 Reimb. - Friends Book Sales
				57.94
05/18/2026	Expense	AMAZON PORTAL	1TM4-VW4Y-3W9V Kids SRP	4451 Youth & Teen Programming
				459.13
Total for Amazon				\$1,254.16
Anderson Pest Solutions				
05/11/2026	Check	6398	Invoice 96519590	4431 Pest Control
				78.06
05/11/2026	Check	6398	Environmental & Safety Surcharge	4431 Pest Control
				4.50
Total for Anderson Pest Solutions				\$82.56
Building Technology Consultants, Inc.				
05/22/2026	Check	6408	Invoice 14536 Construction Phase	7001 Special Reserves Projects
				5,162.50
05/22/2026	Check	6408	Invoice 14536 Construction Phase Services	7001 Special Reserves Projects
				143.80
Total for Building Technology Consultants, Inc.				\$5,306.30
CDW Government, Inc.				
05/13/2026	Check	6401	Invoice AJ3HS9Y (2) Surfaces	7001 Special Reserves Projects
				3,379.20
05/13/2026	Check	6401	Invoice AJ3IH5H (2) Warranty	7001 Special Reserves Projects
				573.60
Total for CDW Government, Inc.				\$3,952.80
Chicago Backflow, Inc.				
05/12/2026	Check	6399	Annual backflow testing Invoice 426227	4434 Building Repairs
				1,380.00
Total for Chicago Backflow, Inc.				\$1,380.00
City Of Palos Heights IMRF				
05/29/2026	Check	23211	05 May Payment	4331 IMRF III. Muni. Ret. Fund
				9,902.88
05/29/2026	Journal Entry	JE 260403	4.5%	4311 Salaried Employees
				3,875.76
05/29/2026	Journal Entry	JE 260403	4.5%	4312 Hourly Employees
				662.25
05/29/2026	Journal Entry	JE 260404	VIMRF	4311 Salaried Employees
				2,233.41
Total for City Of Palos Heights IMRF				\$16,674.30
City of Palos Hts. - Water Bill				
05/18/2026	Check	6407	Monthly bill	4472 Water
				158.37
Total for City of Palos Hts. - Water Bill				\$158.37
ComEd				
05/08/2026	Check	6395	Billing through 5.4.26	4471 Power
				3,951.35
Total for ComEd				\$3,951.35



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Cosmopolitan Building Services				
05/11/2026	Check	6397	05 May 26 Janitorial Services Invoice 6660	4416 Maintenance
				2,722.50
Total for Cosmopolitan Building Services				\$2,722.50
Dana Kraszczyński				
05/15/2026	Check	23202	6.5.26 Sound Bath Meditation	4452 Public Services Programming
				350.00
Total for Dana Kraszczyński				\$350.00
Demco				
05/05/2026	Check	6384	Invoice 7803267	4515 Technical Services - Supplies
				82.11
Total for Demco				\$82.11
Dependable Building Maintenance Svc LLC				
05/04/2026	Check	6381	Invoice 25222 1st fl women's stall repair	4434 Building Repairs
				1,024.91
Total for Dependable Building Maintenance Svc LLC				\$1,024.91
D. Kersey Construction Co.				
05/22/2026	Check	23210	Application payment #1	7001 Special Reserves Projects
				38,991.60
Total for D. Kersey Construction Co.				\$38,991.60
Donna Hughes				
05/15/2026	Check	23203	6.9.26 Art Duo Workshop	4452 Public Services Programming
				100.00
Total for Donna Hughes				\$100.00
Gregory Alexander				
05/15/2026	Check	23206	6.16.26 Professor Moptop	4452 Public Services Programming
				300.00
Total for Gregory Alexander				\$300.00
HR Source				
05/06/2026	Check	6390	Membership dues	4351 Membership Fees
				1,385.00
Total for HR Source				\$1,385.00
Illinois Library Association				
05/06/2026	Check	6392	C. Dinnocenzo Invoice 332765	4351 Membership Fees
				150.00
Total for Illinois Library Association				\$150.00
Independent Construction Services				
05/06/2026	Check	6389	Invoice 1751 Water Infiltration Project	7001 Special Reserves Projects
				1,957.50
Total for Independent Construction Services				\$1,957.50
Industrial Appraisal				
05/06/2026	Check	6391	Insurable Values	4364 Appraisal Fees
				360.00
05/06/2026	Check	6391	Property Record Report 1.1.24	4364 Appraisal Fees
				270.00
Total for Industrial Appraisal				\$630.00
Ingram				
05/05/2026	Check	6385	04 Apr 26	4714 Large Print Books
				531.37
05/05/2026	Check	6385	04 Apr 26	4715 Books - Adult
				2,095.65
05/05/2026	Check	6385	04 Apr 26	4716 Books - Youth
				4,052.70
05/05/2026	Check	6385	04 Apr 26 Credit	4715 Books - Adult
				-4.23
Total for Ingram				\$6,675.49
INVOBIP VOICE, INC				
05/18/2026	Check	6406	Invoice 96091	4474 Telephone/FAX
				105.08
Total for INVOBIP VOICE, INC				\$105.08
John F. Lyons				
05/15/2026	Check	23205	6.11.26 World Cup	4452 Public Services Programming
				300.00
Total for John F. Lyons				\$300.00



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo		Amount
LEAF (Copier Lease)					
05/04/2026	Expense	ACH LEAF	Copier Lease payment 7	4531 Copier	726.00
Total for LEAF (Copier Lease)					\$726.00
LIMRiCC-Employees					
05/07/2026	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	1,389.00
05/07/2026	Journal Entry	JE 260405	Employee Paid Benefits	4311 Salaried Employees	831.19
05/07/2026	Expense	ACH LIM	05 MAY 26	4333 Insurance	16,720.80
Total for LIMRiCC-Employees					\$18,940.99
Maddox, Susan					
05/15/2026	Check	23207	6.25.26 Summer Cuisine	4452 Public Services Programming	375.00
Total for Maddox, Susan					\$375.00
McCully, Nancy B.					
05/15/2026	Check	23201	6.2.26 Arizona: Roads Less Traveled	4452 Public Services Programming	250.00
Total for McCully, Nancy B.					\$250.00
M. DiFoggio Plumbing Co. Inc.					
05/04/2026	Check	6382	Invoice 4128 faucet replacement 2nd fl staff	4434 Building Repairs	400.00
Total for M. DiFoggio Plumbing Co. Inc.					\$400.00
Midwest Tape - 19730					
05/05/2026	Check	6386	04 Apr 26	4719 Audiobooks - Adult	186.92
05/05/2026	Check	6386	04 Apr 26	4717 Videos - Adult	296.28
Total for Midwest Tape - 19730					\$483.20
Midwest Tape - 19996					
05/05/2026	Check	6387	04 Apr 26	4718 Videos - Youth	105.40
Total for Midwest Tape - 19996					\$105.40
NIR Roof Care, Inc					
05/06/2026	Check	6388	Invoice 185502 Roof Leak Repairs	4434 Building Repairs	1,290.00
Total for NIR Roof Care, Inc					\$1,290.00
Old National Bank - MasterCard					
05/04/2026	Expense	MasterCard	Google Fi/Sip	4474 Telephone/FAX	131.53
05/04/2026	Expense	MasterCard	OCLC	4551 Postage & Handling	22.67
05/04/2026	Expense	MasterCard	Duo	4721 Software	120.00
05/04/2026	Expense	MasterCard	Poster photo paper	4514 Business Office - Supplies	102.99
05/04/2026	Expense	MasterCard	Disney Plus/Spotify	4451 Youth & Teen Programming	25.98
05/04/2026	Expense	MasterCard	7.10.26 Teen program Sukun Arts	4451 Youth & Teen Programming	277.50
05/04/2026	Expense	MasterCard	Stamps	4551 Postage & Handling	78.00
05/04/2026	Expense	MasterCard	Vistaprint Envelopes	4514 Business Office - Supplies	141.69
05/04/2026	Expense	MasterCard	NLWD staff gift cards	4313 Additional Compensation	810.00
05/04/2026	Expense	MasterCard	3.13.26 Program refreshments	4452 Public Services Programming	118.95
05/04/2026	Expense	MasterCard	Bayscan max stick receipt paper	4516 Circulation - Supplies	195.32
05/04/2026	Expense	MasterCard	Barons monthly fee	4711 Periodicals	14.99
05/04/2026	Expense	MasterCard	Ace hardware supplies	4541 Maintenance/Cleaning Supplies	19.99
05/04/2026	Expense	MasterCard	Books Sirens in the Loop	4715 Books - Adult	30.99
05/04/2026	Expense	MasterCard	Slatwall	7001 Special Reserves Projects	221.99
05/04/2026	Expense	MasterCard	Summer Reading	4454 General Programming	201.90
05/04/2026	Expense	MasterCard	Fan Con	4454 General Programming	435.00
05/04/2026	Expense	MasterCard	Fan Con Arcade Rental	4904 Friends of the Library	1,200.00
Total for Old National Bank - MasterCard					\$4,149.49



PALOS HEIGHTS
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Otis Elevator				
05/13/2026	Expense	OTIS PORTAL	Invoice 100402327546	4416 Maintenance 200.51
Total for Otis Elevator				\$200.51
OverDrive, Inc.				
05/08/2026	Check	6396	01658DA26154302	4726 E-Books - Youth 22.50
05/12/2026	Check	6400	01658CO26158849	4725A E-Books - Adult 871.92
05/12/2026	Check	6400	01658CO26158851	4725B E-Audiobooks - Adult 1,137.27
05/15/2026	Check	6403	01658DA26162551	4726 E-Books - Youth 22.50
Total for OverDrive, Inc.				\$2,054.19
Paul Mann				
05/05/2026	Check	23198	5.14.26 Martha Stewart An American Legacy	4452 Public Services Programming 300.00
Total for Paul Mann				\$300.00
Paylocity Payroll Billing				
05/26/2026	Expense	PAYLOCITY	Check date 4.27.26	4412 Payroll Services 85.16
05/26/2026	Expense	PAYLOCITY	Check date 5.11.26	4412 Payroll Services 85.16
05/26/2026	Expense	PAYLOCITY	Advanced	4412 Payroll Services 108.54
Total for Paylocity Payroll Billing				\$278.86
Paylocity Payroll Net				
05/01/2026	Expense	PAYLOCITY	Check date 05.01.26	4311 Salaried Employees 22,189.54
05/01/2026	Expense	PAYLOCITY	Check date 05.01.26	4312 Hourly Employees 7,109.91
05/01/2026	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 14.72
05/01/2026	Expense	PAYLOCITY	TR Spirit ice cream	4454 General Programming 21.16
05/15/2026	Expense	PAYLOCITY	Check date 05.15.26	4311 Salaried Employees 22,820.20
05/15/2026	Expense	PAYLOCITY	Check date 05.15.26	4312 Hourly Employees 7,192.09
05/15/2026	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 13.63
05/15/2026	Expense	PAYLOCITY	LR Cinco Mayo	4454 General Programming 17.62
05/15/2026	Expense	PAYLOCITY	BS Crete Library	4356 Mileage Reimbursement 42.05
05/15/2026	Expense	PAYLOCITY	LR Warrenville Library	4356 Mileage Reimbursement 41.47
05/15/2026	Expense	PAYLOCITY	TR Cinco Mayo	4454 General Programming 28.03
05/15/2026	Expense	PAYLOCITY	LR Tinley Public Library	4356 Mileage Reimbursement 12.18
05/29/2026	Expense	PAYLOCITY	Check date 05.29.26	4311 Salaried Employees 22,820.20
05/29/2026	Expense	PAYLOCITY	Check date 05.29.26	4312 Hourly Employees 7,037.54
05/29/2026	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 13.20
05/29/2026	Expense	PAYLOCITY	CD mileage Matteson PL	4356 Mileage Reimbursement 10.08
05/29/2026	Expense	PAYLOCITY	MKK mileage Schaumburg Lib Dist	4356 Mileage Reimbursement 18.56
05/29/2026	Expense	PAYLOCITY	BS mileage Reaching Forward	4356 Mileage Reimbursement 59.58
Total for Paylocity Payroll Net				\$89,461.76
Paylocity Payroll Taxes				
05/01/2026	Expense	PAYLOCITY	Check date 05.01.26	4311 Salaried Employees 6,532.87
05/01/2026	Expense	PAYLOCITY	Check date 05.01.26	4332 FICA Social Security 3,019.68
05/01/2026	Expense	PAYLOCITY	Check date 05.01.26	4312 Hourly Employees 1,382.77
05/15/2026	Expense	PAYLOCITY	Check date 05.15.26	4311 Salaried Employees 6,733.40
05/15/2026	Expense	PAYLOCITY	Check date 05.15.26	4332 FICA Social Security 3,089.22
05/15/2026	Expense	PAYLOCITY	Check date 05.15.26	4312 Hourly Employees 1,378.68
05/29/2026	Expense	PAYLOCITY	Check date 05.29.26	4311 Salaried Employees 6,733.40
05/29/2026	Expense	PAYLOCITY	Check date 05.29.26	4332 FICA Social Security 3,073.67
05/29/2026	Expense	PAYLOCITY	Check date 05.29.26	4312 Hourly Employees 1,331.45
Total for Paylocity Payroll Taxes				\$33,275.14



PALOS HEIGHTS PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount
Petty Cash				
05/15/2026	Check	23200	SRP lunch staff / vol (17)	4454 General Programming 170.00
Total for Petty Cash				\$170.00
Pronunciator				
05/04/2026	Check	6383	Subscription 2026-2027	4710a Databases (Adult) 800.00
Total for Pronunciator				\$800.00
Record -A-Hit-Entertainment				
05/05/2026	Check	23199	5.30.26 Obstacle Course Inflatable Balance	4454 General Programming 535.00
Total for Record -A-Hit-Entertainment				\$535.00
Roy Erikson Outdoor Maintenance				
05/08/2026	Check	6394	Invoice 07-51643	4436 Lawn Maintenance 1,000.00
05/08/2026	Check	6394	Fuel temp charge	4436 Lawn Maintenance 39.94
Total for Roy Erikson Outdoor Maintenance				\$1,039.94
Rudolf, Dave				
05/15/2026	Check	23208	6.30.26 Beach Party	4452 Public Services Programming 625.00
Total for Rudolf, Dave				\$625.00
Sandy Safranek				
05/15/2026	Check	23204	6.9.26 Art Duo Workshop	4452 Public Services Programming 100.00
Total for Sandy Safranek				\$100.00
The Library Store				
05/06/2026	Check	6393	Invoice 786518 Supplies	4515 Technical Services - Supplies 233.49
Total for The Library Store				\$233.49
Truty, Marcin				
05/04/2026	Expense	ACH MARCIN	04 APR IT SERVICES 26-04	4902 Grants 4,160.00
Total for Truty, Marcin				\$4,160.00
Warehouse Direct				
05/15/2026	Check	6404	Small Liners (1)	4541 Maintenance/Cleaning Supplies 32.21
05/15/2026	Check	6404	Kleenex (1)	4541 Maintenance/Cleaning Supplies 117.17
Total for Warehouse Direct				\$149.38
World Book, Inc.				
05/15/2026	Check	6405	Online Advance Diff pkg Libra	4710b Databases (Youth) 637.96
05/15/2026	Check	6405	Online Early Learning Library	4710b Databases (Youth) 208.84
Total for World Book, Inc.				\$846.80
TOTAL CHECKS FOR BOARD APPROVAL				\$248,849.18



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION May 31, 2026

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
BEGINNING BALANCE	\$64,339.49	\$1,051,483.48	\$1,191.45	\$200.00	\$572.09	\$2,614.64	\$1,120,401.15
WITHDRAWLS	(\$248,849.18)						(\$248,849.18)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$40,000.00	(\$40,000.00)					
	\$40,000.00	(\$40,000.00)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	253.40						\$3,611.07
	1,389.00						
	388.95						
	1,579.72						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$3.16	\$2,259.38	\$3.75	N/A	N/A	\$2.04	\$2,268.33
ENDING BALANCE	\$9,104.54	\$863,742.86	\$1,195.20	\$200.00	\$572.09	\$2,616.68	\$877,431.37
TOTALS	\$874,242.60 GENERAL FUND				\$3,188.77 SPECIAL RESERVES FUND		\$877,431.37 TOTAL FUND BALANCE
INTEREST RATES	0.05%	2.890%	3.737%	N/A	N/A	0.920%	

TOTAL FUND BALANCE MONTH ENDING: MAY, 2026

\$877,431.37

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
June 18, 2026

Library News

As it typically the case this time of year, it has been a crazy few weeks at the library! Summer Reading is in full swing, and the library is bustling with families on a daily basis. We'll have detailed stats on reading program participation in August, but initial signups and participation have matched last year's record pace.



day and a great way to kick off summer reading!



We held our annual Summer Reading Kickoff Party on Saturday, May 30th. It was another very well-attended event! Approximately 860 attendees enjoyed yard games (especially the giant Kerplunk!), an inflatable obstacle course, a balloon artist, food trucks, crafts, water cannons, the fire truck, and more. The weather was basically perfect, and the event ran smoothly. It was a great

We also weathered the big storms that came through in early June. Along with many residents, we lost power during the storm on Wednesday the 10th. That wasn't restored until the evening of Thursday, the 11th, so we were closed for a day and a half. We also had a plumbing backup on the 10th (probably related to the storm), which meant that we weren't able to get it serviced until that Friday. The parking lot and roof were riddled with debris and took some significant effort to clean up. Although nothing was damaged, there were a few large branches that came down from the trees along the south property line. We called Homer to remove a few of the largest ones. So we came through the whole ordeal relatively unscathed.

Prior to the storm hitting, I spent all of that Wednesday sitting in on the Cook County Board meetings. They held a hearing specifically on the property tax bill issues and what we can expect going forward. While the news isn't great, it could be worse. The second installments are expected to be about two months late this year. So instead of being issues on August 1st with a mid-September due date, they are expected to be issued around October 1st with a November 1st due date. That's not nearly as bad as last year, but with our current underpayment from the first installment bills this year, we might find ourselves in another difficult spot. I've had correspondence with the Treasurer's Office in which they assured me that more funds will be coming soon from the first half installments, so perhaps we'll be okay. But with our current balance and burn rate, we wouldn't make it until November 1st. However, the County has also announced that they plan to expand their no-interest bridge loan program to include all public bodies and not just those from distressed communities. So we might have an option other than going hat-in-hand to the City again.

Finally, we received our annual State Per Capita Grant award letter. This year's grant is up to \$20,515.60, an increase of almost \$3,000 higher than in recent years. That is welcome news! I plan to put these extra funds toward our technology expenses, which is how we typically spend these funds each year.

Budget Update

As of now, our budget remains healthy. Our bank balance is a bit under \$900,000, which is plenty to get us through the summer. May was an expensive month with a triple payroll and the first major construction installments. The next few months will also see higher spending than usual as we finish up those construction payments.

Building Envelope Project

The envelope repair project is wrapping up. At this point, all construction work has been completed. We are waiting for the engineer to come out and do his final testing. Assuming that goes according to plan, the project will reach substantial completion in the next week or so. We can expect final billing as of our next meeting.

Other News

Veterans Energy completed our building-wide relamping project. This is the large lighting project that we talked about a few months back, which is being paid for mostly by a grant from ComEd. All of our existing linear fixtures were rewired to use all-in-one LED bulbs and ballasts. They also replaced most of the panels in staff areas of the building with motion-activated led panels, which provide much more consistent lighting. Of the \$35,000 cost of this project, we will pay a little over \$4,000.

Finally, Matt's last day on the job was Thursday, June 11th. He did a lot of great work before he left to make sure things stay in motion and to ensure that his successor can hit the ground running. The interview process to fill that vacancy is well underway at this point.

Upcoming Events

- Thursday, June 18th – Personnel Committee Meeting, 6:00 pm

- Thursday, June 18th – Regular Board Meeting, 6:30 pm
- Saturday, July 4th – 4th of July Parade, 12:00 pm
- Friday, July 31st thru Tuesday, August 4th – Friends of the Library Book Sale
- Thursday, August 20th – Budget & Finance Committee Meeting, 5:30 pm
- Thursday, August 20th – Regular Board Meeting, 6:30 pm

Agenda Items

Item 1: Kersey Construction Pay Application 2

The second pay application for Kersey includes work completed through May 27th. This brings us through the completion of all carpentry and flashing work and includes the first half of the metal fabrication and installation. Obviously, much more work has happened in the weeks since May 27th. We can expect to make one more payment to Kersey to close out the project at our August meeting.

Recommendation: I recommend that you approve payment to D. Kersey Construction in the amount of \$60,368.40.

Item 2: VHS Conversion Policy

For a number of years now, the library has offered a free service of converting people's old VHS tapes to DVD or other digital media, and we get a steady flow of these requests throughout the year. It's been a while since we last looked at this policy, and Lorena has brought a few desired edits to my attention. The changes are minor and reflect that most of those requests now come in the form of copying VHS over to portable digital media (flash drives) rather than burning them to DVDs. DVD technology is getting more difficult to procure, and we would like that to be reflected in the policy. We also want to remove language about specific pricing of blank media as well as their capacities as those things change over time. Our intention is to always sell those items at cost and not to generate profit but simply to make the library whole.

Recommendation: I recommend that you approve revisions to the VHS Conversion Policy.

Item 3: Use of Personal Vehicles Policy

Some libraries have delivery vans for doing home deliveries or a library vehicle for staff to use in getting around to professional functions. We rely on staff to use their personal vehicles to do these things, thus the need for this policy.

In reviewing this policy, I'm proposing changes to section 4.2 such that it reflects the necessity of having a valid driver's license and insurance in order to drive while conducting library business. The previous wording of the policy made it seem like an employee could use their personal vehicle for work without

providing this information, they just wouldn't be compensated for that use. In reality, the issue isn't about being eligible for reimbursement but about the library knowing that they are properly licensed and insured if they are going to be on the road in the performance of their duties to the library. It is required by our corporate insurance carriers, and it has indeed been our practice. I just think it's a good idea that the policy more clearly match up with that practice.

Recommendation: I recommend that you approve revisions to the Use of Personal Vehicles for Library Business Policy.

Item 4: Non-Resident Card Fee Resolution

As you know, people who don't reside within the Palos Heights city limits aren't entitled to a library card as they don't pay into the tax base that funds the library. We are a bit unusual in that we have two sizeable areas of unincorporated Palos Heights who don't pay taxes to any library. Statute allows us to offer library cards to people who live in unincorporated areas if they pay a non-resident card fee each year. There are two allowable methods for calculating what this fee will be.

The first is the "general mathematical formula." This entails calculating that average cost that each household in Palos Heights pays to the library and charging that amount to any non-resident household that wants to have a card. The advantages of this method are that it's simple and non-intrusive. We do a simple calculation to establish the average cost per household of library services, and we apply that cost identically to every non-resident.

The second method that we can use is the "tax bill formula." This method entails looking at the tax bill of each non-resident who is interested in getting a card and doing a quick calculation to determine how much they would pay to the library if their home were in the city limits. The advantage of this system is that it's fairer to non-residents, charging them exactly what they would actually pay rather than what the average household pays. The disadvantages are that it requires patrons to bring in a current property tax bill each year, which can feel intrusive, and that it's a little bit more work for library staff to do this calculation on a case-by-case basis.

In the past, we used the general mathematical formula. It was simple and straightforward. Everyone paid the same fee. In 2024, we switched to the tax bill method. Feedback that we receive from patrons has been largely positive. It's a bit more invasive but also allows some households to pay a lower amount, reflecting the lower amount that they would pay if they lived within our existing taxing boundary. It's a bit more work for staff, but it also only comes up a few times per year. Beth has mastered the process, and I believe Circulation staff are no longer intimidated by the process. We have had roughly the same number of cards purchased and have lost a few hundred dollars in revenue. But it is also a more equitable process for those patrons willing to pay the fee. My recommendation is that we stay the course.

Recommendation: I recommend that you approve the "tax bill method" in calculating non-resident card fees for the year beginning July 1, 2026.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

APRIL 2026

At the Desk:

11 online library cards were issued to residents.

22 directional questions were answered by the Circulation staff.

7 patrons used Curveside pickup.

Department Highlights:

The Circulation Department handed out cookies & coffee for National Library Week.

Patron Lynn Drenth was the winner of our National Library Week drawing for a Jullianni's gift certificate.

Beth created handouts for our National Library Week open house explaining the interlibrary loan process.

Dora, Mickey & Beth participated in the library card video for social media.

Beth & Dora created a pickleball video to be posted on social media in May.

Karen is working on cleaning out expired patron file cards.

Crys spent about 20 hours this month straightening in YTS.

Kindness Corner collected donations for Lake Katherine.

Circulation helped the PHWC collect crayons for the Crayon Initiative.

Dora & Beth are working on updating the library card binder.

Beth is working on creating a new job description for the Circulation Assistant position.

Beth lead Lunch Bunch Book Discussion of *Things Are Never So Bad That They Can't Get Worse: Inside the Collapse of Venezuela* by William Neuman attended by 10 people.

Beth & Dora worked on the Summer Reading Kickoff party decorations.

Beth finished Summer Reading Kickoff party signs and flyers.

Beth wrote up a disciplinary action for Karen M. concerning her ability to work with others.

Meetings:

4/6- Summer Reading Kickoff meeting (Beth & Dora)

4/13- Summer Reading Kickoff meeting (Beth & Dora)

4/14- Attended the PHWC meeting

4/15- Swan Circulation Networking meeting

4/16- Beth met with Karen M. to discuss her disciplinary action

4/20- Manager's Meeting

4/27- Summer Reading Kickoff meeting

4/29- SWAN Discussion: Choose the Fate of the Item - Use It or Lose It- Crete Public Library District- Beth and Dora attended

Respectfully submitted,
Beth Stevens
Head of Circulation

CIRCULATION STATISTICS FOR APRIL 2026

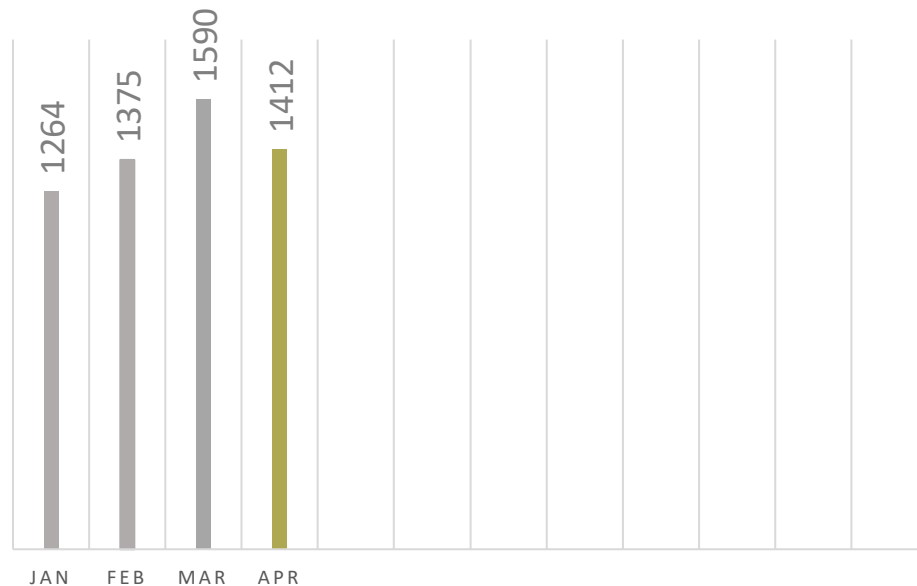
	Apr-26	YTD 26	Apr-25	YTD 25
Adult Circulation				
Books	3,418	13,153	3,293	13,471
Video	422	1,490	416	1,812
Audio	184	938	287	761
Periodicals	125	623	162	623
Other Formats	33	63	15	58
In House	94	498	71	285
Total Adult Circulation	4,276	16,765	4,244	17,010
Youth Circulation				
Books	3,775	15,731	4,360	17,195
Audio	8	122	49	215
Teen Circulation				
Books	231	668	254	1,092
Audio	1	11	3	10
Youth & Teen Circulation				
Video	187	747	139	400
Periodicals	8	51	48	87
Other Formats	67	285	147	393
In House Use	1,050	3,429	844	3,736
Total Youth & Teen Circulation	5,327	21,044	5,844	23,128
Gadgets & Gizmos	10	32	17	46
Electronic Circulation				
eBooks (Media On Demand)	1,159	4,785	1,193	4,700
eAudio (Media On Demand)	1,059	4,151	866	3,534
eBooks (Palace Project)	56	239	85	354
eAudio (Palace Project)	26	97	51	241
Kanopy (Visits)	580	3,433	-	-
Kanopy (Plays)	126	605	-	-
Periodicals (Overdrive)	356	1,378	332	1,343
Periodicals (PressReader)	-	-	1	63
Chicago Tribune Website (Views)	288	1,340	-	-
Chicago Tribune E-Edition (Views)	7,499	20,193	-	-
Total Electronic Circulation	11,149	36,221	2,528	10,235
TOTAL CIRCULATION	20,762	74,062	12,633	50,419
ILL - Received				
ILL - Received	1,325	6,051	1,347	5,096
ILL - Sent				
ILL - Sent	1,096	4,815	839	4,003
Reciprocal Borrowing				
Reciprocal Borrowing	1,302	5,147	1,143	5,090
Online Renewals				
Online Renewals	74	200	79	281
Self-Checkout				
Self-Checkout	3,553	14,599	3,751	11,500
Computer Usage				
Library Workstation Sessions	471	1,777	497	1,895
Wireless Sessions	1,510	5,120	1,151	4,673
Total Sessions	1,981	6,897	1,648	6,568
# of People Using the Library	9,828	37,915	8,972	36,737
Homebound Deliveries			Current Month	Full Year
Patrons Served			11	
Visits			29	68
Items			99	377
Museum Pass Program			Current Month	Full Year
Total Passes			18	50

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,406	50	26	1	4,481
Non-Resident/Trinity/Business/Bethshan	93	1	0	-	94
Cards for Kids	52			-	57

Public Services Department Report

April 2026

PS Reference Questions



Meetings & Trainings

- 4-3-26: RFN Meeting
- 4-6-26: 1 on 1 w/Director
- 4-6-26: SRKOP Meeting
- 4-13-26: SRKOP Meeting
- 4-16-26: Hoopla Meeting
- 4-20-26: 1 on 1 w/Director
- 4-20-26: Management Team Meeting
- 4-30-26: ARRT Program: Play With RA

Programming

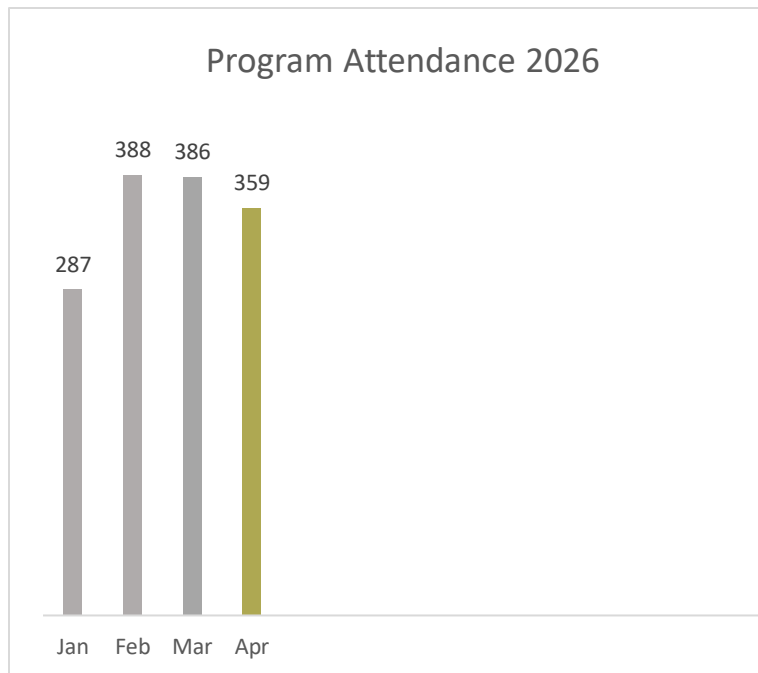
April saw a wide variety of programming that had a good response from patrons. Our trio of crafting programs, Upcycled Jewelry, Scrapbooking, and FabLab class, had solid attendance, though perhaps not as huge of demand as when we started the scrapbook classes a couple years ago.

April included Earth Day, so as per usual we incorporated a couple of environmental programs into the mix. One was about community solar power options. This is for people who want to use solar power, but live in an apartment or their homes can't support solar panels. It was an interesting presentation, and more people than usually attend our environmental programs showed up.

The other one was a film screening in partnership with the Palos Heights Green Team and presented at the Palos Heights Rec Center. This was the second time we did a "film fest" for Earth Day. Last year we were part of the One Earth Film Festival, but the experience left something to be desired, so we decided to try it on our own. We selected a documentary, secured the rights to screen it, recruited a speaker from Loyola University to lead a discussion after the film and local shop Pass Health Foods even donated some light refreshments for the event. Interestingly, more people attended the screening that registered. Usually the opposite happens. But, we had 33 registered and 50 attended, which was more than the event drew last year. Definitely a success and the result of the work of many people across the City.

We also had some good "normal" programs. The Rolling Stones program went well, and our annual sports-themed program (we usually have one or two) drew more people than our sports programs usually do.

The highlight of the month may have been Bill Pack's "The Mind Readers". We have had him a couple times in the past for impressive magic-like shows. This was actually the first time he had done "The Mind Readers" and our patrons loved it. He would talk about "mind readers" from the 1800s and 1900s, then do a mind reading bit from each of them live in the room. Each one he pulled off "correctly" and everyone in the room was amazed. Lots of audience participation, as well. It was great!



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

April was a huge month for the Local History Room! We wanted to get the room cleaned up and more presentable to the public ahead of National Library Week, since we planned to do tours of the room. Thanks especially to the efforts of Terry, cleaning and shelving a lot of items, and Jesse, installing rails and brackets to hang the many framed photos in the room, it looks amazing.

The quilt hanging in the Local History Room was created in 1976 by Palos Heights residents, so to celebrate its 50th anniversary, it was moved out to be displayed near the Reading Room so more patrons will get to see it.

We continued working with Trinity to obtain some of their local history-related materials, and that transfer will take place next month.

Collection Development

The great Cost Per Circ experiment of April 2026 on Libby went well. We used the same title in different formats, eaudiobook and ebook, since both of them had lengthy hold lists. The idea was to track the hold lists and compare one-time-use copies of the eaudiobook and see how it moved the hold list along compared to buying extra traditional copies of the ebook. We ended up getting 11 CPC copies and 3 more traditional copies, which was where the cost for each was most in balance. Of course, the hold list for the CPC went down quicker, since 11 people were able to immediately fill their holds, but the traditional list is also moving fast, just taking a bit longer. In the end, if we need to surge copies for a popular title, CPC works.

Other

As part of another partnership with Lake Katherine and the Green Team, we were a collection site for used (but clean) packing materials for something called EcoShip, which will then be provided to companies for reuse. We collected a LOT of materials, from both patrons and staff.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

April 2026

April 2026								
PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	5	6	\$1,070.00	98	Reference	Computer	Directional
Free	0	2	2	N/A	18	511	476	425
Book Discussions	0	4	4	N/A	19	TOTAL		1,412
Movie			3	\$55	65	HOMEBOUND DELIVERIES		
Passive Programs			2		62			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
						11	29	99
Needle Crafters			4	N/A	25	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	67			
COMPUTER TRAINING - LAB			2	N/A	5	1		
TOTAL PROGRAMMING			25	\$1,125	359			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
04/07/26	2:00 pm	No	Upcycled Jewelry		9	\$200.00	5	
04/09/26	7:00 pm	No	The History of the Rolling Stones		36	\$300.00	26	
04/14/26	6:30 pm	No	Scrapbooking I		9	\$45.00	8	
04/16/26	7:00 pm	Yes	ILP: Cristina Henriquez (0 inperson)		1	ILP	3	
04/28/26	7:00 pm	No	Mind Readers		46	\$325.00	38	
04/30/26	7:00 pm	No	When the White Sox Were Really Good		24	\$200.00	18	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
04/02/26	7:00 pm	No	FabLab: Glowforge Tissue Paper Daisy		7	N/A	6	
04/21/26	7:00 pm	No	Let the Sun Shine In: Solar Community		12	N/A	12	
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
04/29/26	3:00 pm	No	Senior Book Club		N/A	N/A	4	
04/08/26	7:00 pm	No	Horror Book Club		N/A	N/A	4	
04/13/26	12:00 pm	No	Lunchbunch Book Club		N/A	N/A	8	
04/21/26	2:00 pm	No	Tea Time Book Club		N/A	N/A	3	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
04/10/26	2:00 pm	Friday Matinee: Mr. Holmes			5	N/A	6	
04/19/26	2:00 pm	Sunday @ the Cinema: Wicked For Good			7	N/A	9	
04/23/26	6:30 pm	Green Team Film Fest: Single Use Planet			33	\$55	50	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
04/07/26	10:00 am	Needle Crafters			N/A	N/A	5	
04/14/26	10:00 am	Needle Crafters			N/A	N/A	7	
04/21/26	10:00 am	Needle Crafters			N/A	N/A	6	
04/28/26	10:00 am	Needle Crafters			N/A	N/A	7	
	10:00 am				N/A	N/A		
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
04/07/26	10:00 am	Scrabble			N/A	N/A	18	
04/14/26	10:00 am	Scrabble			N/A	N/A	18	
04/21/26	10:00 am	Scrabble			N/A	N/A	14	
04/28/26	10:00 am	Scrabble			N/A	N/A	17	
	10:00 am				N/A	N/A		
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
04/06/26	2:00 pm	Introduction to the Library Catalog			4	N/A	3	
04/13/26	2:00 pm	Gmail Basics			3	N/A	2	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					59	
		Project of the Month					3	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

APRIL 2026

Department Highlights:

National Library Week Open House: Technical Services gave a couple of tours of the department and demonstrated how we repair damaged books. Patrons were excited to see behind the scenes activities.

Social Media Committee: Lorena created a Fun Fact Friday post with a few library facts and a silent book club poster. She also created a post for the release of the *Devil Wears Prada 2*.

Lorena created the LIC schedule for the month of May. She also revised the current job descriptions for Technical Services positions.

Jalal continues to spot check adult fiction for the ongoing series project.

Nikki has been helping develop a Technical Services guide, including the procedures for various tasks and services Tech provides. Lorena will compile all guides and procedures into a binder for future training purposes and for all Tech information to be accessible.

Nikki has also been discussing various craft ideas while being part of the Fan Con Committee.

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

Meetings and Training:

April 6 – 1 on 1 with Jesse

April 10 – Technical Services Networking meeting

April 13 – 1 on 1 with Jalal

April 15 – Technical Services Department meeting

April 20 – Management Team meeting

April 22 – SWAN: Library Effective Techniques

April 23 – RAILS: Penworthy Demo/Q&A

April 28 – SWAN Fireside Chat

Processing Statistics:

Adult	Ordered Items	Added Items
Print	212	191
Audiobook	7	5
Video	10	10
Kit	-	-
Periodical	-	60

Youth & Teen	Ordered Items	Added Items
Print	-	345
Audiobook	-	-
Video	-	5
Kit	-	-
Periodical	-	4

Discarded Items	Adult	Youth & Teen
Print	37	120
Audiobook/CD	1	2
Video	53	1
Kit	1	-
Periodical	60	12

Library Services:

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

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

APRIL 2026

Highlights of the Month:



This month's Nature Hour was about camouflage. We looked at how different animals are able to blend in to various environments. Kids were also able to see real animal fur up-close.



It was all about spring, bunnies, and April showers at Arabic Storytime. We got to know each other with an introductory name dance, moved our bodies to "Head, Shoulders, Knees, and Toes," and ended with a bunny craft using paint dots.

April showers are bringing flowers! Mary Kate and the tweens had a great time making flowers and butterflies with cardstock cut on the Cricut and chocolate kisses!

Babies laughed and wiggled their way at Little Wiggles this month! This month was extra exciting as several new babies under six months joined us for the first time! Babies had fun meeting and playing with new friends and singing songs.

Tweens had a fantastic time decorating their junk journals with both personal and library supplies. All participants expressed interest in continuing to fill their journals with their favorite memories and hobbies.



Jolie and the kids had a great time using their creativity while making their own Bird house using our Cricut! They especially enjoyed being able to add their own decorations to their Bird House which included feathers, butterflies, birds, flowers and even added their own streamers to carry their house back home!

Meetings and Department News:

SLJ: Middle Grade Magic – Carla watched this event on 04/04.

Niche Academy: Unattended Children – Claire watched this webinar on 04/07.

Booklist: Summer Scares Middle-Grade Panel: 2026 – Carla watched this webinar on 04/13.

Booklist: Disney Publishing Spring/Summer 2026 Preview – Carla and Claire watched this on 04/13.

RAILS: LGBTQ+-Inclusive Schools and Libraries – Claire watched this webinar on 04/14.

Booklist: DK's Summer 2026 Librarian Preview – Carla watched this webinar on 04/14.

Fan Con Meeting – Carla and Claire attended this meeting on 04/14.

IYSI Board Meeting – Tina led this meeting on 04/17.

ILA: Marketing Forum 2026 Mini-Conference Part 1 – Mary Kate attended part one of this conference virtually on 4/17.

SLJ: Innovate & Educate: STEM/STEAM Spotlight – Mary Kate watched this webinar on 4/21.

Summer Reading Committee – Mary Kate and Jolie attended these meetings on 4/06 and 4/13.

Booklist: Summer Scares YA Panel: 2026 – Mary Kate and Carla watched this webinar on 4/19.

One-on-One – Tina met with Jesse on 04/27.

Management Meeting – Tina attended on 04/27.

Mackin: Storyteller Spotlight Welcomes Tae Keller, Mac Barnett, and Shawn Harris – Carla watched this on 04/27.

EBSCO NoveList Resources for RAILS Libraries – Carla watched this webinar on 4/30.

Outreach:

Indian Hill Preschool – Carla visited these classes and presented a story time about silly stories.

Reggio Academy – Claire visited the preschool class and presented a story time about spring.

Trusting Hearts Preschool – Tina visited to share stories about rain and animals in the spring.

Chippewa Elementary School – Claire attended this school's Screen Free Summer Initiative event and shared library news and giveaways with over 100 patrons.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	23	344	\$0	Reference	Computer	Directional
Free Tween/Teen Programming	5	11	\$0	167	79	104
Youth Paid Programming	0	0	\$0	TOTAL	350	
Tween/Teen Paid Programming	0	0	\$0	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	28	355	\$0	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	286	127	63
TOTAL OUTREACH	0	47	1601	TOTAL	476	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
04/01/26	11:30 am	Tales for Twos	12
04/01/26	1:00 pm	Kindergarten Ready!	14
04/02/26	11:30 am	Little Wiggles	37
04/03/26	1:30 pm	Arabic Story Time	24
04/06/26	5:00 pm	STEAM: Zoo Day!	32
04/07/26	4:00 pm	Facts & Crafts: Axotlotl	17
04/08/26	11:30 am	Tales for Twos	14
04/08/26	1:00 pm	Kindergarten Ready!	20
04/08/26	4:30 pm	Furry Readers	12
04/09/26	11:30 am	Little Wiggles	20
04/10/26	5:00 pm	Tween Book Box	9
04/14/26	4:00 pm	STEAM: Color Wheel	9
04/15/26	11:30 am	Tales for Twos	9
04/15/26	1:00 pm	Kindergarten Ready!	23
04/15/26	4:00 pm	Junk Journal Club	5
04/16/26	11:30 am	Little Wiggles	18
04/17/26	10:00 am	Nature Hour	21
04/21/26	4:00 pm	Earth Day	4
04/21/26	5:00 pm	Bird House	5
04/22/26	11:30 am	Tales for Twos	6
04/22/26	1:00 pm	Kindergarten Ready!	10
04/23/26	11:30 am	Little Wiggles	17
04/28/26	4:00 pm	Active Games	6

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
04/01/26	4:00 PM	Volunteens	6
04/10/26	4:00 PM	Mountain Scene	0
04/16/26	4:00 pm	Video Game Club: Mario Kart Competition	0
04/23/26	4:00 pm	Cricut Kiss Flowers	2
04/29/26	4:00 pm	Personalized Baseball Cases	3

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	36
Tonies Listening Station	27
Craft - Flower Umbrella	160
Teen Craft - How to Draw Axotlotl	40
Fab Lab - 3D Scotty Dog (Project of the Month)	12
Travel Kits	0
Activity - Library Joy	36
Teen Craft - Spring Word Scramble	39
Craft - Pete the Cat	126

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
04/08/26	Indian Hill Preschool	8	120
4/13/2026	Reggio Preschool	1	18
4/14/2026	Trusting Hearts Preschool	1	23
04/16/26	Chippewa Screen Free Summer Initiative Event	1	120
04/30/26	Book Talks Grades K-1	9	179
04/30/26	Book Talks Grades 2-3	9	154
04/30/26	Book Talks Grades 4-5	9	87
04/30/26	Book Talks Grades 6-8	9	900



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

MAY 2026

At the Desk:

14 online library cards were issued to residents.

25 directional questions were answered by the Circulation staff.

7 patrons used Curveside pickup.

Department Highlights:

The entire Circulation Department participated in the Summer Reading Kickoff party.

Beth, Dora created decorations for the Kickoff party.

Beth, Dora & Karen decorated the library for the party.

Beth created coloring sheets to handout at Farmers Market which children returned to the Circulation desk for a free pack of markers.

Beth attended the Farmers Market on 5/13 and Cheryl & Dora attended on 5/27.

Dora & Beth finished updating the library card binder.

Beth is finished creating a new job description for the Circulation Assistant position.

Beth updated the Circulation Clerk and Head of Circulation job descriptions.

Beth lead Lunch Bunch Book Discussion of *Love Johnny Carson: One Obsessive Fan's Journey to Find the Genius Behind the Legend* by Mark Malkoff attended by 10 people.

Beth is working with the PHWC Libraries & Education Committee on ideas for their participation in the National Night Out event on 8/4.

Social Media:

Dora created and posted Summer Reading Kickoff posts for Facebook and Instagram

Beth created Facebook and Instagram posts for Farmers Market and the Polish History display.

Meetings:

5/13- Summer Reading Kickoff meeting (Beth & Dora.)

5/19- Met with the PHWC Libraries & Education committee.

5/21- Beth met with Karen M. to discuss her disciplinary action.

5/12- Dora attended FanCon meeting.

Continuing Education:

5/22-Beth, Dora and Crys attended Reaching Forward.

Respectfully submitted,

Beth Stevens

Head of Circulation

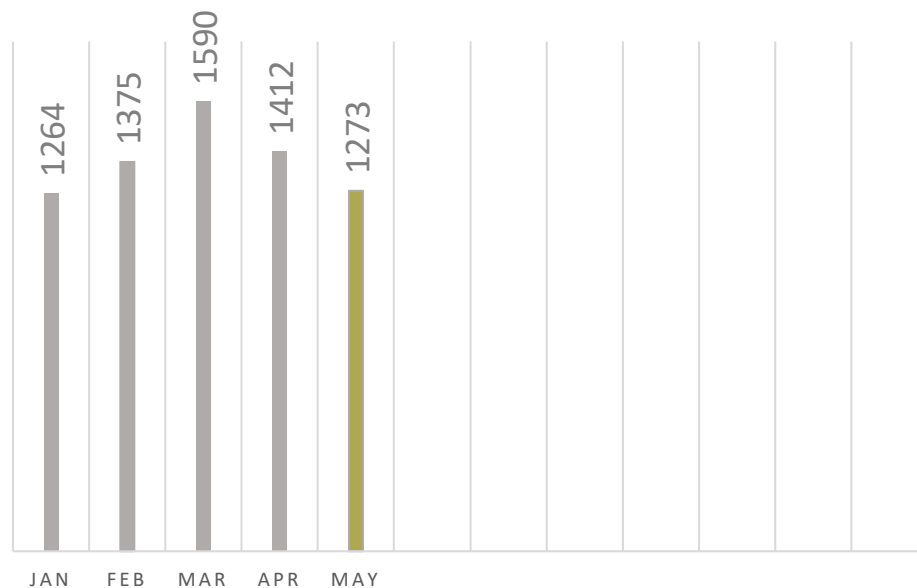
CIRCULATION STATISTICS FOR MAY 2026

	May-26	YTD 26	May-25	YTD 25
Adult Circulation				
Books	3,175	16,328	3,370	16,841
Video	372	1,862	424	2,236
Audio	194	938	273	1,034
Periodicals	89	1,132	149	772
Other Formats	20	83	37	95
In House	75	573	75	360
Total Adult Circulation	3,925	20,916	4,328	21,338
Youth Circulation				
Books	3,314	19,045	3,676	20,871
Audio	26	148	24	239
Teen Circulation				
Books	194	862	258	1,350
Audio	7	18	6	16
Youth & Teen Circulation				
Video	156	903	121	521
Periodicals	18	69	9	96
Other Formats	53	338	134	548
In House Use	534	3,963	747	4,483
Total Youth & Teen Circulation	4,302	25,346	4,975	28,124
Gadgets & Gizmos	14	46	14	60
Electronic Circulation				
eBooks (Media On Demand)	1,195	5,980	1,267	5,967
eAudio (Media On Demand)	1,154	5,305	967	4,501
eBooks (Palace Project)	60	299	74	428
eAudio (Palace Project)	47	144	72	313
Kanopy (Visits)	392	3,825	-	-
Kanopy (Plays)	76	681	-	-
Periodicals (Overdrive)	394	1,772	373	1,716
Periodicals (PressReader)	-	-	3	66
Chicago Tribune Website (Views)	180	1,520	-	-
Chicago Tribune E-Edition (Views)	9,401	29,594	-	-
Total Electronic Circulation	12,899	49,120	2,756	12,991
TOTAL CIRCULATION	21,140	95,428	12,073	62,513
ILL - Received	1,009	7,060	1,292	6,338
ILL - Sent	913	5,728	1,002	5,005
Reciprocal Borrowing	974	9,121	1,118	6,208
Online Renewals	50	324	67	348
Self-Checkout	3,210	16,709	3,452	13,952
Computer Usage				
Library Workstation Sessions	338	2,115	430	2,325
Wireless Sessions	1,414	5,120	1,158	5,831
Total Sessions	1,752	8,649	1,588	8,156
# of People Using the Library	9,185	47,100	9,196	45,933
Homebound Deliveries			Current Month	Full Year
Patrons Served			15	
Visits			31	99
Items			88	465
Museum Pass Program			Current Month	Full Year
Total Passes			18	50

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,481	33	22	1	4,536
Non-Resident/Trinity/Business/Bethshan	94	1	0	-	95
Cards for Kids	57	3	1	-	61

Public Services Department Report May 2026

PS Reference Questions



Meetings & Trainings

- 5-1-26: RFN Meeting
- 5-4-26: One on One w/Director
- 5-6-26: RFN Panel Practice
- 5-7-26: WSAP Meeting
- 5-7-26: ARRT SC Meeting
- 5-14-26: WhoFi Webinar
- 5-18-26: Obama Archive Program Meeting
- 5-18-26: One on One w/Director
- 5-21-26: St. Al's Over 50s Group Presentation

Programming

May is a pretty light programming month for us around these parts, we only had 1 traditional program, a presentation about Martha Stewart from a solid presenter whom we have hosted in the past. This had less attendees than anticipated, perhaps an indication that we should keep May fairly light.

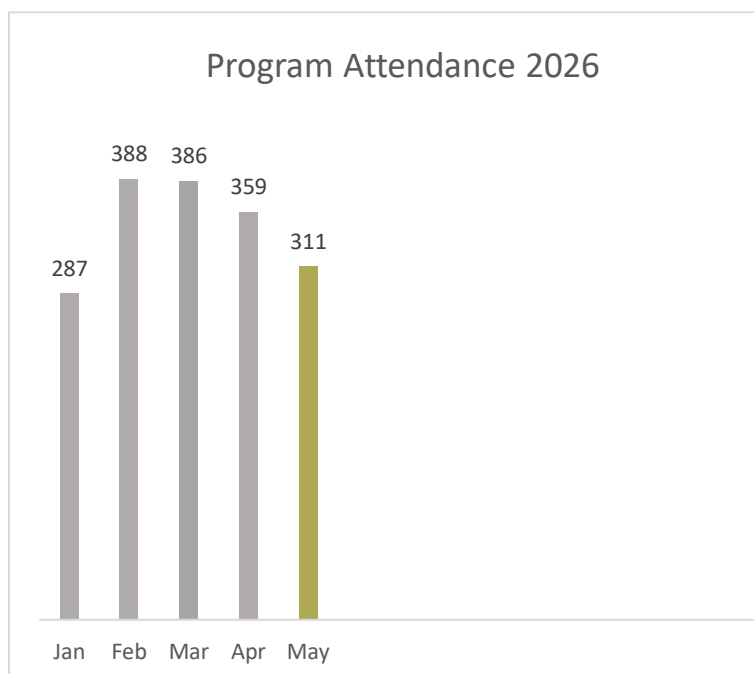
At the same time, though, the two movies we showed definitely performed a lot better than other movies have in the past few months. Our Friday Matinee was *Sully*, a film from 2016, that had 18 people register and 20 attend. I would have guessed that viewership for that would have been more on par with the 6-8 person average we've been getting for movies lately.

Our final Sunday @ The Cinema of the season was the recent release *Song Sung Blue*, a biopic based on the true story of a Neil Diamond cover group. This one got 35 attendees! I guess the people wanted movies this month.

Speaking of things the people want, apparently mah jongg is back. We had at least a 6 month run of nobody showing up for Tuesday afternoon mah jongg, to the point we stopped advertising it and took it off the monthly stat report sheet. But then a new group found out about it and has been bringing out 9 or 8 people consistently for a couple weeks now.

Mah jongg is a very hot topic in area libraries at the moment. There is a lot of interest from people who want to learn how to play, but the problem is mah jongg instructors are few and far between. Thanks to talking to some other libraries, I have a couple of leads on instructors. We will have to see if they are willing to put us into the rotation, I imagine things are quite busy for them at the moment.

Our book clubs continue to do well, though we had to cancel Tea Time Book Discussion this month due to staff illness. I am very excited about a new club we debuted this month, Vinyl Record Club. Lyndsey, the newest addition to the PS staff, came up with the idea and partnered with local venue Rooftop Johnny's to host. The concept is that people bring a favorite vinyl record (Lyndsey was very insistent on this point when I asked if we couldn't just do streaming playlists instead) and they play a track or two and talk about the songs and what they mean to them. The five



attendees thoroughly enjoyed themselves and are looking forward to bringing some friends to the June meeting. Also pretty cool: One of the attendees was a former Chess Records session musician.

Marketing/Publicity/Outreach

The talk at St. Al's for their "Over 50" group went very well. I presented on "The Library A to Z", touching on every conceivable service we offer, which took about 45 minutes to get through. Feedback was good, many in the group are regular library users but had not known about a lot of the things discussed.

Local History

The big news for the Local History Room this month was the batches of materials we got from Trinity before they shut down. A lot of it is yearbooks and photos from local events throughout the years, with some other items mixed in. These are things that align with what we're looking for in the collection, but we'll have to go through them to see if there's anything we don't need.

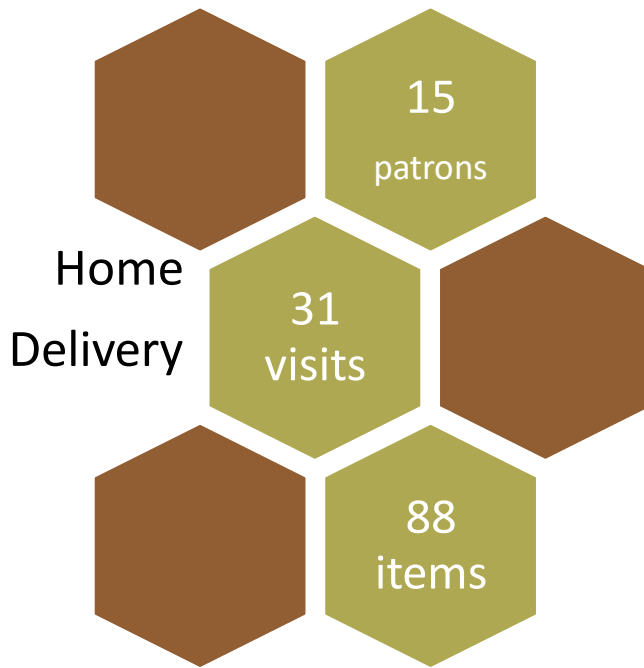
Collection Development

Ordering and collection development continues apace. Staff have things down pretty well by this point, I hardly have to bounce anything from the monthly carts. It is nice to see the growth of staff in this area, having gone from only one person selecting and ordering to everyone contributing to ordering each month. Emily has done well as the ordering coordinator.

Other

This is my last monthly report as Head of Public Services, a very bittersweet thing to write. I will forever be grateful for all the opportunities I've had at PHPL and will miss the amazing staff and wonderful community I've gotten to know over the years. I am proud of the direction PS has gone in recent years and the things we've accomplished. PS staff is a great group and will no doubt be able to handle things until a replacement is found.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

May 2026

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	1	2	\$300.00	11	Reference	Computer	Directional
Free	0	0	0	N/A	0	547	376	350
Book Discussions	0	5	5	N/A	24	TOTAL 1,273		
Movie			2	\$0	55	HOMEBOUND DELIVERIES		
Passive Programs			3		105			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	17	15	31	88
Needle Crafters			4	N/A	26	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	69			
COMPUTER TRAINING - LAB			2	N/A	4	5		
TOTAL PROGRAMMING			19	\$300	311			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
05/14/26	7:00 pm	No	Martha Stewart: An American Legacy		10	\$300.00	10	
05/20/26	7:00 pm	yes	ILP: R.F. Kuang (0 in-person)		1	ILP	1	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
						N/A		
DATE	TIME	HYBRID	DISCUSSION PROGRAMS		REGISTERED	COST	ATTENDANCE	
05/11/26	12:00 pm	No	LunchBunch Book Club		N/A	N/A	9	
05/13/26	7:00 pm	No	Horror Book Club		N/A	N/A	6	
05/26/26	2:00 pm	No	TeaTime Book Discussion		N/A	N/A	0	
05/27/26	3:00 pm	No	Senior Book Club		N/A	N/A	4	
05/27/26	6:30 pm	no	Vinyl Record Club		10	N/A	5	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
05/08/26	2:00 pm	Friday Matinee: Sully			18	N/A	20	
05/17/26	2:00 pm	Sunday @ the Cinema: Song Sung Blue			38	N/A	35	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
05/05/26	12:00 pm	Mah Jongg			N/A	N/A	0	
05/12/26	12:00 pm	Mah Jongg			N/A	N/A	0	
05/19/26	12:00 pm	Mah Jongg			N/A	N/A	9	
05/26/26	12:00 pm	Mah Jongg			N/A	N/A	8	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
05/05/26	10:00 am	Needle Crafters			N/A	N/A	6	
05/12/26	10:00 am	Needle Crafters			N/A	N/A	7	
05/19/26	10:00 am	Needle Crafters			N/A	N/A	6	
05/26/26	10:00 am	Needle Crafters			N/A	N/A	7	
					N/A	N/A		
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
05/05/26	10:00 am	Scrabble			N/A	N/A	18	
05/12/26	10:00 am	Scrabble			N/A	N/A	20	
05/19/26	10:00 am	Scrabble			N/A	N/A	16	
05/26/26	10:00 am	Scrabble			N/A	N/A	15	
					N/A	N/A		
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
05/04/26	2:00 pm	Computer Basics			3	N/A	3	
05/11/26	2:00 pm	YouTube Basics			5	N/A	1	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					74	
		Project of the Month					0	
		Spice Club			25		31	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

MAY 2026

Department Highlights:

Social Media Committee: Lorena dressed up as D.D. Dino and danced like a chicken for a Social Media video.

Spirit Committee: Lorena helped provide walking tacos and churros for staff to celebrate Cinco de Mayo.

Lorena created the LIC schedule for the month of June. She also reviewed and made suggestions to the current FabLab Policy.

Nikki updated the Phonics and Sensory Kits in YTS to create a more streamlined process for check-in. She also added a new Tonie character to the collection and created the artwork for The Pout-pout Fish.

Nikki has been attending Fan Con meetings to continue discussing ideas and planning the upcoming event.

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

Jalal met with Lorena to discuss future Tech Services goals by specifying the steps and strategies to accomplish each goal. Lorena created two templates to help document progress.

Jalal and Nikki worked the Summer Reading Kickoff Party, helping at the water, bubble, and obstacle course stations and with clean-up.

Meetings and Training:

May 4 – 1 on 1 with Jesse

May 6 – LACONI Tech Services meeting

May 7 – SWAN Acquisitions & Cataloging meeting

May 13 – Friends of the Library meeting

May 18 – RAILS: Leading with Purpose

May 18 – 1 on 1 with Jalal

May 26 – SWAN Fireside Chat

May 27 – SWAN Working Smarter Not Harder

Processing Statistics:

Adult	Ordered Items	Added Items
Print	107	138
Audiobook	4	5
Video	11	16
Kit	-	1
Periodical	-	55

Youth & Teen	Ordered Items	Added Items
Print	-	417
Audiobook	-	-
Video	-	-
Kit	-	-
Periodical	-	11

Discarded Items	Adult	Youth & Teen
Print	13	19
Audiobook/CD	1	-
Video	1	28
Kit	-	-
Periodical	48	10

Library Services:

	Jan.	Feb.	Mar.	Apr.	May
Laminating Service*	1	-	1	-	-
VHS Conversion	-	11	-	-	4

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

MAY 2026

Highlights of the Month:

Many junior high and high school students visited the library to prepare for finals this month. Quite a few visited the desk asking for Stressbusters! Everyone appreciated the bag of supplies and snacks!

Mary Kate helped kids ages 2-5 get ready for Mother's Day with the program, Love that Blooms. The kids made crafts that incorporated flowers and love.



Claire had a fantastic time guiding kids in grades 3-5 through decorating their junk journals in Junk Journal Club and using the Cricut to make Foodie Stickers. All participants greatly enjoyed expressing their personalities and learning more about one of our most popular FabLab machines.

Kids in grades 3-5 had a great time painting their flowers made on the Glowforge. Most kids made one for mom for Mother's Day and kept the other for themselves. Carla appreciated their different artistic visions for their projects.

At Jolie's turtle program, kids made turtle crafts, played "turtle themed bowling", and went on a scavenger hunt! The kids really enjoyed making their own turtle crafts and especially enjoyed our short story time of reading the picture book, *Turtle and Tortoise are Not Friends* by Mike Reiss.

Meetings and Department News:

The Youth and Teen Department has been hard at work preparing for the library's summer reading program. They reached out to businesses in the community and received plenty of coupons and prizes. Children and teens will definitely look forward to completing their reading logs!

BookList: Summer Scares Middle-Grade Panel: 2026 – Mary Kate watched this webinar on 05/05.

SLJ: Innovate & Educate: STEM/STEAM Spotlight – Claire watched this webinar on 05/05.

SLJ: Story Time Spotlight: Picture Books for Spring – Claire watched this webinar on 05/09.

Fan Con Meeting – Claire and Carla attended this meeting on 05/12.

Mackin: Storyteller Spotlight Welcomes Markus Zusak – Carla watched this webinar on 05/12.

Booklist: Title Selections to Build Young Reader Interest and Growth – Carla watched this webinar on 05/14.

IYSI Board Meeting – Tina attended on 05/15.

Booklist: A Conversation with Billie Jean King and Liz Robbins – Carla watched this webinar on 05/16.

Marketing Forum Meeting – Mary Kate attended this Zoom meeting on 05/19.

BookList: HarperCollins Children's Books Summer 2026 Preview – Mary Kate and Carla watched this webinar on 05/19.

BookList: Sunny Summer Reading – Mary Kate and Carla watched this webinar on 05/20.

BookList: Disney Publishing Spring/Summer 2026 Preview – Mary Kate watched this webinar on 05/20.

Mackin: MacKids School & Library Fall 2026 Preview Event – Carla watched this webinar on 05/20.

C.L.A.S.S. Meeting – Carla attended this meeting at the Matteson Public Library on 05/20.

BookList: DK's Summer 2026 Librarian Preview – Mary Kate and Claire watched this webinar on 05/22.

Outreach:

Reggio Academy – Mary Kate visited the preschool class on 05/11 and presented a story time about summer.

Trusting Hearts – Claire visited the preschool class on 05/12 and presented a story time about feelings.

Indian Hill Preschool – Carla visited this preschool on 05/13 and shared silly stories.

Elim Library Visit – Claire hosted a story time about space and a flower craft for developmentally disabled teens from Elim Christian School on 05/18.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING			TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training			8	141	\$0	Reference	Computer	Directional
Free Tween/Teen Programming			4	47	\$0	149	59	88
Youth Paid Programming			0	0	\$0	TOTAL	296	
Tween/Teen Paid Programming			0	0	\$0	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING			12	188	\$0	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS			# VISITS	# SESSIONS	ATTENDANCE	337	79	5
TOTAL OUTREACH			2	47	1567	TOTAL	421	
DATE	TIME		FREE: YOUTH PROGRAMMING / TRAINING /CLUBS					ATTENDANCE
05/01/26	1:30	pm	Arabic Story Time					21
05/06/26	11:30	am	Love That Blooms					28
05/07/26	11:30	am	Colors Story Time					25
05/13/26	11:30	am	Dinosaur Story Time					34
05/13/26	4:30	pm	Furry Readers					12
05/18/26	5:00	pm	Turtle Day					9
05/20/26	4:00	pm	Junk Journal Club					6
05/21/26	4:00	pm	Foodie Stickers					6
DATE	TIME		TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS					ATTENDANCE
05/01/26	4:00	pm	Volunteens					22
05/04/26	4:00	pm	Happy Flowers					4
05/11/26	4:00	pm	Stressbusters					18
05/14/26	4:00	pm	Video Game Club: Mario Kart Competition					3
FREE: YOUTH PASSIVE PROGRAMMING						ATTENDANCE		
Teen Gaming - Nintendo Switch						26		
Tonies Listening Station						5		
FabLab - Graduation Card						1		
Craft - Alien						167		
Teen Craft - Ice Cream Origami						22		
Take 'n Makes						50		
Craft - Snail						120		
Teen Craft - How to Draw Sonic						30		
Travel Kits						0		
OUTREACH & SCHOOL VISITS								
DATE	ORGANIZATION					# SESSIONS	ATTENDANCE	
05/08/26	Library Visit - St. Alexander's Preschool					1	30	
05/08/26	Stagg High School Job Resource Fair					1	60	
05/11/26	Reggio Academy					1	18	
05/12/26	Trusting Hearts Preschool					1	30	
05/13/26	Indian Hill Preschool					8	99	
05/18/26	Library Visit - ELIM					1	10	
05/31/26	Book Talks Grades K-1					9	179	
05/31/26	Book Talks Grades 2-3					9	154	
05/31/26	Book Talks Grades 4-5					9	87	
05/31/26	Book Talks Grades 6-8					9	900	



4130 Timberlane Dr.
Northbrook, IL 60062
847-919-4980 – Office
847-656-5002 – Fax
info@dkersey.com
www.dkersey.com

LETTER OF TRANSMITTAL

DATE:	May 28, 2026
DKCC Job No.	203
Architect Project No.	250035
TO:	Building Technology Consultants, Inc. Attn: Chris Kottra 1845 E. Rand Road, Suite L-100 Arlington Heights, IL 60005
RE:	Palos Heights Public Library Bay Window Façade Repairs 12501 S. 71 st Avenue, Palos Heights, IL 60463

WE ARE SENDING YOU THE FOLLOWING:

Copies	Date	Number	Description
1	5/27/26		AIA G702/703 – Application for Payment #2
1	5/27/26		Waiver of Lien to Date – D Kersey Construction Co.

These are transmitted as checked below: Remarks:

- ☐ For approval
☒ For your use
☐ As requested
☐ For review and comment
☒ Process for payment

SIGNED: _____


Brian D. Kersey, Project Manager

COMMERCIAL

INDUSTRIAL

INSTITUTIONAL

AIA Document G702 - 1992 - APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE 1 OF 2 PAGES

TO OWNER:
Palos Heights Public Library
12501 South 71st Avenue
Palos Heights, IL 60463

FROM CONTRACTOR:
D Kersey Construction Company
4130 Timberlane Drive
Northbrook, IL 60062

PROJECT:
Bay Window Façade Repairs
12501 South 71st Avenue
Palos Heights, IL 60463
VIA ARCHITECT
Building Technology Consultants, Inc.
1845 East Rand Road
Arlington Heights, IL 60004

APPLICATION NO: 2 Distribution to:
PERIOD TO: 6/1/2026
CONTRACT DATE: 12/17/2025
PROJECT NOS: 25-158

☐	Owner
☒	Architect
☐	Contractor
☐	Field
☐	Other

CONTRACT FOR: General Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM-----	\$	192,580.00
2. NET CHANGE BY CHANGE ORDERS-----	\$	
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	192,580.00
4. TOTAL COMPLETED & STORED TO DATE-\$		110,400.00

(Column G on G703)

5. RETAINAGE:

a. 10.0%	\$	11,040.00
(Column D+E on G703)		
b. 10.0% of Stored Material	\$	
(Column F on G703)		

Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	11,040.00
--	----	-----------

6. TOTAL EARNED LESS RETAINAGE-----	\$	99,360.00
(Line 4 minus Line 5 Total)		

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)-----	\$	38,991.60
--------------------------------------	----	-----------

8. CURRENT PAYMENT DUE-----	\$	60,368.40
-----------------------------	----	-----------

9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	93,220.00
(Line 3 minus Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By: Douglas L Kersey Date: 5/27/2026

Douglas L Kersey President

State of: Illinois

County of: Cook

Subscribed and sworn to before

me this 27th day of May, 2026

Notary Public:

My Commission expires: 8/9/2025

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ----- \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

AIA® DOCUMENT G703™ - 1992 - CONTINUATION SHEET (Conforms with AIA® G702™ & G703™)

Page 2 of 2 Pages

AIA Document G702™-1992, Application and Certificate for Payment or G732™-2009, Application and Certificate for Payment,

APPLICATION NO: 2

Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

APPLICATION DATE: 5/27/2026

In tabulations below, amounts are in US dollars.

PERIOD TO: 6/1/2026

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 25-158

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored <i>(Not In D of E)</i>	G		H Balance To Finish <i>(C - G)</i>	I Retainage <i>(if variable rate)</i>
			From Previous Application <i>(D + E)</i>	This Period		Total Completed And Stored To Date <i>(D + E + F)</i>	% <i>(G÷C)</i>		
1	General Conditions - D Kersey	18,414.00	5,500.00	4,600.00		10,100.00	55%	8,314.00	1,010.00
2	Bond and Insurance - D Kersey	3,800.00	3,800.00			3,800.00	100%		380.00
3	Site Supervision - D Kersey	18,000.00	5,400.00	7,200.00		12,600.00	70%	5,400.00	1,260.00
4	Mobilization - D Kersey	3,800.00	3,800.00			3,800.00	100%		380.00
5	Overhead and Profit - D Kersey	26,000.00	7,800.00	6,500.00		14,300.00	55%	11,700.00	1,430.00
6	Demolition - D Kersey	6,116.00	5,024.00	1,092.00		6,116.00	100%		611.60
7	Demolition - Ornealas	10,800.00	6,140.00	4,660.00		10,800.00	100%		1,080.00
8	Carpentry and Flashing - Ornelas	8,884.00	5,860.00	3,024.00		8,884.00	100%		888.40
9	Metal Panels and Caulking - Alloy Arch.	80,566.00		40,000.00		40,000.00	50%	40,566.00	4,000.00
10	Site Restoration - D Kersey	5,000.00						5,000.00	
11	Operator Allowance for Inspection - D Kersey	1,200.00						1,200.00	
12	Allowance	10,000.00						10,000.00	
13									
14									
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27									
28									
SUBTOTAL PAGE 1		192,580.00	43,324.00	67,076.00		110,400.00	57%	82,180.00	11,040.00

AIA® DOCUMENT G703™ - 1992 - CONTINUATION SHEET (Conforms with AIA® G702™ & G703™)

Page 2 of 2 Pages

AIA Document G702™-1992, Application and Certificate for Payment or G732™-2009, Application and Certificate for Payment,

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APPLICATION DATE: 5/27/2026

In tabulations below, amounts are in US dollars.

PERIOD TO: 6/1/2026

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 25-158

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D of E)	G		H Balance To Finish (C - G)	I Retainage (if variable rate)
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G÷C)		
1	General Conditions - D Kersey	68,900.00	24,106.00	20,380.00		44,486.00	65%	24,414.00	
2	Mobilization - D Kersey	4,000.00	4,000.00			4,000.00	100%		
3	Panel Removal - Ornelas	10,800.00	7,128.00	3,672.00		10,800.00	100%		
4	Flashing Repairs - Ornelas	8,884.00	5,860.00	3,024.00		8,884.00	100%		
5	Panel Reinstallation - Alloy	62,980.00		20,414.00		20,414.00	32%	42,566.00	
6	Engineer's access - D Kersey	1,200.00						1,200.00	
7	Additional Work, T&M-Allowance D Kersey	10,000.00						10,000.00	
8	Demobilization - D Kersey	4,000.00						4,000.00	
9									
10	Alternate #1 - P&P Bond	1,930.00	1,930.00			1,930.00	100%		
11	Alternate #2 - New Metal Panel Material - Alloy	19,586.00		19,586.00		19,586.00	100%		
12	Alternate #3 - P&P Bond (Alt. 2) - D Kersey	300.00	300.00			300.00	100%		
13									
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27									
28									
SUBTOTAL PAGE 1		192,580.00	43,324.00	67,076.00		110,400.00	57%	82,180.00	

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by the

to furnish
work for the premises known as

of which the
is the owner.

The undersigned, for and in consideration of
(\$60,368.40)

and other good and valuable considerations,

the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien of claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above- described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

PALOS HEIGHTS PUBLIC LIBRARY

BAY WINDOW FAÇADE REPAIRS
PALOS HEIGHTS PUBLIC LIBRARY
12501 S. 71st AVENUE, PALOS HEIGHTS, IL 60463
PALOS HEIGHTS PUBLIC LIBRARY

SIXTY THOUSAND, THREE HUNDRED SIXTY-EIGHT AND 40/100 DOLLARS

Date: **June 1, 2026**

Company Name:

D KERSEY CONSTRUCTION CO.

Address:

4130 TIMBERLANE DRIVE
NORTHBROOK, IL 60062



Signature and Title:

DOUGLAS L. KERSEY - PRESIDENT

*Extras include but are not limited to change orders, both oral and written, to the contract.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

The undersigned
being duly sworn, deposes and says that he or she is
of

who is the contractor furnishing
work on the building located at
owned by

That the total amount of the contract including extras* is
on which he or she has received payment of

DOUGLAS L. KERSEY
PRESIDENT

D KERSEY CONSTRUCTION CO.
BAY WINDOW FAÇADE REPAIRS
12501 SOUTH 71st AVENUE, PALOS HEIGHTS, IL 60463
PALOS HEIGHTS PUBLIC LIBRARY

ONE HUNDRED NINETY TWO THOUSAND, FIVE HUNDRED EIGHTY AND 00/100 DOLLARS (\$192,580.00)
THIRTY-EIGHT THOUSAND, NINE HUNDRED NINETY-ONE AND 60/100 DOLLARS (\$38,991.60)

prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub-contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specification:

Names	For What	Contract Price	Amount Paid	This Payment	Balance Due
D Kersey Construction Co. 4130 Timberlane Drive, Northbrook, IL 60062	G.C.s, Bonds, Ins. Supervision	\$ 92,330.00	\$ 28,191.60	\$ 17,452.80	\$ 46,685.60
Alloy Architectural Solutions 2045 Janice Avenue, Melrose Park, IL 60160	Metal Panes Sealants	\$ 80,566.00	\$ -	\$ 36,000.00	\$ 44,566.00
Ornelas Construction Company 12529 W Horseshoe Dr, New Lenox, IL 60451	Carpentry, Flashing	\$ 19,684.00	\$ 10,800.00	\$ 6,915.60	\$ 1,968.40
Total labor and material including extras* to complete.		\$ 192,580.00	\$ 38,991.60	\$ 60,368.40	\$ 93,220.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

Date: **June 1, 2026**

Subscribed and sworn to before me this

1st

day of

Signature:

June, 2026

DOUGLAS L. KERSEY - PRESIDENT

*Extras include but are not limited to change orders, both oral and written, to the contract.


Notary Public



PALOS HEIGHTS
PUBLIC LIBRARY

VHS CASSETTE TO ~~DVD~~ DIGITAL FORMAT CONVERSION POLICY

The Palos Heights Public Library offers to its patrons the service of transferring the content of VHS cassettes to digital formats (via ~~DVDs or other~~ portable media drive) pursuant to the following conditions:

1. Library staff will handle the conversion procedure as follows:
 - a. Library staff will receive the patron's VHS cassette, ~~blank DVD and/or~~ portable media drive (minimum ~~4.03-0~~ GB of space), and record the patron's name and contact information.
 - b. Library staff will copy the entirety of the content of the VHS cassette onto the portable media~~DVD and/or save~~ drive.
 - c. Library staff will contact the patron once the conversion has been completed and the items are ready to be picked up.
2. If a patron is unable to provide a ~~blank DVD or~~ portable media drive, one ~~blank DVD may be purchased from the library for \$0.50 or one flash drive (8GB) may be purchased from the library for \$5.00.~~ There is no charge for the conversion itself.
3. Content is strictly limited to non-copyrighted material. This service is intended to create a digital copy of personal video recordings, such as home movies. This is not intended to convert popular movie collections to a digital format as this would constitute a violation of copyright law.
4. Staff will take great care to return all VHS cassettes in the condition in which they were submitted for conversion. The user of this service agrees to recognize ~~theis~~ risk of damage to a VHS cassette during this process and holds the library and its staff harmless if any unforeseeable damage comes to that property.
5. The library requires two full business days for the conversion of each VHS cassette. A business day is defined as a single weekday, Monday thru Friday, excluding holidays. For example, a patron dropping off one VHS cassette will be able to pick up the digitized copy and original VHS cassette by 5pm on the second business day after it has been dropped off. Likewise, a person dropping off two VHS cassettes to be converted on a Wednesday can expect to have them ready to be picked up by 5pm the following Tuesday.

Approved: March 2016

Revised: May 2026



POLICY ON USE OF PERSONAL VEHICLES FOR LIBRARY BUSINESS

1. Rationale

Some employees of the Palos Heights Public Library are required to use personal vehicles in the conduct of designated library business on a scheduled or non-scheduled basis.

2. Policy

It is the policy of ~~The Board of Trustees of~~ the Palos Heights Public Library to compensate employees for use of personal vehicles on designated library business.

3. Definitions

3.1 "Designated library business" refers to library personnel meeting role expectations or assignments that take them away from the regular work place on a scheduled or non-scheduled basis.

3.2 "Regular work place" refers to a location(s) to which an employee is assigned on a daily basis.

4. Guidelines

4.1 Employee assignments are the responsibility of supervisory personnel and authorization for use of private vehicles in carrying out these assignments may only be given by the same supervisory personnel.

4.2 Employees who ~~expect to claim compensation for use of~~ a personal vehicle ~~for library business must should annually (normally at the March In Service meeting)~~ provide the library with a copy of their valid driver's license and a copy of their valid automobile insurance declaration card ~~showing that they carry public liability coverage~~. Employees ~~who use personal vehicles for library business~~ must maintain the minimum coverage limits recommended by the library's insurance company which may differ from the limits required by the state. ~~Currently, the following limits of liability apply: employees who regularly use their own vehicles for library business must maintain \$250,000/\$500,000 bodily injury and \$100,000 property damage (or \$300,000 combined single limit); employees who occasionally use their own vehicles for library business must maintain \$100,000/\$300,000 bodily injury and \$50,000 property damage (or \$300,000 combined single limit).~~

Commented [JB1]: The issue here isn't about having this stuff on file in order to be reimbursed for travel. This is about the library knowing that a staff member has a valid license and insurance if driving for the library. Of course they'll be reimbursed, but we have to have their documentation on file if they're going to be using a vehicle to conduct library business.

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4.3 Compensation for use of a personal vehicle will be based upon the submission of evidence of distance traveled. If questions arise about the distance, a computer program such as MapQuest will be consulted.

4.4 Mileage should be computed from the Palos Heights Public Library to the destination and from the destination back to the Palos Heights Public Library.

4.5 The base rate of compensation will be set each year according to the IRS standard mileage rate for business use of a vehicle.

4.6 Penalties for traffic or parking violations will not be reimbursed.

4.7 Any tolls and parking costs incurred will be reimbursed.

4.8 If employees incur expenses because they were involved in a traffic accident while driving their own vehicle on library business, the Board will reimburse to employees the amount of their insurance deductible, not to exceed \$500.00 per occurrence.

4.9 Payments made under this policy will be charged to the library's mileage budget.

4.10 The Board will recognize an employee's right to claim for income tax purposes deductions of amounts spent in the year for traveling, provided the employee meets all the requirements of the Income Tax Act as it pertains to this matter. Employees adopting this situation must provide their supervisor on a quarterly basis with a record of the distances traveled.

5. Review

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

Adopted: September 8, 2005

Revised: May 21, 2026

**2026 ANNUAL RESOLUTION AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS**

WHEREAS, The Palos Heights Public Library is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the Palos Heights Public Library pay taxes to support the library, and so are not required to pay an additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Palos Heights Public Library has determined from **July 1, 2026 to June 30, 2027**, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

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

Section 1: Individuals residing beyond the jurisdictional boundaries of the Palos Heights Public Library whose closest library is the Palos Heights Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Palos Heights Public Library, may purchase a nonresident fee card for the price calculated according to the box which is checked off below:

☐ General Mathematical Formula (23 Ad. Code 3050.60(a));

☒ Tax Bill Method (23 Ad. Code 3050.60(b)); or

☐ Average Non-Resident Fee (23 Ad. code 3050.60(c)), if authorized
by the Director of this Illinois State Library.

Section 2: Individuals residing beyond the jurisdictional boundaries of the Palos Heights Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Palos Heights Public Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Palos Heights Public Library, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each

non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12 month period of validity for non-resident cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The Palos Heights Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Palos Heights Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Palos Heights Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the Palos Heights Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Palos Heights Public Library.

ADOPTED this **18th day of June 2026** by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

Rose Zubik
Library Board of Trustees, President

ATTEST:

Hilary Rhodes
Library Board of Trustees, Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

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

**2026 ANNUAL RESOLUTION AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS**

adopted by the Board of Library Trustees of the Palos Heights Public Library at the monthly meeting of said Board of Library Trustees on the 18th of June 2026, and that said Resolution was duly approved by the President and Board of Library Trustees of the Palos Heights Public Library on the same date.

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said Palos Heights Public Library, Cook County, Illinois this 18th day of June 2026.

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