



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

May 21, 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
- 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
- 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 \$38,991.60
2. Approval of Payment to BTC for \$5,306.30
3. Approval of Letter Supporting City's TIF Extension
4. Approval of Revisions to VHS Conversion Policy
5. Approval of Revisions to Use of Personal Vehicles Policy
6. Approval of the 2026-2027 Non-Resident Card Fee
- ADJOURNMENT
- NEXT MEETING: Thursday, June 18, 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.



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.



**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



	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			
» 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 III, 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				
04/08/2026	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 I-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**

ACCOUNT	GENERAL FUND				SPECIAL RESERVES FUND		TOTAL FUND BALANCE
	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	
BEGINNING BALANCE	\$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.



DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
May 21, 2026

Library News

Budget Update

The Library's operating fund balance continues to be healthy at this point, despite only receiving one small distribution since Tax Year 2025 disbursements started coming out in March. I had correspondence with Andrew Jatiko, the CFO of the County Treasurer's Office regarding our unusual situation related to the January overpayment and subsequent underpayment. He did confirm for me that they are aware of the overpayment and have been deducting that amount from our TY2025 distributions, which is why we haven't seen those coming in. He acknowledged that there is still an amount that we are due for the first half of TY2025, approximately \$200,000 in my estimation, and that those funds will continue to be distributed in the coming weeks. There continues to be no reporting available to support either the January TY2024 distributions or the subsequent TY2025 distributions. Those reports would go a long way toward helping to clarify the current picture for us (and every other taxing body in Cook County). In the meantime, we are left to trust that the Treasurer's Office is distributing funds appropriately and that we will receive the remainder of what is due to us in the near future. For now, I project that we have enough money to get us through October. If these payments aren't forthcoming and if the next round of tax bills are delayed, we will likely be in a position of needing to take out another loan this fall or winter. I find it to be a disheartening state of affairs.

Building Envelope Project

The building envelope repair project is well-underway at this point. Demolition began on April 20th and took about three days. We decided to move forward with all three bays at once to save time and hopefully wrap everything up before the Kickoff Party on May 30th. Demolition revealed no significant surprises, so the scope of repair remained unchanged as they began installing the new barriers the following week. The installation of those materials took about two weeks with another week for them to cure. The metal sheeting is scheduled to be installed the week of May 18th with final water testing to take place the following week. Water testing will be very similar to the original testing that revealed the leak and should be the final step in the process. If all goes well, we hope to see the project reach substantial completion next week.

Other News

Everything is lined up for our annual Summer Reading Kickoff Party. This year's party will take place on Saturday, May 30th from 10:00 am until 2:00 pm. We'll have an inflatable obstacle course, remote

controlled cars, a professional balloon entertainer, food trucks, games, crafts and more. I hope you can all join us!

I attended Director's University Advanced the week of April 27th down at Pere Marquette State Park near St. Louis. This is the successor event to Director's University, which I attended in 2018, and takes a much deeper dive into aspects of this job that aren't taught in library school. It was an intense week of workshops that covered everything from advocacy to HR to time management to budgeting. I gave my presentation on Capital Needs Assessments, and I'm always caught off guard by how strongly people react to what is really a pretty dry topic. I think it's something that a lot of people fear because it seems too complicated to deal with, and I think people respond to seeing that there is a realistic way to deal with it.

I also gave a short presentation to the Board of Trustees of the Alsip-Merrionette Park Public Library District on the topic of effective levying practices. They have kept their levy flat for years and are now in a situation where inflation has caught up with them. They wanted to hear about our strategy for establishing our levy each year as we are one of a minority of taxing bodies that doesn't just blindly max out our levy from one year to the next. So we had a good conversation about the budgeting and levying process.

Upcoming Events

- Thursday, May 21st – Regular Board Meeting, 6:30 pm
- Saturday, May 30th – Summer Reading Kickoff Party, 10:00 am – 2:00 pm
- Thursday, June 18th – Personnel Committee Meeting, 5:30 pm
- Thursday, June 18th – Regular Board Meeting, 6:30 pm

Agenda Items

Item 1: Kersey Construction Pay Application 1

As mentioned above, the building envelope construction is now well underway. We have received the first pay application for work performed to date. It has been vetted by our Owner's Representative and engineering consultant.

Recommendation: I recommend that you approve payment to D. Kersey Construction in the amount of \$38,991.60.

Item 2: BTC Payment

BTC is the engineering consultant mentioned above. Chris has been working with us since the beginning of this project and has been studiously monitoring the progress of construction.

Recommendation: I recommend that you approve payment to Building Technology Consultants, Inc. in the amount of \$5,306.30.

Item 3: TIF District Letter of Support

We haven't really had occasion to talk about TIFs in my time here, although it's a topic that I've given a bit of study to over the years. A TIF district is a taxing increment financing district that a municipality designates as warranting special tax status for a specific purpose and for a limited period of time. Usually a TIF is put in place to offer tax breaks to a business district in order to incentivize businesses moving in and for commercial property owners to update their properties. A TIF district must be approved by the Illinois legislature and can't just be unilaterally put in place by a municipality. I believe Palos Heights currently has two such districts, and one of those is set to expire next year. The district in question is along College Drive near Harlem Avenue. It includes properties where the new Palos Heights Senior Living facility was built, the shopping center where the new Culver's is being built, and where there are still more plots that the City would like to see developed. Arguably, these properties would not have seen the development that we have seen in recent years if not for the existence of the current TIF, and the City would like to see that TIF remain in place in order to continue to promote business development in this corridor. The hope is that, at the end of the TIF district's exemption period, there will be a much more robust business environment in this area which will be a cornerstone in supporting a stronger tax base not only from those businesses but from the increased property values in the community at large that results from having such a thriving business district nearby.

I would be remiss if I didn't mention the counterargument to all of this. The counterargument is that TIFs create an artificially low tax burden for these businesses, and that they will simply pack up and move away if the TIF ever actually goes away. As the argument goes, the City is thereby coerced into extending the TIF district forever and never actually sees the long-term tax benefit from these businesses. While this is something that happens, it doesn't happen in places where the business corridor is truly revitalized and strengthened. In such cases, businesses typically choose to stay because, even with the greater tax burden after the expiration of the TIF, profits are strong enough to justify continued operations. If consumer traffic increases dramatically throughout the revitalized TIF district, which is the intent, then businesses will be clamoring to fill any potential vacancies even without the TIF in place.

The implications of extending this TIF district for the library are minimal. If this TIF is extended, there will be no change from the tax base that we have seen over the past 12 years. Our levy will be unchanged and perhaps strengthened as more of those properties continue to be developed.

On the other hand, if this TIF is not extended we will also likely not see any meaningful change to our levy. Property taxes for those parcels will go up, but because of the nature of our levy being combined with the City's, most of those additional taxes will be absorbed by the City's portion of the levy and would not reach us. Also, City Hall will be unhappy with us for not having supported this project that they see as essential to the continued development of local businesses. I believe that the Mayor and City Council have done the research to determine whether or not this is a good move for the City. They also don't want to needlessly turn down tax dollars if they don't have to. But they have made the determination that this will be a good long-term move for the entire City.

Speaking for myself now, I have seen significant revitalization of the College Drive and Harlem Avenue area in my years here. Undeveloped properties have been developed. Older properties have been renovated. But there is still more work to be done to fill out a few vacant storefronts and develop on empty lots. I strongly suspect that this extension is going to be a good long-term move for the City of Palos Heights as I think it has been for the past 12 years.

Recommendation: I recommend that you approve issuing an official letter in support of the City extending the Gateway TIF District.

Item 4: 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 5: 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 6: 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

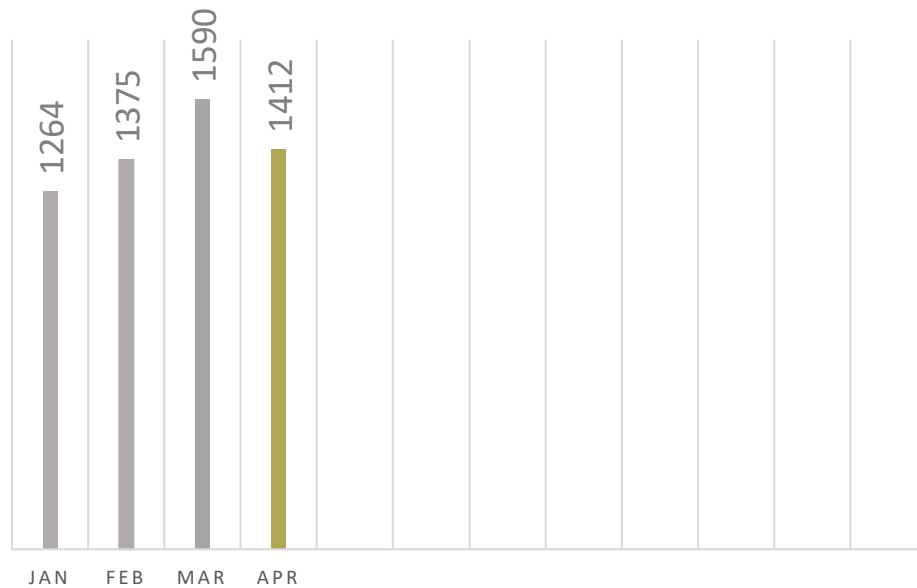
CIRCULATION STATISTICS FOR APRIL 2026

	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	1,325	6,051	1,347	5,096	
ILL - Sent	1,096	4,815	839	4,003	
Reciprocal Borrowing	1,302	5,147	1,143	5,090	
Online Renewals	74	200	79	281	
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	68	
Visits			29	377	
Items			99		
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

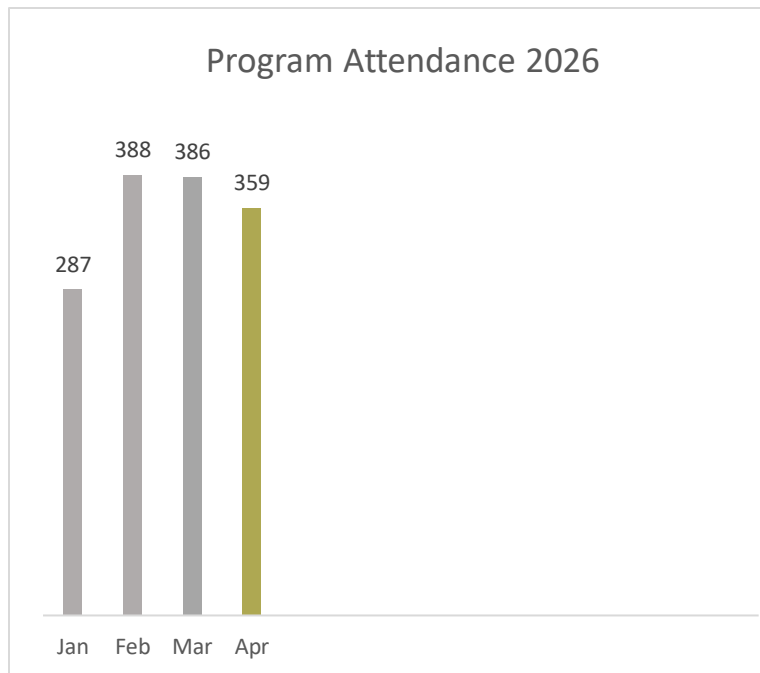
April saw a wide variety of programming that had a good response from patrons. Our trio of crafting programs, Upcycled Jewelry, Scrapbooking, and FabLab class, had solid attendance, though perhaps not as huge of demand as when we started the scrapbook classes a couple years ago.

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.

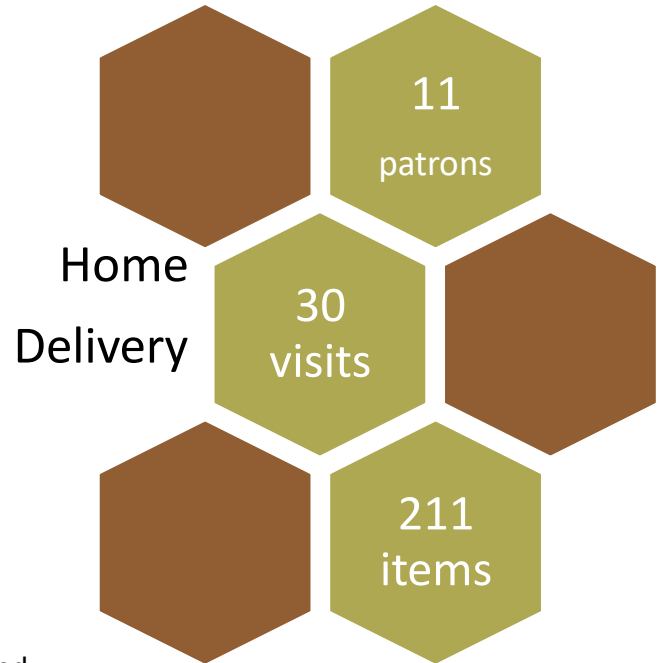
Collection Development

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

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			



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



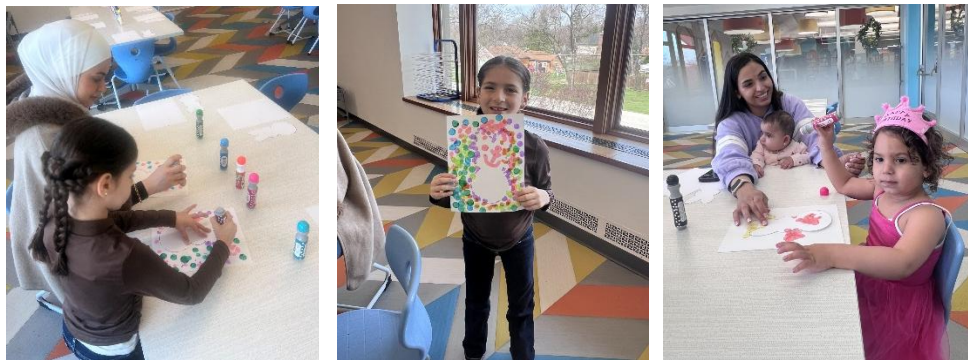
PALOS HEIGHTS
PUBLIC LIBRARY

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		
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 Wigglers	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 Wigglers	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 Wigglers	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 Wigglers	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 Cart 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 Axolotl	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



May 14, 2026

Via E-Mail: jblazek@phlibrary.org

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

Re: Payment Application No. 1
Bay Window Facade Repairs
Palos Heights Public Library
BTC Project No. 25-158

Dear Mr. Blazek:

We have received and reviewed the attached Application for Payment No. 1 from D Kersey Construction Company (DKersey) for the referenced project.

This application for payment is in the amount of \$38,991.60 and covers the work performed through April 30, 2026. In accordance with the provisions of the Agreement between Palos Height Public Library and DKersey, a retainage of \$4,332.40 has been deducted from this application for payment.

Based on our review of this application for payment and knowledge of the project, we recommend a payment of \$38,991.60 be issued to DKersey. This payment is due on May 30, 2026; 30 days after BTC received the application for payment. Once this payment is made, a balance of \$153,588.40 will remain in the Contract Sum.

Attached to the application for payment is a partial waiver of lien. We recommend you review this waiver to ensure that it meets your requirements.



Mr. Jesse Blazek
BTC Project No. 25-158
May 14, 2026
Page 2 of 2

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

Sincerely,

Building Technology Consultants, Inc.

A handwritten signature in black ink that reads 'Christopher R. Kottra'.

Christopher R. Kottra, PE, REWC, CCCA
Principal

Attachments: AIA Document G702 – Application and Certification for Payment
AIA Document G703 – Continuation Sheet
Partial Waiver of Lien

Copy to: Mr. Dan Eallonardo (Independent Construction Services)
Mr. Brian Kersey (DKersey)

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: 1 Distribution to:
 PERIOD TO: 5/1/2026 Owner
 CONTRACT DATE: 12/17/2025 Architect
 PROJECT NOS: 25-158 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-----	\$	<u>192,580.00</u>
2. NET CHANGE BY CHANGE ORDERS-----	\$	
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	<u>192,580.00</u>
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on G703)		<u>43,324.00</u>
5. RETAINAGE:		
a. 10.0% (Column D+E on G703)	\$	<u>4,332.40</u>
b. 10.0% of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>4,332.40</u>
6. TOTAL EARNED LESS RETAINAGE----- (Line 4 minus Line 5 Total)	\$	<u>38,991.60</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)-----		
	\$	
8. CURRENT PAYMENT DUE-----	\$	<u>38,991.60</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$	<u>153,588.40</u>

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.

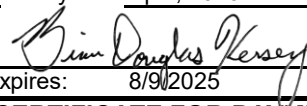
CONTRACTOR:

By:  Date: 4/28/2026

Douglas L Kersey President

State of: Illinois
 County of: Cook

Subscribed and sworn to before me this 28th day of April, 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 ----- \$ 38,991.60

(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: May 14, 2026

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™)

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

APPLICATION NO: 1

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

APPLICATION DATE: 4/28/2026

In tabulations below, amounts are in US dollars.

PERIOD TO: 5/1/2026

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		5,500.00	30%	12,914.00	550.00
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		5,400.00	30%	12,600.00	540.00
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		7,800.00	30%	18,200.00	780.00
6	Demolition - D Kersey	16,916.00		11,164.00		11,164.00	66%	5,752.00	1,116.40
7	Carpentry and Flashing - Ornelas	8,884.00		5,860.00		5,860.00	66%	3,024.00	586.00
8	Metal Panels and Caulking - Alloy Arch.	80,566.00						80,566.00	
9	Site Restoration - D Kersey	5,000.00						5,000.00	
10	Operator Allowance for Inspection - D Kersey	1,200.00						1,200.00	
11	Allowance	10,000.00						10,000.00	
12									
13									
14									
15									
16									
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23									
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26									
27									
28									
SUBTOTAL PAGE 1		192,580.00		43,324.00		43,324.00	22%	149,256.00	4,332.40

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

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

APPLICATION NO: 1

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

APPLICATION DATE:

In tabulations below, amounts are in US dollars.

PERIOD TO: 5/1/2026

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	68,900.00		24,106.00		24,106.00	35%	44,794.00	
2	Mobilization - D Kersey	4,000.00		4,000.00		4,000.00	100%		
3	Panel Removal - D Kersey	10,800.00		7,128.00		7,128.00	66%	3,672.00	
4	Flashing Repairs - Ornelas	8,884.00		5,860.00		5,860.00	66%	3,024.00	
5	Panel Reinstallation - Alloy	62,980.00						62,980.00	
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 Panels - Alloy	19,586.00						19,586.00	
12	Alternate #3 - P&P Bond (Alt. 2) - D Kersey	300.00		300.00		300.00	100%		
13									
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26									
27									
28									
SUBTOTAL PAGE 1		192,580.00		43,324.00		43,324.00	22%	149,256.00	

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by the

PALOS HEIGHTS PUBLIC LIBRARY

to furnish
work for the premises known as

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

of which the
is the owner.

The undersigned, for and in consideration of
(\$38,991.60)

THIRTY-EIGHT THOUSAND, NINE HUNDRED NINETY-ONE AND 60/00 DOLLARS

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.*



Date: April 28, 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 00/00 DOLLARS (\$192,580.00)
ZERO AND 00/00 DOLLARS (\$0.00)

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 a
nd 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	GCs, Bonds, Ins. Supervision	\$ 103,130.00	\$ -	\$ 33,717.60	\$ 69,412.40
Alloy Architectural Solutions 2045 Janice Avenue, Melrose Park, IL 60160	Metal Panes Sealants	\$ 80,566.00	\$ -	\$ -	\$ 80,566.00
Orneals Construction Company 12520 W Horseshoe Dr, New Lenox, IL 60451	Carpentry, Flashing	\$ 8,884.00	\$ -	\$ 5,274.00	\$ 3,610.00
Total labor and material including extras* to complete.		\$ 192,580.00	\$ -	\$ 38,991.60	\$ 153,588.40

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: April 28, 2026

Signature: DOUGLAS L. KERSEY - PRESIDENT

Subscribed and sworn to before me this 28th day of April, 2026

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

DOUGLAS L. KERSEY - PRESIDENT
Notary Public





Invoice

Invoice to: Palos Heights Public Library

Invoice No.: 14536
Invoice Date: May 05, 2026
Payment Due: June 04, 2026
BTC Project No.: 25-158

Project: Palos Heights PL, Facade Cons Svcs

Invoice Summary								
Category	Phase	Budget	Fee Type	% Complete to Date	Fee Earned to Date	Previously Billed	Unbilled Balance	This Billing
Labor	Design	\$13,500.00	LS	100%	\$13,500.00	\$13,500.00		
	Bidding Assistance	\$4,000.00	LS	100%	\$4,000.00	\$4,000.00		
	Pre-Construction Tasks	\$5,500.00	LS	100%	\$5,500.00	\$5,500.00		
	Construction Phase Services		T&M		\$5,162.50			\$5,162.50
	Additional Services		T&M					
Reimbursable Exp	Bidding Assistance		LS		\$200.70	\$200.70		
	Pre-Construction Tasks		LS		\$71.90	\$71.90		
	Construction Phase Services		T&M		\$293.80	\$150.00		\$143.80
Total This Invoice:								\$5,306.30

Breakdown of Time Charges (T&M and NTE Tasks Only)					
Employee	Description	Date	Quantity	Rate	Extension
Task 4 - Construction Phase Services					
C. Kottra	Contract Administration - Coordination	04/06/26	.5	\$350.00	\$175.00
C. Kottra	Contract Administration - Coordination	04/07/26	.25	\$350.00	\$87.50



Invoice (Continued)

BTC Project No: 25-158

Page 2 of 3

Breakdown of Time Charges (T&M and NTE Tasks Only)					
Employee	Description	Date	Quantity	Rate	Extension
C. Kottra	Contract Administration - Coordination	04/14/26	.5	\$350.00	\$175.00
C. Kottra	Site visit; Progress meeting; Sketching revised details for flashing	04/21/26	5	\$350.00	\$1,750.00
C. Kottra	Correspondence	04/22/26	.5	\$350.00	\$175.00
C. Kottra	Correspondence; Field report; Conference call with D Kersey	04/23/26	1.5	\$350.00	\$525.00
C. Kottra	Meeting minutes; Field report; Correspondence	04/24/26	2	\$350.00	\$700.00
C. Kottra	Site Visit	04/28/26	3.5	\$350.00	\$1,225.00
C. Kottra	Review payment application; Correspondence; Field report	04/29/26	1	\$350.00	\$350.00
Subtotal Time Charges, Task 4 - Construction Phase Services:					\$5,162.50

Breakdown of Reimbursable Expenses						
Phase	Expense	Quantity	Rate	Description	Date	Extension
Construction Phase Services	Mileage	84	\$.80		4/21/2026	\$67.20
Construction Phase Services	Toll	1	1.00		4/21/2026	\$4.70
Construction Phase Services	Mileage	84	\$.80		4/28/2026	\$67.20
Construction Phase Services	Toll	1	1.00		4/28/2026	\$4.70
Total Reimbursable Expenses:						\$143.80

Grand Total This Invoice: \$5,306.30



Invoice (Continued)

BTC Project No: 25-158

Page 3 of 3

Comments:

Notes:

Please reference this invoice number in your payment.
BTC Federal Tax Identification Number: 36-4411406
Past due invoices are subject to late fees in accordance with our agreement.
Any disputes regarding charges in this invoice must be submitted in writing within 2 weeks of receipt of this invoice.

Abbreviations:

NTE=Not-to-Exceed, LS=Lump Sum, Est.=Estimated, T&M=Time & Material

Thank you for your prompt payment



MEMORANDUM

To: Palos Heights Library District Board of Trustees

From: Robert Straz, Mayor, Palos Heights

Date: May 12, 2026

Re: City of Palos Heights' Gateway TIF District Extension-Letter of Support Request

The City of Palos Heights is currently evaluating the extension of the Gateway Tax Increment Financing (TIF) District located at College Avenue and Harlem Avenue (map attached). This tool is authorized under Illinois law and is intended to help communities encourage investment and redevelopment in areas where growth may not otherwise occur.

The Gateway TIF was created in 2004. It is set to expire December 31, 2027. The city is asking for a letter of support, to the State of Illinois Legislature, for a 12-year extension of the Gateway TIF until 2038.

Gateway TIF is relatively small and covers major commercial parcels including CIBC Bank, Tiffany Square, Spectrum Senior Living and the vacant parcel on the northeast corner of Harlem and College. We have only recently started to see increased interest in the vacant property. CIBC Bank is closed and Culver's of Palos Heights will be opening there in summer of 2026. This has been creating a lot of interest in this corner. The City and Tiffany Square retail plaza on College Avenue entered into a TIF agreement with the city to upgrade the plaza. Spectrum Senior Living did not take TIF incentives but opted for a Class 7b tax abatement. The Class 7b was implemented in 2017 and is set to expire in 2027.

Our future development goals include public infrastructure for ingress/egress for Lake Katherine's parking lot. In addition, we have two vacant lots that we would be recruiting the location restaurant/retail uses.

If you are willing to support the extension of the Gateway TIF district, we would appreciate a brief letter indicating your support.

Thank you for your consideration.

PALOS HEIGHTS GATEWAY

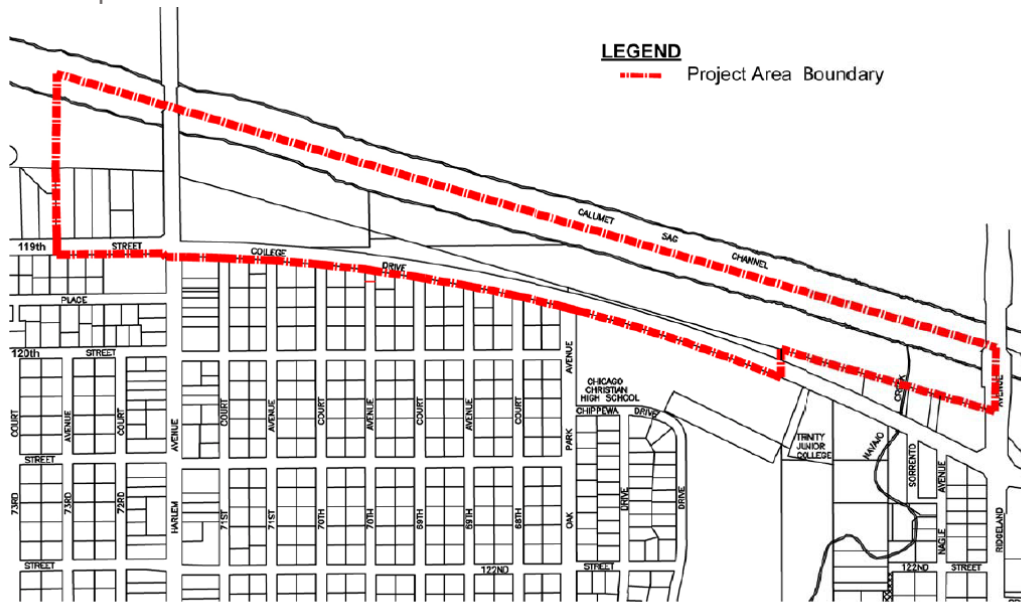
REQUEST FOR TIF EXTENTION SUPPORT



CITY OF PALOS HEIGHTS MARCH 26, 2026

BACKGROUND INFORMATION

- April 12, 2005 City Council Approved Ordinance O-14-05 Establishing the Palos Heights Gateway Redevelopment Area.



List of PINs contained within the Project Area PALOS HEIGHTS GATEWAY REDEVELOPMENT PROJECT AREA

Parcel Index Number	2003 EAV
23-24-406-011-0000	Exempt
23-24-406-016-0000	\$1,131,503
23-24-406-018-0000	\$400,940
23-24-406-022-0000	\$836,620
23-24-406-023-0000	\$583,829
23-24-406-024-0000	\$375,496
24-19-306-002-0000	\$770,958
24-19-306-003-0000	Exempt
24-19-307-002-0000	\$16,965
24-19-307-003-0000	Exempt
24-19-401-005-0000	Exempt
24-30-106-001-0000	Exempt
24-30-106-002-0000	\$16,235
24-30-200-004-0000	Exempt
24-30-201-051-0000	Exempt
TOTAL 2003 EAV	\$4,132,546

Source: Cook County, Illinois.

- The City of Palos Heights determined the project area shows both economic and functional obsolescence, with aging single-use buildings no longer viable due to changes in local and regional economies
- The redevelopment of the Project Area was deemed not reasonably to occur without the use of incremental property tax revenue. Through the adoption of this Ordinance and the use of TIF, the City committed to utilize incremental property tax revenue for the development of the Project Area.
- The Retirement Date for the Palos Heights Gateway Redevelopment Area is in the 23rd year from the adoption of the ordinance or December 31, 2028.
- Even though there is not a minimum extension period for a TIF term, Illinois extensions are almost always done as full multi-year legislative extensions (typically 12 years) rather than small increments.

PALOS HEIGHTS GATEWAY IMPROVEMENTS

Without TIF benefits, certain improvements in the Palos Heights Gateway area were not economically feasible. Businesses do not sink capital into decaying areas, and Palos Heights could not afford the needed costly improvements without raising taxes.

In the Gateway Project Area, dollars for improvements are being generated by businesses—new and old—attracted by the TIF benefits. Specifically, money for infrastructure improvements and other incentives comes from the growth in property tax revenues—the tax increment.

Schools continue to receive all the tax revenue they were entitled to before the creation of the TIF district in 2005. Improvements to the blighted areas of the City serve as an reinvestment in our community and thus helps the overall tax base the long-run. Without TIF, development in these areas may not occur and the tax increment would not be produced.

Palos Heights Gateway Redevelopment Area



Project	Schedule	Comments
178 Unit Spectrum Senior Living	Completed 2020	Converted empty site of a former car dealership to a modern senior living facility
7202 W College Drive	Completed 2008	Repurposed on old fast food site to a new Starbucks and business facility
Tiffany Square Improvements	Completed 2025 with notes due until 2035	Upgrade to the entire shopping center including new building façade and parking resurfacing
11850 S Harlem	To be Completed 2027	Repurpose of an existing bank site to a popular new restaurant.
Lake Katherine Secondary Access	To be Completed 2027	Adding a much needed parking and secondary access to Lake Katherine Nature Center
Harlem Ave / College Drive NE Corner and Intersection Improvements	TBD	Working with IDOT and local developers to complete the NE corner of Harlem Ave and Rt 83

* Projects noted in bold require the Palos Heights Gateway TIF Extension

178 Unit Spectrum Senior Living - Completed 2020

2016



2024



7202 W College Drive Completed 2008

2007



2025



Tiffany Square Improvements Completed 2025

2018



2025



11850 S Harlem 2027

2025



2027

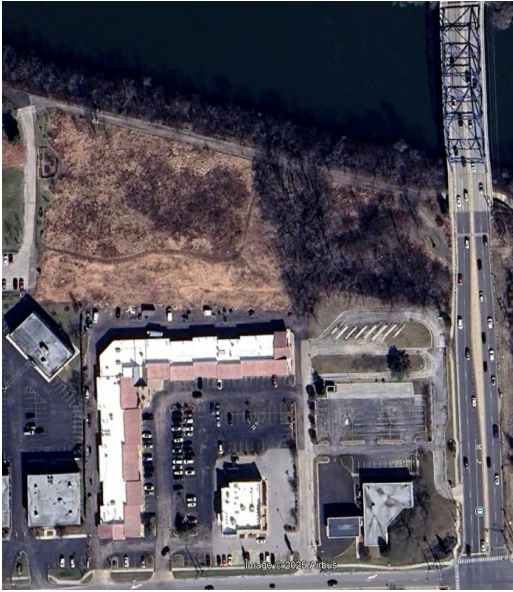


RIGHT PERSPECTIVE (NORTH VIEW)



Lake Katherine Secondary Access 2027

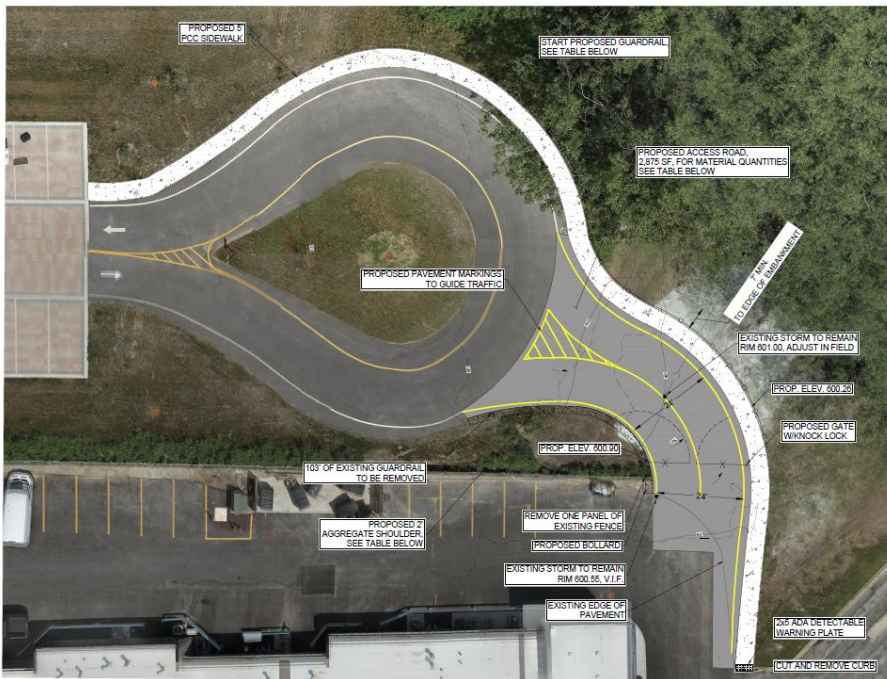
2024



2025



To be Completed 2027



Harlem Ave / College Drive NE Corner and Intersection Improvements TBD



DRAFT

Palos Heights Public Library (PHPL) has been advised by the City of Palos Heights of the need for and proposal of the city to extend one of the current tax increment finance (“TIF”) districts, the Gateway TIF District, which covers a portion of College Drive and Harlem Avenue. This TIF District was originally implemented in 2004.

PHPL is one of the taxing bodies covered and impacted by the creation of the Gateway TIF District. We understand that the current, authorized term of the Gateway TIF District now in place is for 23 years, expiring December 31, 2027.

On behalf of PHPL, I expressly state that PHPL understands the proposal of the City to extend the term of the Gateway TIF District from the current 23 years to 35 years and that such an extension requires legislative action of the Illinois General Assembly. I represent and state that PHPL has no objection to the extension of the Gateway TIF District for an additional 12 years, to and until December 31, 2039.

Very truly yours,

Board President

cc:



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) 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 **21st day of May 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 21st of May 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 21st day of May 2026.

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