



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

March 20, 2025

CALL TO ORDER: 7:00pm

ROLL CALL:

WELCOME OF GUESTS:

PUBLIC COMMENT:

MINUTES OF MEETING: Approval of the minutes of the February 20, 2025 regular meeting

TREASURER'S REPORT: Approval of the General Fund bills for February 2025 for \$129,083.17

Approval of the Treasurer's report for the month ending Feb. 28, 2025

PRESIDENT'S REPORT

DIRECTOR'S REPORT

CORRESPONDENCE

COMMITTEE REPORTS:

Budget & Finance – John Peltz

Building & Grounds – Steve Foertsch

City Council Liaison – Sue Jankowski

Ethics Officer – Susan Snow

Friends of the Library Liaison – Sue Jankowski

Long Range Planning – Sue Jankowski

Nominating – Hilary Rhodes

Personnel – Dianne Key

Policy – Rose Zubik

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion of Technical Services Department with Lorena Rodriguez

2. Approval of Building Envelope Diagnostic Project

3. Approval of National Library Week Honoraria for \$675.00

ADJOURNMENT

NEXT MEETING: Thursday, April 17, 2025

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
Minutes of February 20, 2025, Meeting

Meeting called to order by President Snow at 7:00 p.m. On a roll call vote the following members were in attendance: Susan Snow, Rose Zubik, Parick Keough, Steven Foertsch and Sue Jankowski. Diane Key, John Peltz and Hilary Rhodes were absent.

Also present: Library Director Jesse Blazek, Terry Fleckenstein, Tina Ruszala and Beth Stevens.

Welcome of guests: Beth Stevens gave us a brief background on herself and discussion of Circulation Department.

Public Comment: None

Minutes: The board reviewed the minutes of January 16, 2025, regular board meeting.

Trustee Foertsch moved, and Trustee Keogh seconded a motion to approve the minutes of January 16, 2025. There was no discussion. All in favor – none opposed. Minutes stand as presented.

Treasurer's Report: Trustee Keough

Trustee Keough moved, and Trustee Foertsch seconded a motion to approve the General Fund bills for the month of January in the amount of \$196,516.92. There being no discussion a roll call vote was taken. All in favor – none opposed. Motion carried.

Trustee Keough moved, and Trustee Zubik seconded a motion to approve the Treasurer's report for the month ending January 31, 2025. There being no discussion a roll call vote was taken. All in favor – none opposed. Motion carried.

President Snow gave a brief report.

Director's Report. The Director presented a report to the Trustees on current library events.

Correspondence: There was no new correspondence

Budget & Finance – no report

Ethics Officer – no report

Nominating – no report

Personnel – no report

Policy – no report

Friends of the Library – Approximately \$4,000 was raised by the Friends of the Library book sale and book nook sales.

Building and Grounds: The Building and Grounds committee met earlier at 6 p.m. to discuss anticipated capital needs for the year. The major issue is the building envelope problem which persists and discussed getting estimates to determine cause of problem.

New Business:

Trustee Zubik moved, and Trustee Jankowski seconded a motion to approve the library closure on May 31, 2025 for Summer Reading Kickoff Party. There was some discussion regarding bathroom access during the event. The committee will address this issue. On a voice vote all in favor – none opposed. Motion carried.

There being no other business to come before the board Trustee Keough moved and Trustee Jankowski seconded a motion to adjourn. All in favor – none opposed. Motion carried.

President Snow adjourned the meeting at 7:55 p.m.

Next meeting: Thursday, March 20, 2025



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD MOTIONS APPROVED
3/20/2025

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	FEBRUARY	\$129,083.17	6.1 to 6.2
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	2/28/2025	N/A	1



PALOS HEIGHTS
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES
MONTH ENDING: FEBRUARY, 2025

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$311,978.12		\$311,978.12
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$5.70		\$5.70
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$167.96		\$167.96
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$2,997.75		\$2,997.75
» Miscellaneous	\$1,554.42		\$1,554.42
DONATIONS/GIFTS			
» Restricted	\$50.00		\$50.00
» Annual Fundraising	\$17.21		\$17.21
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$518.45		\$518.45
GRANTS	\$0.00		\$0.00
INTEREST	\$1,520.63	\$1.82	\$1,522.45
TOTAL REVENUES	\$318,810.24	\$1.82	\$318,812.06
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$74,934.59		\$74,934.59
» Employee Benefits	\$23,665.84		\$23,665.84
» Staff & Board Development	\$2,397.40		\$2,397.40
CONTRACTUAL SERVICES	\$4,254.30		\$4,254.30
BUILDING MAINTENANCE	\$727.43		\$727.43
INSURANCE	\$0.00		\$0.00
UTILITIES	\$882.36		\$882.36
SUPPLIES	\$1,943.52		\$1,943.52
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$3,423.65		\$3,423.65
REIMBURSEMENTS	\$6,478.00		\$6,478.00
SR PROJECTS	\$10,376.08		\$10,376.08
TOTAL EXPENDITURES	\$129,083.17	\$0.00	\$129,083.17
REVENUES OVER EXPENDITURES			
EXCESS (DEFICIENCY)	\$189,727.07	\$1.82	\$189,728.89
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$150.00		\$150.00
TOTAL OTHER FINANCING SOURCES	\$150.00	\$0.00	\$150.00
NET CHANGE IN FUND BALANCES	\$189,877.07	\$1.82	\$189,878.89
FUND BALANCES, BEGINNING OF MONTH	\$603,225.34	\$3,156.98	\$606,382.32
END OF MONTH	\$793,102.41	\$3,158.80	\$796,261.21

** Voided check #5906 lost in mail \$150.00



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON SCHEDULE MONTH ENDING: FEBRUARY 2025

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
REVENUES					
PROPERTY TAXES	\$1,984,410.78	\$1,984,410.78	\$312,602.49	\$1,671,808.29	15.75%
CORPORATE REPLACEMENT TAX	\$25,000.00	\$25,000.00	\$14,662.24	\$10,337.76	58.65%
DIRECT REVENUES					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$272.44	\$2,227.56	10.90%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$3,500.00	\$3,500.00	\$742.41	\$2,757.59	21.21%
MISCELLANEOUS REIMBURSEMENTS					
Book Sale	\$11,000.00	\$11,000.00	\$3,660.25	\$7,339.75	33.28%
Miscellaneous	\$12,784.00	\$12,784.00	\$2,752.42	\$10,031.58	21.53%
DONATIONS / GIFTS					
Restricted	\$1,000.00	\$1,000.00	\$50.00	\$950.00	5.00%
Unrestricted	\$15,000.00	\$15,000.00	\$585.86	\$14,414.14	3.91%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$1,234.75	\$2,765.25	30.87%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$30,075.00	\$30,075.00	\$3,536.40	\$26,538.60	11.76%
TOTAL REVENUES	\$2,123,870.08	\$2,123,870.08	\$340,099.26	\$1,783,770.82	16.01%
PERSONNEL SERVICES					
Operational Salaries	\$1,008,943.42	\$1,008,943.42	\$146,991.79	-\$861,951.63	-85.43%
Employee Benefits	\$319,423.19	\$319,423.19	\$46,842.84	-\$272,580.35	-85.34%
Staff & Board Development	\$11,800.00	\$11,800.00	\$2,634.11	-\$9,165.89	-77.68%
CONTRACTUAL SERVICES	\$192,077.83	\$192,077.83	\$18,389.36	-\$173,688.47	-90.43%
BUILDING MAINTENANCE	\$51,121.59	\$51,121.59	\$8,907.52	-\$42,214.07	-82.58%
INSURANCE	\$25,279.51	\$25,279.51	\$24,788.11	-\$491.40	-1.94%
UTILITIES	\$12,890.20	\$12,890.20	\$1,650.14	-\$11,240.06	-87.20%
SUPPLIES	\$28,620.00	\$28,620.00	\$4,989.04	-\$23,630.96	-82.57%
CAPITAL EXPENSES	\$195,523.97	\$195,523.97	\$16,041.14	-\$179,482.83	-91.80%
MEDIA	\$170,585.00	\$170,585.00	\$21,216.99	-\$149,368.01	-87.56%
REIMBURSEMENTS	\$48,894.37	\$48,894.37	\$13,430.02	-\$35,464.35	-72.53%
SR PROJECTS	\$58,711.00	\$58,711.00	\$19,719.03	-\$38,991.97	-66.41%
TOTAL EXPENDITURES	\$2,123,870.08	\$2,123,870.08	\$325,600.09	-\$1,798,269.99	-84.67%
REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)	\$0.00	\$0.00	\$14,499.17	-\$14,499.17	
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			\$14,499.17		
FUND BALANCE					
BEGINNING OF YEAR			\$603,369.11		
YTD MONTH ENDING			\$617,868.28		
			-\$734,050.69		



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: FEBRUARY 2025

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$774,582.04	\$56,886.66	\$111,086.88	\$663,495.16	85.66%
4312 HOURLY EMPLOYEES	\$229,111.38	\$18,047.93	\$35,904.91	\$193,206.47	84.33%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$0.00	\$0.00	\$5,250.00	100.00%
TOTAL OPERATIONAL SALARIES	\$1,008,943.42	\$74,934.59	\$146,991.79	\$861,951.63	85.43%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$5,955.02	\$11,641.33	\$72,441.30	86.15%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$5,685.22	\$11,150.31	\$65,627.81	85.48%
4333 INSURANCE	\$157,362.44	\$12,025.60	\$24,051.20	\$133,311.24	84.72%
4334 CLOTHING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$319,423.19	\$23,665.84	\$46,842.84	\$272,580.35	85.34%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,400.00	\$500.00	\$625.00	\$1,775.00	73.96%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$100.00	\$700.00	87.50%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354 PROFESSIONAL STAFF	\$6,000.00	\$1,171.00	\$1,171.00	\$4,829.00	80.48%
4355 SUPPORT STAFF	\$1,000.00	\$690.00	\$690.00	\$310.00	31.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$36.40	\$48.11	\$1,051.89	95.63%
TOTAL STAFF & BOARD DEVELOPMENT	\$11,800.00	\$2,397.40	\$2,634.11	\$9,165.89	77.68%
GROUP TOTAL PERSONNEL SERVICES	\$1,340,166.61	\$100,997.83	\$196,468.74	\$1,143,697.87	85.34%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$0.00	\$7,450.00	100.00%
4362 LEGAL FEES	\$2,000.00	\$245.00	\$245.00	\$1,755.00	87.75%
4363 CONSULTANT FEES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4364 APPRAISAL	\$650.00	\$0.00	\$0.00	\$650.00	100.00%
4365 ACCOUNTANT	\$4,950.00	\$365.00	\$870.00	\$4,080.00	82.42%
TOTAL PROFESSIONAL SERVICES	\$15,550.00	\$610.00	\$1,115.00	\$14,435.00	92.83%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$5,040.00	\$497.97	\$744.83	\$4,295.17	85.22%
4414 ALARM	\$3,600.00	\$0.00	\$1,012.00	\$2,588.00	71.89%
4416 MAINTENANCE	\$40,500.00	\$2,909.86	\$5,819.72	\$34,680.28	85.63%
4417 SWAN	\$30,000.00	\$0.00	\$6,830.75	\$23,169.25	77.23%
4418 TECHNOLOGY	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%
TOTAL OUTSIDE SERVICES	\$119,140.00	\$3,407.83	\$14,407.30	\$104,732.70	87.91%
PRINTING					
4424 NEWSLETTER PRINTING	\$19,387.83	\$0.00	\$0.00	\$19,387.83	100.00%
TOTAL PRINTING	\$19,387.83	\$0.00	\$0.00	\$19,387.83	100.00%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$116.00	\$912.62	\$10,087.38	91.70%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$0.00	\$1,803.97	\$12,196.03	87.11%
4454 GENERAL PROGRAMMING	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%
TOTAL PROGRAMMING	\$35,000.00	\$116.00	\$2,716.59	\$32,283.41	92.24%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$120.47	\$150.47	\$2,849.53	94.98%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$120.47	\$150.47	\$2,849.53	94.98%
GROUP TOTAL CONTRACTUAL SERVICES	\$192,077.83	\$4,254.30	\$18,389.36	\$173,688.47	90.43%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: FEBRUARY 2025

		BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE						
REPAIRS & MAINTENANCE						
4431	PEST CONTROL	\$856.68	\$64.90	\$129.80	\$726.88	84.85%
4432	HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$4,640.00	\$8,360.00	64.31%
4434	BUILDING REPAIRS	\$12,000.00	\$30.99	\$972.64	\$11,027.36	91.89%
4436	LAWN MAINTENANCE	\$10,053.30	\$0.00	\$135.00	\$9,918.30	98.66%
4437	SNOW REMOVAL	\$6,751.61	\$0.00	\$1,767.00	\$4,984.61	73.83%
TOTAL REPAIRS & MAINTENANCE		\$42,661.59	\$95.89	\$7,644.44	\$35,017.15	82.08%
EQUIPMENT MAINTENANCE						
4531	COPIER	\$8,220.00	\$631.54	\$1,263.08	\$6,956.92	84.63%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
TOTAL EQUIPMENT MAINTENANCE		\$8,460.00	\$631.54	\$1,263.08	\$7,196.92	85.07%
GROUP TOTAL BUILDING MAINTENANCE		\$51,121.59	\$727.43	\$8,907.52	\$42,214.07	82.58%
INSURANCE						
4441	BLDG. & CONTENTS/GLASS/LIMRICC	\$23,451.56	\$0.00	\$22,649.11	\$802.45	3.42%
4443	DISABILITY (WORKMEN'S COMP)	\$1,827.95	\$0.00	\$2,139.00	-\$311.05	-17.02%
GROUP TOTAL INSURANCE		\$25,279.51	\$0.00	\$24,788.11	\$491.40	1.94%
UTILITIES						
4472	WATER	\$3,000.00	\$226.59	\$454.26	\$2,545.74	84.86%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,369.60	\$193.16	\$733.27	\$1,636.33	69.06%
4475	INTERNET/LOCAL AREA NET	\$5,520.60	\$462.61	\$462.61	\$5,057.99	91.62%
GROUP TOTAL UTILITIES		\$12,890.20	\$882.36	\$1,650.14	\$11,240.06	87.20%
SUPPLIES						
OFFICE SUPPLIES						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$51.58	\$139.87	\$860.13	86.01%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$126.31	\$500.24	\$1,499.76	74.99%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$17.92	\$1,021.88	\$2,178.12	68.07%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$440.80	\$760.61	\$5,239.39	87.32%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$111.57	\$2,938.43	96.34%
4518	LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$113.71	\$217.53	\$982.47	81.87%
TOTAL OFFICE SUPPLIES		\$16,950.00	\$750.32	\$2,751.70	\$14,198.30	83.77%
JANITORIAL/CLEANING SUPPLIES						
4541	MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$365.25	\$1,404.28	\$3,945.72	73.75%
TOTAL JANITORIAL/CLEANINGSUPPLIES		\$5,350.00	\$365.25	\$1,404.28	\$3,945.72	73.75%
MAILING EXPENSES & FEES						
4551	POSTAGE & HANDLING	\$650.00	\$27.95	\$33.06	\$616.94	94.91%
4553	BULK FEES & PERMITS	\$5,670.00	\$800.00	\$800.00	\$4,870.00	85.89%
TOTAL OFFICE EXPENSE		\$6,320.00	\$827.95	\$833.06	\$5,486.94	86.82%
GROUP TOTAL SUPPLIES		\$28,620.00	\$1,943.52	\$4,989.04	\$23,630.96	82.57%
CAPITAL EXPENSES						
4631	SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$0.00	\$16,041.14	\$179,482.83	91.80%
GROUP TOTAL CAPITAL EXPENSES		\$195,523.97	\$0.00	\$16,041.14	\$179,482.83	91.80%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND

BUDGETARY COMPARISON OF EXPENDITURES MONTH ENDING: FEBRUARY 2025

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA -LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$25,000.00	\$0.00	\$5,464.49	\$19,535.51	78.14%
4710B DATABASES -Youth	\$4,700.00	\$0.00	\$0.00	\$4,700.00	100.00%
4711 PERIODICALS	\$12,000.00	\$0.00	\$901.64	\$11,098.36	92.49%
4714 LARGE PRINT	\$5,250.00	\$0.00	\$95.14	\$5,154.86	98.19%
4715 BOOKS - Adult	\$32,900.00	\$0.00	\$2,128.40	\$30,771.60	93.53%
4716 BOOKS - Youth	\$33,000.00	\$0.00	\$1,695.42	\$31,304.58	94.86%
4717 VIDEOS - Adult	\$4,000.00	\$0.00	\$331.38	\$3,668.62	91.72%
4718 VIDEOS - Youth	\$800.00	\$0.00	\$77.98	\$722.02	90.25%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$0.00	\$3,750.00	100.00%
4721 SOFTWARE	\$10,188.15	\$776.60	\$3,057.93	\$7,130.22	69.99%
4722 REALIA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4723A VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$28.91	\$971.09	97.11%
4725A E-BOOKS - Adult	\$12,000.00	\$1,360.16	\$3,742.93	\$8,257.07	68.81%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$1,286.89	\$3,692.77	\$10,307.23	73.62%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
GROUP TOTAL MEDIA	\$170,585.00	\$3,423.65	\$21,216.99	\$149,368.01	87.56%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$19,094.07	\$1,198.00	\$2,396.00	\$16,698.07	87.45%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$5,280.00	\$10,472.56	\$7,327.74	41.17%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$0.00	\$561.46	\$10,438.54	94.90%
4906a RESTRICTED DONATIONS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$48,894.37	\$6,478.00	\$13,430.02	\$35,464.35	72.53%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$10,376.08	\$19,719.03	\$38,991.97	66.41%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$58,711.00	\$10,376.08	\$19,719.03	\$38,991.97	
TOTAL EXPENDITURES	\$2,123,870.08	\$129,083.17	\$325,600.09	\$1,798,269.99	84.67%



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: FEBRUARY 2025

Type	Date	Num	Memo	Account	Amount
Adducci Vega Financial Group, LLC					
Check	02/17/2025	5992	01 Jan Reconciliation Invoice 202057976	4365 Accountant	\$365.00
Total for Adducci Vega Financial Group, LLC					<u>\$365.00</u>
Amazon					
Expense	02/17/2025	Amazon	1RJ7-XKWT-1F3T - Preschool Fair	4451 Youth & Teen Programming	105.01
Expense	02/17/2025	Amazon	1CJC-NVDC-PQ4G - Craft Supplies	4512 Youth & Teen - Supplies	126.31
Expense	02/17/2025	Amazon	1YRL-WJXP-KV63 Pneumatic stem for Circ Chair	4434 Building Repairs	30.99
Expense	02/17/2025	Amazon	1K76-M3FY-4LDW - Supplies	4511 Public Services - Supplies	29.94
Expense	02/19/2025	Amazon	1F9L-XL33-W1TR Multifold towels	4541 Maintenance/Cleaning Supplies	87.98
Expense	02/19/2025	Amazon	1THF-TL7H-XYL7 Toilet Paper	4541 Maintenance/Cleaning Supplies	89.80
Expense	02/25/2025	Amazon	1616-1JT3-FN1F Coffee cups coco	4519 Hospitality - Supplies	113.71
Expense	02/25/2025	Amazon	1CRD-HMN7-HHCD Supplies	4511 Public Services - Supplies	7.99
Expense	02/27/2025	Amazon	14TH-H16D-GW7L Toilet paper	4541 Maintenance/Cleaning Supplies	68.25
Total for Amazon					<u>\$659.98</u>
Anderson Pest Solutions					
Check	02/10/2025	5989	Invoice 73798054	4431 Pest Control	64.90
Total for Anderson Pest Solutions					<u>\$64.90</u>
AT&T - Internet					
Check	02/04/2025	5984	Monthly Fee	4475 Internet	462.61
Total for AT&T - Internet					<u>\$462.61</u>
Chicago CPR Academy, LLC					
Check	02/21/2025	23092	In Service 2.21.25 CPR Class	4354 Professional Staff	660.00
Check	02/21/2025	23092	In Service 2.21.25 CPR Class	4355 Support Staff	660.00
Total for Chicago CPR Academy, LLC					<u>\$1,320.00</u>
Children's Librarians Association of the South Suburbs					
Check	02/24/2025	23093	Dues 2025	4355 Support Staff	30.00
Total for Children's Librarians Association of the South Suburbs					<u>\$30.00</u>
CIT					
Check	02/10/2025	5991	Invoice 46489208	4531 Copier	631.54
Total for CIT					<u>\$631.54</u>
City Of Palos Heights IMRF					
Check	02/28/2025	23095	02 February Payment	4331 IMRF Ill. Muni. Ret. Fund	5,955.02
Check	02/28/2025	23095	02 February Payment	2053 FT- Employee Contribution IMRF	2,559.91
Check	02/28/2025	23095	02 February Payment	2054 Employee Contribution IMRF	168.98
Check	02/28/2025	23095	02 February Payment	2055 Employee Paid Vol. IMRF	1,195.02
Total for City Of Palos Heights IMRF					<u>\$9,878.93</u>
City of Palos Hts. - Water Bill					
Check	02/19/2025	5995	Monthly bill	4472 Water	226.59
Total for City of Palos Hts. - Water Bill					<u>\$226.59</u>
ComEd					
Check	02/17/2025	5993	Billing through 2.4.25	7001 Special Reserves Projects	8,664.85
Total for ComEd					<u>\$8,664.85</u>
Cosmopolitan Building Services					
Check	02/04/2025	5986	02 Feb 25 Invoice 6645	4416 Maintenance	2,722.50
Total for Cosmopolitan Building Services					<u>\$2,722.50</u>
Klein, Thorpe And Jenkins					
Check	02/19/2025	5997	Services through 1.31.25 Budget / Levy / Approp.	4362 Legal Fees	245.00
Total for Klein, Thorpe And Jenkins					<u>\$245.00</u>
LIMRiCC-Employees					
Expense	02/05/2025	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	1,198.00
Expense	02/05/2025	ACH LIM		2050 Employee Paid LIMRiCC	618.04
Expense	02/05/2025	ACH LIM	02 Feb 25	4333 Insurance	12,025.60
Total for LIMRiCC-Employees					<u>\$13,841.64</u>
Old National Bank - MasterCard					
Expense	02/04/2025	Master Card	ILA Membership Renewals LR, MKK, TR Laconi renewal	4351 Membership Fees	500.00
Expense	02/04/2025	Master Card	ILA YS Institute Conference MKK, TR Reaching Forward MM	4354 Professional Staff	511.00
Expense	02/04/2025	Master Card	Disney Plus Monthly Fee	4451 Youth & Teen Programming	10.99
Expense	02/04/2025	Master Card	Water, refreshments	4461 Public Relations	20.47
Expense	02/04/2025	Master Card	SIP, Google Fi	4474 Telephone/FAX	115.66
Expense	02/04/2025	Master Card	Supplies	4514 Business Office - Supplies	17.92
Expense	02/04/2025	Master Card	Library Store supplies	4515 Technical Services - Supplies	237.41
Expense	02/04/2025	Master Card	Salt/supplies	4541 Maintenance/Cleaning Supplies	119.22
Expense	02/04/2025	Master Card	OCLC	4551 Postage & Handling	13.85
Expense	02/04/2025	Master Card	Postage	4551 Postage & Handling	14.30
Expense	02/04/2025	Master Card	Duo	4721 Software	120.00
Expense	02/04/2025	Master Card	Ubiquiti Switches	7001 Special Reserves Projects	1,711.23
Expense	02/04/2025	Master Card	Constant Contact Renewal	4721 Software	656.60
Total for Old National Bank - MasterCard					<u>\$4,048.45</u>



PALOS HEIGHTS PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL MONTH ENDING: FEBRUARY 2025

Type	Date	Num	Memo	Account	Amount
Otis Elevator					
Expense	02/17/2025	OTIS PORTAL	Invoice 100401843119	4416 Maintenance	187.36
Total for Otis Elevator					<u>\$187.36</u>
OverDrive, Inc.					
Check	02/04/2025	5987	01658MA25030427	4725B E-Audiobooks - Adult	239.80
Check	02/04/2025	5988	01658MA25030426	4725A E-Books - Adult	149.46
Check	02/19/2025	5996	01658CO25050462	4725A E-Books - Adult	1,210.70
Check	02/19/2025	5996	01658CO25050471	4725B E-Audiobooks - Adult	1,047.09
Total for OverDrive, Inc.					<u>\$2,647.05</u>
Palos Heights Woman's Club					
Check	02/25/2025	5999	Dues Stevens/Caliendo	4461 Public Relations	100.00
Total for Palos Heights Woman's Club					<u>\$100.00</u>
Paylocity Payroll Billing					
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4412 Payroll Services	76.50
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4412 Payroll Services	175.47
Expense	02/21/2025	PAYLOCITY	W-2 Processing	4412 Payroll Services	246.00
Total for Paylocity Payroll Billing					<u>\$497.97</u>
Paylocity Payroll Net					
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4311 Salaried Employees	19,193.96
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4312 Hourly Employees	7,610.00
Expense	02/07/2025	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement	24.29
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4311 Salaried Employees	21,187.82
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4312 Hourly Employees	7,654.55
Expense	02/21/2025	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement	12.11
Expense	02/21/2025	PAYLOCITY	MM Oscar Program Supplies	4511 Public Services - Supplies	13.65
Total for Paylocity Payroll Net					<u>\$55,696.38</u>
Paylocity Payroll Taxes					
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4311 Salaried Employees	5,876.46
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4332 FICA Social Security	2,745.55
Expense	02/07/2025	PAYLOCITY	Check date 2.07.25	4312 Hourly Employees	1,288.42
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4311 Salaried Employees	6,255.45
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4332 FICA Social Security	2,939.67
Expense	02/21/2025	PAYLOCITY	Check date 2.21.25	4312 Hourly Employees	1,325.98
Total for Paylocity Payroll Taxes					<u>\$20,431.53</u>
Peerless Network, Inc					
Check	02/17/2025	5994	Invoice 69779	4474 Telephone/FAX	77.50
Total for Peerless Network, Inc					<u>\$77.50</u>
Showcases					
Check	02/10/2025	5990	Invoice 330019	4515 Technical Services - Supplies	203.39
Total for Showcases					<u>\$203.39</u>
Truty, Marcin					
Expense	02/04/2025	ACH MT	01 Jan IT Services 25-01	4902 Grants	5,280.00
Total for Truty, Marcin					<u>\$5,280.00</u>
U.S. Post Office					
Check	02/21/2025	23091	Newsletter postage	4553 Bulk Fees & Permits	800.00
Total for U.S. Post Office					<u>\$800.00</u>
TOTAL CHECKS FOR BOARD APPROVAL					<u>\$129,083.17</u>



PALOS HEIGHTS PUBLIC LIBRARY

SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION FEBRUARY 28, 2025

	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	\$35,612.78	\$566,281.55	\$1,131.01	\$200.00	\$572.09	\$2,584.89	\$606,382.32
WITHDRAWALS	(\$129,083.17)						(\$129,083.17)
TRANSFERS	\$60,000.00	(\$60,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$2,550.00	\$3,942.67					\$317,289.61
	\$1,198.00	\$189,119.03					
	\$248.81	\$32,885.75					
	\$210.25	\$86,030.67					
	\$50.00						
	\$46.01						
	\$224.25						
	\$194.31						
	\$100.78						
	\$279.45						
	\$209.63						
ADJUSTMENTS	\$150.00						
INTEREST EARNED	\$0.83	\$1,515.88	\$3.92	N/A	N/A	\$1.82	\$1,522.45
ENDING BALANCE	\$31,991.93	\$759,775.55	\$1,134.93	\$200.00	\$572.09	\$2,586.71	\$796,111.21
TOTALS	\$793,102.41 GENERAL FUND				\$3,158.80 SPECIAL RESERVES FUND		\$796,261.21 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.820%	4.504%	N/A	N/A	0.920%	

TOTAL FUND BALANCE MONTH ENDING: FEBRUARY 28, 2025

\$796,261.21

Adjustment: Voided check #5906 lost in mail \$150.00



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
March 20, 2025

Library News

It's been a busy and productive month!

The library participated in a diaper drive along with 13 other locations to collect diapers for Together We Cope, a non-profit that provides resources for struggling families in the south suburbs. Altogether, we collected over 10,000 diapers for the charity.

Our IPLAR (Illinois Public Library Annual Report) has been submitted to the state. This is an annual requirement for us to continue being a library and includes a wide variety of statistics for the last fiscal year. I've included a copy in this month's packet, if you would like to peruse it.

Our annual E-Rate grant application is completed. After the bidding process, AT&T has again emerged as the lowest bidder. They will continue supplying our fiber internet service for the next two years. The new contract is approximately the same cost as the old one but is for a 1 Gbps connection as opposed to the old 250 Mbps. I'm not sure this upgrade will have any noticeable effect in the short term, but it will ensure that we have substantial room to grow in the coming years.

In-Service

We had our first semi-annual staff in-service day on February 21st. The main event of the day was CPR and AED training for all staff. It was a few years too many since we last did this as a staff, so it was a beneficial session for all of us. In the past, we always had our local firefighters do this training for us for a pretty nominal fee. The last few years, we haven't been able to schedule with them because they haven't had a certified trainer on staff. So I found an outside group to do it this year. It was a company run by a couple of firefighters out of New Lenox who did a great job. They were more expensive but not unreasonable.

Building & Grounds News

After last month's committee meeting, we have begun working on some new projects around the building.

- Replacement of two VAV boxes has been completed along with some repairs to one of the boilers.
- We are worked with our IT consultants on gathering specs on all of the necessary hardware to replace our phone system with an up-to-date model that will hopefully last us for a few decades. The new system has been ordered.
- We have completed wall repairs and paint touch-ups throughout the building.
- I have been talking with our Owners Representative about our potential landscaping project, sign repair/replacement, and new signage for YTS.
- We have reached out to a few companies to get quotes on trimming and removing trees.
- Staff are evaluating furniture options to replace our meeting room chairs, to upgrade our youth study room furniture, and to add a few new study areas in the first floor.
- Stanley Steemer is scheduled to come and deep clean all of our carpets on 4/19.

Budget News

We received our first FY24 tax disbursement on February 21st. Since then and to date, we have received 90.6% of the total expected disbursements for the first half of the year. The remaining balance will trickle in over the coming months.

Upcoming Events

- Thursday, March 20th – Budget & Finance Committee Meeting, 6:00pm
- Thursday, March 20th – Regular Board Meeting, 7:00pm
- Thursday, April 17th – Policy Committee Meeting (if needed), 6:00pm
- Thursday, April 17th – Regular Board Meeting, 7:00pm

Agenda Items

Item 1: Discussion of Technical Services Department with Lorena Rodriguez

As Tina, Matt, and Beth have done for us previously, Lorena will be with us this month to talk about her background and approach to running our Technical Services Department. It will be edifying!

Recommendation: No action is needed on this item.

Item 2: Approval of Building Envelope Diagnostic Project

With the persistence of our leak issue and following the recommendation of the Building and Grounds Committee, I asked our Owner's Representative to find us some quotes for the diagnostic work necessary to finally solve this problem. He reached out to a handful of engineering firms, but as this is a pretty

specialized field, he only received one concrete proposal. That is included in this month's packet. It is from Building Technology Consultants, Inc., who previously bid this work for us in the winter of 2023. The new proposal is slightly higher but largely in line with the previous one. This proposal is only for the evaluation of the issue. Whatever fix is needed would be a separate expense and likely completed by a different company. Dan vouches for the reputation of this company and the accuracy of this proposal, so I recommend that we accept it.

Recommendation: I recommend that you approve the Water Leak Evaluation proposal from Building Technology Consultants, Inc. in an amount not to exceed \$14,900.

Item 3: National Library Workers Day Honoraria

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

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

Respectfully submitted,
Jesse Blazek
Library Director



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

FEBRUARY 2025

At the Desk:

10 online library cards were issued to residents.

25 directional questions were answered by the Circulation staff.

7 patrons used Curveside pickup.

Department Highlights:

The entire Circ staff participated in the staff in-service on 2/21/25. Everyone appreciated the CPR training and felt that it was well presented and helpful.

Karen M. decorated Circ for St. Patrick's Day

Circulation collected diaper donations for Together We Cope

Beth updated the room rental procedure for Circulation. We now have a weekly printout of the meeting room and conference room events so that Circ staff can stay on top of upcoming rentals.

Dora and Beth are continuing updating the Circulation Manual

Beth gathered circulation statistics for the yearly IPLAR report

Beth attended the February board meeting and introduced herself.

Beth lead the Lunch Bunch Book Discussion of *Africa is Not a Country: Notes from a Bright Continent* by Dipo Faloyin attended by 10 patrons.

Continuing Education:

2/13- OCLC: Worldshare ILL Managing Borrowing Requests

2/20-OCLC: Worldshare ILL Borrowing

SWAN Webinars

Helpful Reports for Managing Circulation

Meetings:

2/3- 1 on 1 with Jesse

3/10- Summer Reading Committee

2/17- 1 on 1 with Jesse

2/18- IMRF meeting

2/19- Circ Networking meeting

2/20-PHPL board meeting

2/21- In-service department meeting

Respectfully submitted,

Beth Stevens

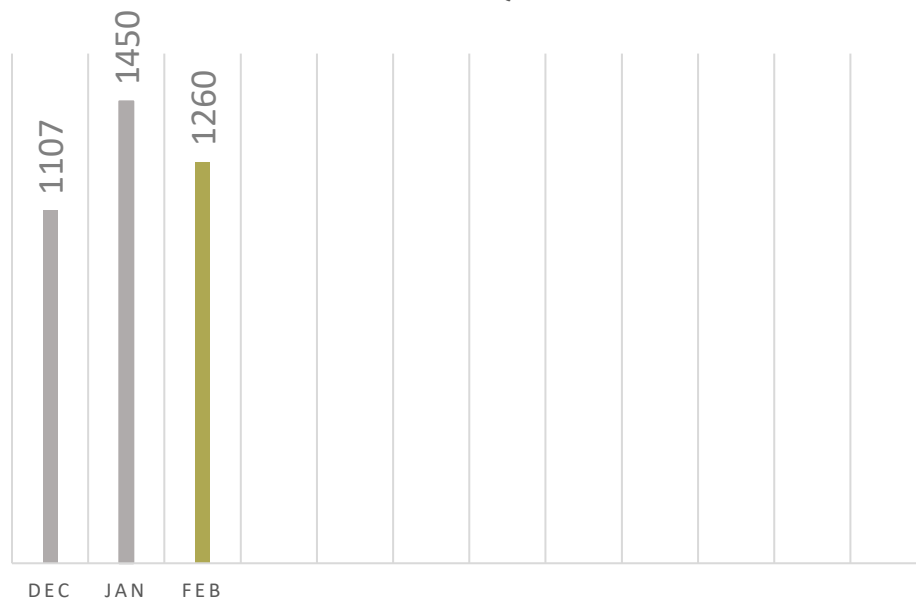
Head of Circulation

CIRCULATION STATISTICS FOR FEBRUARY 2025

	Feb-25	YTD 25	Feb-24	YTD 24
Adult Circulation				
Books	3,194	6,705	3,778	7,705
Video	450	921	559	1,084
Audio	284	326	287	609
Periodicals	132	308	156	330
Other Formats	22	29	2	9
In House	66	124	73	147
Total Adult Circulation	4,148	8,413	4,855	9,884
Youth Circulation				
Books	3,904	7,988	3,938	8,235
Audio	23	97	49	135
Teen Circulation				
Books	224	484	223	492
Audio	1	3	3	9
Youth & Teen Circulation				
Video	106	261	165	407
Periodicals	23	39	10	27
Other Formats	153	246	57	152
In House Use	830	1,812	778	1,814
Total Youth & Teen Circulation	5,264	10,930	5,223	11,271
Gadgets & Gizmos	7	14	Collection started June 2024	
Electronic Circulation				
eBooks (Media On Demand)	1,088	2,297	1,266	2,608
eBooks (e-Read IL)	86	194	69	177
eAudio (e-Read IL)	63	133	67	122
eAudio (Media On Demand)	803	1,700	737	737
Video (Media On Demand)	-		-	-
Periodicals (Overdrive)	279	601	278	616
Periodicals (PressReader)	1	62	22	1,113
Total Electronic Circulation	2,320	4,982	2,514	6,391
TOTAL CIRCULATION	11,739	24,339	12,592	27,546
ILL - Received	1,218	2,637	1,307	2,628
ILL - Sent	960	2,219	1,090	2,228
Reciprocal Borrowing	1,153	2,439	1,249	2,515
Online Renewals	42	138	44	88
Self-Checkout	3,631	7,749	3,859	8,243
Computer Usage				
Library Workstation Sessions	416	920	493	918
Wireless Sessions	1,050	2,485	995	1,971
Total Sessions	1,466	3,405	1,488	2,889
# of People Using the Library	2.11-2.28--5021	5,021	9,552	19,807
Homebound Deliveries			Current Month	Full Year
Patrons Serviced			12	
Visits			23	53
Items			133	310
Museum Pass Program			Current Month	Full Year
Total Passes			3	11
Library Cards Issued				
Patron Types	Month's Start	Renewed	New	Deleted
Resident	4,234	44	33	-
Non-Resident/Trinity/Business	30	2	2	-
Cards for Kids	88	2	0	

Public Services Department Report February 2025

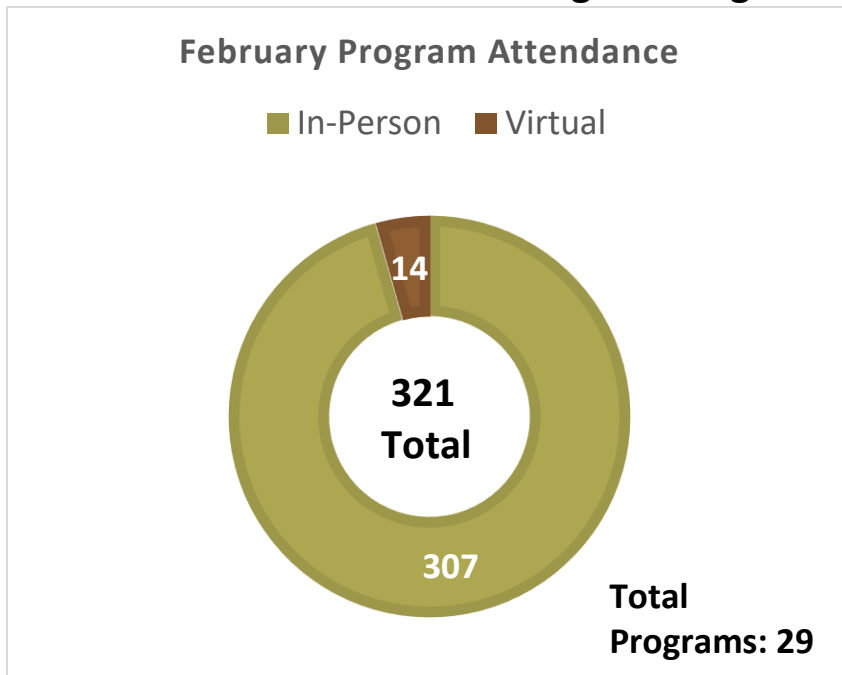
PS Reference Questions



Meetings & Trainings

- 2-3-25: ARRT Program Meeting
- 2-3-25: One on One with Director
- 2-6-25: ILA Webinar
- 2-6-25: WSAP Meeting
- 2-7-25: Collection Development Meeting
- 2-10-25: Channel 4 Taping
- 2-12-25: ASMR Meeting
- 2-14-25: ILA Panel Meeting
- 2-17-25: One on One with Director
- 2-18-25: OEFF Planning Meeting
- 2-19-25: PIC Collab Meeting
- 2-19-25: IRS Rep Visit
- 2-20-25: Autism in Libraries Webinar
- 2-27-25: OEFF Meeting
- 2-27-25: Local History Tour
- 2-27-25: SSAP Meeting

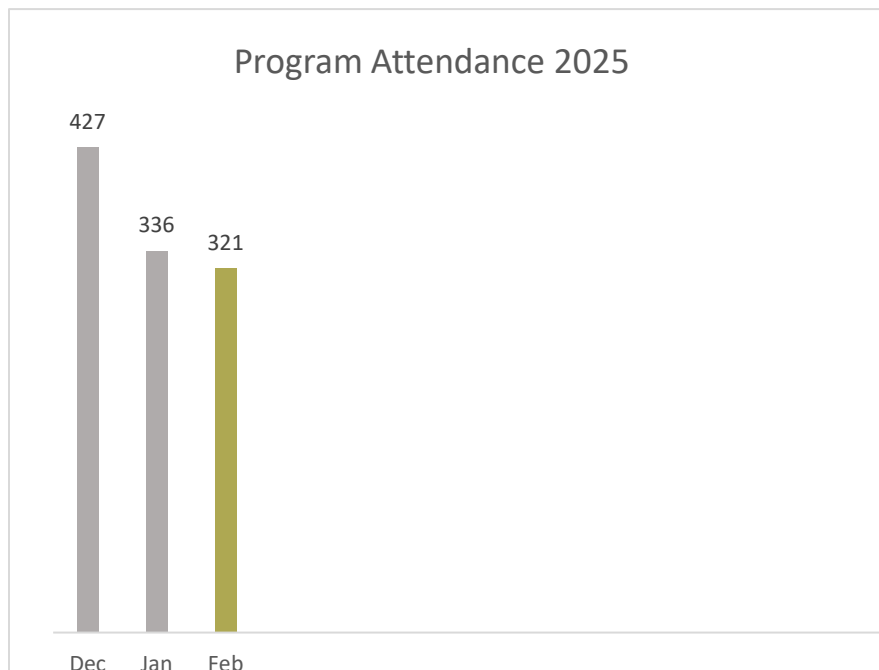
Programming



February programs overall went well. The two ILP programs had decent attendance for not being the biggest-name guests. A good amount of people turned out for the Lincoln Family program, and that presenter certainly knew her stuff. She said she could go on about the Lincolns for hours and hours, and I believe her. We have previously had her to discuss a Disney topic, this was my first time seeing her and she was a great presenter. Will definitely have her back.

Our 3rd Oscar Preview event drew more people than last year. Emily hosted this one and I am told that there was actually a good discussion about the films this time. The Estate Planning program was done by a new presenter, an attorney who recently moved into town and has done similar programs at other libraries in the past. Knowledgeable, and notably did not use a PowerPoint.

The low attendance at our Black History Month program, Fiftyeleven Things to Say, was disappointing, but those who did attend found it to be informative. The Scrapbook program was over capacity this month, as everyone plus two waitlisters showed-up. These have varied recently, with either less people than expected showing up, or more.



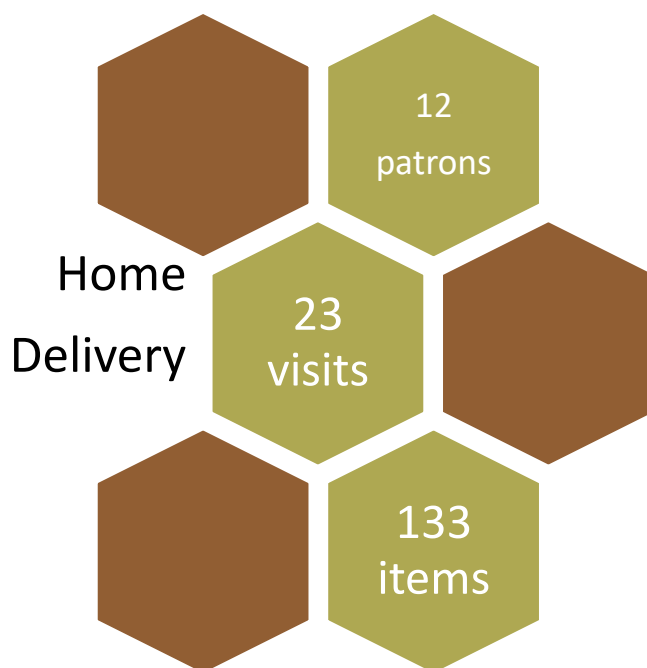
Marketing/Publicity/Outreach

Tina and I recorded our spot for Channel 4 and set the date to record the next one. Lyndsey went along to see how it's done in case she ever needs to fill-in.

Local History

We had a patron visit to the Local History Room this month. He was mostly interested in looking at the historical aerial photos of the area, and was specifically looking for a restaurant that was around in the 1940's and 50's. He found it and left satisfied.

We also had a visit from a librarian at the Downers Grove Public Library. They are interested in expanding their local history offerings and wanted to take a look to see what we are doing.



Collection Development

Things continue to go well with collection development. We are devising a set weeding schedule, likely to take place ahead of the book sales.

As far as selecting goes, Lyndsey has been very dedicated to completing training on our various vendors and going in and familiarizing herself with them. At in-service, we went back over the genres and subjects assigned to everyone for monthly ordering and re-divvied them up.

Other

As mentioned briefly above, we had a very productive couple of department meetings during in-service. With Beth's departure and Lyndsey's arrival to the department, it was the perfect time to refresh on some items and take a look at each librarian's responsibilities to make sure things were equitable and also switch some things up if need be.

Respectfully submitted,
Matt Matkowski
Head of Public Services

PUBLIC SERVICES - MONTHLY STATISTICS

February 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAM S	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	2	4	6	\$1,178	79	Reference	Computer	Directional
Free	0	2	2	N/A	19	628	367	265
Book Discussions	0	3	3	N/A	14	TOTAL		1,260
Movie			1	N/A	4	HOMEBOUND DELIVERIES		
Passive Programs			4		110			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	3	12	23	133
Needle Crafters			4	N/A	29	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	57			
COMPUTER TRAINING - LAB			1	N/A	6	10		
TOTAL PROGRAMMING			29	\$1,178	321			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
2/4/2025	7:00 pm	Yes	ILP: James McBride (0 inperson)			7	ILP	3
02/06/25	7:00 pm	No	Fiftyeven Things to Say			8	\$325	6
02/11/25	7:00 pm	No	The Lincoln Family after 1865			36	\$200	31
02/18/25	7:00 pm	No	The History of Bob Marley			23	\$300.00	15
02/19/25	7:00 pm	Yes	ILP: Amy Tan (2 inperson)			4	ILP	7
02/20/25	6:30 pm	No	Scrapbooking: Card Class			15	\$353	17
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
02/13/25	7:00 pm	No	Estate Planning Basics			16	N/A	9
02/27/25	7:00 pm	No	Oscar Preview			13	N/A	10
	pm						N/A	
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
02/10/25	12:00 pm	No	Lunch Bunch Book Discussion			N/A	N/A	10
02/12/25	7:00 pm	No	Horror Book Club			N/A	N/A	Cancelled
02/18/25	2:00 pm	No	Teatime on Tuesdays			N/A	N/A	4
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
02/16/25	2:00 pm	Sunday @ The Cinema: Groundhog Day				5	N/A	4
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
02/04/25	12:00 pm	Mah Jongg				N/A	N/A	0
02/11/25	12:00 pm	Mah Jongg				N/A	N/A	0
02/18/25	12:00 pm	Mah Jongg				N/A	N/A	0
02/25/25	12:00 pm	Mah Jongg				N/A	N/A	3
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
02/04/25	10:00 am	Needle Crafters				N/A	N/A	7
02/11/25	10:00 am	Needle Crafters				N/A	N/A	8
02/18/25	10:00 am	Needle Crafters				N/A	N/A	6
02/25/25	10:00 am	Needle Crafters				N/A	N/A	8
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
02/04/25	10:00 am	Scrabble				N/A	N/A	15
02/11/25	10:00 am	Scrabble				N/A	N/A	16
02/18/25	10:00 am	Scrabble				N/A	N/A	12
02/25/25	10:00 am	Scrabble				N/A	N/A	14
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
02/10/25	2:00 pm	Microsoft OneDrive				7	N/A	6
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						80
		Spice Club Kits						15
		Extra Spice Club Kits						15
		Project of the Month						0



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

FEBRUARY 2025

Department Highlights:

Lorena gathered data for the annual IPLAR report for Tech Services.

Lorena met the Ingram representative and learned more about the library processing accounts.

Lorena updated the National Library Week promotional flyer for the PageTurner.

Tech Services took a tour and learned about the ordering and processing procedures at the Oak Lawn Public Library. Lorena plans to reach out to other libraries in hopes to bring new ideas to the department and the library.

Jalal attended staff in-service day and participated in the CPR training.

Jalal is finishing up the Public Services series project and will move on to Youth & Teen Services juvenile fiction project.

Jalal continues to receive training for invoices and packing slips from Ingram, Midwest Tape, and Baker & Taylor.

Marilyn completed cleaning up serial items that are no longer published and removed them from Workflows.

Nikki completed the processing of newly added Gadgets & Gizmos items: USB disk drive and 1950s memory kit.

Meetings and Training:

February 3 – 1 on 1 with Jesse

February 5 – Management Team meeting

February 6 – ILA Immigration Enforcement webinar

February 8 – Palos Heights Woman's Club meeting

February 10 – Ingram meeting

February 10 – Summer Reading Kickoff Party meeting

February 17 – 1 on 1 with Jesse

February 18 – IMRF presentation

February 19 – Oak Lawn Public Library meeting

February 26 – SWAN Help Desk orientation

Statistics:

Adult	Print	Video	Audio	Periodical	Other Format
Ordered Items	190	15	4	-	-
Received Items	38	8	2	-	-
Added Items	60	8	1	58	2

Juvenile	Print	Video	Audio	Periodical	Other Format
Ordered Items	266	10	-	-	-
Received Items	124	5	-	-	-
Added Items	120	3	-	11	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	343	-	1	-	-	-	69
Juvenile Discarded Items	90	-	-	-	-	-	15

Library Services:

	Jan.	Feb.
Laminating Service*	-	10
VHS Conversion:		
DVD Format	-	-
USB Format	-	-

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

FEBURARY 2025

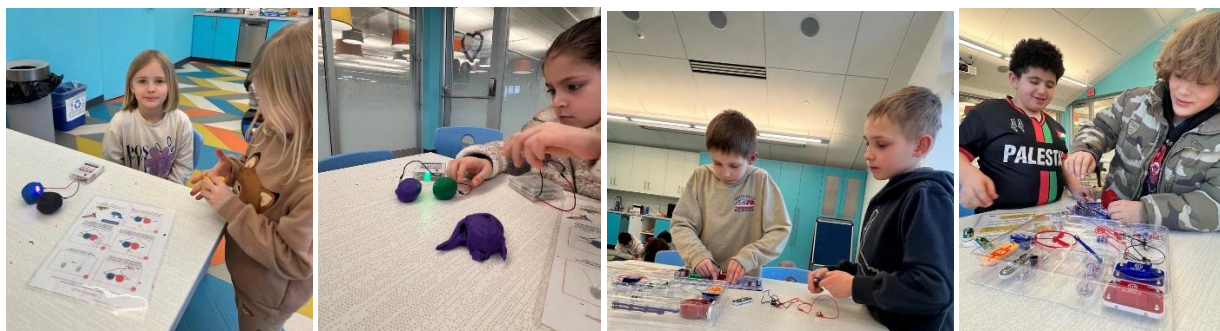
Highlights of the Month:



The library brought back the Preschool Fair after seven years! We had a wonderful turn out of parents and prospective preschool students, as well as five preschools and two non-preschools in attendance for parents to learn about the resources available to them.



Carla adored the Winter Coasters program for grades 4-8. Kids enjoyed a creative atmosphere of painting winter themed stencils on their coasters.



Mary Kate's favorite program was STEAM Circuits. Kids in grades K-3 were able to explore Snap Circuits and Squishy Play Dough Circuits.



Jolie's favorite program was STEAM Heart Buddies for ages 2-5. Kids enjoyed exploring and feeling shapes in the sand and water tables. This program was also a popular request by parents to have again, kids had a great time!

Claire's favorite program was 3D Shark Cards. Kids in grades 3-5 used the Cricut to cut out their card pieces and watching a step-by-step video to put their cards together. They especially enjoyed watching their sharks chomp, chomp, chomp!



Amani's favorite program was "Welcome Ramadan," for ages ranging from birth, and grades K-3. Her favorite moments were the interactive storytelling, hands-on activity, bubble-time, and the excited children ready to celebrate!

Meetings and Department News:

IYSI Committee Meeting – Tina held meetings on 02/03 and 02/18.

Mackin's Storyteller Spotlight: Jason Reynolds – Carla and Mary Kate watched this webinar on 02/14.

SLJ: HarperCollins Children's Books Spring Librarian Preview – Mary Kate and Claire watched this webinar on 02/18.

Mackin's Storyteller Spotlight: Avi – Carla and Claire watched this webinar on 02/20.

Staff In-Service – Tina, Carla, Claire, Mary Kate, Amani, and Laura attended on 02/21.

MackKids School & Library Spring 2025 Preview Event – Carla and Mary Kate watched this webinar on 02/26.

SLJ: Spanish Books for Kids – Claire watched this webinar on 02/28.

IYSI Conference: Find a New Narrative – Tina co-chaired and presented at the conference. Mary Kate attended this conference and presented for the first time. Tina and Mary Kate were asked to present their session two more times as webinars. Tina also had the opportunity to interview New York Times bestselling and award winning author Samira Ahmed! The conference was a great success and Tina has been invited to serve on the planning committee for IYSI 2027.



Outreach:

Community Fair at Indian Hill -- Mary Kate and Carla attended this event on 02/03.

Reggio Academy – Mary Kate visited two classes on 02/10.

Rec Center Preschools – Carla visited these classes on 02/11 and 02/12.

Indian Hill Preschool – Carla visited these classes on 02/12.

Trusting Hearts Preschool – Claire visited this preschool on 02/18.

Library Visit: Daisy Troop – Claire provided a craft, tour, and scavenger hunt to a Daisy Troop on 02/26.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming	24	416		Reference	Computer	Directional
Free Tween/Teen Programming	6	43		216	65	137
Youth Paid Programming	0	0		TOTAL	418	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	30	459	\$0	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	350	106	165
TOTAL OUTREACH	1	42	1651	TOTAL	621	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
02/03/25	5:00 pm	Heart Buddies	17
02/04/25	4:00 pm	Facts & Crafts: Winter Animals	12
02/05/25	11:30 am	Tales for Twos	12
02/05/25	1:00 pm	Kindergarten Ready!	17
02/05/25	4:00 pm	3D Shark Cards	8
02/06/25	11:30 am	Little Wiggles	22
02/11/25	4:00 pm	Valentine's Party	22
02/12/25	11:30 am	Tales for Twos	8
02/12/25	1:00 pm	Kindergarten Ready!	13
02/12/25	4:30 pm	Furry Readers - Cancelled due to closure	0
02/13/25	11:30 am	Little Wiggles	24
02/17/25	5:00 pm	STEAM: Dino Fun	16
02/18/25	4:00 pm	STEAM: Circuits	12
02/19/25	11:30 am	Tales for Twos	15
02/19/25	1:00 pm	Kindergarten Ready!	23
02/19/25	4:00 pm	Graphic Novel Club	0
02/20/25	11:30 am	Little Wiggles	26
02/22/25	10:00 am	Preschool Fair	34
02/25/25	4:00 pm	Fun Day	6
02/26/25	11:30 am	Tales for Twos	5
02/26/25	1:00 pm	Kindergarten Ready!	16
02/27/25	11:30 am	Little Wiggles	17
02/28/25	10:00 am	Nature Hour	16
02/28/25	3:30 pm	Welcome Ramadan! Story Time	75

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	18
Fab Lab - Personalized Glowforge Heart Keychains	5
Craft - Love Pieces	240
Teen Craft - Word Search	33
Passive Activity - Find the Shadow	165
Craft - Teddy Bear	110
Teen Craft - How to Draw a Bear	50

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
02/03/25	Community Fair at Indian Hill	2	50
02/10/25	Reggio Academy	2	20
02/11/25	Rec Center Preschool	2	15
02/12/25	Indian Hill Preschool	8	112
02/12/25	Rec Center Preschool	1	12
02/18/25	Trusting Hearts Preschool	1	30
02/26/25	Library Visit - Daisy Troop	1	16
02/28/25	Book Talks Grades K-1	8	154
02/28/25	Book Talks Grades 2-3	7	155
02/28/25	Book Talks Grades 4-5	4	87
02/28/25	Book Talks Grades 6-8	7	1000

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30526
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0410
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Palos Heights Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	12501 South 71st Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Palos Heights
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60463
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	12501 South 71st Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Palos Heights
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60463
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	7084481473
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	7084488950
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.phlibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jesse Blazek
1.15 Title	Library Director
1.16 Library Director's E-mail	jblazek@phlibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	12,068
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact IPLAR@ilsos.gov so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
PALOS HEIGHTS P.L.			

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
PALOS HEIGHTS P.L.		

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
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PALOS HEIGHTS P.L.			
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Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
PALOS HEIGHTS P.L.				

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
PALOS HEIGHTS P.L.				

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
PALOS HEIGHTS P.L.	31,448		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
PALOS HEIGHTS P.L.	3,760	52	108,366

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jesse Blazek
3.5 Telephone Number of Person Preparing Report	708-448-1473
3.6 FAX Number	708-448-8950
3.7 E-Mail Address	jblazek@phlibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

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Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	1
5.2b Please explain	One resignation right at the end of 2024
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Steven Foertsch
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	708-827-5470
5.9 E-mail Address	sfoertsch@phlibrary.org
5.10 Home Address	12212 S 69th Avenue
5.11 City	Palos Heights
5.12 State	IL
5.13 Zip Code	60463

Second member

5.5 Name	Hilary Rhodes
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	11/2026
5.8 Telephone Number	773-320-8148
5.9 E-mail Address	hrhodes@phlibrary.org
5.10 Home Address	12357 S 73rd Avenue
5.11 City	Palos Heights
5.12 State	IL

5.13 Zip Code	60463
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Third member

5.5 Name	Susan Snow
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	11/2027
5.8 Telephone Number	708-751-5154
5.9 E-mail Address	ssnow@phlibrary.org
5.10 Home Address	12112 75th Avenue
5.11 City	Palos Heights
5.12 State	IL
5.13 Zip Code	60463

Fourth member

5.5 Name	John Peltz
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	11/2026
5.8 Telephone Number	708-267-6997
5.9 E-mail Address	johnp@phlibrary.org
5.10 Home Address	6825 W Highland Drive
5.11 City	Palos Heights
5.12 State	IL
5.13 Zip Code	60463

Fifth member

5.5 Name	Patrick Keough
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	11/2027
5.8 Telephone Number	708-361-5486
5.9 E-mail Address	patrickk@phlibrary.org
5.10 Home Address	12523 S. 75th Avenue
5.11 City	Palos Heights
5.12 State	IL
5.13 Zip Code	60463

Sixth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Seventh member

5.5 Name	Rose Zubik
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	708-945-6254
5.9 E-mail Address	rzubik@phlibrary.org
5.10 Home Address	12512 S. 72nd Court
5.11 City	Palos Heights

5.12 State	IL
5.13 Zip Code	60463

Eighth member

5.5 Name	Dianne Key
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	708-489-2497
5.9 E-mail Address	diannek@phlibrary.org
5.10 Home Address	2802 Medinah Court
5.11 City	Palos Heights
5.12 State	IL
5.13 Zip Code	60463

Ninth member

5.5 Name	Susan Jankowski
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	11/2027
5.8 Telephone Number	708-361-1881
5.9 E-mail Address	sjanksowski@phlibrary.org
5.10 Home Address	7410 Ishnala Drive
5.11 City	Palos Heights
5.12 State	IL
5.13 Zip Code	60463

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Total Number of Meeting Rooms	4
6.2 Total number of times meeting room(s) used by the public during the fiscal year	121
6.3 Total Number of Study Rooms	5
6.3b Total number of times study room(s) used by the public during the fiscal year	2,447

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1		0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	1		0	\$0
Heating/ventilation/air conditioning	1		0	\$0
Electrical systems other than alarms	1		0	\$0
Plumbing systems	0	\$0	0	\$0

Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	1		0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	1		0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1		0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	1		0	\$0
Electrical systems other than alarms	0	\$0	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	1		0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$6,317,434
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.	
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Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	No
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) ¹	\$1,947,861
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$2,009,411

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant	\$17,921
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$24,913
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$42,834
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Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$3,701
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$3,701

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$17,579
8.14 Other receipts intended to be used for operating expenditures	\$63,658
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$81,237
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$2,075,633
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	2024-2025 Confirmation of Coverage.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$5,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$954,774
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$293,070
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$1,247,844

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$76,319
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$72,115
10.3a Other Physical Materials Expenditures [PLS 355]	\$12,090
10.3b Please list the types of materials purchased in 10.3a	Movies, Video Games, Audio Books, Library of Things
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$160,524

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$551,770
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$1,960,138

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	-1 Not Applicable

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0
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Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$226,332
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	10	10	30.6500025.61000	40.0000040.00000
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director		40.00
	Head of Public Services	Adult Services	\$30.65	40.00
	Public Services Librarian	Adult Services	\$25.61	37.50
	Public Services Librarian	Adult Services	\$23.08	37.50
	Head of Youth and Teen Services	Children\'s Services		40.00
	Assistant Head of Youth and Teen Services	Children\'s Services	\$28.26	40.00
	Youth and Teen Services Librarian	Children\'s Services	\$23.93	37.50
	Youth and Teen Services Librarian	Children\'s Services	\$28.05	6.00
	Head of Technical Services	Cataloging	\$30.05	40.00
	Public Services Librarian	Adult Services	\$25.79	19.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	8.44
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	21.98000	37.50000
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

	Youth and Teen Services Librarian	Children\'s Services	Bachelor's Degree: No library science	\$21.98	37.50
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Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.94
13.12 Total FTE Librarians (13.5 + 13.11] [PLS 251]	9.38

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	264.00
13.14 Minimum hourly rate actually paid	\$14.30
13.15 Maximum hourly rate actually paid	\$35.00
13.16 Total FTE Group C employees (13.13 / 40)	6.60

Group D

This category includes full-time and part-time pages or shelveers.

13.17 Total hours worked in a typical week by all Group D employees	0.00
13.18 Minimum hourly rate actually paid	\$0.00
13.19 Maximum hourly rate actually paid	\$0.00
13.20 Total FTE Group D employees (13.17 / 40)	0.00

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	16.25
13.22 Minimum hourly rate actually paid	\$17.84
13.23 Maximum hourly rate actually paid	\$17.84
13.24 Total FTE Group E employees (13.21 / 40)	0.41
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	7.01
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	16.38

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50000			
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Public Services Librarian	Adult Services	Master's Degree (ALA accredited)	37.50			

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

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Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	108,366
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	106	2,721	341	12,167
Children (6-11)	94	2,406	341	12,167
Young Adults (12-18)	81	859	62	1,696
Adults (19 and older)	309	3,795	12	402
General Interest	0	0	1,363	57,019
Total	590	9,781	2,119	83,451

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	485	8,163
Synchronous In-Person Offsite Program Sessions	93	1,588
Synchronous Virtual Program Sessions	12	30

Total	590	9,781
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Historic - retired 2021

15.1 Total Number of Children's Programs Retired 2021	
15.2 Children's Program Attendance Retired 2021	
15.3 Total Number of Children's Passive Programs Retired 2021	
15.4 Children's Passive Program Attendance Retired 2021	

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	63
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	17,503

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	4,095
16.2a Total Number of Unexpired Non-resident Cards	58
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	56
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$604.38
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	4,153
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	Yes

RESOURCES OWNED (17.1 - 17.25)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

17.1 Print Materials [PLS 450]	53,066
17.2 Current Print Serial Subscriptions	986
17.3 Total Print Materials (17.1+17.2)	54,052
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	2,997
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	3,954
17.6 Other Circulating Physical Items [PLS 462]	401
17.7 Total Physical Items in Collection [PLS 461]	60,418

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no. [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 527]	No

17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	No
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	No
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 535]	No
17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no. [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled. [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [PLS 540]	No
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 541]	Yes
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 542]	Yes

USE OF RESOURCES (18.1 - 18.19)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Circulation of Adult Physical Material	55,600
18.2 Circulation of Young Adult Physical Material	3,229
18.3 Circulation of Children's Physical Material [PLS 549]	55,059
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	113,888

Report circulation, including renewals, by the material types below.

18.5 Books- Physical	98,254
18.6 Videos/DVDs- Physical	7,277
18.7 Audios (include music)- Physical	4,242
18.8 Magazines/Periodicals- Physical	2,194
18.9 Other Items- Physical [PLS 561]	2,200
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	114,167
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	15,755
18.13 e-Serial Circulation [PLS 546]	5,398
18.14 e-Audio Circulation [PLS 547]	11,418
18.15 e-Video Circulation [PLS 548]	0
18.16 Use of Electronic Materials [PLS 552]	32,571
18.17 Total Circulation of Materials [PLS 550]	146,738
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	12,026
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	14,984

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	18,558
19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	166
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	43
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	20
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$771
21.4 Number of Internet Computers Available for Public Use [PLS 650]	20
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	4,919
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	9,581
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	Yes
22.2a If YES, did your library apply for Category 1, Category 2 or both?	Category 1
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	\$3,665
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$7,572
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,079.50

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1Not Applicable
25.3 First board member completing the audit	-1Not Applicable
25.4 Second board member completing the audit	-1Not Applicable
25.5 Date the Secretary's Audit was completed	-1Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Jesse Blazek	02/25/2025
President	Susan Snow	02/25/2025
Secretary	Hilary Rhodes	02/25/2025

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 8.1 I don't understand why this is flagged. It is accurate and in line with past years. (0-2025-02-25)

Proposal to

**Palos Heights Public Library
12501 South 71st Avenue
Palos Heights, Illinois 60463**

Water Leakage Evaluation Palos Heights Public Library



BTC Proposal No. 25-P526
March 14, 2025



Building Technology Consultants, Inc.



March 14, 2025

Via E-Mail: jblazek@phlibrary.org

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

Re: Proposal for Water Leakage Evaluation
Palos Heights Public Library
BTC Proposal No. 25-P526

Dear Mr. Blazek:

As requested, Building Technology Consultants, Inc. (BTC) is pleased to submit this proposal for a preliminary water leakage evaluation at Palos Heights Library.

1 BACKGROUND INFORMATION

The Palos Heights Public Library is a 2-story library facility constructed in 2004. The facade primarily consists of brick masonry cladding with metal panel cladding along the top 1/3 of the 2nd floor. There are 3 bay windows that project out along the north elevation of the building, which are clad solely with metal panels around the windows.

It is our understanding that leaks have been reported at the bay windows on the 1st floor. As such, we have been requested to submit this proposal to perform a leak evaluation for the Library.

2 SCOPE OF WORK

Our scope of work will be as follows:



Mr. Jesse Blazek
BTC Proposal No. 25-P526
March 14, 2025
Page 2 of 8

2.1 Background Review

1. Review original design drawings and other available documents such as specifications and previous reports to become familiar with the construction of the exterior wall components.
2. Interview representatives from the Library to obtain information regarding prior leaks and issues, and to obtain information about remedial work attempts.

2.2 Field Investigation

1. Perform a visual review of the exterior wall construction at the bay windows from the exterior and interior to document existing conditions.
2. Perform one or more of the following tests at various elevations on 1 or 2 bays. A manlift or pipe scaffolding will be required to access the upper areas of the bays. The tests will be performed in a systematic sequence to isolate certain components of the windows and metal panel cladding so that the source(s) of water leakage can be isolated.
 - a. Calibrated spray nozzle testing in general accordance with AAMA 501.2; and/or
 - b. Spray rack testing in general accordance with ASTM E1105 (if deemed necessary, differential pressure will be imparted using a blower door and will not comply with design differential pressures).
3. With assistance from a contractor retained and paid for by the Library, remove some of the existing metal panel cladding components at one bay window location.

2.3 Analysis and Report

1. Analyze field observations to evaluate overall condition of the exterior wall construction at the bay windows and the need for repairs.
2. Based on the findings of our analysis, develop conceptual repair alternatives.
3. Prepare a written report outlining our findings, conclusions, and recommendations.



Mr. Jesse Blazek
BTC Proposal No. 25-P526
March 14, 2025
Page 3 of 8

3 PROJECT DELIVERABLES

The following is a list of project deliverables for each phase:

Background Review: No project deliverables are anticipated for this task.

Field Investigation: No project deliverables are anticipated for this task.

Analysis and Report: A written report indicating the following:

- Background information
- Findings
- Conceptual repair recommendations, including options for repair approaches, and a list of advantages and disadvantages of each repair approach
- Representative photographs indicating observations

4 PROJECT SCHEDULE

BTC is committed to completing this project in a timely fashion. The following is an approximate timeline for completion of each phase of our services:

Background Review: Within 2 weeks after receipt of an authorization to proceed and background documents

Field Investigation: Within 2 weeks after Completion of Background Review

Analysis and Report: Within 3 weeks after completion of Field Investigation

Please note the following regarding our anticipated project schedule:

1. We have assumed that background documents will be sent to us in a timely manner.
2. Our schedule is highly dependent upon favorable weather conditions during our field investigation.
3. Our schedule is based on our current workload and commitments to other projects. If a significant amount of time elapses between the issuance of this proposal and



Mr. Jesse Blazek
BTC Proposal No. 25-P526
March 14, 2025
Page 4 of 8

receipt of an authorization to proceed, our project commitments may change. If so, we will notify you and propose an alternate project schedule.

5 BTC AND PROJECT TEAM QUALIFICATIONS

BTC is a professional consulting firm specializing in expert evaluation of building problems, and development and implementation of cost effective and innovative solutions. We assist clients to resolve distress, failure, and performance problems of building enclosure components, structural systems, and architectural elements.

From water leakage to catastrophic collapse, our in-depth and highly specialized experience gives us a unique perspective of the complex, inter-related factors that impact building problems and repairs. Using this broad knowledge, we develop long-term innovative solutions to address our clients' needs.

BTC utilizes sophisticated building enclosure diagnostic capabilities such as infrared thermography, electronic leak detection, several water and air leakage testing techniques, hygrothermal analysis, and 3-dimensional thermal analysis to investigate performance deficiencies in building facades, waterproofing systems, and roofs.

We also leverage our experience with building system failures to advise our clients on preventing similar failures in new buildings. We do this by providing peer review services during design of complex building enclosure systems, and through building enclosure commissioning.

BTC employs highly specialized individuals who are leaders in the building enclosure industry. Our architects and engineers, as well as technical support staff receive continuous training and mentoring. We encourage our employees to participate actively in industry organizations, to contribute to such organizations, and to advance their expertise through continuing education. Through our support of such industry organizations, our technical staff's expertise rises above our clients' expectations.

Since its inception in 2001, BTC has successfully completed over 1,700 consulting projects for numerous building types, including high-rise buildings, shopping malls, educational facilities, hotels, multi-family residential buildings, healthcare facilities, parking garages, athletic arenas, religious facilities, historic buildings, industrial and manufacturing facilities, special use structures including indoor swimming pools and hardened facilities, and libraries.

For more information regarding BTC, please visit our website at www.btc.expert.



Mr. Jesse Blazek
BTC Proposal No. 25-P526
March 14, 2025
Page 5 of 8

5.1 Project Team

Our project team will include individuals with unique expertise and experience in evaluation of water leakage through building enclosures.

5.1.1 Project Principal – Christopher Kottra

Christopher Kottra will serve as the Project Principal. Mr. Kottra has over 20 years of experience with evaluation, repair, structural design, and analysis of a variety of structures. Evaluation projects include parking garages, City of Chicago critical facade examinations, and miscellaneous building enclosure or structural deficiencies. He is a licensed Professional Engineer in the State of Illinois (PE), a Registered Exterior Wall Consultant (REWC), and a Certified Construction Contract Administrator (CCCA).

Mr. Kottra is currently a member of the International Concrete Repair Institute (ICRI), Sealant Waterproofing and Restoration Institute (SWR Institute), Building Enclosure Council (BEC), and Association of Professional Reserve Analysts (APRA). He is a past president of the Chicago Chapter of ICRI and is currently the Chair of ICRI Committee 410 – Masonry. Mr. Kottra is also currently an Associate Member on the SWR Institute Board of Directors. He has attended seminars and classes on how to address building enclosure deficiencies as well as structural design, evaluation, and repair. Mr. Kottra has also given presentations for SWR Institute, ICRI, BEC, IIBEC, CAI, and ACTHA. These presentations focused on various aspects of property maintenance such as the value of reserve studies, exterior wall maintenance, fundamentals of traffic bearing membranes, and case studies on parking garage and facade repair projects. Mr. Kottra has also authored or co-authored several technical articles that have been published in industry organization publications.

Mr. Kottra has been involved with a variety of projects at public libraries including those in Skokie, Northbrook, Batavia, Glen Ellyn, and Itasca. Mr. Kottra has been responsible for a condition evaluation of various building enclosure components and, in some cases, performing a capital asset study to assist these libraries in planning for future capital expenses.

5.1.2 Other BTC Staff Members

Other BTC staff members may be used during this project for administrative and technical support tasks suitable to their level of experience and expertise.



Mr. Jesse Blazek
BTC Proposal No. 25-P526
March 14, 2025
Page 6 of 8

6 FEES

We will perform the services indicated in this proposal for the following fees:

Background Review	\$1,500	Lump Sum
Field Investigation	\$7,000	Lump Sum
Analysis and Report	\$6,000	Lump Sum
Reimbursable Expenses (reproduction, travel, equipment)	\$400	Estimated

7 CLARIFICATIONS

Please note the following regarding our scope of work and fees:

1. It is assumed that all documents for our review will be forwarded to us prior to our field investigation.
2. It is anticipated that our field investigation will be performed within 1 to 2 consecutive days. During that time, unhampered access to various areas of the building will be required to perform our work.
3. Our proposed testing may involve the construction of an interior chamber to replicate wind-driven rain conditions. Such construction may result in damage to interior finishes.
4. During our tests, portions of the interior finishes may become water saturated. BTC will assume no responsibility for damage resulting from water leakage during our testing.
5. Please note that our water testing may require removal of interior finishes at a few areas. This proposal does not include the costs associated with such removal and subsequent restoration of interior finishes. It is assumed that the Library will retain an interior finish contractor to work under our direction to remove and restore the interior finishes at test locations.



Mr. Jesse Blazek
BTC Proposal No. 25-P526
March 14, 2025
Page 7 of 8

6. Our scope of work will not include any assessment of mold or mold remediation recommendations. If we suspect the presence of mold, we will recommend you retain an industrial hygienist to confirm the presence of mold, and prepare mold remediation procedures, if necessary.
7. It is assumed that water and electricity will be provided to us during our field investigation.
8. We anticipate that the Library will retain a contractor to assist us during our field investigation. The scope of work for such contractor should include providing access equipment and operators to assist with our field investigation, and removal and reinstallation of select metal cladding panels.
9. The scope of work included in this proposal is not extensive in nature and is only intended to evaluate general quality of construction and deficiencies that can be detected through a visual review, and through a limited number of exploratory openings and tests. Since our work does not include extensive testing and exploratory openings, we cannot guarantee that concealed deficiencies will be uncovered through our investigation.
10. If requested, additional services will be performed in accordance with the attached rates.
11. Our fees are based on the attached Standard Terms and Conditions. If changes to these Standard Terms and Conditions are required, they may result in additional fees.

8 CONTRACTUAL REQUIREMENTS

Our work will be performed in accordance with the attached standard terms and conditions. Please indicate your acceptance of this proposal, and the attached terms and conditions by signing one copy and returning it to us. A signed copy of this proposal or another mutually agreeable contract will be required before we can proceed with our work.



Mr. Jesse Blazek
BTC Proposal No. 25-P526
March 14, 2025
Page 8 of 8

We appreciate the opportunity to present this proposal and look forward to working with you on this project. If you have any questions, or if we can be of further assistance, please do not hesitate to call.

Sincerely,

Building Technology Consultants, Inc.

A handwritten signature in black ink, reading "Chris R. Kottra".

Christopher R. Kottra, PE, REWC, CCCA
Principal

ACCEPTED:

I hereby accept the scope of work and fees indicated in this proposal, and the attached standard terms and conditions.

Name: _____

Company: _____

Signature: _____

Date: _____

Attachment: BTC Standard Terms and Conditions, 1-25

Copy to: Mr. Dan Eallonardo (Independent Construction Services, Inc.)

Building Technology Consultants, Inc. (BTC)

STANDARD TERMS AND CONDITIONS

AGREEMENT: BTC shall only perform services in accordance with an Agreement made with Client. The Agreement consists of BTC's Proposal and these Standard Terms and Conditions.

SCOPE OF WORK: The scope of work, costs and time schedules, if any, defined in the Proposal are based on information provided by Client and shall be subject to the provisions of this Agreement. If this information is incomplete or inaccurate, or if Client directs change to the scope of work established by the Proposal, a written amendment to the Agreement equitably adjusting the costs and time schedules shall be executed by Client and BTC as soon as practicable. Client is defined as the person or entity requesting and/or authorizing the work, and in so doing, Client represents and warrants that he/she is duly authorized in this role. The acceptance of BTC's Proposal signifies the acceptance of the terms of this Agreement.

PROPOSALS: Proposals expire 120 days after submission to a client unless a different expiration limit is included in the proposal. BTC may withdraw or modify a proposal at any time prior to acceptance by the client.

STANDARD OF CARE: BTC will perform its services under this Agreement in conformance with the care and skill ordinarily exercised by reputable members of the profession practicing under similar conditions at the same time. NO OTHER WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, IN FACT OR BY LAW, IS MADE OR INTENDED.

SAFETY: It is understood and agreed that, with respect to Project site health and safety, BTC is responsible solely for the safe conduct of its personnel in the performance of their duties. It is expressly agreed that BTC has no responsibility for the protection and safety of any other persons or personal property on and about the Project site. Unless indicated otherwise in the Proposal, Client shall provide, at its expense, all facilities and labor necessary to afford BTC personnel safe access for visual review, sampling, or testing locations in conformance with federal, state and local laws, ordinances and regulations. Unless access equipment is provided by BTC, it is understood and agreed that BTC shall not be in charge of, and shall have no control or responsibility over, any aspect of the erection, construction or use of any scaffolds, hoists, cranes, stays, ladders, supports or other similar devices as defined and interpreted under any law, ordinance or regulation relating in any way to Project safety.

HAZARDOUS SUBSTANCES: If BTC is to provide services in the general vicinity of a facility or other area where any substance which poses or may pose a present or potential hazard to human health may exist, Client shall immediately notify BTC of such potential health hazard which it knows or reasonably suspects exists and thereafter BTC is authorized by Client to take all reasonable measures, including suspension of services and termination of the Agreement, BTC deems necessary to protect its personnel against such possible health hazards. Client shall bear the direct costs of such measures. In the event samples collected or received by BTC on behalf of Client contain any substance which poses or may pose a present or potential hazard to human health or the environment, BTC will, at the completion of testing and at Client's sole expense and responsibility, return such samples to Client or, upon written request from Client, release such samples to a carrier for transport to a location selected by Client for final disposal.

DELAYS: BTC shall not be considered in default under this Agreement if its performance is prevented or delayed by any cause that is beyond its reasonable control. Further, Client understands and agrees to pay all reasonable charges associated with any delays, cancellations, rescheduling or other activities that may alter time schedules and anticipated costs and that are beyond the reasonable control of BTC.

OWNERSHIP OF DOCUMENTS: BTC retains ownership of letters, reports, drawings, specifications, test data and notes. These documents or parts thereof may not be reproduced in advertisements, brochures, or sales material, nor used by the client for any purpose other than the purpose for which they were prepared, nor by third parties, without the written permission of BTC. Conclusions by BTC based on test results are limited

to the specific conditions for which the tests were performed. BTC will retain the above records relating to the services performed for a period of ninety (90) days following completion of BTC's services. After this period, they may be destroyed unless other arrangements are requested in writing prior to the expiration of said ninety (90) day period, and paid for by Client. The ownership of any reports, project specifications, drawings, and letters produced by BTC does not pass to the Client until full payment of BTC's invoices related to its services is received by BTC. In the event that BTC does not receive full payment for its services, BTC can prohibit the Client from the use of its work product for any purpose.

SAMPLE RETENTION: BTC reserves the right to discard samples immediately after examination or testing. Upon written request and at Client's sole expense, samples will be stored or transferred.

SUBPOENAS OR COURT ORDERS: If any subpoena or court order is served upon BTC and/or any of its staff, subconsultants or subcontractors requiring the presentation of documents or appearance at a deposition or trial, or for other discovery purposes, arising out of services provided under this Agreement, Client shall pay the charges applicable to BTC's compliance with the subpoena or court order. Charges will accrue on an actual time and related expense basis in accordance with the standard rates in effect at the time of service upon BTC receipt of the subpoena or court order. Invoices will include time and expenses incurred gathering, organizing and duplicating documents, preparing to give testimony, travel and testifying in deposition or trial.

MARKETING: Client hereby grants BTC the right to use the name and service marks of Client in its marketing materials or other oral, electronic, or written promotions, which shall include naming Client as a client of BTC and a brief scope of services provided. In addition, unless otherwise notified in writing, Client hereby grants BTC the right to publish technical information about the project. Either party may elect to issue a press release related to this Agreement. In doing so, any release shall not be approved by the other party and such approval shall not be unreasonably withheld.

OPINIONS OF COST: BTC's opinions of probable costs, if any, provided as part of the services under this Agreement, are made on the basis of BTC's knowledge, experience and qualifications, and represent BTC's judgment as an experienced and qualified Professional Engineer familiar with the construction industry. BTC cannot and does not guarantee that proposals, bids or actual costs will not vary from the opinions of probable costs provided by BTC.

LIMITATION OF LIABILITY: THE LIABILITY OF BTC FOR ANY REASON WHATSOEVER ARISING UNDER OR RELATING TO THIS AGREEMENT WILL NOT EXCEED IN THE AGGREGATE \$25,000 OR THE AMOUNT OF THE FEE ACTUALLY RECEIVED BY BTC, WHICHEVER IS GREATER. IN ADDITION, IN NO EVENT WILL BTC BE LIABLE FOR ANY CLAIM OR DEMAND BY CLIENT, OR AGAINST CLIENT BY ANY THIRD PARTY, IN OR FOR ANY AMOUNTS REPRESENTING LOSS OF PROFIT, LOSS OF BUSINESS, DELAY DAMAGES OR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES. THE PROVISIONS OF THIS PARAGRAPH SHALL APPLY REGARDLESS OF THE FORM OF THE CAUSE OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR OTHERWISE.

INDEMNIFICATION: If any claim, suit or legal action arising out of the services under this Agreement is asserted against BTC by a person or entity who is not a party to this Agreement, Client agrees to indemnify, hold harmless, protect and defend BTC from and against any such claim, suit or legal action, and any and all loss, liability, damage, costs and expenses associated therewith, except to the extent that the event and/or damages giving rise to such claim, suit or legal action is found to have been caused by the negligence of BTC. The Client's obligation hereunder includes, but is not limited to, the payment of attorney's fees, court costs, and expert and consulting expenses required for the proper and vigorous defense of BTC.

NO THIRD PARTY BENEFICIARIES: Nothing in this Agreement shall create a contractual relationship with, or cause of action in favor of, a third party against Client or BTC.

DISPUTE RESOLUTION: All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof which cannot be resolved through negotiation shall be submitted to mediation before and as a condition precedent to any other remedy provided for herein. Upon written request by either party to this Agreement for mediation of any dispute, Client and BTC shall select by mutual agreement a neutral mediator. If the dispute cannot be settled through mediation, then such dispute shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association (AAA) then in effect. The award rendered, if any, by the arbitrator(s) shall be final and binding on both parties and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction. Each party involved in the arbitration process shall pay all its own arbitration fees and costs to the AAA and shall share equally in the fees charged by the arbitrator(s). All mediation or arbitration shall take place in Chicago, Illinois unless Client and BTC agree otherwise.

TERMINATION: This Agreement may be terminated by either party upon at least seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, BTC shall be paid for services performed prior to the termination date set forth in the notice plus reasonable termination expenses.

AFFILIATED CONSULTANTS: BTC retains certain consultants as independent contractors, but provides insurance and support services in connection with their work. These consultants are billed at rates equivalent to BTC employees of similar education and professional experience.

SUBCONTRACTED SERVICES: Subcontractors are billed at cost plus 10% if the subcontractor firm has at least \$500,000 of Professional/General Liability Insurance, otherwise cost plus 20%. The mark-up not applied to subcontractor's reimbursable expenses, such as a subcontractor's travel expenses.

INVOICES: BTC shall submit invoices monthly and/or on completion of work for services performed and expenses incurred and not previously billed. Payment is due upon Client's receipt of the invoice, and is past due thirty (30) days from the date shown on the invoice. Unless Client notifies BTC of any discrepancies or disputed items on the invoices within 2 weeks after receipt of BTC's invoices, all charges on the invoices shall be deemed acceptable to the Client. If any portions of the charges on any invoice are disputed in writing by Client, Client shall pay all remaining charges on that invoice, and notify BTC in writing of all items being disputed or questioned within 2 weeks of the receipt of the invoices. Client agrees to pay a service charge of one and one-half percent (1.5%) per month on all past due amounts. BTC shall also be entitled to be reimbursed for all reasonable costs and expenses incurred in the collection of past due invoices, including, but not limited to, attorney's fees, expenses, court costs, and BTC staff time.

PAYMENT: Payments to BTC shall be made via check, wire transfer or ACH. If Client's policy dictates that payment must be made via credit card, the Client will pay a service charge of three and one half percent (3.5%) on all amounts owed to BTC. Client agrees to pay fees incurred by BTC related to all other payment methods dictated by Client.

TIME CHARGES: Unless there is a fixed-fee (lump sum fee) or other arrangements are agreed upon in writing between BTC and client, time charges are accrued on an hourly basis. Minimum time charges of personnel at an out-of-town project site are 8 hours per day. There will be no increases in rates for overtime. Billing rates may be increased annually, after notification to the client. If a breakdown or detailed listing of time charges is required by the Client, such requirement must be agreed upon with BTC in writing and in advance of the commencement of the project. When there is a fixed-fee arrangement between the client and BTC, no breakdown of charges will be provided.

BILLING RATES: Invoices shall be based on the following rates:

Principal	\$340 per hour
Principal Consultant	\$400 per hour
Principal – Structural Engineering	\$290 per hour
Principal – Building Enclosures	\$290 per hour
Senior Consultant	\$250 per hour
Associate Principal	\$260 per hour
Sr. Structural Engineer/Engineer/Architect	\$230 per hour
Structural Engineer/Engineer/Architect	\$195 per hour
Engineering Consultant/Architectural Consultant	\$195 per hour
Associate Engineering/Architectural Consultant	\$165 per hour
Sr. Field Representative/Sr. Engineering Technician	\$150 per hour
Engineering/Architectural Technician/Drafting	\$130 per hour
Engineering/Architectural Intern	\$100 per hour
Technical Support Staff	\$65 per hour
Travel Time	At Standard Hourly Rates
Mileage/Ground Transportation	\$0.80 per mile
Ground Transportation of Equipment	\$0.90 per mile
Equipment Use	
Infrared thermography equipment	\$300 per Site Visit
Color spectrometer	\$300 per Site Visit
Unmanned Aerial System	\$300 per Site Visit
Bond pull-off test apparatus	\$200 per Site Visit
Borescope (Rigid/Flexible)	\$200 per Site Visit
Coring rig	\$200 per Site Visit
ASTM C1601, Masonry water penetration test apparatus	\$200 per Site Visit
Blower Door Apparatus	\$200 per Site Visit
Digital microscope	\$200 per Sample
Tie Back Anchor Testing Equipment	\$200 per Site Visit
Calibrated spray nozzle water testing equipment	\$100 per Site Visit
Electronic leak detection (low/high voltage)	\$100 per Site Visit
ASTM E1105, Spray rack water testing equipment	\$100 per Site Visit
ASTM E783 Air Leakage Rate Apparatus	\$100 per Site Visit
ASTM C1715, Masonry cavity drainage test equipment	\$50 per Site Visit
Non-destructive coating thickness gauge	\$50 per Site Visit
Humidity/moisture gauges	\$30 per Site Visit
Digital level	\$20 per Site Visit
Laser level/precision laser	\$20 per Site Visit
Color Printing (letter/legal/ledger)	\$0.50 per page
Plotting (C,D,E,E1)	\$2.50 per sheet
AIA Contract Documents	\$50 per Document
Out-of-Pocket Expenses (Airfare, Taxi, Parking, Field Supplies, Drawing Reproductions, Shipping, etc.)	At Cost + 10%