



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 21<sup>st</sup>. 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 21<sup>st</sup>. 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 20<sup>th</sup> – Budget & Finance Committee Meeting, 6:00pm
- Thursday, March 20<sup>th</sup> – Regular Board Meeting, 7:00pm
- Thursday, April 17<sup>th</sup> – Policy Committee Meeting (if needed), 6:00pm
- Thursday, April 17<sup>th</sup> – 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