



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

June 20, 2024

CALL TO ORDER: 7:00pm

ROLL CALL:

WELCOME OF GUESTS:

PUBLIC COMMENT:

MINUTES OF MEETING: Approval of the minutes of the May 16, 2024 regular meeting

TREASURER'S REPORT: Approval of the General Fund bills for May 2024 for \$180,535.88

Approval of the Treasurer's report for the month ending May 31, 2024

PRESIDENT'S REPORT

DIRECTOR'S REPORT

CORRESPONDENCE

COMMITTEE REPORTS:

Budget & Finance – Patrick Keough

Building & Grounds – Steve Foertsch

City Council Liaison – Geri Burek

Ethics Officer – Susan Snow

Friends of the Library Liaison – Sue Jankowski

Long Range Planning – Sue Jankowski

Nominating – Susan Snow

Personnel – Dianne Key

Policy – Rose Zubik

UNFINISHED BUSINESS: 1. Upcoming Construction Projects

a. Approval of Engineer for Parking Lot Repair

NEW BUSINESS: 2. Approval of Recommendations of Personnel Committee

ADJOURNMENT

NEXT MEETING: Thursday, August 15, 2024

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

Palos Heights Public Library

Board of Trustees Meeting

May 16, 2024

Minutes

The meeting of the Board of Trustees was called to order at 7:00 PM by President Burek. The following Trustees were present: Foertsch, Rhodes, Snow, Zubik and President Burek. Trustee Peltz attended via zoom, after the Treasurer's motions (he did not vote on those motions). Absent were Trustees Keough, Key and Jankowski. A quorum was declared.

Library staff members attending were Library Director, Jesse Blazek, Business Manager, Terry Fleckenstein, and Youth and Teen Section Supervisor, Tina Ruzala.

No members of the public attended and no public comment was offered.

The minutes of the March 21, 2024 were approved on a motion by Trustee Snow and second by Trustee Zubik. The motion carried on a voice vote.

Trustee Foertsch presented motions in the absence of the Treasurer, Trustee Keough. The first of these was the motion to approve the General Fund bills, totaling \$130,329.82, for the month of March 2024. Trustee Zubik seconded. On a roll call vote, from which Trustee Snow abstained, the motion carried. The next motion put forth by Trustee Foertsch was to approve the Treasurer's report for the month ending March 31, 2024. Trustee Zubik seconded. This motion carried on a roll call vote.

Trustee Foertsch moved to approve the General Fund bill for the month of April 2024 in the amount of \$160,305.52. Trustee Rhodes provided the second, and a roll call vote carried the motion. Trustee Foertsch then moved to approve the Treasurer's report for the month ending April 30, 2024. The motion was seconded by Trustee Zubik, and a roll call vote taken. The motion carried.

The President did not present a report.

The Library Director presented the following in addition to the Director's Narrative provided to Trustees before the meeting. Recent damage in the newly renovated YTS areas were discussed. The dinette in the play area has been damaged by misuse and such behavior, covered by Library Policy, is an ongoing concern. Also the Director brought to the Board's attention that one of the meetings to be held in the large meeting room, on June 13th, will be the subject of security awareness. The topic, 'what is LGBTQ', may attract some disturbances.

The President circulated thank you notes from staff members for the Library Workers Day gift cards we gave them.

The President called for Committee reports and the following were presented:

City Council Liason, Trustee Burek, reported that the Library will be sponsoring one of the City of Palos Heights summer concerts on a day still to be determined.

Ethics Officer, Trustee Snow, reminded Trustees that those attending via zoom are not counted in the quorum.

For the Friends of the Library, the Library Director reported that a donation to the Library will be made in memory of longtime Friends member, Marge Damm, who passed away recently. This year is the 40th Anniversary of the Friends and provides an opportunity to celebrate the group. The summer book sale date has been changed from prior years to avoid conflicts with other community events: August 16-20.

Trustee Snow, as chairman of the Nominating Committee, reminded Trustees of the upcoming vacancies in all of the Board of Trustees offices: President, Vice-President, Recording Secretary and Treasurer. The nominations are made during July, presented at the August Board meeting and elections take place at the September meeting. Trustee Burek and Trustee Snow have each exhausted their permitted term lengths at their present offices. Those Trustees interested in being considered for an office should contact Trustee Snow.

The Personnel Committee will meet on June 20th, at 6:00PM before the regular board meeting.

Unfinished Business

The continuing consideration of the repair or replacement of the parking lot surface was updated by the Library Director. Our 'Owners' Representative', Dan Eleanardo, will be getting fresh bids for possible work to be done.

New Business

Consideration of the annual determination of Non-Resident Library Card Fees gave rise to the annual discussion of patrons needs and Library process. An annual determination of the two possible formulas for determining the fee provided the opportunity for input by all Trustees: flat fees, or fees calculated based upon the requesting would-be patron's real estate tax bill. Trustee Zubik moved to adopt the individual calculation process this year, and Trustee Rhodes seconded it. The vote, by roll call was not unanimous: three in favor of the motion and two opposed. The motion carried.

The Director presented the topic appearing in new business, that of using Illinois Funds for short term storage of Library funds, as an option for us. Considerable discussion did not indicate a readiness to vote, and Trustee Zubik moved to explore other options. Trustee Foertsch seconded the motion, which was carried by voice vote.

The Director explained the need to change the August 16th Library closing date to August 23rd and on Trustee Snow's motion to make that change, Trustee Zubik's second, and a voice vote, this carried.

Trustee Snow moved to adjourn the meeting and Trustee Rhodes seconded the motion.

President Burek adjourned the meeting at 7:52 PM.

The next meeting is June 20th at 7PM, and Personnel Committee will meet on the same date at 6PM.



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
6/20/2024

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	MAY	\$180,535.88	6.1 to 6.5
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	5/31/2024	N/A	1



**PALOS HEIGHTS
PUBLIC LIBRARY**

**STATEMENT OF FUND BALANCES
MONTH ENDING: MAY 2024**

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$18,198.11		\$18,198.11
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$56.26		\$56.26
» Non Resident Cards	\$302.19		\$302.19
» Miscellaneous	\$74.85		\$74.85
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$212.75		\$212.75
» Miscellaneous	\$1,079.37		\$1,079.37
DONATIONS/GIFTS			
» Restricted	\$25.00		\$25.00
» Annual Fundraising	\$6.15		\$6.15
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$285.80		\$285.80
GRANTS	\$0.00		\$0.00
INTEREST	\$1,023.94	\$2.71	\$1,026.65
TOTAL REVENUES	\$21,264.42	\$2.71	\$21,267.13
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$113,507.87		\$113,507.87
» Employee Benefits	\$28,935.59		\$28,935.59
» Staff & Board Development	\$659.76		\$659.76
CONTRACTUAL SERVICES	\$13,928.64		\$13,928.64
BUILDING MAINTENANCE	\$3,652.64		\$3,652.64
INSURANCE	\$0.00		\$0.00
UTILITIES	\$809.80		\$809.80
SUPPLIES	\$1,553.25		\$1,553.25
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$13,704.53		\$13,704.53
REIMBURSEMENTS	\$3,783.80		\$3,783.80
SR PROJECTS	\$0.00		\$0.00
TOTAL EXPENDITURES	\$180,535.88	\$0.00	\$180,535.88
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	-\$159,271.46	\$2.71	-\$159,268.75
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00		\$0.00
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00
NET CHANGE IN FUND BALANCES	-\$159,271.46	\$2.71	-\$159,268.75
FUND BALANCES, BEGINNING OF MONTH	\$1,091,859.15	\$3,134.79	\$1,094,993.94
END OF MONTH	\$932,587.69	\$3,137.50	\$935,725.19



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: MAY 2024

	BUDGETED AMOUNTS			Variance	Balance
	Original	Final	Actual	With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,925,499.39	\$1,925,499.39	\$980,880.58	\$944,618.81	50.94%
CORPORATE REPLACEMENT TAX	\$30,000.00	\$30,000.00	\$24,912.99	\$5,087.01	83.04%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$492.74	\$2,007.26	19.71%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$604.38	\$1,195.62	33.58%
Miscellaneous	\$3,500.00	\$3,500.00	\$1,473.81	\$2,026.19	42.11%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$5,724.10	\$5,275.90	52.04%
Miscellaneous	\$12,784.00	\$12,784.00	\$14,107.13	-\$1,323.13	110.35%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$80.00	\$920.00	8.00%
Unrestricted	\$15,000.00	\$15,000.00	\$242.49	\$14,757.51	1.62%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$2,021.42	\$1,978.58	50.54%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$6,575.00	\$6,575.00	\$3,624.64	\$2,950.36	55.13%
TOTAL REVENUES	\$2,046,458.69	\$2,046,458.69	\$1,034,164.28	\$1,012,294.41	50.53%
PERSONNEL SERVICES					
Operational Salaries	\$964,446.00	\$964,446.00	\$407,857.08	-\$556,588.92	-57.71%
Employee Benefits	\$293,484.36	\$293,484.36	\$121,597.70	-\$171,886.66	-58.57%
Staff & Board Development	\$10,500.00	\$10,500.00	\$4,452.28	-\$6,047.72	-57.60%
CONTRACTUAL SERVICES	\$186,983.88	\$186,983.88	\$67,715.16	-\$119,268.72	-63.79%
BUILDING MAINTENANCE	\$46,404.69	\$46,404.69	\$16,026.79	-\$30,377.90	-65.46%
INSURANCE	\$23,087.56	\$23,087.56	\$22,679.80	-\$407.76	-1.77%
UTILITIES	\$14,193.12	\$14,193.12	\$3,019.59	-\$11,173.53	-78.72%
SUPPLIES	\$26,595.00	\$26,595.00	\$11,682.95	-\$14,912.05	-56.07%
CAPITAL EXPENSES	\$478,500.00	\$478,500.00	\$13,821.85	-\$464,678.15	-97.11%
MEDIA	\$179,278.95	\$179,278.95	\$65,629.44	-\$113,649.51	-63.39%
REIMBURSEMENTS	\$47,985.13	\$47,985.13	\$25,688.76	-\$22,296.37	-46.47%
SR PROJECTS	\$25,000.00	\$25,000.00	\$15,405.99	-\$9,594.01	-38.38%
TOTAL EXPENDITURES	\$2,296,458.69	\$2,296,458.69	\$775,577.39	-\$1,520,881.30	-66.23%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	-\$250,000.00	-\$250,000.00	\$258,586.89	-\$508,586.89	
OTHER FINANCING USES					
Transfer In			\$0.00		
Transfer Out (Special Reserve Transfer)			\$0.00		
TOTAL OTHER FINANCING USES			\$0.00		
NET CHANGE IN FUND BALANCE			\$258,586.89		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$861,956.00		
			-\$734,050.69		



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MAY 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$746,139.40	\$87,002.10	\$315,680.02	\$430,459.38	57.69%
4312 HOURLY EMPLOYEES	\$213,106.60	\$25,830.77	\$91,502.06	\$121,604.54	57.06%
4313 ADDITIONAL COMPENSATION	\$5,200.00	\$675.00	\$675.00	\$4,525.00	87.02%
TOTAL OPERATIONAL SALARIES	\$964,446.00	\$113,507.87	\$407,857.08	\$556,588.92	57.71%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$75,248.61	\$8,514.26	\$31,169.93	\$44,078.68	58.58%
4332 SOCIAL SECURITY - FICA	\$73,382.32	\$8,499.06	\$30,816.42	\$42,565.90	58.01%
4333 INSURANCE	\$143,853.43	\$11,922.27	\$59,611.35	\$84,242.08	58.56%
4334 CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$293,484.36	\$28,935.59	\$121,597.70	\$171,886.66	58.57%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,200.00	\$100.00	\$976.00	\$1,224.00	55.64%
4352 BOARD DEVELOPMENT	\$800.00	\$109.99	\$259.99	\$540.01	67.50%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$35.70	\$464.30	92.86%
4354 PROFESSIONAL STAFF	\$5,000.00	\$150.00	\$2,185.17	\$2,814.83	56.30%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$492.00	\$508.00	50.80%
4356 MILEAGE REIMBURSEMENT	\$1,000.00	\$299.77	\$503.42	\$496.58	49.66%
TOTAL STAFF & BOARD DEVELOPMENT	\$10,500.00	\$659.76	\$4,452.28	\$6,047.72	57.60%
GROUP TOTAL PERSONNEL SERVICES	\$1,268,430.36	\$143,103.22	\$533,907.06	\$734,523.30	57.91%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,171.50	\$0.00	\$5,200.00	\$1,971.50	27.49%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$748.50	\$1,251.50	62.58%
4363 CONSULTANT FEES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4364 APPRAISAL	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4365 ACCOUNTANT	\$4,714.50	\$365.00	\$1,825.00	\$2,889.50	61.29%
TOTAL PROFESSIONAL SERVICES	\$17,886.00	\$365.00	\$7,773.50	\$10,112.50	56.54%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,800.00	\$522.84	\$2,328.80	\$2,471.20	51.48%
4414 ALARM	\$3,226.00	\$0.00	\$1,240.37	\$1,985.63	61.55%
4416 MAINTENANCE	\$39,000.00	\$5,134.86	\$16,761.82	\$22,238.18	57.02%
4417 SWAN	\$30,238.74	\$0.00	\$14,917.74	\$15,321.00	50.67%
4418 TECHNOLOGY	\$38,010.00	\$3,719.70	\$7,423.64	\$30,586.36	80.47%
TOTAL OUTSIDE SERVICES	\$115,274.74	\$9,377.40	\$42,672.37	\$72,602.37	62.98%
PRINTING					
4424 NEWSLETTER PRINTING	\$18,823.14	\$3,196.55	\$6,284.55	\$12,538.59	66.61%
TOTAL PRINTING	\$18,823.14	\$3,196.55	\$6,284.55	\$12,538.59	66.61%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$10,000.00	\$454.47	\$2,462.77	\$7,537.23	75.37%
4452 PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$319.50	\$4,423.30	\$8,576.70	65.97%
4454 GENERAL PROGRAMMING	\$9,000.00	\$13.46	\$2,408.61	\$6,591.39	73.24%
TOTAL PROGRAMMING	\$32,000.00	\$787.43	\$9,294.68	\$22,705.32	70.95%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$202.26	\$1,690.06	\$1,309.94	43.66%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$202.26	\$1,690.06	\$1,309.94	43.66%
GROUP TOTAL CONTRACTUAL SERVICES	\$186,983.88	\$13,928.64	\$67,715.16	\$119,268.72	63.79%



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: MAY 2024

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$856.68	\$64.90	\$324.50	\$532.18	62.12%
4432 HEATING/COOLING SERVICE	\$12,600.00	\$0.00	\$0.00	\$12,600.00	100.00%
4434 BUILDING REPAIRS	\$9,000.00	\$2,040.23	\$6,881.73	\$2,118.27	23.54%
4436 LAWN MAINTENANCE	\$9,574.57	\$915.97	\$2,141.91	\$7,432.66	77.63%
4437 SNOW REMOVAL	\$6,554.96	\$0.00	\$3,358.00	\$3,196.96	48.77%
TOTAL REPAIRS & MAINTENANCE	\$38,586.21	\$3,021.10	\$12,706.14	\$25,880.07	67.07%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$7,578.48	\$631.54	\$3,320.65	\$4,257.83	56.18%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$7,818.48	\$631.54	\$3,320.65	\$4,497.83	57.53%
GROUP TOTAL BUILDING MAINTENANCE	\$46,404.69	\$3,652.64	\$16,026.79	\$30,377.90	65.46%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$21,346.66	\$0.00	\$20,938.90	\$407.76	1.91%
4443 DISABILITY (WORKMEN'S COMP)	\$1,740.90	\$0.00	\$1,740.90	\$0.00	0.00%
GROUP TOTAL INSURANCE	\$23,087.56	\$0.00	\$22,679.80	\$407.76	1.77%
UTILITIES					
4472 WATER	\$2,750.00	\$162.24	\$984.24	\$1,765.76	64.21%
4473 GAS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4474 TELEPHONE/FAX	\$2,625.00	\$187.51	\$935.32	\$1,689.68	64.37%
4475 INTERNET/LOCAL AREA NET	\$6,318.12	\$460.05	\$1,100.03	\$5,218.09	82.59%
GROUP TOTAL UTILITIES	\$14,193.12	\$809.80	\$3,019.59	\$11,173.53	78.72%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$46.60	\$365.51	\$634.49	63.45%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$68.55	\$297.89	\$1,702.11	85.11%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$213.04	\$861.76	\$2,338.24	73.07%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$433.81	\$3,272.93	\$2,727.07	45.45%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$76.97	\$1,650.09	\$1,399.91	45.90%
4518 LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$225.64	\$974.36	81.20%
TOTAL OFFICE SUPPLIES	\$17,450.00	\$838.97	\$6,673.82	\$10,776.18	61.75%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$297.15	\$2,808.25	\$1,641.75	36.89%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$4,450.00	\$297.15	\$2,808.25	\$1,641.75	36.89%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$600.00	\$97.13	\$280.88	\$319.12	53.19%
4553 BULK FEES & PERMITS	\$4,095.00	\$320.00	\$1,920.00	\$2,175.00	53.11%
TOTAL OFFICE EXPENSE	\$4,695.00	\$417.13	\$2,200.88	\$2,494.12	53.12%
GROUP TOTAL SUPPLIES	\$26,595.00	\$1,553.25	\$11,682.95	\$14,912.05	56.07%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$478,500.00	\$0.00	\$13,821.85	\$464,678.15	97.11%
GROUP TOTAL CAPITAL EXPENSES	\$478,500.00	\$0.00	\$13,821.85	\$464,678.15	97.11%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: MAY 2024

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
4710A	DATABASES - Adult	\$27,000.00	\$0.00	\$7,280.29	\$19,719.71	73.04%
4710B	DATABASES -Youth	\$6,000.00	\$733.16	\$1,583.16	\$4,416.84	73.61%
4711	PERIODICALS	\$14,500.00	\$0.00	\$901.64	\$13,598.36	93.78%
4712	CONTINUATIONS	\$600.00	\$29.07	\$68.89	\$531.11	88.52%
4714	LARGE PRINT	\$5,500.00	\$946.20	\$1,703.49	\$3,796.51	69.03%
4715	BOOKS - Adult	\$32,300.00	\$3,384.44	\$11,477.81	\$20,822.19	64.46%
4716	BOOKS - Youth	\$33,000.00	\$4,203.53	\$14,723.51	\$18,276.49	55.38%
4717	VIDEOS - Adult	\$4,500.00	\$316.37	\$1,407.56	\$3,092.44	68.72%
4718	VIDEOS - Youth	\$1,300.00	\$36.73	\$283.37	\$1,016.63	78.20%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$92.98	\$520.88	\$1,479.12	73.96%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$11,795.70	\$289.99	\$7,342.38	\$4,453.32	37.75%
4722	REALIA	\$1,000.00	\$164.50	\$344.15	\$655.85	65.59%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$69.00	\$618.07	\$681.93	52.46%
4724	GADGETS & GIZMOS	\$1,000.00	\$723.83	\$781.52	\$218.48	21.85%
4725A	E-BOOKS - Adult	\$10,000.00	\$1,352.27	\$7,015.68	\$2,984.32	29.84%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$1,362.46	\$6,080.56	\$6,919.44	53.23%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$1,498.00	\$2,002.00	57.20%
4727	PRESS READER	\$7,733.25	\$0.00	\$1,998.48	\$5,734.77	74.16%
GROUP TOTAL MEDIA		\$179,278.95	\$13,704.53	\$65,629.44	\$113,649.51	63.39%
MISCELLANEOUS - REIMBURSEMENTS						
4900	MISCELLANEOUS	\$18,184.83	\$20.00	\$4,564.46	\$13,620.37	74.90%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$1,400.30	\$17,800.30	\$0.00	0.00%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$2,363.50	\$3,324.00	\$7,676.00	69.78%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4906b	FUNDRAISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS		\$47,985.13	\$3,783.80	\$25,688.76	\$22,296.37	46.47%
SPECIAL RESERVE PROJECTS						
7001	SPECIAL RESERVE - PROJECTS	\$25,000.00	\$0.00	\$15,405.99	\$9,594.01	38.38%
GROUP TOTAL SPECIAL RESERVES - PROJECTS		\$25,000.00	\$0.00	\$15,405.99	\$9,594.01	
TOTAL EXPENDITURES		\$2,296,458.69	\$180,535.88	\$775,577.39	\$1,520,881.30	66.23%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: MAY 2024

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
Check	5/14/2024	5704	04 Apr Bank Reconciliations Invoice 202053028	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					\$365.00
American Library Association					
Check	5/14/2024	5705	Burek Membership Renewal	4352 Board Development	\$73.00
Total for American Library Association					\$73.00
Anderson Pest Solutions					
Check	5/14/2024	5707	Invoice 60758128	4431 Pest Control	\$64.90
Total for Anderson Pest Solutions					\$64.90
At&T - Fiber Line					
Check	5/1/2024	5684	Monthly Fee	4475 Internet	\$460.05
Total for At&T - Fiber Line					\$460.05
Baker & Taylor C205293 Continuations					
Expense	5/8/2024	BT PORTAL	04 April Continuations	4712 Continuations	\$29.07
Total for Baker & Taylor C205293 Continuations					\$29.07
Baker & Taylor L5040682 Adult Books					
Expense	5/8/2024	BT PORTAL	04 April Adult	4715 Books - Adult	\$52.75
Expense	5/8/2024	BT PORTAL	04 April pre processing fee	4515 Technical Services - Supplies	\$1.98
Total for Baker & Taylor L5040682 Adult Books					\$54.73
Baker & Taylor L5346512 Youth Books					
Expense	5/8/2024	BT PORTAL	04 April YTS	4716 Books - Youth	\$3,494.14
Expense	5/8/2024	BT PORTAL	04 April pre processing fee	4515 Technical Services - Supplies	\$213.84
Total for Baker & Taylor L5346512 Youth Books					\$3,707.98
CENGAGE/Gale Learning					
Check	5/8/2024	5692	04 April Invoices	4714 Large Print Books	\$563.84
Total for CENGAGE/Gale Learning					\$563.84
Chicago Backflow, Inc.					
Check	5/9/2024	5702	Annual backflow testing Invoice 395785	4416 Maintenance	\$1,350.00
Total for Chicago Backflow, Inc.					\$1,350.00
CIT					
Check	5/9/2024	5701	Invoice 44739536	4531 Copier	\$631.54
Total for CIT					\$631.54
City Of Palos Heights IMRF					
Check	5/31/2024	23056	05 May Payment	4331 IMRF III. Muni. Ret. Fund	\$8,514.26
Check	5/31/2024	23056	05 May Payment	2053 FT- Employee Contribution IMRF	\$3,866.55
Check	5/31/2024	23056	05 May Payment	2054 PT -Employee Contribution IMRF	\$240.01
Check	5/31/2024	23056	05 May Payment	2055 Employee Paid Vol. IMRF	\$1,438.02
Total for City Of Palos Heights IMRF					\$14,058.84
City of Palos Hts. - Water Bill					
Check	5/16/2024	5712	Monthly bill	4472 Water	\$162.24
Total for City of Palos Hts. - Water Bill					\$162.24
Cosmopolitan Building Services					
Check	5/15/2024	5709	05 May Janitorial Services Invoice 6636	4416 Maintenance	\$2,722.50
Total for Cosmopolitan Building Services					\$2,722.50
Dr. Vicki Atkinson					
Check	5/2/2024	5690	5.9.24 Navigating Elder Care with Grace & Humor	4452 Public Services Programming	\$200.00
Total for Dr. Vicki Atkinson					\$200.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: MAY 2024

Type	Date	Num	Memo	Account	Amount
Grasso Graphics					
Check	5/1/2024	5682	Mar/Apr Newsletters	4424 Newsletter Printing	\$2,612.05
Check	5/1/2024	5682	Mar/Apr Newsletters	4424 Newsletter Printing	\$584.50
Total for Grasso Graphics					\$3,196.55
Independent Construction Services					
Check	5/8/2024	5693	YTS Diner	4434 Building Repairs	\$385.00
Check	5/8/2024	5693	Parking lot rehab	4434 Building Repairs	\$105.00
Total for Independent Construction Services					\$490.00
Ingram					
Check	5/8/2024	5691	04 April Invoices	4714 Large Print Books	\$382.36
Check	5/8/2024	5691	04 April Invoices	4715 Books - Adult	\$3,114.73
Check	5/8/2024	5691	04 April Invoices	4716 Books - Youth	\$709.39
Check	5/8/2024	5691	04 April Pre processing fee	4515 Technical Services - Supplies	\$172.26
Total for Ingram					\$4,378.74
LIMRiCC-Employees					
Expense	5/8/2024	ACH LIM	05 May	4333 Insurance	\$11,922.27
Expense	5/8/2024	ACH LIM	Employee Paid Benefits	2050 2050 Employee Paid LIMRiCC	\$654.76
Expense	5/8/2024	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	\$1,079.37
Total for LIMRiCC-Employees					\$13,656.40
Mary Beth Sexton					
Check	5/1/2024	5681	Scrapbooking Class	4452 Public Services Programming	\$119.50
Total for Mary Beth Sexton					\$119.50
McCully, Nancy B.					
Check	5/1/2024	5685	5.16.24 Circling Lake Michigan	4904 Reimb. - Friends Book Sales	\$250.00
Total for McCully, Nancy B.					\$250.00
Midwest Tape - 17568					
Check	5/8/2024	5695	04 April Videos	4717 Videos - Adult	\$29.99
Check	5/8/2024	5695	04 April Pre processing fee	4515 Technical Services - Supplies	\$4.68
Total for Midwest Tape - 17568					\$34.67
Midwest Tape - 19730					
Check	5/8/2024	5697	04 April Videos	4717 Videos - Adult	\$260.14
Check	5/8/2024	5697	04 April Audiobooks	4719 Audiobooks - Adult	\$92.98
Check	5/8/2024	5697	04 April Pre processing fee	4515 Technical Services - Supplies	\$36.37
Total for Midwest Tape - 19730					\$389.49
Midwest Tape - 19996					
Check	5/8/2024	5696	04 April Videos	4718 Videos - Youth	\$36.73
Check	5/8/2024	5696	04 April Pre processing fee	4515 Technical Services - Supplies	\$4.68
Total for Midwest Tape - 19996					\$41.41
Midwest Tape - 7243					
Check	5/8/2024	5694	04 April Videos	4717 Videos - Adult	\$26.24
Total for Midwest Tape - 7243					\$26.24
Multicultural Books & Videos					
Check	5/15/2024	5708	Arabic Adult Books 24-0517A	4715 Books - Adult	\$80.39
Total for Multicultural Books & Videos					\$80.39
Old National Bank - Visa					
Expense	5/8/2024	ON CREDIT CARD	M Matkowski Arranging Time	4354 Professional Staff	\$150.00
Expense	5/8/2024	ON CREDIT CARD	Netflix	4451 Youth & Teen Programming	\$15.49
Expense	5/8/2024	ON CREDIT CARD	Google Fi / Sip	4474 Telephone/FAX	\$116.32
Expense	5/8/2024	ON CREDIT CARD	Adobe/Duo/Zoom	4721 Software	\$289.99
Expense	5/8/2024	ON CREDIT CARD	Disney Plus	4451 Youth & Teen Programming	\$9.99
Expense	5/8/2024	ON CREDIT CARD	YTS April	4451 Youth & Teen Programming	\$353.61
Expense	5/8/2024	ON CREDIT CARD	NLWD gift cards	4313 Additional Compensation	\$675.00
Expense	5/8/2024	ON CREDIT CARD	T. Ruzala ILA dues	4351 Membership Fees	\$100.00
Expense	5/8/2024	ON CREDIT CARD	Bluehost webhost renewal	4352 Board Development	\$36.99
Expense	5/8/2024	ON CREDIT CARD	Block party	4904 Reimb. - Friends Book Sales	\$50.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: MAY 2024

Type	Date	Num	Memo	Account	Amount
Old National Bank - Visa (con't)					
Expense	5/8/2024	ON CREDIT CARD	Spices/puzzles	4511 Public Services - Supplies	\$46.60
Expense	5/8/2024	ON CREDIT CARD	April supplies	4512 Youth & Teen - Supplies	\$68.55
Expense	5/8/2024	ON CREDIT CARD	Copy paper/ poster paper	4514 Business Office - Supplies	\$213.04
Expense	5/8/2024	ON CREDIT CARD	Arabic Books	4715 Books - Adult	\$43.43
Expense	5/8/2024	ON CREDIT CARD	Circ Supplies	4516 Circulation - Supplies	\$76.97
Expense	5/8/2024	ON CREDIT CARD	Maint supplies	4541 Maintenance/Cleaning Supplies	\$159.75
Expense	5/8/2024	ON CREDIT CARD	Postage stamps	4551 Postage & Handling	\$68.00
Expense	5/8/2024	ON CREDIT CARD	OCLC	4551 Postage & Handling	\$11.76
Expense	5/8/2024	ON CREDIT CARD	Books arabic	4715 Books - Adult	\$63.00
Expense	5/8/2024	ON CREDIT CARD	Button maker supplies	4722 Realia	\$164.50
Expense	5/8/2024	ON CREDIT CARD	March video game back order	4723B Video Games - Youth	\$69.00
Expense	5/8/2024	ON CREDIT CARD	Gadgets & Gizmos	4724 Gadgets & Gizmos	\$613.71
Expense	5/8/2024	ON CREDIT CARD	Slatwall/white board/wall plates	4434 Building Repairs	\$1,040.23
Expense	5/8/2024	ON CREDIT CARD	Logo table cloth	4461 Public Relations	\$172.26
Expense	5/8/2024	ON CREDIT CARD	Summer Reading Prizes	4904 Reimb. - Friends Book Sales	\$1,029.91
Expense	5/8/2024	ON CREDIT CARD	SR Banner	4904 Reimb. - Friends Book Sales	\$50.00
Expense	5/8/2024	ON CREDIT CARD	SR Banner	4454 General Programming	\$13.46
Total for Old National Bank - Visa					\$5,701.56
Otis Elevator					
Expense	5/15/2024	OTIS PORTAL	Invoice CYS18153001 Annual pressure test	4416 Maintenance	\$875.00
Expense	5/15/2024	OTIS PORTAL	Invoice 10040155385	4416 Maintenance	\$187.36
Total for Otis Elevator					\$1,062.36
OverDrive, Inc.					
Check	5/8/2024	5699	01658C024138818	4725B E-Audiobooks - Adult	\$1,362.46
Check	5/8/2024	5699	01658C024138819	4725A E-Books - Adult	\$1,352.27
Total for OverDrive, Inc.					\$2,714.73
Palos Heights Woman's Club					
Check	5/1/2024	5683	Lorena Rodriguez Spring Dinner	4461 Public Relations	\$30.00
Total for Palos Heights Woman's Club					\$30.00
Paylocity Payroll Billing					
Expense	5/3/2024	EFT	--	4412 Payroll Services	\$116.68
Expense	5/17/2024	EFT	--	4412 Payroll Services	\$203.62
Expense	5/31/2024	EFT	--	4412 Payroll Services	\$202.54
Total for Paylocity Payroll Billing					\$522.84
Paylocity Payroll Net					
Expense	5/3/2024	EFT	--	4311 Salaried Employees	\$20,110.39
Expense	5/3/2024	EFT	--	4312 Hourly Employees	\$7,347.21
Expense	5/3/2024	EFT	04 April Homebound deliveries	4356 Mileage Reimbursement	\$21.09
Expense	5/3/2024	EFT	SL Mileage Oak Park Laconi 4.26.24	4356 Mileage Reimbursement	\$37.38
Expense	5/3/2024	EFT	Postage return books	4551 Postage & Handling	\$12.05
Expense	5/3/2024	EFT	MK Target Teen Boxes	4451 Youth & Teen Programming	\$21.38
Expense	5/3/2024	EFT	OCLC postage	4551 Postage & Handling	\$5.32
Expense	5/3/2024	EFT	EN Mileage Summer Reading T-shirts	4356 Mileage Reimbursement	\$32.16
Expense	5/3/2024	EFT	EN Mileage Summer Reading T-shirts (1st	4356 Mileage Reimbursement	\$32.16
Expense	5/3/2024	EFT	04 April EN book deliveries for April	4356 Mileage Reimbursement	\$4.00
Expense	5/17/2024	EFT	--	4311 Salaried Employees	\$20,595.69
Expense	5/17/2024	EFT	--	4312 Hourly Employees	\$7,345.43
Expense	5/17/2024	EFT	DS 5.10.24 Reaching Forward/parking	4356 Mileage Reimbursement	\$51.58
Expense	5/17/2024	EFT	MKK Bobalicious bookmark drawing	4451 Youth & Teen Programming	\$30.00
Expense	5/17/2024	EFT	EN Dollar tree arch	4904 Reimb. - Friends Book Sales	\$17.50
Expense	5/17/2024	EFT	CW Jewel muffins	4451 Youth & Teen Programming	\$24.00
Expense	5/17/2024	EFT	CD 5.1.24 Lake Villa District Library	4356 Mileage Reimbursement	\$84.82
Expense	5/17/2024	EFT	CE 5.10.24 Reaching Forward	4356 Mileage Reimbursement	\$36.58
Expense	5/31/2024	EFT	--	4311 Salaried Employees	\$20,595.65
Expense	5/31/2024	EFT	--	4312 Hourly Employees	\$7,075.24
Total for Paylocity Payroll Net					\$83,479.63



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: MAY 2024

Type	Date	Num	Memo	Account	Amount
Paylocity Payroll Taxes					
Expense	5/3/2024	EFT	--	4311 Salaried Employees	\$6,107.57
Expense	5/3/2024	EFT	--	4332 FICA Social Security	\$2,807.72
Expense	5/3/2024	EFT	--	4312 Hourly Employees	\$1,289.74
Expense	5/17/2024	EFT	--	4311 Salaried Employees	\$6,277.03
Expense	5/17/2024	EFT	--	4332 FICA Social Security	\$2,857.57
Expense	5/17/2024	EFT	--	4312 Hourly Employees	\$1,287.09
Expense	5/31/2024	EFT	--	4311 Salaried Employees	\$6,277.07
Expense	5/31/2024	EFT	--	4332 FICA Social Security	\$2,833.77
Expense	5/31/2024	EFT	--	4312 Hourly Employees	\$1,246.05
Total for Paylocity Payroll Taxes					\$30,983.61
Pay Pal					
Expense	5/1/2024	Pay Pal	Fivver logo set up	4724 Gadgets & Gizmos	\$89.68
Expense	5/6/2024	Pay Pal	Fivver logo	4724 Gadgets & Gizmos	\$20.44
Expense	5/9/2024	Pay Pal	Digital Room SR Banner	4904 Reimb. - Friends Book Sales	\$83.59
Total for Pay Pal					\$193.71
Peerless Network, Inc					
Check	5/15/2024	5710	Invoice 51054	4474 Telephone/FAX	\$71.19
Total for Peerless Network, Inc					\$71.19
Prime Time Window Cleaning					
Check	5/16/2024	5713	Gutter Cleaning	4434 Building Repairs	\$510.00
Total for Prime Time Window Cleaning					\$510.00
Roy Erikson Outdoor Maintenance					
Check	5/9/2024	5703	05 May Weekly Landscaping Maintenance	4436 Lawn Maintenance	\$906.00
Check	5/9/2024	5703	Temporary energy adjustment	4436 Lawn Maintenance	\$9.97
Total for Roy Erikson Outdoor Maintenance					\$915.97
Sawa Books					
Check	5/8/2024	5700	IN001706 Arabic books	4715 Books - Adult	\$30.14
Total for Sawa Books					\$30.14
Screaming Galaxy LLC					
Check	5/1/2024	5686	6.1.24 Summer Reading kick off	4904 Reimb. - Friends Book Sales	\$450.00
Total for Screaming Galaxy LLC					\$450.00
Somerset Condo Association					
Check	5/8/2024	5698	6.3.24 Meeting Cancelled ck#10057 refunded	4900 Miscellaneous - Reimbursements	\$20.00
Total for Somerset Condo Association					\$20.00
Truty, Marcin					
Expense	5/1/2024	ACH MT	04 April 24	4902 Grants	\$1,400.30
Expense	5/1/2024	ACH MT	04 April 24	4418 Technology	\$3,719.70
Total for Truty, Marcin					\$5,120.00
U.S. Postal Service					
Check	5/14/2024	5706	Permit Imprint Fee Annual	4553 Bulk Fees & Permits	\$320.00
Total for U.S. Postal Service					\$320.00



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: MAY 2024

Type	Date	Num	Memo	Account	Amount
Warehouse Direct					
Check	5/2/2024	5688	Large Liners (3)	4541 Maintenance/Cleaning Supplies	\$137.40
Total for Warehouse Direct					\$137.40
World Book, Inc.					
Check	5/2/2024	5689	Online Advance Diff pkg Libra	4710b Databases (Youth)	\$552.35
Check	5/2/2024	5689	Online Early Learning Library	4710b Databases (Youth)	\$180.81
Total for World Book, Inc.					\$733.16
Zoos Are Us, Inc.					
Check	5/1/2024	5687	Final payment	4904 Reimb. - Friends Book Sales	\$432.50
Total for Zoos Are Us, Inc.					\$432.50
					\$180,535.88



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION MONTH ENDING: MAY 2024

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	TOTAL FUND BALANCE
BEGINNING BALANCE	\$68,673.60	\$1,021,897.03	\$1,088.52	\$200.00	\$572.09	\$2,562.70	\$1,094,993.94
WITHDRAWALS	(\$180,535.88)						(\$180,535.88)
TRANSFERS	\$25,000.00	(\$25,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$50,000.00	(\$50,000.00)					
DEPOSITS	\$329.66	\$8,053.23					\$20,240.48
	\$1,079.37	\$10,144.88					
	\$608.34						
	\$25.00						
ADJUSTMENTS							\$0.00
INTEREST EARNED	\$0.66	\$1,018.31	\$4.97	N/A	N/A	\$2.71	\$1,026.65
ENDING BALANCE	\$25,180.75	\$906,113.45	\$1,093.49	\$200.00	\$572.09	\$2,565.41	\$935,725.19
TOTALS	\$932,587.69 GENERAL FUND				\$3,137.50 SPECIAL RESERVES FUND		\$935,725.19 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.26%	5.422%	N/A	N/A	1.26%	

TOTAL FUND BALANCE MONTH ENDING: MAY 31, 2024
\$935,725.19



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
June 20, 2024

Library News



Our **Summer Reading Kickoff Party** went off almost without a hitch on June 1st. The hitch was that the weather didn't cooperate. It was a drizzly day, which posed a pretty big problem for our outdoor event. So we pivoted and brought almost everything inside, opening the building for business from 10am until 2pm that day. The petting zoo remained outdoors, and we had to cancel the bounce house. We were able to tent the two food stations, and Tropical Sno was moved into the Meeting Room. The performer, the face painting, balloon animals, and crafts were all moved upstairs to the Youth and Teen Services Department. Considering that we were adjusting on the fly, everything went really smoothly! We had over 500 visitors and signed up around 200 people for Summer Reading. Despite the weather and moving everything indoors, we exceeded last year's total attendance by at least 100 people. A number of those were first-time visitors who were signed up for library cards. It was a great event! Special recognition needs to be given to Emily Navarro (Public Services Librarian) and Mary Kate Klassen (Youth and Teen Services Librarian) for taking charge and doing a great job of planning and executing an event with so many moving parts.

Over Memorial Day weekend, someone stole one of the computers from our **public computer** lab. On a quiet Saturday morning, they unhooked all of the peripherals from the computer and removed it from its mount under the table. They took it into the bathroom and used a razor blade to remove the library's tags from the device. Then they put it in their bag and left. We think we can identify the person on the security footage based on the timing of everything, but we don't have evidence that is legally actionable. The

suspect is not someone staff recognized as having been in the building before. Nothing like this has ever happened to us in all of the years of having unsecured computers in the public computer lab. I think this is a bit of a wakeup call that we should be more vigilant about the security of these expensive devices. I met with our IT consultants immediately after the incident to gather what evidence we have to report to the police and to discuss how to secure this equipment going forward. We have installed a new security camera in the computer lab. This won't prevent a future incident, but it would allow us to clearly see the culprit after the fact and perhaps lead to effective prosecution and recovery of property. Additionally, we have changed how the computers are secured in the lab so that they can't be removed without some tools and significant effort. Staff don't love this as it has made it a lot harder for them to physically access the machines when they need to do so. However, this isn't needed very often, so I think this is an acceptable burden to secure our devices.



The **Gadgets & Gizmos** collection is up and running. We installed a slatwall display and vinyl wall decal, which I think looks pretty nice. Each item has a tag. When the item is checked out, the patron takes the tag off its little hook, and Circulation takes the tag and retrieves the item for the patron. On the display, when an item is checked out, the tag that remains on the wall shows what the item is and that it is checked out. Items in this collection are not holdable and are only available to Palos Heights cardholders. Kudos to Susana Leyva and the rest of Technical Services staff for their huge efforts getting these items processed, packaged, cataloged, and displayed. This was a major task in addition to their normal workload over the past few weeks.

The program that I mentioned last month, **“LGBTQ+ Terminology and How to Be an Ally with PFLAG,”** happened on June 13th. There were no issues. We had 14 attendees who were engaged and asked good questions. Still, it was a good opportunity to work with a presenter who has dealt with protesters in the past and work with staff on how to handle difficult situations, should they ever arise.

Building & Grounds News

All of the issues with the children's diner have been fixed. I reattached the table to the wall. Our Owner's Representative worked with Library Furniture International to come up with better ways to secure the sink and oven panels and to attach new knobs. We'll see how sturdy the new fasteners turn out to be, but I'm happy that everything was back in good working order in time for the Kickoff Party.

We had the server room air conditioner serviced, and the HVAC company noticed that one of the main air conditioning exhaust fans was not working. The motor was seized and in need of replacement. Because the fan is 21 years old, I opted to replace the whole unit rather than just fix the motor and replace the whole unit upon a further failure at some point in the next few years. The cost of that replacement was

\$3,550 (the motor would have cost \$1,200 by itself), and our Capital Needs spreadsheet has been updated accordingly.

The bent spigot in the island of the parking lot has been repaired. We had a hard time finding someone to do this work. Our normal plumbers quoted us almost \$6,000 for what I thought was a pretty small job. We sought bids from a number of other plumbers and ended up receiving one other proposal (after talking to over a dozen companies) from DiFoggio for a cost not to exceed \$3,200. This is still more than I was expecting for this work, but we ended up engaging DiFoggio who completed the work in early June at a cost of \$3,200.

We have been accruing a lot of small electrical work that needs be addressed. We have a half dozen light ballasts that need to be replaced along with a couple of can lights and 2x2 fixtures. Our normal electrician seems to be tied up in bigger jobs. He referred us to another electrician who he has been subcontracting with. We also reached out to a few other companies. We received no response other than the company that was referred. Their proposal is for an eye-watering \$4,000, which I believe to be fair but is nonetheless unplanned. I have engaged Ryan Electrical Services, Inc. to complete this work.

Budget News

We received a few more small tax distributions in late May and early June. These comprise late payments from last year and earlier this year. While this represents a bit less than 1% of the expected receipts, a few more distributions like this will have us much closer to full payment for each fiscal year. We will continue seeing small payments like this over the coming months and even years.

The audit continues to be delayed as the City has yet to provide the IMRF data needed to complete our report. They are filing for an extension, and we will get that data whenever they get to it. I have asked our auditor to tentatively plan to present at our August meeting. I'm not sure how likely that is to actually happen.

Upcoming Events

- June 20: Personnel Committee Meeting at 6pm
- June 20: Regular Board Meeting at 7pm

Agenda Items

Item 1: Parking Lot Repair Project

As requested, our Owner's Representative Dan Eallonardo has procured three proposals for the engineering portion of the parking lot repair. You will find the three proposals in this month's packet. They are from Erikson Engineering in the total amount of \$16,600, Manhard Consulting in the total amount of

\$26,250, and Product Architecture + Design in the total amount of \$14,750. Dan will be at the meeting to discuss the proposals and guide us in this decision.

Recommendation: I don't have a specific recommendation at this time as I'm still attempting to parse the proposals. I believe Dan will guide us to the right decision.

Item 2: Personnel Committee Recommendations

The Personnel Committee is meeting immediately prior to the Regular Meeting to discuss issues related to staff benefits and the director's annual evaluation. I don't expect that they will have any recommendations that will need immediate action, but we have an agenda item just in case.

Recommendation: No action is needed at this time.

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

MAY 2024

At the Desk:

11 online library cards were issued to residents.

26 directional questions were answered by the Circulation staff.

6 patrons used Curveside pickup.

2 birthday bookmarks were given out to patrons.

Department Highlights:

Dora was part of the Summer Reading Kickoff Party committee and provided ideas, helped plan, and helped prepare activities for the day. Joyce, Mickey, Crystine, Lorena, and Karen D. all participated in helping on the day of the successful event.

Kindness Corner partnered with the Daughters of the American Revolution in requesting donations of new socks to be given to Veterans in need at Stand Down Chicago.

Lorena created the logo for the new Gadgets & Gizmos collection for the library.



Lorena helped record videos for the Social Media committee to help promote the Summer Reading Program on Facebook and Instagram.

Lorena worked with Susana to create processes and procedures for the new collection of Gadgets & Gizmos. Karen D., Dora, and Beth helped make shelf space to organize the kits in the staff area.

Lorena and Mary Kate attended the Farmers Market and promoted the Summer Reading Kickoff Party. They handed out farmers market bags as promotional giveaways and promoted other library programs.

Meetings:

May 7 – 1 on 1 with Susana

May 7 – Fan Con meeting

May 8 – Gadgets & Gizmos meeting

May 8 – Friends of the Library meeting

May 15 – 1 on 1 with Jesse

May 15 – Palos Heights Woman's Club meeting

May 17 – Middle Managers Round Table meeting

May 20 – Fan Con meeting

May 22 – Management Team meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

CIRCULATION STATISTICS FOR MAY 2024

	May-24	YTD 24	May-23	YTD 23
Adult Circulation				
Books	3,669	18,877	3,576	18,087
Video	516	2,645	599	2,710
Audio	250	1,492	426	1,945
Periodicals	188	913	207	1,029
Other Formats	24	72	21	62
In House	102	444	100	458
Total Adult Circulation	4,749	24,443	4,929	24,291
Youth Circulation				
Books	3,336	20,389	3,080	19,967
Audio	41	277	95	509
Teen Circulation				
Books	227	1,259	291	1,593
Audio	2	17	3	9
Youth & Teen Circulation				
Video	171	1,019	141	954
Periodicals	7	60	8	34
Other Formats	46	339	-	2
In House Use	695	4,201	584	4,424
Total Youth & Teen Circulation	4,525	27,561	4,202	27,492
Electronic Circulation				
eBooks (Media On Demand)	1,266	6,465	1,195	6,392
eBooks (e-Read IL)	95	424	91	450
eAudio (e-Read IL)	82	345	65	288
Audio (Media On Demand)	925	4,379	748	3,599
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	272	1,460	116	485
Periodicals (PressReader)	106	1,641	-	-
Total Electronic Circulation	2,746	14,714	2,215	11,214
TOTAL CIRCULATION	12,020	66,718	11,346	62,997

ILL - Received	1,183	6,462	1,112	6,119
ILL - Sent	952	5,076	1,026	5,399
Reciprocal Borrowing	879	5,900	981	6,291
Online Renewals	44	216	39	178
Self-Checkout	3,458	20,078	3,301	19,573
Computer Usage				
Library Workstation Sessions	482	2,421	365	1,901
Wireless Sessions	864	4,809	1,001	4,229
Total Sessions	1,346	7,230	1,366	7,496
# of People Using the Library	9,451	49,895	7,859	44,049

Homebound Deliveries		Current Month	Full Year
Patrons Served		8	
Visits		22	83
Items		124	488

Museum Pass Program		Current Month	Full Year
Total Passes		24	63

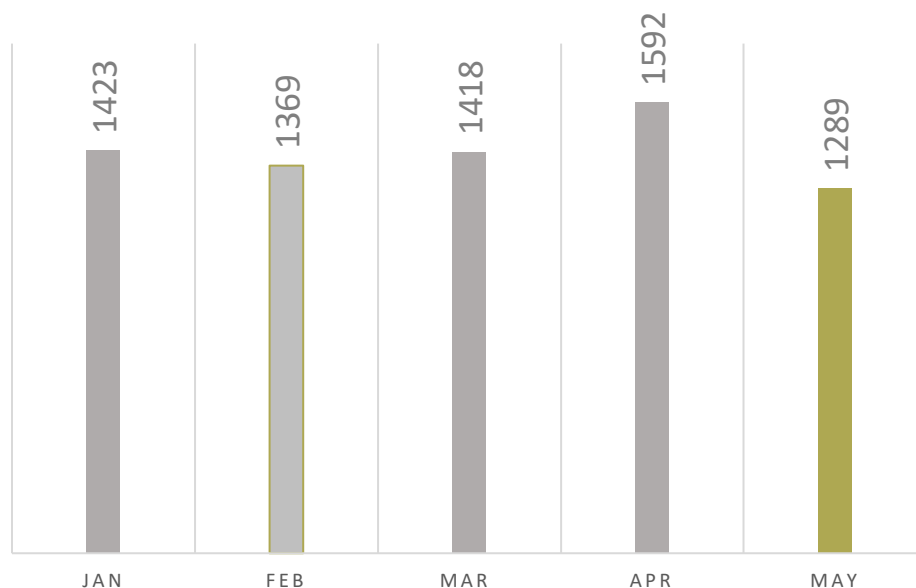
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,015	50	28	-	4,043
Non-Resident/Trinity/Business	25	-	1	-	26
Cards for Kids	68	-	-	-	68

Respectfully submitted by Lorena Rodriguez, Head of Circulation

Public Services Department Report

May 2024

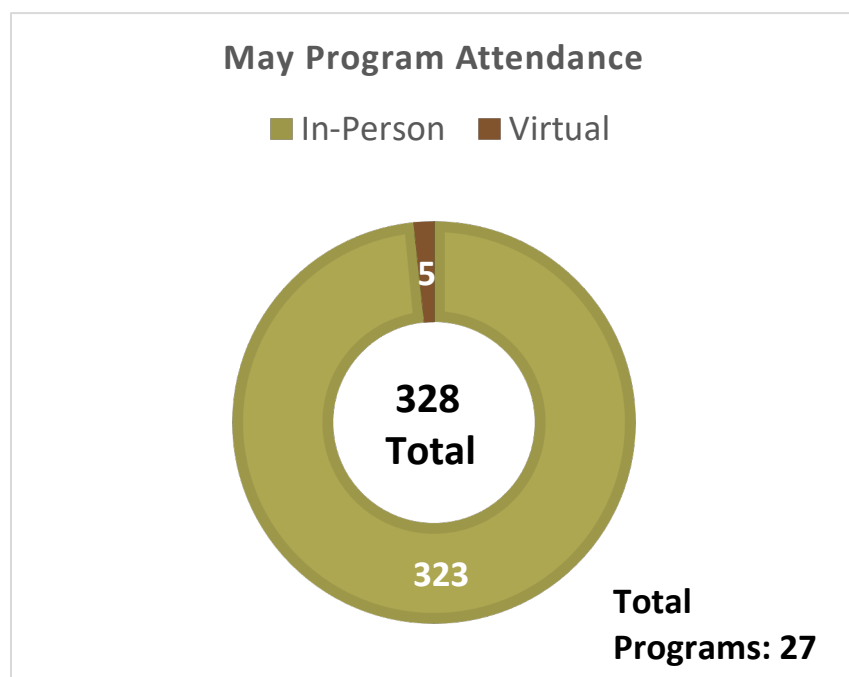
PS Reference Questions



Meetings & Trainings

- 5-2-24: West Suburban Programmers Meeting
- 5-2-24: Adult Reading Roundtable Meeting
- 5-3-24: ILA Conference Site Visit
- 5-6-24: Channel 4 Taping
- 5-6-24: Summer Reading Kickoff
- 5-7-24: Adapting Your Library to Changing Community Needs
- 5-8-24: ASMR Meeting
- 5-8-24: Gadgets & Gizmos Meeting
- 5-9-24: Reaching Forward Committee Prep
- 5-10-24: Reaching Forward Conference
- 5-15-24: Director Meeting
- 5-15-24: RAILS eRead IL Data Webinar
- 5-20-24: Summer Reading Kickoff
- 5-22-24: Management Team Meeting
- 5-29-24: Meeting w/Pathlights
- 5-30-24: South Suburban Programmers Meeting

Programming



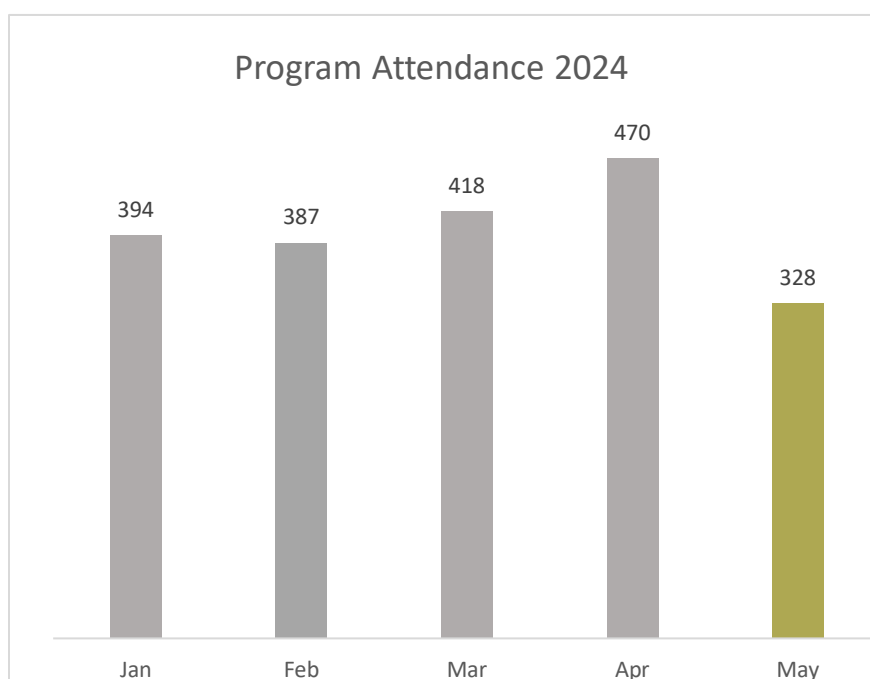
May is traditionally a lighter month for programming, what with summer getting into swing and Memorial Day. We definitely saw some highs and lows this month.

Attendance was as expected at most of the programs, with the notable exception of the Navigating Elder Care program on May 9, which had been requested by some patrons and had registrations, but ended up getting 0 attendees – a first in my tenure. I am told by staff that the weather was

particularly bad that night, which presumably contributed to this outcome. The presenter has offered to reschedule for another time.

Scrapbook programs continue to be a big hit. This month's session filled almost immediately, and the waitlist was nearly filled, too. As is becoming the norm, all who registered attended. We are taking June and July off for scrapbooking, owing to the presenter's schedule, but it will be back in August, September, and beyond.

I was pleased with our final program of the month, Cicadas! This seemed like a topic that would be on a lot of minds, so I reached out to Trinity and Moraine searching for a speaker and ended-up with two teaching assistants from Moraine's biology



department. One of them wore faux over-sized cicada wings. We had 45 people attend, and it was a hit!

Marketing/Publicity/Outreach

Mary Kate and I filmed the May Channel 4 segment.

Green Team continues to go well with some big things planned for this year, including another community clean-up day, pumpkin smash event, community composting, and we have confirmed the paper shredding event for August 24.

Local History

The new archival software is ready to go, according to Marcin. He is going to schedule some trainings for us in the coming weeks.

Collection Development

Ordering and weeding continues apace. We continue to have issues with finding enough DVDs to order. It was becoming an issue last year, and as predicted with the strikes last year, it continues to be an issue this year. Perhaps we will get some increased output in the later part of the year.

Other

We are very excited to welcome the Gadgets & Gizmos collection. I have prepared a procedure for my staff to follow regarding the hotspots. We have what seems like a good system in place with Circ for handing them off to one another to make sure things are in good working order, and also for dealing with overdue hotspots.

Of course, we anticipate changes along the way as we figure out what works and what doesn't with the collection and how we work with it.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

May 2024

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	3	4	\$676	51	Reference	Computer	Directional
Free	0	2	2	N/A	49	752	255	282
Book Discussions	0	3	3	N/A	25	TOTAL		1,289
Movie			1		13	HOMEBOUND DELIVERIES		
Passive Programs			4		93	8	22	124
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	3			
Needle Crafters			4	N/A	24	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	69			
COMPUTER TRAINING - LAB			1	N/A	1	5		
TOTAL PROGRAMMING			27	\$676	328			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
5/7/2024	7:00 PM	Yes	ILP: Many Lives of Kal Penn(1 in-person)		6	ILP	5	
5/9/2024	7:00 PM	No	Navigating Elder Care		6	\$200	0	
5/16/2024	7:00 PM	No	Circling Lake Michigan		29	\$250	34	
05/21/24	7:00 PM	No	Scrapbooking: Card Making Class		12	\$226	12	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
05/02/24	7:00 PM	No	Breast Cancer Education		4	N/A	4	
05/23/24	7:00 PM	No	Cicadas!		54	N/A	45	
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
05/13/24	12:00 PM	No	Lunch Bunch		N/A	N/A	10	
05/08/24	7:00 PM	No	Horror Book Club		N/A	N/A	12	
05/21/24	2:00 PM	No	Teatime on Tuesdays		N/A	N/A	3	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
05/19/24	2:00 PM	Sunday @ the Cinema: Barbie			8	N/A	13	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
05/07/24	12:00 PM	Mah Jongg			N/A	N/A	0	
05/14/24	12:00 PM	Mah Jongg			N/A	N/A	0	
05/21/24	12:00 PM	Mah Jongg			N/A	N/A	0	
05/28/24	12:00 PM	Mah Jongg			N/A	N/A	3	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
05/07/24	10:00 AM	Needle Crafters			N/A	N/A	7	
05/14/24	10:00 AM	Needle Crafters			N/A	N/A	4	
05/21/24	10:00 AM	Needle Crafters			N/A	N/A	7	
05/28/24	10:00 AM	Needle Crafters			N/A	N/A	6	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
05/07/24	10:00 AM	Scrabble			N/A	N/A	17	
05/14/24	10:00 AM	Scrabble			N/A	N/A	15	
05/21/24	10:00 AM	Scrabble			N/A	N/A	19	
05/28/24	10:00 AM	Scrabble			N/A	N/A	18	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
05/13/24	2:00 PM	YouTube Basics			3	N/A	1	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					63	
		Spice Club Kits					20	
		Extra Spice Club Kits					10	
		Project of the Month					0	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

MAY 2024

Meetings and Training:

On May 06, Susana attended the SWAN Acquisitions & Cataloging Users Planning meeting.

On May 07, Susana attended the Fan Con planning meeting.

On May 08, Susana attended the Gadgets & Gizmos planning meeting.

On May 09, Susana attended the SWAN Acquisitions & Cataloging Users Planning meeting.

On May 10, Susana and Nikki attended Reaching Forward North Conference.

On May 17, Susana attended the ATLAS Middle Managers Meeting.

On May 18, Susana attended the ATLAS Director Trustee Relations program.

On May 20, Susana attended the Fan Con planning meeting.

On May 21, Susana met with Jesse for a 1-on-1 meeting and discussed department updates.

On May 22, Susana attended the Management Team meeting.

On May 24, Susana attended the RAILS Technical Services Networking Group meeting.

On May 29, Susana watched SWAN Fireside Chat webinar recording for May 28 meeting.

On May 31, Susana watched the RAILS Problem-Solving and Facilitation: Skills for Library Leaders webinar.

Staff Related:

During May, the Technical Services department finalized the Gadgets & Gizmos collection and allowed staff to familiarize themselves with the collection prior to June 1. Susana and Lorena met to discuss slatwall layout, storage, procedures and any questions from staff.

Susana and Lorena worked on sending sponsorship letters to vendors for our Fan Con event. Approximately 65 vendors have been reached out to help with donations to include, but not limited to, artwork, graphic novels, comic books, craft prizes, gift baskets, gift cards, buttons, lanyards, stickers, pens, and any type of merchandise to help fill our tote bags. As of May, we have been sponsored with donations from Illinois Library Association (ILA), Brookfield Zoo, Children's Plus Inc, and Zenescope.

Susana started training Jalal on how to set up packing slip/invoice paperwork when receiving shipments. As well as learning how to print cataloging slips for items already received in acquisitions.

Susana continues training Nikki on the different functions within the Acquisitions module in Workflows. Training continues to focus on modifying invoices and manually entering invoices.

Reaching Forward Conference – Nikki's Summary:

I attended the Building a Library of Things Seminar, Social Services in the Library: Support Your Community Seminar, Treat Yo' Self! How to Be a Happy Library Worker Seminar, and Low-Cost Circulation Desk Programming Seminar.

Building a Library of Things Seminar highlighted ways to improve the overall aspect of the items for library of things. They talked about how to budget by creating wish lists, having local business sponsorships, and donations from patrons or staff. Also, not forgetting to budget for loss, damage, replacement, and supplies items. Some interesting items they talked about in their library of things was a laminator, metal detector, fishing poles, and board games.

Social Services in the Library Seminar emphasized the importance of being there for your community. They demonstrated the largest unmet needs of patrons, which were financial, housing, food security, and transportation. The speakers talked about the principles of trauma informed care, which were safety, peer support, collaboration, and trustworthiness.

How to Be a Happy Worker Seminar was very welcoming and fun to be a part of. They talked about things to do with staff after work hours or during work hours, like karaoke, staffgivings, staff appreciation week, PAWS visits, and pumpkin decorating contests. They also mentioned the importance of mental health and how to make yourself a little bit lighter.

The Low-Cost Circulation Desk Seminar was interesting to see different desk programs for the patrons. They talked about a bookmark contest and getting them professionally laminated, a plant swap for encouraging friendships in the community, and a scavenger hunt for encouraging libraries exploration and highlighting the new items in the collection.

Overall, I had a wonderful time.

Reaching Forward Conference – Susana's Summary:

Reaching Forward Conference Summary
Susana Leyva

This year's conference created awareness of how much more we can do as a library. As I have mentioned before, this library has potential for much more only if we are pushed out of our comfort zone. The four sessions I attended were the following:

- 1) Beyond Hierarchies: Building a Culture of Mutual Accountability in the Workplace by Candace Fisher, HR Source
- 2) Departments Work Better Together: Cross-Training at Your Library
- 3) AI-Powered Productivity: Unleashing the Potential of Artificial Intelligence in Your Everyday Life
- 4) Without Borders: Embracing Cultural Difference in Your Community and Developing a Plan to Execute Your Ideas.

Beyond Hierarchies discussed different tools and strategies on how to foster a culture of peer accountability, the importance of addressing pattern mistakes, and emphasizing the value of direct communication. It is well known that having a conversation with a peer on accountability is difficult but also impactful to the library's culture. The presenter discussed how leadership teams (management team) would need to learn the five functions of a team to effectively ensure clarity and alignment. The five functions of a team are, 1) Trust, 2) Conflict, 3) Commitment, 4) Accountability and 5) Results. If the leadership team do not trust each other to address conflict, there is no commitment to being accountable, which leads to a poor work culture. I would like to see how as part of the management team we can explore the idea of discussing goals to pursue as a management team that will allow us to collaborate effectively. As well as fostering a culture where staff are individually rewarded, recognized and acknowledged for their actions and contributions.

Departments Work Better Together provided us with tips and tricks on how cross-training can be effective in a library. This presentation emphasized the importance of learning the basic workflow of each department can create a more effective relationships with staff and patrons. Addressing procedures and practices after new staff is a good time, as some procedures never change because “it has always been done this way”. Libraries are changing every year, which means departments are changing too, therefore procedures and practices should be revisited. Lastly, improving the process can provide clarity on procedures and practices, during onboarding and offboarding plans, and clarity on the importance of fostering a positive support system.

AI-powered productivity was quite an interesting presentation. The presenter discussed the tools AI has available to help stay organized, create new program ideas, assist with creating a fundraising request letter, stories for Dungeons & Dragons programs, collection development and more. AI tools to try are Microsoft Pilot, ChatGPT, Google Gemini, Perplexity.ai, Personas and more.

Without Borders was a presentation I wished I would have attended prior to the library adding the foreign language collection. The session highlights the importance of cultural awareness in shaping library collections and services to be inclusive. Speakers discuss cross-culture marketing and outreach strategies to engage diverse audiences effectively. They also address methods for measuring the impact of these efforts and share tools to communicate the significance of aligning library services with the needs of a diverse community to decision-makers. The presenters provided guide outlines a step-by-step process for libraries to embrace cultural differences in their communities and develop an action plan to execute these ideas effectively. The guide helps libraries embrace diversity and inclusivity by: (1) setting clear objectives and goals, (2) Identifying key metrics to measure inclusivity in collections, services, and marketing, (3) Using various tools like surveys and analytics to collect data, (4) Ensuring staff awareness and aligning policies, (5) Establishing a framework for assessment and benchmarking, (6) Communicating results effectively to stakeholders, and (7) Continuously refining strategies based on feedback and data analysis. Following this guide helps libraries create a comprehensive set of metrics to gauge inclusivity in their collections and services, evaluate the effectiveness of strategies, and potentially request increased budget allocation if necessary.

Overall, it was a great time of networking and learning new ideas.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered Items	205	511	0	0	11	0	-	-
Received Items	281	254	13	7	5	0	-	-
Added Items	242	22	5	0	1	0	33	8

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
Adult Discarded Items	91	1	104	3	N/A	0	0	3
Juvenile Discarded Items	174	0	0	0	0	0	0	1

Library Services:

	January	February	March	April	May	June
Laminating Service*	0	1	0	0	0	0

VHS Conversion:	48 VHS tapes	0 VHS tapes	1 VHS tapes	1 VHS tapes	0 VHS tapes	0 VHS tapes
DVD Format	0	0	1	1	0	0
USB Flash drive Format	48	0	0	0	0	0

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

Respectfully submitted,
Susana Leyva
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

MAY 2024

Highlights of the Month:



Tina enjoyed learning and sharing information about cicadas at this month's Nature Hour program. It was held at Lake Katherine where the kids heard stories, learned a rhyme, made cicada masks, and went on a hike to find more cicadas!

Carla's favorite program of the month was Silly Stories. Children ages 2-5 had a great time wiggling and singing along to silly books and songs.

Claire enjoyed sharing the Mommy and Muffins Story Time this month. Children ages 2-5 and their caregivers had lots of fun listening to stories about all kinds of mothers and snacking on mini muffins afterwards.

Mary Kate enjoyed putting together the Baby Music Playtime program for caregivers and their babies, under 2. Our favorite part was the bubbles!



Jolie's favorite program of the month was the STEAM: Animal Balancing Activity. Children in grades K-3 enjoyed building bridges out of cups and popsicle sticks and seeing how they can balance their animals on top of their bridges. They had a lot of fun using their creativity to build their bridges and enjoyed making fun animal crafts as well!

Meetings and Department News:

Story League: Flannel Making Class – Carla attended this workshop at Lake Villa Library District on 05/01 and had a great time making different flannels to use in story time.

Penguin Random House: Spring and Author Festival – Carla and Claire watched this event on 05/02.

SLJ: Bloomsbury Children's Books Fall Preview – Carla and Claire watched this webinar on 05/02.

Booklist: Youth Social Emotional Learning – Carla watched this webinar on 05/02 to learn about upcoming youth titles.

Booklist: Manga Spotlight – Mary Kate watched this webinar on 05/02 and listened to publishers discuss popular and new manga series.

Social Media Committee – Tina and Mary Kate attended this meeting on 05/05.

PHTV Channel 4 – Mary Kate shared June programs on 05/06.

IYSI – Tina held this planning committee meeting on 05/06.

Fan Con – Carla and Claire attended these meetings on 05/07 and 05/20 to continue planning Fan Con 2024.

Booklist: The Science of Reading: Phonics and Decodables – Mary Kate watched this webinar on 05/08 to learn more about phonics and decodable books as they are becoming more popular.

Booklist: Exploring Social Justice Through Young Adult Books – Claire watched this webinar on 05/15 and listened to a panel of young adult authors discuss the social justice themes in their upcoming novels and why these themes are so important today.

Summer Reading Kick-Off Party Co-Chairs – Mary Kate and Emily met to discuss the Summer Reading Party on 05/13 and 05/28. The committee met on 05/06 and 05/20.

SLJ & LJ: Open Books, Open Minds – Carla watched this event on 05/14 and listened to a variety of panelists discuss the importance of developing early literacy and reading.

YALD Meeting – Mary Kate attended this meeting on 05/15 to learn about what is popular with other teen libraries and what they are doing for their summer reading programs.

Laconi YSS – Tina attended this board meeting in preparation of the Morton Arboretum workshop on 05/16.

Laconi YSS: Youth Services Day at Morton Arboretum – Claire and Tina attended this event on 05/17 and learned about various nature-themed activities to do with youth, as well as the wealth of opportunities offered by the Morton Arboretum. Tina also shared information about the upcoming IYSI conference.

ATLAS: Middle Managers Meeting – Carla attended this meeting on 05/17.

SWAN Presentation Meeting – Tina attended this meeting on 05/21. She will be part of a panel presentation at this year's SWAN Expo. The presentation will be about collection management, deselections, storage, and renovations.

Management Meeting – Tina and Carla attended on 05/22.

SLJ (School Library Journal): Manga "Power Point Party" – Mary Kate watched this webinar on 05/22, and listened to public and school librarians discuss the demand for manga collections.

Lapsit Leaders Meeting – Carla attended this meeting on 05/22. The group discussed summer reading programs for babies, special summer and fall programming, and shared favorite resources.

One-On-One Meeting – Tina met with Jesse on 05/29.

Outreach:

Book Talks – Mary Kate shared her book recommendations with students in districts 128 and 118.

SRP Video – YTS filmed a fun commercial promoting the summer reading program and shared it with St. Alexander's, school districts 128 and 118, the Rec Center, Reggio Academy, and Trusting Hearts preschool.

Rec Center and Indian Hill Preschools – Carla visited these preschools and presented a story time about silly stories.

Trusting Hearts Preschool – Tina read stories about adventure and got children excited for summer reading.

Reggio Academy Preschool – Claire visited this preschool and presented an outdoor story time about pets to the preschool and toddler classes.

St. Alexander's School – The 3 year-old preschool class from St. Al's visited the library. Mary Kate presented a story time and gave a tour of the department.

Respectfully submitted,

Tina Ruzala

Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	9	178		Reference	Computer	Directional
Free Tween/Teen Programming	5	31		149	17	101
Youth Paid Programming	0	0		TOTAL		
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	14	209		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	385	83	0
TOTAL OUTREACH	1	36	1707	TOTAL	468	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
05/06/24	4:00 pm	Paper Plate Heart Suncatcher	2
05/08/24	11:30 am	Mommy and Muffins Storytime	27
05/08/24	4:30 pm	Furry Readers	8
05/09/24	11:30 am	Baby Music Playtime	40
05/13/24	5:00 pm	STEAM: Animal Balancing Activity	8
05/12/24	11:30 am	Sensory Friendly Stories and Play	7
05/15/24	11:30 am	Pet Storytime	28
05/16/24	11:30 am	Silly Stories	25
05/31/24	10:00 am	Nature Hour	33

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
05/01/24	4:00 pm	Volunteens	0
05/10/24	5:00 pm	Teen Book Box	3
05/13/24	4:00 pm	Stressbusters	19
05/16/24	4:00 pm	Video Game Club	8
05/21/24	4:00 pm	Wind Down After School	1

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	10
FabLab - 3D Butterfly	2
Craft - Umbrella	120
Craft - Mother's Day Card	175
Teen Craft - Tulips	51
Craft - Ant	90
Teen Craft - Picnic Basket	20

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
05/07/24	Rec Center Preschool	1	15
05/08/24	Rec Center Preschool	1	16
05/13/24	Library Visit -- St. Alexander's Preschool	1	40
05/14/24	Trusting Hearts Preschool	1	23
05/15/24	Indian Hill Preschool	6	92
05/21/24	Reggio Academy Preschool	2	29
05/31/24	Book Talks Grades K-1	6	148
05/31/24	Book Talks Grades 2-3	7	177
05/31/24	Book Talks Grades 4-5	5	167
05/31/24	Book Talks Grades 6-8	7	1000

February 6, 2023

Mr. Jesse Blazek
Library Director
Palos Heights Public Library
12501 S. 71st Avenue
Palos Heights, IL. 60463



Re: Palos Heights Public Library Parking Improvements
Palos Heights Public Library
12501 S. 71st Avenue, Palos Heights, IL 60463
Proposal for Civil Engineering Services

Eriksson Engineering Associates, Ltd., (EEA), is pleased to submit this Proposal to provide professional civil engineering services for the Palos Heights Public Library Parking Improvements Project, referred to herein as the Library Parking Project. The project shall generally be developed in accordance with an email from Dan Eallonardo of Independent Construction Services (ICS) upon which the proposal is being made.

PROJECT DESCRIPTION

It is our understanding the project consists of removal and replacement of the existing asphalt parking lot for the library. Removal and replacement of pavement is viewed by the MWRD as Maintenance and therefore, no stormwater management design or calculations are included within the scope of work.

The Library Parking Project shall be bid on a stipulated sum basis. EEA shall prepare drawings, CSI format specifications, and process permits for one set of construction documents. Multiple bid packages for multiple phases are not part of this proposal. ICS or others shall prepare the general and supplementary conditions, invitation to bid, contract and be the primary administrator of the construction contract for the Project. Palos Heights Public Library shall review or obtain counsel for the review and acceptance of all contract documentation. Construction alternates are not contemplated at this time. If the need for alternates does arise, they shall be invoiced as an Additional Service.

The Part of the Project for which EEA shall provide professional services includes the following on-site element/elements:

1. Demolition of existing site features (other than buildings)
2. Site geometric control; location of buildings, pavements, and utilities shall be provided in AutoCAD .dwg format for surveyor's use in staking improvements
3. Private roadways, parking lots, driveway pavements, walkways, courtyards, and site concrete finish work (but not stairways or poured in-place retaining walls or seat walls)
4. Finished grading with spot elevations and contours
5. Soil erosion and sediment control measures
6. Engineer's Opinion of Probable Cost

Palos Heights Library or ICS shall provide EEA with any studies or reports that have been completed for the site that may affect or be relevant to this Project. EEA shall assist you with the identification of additional studies that may be required.

Palos Heights Library shall provide EEA with an electronic copy of a topographic map (including underground utilities) in an AutoCAD .dwg file format illustrating all easements, dedications, encroachments, etc. with appropriate permission granted for its use. EEA will assist Palos Heights Library by soliciting up to three proposals from licensed surveyors to provide topographic and boundary surveys. The survey, along with the other relevant received information, will be the basis upon which design decisions shall be made.

SCOPE OF SERVICES

A. Construction Documents Phase

1. EEA shall visit the site to generally become familiar with the existing surface conditions.
2. EEA shall assist you in identifying the need for additional studies, surveys, or reports. Such studies might address geotechnical analysis, pavement cores, or private underground utilities.
3. EEA shall review public records that may be available at the Village of Palos Heights and those provided by the Palos Heights Public Library to become familiar with the underground systems and which are generally located in the contemplated improvement areas.
4. EEA shall confer with the Village of Palos Heights to review development criteria, restrictions, and permitting requirements.
5. EEA shall prepare final drawings and CSI format specifications for This Part of the Project. The drawings and specifications shall be prepared in accordance with generally accepted professional practices and substantially in conformance with standards of the governmental agencies having jurisdiction thereof. EEA makes no warranty, express or implied, as part of this Agreement. Nothing in this Agreement shall require us to exercise professional skill and judgment greater than that which can be reasonably expected from other engineer's performing similar services to those required hereunder.
6. EEA shall attend project coordination meetings to coordinate the Project with other members of the design team, and the Village of Palos Heights. Included in the budget for this task is attendance at one (1) such meeting.
7. EEA shall assist you in the preparation and processing of permits as required by the Village of Palos Heights. No other permitting is expected at the time of this proposal.
8. The Invitation to Bid, Contract, General, and Supplementary Conditions are not included within the scope of work for EEA. This scope shall be handled by ICS.

B. Bidding/Negotiation Phrases

1. EEA shall assist you by answering questions concerning the bidding documents relative to This Part of the Project.
2. EEA shall prepare addenda to clarify documents prepared by us in a timely manner.
3. EEA shall evaluate bidder proposed substitutions for basic quality and applicability when requested by you. Detailed analysis of substitutions or design changes made necessary by the acceptance of these substitutions is not included.

C. Construction Administration Phase

1. EEA shall review submittals made by the Contractor as they relate to this Part of the Project.
2. EEA shall assist you by answering questions arising from field conditions.
3. EEA shall prepare supplemental documents to clarify the original documents relative to this Part of the Project.
4. EEA shall make one (1) site visits to the site as requested by you, to observe, as a qualified design professional, the progress and quality of the work completed, and to determine, in general, if the work pertaining to This Part of the Project, is being performed in accordance with the Contract Documents. However, EEA shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. EEA shall submit to you a written report of our observations from our visit to the site.

5. Upon notification of substantial completion by the Owner or Owner Representative, EEA shall make a site visit to check that the site is in conformance with the construction documents. EEA shall generate a punch list of items, based on EEA's site observations, that are not in compliance with the construction documents.

COMPENSATION

EEA shall be compensated for services as described herein on the basis of a stipulated staff time fee generally allocated between the phases as follows:

A. Construction Documents Phase	\$ 12,000
B. Bidding/Negotiation Phase	\$ 600
C. Construction Phase	\$ 4,000
TOTAL	\$ 16,600

Construction Site Visits	Hourly Rate
--------------------------	----------------

REIMBURSABLES

Costs for travel, printing, plotting, postage, overnight delivery, messenger services, copying, and photographic techniques are considered Reimbursable Expenses and shall be invoiced in addition to the stipulated staff time fee.

ADDITIONAL SERVICES

The following services are specifically excluded from our fee proposal, but can be provided under separate Agreements, if requested:

1. Off-site roadway and infrastructure improvements
2. Site lighting
3. Landscape design and Irrigation design
4. Land Surveying Services
5. Utility design
6. Design and layout of site power and gas supply distribution systems and site communications systems
7. Preparation of easement documents, plats of survey, etc.
8. Structural design of accessory site structures
9. Traffic and parking studies
10. Soil erosion and sediment control inspection services
11. Resident Engineer inspection services

Attendance at additional coordination meetings, attendance at public hearings, plan commission or zoning meetings, changes to completed work due to revised input or direction, expansion of project limits or scope, preparation of additional exhibits, and other factors beyond EEA's control shall be invoiced as Additional Services at our then current Hourly Rates with all non-staff time costs listed above invoiced as Reimbursable Expenses. EEA shall notify you if the need for such services arises, prior to proceeding with any Additional Services. EEA would be pleased to provide you with an estimate of fees for these services upon your request.

INVOICING

Invoices shall be submitted periodically, and will reflect the time accrued during the period stated. Invoices are due and payable sixty (60) days from date of invoice. A 1% per month interest charge will be applied to accounts and invoices more than 60 days past due.

If this Proposal is acceptable to you, please sign where indicated below and return an original signed document for our records. The signed document will serve as the agreement between Palos Heights Public Library and EEA for professional civil engineering services.

We look forward to working with Palos Heights Public Library, as well as Independent Construction Services. If you have any questions, please do not hesitate to contact us.

Very truly yours,

Eriksson Engineering Associates, Ltd.



Ben J. Ahring
Principal

Accepted by: _____

Signature: _____

Date: _____

2022/2023 Hourly Rates for Professional Services

Senior Principal	\$240
Principal	\$220
Senior Project Manager	\$200 - \$215
Project Manager	\$190 - \$200
Director of Landscape Architecture	\$200
Director of Traffic Engineering	\$200
Senior Project Engineer	\$190 - \$200
Project Engineer	\$180 - \$190
Senior Design Engineer	\$170 - \$180
Senior Landscape Architect	\$170 - \$180
Design Engineer	\$155 - \$170
Landscape Architect	\$150 - \$165
Technician	\$130 - \$145
Administrative	\$100 - \$115

These rates are effective through December, 2023 and subject to an increase thereafter.



Civil Engineering
 Surveying
 Water Resources Management
 Construction Management
 Landscape Architecture
 Land Planning

April 11, 2023

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

**RE: PROPOSAL FOR SURVEYING, CIVIL ENGINEERING, AND CONSTRUCTION SERVICES
 PROPOSED PARKING LOT MAINTENANCE
 PALOS HEIGHTS, ILLINOIS**

Dear Mr. Blazek:

We appreciate the opportunity to submit a proposal to provide survey, civil engineering, and construction services to Palos Heights Public Library, Owner of the subject property. Services are in connection with pavement maintenance activities at the site located at 12501 South 71st Avenue in Palos Heights, Illinois, as described by Dan Eallonardo, Independent Construction Services, acting as the owner representative, and based on observations at a site visit on January 27, 2023. Manhard Consulting (Manhard) offers to provide the following services for fees as detailed below:

**LUMP SUM
FEE**

I. TOPOGRAPHIC SURVEY PHASE

These fees assume that all items in this phase would be completed simultaneously and would include:

- | | | |
|----|--|---------|
| A. | On-Site Topographic Survey of the \pm 0.80-acre asphalt paved parking area on the west side of the public library located at 12501 South 71 st Avenue, Palos Heights, Illinois. This survey would include: sufficient spot elevations to determine existing drainage patterns and generate contours at one-foot intervals; locations of trees/limits of tree lines; locations of existing buildings; and locations and elevations of visible above-ground utility structures as required for civil engineering design purposes. This work does not include preparation of a Boundary Survey and boundary lines would not be shown unless a Boundary Survey has been completed by Manhard. This fee assumes that a benchmark is located within 1,000 feet of the site and would not include location of buried utilities (i.e., gas, telephone, electric, cable TV, sewer, etc.) | \$4,000 |
|----|--|---------|

If Client desires to have Manhard locate those utilities as marked by J.U.L.I.E., or a third-party utility company (i.e., gas, telephone, electricity, street lighting, cable television, etc.), it is imperative that Client has the J.U.L.I.E., or third-party utility company locate completed prior to Manhard beginning topography. If the locate is not completed, this work would then be completed as an additional service.



LUMP SUM
FEE

II. FINAL ENGINEERING DESIGN PHASE

This phase would be completed after the Client, or the Client's representative has provided authorization to proceed.

A.	Prepare CAD generated civil engineering drawings and specifications for on-site improvements as detailed below:	\$6,500
1.	Demolition plan depicting the paved areas to be removed.	
2.	Site Improvements Plan depicting the layout, elevations, and paving improvements for the maintenance area. The maintenance area is defined as the asphalt driveway and parking lot bound by 125 th Street to the north, and the existing barrier curb to the south, east, and west.	
3.	Utilizing Manhard standard documents, prepare a specification and construction detail sheet for proposed improvements.	
B.	Assist in obtaining Metropolitan Water Reclamation District of Greater Chicago (MWRD) Permit Determination Letter to confirm no MWRD permits will be required for the scope of work.	\$1,000
C.	Assist in soliciting proposals from Geotechnical Consultants to provide pavement cores or other geotechnical input regarding the appropriate/desired pavement sections.	Time and Material Basis \$750 Suggested Budget
D.	Assist in engineering construction administration to provide review for and respond to RFI's and Shop Drawings/Submittals for items in civil construction documents.	Time and Material Basis \$1,000 Suggested Budget

The above scope and fees do not include any services related to:

1. Utility improvements, including Storm Sewer, Sanitary Sewer and Watermain Improvements.
2. Sidewalk/Curb improvements adjacent to the building entrance associated with ADA accessibility.
3. Assistance in obtaining permits for the paving work described in the engineering plans.

At the time of this proposal, it is understood that improvements are to be limited to the asphalt areas, and that the Contractor will be obtaining permits. Should the Owner request that Manhard provide any additional permitting assistance, or should additional improvements be necessary we would be happy to provide a separate proposal for this work.



**LUMP SUM
FEE**

III. BID ASSISTANCE PHASE

- | | | |
|----|--|---------|
| A. | Manhard shall assist client in preparing request for proposals (RFPs) by: | \$5,400 |
| | 1. Compiling bid invitations, relevant engineering drawings, and specifications for the services listed below: | |
| | a. Installation of construction access | |
| | b. Removal of existing asphalt pavement | |
| | c. Earthwork and grading (If required) | |
| | d. Installation/Repair of storm sewer (If required) | |
| | e. Completion of proof roll evaluations & undercuts (If required) | |
| | f. Installation of aggregate base | |
| | g. Installation of curb (If required) | |
| | h. Installation of asphalt binder and surface course | |
| | i. Installation of pavement striping | |
| | j. Landscaping, seeding and stabilization (If required) | |
| | 2. Manhard shall distribute RFPs to contractors or subcontractors (collectively "Contractors") as directed by Client. | |
| | 3. Manhard shall collect responses to RFP's from Contractors. | |
| B. | After receiving one or more proposals, and after the relevant due date has expired, Manhard shall review all properly submitted proposals and provide Client with a summary listing the contractor's, their fees, and significant conditions or contingencies expressly placed on their services requested in the RFP. | |

Manhard shall not be responsible for reviewing the legality of the Client's Contract ("Contract") with Contractor. The client acknowledges and agrees that if the client has any questions regarding the legality of the Contract, Client shall not rely on any information or advice provided to Client by Manhard. The Client further acknowledges and agrees that Client shall contact an attorney to resolve any questions Client may have regarding the legality of the Contract.

IV. CONSTRUCTION OBSERVATION AND ASSISTANCE PHASE

- | | | |
|----|---|---------|
| A. | Manhard shall monitor Contractors' performance during the following activities, or an as requested basis: | \$3,400 |
| | 1. Installation of construction access | |
| | 2. Removal of existing asphalt pavement | |
| | 3. Earthwork and grading (If required) | |
| | 4. Installation/Repair of storm sewer (If required) | |
| | 5. Completion of proof roll evaluations and undercuts (If required) | |
| | 6. Installation of aggregate base | |
| | 7. Installation of curb (If required) | |
| | 8. Installation of asphalt binder and surface course | |
| | 9. Installation of pavement striping | |
| | 10. Landscaping, seeding and stabilization (If required) | |

The budget for this phase is based on three site visits, 5 hours per visit.



**LUMP SUM
FEE**

- B. Manhard shall prepare a punch list identifying, within reason, any deficiencies in the Contractor's final work. Manhard shall attempt to create the punch list in coordination with any Agency requiring an inspection of Contractor's final work. \$2,400

V. MEETINGS (DESIGN/BIDDING)

Attendance at Client meetings, coordination calls/meetings, pre-bid meeting with Contractors, and pre-construction meetings with the Owner and Contractor.

Time and
Material Basis
\$1,500
Suggested Budget

The budget listed is based on two conference calls/virtual meetings, and two on-site meetings.

VI. REIMBURSABLES

Reimbursables shall include outside consultant's fees, reproduction costs, messenger or special mail service, mileage, or other project-related expenses.

Time and
Material Basis
\$250
Suggested Budget

Reimbursable expenses shall mean one hundred eighteen percent (118%) of all costs incurred by Manhard relative to the Project, including without limitation all outside consultants' fees, reproduction costs, messenger or special mail service, mileage, and other Project-related expenses.

This proposal is limited to those services specifically listed herein. We have not included any off-site improvements.

These fees assume that the survey would not be completed during extreme weather conditions or after a significant snow event. Additional expense may be incurred due to snow and ice on the ground.

We have included "Exhibit A", which details services not included in the scope of this Proposal. If you would like to add any of the listed additional services, please notify us and we will revise this Proposal accordingly.

The terms of the attached "General Terms & Conditions" dated August 15, 2023, which Client hereby acknowledges receiving, are incorporated and made a part of this Proposal. The lump sum fees for all services to be completed that are not authorized by Client within 60 days from the date of the proposal may be subject to increase. Due to inflation, pricing may be subject to increase on a 6-month basis. If the above is acceptable, please have this Proposal executed. At the discretion of Manhard, this proposal may be deemed null and void if not accepted by Client within 60 days from the date of the proposal.



Thank you again for the opportunity to submit this proposal. Should you have any questions, please do not hesitate to contact us.

Yours truly,
MANHARD CONSULTING

Quinten D. Hoogenboom, P.E.
Sr. Project Manager

Peter N. Solmo
Construction Manager

The undersigned is the (a) _____ actual owner of record of the property; (b) _____ authorized agent of the owner of the property; (c) _____ contract purchaser of the Property; (d) _____ general contractor (e) _____ uncertain

If (b), (c), (d) or (e) is checked, the property owner's name and address is:

_____.

ACCEPTED: **Palos Heights Public Library**

By: _____
(Authorized Representative)

(Printed Name)

Title: _____

Date: _____

Invoices will be sent to the Client via email. Invoices should be forwarded to:

Name: _____

Email: _____

Phone: _____

GENERAL TERMS AND CONDITIONS

August 15, 2023

1. **ONE INSTRUMENT/INCONSISTENCIES** – These GENERAL TERMS AND CONDITIONS, and the Manhard PROPOSAL to which these terms are attached (collectively this “Agreement”) shall be deemed one instrument. Wherever there is a conflict or inconsistency between the provisions of these GENERAL TERMS AND CONDITIONS, the PROPOSAL, and any plans or specifications, as applicable, the provisions provided for in these GENERAL TERMS AND CONDITIONS shall, in all instances, control and prevail. These GENERAL TERMS AND CONDITIONS shall apply to the work provided in the PROPOSAL to which this is attached or an amendment or modification, including an AGREEMENT FOR ADDITIONAL SERVICES. Client’s authorization to Manhard to commence the performance of the services under this Agreement shall be deemed as Client’s acceptance of these GENERAL TERMS AND CONDITIONS.
2. **ENTIRE AGREEMENT** – These GENERAL TERMS AND CONDITIONS, the PROPOSAL, and any plans or specifications represent the entire Agreement between the Parties and supersedes any and all prior oral or written understandings between the Parties. Changes to these GENERAL TERMS AND CONDITIONS shall only be binding when in writing and agreed to by both parties.
3. **REMEDIES** – All disputes between relating to this Agreement or the Project (as defined in the Proposal) shall first include a meet and confer session between decision makers from both parties. If a resolution cannot be obtained, then the dispute shall be submitted to mediation with a mediator selected by the Parties. The costs of the mediator shall be split evenly between Client and Manhard. If the Client and Manhard cannot agree on a mediator, then each of Client and Manhard shall nominate a mediator and the two nominated mediators shall select the ultimate mediator. Client and Manhard shall include a similar mediation provision in all of their respective agreements with other parties regarding the Project and will require all such other persons or entities to include a similar mediation provision in all agreements with their respective subcontractors, subconsultants, suppliers and fabricators. Such mediation shall be a condition precedent to a party filing any judicial or other proceeding against the other, except with regard to delinquent fees owed to Manhard.

No claim can be made for professional negligence, either directly or by way of cross complaint against Manhard, unless Client has first provided Manhard with a written certificate of merit executed by an independent consultant currently practicing in the same discipline as Manhard, and licensed in the state the Project is located in. The certificate of merit should contain the name and license number of the certifier, the specific acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances, and the basis for the certifier’s opinion. The certificate of merit shall be provided to Manhard not less than thirty (30) calendar days prior to presentation of any claim for any mediation or judicial proceeding.
4. **AUTHORIZATION TO SIGN** – The person signing this Agreement represents and warrants that he/she is signing this Agreement on behalf of the Client and is authorized to enter into this Agreement on the Client’s behalf.
5. **BREACH AND COST OF COLLECTION** – In the event Client breaches the terms of this Agreement, Manhard shall be entitled, in addition to the specific remedies provided for in this Agreement, to pursue all remedies available at law or in equity. Client further agrees that Manhard shall be entitled to recover all costs incurred in enforcing any provision of this Agreement, including court costs and reasonable attorney’s fees. All payments received from the Client will be credited first to interest, then to the cost of enforcement, and then to the amount due to Manhard.
6. **CHANGES IN REGULATORY ENVIRONMENT** – The services provided by Manhard under this Agreement were determined based upon the applicable municipal, county, state and/or federal regulations, codes, laws, and requirements that were in existence on the date of this Agreement. Any material additions, deletions, or changes in the regulatory environment, which require an increase in the scope of services to be performed, will be an Additional Service. Client and Manhard expressly acknowledge that the time and duration of public and governmental reviews and approvals is uncertain and outside their respective control. In the event of prolonged or excessive public or governmental review, Client and Manhard shall collaborate and negotiate in good faith for a modification of applicable schedule and fees.
7. **CONTROLLING LAW** – This Agreement is to be governed by the laws of the State of Illinois. The venue for any action arising out of this Agreement shall be the state of Illinois.
8. **CURE PERIOD** – If during the project term, Client observes or becomes aware of any improper service which has been provided by Manhard, Client agrees to immediately notify Manhard of the same, in writing. Manhard shall then have five working days to cure, or begin to cure in a diligent manner, such improper service before Client may exercise its rights under any default and remedy provision provided for in this Agreement, including the right to take corrective action prior to the termination of the cure period. If Client fails to notify Manhard of any defects within thirty (30) working days of learning of the defects, any objections to Manhard’s work shall be waived. Manhard will not accept any backcharges unless Client has complied with the foregoing and allowed Manhard the opportunity to cure any problem.
9. **DELAYS** – Client agrees that Manhard shall not be responsible for damages arising directly from any delays for causes beyond Manhard’s control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes, severe weather disruptions or other natural disasters; fires, riots, war, pandemics, epidemics or other emergencies or acts of God; failure of any government agency to act in a timely manner; failure of performance by the Client or the Client’s contractors or consultants; or discovery of any hazardous substances or differing site conditions. In addition, if delays resulting from any such causes increase the cost or time required by Manhard to perform its services in an orderly and efficient manner, Manhard shall be entitled to an equitable adjustment in schedule and/or compensation.
10. **ENGINEER’S OPINION OF PROBABLE COST** – Manhard’s Opinions of Probable Cost provided for herein, if applicable, are to be made on the basis of Manhard’s experience and qualifications and represents Manhard’s judgment as an experienced and qualified professional engineer generally familiar with the construction industry. However, because Manhard has no control over the cost of labor, materials, equipment, or services furnished by others, the Contractor’s methods of determining prices, or competitive bidding or market conditions, Manhard cannot and does not warrant, represent or guarantee that proposals, bids or actual construction cost will not vary from Manhard’s Opinions of Probable Cost. If Client wishes greater assurance as to probable construction cost, Client shall employ an independent cost estimator. The parties acknowledge that the Project design will evolve through the completion of the Project and is subject to outside factors, including, but not limited to, permit approval and review. Client shall carry sufficient contingencies in both budget and schedule to reasonably account for such design evolution and outside factors.
11. **INDEMNITY** – To the fullest extent permitted by law, the Client shall waive any right of contribution and shall indemnify and hold harmless Manhard and its employees from and against claims, damages, losses, and expenses, including reasonable attorneys’ fees, to the extent caused

by Client's negligence or the negligence of Client's agents. This indemnity shall not require the Client to indemnify Manhard for the negligent acts of Manhard or its agents.

To the fullest extent permitted by law, Manhard shall waive any right of contribution and shall indemnify and hold harmless the Client, and its employees from and against claims, damages, losses, and expenses, including reasonable attorneys' fees, to the extent caused by Manhard's negligence or the negligence of Manhard's agents. This indemnity shall not require Manhard to indemnify the Client for the negligent acts of the Client or its agents.

12. **MANHARD'S INSURANCE COVERAGE** – Before work is commenced on the site, and throughout the duration of the services performs, Manhard shall maintain the following insurance coverage:

- a. Workmen's compensation and occupational disease insurance covering all employees in statutory limits who perform any obligations assumed under Contract.
- b. Commercial general liability insurance covering operations under contract; the limits for bodily injury or death not less than \$1,000,000 for each occurrence.
- c. Automobile liability insurance on all self-propelled vehicles used in connection with the Project, whether owned, non-owned or hired; public liability limits of not less than \$1,000,000 for each accident.
- d. Professional liability insurance with limits of not less than \$1,000,000 per claim, \$2,000,000 annual aggregate.

At the Client's request, Manhard shall (i) provide a Certificate of Insurance evidencing Manhard's compliance with the above requirements, and (ii) include Client as an "additional insured" on the commercial general and automobile liability policies.

13. **LIMITATION OF MANHARD'S LIABILITY** – In recognition of the relative risks of the Project to the Client and Manhard, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Manhard and Manhard's consultants, to Client, to Contractor and to any Subcontractors on the Project and to those claiming by or through Client for any and all claims, losses, costs, damages or claim expenses from any cause or liability of Manhard's or Manhard's consultants to all of those named herein with respect to the Project shall not exceed \$50,000.00 or the agreed upon professional services fee, whichever is greater.

Client acknowledges and understands that Manhard's liability exposure for potential claims related to its performance of services is being specifically limited by this Agreement, and that Client's potential recovery in a claim situation is limited to the amount herein. Client agrees that based upon Manhard's fee and services, it is unreasonable to hold Manhard responsible for liability exposure greater than the set limit.

14. **CONTRACTOR'S INSURANCE COVERAGE** – Client shall require the General Contractor (if any) and all site work contractors to list Manhard as an additional insured to the limits on their insurance policies. The policy shall contain a waiver of subrogation against Manhard and Client.

15. **INFORMATION TO BE PROVIDED TO MANHARD** – Client agrees to provide Manhard with such site information as may be needed to enable Manhard to perform its services. Such information may include but shall not be limited to: latest plat of record; current title report and the documents contained therein; previous reports; title search report/chain-of-title documents; copies of environmental permits, registrations, liens, or cleanup records for the property; building plans and specifications; location, elevation and sizes of existing gas, telephone, electrical, street lighting and cable television lines on-site and off-site; boundary survey; wetland delineation; soil borings; archaeological phase 1 survey; first floor foundation plan and such other information as may be requested by Manhard, from time to time. Client shall not be responsible for providing site information which Manhard has specifically agreed to provide in its Proposal.

16. **MANHARD'S RELIANCE ON INFORMATION PROVIDED** – Manhard may rely on the accuracy and completeness of any information furnished to Manhard by or on Client's behalf. Furthermore, Client agrees to hold Manhard harmless from any engineering errors, including but not limited to, grading, earthwork analysis and off-site stormwater outlets, resulting from inaccurate site information which is provided by Client, including topographical surveys which have been prepared by consultants other than Manhard.

17. **PAYMENT** – Invoices will be submitted to the Client for payment on a monthly basis as the work progresses. Invoices are due within thirty days of rendering. Within thirty days of receipt of Invoice, Client shall examine the invoice in detail to satisfy themselves as to its accuracy and completeness and shall raise any question or objection that Client may have regarding the invoice within this thirty-day period. After sixty (60) days from receipt of invoice, Client waives any question or objection to the invoice not previously raised. If Client fails to make any payment due Manhard for services and expenses within thirty days after receipt of Manhard's invoice therefore, the amounts due Manhard will be increased at the rate of 1.0 percent per month (or the maximum rate of interest permitted by law, if less), from said thirtieth day. In addition, Manhard may, after giving notice to Client, suspend services under this Agreement until Manhard has been paid in full all amounts due for services, expenses, and charges. In the event Manhard elects to suspend its services, and after receipt of payment in full by Client, Manhard shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for Manhard to resume performance. In addition, prior to commencing such services, Manhard shall have the right, from time to time, to require Client to provide a retainer payment for services to be rendered. Manhard shall have no liability to Client for any costs or damages incurred as a result of such suspension that is caused by Client.

18. **PERMITS & FEES** – Unless the proposal specifically provides otherwise, Client shall be responsible for paying all application and permit fees and obtaining all permits. Manhard does not warrant, represent, or guarantee that the permits or approvals will be issued.

19. **RIGHTS-OF-WAY & EASEMENTS** – Client shall be responsible for obtaining (or vacating) all right-of-way, easements, real covenants and/or agreements necessary for the proper development of the property, including but not limited to right-of-way and easements which may be necessary for roadway and access improvements; stormwater conveyance and detention; sanitary sewer collection, pumping and treatment facilities; water distribution, treatment or storage facilities; and temporary construction access.

20. **SEVERABILITY** – If any clause or provision of this Agreement is determined to be illegal, invalid, or unenforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

21. **STANDARD OF CARE** – Manhard will strive to perform its services in accordance with a manner consistent with and limited to the level of care and skill ordinarily exercised by other Design Professionals in the same locale and under similar conditions ("Standard of Care"). Manhard shall perform its services as expeditiously as is consistent with such Standard of Care and the orderly progress of the Project. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other. There are no other express or implied warranties with respect to services performed.

22. **TERMINATION** – This Contract shall terminate at the time Manhard has completed its services for Client, or prior to that time, if one party provides to the other party written notice, whereby such termination date shall be effective seven (7) days after receipt of such notice. Client agrees to pay for all services, expenses, and charges, as agreed, which have been incurred by Manhard through the date of termination.
23. **THIRD-PARTY BENEFICIARY** – Nothing in this Agreement shall create a contractual relationship between Manhard and any outside third party. The services performed under this Agreement are solely for the benefit of Client. If Client is a contractor for the owner of the property, the parties acknowledge that Manhard is intended to be a third-party beneficiary of the construction contract entered into between owner and Client.
24. **USE OF DOCUMENTS AND ELECTRONIC DATA** – All documents (including drawings and specifications) as well as electronic data (including designs, plans or data stored in machine readable form) that are provided to Client are instruments of service with respect to the Project. Upon receipt of payment for all services performed in connection with such documents prepared under the Agreement, Manhard grants an irrevocable non-exclusive license to the Client relative to the Client's use of the documents in connection with the Project. Client agrees not to reuse or make any modification to the documents without the prior written authorization of Manhard. The authorized reproduction of the documents/electronic data from Manhard's system to an alternate system cannot be accomplished without the introduction of inaccuracies, anomalies, and errors, and therefore, Manhard cannot and does not make any representations regarding such compatibility. With respect to such reproduction or unauthorized use, Client agrees to indemnify and hold Manhard harmless from all claims, damages, losses, and expenses, including reasonable attorneys' fees and costs, arising from Client's unauthorized use, misuse, modification or misinterpretation of the documents or electronic data.
25. **WAIVER OF CONSEQUENTIAL DAMAGE** – In no event will either party be liable to the other party for exemplary, punitive, indirect, special, incidental, or consequential damages, including, but not limited to, loss of profits, revenue or benefits, loss of use of assets, or liquidated damages, related to this Agreement.
26. **MANHARD'S SITE VISITS** – If requested by Client or as required by the Proposal, Manhard shall visit the site at intervals appropriate to the various stages of construction as outlined in the Proposal in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of contractor's work. Construction staking or survey control staking is not considered a site visit. Such visits and observations by Manhard are not intended to be exhaustive or to extend to every aspect of the work in progress, or to involve inspections of the work beyond the responsibilities specifically assigned to Manhard in this Agreement, but rather are to be limited to spot checking, and similar methods of general observation of the work based on Manhard's exercise of professional judgment. Based on information obtained during such visits and such observations, Manhard shall endeavor to determine in general if such work is proceeding in accordance with the contract documents and Manhard shall keep Client informed of the progress of the work.
- The purpose of Manhard's visits to the site will be to enable Manhard to better carry out the duties and responsibilities assigned to and undertaken by Manhard hereunder including, but not limited to, visits during the Construction Phase and the Surveying Phase. Manhard shall not, during such visits or as a result of such observations of work in progress, supervise, direct or have control over the work, nor shall Manhard have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for job site safety precautions and programs incident to the work, for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to the furnishing and performing the work or authority to stop the work. The means, methods, techniques, sequences, and procedures of construction and job site safety shall be the sole responsibility of the contractor(s). Accordingly, Manhard neither guarantees the performance of any contractor(s) nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract documents. Should the Client determine that such service is necessary, Manhard will provide such services as the resident project representative as an Additional Service.
- Manhard shall not have the authority to instruct any contractor to suspend or terminate its work on the Project. Manhard shall not be responsible for the acts or omissions of any contractor(s), or of any subcontractor(s), any supplier(s), or of any other person or organization performing or furnishing any of the work.
- Manhard shall have no responsibility for job site safety on the Project. The contractor and the Subcontractor's shall have full and sole authority for all safety programs and precautions in connection with the work. Manhard shall have no authority to take action whatsoever on the site regarding safety precautions and procedures.
27. **DESIGN WITHOUT CONSTRUCTION ADMINISTRATION** – It is understood and agreed that Manhard's basic services under this Agreement do not include project observation or review of the Client's performance or any other construction phase services, and that such services will be provided for by the Client. The Client assumes all responsibility for interpretation of any contract documents and for construction observation, and the Client waives any claims against Manhard for additional costs or delays that may be in any way connected thereto. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Manhard, its officers, directors, employees and subconsultants (collectively, Manhard) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to any contract documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of Manhard. If the Client requests in writing that Manhard provide any specific construction phase services and if Manhard agrees in writing to provide such services, then Manhard shall be compensated for Additional Services as provided in Exhibit A.
28. **STATUTE OF LIMITATIONS AND REPOSE** – All legal actions by either party against the other arising out of the Agreement or services performed are barred after five (5) years from completion of the services, or five (5) years from the termination of the Agreement, whichever is sooner. If the five (5) year duration is shorter than the shortest duration permitted by law, then the shortest duration permitted by law applies.
29. **NON-SOLICITATION** – Manhard and Client agree for the term of this Agreement and continuing for a period of one (1) year thereafter, neither party shall (a) directly or indirectly solicit or entice any employee of either party to terminate his or her employment relationship, and/or (b) employ any employee without express written consent of the other party. Damages shall be the amount of fees or \$100,000, whichever is greater.

**EXHIBIT A
ADDITIONAL SERVICES**

Additional services (including, but not limited to those listed below) shall be performed by Manhard, if requested, at an additional cost ("Additional Services"). The following services or items are not included within the scope of work outlined in this PROPOSAL to which this is attached unless specifically set forth therein. Such additional services shall be provided either for an agreed upon Lump Sum Fee or on a Time and Material Basis, subject to the rates as listed below:

**SCHEDULE OF TIME
AND MATERIAL RATES FOR 2024
(Note: Rates for services performed after June 30, 2024 are subject to annual adjustment)**

<u>CATEGORY</u>	<u>CURRENT HOURLY RATES</u>
President	\$260.00
Executive Vice President	\$250.00
Vice President	\$250.00
Operations Manager	\$210.00
Senior Project Manager	\$190.00 - \$250.00
Director/Manager	\$170.00 - \$190.00
Project Manager	\$170.00 - \$180.00
Project Engineer	\$145.00 - \$175.00
Senior Design Technician	\$140.00 - \$160.00
Staff Engineer	\$120.00 - \$130.00
Design Technician	\$115.00 - \$130.00
Engineering CADD/G.I.S. Technician	\$90.00 - \$130.00
GIS Manager	\$155.00
Senior Planner	\$150.00 - \$210.00
Staff Planner	\$100.00 - \$145.00
Landscape Architect	\$130.00 - \$180.00
Senior Construction Manager	\$170.00 - \$190.00
Project Surveyor	\$150.00 - \$170.00
Construction Manager/Coordinator	\$135.00 - \$155.00
Field & Safety Manager/Field & Technology Manager	\$130.00
Field Operations Manager	\$135.00
Staff Surveyor	\$130.00 - \$140.00
Survey/Construction Technician	\$115.00
High-Definition Scanning Technician	\$130.00
High-Definition Scanner	\$95.00
UAV Technician	\$130.00
1-Person Crew	\$165.00
2-Person Crew	\$210.00
Project Coordinator	\$100.00
Administrative Assistant	\$80.00
Intern	\$70.00
Nighttime Meeting Attendance (after 6 PM)	
V.P., Principal, Operations Manager	\$350.00
Senior Project Mgr., Director, Project Mgr.	\$290.00
Expert Testimony & Depositions	\$315.00
<u>REIMBURSABLES</u>	
Mileage	\$0.67/mile
Printing – Paper (in-house)	\$0.15/sf
Printing – Vellum (in-house)	\$1.75/sf
Printing – Mylar, Film, (in-house)	\$2.50/sf

I. ALL ENVIRONMENTAL SERVICES

II. ALL WATER AND WASTEWATER SYSTEMS SERVICES

III. ALL WETLANDS SERVICES

IV. ALL LAND PLANNING SERVICES

V. ALL LANDSCAPE ARCHITECTURAL SERVICES**VI. ALL TRAFFIC SERVICES****VII. TOPOGRAPHICAL SURVEYING SERVICES**

- A. Preparation of off-site topographic surveys.
- B. Preparation of a detailed topographic survey inside the limits of on-site wetlands.
- C. Surveying of utilities located by J.U.L.I.E./utility locator service unless located prior to Manhard beginning topography.
- D. Verification or determination of existing underground utilities that cannot be determined from visible observation and site topography. This would include uncovering buried or submerged structures or completing a "J.U.L.I.E." locate. Locations of existing door and stoops, and upper level or basement floor elevations for existing buildings.
- E. Drain tile survey or design.

VIII. ALL SURVEYING SERVICES**IX. FINAL ENGINEERING SERVICES**

- A. Preparation of engineering design and plans for any off-site utility or highway entrance improvements.
- B. Revisions due to plan reviews or Base Flood Elevation (BFE) calculations as required by the Metropolitan Water Reclamation District of Greater Chicago.
- C. Preparation of an Earthwork Analysis, including Plan Revisions.
- D. Preparation of an Engineer's Opinion of Probable Cost.
- E. All revisions required by the Metropolitan Water Reclamation District of Greater Chicago.
- F. Design or plan preparation of retaining walls.
- G. Preparation of detailed floodplain and/or floodway studies of any stream or drainage system to determine base flood elevations and stream flows and velocities.
- H. Work in connection with preparation of plans, application and field surveys required to obtain a Federal Emergency Management Agency Letter of Map Revision.
- I. All work in connection with obtaining a permit from the Illinois Department of Transportation or County Department of Transportation, including plan preparation, drainage calculations and dam safety permits.
- J. Completion of a downstream sanitary or storm system study.
- K. Analysis or study of municipal water system (including pressure and flow).
- L. Revisions to the Engineering Plans, Stormwater Reports, or studies resulting from additional or excessive reviews from governmental agencies due to policy and/or staff changes within the regulatory agency after initial submission to the regulatory agency. These items may include revisions resulting from: (1) preferences from a specific reviewer not required by ordinance; (2) changes to codes, ordinances or requirements made after the date of signed contract; and (3) changes to design requirements and approach that differ from previously approved plans in the community, or that differ from previous direction received from the community.
- M. Preparation of NPDES compliant Stormwater Pollution Prevention Plan.

X. CONSTRUCTION SERVICES

- A. Construction and surveying services, including verification and/or preparation of a wetland or tree location survey, verification or determination of existing underground utilities that cannot be determined from visible observation and site topography, staking of proposed improvements and preparation of record drawings.
- B. Setting of lot corners after construction of single-family homes or multi-family buildings.
- C. Staking for individual driveway curb cuts, tree protection or silt fencing.
- D. Field verification of building pad elevations following grading operations.
- E. Preparation of a punch list or assistance in coordination and correction of punch list items including obtaining governmental approval and acceptance.

- F. Performing the duties of a construction coordinator including providing daily log of activities, field review of time and material work, and advising Contractors of the Client's schedules.
- G. Providing periodic or full-time on-site construction observation.
- H. Providing record information for gas, electric, telephone or cable television.
- I. Monitoring as required by the NPDES.

XI. MISCELLANEOUS

- A. Attend additional meetings or public hearings not outlined above, with the Client, design team, or governmental agencies, including preparation of Exhibits.
- B. Coordination and filing as required for municipal meetings and hearings.
- C. Providing additional services in connection with the project including services normally furnished by the Client or services not otherwise provided for in this proposal such as, but not limited to, the use of consultants to prepare:
 - Traffic studies, reports, or traffic signal design
 - Highway, parking lot or driveway lighting design
 - Soils reports, borings, testing or inspections
 - Structural or electrical designs
 - Architectural services
 - Landscaping plans
 - Tree surveys
 - Historical preservation and archaeological studies or reports
 - Endangered species investigation and reports
 - Wetland delineations, reports or permitting
 - Environmental reports
- D. Snow removal required to complete surveying or wetland delineation.
- E. Preparation of electronic documents/data including, but not limited to, topographic surveys, plats, base drawings, preliminary engineering plans, landscape plans, final engineering plans and specifications, for transmittal to subconsultants. This service will be provided for a fee of \$500.00.
- F. Overnight mail, messenger services, prints or mylars.
- G. Additional services due to significant changes in general scope or character of the Project or its design including, but not limited to, changes in size, complexity, or character.
- H. Revisions of previously approved site "sketch" plans, studies, reports, design documents, preliminary engineering plans, drawings, and specifications, after substantial completion of preliminary or final design.
- I. Providing additional services in connection with the Project to assist in obtaining permits from governmental agencies other than those listed.
- J. Preparation of any special documents (other than the Final Engineering Plans and Contract Documents previously referenced in the Scope of Services) for Client's use in obtaining financing for the Project.
- K. Planning, design, construction staking or construction services in connection with installation or relocation of utilities such as electrical, telephone, gas, or cable television.
- L. Services resulting from facts revealed about conditions: 1) which are different from information about such conditions that Client previously provided to Manhard and upon which Manhard was entitled to rely; or 2) as to which Client had responsibility to provide information and such information was not previously provided.
- M. Preparing documents for alternate bids requested by Client for Contractor's work which is not executed or documents for out-of-sequence work.
- N. Preparing to serve or serving as a consultant or witness for Client in any litigation, arbitration or other legal or administrative proceeding involving the Project (except for assistance in consultations which is expressly included as part of Basic Services).

04.19.24

Jesse Blazek , Library Director
Palos Heights Public Library
12501 S. 71st Street
Palos Heights, IL 60463

re: Proposal for Professional Architectural & Civil Engineering Services

Jesse:

Hope all is well and thank you for contacting product Architecture + Design to complete the parking lot resurfacing and restriping of the public parking lot at the library. As part of the current scope of services, our office will complete construction, permit and bidding documents as part of our base contract. In addition, we will issue and receive public bids for the project including a recommendation to award letter for review and approval by the Library Board of Trustees. Once the project has been awarded, we will perform construction administration services including drafting of the Owner/Contractor Agreement, submittal review, and review of construction progress.

Our team expects the production of the contract documents to take 4 weeks followed by a 4 week bidding period and acceptance of public bids. Construction would start approximately one month following approval of the lowest responsible bid and the Owner/Contractor Agreement being approved or at a date dictated by the library (after summer reading).

Compensation to Our Firm

Final Engineering Plans and Drainage Calculations	\$6500.00
Permitting, Bidding & Award	\$1500.00
Construction Administration (+/- 8 weeks)	\$2500.00
Total:	\$10,500.00
<u>Additional Services:</u>	
Existing Condition Analysis including Pavement Cores	\$4250.00

Compensation will be based on a fixed fee within the constraints noted above. The additional services fee for Existing Condition Analysis is in the event that settling or poor subsoil conditions are discovered. If needed, pavement and soil drilling of (4) test borings to a depth of 5'-0" will be completed and tested for unconfined compression, calibrated penetrometer, moisture content, and penetration for the cost listed above. We have also not included an updated survey in our base fee as we do not anticipate changing the existing grades or drainage patterns. Should this become required, our office will submit additional proposals for surveying to be contracted with the library directly.

Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation (mileage), postage, overnight delivery and messenger services. Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days.

General Provisions

Except as modified herein, terms of our agreement will be based on AIA Document B133, "Standard Form of Agreement Between Owner and Architect", 2017 edition. This agreement and all subsequent agreements shall be governed by the laws of the State of Illinois. If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Sincerely-

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.

Dan Pohrte, Partner

product architecture + design
(773) 837-0447 | dpohrte@product-architects.com

Accepted by: _____ Date: _____