



PALOS HEIGHTS  
PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

June 18, 2025

- CALL TO ORDER: 7:00pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the May 15, 2025 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for May 2025 for \$200,819.34  
Approval of the Treasurer's report for the month ending May 31, 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 Recommendations of Building Technology Consultants  
2. Approval of BTC Proposal for Bay Window Façade Consulting Services
- ADJOURNMENT
- NEXT MEETING: Wednesday, August 21, 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 Library Board Meeting

May 15, 2025 Minutes

1. The meeting was called to order at 7:00 PM by President Susan Snow. The following trustees were present: Diane Key, Hilary Rhodes, Rose Zubik, John Peltz and President Susuan Snow. Steve Foertsch, Sue Jankowski, and Patrick Keough were absent.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager, and Tina Ruzsala, Head of Youth & Teen Services.
3. No members of the public attended and there was no public comment.
4. Trustee Zubik moved to approve the minutes of the April regular board meeting and Trustee Key seconded. The minutes were approved by a voice vote.
5. **Treasurer's Report**
  - a. Treasurer Peltz moved to approve the General Fund bills for April 2025 for \$157,703.85. His motion was seconded by Trustee Zubik. On a roll call vote, the motion carried.
  - b. Treasurer Peltz moved to approve the Treasurer's report for the month ending April 30, 2025. His motion was seconded by Trustee Zubik. On a roll call vote, the motion carried.
6. There was no President's report.
7. **Director's Report:** In addition to Jesse Blazek's written report:
  - a. IMLS additional information - looks to be secure for the 2025-26 fiscal year, but the future is unknown for programs like RAILS with changes in federal funding.
  - b. Building Envelope testing has been completed by BTC and a building leak has been found! Caulking seems to be part of the problem, but BTC will get a formal report to us in the next 2 weeks or so, and they will make a couple of recommendations - cheap fix, longer term (more expensive) fix, and something in between. Unknown financial implications at this time, we will know more at the June meeting.
  - a. Bethshan Library Cards update - after consulting our library attorney, we were able to identify a way to use the non-resident card tax method to calculate cards for Bethshan residents at \$0/each. Exploring the idea of having a contract with Bethshan for possible financial loss and accountability.
  - b. A new tree is going to be purchased for the library grounds. Jesse asked for tree recommendations and the following were suggested: Japanese

Maple and Evergreen.

2. President Snow encouraged trustees to watch the excellent film Jesse mentioned in his report, "Free For All: The Public Library."
8. There was no correspondence.
9. There were no committee reports.
10. Trustee Rhodes made a motion to approve the "tax bill method" in calculating non-resident card fees for the year beginning July 1, 2025. Trustee Key seconded. On a roll call vote, the motion carried.
11. On a motion by Trustee Zubik and a second by Trustee Peltz, Vice President Zubik adjourned the meeting at 7:31pm.
12. The next board meeting is Wednesday, June 18th at 7:00pm.



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED  
6/18/2025**

		<b>AMOUNT</b>	<b>PAGE(s)</b>
<b>MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:</b>	<b>MAY</b>	<b>\$200,819.34</b>	<b>6.1 TO 6.3</b>
<b>MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:</b>	<del> </del>	<del> </del>	<del> </del>
<b>MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:</b>	<b>5/31/2025</b>	<b>N/A</b>	<b>1</b>



	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$0.00		\$0.00
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
<b>DIRECT REVENUES</b>			
<b>FRONT DESK</b>			
» Fines/Lost/Damaged	\$176.23		\$176.23
» Non Resident Cards	\$281.10		\$281.10
» Miscellaneous	\$360.23		\$360.23
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$562.50		\$562.50
» Miscellaneous	\$1,249.12		\$1,249.12
<b>DONATIONS/GIFTS</b>			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$35.75		\$35.75
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>COPIER</b>	\$548.15		\$548.15
<b>GRANTS</b>	\$0.00		\$0.00
<b>INTEREST</b>	\$3,346.29	\$2.02	\$3,348.31
<b>TOTAL REVENUES</b>	<b>\$6,559.37</b>	<b>\$2.02</b>	<b>\$6,561.39</b>
<b>EXPENDITURES</b>			
<b>PERSONNEL SERVICES</b>			
» Operational Salaries	\$115,130.42		\$115,130.42
» Employee Benefits	\$31,254.80		\$31,254.80
» Staff & Board Development	\$1,351.55		\$1,351.55
<b>CONTRACTUAL SERVICES</b>	\$9,968.47		\$9,968.47
<b>BUILDING MAINTENANCE</b>	\$3,256.60		\$3,256.60
<b>INSURANCE</b>	\$0.00		\$0.00
<b>UTILITIES</b>	\$405.89		\$405.89
<b>SUPPLIES</b>	\$1,017.56		\$1,017.56
<b>CAPITAL EXPENSES</b>	\$5,928.37		\$5,928.37
<b>MEDIA</b>	\$7,891.51		\$7,891.51
<b>REIMBURSEMENTS</b>	\$4,357.11		\$4,357.11
<b>SR PROJECTS</b>	\$20,257.06		\$20,257.06
<b>TOTAL EXPENDITURES</b>	<b>\$200,819.34</b>	<b>\$0.00</b>	<b>\$200,819.34</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	<b>-\$194,259.97</b>	<b>\$2.02</b>	<b>-\$194,257.95</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
**Tansfer in	\$0.00	\$0.00	\$0.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00	\$0.00	\$0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$194,259.97</b>	<b>\$2.02</b>	<b>-\$194,257.95</b>
<b>FUND BALANCES, BEGINNING OF MONTH</b>	<b>\$1,188,487.07</b>	<b>\$3,162.78</b>	<b>\$1,191,649.85</b>
<b>END OF MONTH</b>	<b>\$994,227.10</b>	<b>\$3,164.80</b>	<b>\$997,391.90</b>





**PALOS HEIGHTS  
PUBLIC LIBRARY**

**GENERAL FUND**

**BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: MAY 2025**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>					
<b>OPERATIONAL SALARIES</b>					
4311 SALARIED EMPLOYEES	\$774,582.04	\$88,086.24	\$316,621.44	\$457,960.60	59.12%
4312 HOURLY EMPLOYEES	\$229,111.38	\$26,369.18	\$98,435.88	\$130,675.50	57.04%
4313 ADDITIONAL COMPENSATION	\$5,250.00	\$675.00	\$675.00	\$4,575.00	87.14%
<b>TOTAL OPERATIONAL SALARIES</b>	<b>\$1,008,943.42</b>	<b>\$115,130.42</b>	<b>\$415,732.32</b>	<b>\$593,211.10</b>	<b>58.80%</b>
<b>EMPLOYEE BENEFITS</b>					
4331 ILL. MUNI. RETIREMENT FUND	\$84,082.63	\$9,323.66	\$33,236.39	\$50,846.24	60.47%
4332 SOCIAL SECURITY - FICA	\$76,778.12	\$8,703.94	\$31,501.62	\$45,276.50	58.97%
4333 INSURANCE	\$157,362.44	\$13,227.20	\$63,732.80	\$93,629.64	59.50%
4334 CLOTHING	\$1,200.00	\$0.00	\$382.00	\$818.00	68.17%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$319,423.19</b>	<b>\$31,254.80</b>	<b>\$128,852.81</b>	<b>\$190,570.38</b>	<b>59.66%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>					
4351 MEMBERSHIP FEES	\$2,400.00	\$100.00	\$725.00	\$1,675.00	69.79%
4352 BOARD DEVELOPMENT	\$800.00	\$0.00	\$310.00	\$490.00	61.25%
4353 ADMINISTRATOR	\$500.00	\$359.00	\$359.00	\$141.00	28.20%
4354 PROFESSIONAL STAFF	\$6,000.00	\$688.88	\$3,494.32	\$2,505.68	41.76%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$919.35	\$80.65	8.07%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$203.67	\$358.18	\$741.82	67.44%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>	<b>\$11,800.00</b>	<b>\$1,351.55</b>	<b>\$6,165.85</b>	<b>\$5,634.15</b>	<b>47.75%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>	<b>\$1,340,166.61</b>	<b>\$147,736.77</b>	<b>\$550,750.98</b>	<b>\$789,415.63</b>	<b>58.90%</b>
<b>CONTRACTUAL SERVICES</b>					
<b>PROFESSIONAL SERVICES</b>					
4361 AUDIT FEES	\$7,450.00	\$0.00	\$5,450.00	\$2,000.00	26.85%
4362 LEGAL FEES	\$2,000.00	\$49.00	\$294.00	\$1,706.00	85.30%
4363 CONSULTANT FEES	\$500.00	\$0.00	\$94.39	\$405.61	81.12%
4364 APPRAISAL	\$650.00	\$0.00	\$0.00	\$650.00	100.00%
4365 ACCOUNTANT	\$4,950.00	\$365.00	\$1,965.00	\$2,985.00	60.30%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$15,550.00</b>	<b>\$414.00</b>	<b>\$7,803.39</b>	<b>\$7,746.61</b>	<b>49.82%</b>
<b>OUTSIDE SERVICES</b>					
4412 PAYROLL SERVICES	\$5,040.00	\$347.07	\$1,618.84	\$3,421.16	67.88%
4414 ALARM	\$3,600.00	\$0.00	\$1,756.00	\$1,844.00	51.22%
4416 MAINTENANCE	\$40,500.00	\$1,957.82	\$13,860.18	\$26,639.82	65.78%
4417 SWAN	\$30,000.00	\$0.00	\$13,661.50	\$16,338.50	54.46%
4418 TECHNOLOGY	\$40,000.00	\$4,960.00	\$8,032.26	\$31,967.74	79.92%
<b>TOTAL OUTSIDE SERVICES</b>	<b>\$119,140.00</b>	<b>\$7,264.89</b>	<b>\$38,928.78</b>	<b>\$80,211.22</b>	<b>67.33%</b>
<b>PRINTING</b>					
4424 NEWSLETTER PRINTING	\$19,387.83	\$0.00	\$6,393.10	\$12,994.73	67.03%
<b>TOTAL PRINTING</b>	<b>\$19,387.83</b>	<b>\$0.00</b>	<b>\$6,393.10</b>	<b>\$12,994.73</b>	<b>67.03%</b>
<b>PROGRAMMING</b>					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$313.45	\$3,836.40	\$7,163.60	65.12%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$300.00	\$5,627.12	\$8,372.88	59.81%
4454 GENERAL PROGRAMMING	\$10,000.00	\$1,299.38	\$2,430.41	\$7,569.59	75.70%
<b>TOTAL PROGRAMMING</b>	<b>\$35,000.00</b>	<b>\$1,912.83</b>	<b>\$11,893.93</b>	<b>\$23,106.07</b>	<b>66.02%</b>
<b>PUBLIC RELATIONS</b>					
4461 Public Relations	\$3,000.00	\$376.75	\$597.90	\$2,402.10	80.07%
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$3,000.00</b>	<b>\$376.75</b>	<b>\$597.90</b>	<b>\$2,402.10</b>	<b>80.07%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>	<b>\$192,077.83</b>	<b>\$9,968.47</b>	<b>\$65,617.10</b>	<b>\$126,460.73</b>	<b>65.84%</b>



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**GENERAL FUND  
BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: MAY 2025**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>					
<b>REPAIRS &amp; MAINTENANCE</b>					
4431 PEST CONTROL	\$856.68	\$68.79	\$336.17	\$520.51	60.76%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$1,126.00	\$13,000.00	\$0.00	0.00%
4434 BUILDING REPAIRS	\$12,000.00	\$180.68	\$7,322.41	\$4,677.59	38.98%
4436 LAWN MAINTENANCE	\$10,053.30	\$956.63	\$2,048.26	\$8,005.04	79.63%
4437 SNOW REMOVAL	\$6,751.61	\$0.00	\$1,767.00	\$4,984.61	73.83%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$42,661.59</b>	<b>\$2,332.10</b>	<b>\$24,473.84</b>	<b>\$18,187.75</b>	<b>42.63%</b>
<b>EQUIPMENT MAINTENANCE</b>					
4531 COPIER	\$8,220.00	\$924.50	\$3,635.36	\$4,584.64	55.77%
4533 OTHER EQUIPMENT	\$240.00	\$0.00	\$206.25	\$33.75	14.06%
<b>TOTAL EQUIPMENT MAINTENANCE</b>	<b>\$8,460.00</b>	<b>\$924.50</b>	<b>\$3,841.61</b>	<b>\$4,618.39</b>	<b>54.59%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>	<b>\$51,121.59</b>	<b>\$3,256.60</b>	<b>\$28,315.45</b>	<b>\$22,806.14</b>	<b>44.61%</b>
<b>INSURANCE</b>					
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	\$2,152.00	-\$324.05	-17.73%
<b>GROUP TOTAL INSURANCE</b>	<b>\$25,279.51</b>	<b>\$0.00</b>	<b>\$24,801.11</b>	<b>\$478.40</b>	<b>1.89%</b>
<b>UTILITIES</b>					
4472 WATER	\$3,000.00	\$212.74	\$1,100.17	\$1,899.83	63.33%
4473 GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474 TELEPHONE/FAX	\$2,369.60	\$193.15	\$820.69	\$1,548.91	65.37%
4475 INTERNET/LOCAL AREA NET	\$5,520.60	\$0.00	\$2,158.85	\$3,361.75	60.89%
<b>GROUP TOTAL UTILITIES</b>	<b>\$12,890.20</b>	<b>\$405.89</b>	<b>\$4,079.71</b>	<b>\$8,810.49</b>	<b>68.35%</b>
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$154.77	\$559.94	\$440.06	44.01%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$0.00	\$500.24	\$1,499.76	74.99%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$164.86	\$1,816.67	\$1,383.33	43.23%
4515 TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$278.98	\$1,713.59	\$4,286.41	71.44%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$948.98	\$2,101.02	68.89%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$29.60	\$344.10	\$855.90	71.33%
<b>TOTAL OFFICE SUPPLIES</b>	<b>\$16,950.00</b>	<b>\$628.21</b>	<b>\$5,883.52</b>	<b>\$11,066.48</b>	<b>65.29%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,350.00	\$362.38	\$2,739.93	\$2,610.07	48.79%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>	<b>\$5,350.00</b>	<b>\$362.38</b>	<b>\$2,739.93</b>	<b>\$2,610.07</b>	<b>48.79%</b>
<b>MAILING EXPENSES &amp; FEES</b>					
4551 POSTAGE & HANDLING	\$650.00	\$26.97	\$195.86	\$454.14	69.87%
4553 BULK FEES & PERMITS	\$5,670.00	\$0.00	\$1,600.00	\$4,070.00	71.78%
<b>TOTAL OFFICE EXPENSE</b>	<b>\$6,320.00</b>	<b>\$26.97</b>	<b>\$1,795.86</b>	<b>\$4,524.14</b>	<b>71.58%</b>
<b>GROUP TOTAL SUPPLIES</b>	<b>\$28,620.00</b>	<b>\$1,017.56</b>	<b>\$10,419.31</b>	<b>\$18,200.69</b>	<b>63.59%</b>
<b>CAPITAL EXPENSES</b>					
4631 SPECIAL RESERVES REPLENISHMENT	\$195,523.97	\$5,928.37	\$36,622.54	\$158,901.43	81.27%
<b>GROUP TOTAL CAPITAL EXPENSES</b>	<b>\$195,523.97</b>	<b>\$5,928.37</b>	<b>\$36,622.54</b>	<b>\$158,901.43</b>	<b>81.27%</b>



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**GENERAL FUND  
BUDGETARY COMPARISON OF EXPENDITURES  
MONTH ENDING: MAY 2025**

	BUDGET 2024	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>MEDIA - LIBRARY SUPPLIES</b>					
4710A DATABASES - Adult	\$25,000.00	\$800.00	\$6,264.49	\$18,735.51	74.94%
4710B DATABASES -Youth	\$4,700.00	\$0.00	\$850.00	\$3,850.00	81.91%
4711 PERIODICALS	\$12,000.00	\$0.00	\$901.64	\$11,098.36	92.49%
4714 LARGE PRINT	\$5,250.00	\$498.12	\$935.45	\$4,314.55	82.18%
4715 BOOKS - Adult	\$32,900.00	\$2,082.91	\$7,210.60	\$25,689.40	78.08%
4716 BOOKS - Youth	\$33,000.00	\$1,992.97	\$6,606.12	\$26,393.88	79.98%
4717 VIDEOS - Adult	\$4,000.00	\$355.75	\$1,141.47	\$2,858.53	71.46%
4718 VIDEOS - Youth	\$800.00	\$25.49	\$223.41	\$576.59	72.07%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$100.98	\$381.91	\$1,618.09	80.90%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$3,750.00	\$0.00	\$0.00	\$3,750.00	100.00%
4721 SOFTWARE	\$10,188.15	\$120.00	\$6,143.21	\$4,044.94	39.70%
4722 REALIA	\$1,000.00	\$0.00	\$291.19	\$708.81	70.88%
4723A VIDEO GAMES - Youth	\$1,300.00	\$39.99	\$570.33	\$729.67	56.13%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$388.91	\$611.09	61.11%
4725A E-BOOKS - Adult	\$12,000.00	\$968.77	\$6,651.58	\$5,348.42	44.57%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$906.53	\$6,608.71	\$7,391.29	52.79%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$3,186.83	\$313.17	8.95%
4727 PRESS READER	\$4,196.85	\$0.00	\$0.00	\$4,196.85	100.00%
<b>GROUP TOTAL MEDIA</b>	<b>\$170,585.00</b>	<b>\$7,891.51</b>	<b>\$48,355.85</b>	<b>\$122,229.15</b>	<b>71.65%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>					
4900 MISCELLANEOUS	\$19,094.07	\$1,198.00	\$6,100.77	\$12,993.30	68.05%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$17,800.30	\$0.00	0.00%
4904 FRIENDS - BOOK SALES	\$11,000.00	\$2,453.07	\$5,719.10	\$5,280.90	48.01%
4906a RESTRICTED DONATIONS	\$1,000.00	\$706.04	\$868.54	\$131.46	13.15%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>	<b>\$48,894.37</b>	<b>\$4,357.11</b>	<b>\$30,488.71</b>	<b>\$18,405.66</b>	<b>37.64%</b>
<b>SPECIAL RESERVE PROJECTS</b>					
7001 SPECIAL RESERVE - PROJECTS	\$58,711.00	\$20,257.06	\$40,889.79	\$17,821.21	30.35%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>	<b>\$58,711.00</b>	<b>\$20,257.06</b>	<b>\$40,889.79</b>	<b>\$17,821.21</b>	<b>30.35%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,123,870.08</b>	<b>\$200,819.34</b>	<b>\$840,340.55</b>	<b>\$1,283,529.53</b>	<b>60.43%</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount	
<b>Adducci Vega Financial Group, LLC</b>					
05/14/2025	Check	6068	04 April Reconciliation Invoice 202062204	365.00	
<b>Total for Adducci Vega Financial Group, LLC</b>				<b>\$365.00</b>	
<b>Amazon</b>					
05/02/2025	Expense	AMAZON PORTAL	1GRJ-TXFH-QFTM Program supplies	4451 Youth & Teen Programming	152.47
05/05/2025	Expense	AMAZON PORTAL	1KNC-VYXK-JHWT Toilet Paper	4541 Maintenance/Cleaning Supplies	76.58
05/05/2025	Expense	AMAZON PORTAL	1L7G-H4J9-M9CTT Video Games Mar25	4723B Video Games - Youth	39.99
05/06/2025	Expense	AMAZON PORTAL	1GCW-9TQF-4J6G Fan Con	4454 General Programming	16.40
05/08/2025	Expense	AMAZON PORTAL	16TF-HNMM-KRDD Conclave	4717 Videos - Adult	19.89
05/09/2025	Expense	AMAZON PORTAL	1C6N-HR67-WRHK Multifold Towels	4541 Maintenance/Cleaning Supplies	38.22
05/09/2025	Expense	AMAZON PORTAL	1R7N-9XM4-6RGY Candy for SR kick off FOTL	4904 Reimb. - Friends Book Sales	58.79
05/13/2025	Expense	AMAZON PORTAL	14HL-DFD4-1DC7 Toilet Paper	4541 Maintenance/Cleaning Supplies	23.36
05/14/2025	Expense	AMAZON PORTAL	174F-YLWH-93QQ Cookies for SR kick off FOTL	4904 Reimb. - Friends Book Sales	34.29
05/14/2025	Expense	AMAZON PORTAL	17JH-G4X4-9LYT Pop Up Tent	4454 General Programming	177.98
05/15/2025	Expense	AMAZON PORTAL	1XDG-KJ74-NHC1 Brain Games	4511 Public Services - Supplies	147.78
05/27/2025	Expense	AMAZON PORTAL	1XMT-7NL6-FP96 Fireplace batteries	4541 Maintenance/Cleaning Supplies	5.39
05/30/2025	Expense	AMAZON PORTAL	14HL-DFD4-1DC7 Toilet Paper	4541 Maintenance/Cleaning Supplies	76.58
05/30/2025	Expense	AMAZON PORTAL	13RX-3WVN-191T Multi fold towels	4541 Maintenance/Cleaning Supplies	37.00
05/28/2025	Expense	AMAZON PORTAL	1GTL-V4DD-7NH1 Multi fold towels	4541 Maintenance/Cleaning Supplies	37.00
05/28/2025	Expense	AMAZON PORTAL	11PDG-FNXC-G4NV Toilet Paper	4541 Maintenance/Cleaning Supplies	68.25
<b>Total for Amazon</b>				<b>\$1,009.97</b>	
<b>Anderson Pest Solutions</b>					
05/12/2025	Check	6065	Invoice 77587530	4431 Pest Control	68.79
<b>Total for Anderson Pest Solutions</b>				<b>\$68.79</b>	
<b>Baker &amp; Taylor L5346512 Youth Books</b>					
05/06/2025	Expense	BT PORTAL	04 April YTS	4716 Books - Youth	328.89
05/06/2025	Expense	BT PORTAL	04 April Processing Fee	4515 Technical Services - Supplies	10.50
05/06/2025	Expense	BT PORTAL	04 April Shipping	4716 Books - Youth	9.88
<b>Total for Baker &amp; Taylor L5346512 Youth Books</b>				<b>\$349.27</b>	
<b>CDW Government, Inc.</b>					
05/12/2025	Check	6066	Invoice AD9XX4U Surface Tablet	7001 Special Reserves Projects	1,417.63
05/19/2025	Check	6072	Invoice AD9Y15F Warranty Surface Tablet	7001 Special Reserves Projects	233.43
<b>Total for CDW Government, Inc.</b>				<b>\$1,651.06</b>	
<b>Chicago Backflow, Inc.</b>					
05/30/2025	Check	6075	Annual backflow testing Invoice 410583	4416 Maintenance	1,350.00
<b>Total for Chicago Backflow, Inc.</b>				<b>\$1,350.00</b>	
<b>CIT</b>					
05/08/2025	Check	6063	Invoice 47034107	4531 Copier	631.54
<b>Total for CIT</b>				<b>\$631.54</b>	
<b>City Of Palos Heights IMRF</b>					
05/30/2025	Journal Entry	98	VIMRF	4311 Salaried Employees	2,160.60
05/30/2025	Journal Entry	99	4.5%	4311 Salaried Employees	3,963.90
05/30/2025	Journal Entry	99	4.5%	4312 Hourly Employees	308.68
05/30/2025	Check	23109	05 May Payment	4331 IMRF III. Muni. Ret. Fund	9,323.66
<b>Total for City Of Palos Heights IMRF</b>				<b>\$15,756.84</b>	
<b>City of Palos Hts. - Water Bill</b>					
05/19/2025	Check	6073	Monthly bill	4472 Water	212.74
<b>Total for City of Palos Hts. - Water Bill</b>				<b>\$212.74</b>	
<b>ComEd</b>					
05/12/2025	Check	6064	Billing through 5.5.25	4631 Contingency / Special Reserves Replenishment	3,913.37
<b>Total for ComEd</b>				<b>\$3,913.37</b>	
<b>GT Mechanical</b>					
05/27/2025	Expense	ACH GT	23008746 Building Hot 5.20.25	4432 Heating/Cooling Service	462.00
05/27/2025	Expense	ACH GT	Invoice 23008790 Preventative Maintenance	4432 Heating/Cooling Service	664.00
05/27/2025	Expense	ACH GT	Invoice 23008790 Preventative Maintenance	4631 Contingency / Special Reserves Replenishment	1,665.00
<b>Total for GT Mechanical</b>				<b>\$2,791.00</b>	
<b>Homer Tree Care, Inc.</b>					
05/12/2025	Check	6067	Invoice 60214 Tree Trimming	7001 Special Reserves Projects	4,550.00
05/30/2025	Check	6076	Invoice 60754 Storm tree removal	4631 Contingency / Special Reserves Replenishment	350.00
<b>Total for Homer Tree Care, Inc.</b>				<b>\$4,900.00</b>	
<b>HR Source</b>					
05/30/2025	Check	6077	2025 Public Library Supplemental Report	4353 Administrator	199.00
<b>Total for HR Source</b>				<b>\$199.00</b>	
<b>Impact Networking, Inc</b>					
05/28/2025	Check	6081	Overages Mar-May	4531 Copier	292.96
<b>Total for Impact Networking, Inc</b>				<b>\$292.96</b>	



**PALOS HEIGHTS  
PUBLIC LIBRARY**

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

Type	Date	Num	Memo	Amount
<b>Independent Construction Services</b>				
	05/06/2025	Check 6062	Invoice 1566	7001 Special Reserves Projects 290.00
<b>Total for Independent Construction Services</b>				<b>\$290.00</b>
<b>Ingram</b>				
	05/05/2025	Check 6059	04 April Invoices	4714 Large Print Books 495.08
	05/05/2025	Check 6059	04 April Invoices	4715 Books - Adult 2,069.61
	05/05/2025	Check 6059	04 April Invoices	4716 Books - Youth 1,640.86
	05/05/2025	Check 6059	04 April Pre processing large print	4515 Technical Services - Supplies 6.93
	05/05/2025	Check 6059	04 April Pre processing adult books	4515 Technical Services - Supplies 77.22
	05/05/2025	Check 6059	04 April Pre processing youth books	4515 Technical Services - Supplies 113.85
	05/05/2025	Check 6059	04 April Shipping	4714 Large Print Books 3.04
	05/05/2025	Check 6059	04 April Shipping	4715 Books - Adult 13.30
	05/05/2025	Check 6059	04 April Shipping	4716 Books - Youth 13.34
	05/05/2025	Check 6059	YTS Koronkowski	4906a Reimb. - Restricted Donations 370.46
	05/05/2025	Check 6059	Adult Koronkowski	4906a Reimb. - Restricted Donations 329.26
	05/05/2025	Check 6059	Pre processing Koronkowski	4515 Technical Services - Supplies 30.69
	05/05/2025	Check 6059	YTS Koronkowski Shipping	4906a Reimb. - Restricted Donations 4.15
	05/05/2025	Check 6059	ADULT Koronkowski Shipping	4906a Reimb. - Restricted Donations 2.17
<b>Total for Ingram</b>				<b>\$5,169.96</b>
<b>Klein, Thorpe And Jenkins</b>				
	05/15/2025	Check 6070	Services through 4.30.25 Non Res Card	4362 Legal Fees 49.00
<b>Total for Klein, Thorpe And Jenkins</b>				<b>\$49.00</b>
<b>LIMRICC-Employees</b>				
	05/06/2025	Expense ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements 1,198.00
	05/06/2025	Journal Entry 97	Employee Paid Benefits	4311 Salaried Employees 678.49
	05/06/2025	Expense ACH LIM	05 May 25	4333 Insurance 13,227.20
<b>Total for LIMRICC-Employees</b>				<b>\$15,103.69</b>
<b>Midwest Tape - 19730</b>				
	05/05/2025	Check 6061	04 April Invoices	4717 Videos - Adult 335.86
	05/05/2025	Check 6061	04 April Invoices	4719 Audiobooks - Adult 100.98
	05/05/2025	Check 6061	04 April pre processing 4717	4515 Technical Services - Supplies 31.47
	05/05/2025	Check 6061	04 April pre processing 4719	4515 Technical Services - Supplies 5.98
<b>Total for Midwest Tape - 19730</b>				<b>\$474.29</b>
<b>Midwest Tape - 19996</b>				
	05/05/2025	Check 6060	04 April Invoices	4718 Videos - Youth 25.49
	05/05/2025	Check 6060	04 April pre processing	4515 Technical Services - Supplies 2.34
<b>Total for Midwest Tape - 19996</b>				<b>\$27.83</b>
<b>NIR Roof Care, Inc</b>				
	05/27/2025	Check 6080	Invoice 179653 Semi Annual Maint.	4416 Maintenance 414.00
<b>Total for NIR Roof Care, Inc</b>				<b>\$414.00</b>
<b>Old National Bank - MasterCard</b>				
	05/05/2025	Expense MasterCard	Disney Plus Monthly Fee	4451 Youth & Teen Programming 10.99
	05/05/2025	Expense MasterCard	SIP, Google Fi	4474 Telephone/FAX 115.65
	05/05/2025	Expense MasterCard	OCLC	4551 Postage & Handling 26.97
	05/05/2025	Expense MasterCard	Duo	4721 Software 120.00
	05/05/2025	Expense MasterCard	Activity table for YTS	4904 Reimb. - Friends Book Sales 1,359.99
	05/05/2025	Expense MasterCard	NLW Staff Gift Cards	4313 Additional Compensation 675.00
	05/05/2025	Expense MasterCard	TR ILA	4351 Membership Fees 100.00
	05/05/2025	Expense MasterCard	CB Reaching Forward	4353 Administrator 160.00
	05/05/2025	Expense MasterCard	Light bulbs	4434 Building Repairs 180.68
	05/05/2025	Expense MasterCard	One Earth	4452 Public Services Programming 300.00
	05/05/2025	Expense MasterCard	Princess Party Fan Con	4454 General Programming 425.00
	05/05/2025	Expense MasterCard	Patron giveaways Level/measuring tapes	4461 Public Relations 351.75
	05/05/2025	Expense MasterCard	Directors meeting refreshments	4519 Hospitality - Supplies 29.60
	05/05/2025	Expense MasterCard	Copy Paper	4514 Business Office - Supplies 164.86
	05/05/2025	Expense MasterCard	EN Digipalooza/LR Reaching Forward	4354 Professional Staff 688.88
	05/05/2025	Expense MasterCard	Patron Prize NLW amazon	4461 Public Relations 25.00
<b>Total for Old National Bank - MasterCard</b>				<b>\$4,734.37</b>
<b>Ornelas Construction Company</b>				
	05/19/2025	Check 6074	Invoice 246445-01 Window Envelope Pressure Test	7001 Special Reserves Projects 6,746.00
<b>Total for Ornelas Construction Company</b>				<b>\$6,746.00</b>
<b>Otis Elevator</b>				
	05/14/2025	Expense OTIS PORTAL	Invoice 100401936996	4416 Maintenance 193.82
<b>Total for Otis Elevator</b>				<b>\$193.82</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

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

Type	Date	Num	Memo	Amount	
<b>OverDrive, Inc.</b>					
05/05/2025	Check	6058	01658MA25136532	4725B E-Audiobooks - Adult	95.00
05/05/2025	Check	6058	01658MA25136531	4725A E-Books - Adult	82.50
05/05/2025	Check	6058	01658MA25099692	4725A E-Books - Adult	27.50
05/14/2025	Check	6069	01658CO25150793	4725A E-Books - Adult	858.77
05/14/2025	Check	6069	01658CO25150795	4725B E-Audiobooks - Adult	811.53
<b>Total for OverDrive, Inc.</b>					<b>\$1,875.30</b>
<b>Paylocity Payroll Billing</b>					
05/02/2025	Expense	PAYLOCITY	Check date 5.02.25	4412 Payroll Services	81.67
05/16/2025	Expense	PAYLOCITY	Check date 5.16.25	4412 Payroll Services	81.67
05/30/2025	Expense	PAYLOCITY	Check date 5.30.25	4412 Payroll Services	183.73
<b>Total for Paylocity Payroll Billing</b>					<b>\$347.07</b>
<b>Paylocity Payroll Net</b>					
05/02/2025	Expense	PAYLOCITY	Check date 5.02.25	4311 Salaried Employees	20,551.24
05/02/2025	Expense	PAYLOCITY	Check date 5.02.25	4312 Hourly Employees	7,334.22
05/02/2025	Expense	PAYLOCITY	Homebound deliveries	4356 Mileage Reimbursement	14.00
05/02/2025	Expense	PAYLOCITY	LR Mileage New Lenox and Mt Prospect Visits	4356 Mileage Reimbursement	78.40
05/02/2025	Expense	PAYLOCITY	Activity Cube	4451 Youth & Teen Programming	149.99
05/16/2025	Expense	PAYLOCITY	Check date 5.16.25	4311 Salaried Employees	21,310.51
05/16/2025	Expense	PAYLOCITY	Check date 5.16.25	4312 Hourly Employees	7,587.82
05/30/2025	Expense	PAYLOCITY	Check date 5.30.25	4311 Salaried Employees	20,819.79
05/30/2025	Expense	PAYLOCITY	Check date 5.30.25	4312 Hourly Employees	6,912.29
05/30/2025	Expense	PAYLOCITY	Sunday Movies	4511 Public Services - Supplies	6.99
05/30/2025	Expense	PAYLOCITY	MM Reaching forward parking	4356 Mileage Reimbursement	15.00
05/30/2025	Expense	PAYLOCITY	LR Reaching forward mileage	4356 Mileage Reimbursement	53.36
05/30/2025	Expense	PAYLOCITY	LR Swan acquisitions mileage	4356 Mileage Reimbursement	27.44
05/30/2025	Expense	PAYLOCITY	EN homebound deliveries May	4356 Mileage Reimbursement	15.47
<b>Total for Paylocity Payroll Net</b>					<b>\$84,876.52</b>
<b>Paylocity Payroll Taxes</b>					
05/02/2025	Expense	PAYLOCITY	Check date 5.02.25	4311 Salaried Employees	6,090.85
05/02/2025	Expense	PAYLOCITY	Check date 5.02.25	4332 FICA Social Security	2,866.74
05/02/2025	Expense	PAYLOCITY	Check date 5.02.25	4312 Hourly Employees	1,372.81
05/16/2025	Expense	PAYLOCITY	Check date 5.16.25	4311 Salaried Employees	6,255.45
05/16/2025	Expense	PAYLOCITY	Check date 5.16.25	4332 FICA Social Security	2,945.36
05/16/2025	Expense	PAYLOCITY	Check date 5.16.25	4312 Hourly Employees	1,466.92
05/30/2025	Expense	PAYLOCITY	Check date 5.30.25	4311 Salaried Employees	6,255.41
05/30/2025	Expense	PAYLOCITY	Check date 5.30.25	4332 FICA Social Security	2,891.84
05/30/2025	Expense	PAYLOCITY	Check date 5.30.25	4312 Hourly Employees	1,386.44
<b>Total for Paylocity Payroll Taxes</b>					<b>\$31,531.82</b>
<b>Peerless Network, Inc</b>					
05/15/2025	Check	6071	Invoice 75514	4474 Telephone/FAX	77.50
<b>Total for Peerless Network, Inc</b>					<b>\$77.50</b>
<b>Pronunciator</b>					
05/27/2025	Check	6079	Subscription 2025-2026	4710a Databases (Adult)	800.00
<b>Total for Pronunciator</b>					<b>\$800.00</b>
<b>Record -A-Hit-Entertainment</b>					
05/30/2025	Check	23108	5.31.25 Carnival Game Inflatable	4904 Reimb. - Friends Book Sales	1,000.00
05/30/2025	Check	23108	5.31.25 Carnival Game Inflatable	4454 General Programming	680.00
<b>Total for Record -A-Hit-Entertainment</b>					<b>\$1,680.00</b>
<b>Roy Erikson Outdoor Maintenance</b>					
05/05/2025	Check	6057	Weekly Landscaping Maintenance	4436 Lawn Maintenance	956.63
05/30/2025	Check	6078	Invoice 07-43598 Mulch	7001 Special Reserves Projects	7,020.00
<b>Total for Roy Erikson Outdoor Maintenance</b>					<b>\$7,976.63</b>
<b>Truty, Marcin</b>					
05/05/2025	Expense	ACH MT	04 Apr IT Services 25-03	4418 Technology	4,960.00
<b>Total for Truty, Marcin</b>					<b>\$4,960.00</b>
<b>TOTAL CHECKS FOR BOARD APPROVAL</b>					<b>\$200,819.34</b>



**PALOS HEIGHTS  
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES  
BY FINANCIAL INSTITUTION  
May 31, 2025**

ACCOUNT	GENERAL FUND				SPECIAL RESERVES FUND		TOTAL FUND BALANCE
	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	
BEGINNING BALANCE	\$41,316.53	\$1,145,827.13	\$1,143.41	\$200.00	\$572.09	\$2,590.69	\$1,191,649.85
WITHDRAWALS	(\$200,819.34)						(\$200,819.34)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$60,000.00	(\$60,000.00)					
DEPOSITS	\$307.05						\$3,213.08
	\$1,198.00						
	\$285.10						
	\$51.12						
	\$320.83						
	\$232.20						
	\$818.78						
ADJUSTMENTS							
INTEREST EARNED	\$0.82	\$3,341.16	\$4.31	N/A	N/A	\$2.02	\$3,348.31
ENDING BALANCE	\$13,711.09	\$979,168.29	\$1,147.72	\$200.00	\$572.09	\$2,592.71	\$997,391.90
TOTALS	\$994,227.10 GENERAL FUND				\$3,164.80 SPECIAL RESERVES FUND		\$997,391.90 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.820%	4.415%	N/A	N/A	0.920%	

**TOTAL FUND BALANCE MONTH ENDING: MAY 31, 2025  
\$997,391.90**

# DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting  
June 18, 2025

## Library News

It's been a busy month at the library! Of course, the big events were the beginning of our Summer Reading Programs and our **Summer Reading Kickoff Party**. The Kickoff Party was a huge success! It's hard to get a good estimate of attendance at an event like this where there is no central entrance and people are free to come and go from various parts of the property as they please. I tried to come up with an estimate by looking at security camera footage and our door counter. Both of these are



registration tables. The Friends set up a table to sell books and candy and raffle off a free membership. Lake Katherine had a table to talk about their programming and show off our new nature kits. Palos Heights Police and Fire Departments brought their vehicles for people to see. There were so many moving parts to this event and so many small things that could have gone wrong, so it's a testament to our staff's planning that it all went so incredibly smoothly.

imperfect methods for various reasons, but my official estimate is that we had 830 people attend that day. The radio-controlled cars and the climbing wall were especially popular, with crowds of people lining up basically from open until close. But really everything that we set up got great usage. The bounce house, crafts, carnival games, and food trucks were all busy for most of the day as were our Summer Reading



Beth and I met with Bill Schepel, who is the Life Enrichment Director at **Bethshan**, to discuss getting library cards into their residents' hands. In addition to their main facility in unincorporated Palos Heights, they have two other independent group homes in our unincorporated area. Their residents have varying levels of financial means, but they all have a baseline income to accept financial responsibility for any items that they borrow. Bethshan also provides a significant amount of oversight and assistance, and I believe they view this as a good opportunity for their residents to practice good community engagement and personal responsibility. Beth and I will coordinate with Bill and Bethshan administrators to get them registered in the coming weeks.

As you might have heard, the Illinois House and Senate have both passed the "**Opioid Antagonists Bill**." This would require all public libraries to maintain a supply of naloxone and have staff who are trained to use it. Our library has been fortunate to be relatively unaffected by the opioid crisis so far. I believe this to be a factor of luck more than anything else, as this crisis has affected just about every community in the country without regard for demographic differences. And this is a crisis that is accelerating rather than abating, thanks to the ever-increasing influx of fentanyl into our communities. We have been on borrowed time not having done this training already. So I'm working with the Cook County Department of Public Health to get our staff trained and to procure a supply of naloxone for us to have on hand, should the need present itself someday. I intend to include this training in our August staff in-service day.

We had some **dicey weather** in May, including some high winds and thunderstorms. We were not entirely unscathed. The wind on the evening of May 15<sup>th</sup> broke one of the trees along the fence line with St. Al's. The top half of that tree came down on our side of the fence shortly before closing that night. Luckily, nobody was parked in those spots. A few days later, a storm caused a power outage that lasted a few hours, which forced our server stack to shut down. When it came back online, one of the servers was down. After a few hours of work, Marcin was able to revive the server, and redundant storage resulted in no loss of data.

**New mulch** was laid around the property in late May. This is a pretty hefty project for a property this size, but our landscaper completed it in pretty short order. This is on our Capital Needs Assessment as something to be completed every three years.

Our **new phone system** was installed the first week of June with almost no hiccups. After twenty years with our previous phone system, this one feels like a huge upgrade! Each handset has a touchscreen with a highly intuitive user interface. Routing calls is smoother, and things like our daily announcements can be pre-recorded and automated. Voicemails can be automatically routed to our emails, and we can pair Bluetooth devices to each handset if we like. None of this is probably very surprising or different from what you've likely seen in use in office settings elsewhere, but it's new and exciting for us! We're still learning about the capabilities of the system, but the rollout has been very smooth so far.

I can't remember if I've mentioned this before, but I'm excited so I'll mention it again: the **Chicago Tribune** is piloting a program with area libraries to provide online access to all of its daily papers to all of our patrons. The pilot program included a handful of libraries from various consortia. My home library was fortunate to be one of those, so I was able to test-drive the new system. It worked flawlessly on all of the

devices I used, and I'm excited to report that this service is being rolled out to all interested libraries. We have eagerly signed up to begin this service on July 1<sup>st</sup> at a cost of \$540 for the year. I think this is a great deal!

## Budget News

Cook County has announced that the summer property tax bills will be delayed by about a month. Apparently, they still haven't ironed out all of the wrinkles in their new computer system. While this makes me nervous (and I'll be watching the situation like a hawk), we should have plenty of funds in the bank to endure this delay. As long as we start receiving those revenues by November 1, we'll be in good shape. If their one month estimate proves accurate, we should start seeing those funds come in early in September. In the meantime, our General Fund balance remains healthy, and I don't anticipate any significant issues for us financially.

## Upcoming Events

- **Wednesday**, June 18<sup>th</sup> – Personnel Committee Meeting, 6:30pm
- **Wednesday**, June 18<sup>th</sup> – Regular Board Meeting, 7:00pm
- Friday, July 4<sup>th</sup> – Independence Day Parade, 12:00pm
- TBD – Budget & Finance Committee Meeting
- Thursday, August 21<sup>st</sup> – Personnel Committee Meeting, 6:00pm
- Thursday, August 21<sup>st</sup> – Regular Board Meeting, 7:00pm

## Agenda Items

### Item 1: Building Envelope Study Results

Our Owner's Representative, Dan Eallonardo, will be on hand to walk us through the findings of Building Technology Consultants. The BTC report is included in this month's packet. I met with Dan and Chris, the BTC lead engineer, last week to review the report. As we had hoped, they did find the point of vulnerability in the building's design that needs to be patched or fixed. As we expected, they have identified three potential courses of action. Dan will be able to discuss these in greater detail at the meeting, but here is my general and incomplete understanding:

Option 1 is a superficial approach. It doesn't address the structural issues at play here, but it would likely seal up the windows for a number of years. Basically, I think this is like doing a thorough re-caulking of the entire area. The structural defects, in terms of surfaces pitched incorrectly and barriers that don't cover what they probably should, are not addressed with this solution. But it is going to be the least expensive option. The estimate is that this could probably be done for under \$25,000 but might be as costly as \$40,000.

The second option begins to address the structural issues. This option involves installing some additional flashing and vapor barriers and protecting that exposed wood that you can see in the photos. The goal would be to preserve and re-use the existing metal cladding while bolstering the materials underneath it. This wouldn't fix the underlying structural issue, but it would likely provide us with a solid barrier that would prevent future leaks. The estimated cost of this work is in the neighborhood of \$100,000.

The third option is the most extensive and entails fully replacing the metal panels with a new system that will properly drain water away from the area. The goal would be to retain the existing look of the building while correcting the structural defects. This option also likely includes adding insulation to the area, which appears to have been intended in the original drawings but was never installed. You can see the lack of insulation in photos 12-14, 24 and 25. Adding insulation here would also probably improve the heating and cooling of the building to some extent. The estimated cost of this work is in the neighborhood of \$150,000.

There is a lot of good news here! First, they found the source of the leak. Second, the source is not related to the windows themselves, which would be much more expensive to repair or replace. Third, the repairs are unlikely to affect the existing aesthetic of the building. Finally, we're talking about repairs that are in the five- and lower six-digits. While it will set back our Special Reserves savings, we can immediately afford to do any of these options.

Because we are likely talking about a project that will cost more than \$25,000, we will probably have to go through the formal bidding process, as we did with the YTS renovation and parking lot repaving. That adds a few steps to our probable timeline. The first step is to engage an engineering firm to fully illustrate the needed repairs and prepare them for bidding. Dan has asked BTC to prepare a proposal to provide these services for us. Their experience conducting the study puts them in the best position to understand precisely what the engineering costs are likely to be and will reduce the time that a new company would need to familiarize themselves with our building, drawings and proposed solutions. I suspect that engaging BTC is going to be our best option.

If we engage BTC this month and get them started on bid documents right away, it's possible that we could have this work completed before the end of this year. Whether or not we need to rush to get this work finished is debatable. On the one hand, things are somewhat caulked up and are currently in better shape than they have been for a while. We're unlikely to see a significant escalation in the existing damage by pushing this project back by a few months or even a year. On the other hand, this problem isn't going away. Kicking the can down the road might not hurt us, but it certainly isn't going to help us. The only reason I can see for waiting any significant period of time would be if we needed or wanted some time to save up additional funds. As things currently stand with our budget, even with a bit of a delay in property tax bills, I estimate that the work of even the most expensive repair option could be completed in this fiscal year without our General Fund balance falling below \$600,000.

**Recommendation:** This item is a discussion item, so no action is needed.

## Item 2: Engineer Engagement

Pending Dan's presentation and getting all of our questions answered, I'm including an action item here in case we feel that we're prepared to move forward with the first step in the remediation phase of this project, which is to engage an engineer to draw up the necessary bid documents for us. Unless you have unanswered questions for which we need a more in-depth explanation or you want to see proposals from other engineering firms, I recommend that you approve engaging BTC to conduct the engineering work for the desired repair option. I believe that BTC is in the best position to conduct this work for us due to their prior experience with this issue and similar work completed at other libraries.

**Recommendation:** I recommend that you approve the BTC proposal for engineering services.

Respectfully submitted,  
Jesse Blazek  
Library Director



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## MAY 2025

### At the Desk:

14 online library cards were issued to residents.

24 directional questions were answered by the Circulation staff.

3 patrons used Curveside pickup.

### Department Highlights:

Dora, Crys B., Karen D., Joyce and Beth participated in the Summer Reading Kickoff Party.

Dora worked with Mary Kate on the summer reading decorations.

Circ department is working on making decorations in the FabLab. This month Beth & Dora painted stars to display on the bookshelves.

Beth went to the Farmer's Market on 5/14. We are handing out butterfly garden seeds along with PHPL promotional material.

Beth created a new letter explaining the reasons for the nonresident library card fee to be handed out to patrons inquiring about why they need to pay for a card.

Beth worked on updating Circ Manager's binder.

Beth lead the Lunch Bunch Book Discussion of *Challenger: A True Story of Heroism and Disaster on the Edge of Space* by Adam Higginbotham by attended by 9 patrons.

### Continuing Education:

5/1-Crys B. went to the Reaching Forward conference. She found the session *Community Impact: Identify, Adapt, Engage* particularly meaningful and is willing to help with any of our community outreach programs.

### Meetings:

5/5- Summer Reading Committee

5/12- Summer Reading Committee

5/19- Circ Networking Meeting

5/28- Management Team meeting

Respectfully submitted,

Beth Stevens

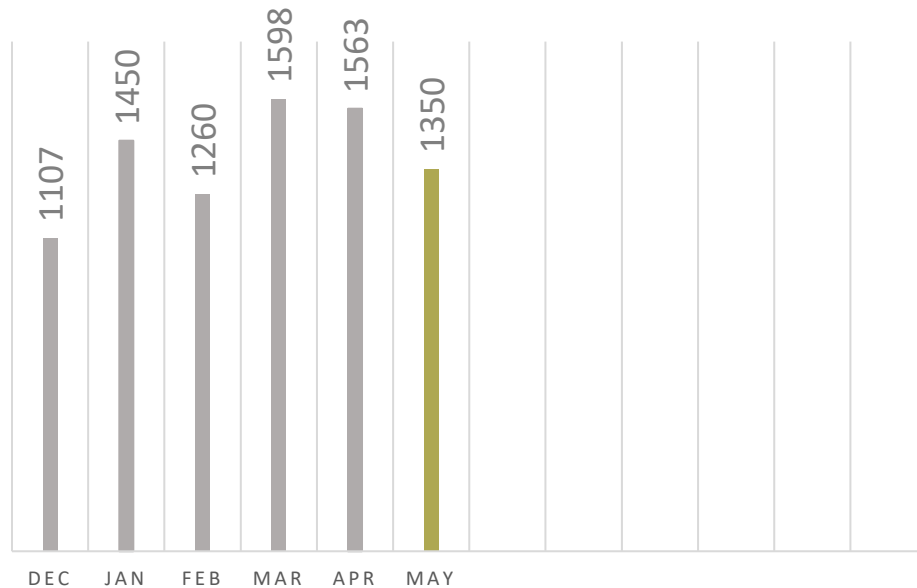
Head of Circulation

## CIRCULATION STATISTICS FOR MAY 2025

	May-25	YTD 25	May-24	YTD 24	
<b>Adult Circulation</b>					
Books	3,370	16,841	3,669	18,877	
Video	424	2,236	516	2,645	
Audio	273	1,034	250	1,492	
Periodicals	149	772	188	913	
Other Formats	37	95	24	72	
In House	75	360	102	444	
<b>Total Adult Circulation</b>	<b>4,328</b>	<b>21,338</b>	<b>4,749</b>	<b>24,443</b>	
<b>Youth Circulation</b>					
Books	3,676	20,871	3,336	20,389	
Audio	24	239	41	277	
<b>Teen Circulation</b>					
Books	258	1,350	227	1,259	
Audio	6	16	2	17	
<b>Youth &amp; Teen Circulation</b>					
Video	121	521	171	1,019	
Periodicals	9	96	7	60	
Other Formats	134	548	46	339	
In House Use	747	4,483	695	4,201	
<b>Total Youth &amp; Teen Circulation</b>	<b>4,975</b>	<b>28,124</b>	<b>4,525</b>	<b>27,561</b>	
<b>Gadgets &amp; Gizmos</b>	<b>14</b>	<b>60</b>	<b>Collection started June 2024</b>		
<b>Electronic Circulation</b>					
eBooks (Media On Demand)	1,267	5,967	1,266	6,465	
eBooks (e-Read IL)	74	428	95	424	
eAudio (e-Read IL)	72	313	82	345	
eAudio (Media On Demand)	967	4,501	925	4,379	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	373	1,716	272	1,460	
Periodicals (PressReader)	3	66	106	1,641	
<b>Total Electronic Circulation</b>	<b>2,756</b>	<b>12,991</b>	<b>2,746</b>	<b>14,714</b>	
<b>TOTAL CIRCULATION</b>	<b>12,073</b>	<b>62,513</b>	<b>12,020</b>	<b>66,718</b>	
ILL - Received	1,292	5,096	1,183	6,462	
ILL - Sent	1,002	4,003	952	5,076	
Reciprocal Borrowing	1,118	5,090	879	5,900	
Online Renewals	67	348	44	216	
Self-Checkout	3,452	11,500	3,458	20,078	
<b>Computer Usage</b>					
Library Workstation Sessions	430	2,325	482	2,421	
Wireless Sessions	1,158	5,831	864	4,809	
Total Sessions	1,588	8,156	1,346	7,230	
# of People Using the Library	9,196	2/11-4/31- 33183	9,451	49,895	
<b>Homebound Deliveries</b>			<b>Current Month</b>	<b>Full Year</b>	
Patrons Serviced			12		
Visits			33	134	
Items			163	742	
<b>Museum Pass Program</b>			<b>Current Month</b>	<b>Full Year</b>	
Total Passes			19	70	
<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,234	40	39	0	4,473
Non-Resident/Trinity/Business	30	-	1	-	36
Cards for Kids	88	1	2	-	83

# Public Services Department Report May 2025

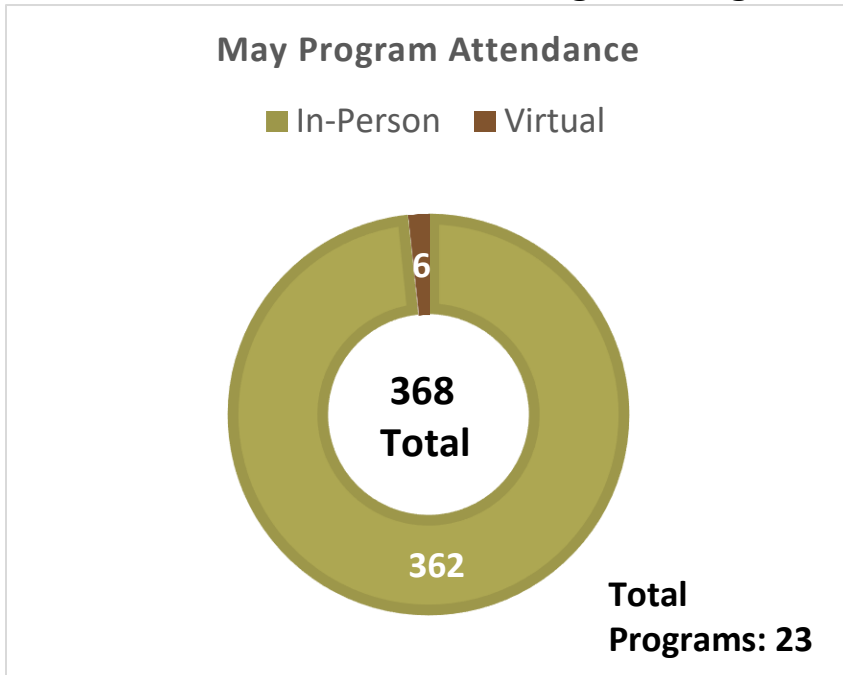
## PS Reference Questions



## Meetings & Trainings

- 5-1-25: Reaching Forward North
- 5-5-25: One on One w/Director
- 5-5-25: Summer Reading Meeting
- 5-8-25: WSAP Meeting
- 5-12-25: Channel 4 Taping
- 5-12-25: ILA Panel Meeting
- 5-14-25: ASMR
- 5-16-25: RFN Meeting
- 5-19-25: One on One w/Director
- 5-19-25: Summer Reading
- 5-21-25: TBS Webinar
- 5-28-25: Management Meeting
- 5-29-25: B&T Meeting

## Programming



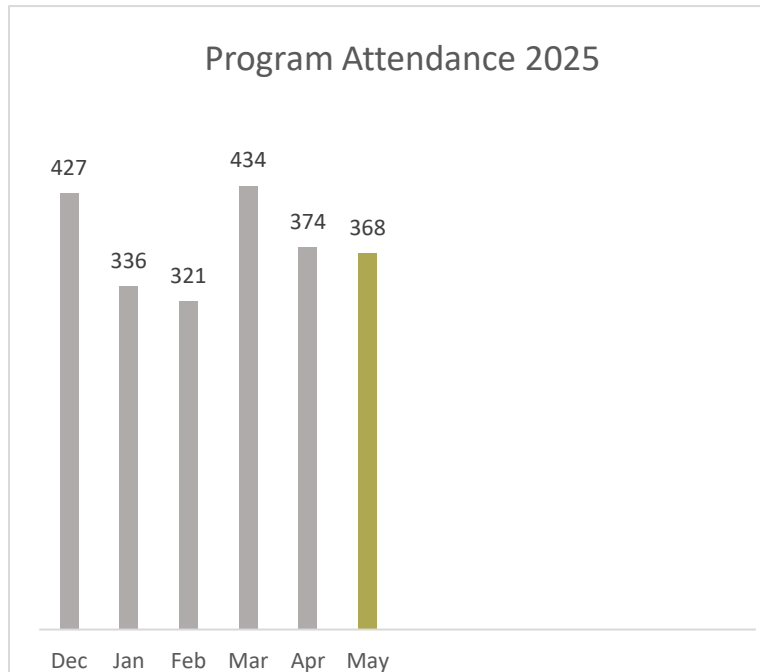
May tends to be a lighter programming month for us, as we take a week off from programs for Memorial Day and keep it light in general as people get their summers going, but even so, we had a strong turnout for most of our programs.

As expected, there was a strong turnout for the movie *Conclave*, which we had decided to show in May well before current events made it a hot topic. Also of interest to the community was the program about the various

ways to go about downsizing and getting rid of personal property. I believe that was our first time hosting that presenter, and she was great. Engaging and knowledgeable, we will definitely have her back for other programs.

Our latest partner program with Pathlights, regarding fall prevention and safety at home, also went well, and I look forward to continuing that partnership in the future. We have one more program planned with them this year, and then we'll do at least two next year.

I was disappointed at the low turnout for the homebrewing program, but I guess it is what it is. Whether it was that the topic doesn't get much traction in this community or maybe it was a bad day for people, it's hard to tell. It was worth a shot, anyway.



## Marketing/Publicity/Outreach

Tina and I filmed our usual Channel 4 spot, and we began lending some staff to the Farmers Market booth.

## Local History

We will be turning our attention to some local history projects here in the back half of the year. Nothing is solidified just yet, but we have some exciting ideas for getting things back into action.

## Collection Development

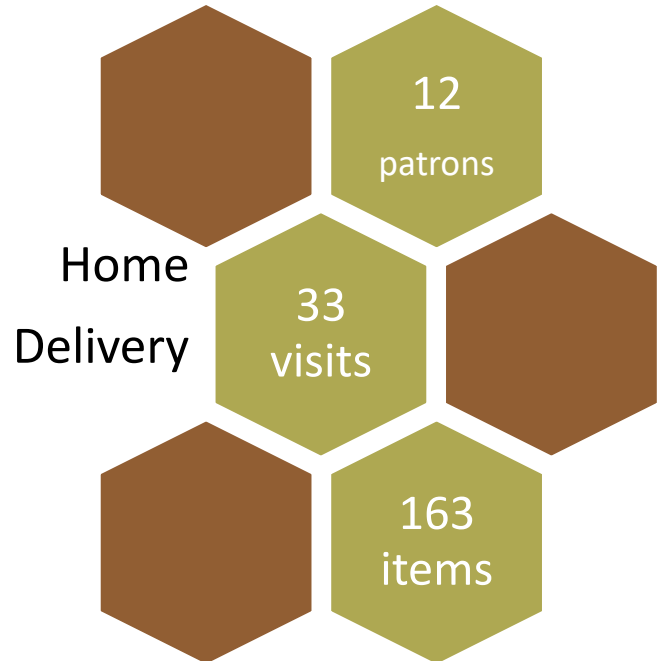
Things continue to roll along in terms of collection development. Staff has weeded in anticipation of the upcoming August book sale and our ordering has been on point. We have been trying some new things and ordering from some genres we typically hadn't before, but they seem to be working out well enough.

## Other

The Summer Reading Kick Off Party was a great success. While our numbers pale in comparison to YTS, we had a significant number of registrations that day, and of course the event itself went well.

We have started trying to breathe some new life into computer classes. Christina has returned to in-person classes, as virtual attendance had been falling off, and Lyndsey has developed a couple classes we've never had before or haven't covered in a while, such as how to get the most out of the catalog, an introduction to our e-resources, and media literacy. We are hoping that these offerings appeal to the community.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



## PUBLIC SERVICES - MONTHLY STATISTICS May 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	4	4	\$600.00	65	Reference	Computer	Directional
Free	0	1	1	N/A	13	688	413	249
Book Discussions	0	4	4	N/A	28	<b>TOTAL</b>		<b>1,350</b>
Movie			1	\$0	43	<b>HOMEBOUND DELIVERIES</b>		
Passive Programs			4		117			
<b>IN HOUSE CLUBS</b>						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	12	33	163
Needle Crafters			4	N/A	28	<b>BOOK-A-LIBRARIAN # Sessions</b>		
Scrabble			4	N/A	60	4		
<b>COMPUTER TRAINING - LAB</b>			2	N/A	11			
<b>TOTAL PROGRAMMING</b>			<b>29</b>	<b>\$600</b>	<b>365</b>			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
5/1/2025	7:00 pm	No	Public Enemy: Dillinger in Chicago	17	\$340	21		
05/13/25	7:00 pm	No	ILP: Matthew Desmond	1	ILP	1		
05/20/25	7:00 pm	No	My Kids Don't Want My Stuff	46	\$100	41		
05/22/25	6:30 pm	No	You Can Brew It	2	\$160	2		
	7:00 pm							
	7:00 pm							
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
05/06/25	1:00 pm	no	Fall Prevention & Safety At Home	14	N/A	13		
	pm				N/A			
	pm				N/A			
	pm				N/A			
DATE	TIME	HYBRID	BOOK DISCUSSIONS	REGISTERED	COST	ATTENDANCE		
05/12/25	12:00 pm	No	Lunch Bunch Book Discussion	N/A	N/A	8		
05/14/25	7:00 pm	No	Horror Book Club	N/A	N/A	6		
05/20/25	2:00 pm	No	Teatime on Tuesdays	N/A	N/A	4		
05/28/25	3:00 pm	no	Senior Book Club	N/A	N/A	10		
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
05/18/25	2:00 pm	Sunday @ the Cinema: Conclave	38	N/A	43			
DATE	TIME	MAH JONGG	REGISTERED	COST	ATTENDANCE			
05/06/25	12:00 pm	Mah Jongg	N/A	N/A	0			
05/13/25	12:00 pm	Mah Jongg	N/A	N/A	0			
05/20/25	12:00 pm	Mah Jongg	N/A	N/A	0			
05/27/25	12:00 pm	Mah Jongg	N/A	N/A	0			
	12:00 pm	Mah Jongg	N/A	N/A				
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
05/06/25	10:00 am	Needle Crafters	N/A	N/A	8			
05/13/25	10:00 am	Needle Crafters	N/A	N/A	7			
05/20/25	10:00 am	Needle Crafters	N/A	N/A	6			
05/27/25	10:00 am	Needle Crafters	N/A	N/A	7			
	10:00 am	Needle Crafters	N/A	N/A				
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
05/06/25	10:00 am	Scrabble	N/A	N/A	15			
05/13/25	10:00 am	Scrabble	N/A	N/A	16			
05/20/25	10:00 am	Scrabble	N/A	N/A	15			
05/27/25	10:00 am	Scrabble	N/A	N/A	14			
	10:00 am	Scrabble	N/A	N/A				
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
05/05/25	2:00 pm	Intro to Libby	3	N/A	4			
05/12/25	2:00 pm	Windows 11	7	N/A	7			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			89			
		Spice Club Kits			17			
		Extra Spice Club Kits			11			
		Project of the Month			0			



PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## MAY 2025

### Department Highlights:

Nikki graduated from UIC with her Bachelors in Psychology!

Nikki completed processing the Lake Katherine Nature-To-Go Bags: Bird, Bug, and Plant bags.

Jalal is training and learning the process of adding record items into Workflows for youth, teen, and adult books.

Lorena updated the Gadgets & Gizmos handout and created social media posts for SRP Kick-off food vendors: Cervantinos, Nicky V's, and Sno Daze.

Lorena completed her Sertoma Star Services certification for mental health first aid training.

Lorena attended the Reaching Forward Conference, networking and learning about library staff training opportunities, information on current cover letters and resume trends, managing a library of things, and tips for workplace resilience.

Lorena worked with Rose Zubik to have HobbyTown Orland Park, as well as the PH Police and Fire Departments here for the Summer Reading Kick-off Party. She also created the bounce house and directional signs.

Lorena reached out and booked arcade games from Castle Party Chicago for Fan Con. This year we will have Marvel vs Capcom and Mario Bros games, and an air hockey table for attendees!

Marilyn has been working on getting periodical information together, focusing on credits received for issues not received. She and Lorena met with Tony Howell from Rivistas to get an overview of the platform.

Jalal, Nikki, and Lorena all helped work the Summer Reading Kick-off Party and had a blast! Each helped set up, decorate, and work different stations throughout the event. Lorena also dressed as D.D. Dino who gave high-fives and hugs.

### Meetings and Training:

May 2 – Rivistas meeting

May 8 – SWAN Acquisitions & Cataloging Networking Group meeting

May 9 – LACONI TSS: World Language Vendor Panel

May 12 – Summer Reading Kick-off Party meeting

May 13 – Fan Con meeting

May 14 – SWAN Acquisitions consultation

May 15 – SWAN Acquisitions consultation continued

May 19 – Lake Katherine Nature-To-Go Bags meeting

May 19 – 1 on 1 with Jesse

May 19 – Summer Reading Kick-off Party meeting

May 27 – SWAN Fireside Chat

May 27 – RAILS: Exploring Morale in Library Workplaces

## Statistics:

<b>Adult</b>	<b>Print</b>	<b>Video</b>	<b>Audio</b>	<b>Periodical</b>	<b>Other Format</b>
<b>Ordered Items</b>	187	12	3	-	-
<b>Added Items</b>	186	11	1	44	-

<b>Juvenile</b>	<b>Print</b>	<b>Video</b>	<b>Audio</b>	<b>Periodical</b>	<b>Other Format</b>
<b>Ordered Items</b>	12	-	-	-	-
<b>Added Items</b>	48	-	-	13	3

	<b>Print</b>	<b>DVD/ Blu-ray</b>	<b>Audiobook/ Music CD</b>	<b>Console Game</b>	<b>Kits</b>	<b>Launchpad</b>	<b>Other Format</b>
<b>Adult Discarded Items</b>	6	-	-	-	-	-	-
<b>Juvenile Discarded Items</b>	115	-	-	-	-	-	13

## Library Services:

	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>
<b>Laminating Service*</b>	-	10	-	-	13
<b>VHS Conversion:</b>					
<b>DVD Format</b>	-	-	-	-	-
<b>USB Format</b>	-	-	-	-	11

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

Respectfully submitted,  
Lorena Rodriguez  
Head of Technical Services

# YOUTH & TEEN SERVICES DEPARTMENT REPORT MAY 2025

## Highlights of the Month:



The library held its first Polish Story Time. Children created in a spring time craft and sang songs in Polish and English.



Mary Kate and 6<sup>th</sup> grader, Katie, enjoyed the program, April Showers bring May Flowers. We painted a white paper parasol and sang along to Taylor Swift!



Claire had lots of fun guiding children in grades 3-5 through her Junk Journals program. Kids enjoyed decorating their composition books with stickers and duct tape that showed off their personalities. They can't wait to fill them up with their summer memories!



Carla had a great time leading children in grades 3-5 in making Mother's Day cards on the Cricut.

## Meetings and Department News:

LACONI YSS – Tina attended this board meeting on 05/02.

SLJ: Spring Graphic Novels for All Ages-Parts 1 & 2 – Mary Kate watched this webinar on 05/03-04.

SLJ: Celebrating LGBTQ+ Stories: New Titles for Pride Month and Beyond – Mary Kate and Claire watched this on 05/06.

LACONI RECHARGE & YSS: Youth Mental Health First Aid Training – Carla attended this training on 05/09.

Summer Reading Kickoff Party Committee – Mary Kate and Tina attended these meetings on 05/12 and 05/19.

Fan Con Meeting – Carla and Claire attended this meeting on 05/13.

Booklist: Imagining Our Future: The Essential Role of Climate Fiction and Nonfiction in Shaping Middle Grade Minds – Mary Kate and Carla watched this webinar on 05/14.

Booklist: MacKids School & Library Fall 2025 Preview Event – Claire and Carla watched this webinar on 05/17.

Booklist: Page-Turning Picture Books – Claire and Carla watched this webinar on 05/18.

SLJ: New Stories to Inspire, Comfort, and Enjoy! – Carla watched this webinar on 05/19.



Lake Katherine – Tina met with Tara and Garreth to look over the Nature-to-Go bags and scheduled future Nature Hour story times on 05/19. Everyone was excited to learn about them at the Summer Reading Kickoff!

ILA Mentor/Mentee Meeting – Carla will be mentoring a librarian who is newer to the field for the next six months. She met with her mentee on 05/20 to begin the relationship.

Booklist: Junie B. Jones: Celebrate the Mischief and Magic of Childhood – Mary Kate and Claire watched this on 05/21.

Booklist: Disney Publishing 2025 Preview – Mary Kate watched this webinar on 05/21.

Booklist: Reading, Learning, Growing: SEL Titles for Young Readers – Mary Kate and Carla watched this on 05/22.

Mackin's Storyteller Spotlight: Lauren Tarshis – Carla watched this webinar on 05/24.

Booklist: Spotlight on Early Reading – Claire watched this webinar on 05/27.

Management Team Meeting – Tina and Carla attended this meeting on 05/28.

## Outreach:

St Al's Preschool – Mary Kate provided a tour, story, and craft for 23 preschoolers from St Al's on 05/05.

Reggio Academy Preschool – Mary Kate read summer themed stories to toddlers and preschoolers at Reggio Academy Preschool on 05/12.

Trusting Hearts Preschool – Jolie visited the preschool class on 5/13 and provided a frog themed story time.

Worth Township Resource Fair – Carla attended this event on 05/14 and promoted the library.

St. Alexander's School – Carla and Mary Kate promoted the summer reading program to grades Kindergarten-5<sup>th</sup> grade. Younger children heard a story and did a freeze dance while older kids decorated keychains made in the FabLab.

Indian Hill Preschool – Carla provided a story time to eight preschool classes on 05/21.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	10	357		Reference	Computer	Directional
Free Tween/Teen Programming	6	89		203	50	115
Youth Paid Programming	0	0		<b>TOTAL</b>	<b>368</b>	
Tween/Teen Paid Programming	0	0		<b>PASSIVE PROGRAMMING</b>		
<b>TOTAL PROGRAMMING</b>	<b>16</b>	<b>446</b>		Craft	Teen	Activity
<b>OUTREACH/SCHOOL VISITS</b>	<b># VISITS</b>	<b># SESSIONS</b>	<b>ATTENDANCE</b>	347	119	9
<b>TOTAL OUTREACH</b>	<b>7</b>	<b>12</b>	<b>551</b>	<b>TOTAL</b>	<b>475</b>	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
05/02/25	1:30 pm	Arabic Story Time	20
05/07/25	11:30 am	Mother's Day Story Time	35
05/07/25	4:00 pm	Mother's Day Cards	6
05/10/25	11:00 am	Polish Story Time	17
05/13/25	11:30 am	Sensory Friendly Stories and Play	10
05/14/25	4:30 pm	Furry Readers	13
05/15/25	11:30 am	Flower Story Time	12
05/19/25	5:00 pm	Fun with Frogs	12
05/22/25	4:00 pm	Junk Journals	8
05/31/25		Summer Reading Registrants Babies - 6th grade	224

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
05/01/25	4:00 pm	Volunteens	20
05/08/25	4:00 pm	April Showers Bring May Flowers	1
05/10/25	4:00 pm	Teen Book Box	1
05/12/25	4:00 pm	Stressbusters	20
05/28/25	4:00 pm	Video Game Controller Box	7
05/31/25		Teen Summer Reading Registrants 6-12grade	40

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	14
Tonies Listening Station	9
FabLab - Dragon Decal	1
Craft - Flower	120
Craft - Crab	60
Teen Craft - Comic	20
Teen Craft - Word Scramble	33
Teen Craft - May Word Search	51
Craft - Butterfly	167

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
05/05/25	Library Visit - St. Alexander's Preschool	1	28
05/12/25	Reggio Academy Preschool	2	28
05/13/25	Trusting Hearts Preschool	1	32
05/14/25	Worth Township Resource Fair	1	200
05/16/25	Library Visit - St. Alexander's School	6	153
05/21/25	Indian Hill Preschool	8	110

Report To

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

**Water Leakage Evaluation  
Palos Heights Public Library  
12501 South 71<sup>st</sup> Avenue  
Palos Heights, Illinois**



By:  
Christopher R. Kottra, PE, REWC, CCCA

BTC Project No. 25-128  
May 30, 2025

**BTC**

1845 East Rand Road, Suite L-100  
Arlington Heights, Illinois 60004

**Building Technology Consultants, Inc.**



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Appendix A – Field Photographs



May 30, 2025

*Via E-Mail: [jblazek@phlibrary.org](mailto:jblazek@phlibrary.org)*

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

Re: Water Leakage Evaluation  
Palos Heights Public Library, Palos Heights, Illinois  
BTC Project No. 25-128

Dear Mr. Blazek:

As authorized by execution of our proposal dated March 14, 2025, Building Technology Consultants, Inc. (BTC) has performed a water leakage evaluation at Palos Heights Public Library. This report outlines the findings of our evaluation.

## 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 2<sup>nd</sup> 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. Leaks have been reported at the bay windows on the 1<sup>st</sup> floor. As such, we were requested to perform a leak evaluation. This report outlines our findings.

## 2 SCOPE OF WORK

Our scope of work was as follows:



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BTC Project No. 25-128  
May 30, 2025  
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## **2.1 Background Review**

1. Reviewed original design drawings and other available documents to become familiar with the construction of the exterior wall components.
2. Interviewed 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. Performed a visual review of the exterior wall construction at the bay windows from the exterior and interior to document existing conditions.
2. Performed calibrated spray nozzle testing in general accordance with AAMA 501.2.
3. With assistance from a contractor, removed some of the existing metal panel cladding components to review underlying conditions.

## **2.3 Analysis and Report**

1. Analyzed 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, developed conceptual repair alternatives.
3. Prepared this report outlining our findings, conclusions, and recommendations.

# **3 BACKGROUND REVIEW**

Electronic copies of the following documents were provided for our review:

1. As-built drawings prepared by Engberg Anderson Design Partnership, Inc. dated July 2, 2003.
2. Window shop drawings prepared by Pella dated February 20, 2004.



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BTC Project No. 25-128  
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The drawings provided for our review had conflicting information regarding the exterior wall construction at the bay windows. The following table summarizes the 2 variations of the wall assembly indicated in the drawings.

<b>Sheet A4.3</b>	<b>Sheet A4.8</b>
Prefinished metal cladding	Brake metal trim
3/4-inch thick wood sheathing	1/2-inch treated plywood sheathing
2-inch thick rigid insulation	1 1/2-inch thick rigid insulation
Air barrier	1/2-inch thick exterior gypsum wall board sheathing
1/2-inch thick exterior gypsum sheathing	Through-wall flashing
Cold formed metal studs	Steel stud framing (shown graphically only)

## 4 FINDINGS

Our field investigation was performed on May 12 and 13, 2025. Messrs. Christopher Kottra and Arturo Benussi of BTC performed our field observations. A carpentry contractor assisted us during our investigation. The following is a summary of our findings. Referenced photographs are included in Appendix A.

### 4.1 General Observations

1. Varying colors of sealant were observed along joints between cladding panels, which suggests that repairs have been attempted more than once (Photo 1). The sealant was exhibiting adhesive and/or cohesive failure at several locations (Photos 2 and 3). No sealant was observed at some joints including between slab edge covers and column covers, and at column cover splices (Photo 4).



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2. Most of the horizontal sill covers were observed to be back-pitched (Photo 5). The sill cover above the first floor window at the west bay window was loose and one end could be pulled away from the wall by hand (Photo 6).
3. Evidence of prior leaks was observed on the interior at the middle and west bays on the 1<sup>st</sup> floor (Photos 7 through 10). We did not observe evidence of leaks at the bay windows on the 2<sup>nd</sup> floor.
4. We removed a ceiling tile at the middle bay to review conditions within the interstitial space above the ceiling (Photo 11). Evidence of prior leaks was observed on the wood framing for the spandrel panels (Photo 12).
5. The as-built drawings indicated 3 inches of batt insulation and an air barrier behind spandrel panels. Neither insulation nor an air barrier were observed behind the spandrel panels (Photos 13 and 14).

## **4.2 Water Testing**

Using a calibrated spray nozzle or a modified spray rack, we performed a series of water tests isolating different components of the facade (Photos 15 and 16). Adjacent components were masked with plastic and tape (Photos 17 and 18). For each test, water was applied for a period of approximately 15 minutes or until leaks appeared, whichever occurred first. No differential pressure was applied during the tests.

1. Leaks occurred during several tests along the sill cover and spandrel panels at the middle bay. The window assemblies did not appear to contribute to the leaks. The sill cover test was repeated at the west bay window. Leaks were observed within 5 minutes of the start of the test (Photos 19 and 20).
2. Water was observed dripping from along the joint between the window frame and the interior trim (Photos 21 and 22).
3. The most severe leaks occurred when the sill of the 2<sup>nd</sup> floor window was tested (Photo 23). Water collected on and around the spandrel panel frames during this test (Photos 24 and 25).



Mr. Jesse Blazek  
BTC Project No. 25-128  
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### 4.3 Exploratory Openings

With assistance from a carpentry contractor, metal cladding panels were removed at slab edges and columns. Observations behind the removed panels included the following:

1. The wall assembly at the sill covers was generally consistent with what was indicated on Sheet A4.8 and consisted of the following:
  - a. 0.032-inch thick metal cladding panels;
  - b. 1/2-inch thick plywood sheathing; and
  - c. Self-adhered flashing membrane over apparent sheathing (the flashing membrane was not cut to review the sheathing material).
2. The plywood sheathing behind the metal panels exhibited evidence of prolonged exposure to moisture (Photo 26).
3. The rigid insulation was held in place with screws creating a penetration through the flashing membrane (Photo 27).
4. Significant debris was observed collecting along the top of the window (Photo 28). The flashing membrane loosely wrapped back toward the interior at these locations and moisture was identified within the gap between the membrane and top of the window frame (Photo 29).
5. Vertical mullion caps separate the spandrel panels. The top of the spandrel panel mullion cap was observed to be open where the sill cover was removed below the 2<sup>nd</sup> floor window (Photo 30).
6. The column covers could not be removed without disassembling more of the cladding system. A column cover was partially pulled open to review the underlying conditions (Photos 31 and 32). The vertical joint between the spandrel panels and the vertical framing at the corner was open (Photo 33). There appeared to be a flashing membrane behind the insulation (Photo 34). However, we were not able to confirm if the membrane was continuous.



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## 5 CONCLUSIONS AND RECOMMENDATIONS

Based on the results of our field investigation, we identified several deficiencies contributing to interior leaks.

1. Failed sealant at joints between metal panel cladding components is allowing water to get behind the cladding system.
2. It does not appear that the metal panel clad walls were designed and/or constructed with an adequate internal drainage system. As such, water that gets past the metal panel cladding has direct pathways to reach the interior.

Based on the above deficiencies, we offer the following repair approaches to minimize the potential for water infiltration at the bay windows:

1. **Repair Option 1:** Remove all sealant from joints between metal panel cladding components and along window perimeters. Prepare surfaces and provide new liquid-applied sealant and/or pre-formed silicone strips.
  - a. This option has the lowest initial cost associated with it. The work can be completed in approximately 1 to 2 weeks with little disruption to library operations.
  - b. This approach does not address deficiencies such as back-pitched sill covers, or the lack of an effective internal drainage system behind the panels. As such, this approach would require more frequent maintenance. We consider this a short-term repair option.
2. **Repair Option 2:** Remove the existing metal panel cladding at the bay windows, repair the back-up construction, and provide a more robust flashing system. Reinstall the existing metal panel cladding with minor modifications to help with drainage.
  - a. This approach will have a significantly higher initial cost than Repair Option 1. The schedule for this repair option would depend on the availability of the limited number of contractors that specialize in this type of work. We estimate that this repair option would take up to 4 weeks to complete.



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BTC Project No. 25-128  
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- b. Repairs to the back-up construction will protect those materials from damage and reduce water infiltration into the interior of the building. Removing and reinstalling the metal panel cladding may result in damage that affects the functionality and aesthetics of the facade.
3. **Repair Option 3:** Replace the metal panel cladding with a system that incorporates a redundant internal drainage system.
  - a. This approach is the most costly of the 3 options and the most invasive. The schedule for completing the work will depend on contractor and material availability. Long lead times are possible for the replacement cladding materials. However, construction duration would likely be approximately the same as Option 2.
  - b. This approach is the most comprehensive approach of the 3 by addressing the underlying deficiencies and thus minimizing the potential for future water leakage.

The lack of insulation behind the spandrel panels does not appear to be a deficiency that contributes to leaks. However, adding insulation behind the spandrel panels could improve energy efficiency throughout the building. This can be done in conjunction with the Repair Options 2 or 3 above, or as a separate project after the repairs are complete.

## 6 CONCLUDING REMARKS

Please note the following regarding the opinions expressed in this report:

1. They are based on project specific information available to us at the time of this writing and the scope of work performed to date. It is possible that additional documents and/or investigations will reveal more information. We will take such additional information into consideration and may supplement or modify our opinions as a result of such additional information.



Mr. Jesse Blazek  
BTC Project No. 25-128  
May 30, 2025  
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2. They are based on our education, experience, field observations, observations by other BTC employees, photographs and samples retrieved in the field, field notes; observations, photographs, reports and analysis by others; and the content of BTC's project files and technical information library.
3. They are based on a reasonable degree of engineering certainty.
4. Any repair recommendations indicated in this report are conceptual in nature. Prior to implementing any repairs, we recommend drawings and specifications be prepared by a qualified architectural/engineering firm.

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

Sincerely,

**Building Technology Consultants, Inc.**

A handwritten signature in black ink that reads "Chris R. Kottra".

Christopher R. Kottra, PE, REWC, CCCA  
Principal

Attachment: Appendix A – Photographs

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



**APPENDIX A**  
**FIELD PHOTOGRAPHS**



Photo 1 – Varying sealant colors



Photo 2 – Sealant exhibiting cohesive failure



Photo 3 – Sealant exhibiting cohesive and adhesive failure



Photo 4 – No sealant at column cover splice



Photo 5 – Back-pitched sill cover



Photo 6 – Loose sill cover



Photo 7 – Evidence of prior water leakage



Photo 8 – Evidence of prior water leakage



Photo 9 – Evidence of prior water leakage



Photo 10 – Evidence of prior water leakage



Photo 11 – Ceiling tile removed at middle bay



Photo 12 – Evidence of prior leaks on wood framing



Photo 13 – No insulation or air barrier behind spandrel panels



Photo 14 – No insulation or air barrier behind spandrel panels



Photo 15 – Modified spray rack water test



Photo 16 – Modified spray rack water test

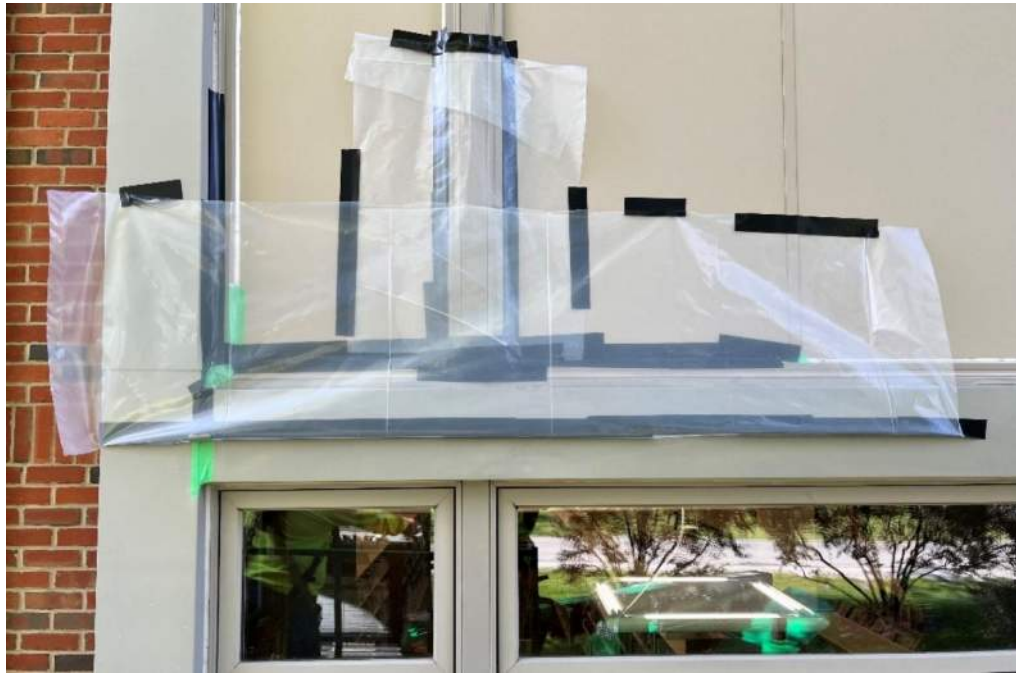


Photo 17 – Masking of various components



Photo 18 – Masking of various components



Photo 19 – Leak emanating between frame and trim



Photo 20 – Leak emanating between frame and trim



Photo 21 – Leak emanating between frame and trim



Photo 22 – Leak emanating between frame and trim



Photo 23 – Leak observed during test along 2<sup>nd</sup> floor window sill



Photo 24 – Leak observed during test along 2<sup>nd</sup> floor window sill



Photo 25 – Leak observed during test along 2<sup>nd</sup> floor window sill



Photo 26 – Plywood sheathing exhibiting evidence of prolonged exposure to moisture



Photo 27 – Screw through insulation



Photo 28 – Debris along top of window



Photo 29 – Moisture in gap between flashing membrane and spandrel panel



Photo 30 – Openings in top of mullion cap



Photo 31 – Column cap



Photo 32 – Column cap pulled back



Photo 33 – Open joint between spandrel panel and vertical framing



Photo 34 – Flashing membrane behind insulation

Proposal to

**Palos Heights Public Library  
12501 South 71<sup>st</sup> Avenue  
Palos Heights, Illinois 60463**

**Bay Window Facade Consulting Services  
Palos Heights Public Library  
Palos Heights, Illinois**



BTC Proposal No. 25-P590  
June 13, 2025



Building Technology Consultants, Inc.



June 13, 2025

*Via E-Mail: [jblazek@phlibrary.org](mailto:jblazek@phlibrary.org)*

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

Re: Proposal for Bay Window Facade Consulting Services  
Palos Heights Public Library, Palos Heights, Illinois  
BTC Proposal No. 25-P590

Dear Mr. Blazek:

As requested, Building Technology Consultants, Inc. (BTC) is pleased to submit this proposal for bay window facade consulting services for the Palos Heights Public Library.

## **1 BACKGROUND INFORMATION**

The Palo 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 2<sup>nd</sup> 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.

Leaks have been occurring at the bay windows on the 1<sup>st</sup> floor. BTC was retained to evaluate potential sources for the leaks and to provide recommendations for repairs. Our findings are summarized in our Water Leakage Evaluation report dated May 30, 2025. In that report, we presented 3 repair approach options for the Library's consideration. The first approach consisted primarily of superficial sealant repairs. The second approach included removing the existing panels, repairing the underlying flashing, and reinstalling the panels. The third approach was similar to the second except that the metal planning cladding would be replaced with new in lieu of reinstalled.



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It is our understanding that the Library is considering implementing the second or third repair approach. As such, BTC has been requested to submit this proposal to provide consulting services associated with the second and third repair approaches.

## **2 SCOPE OF WORK**

Our scope of work will be as follows:

### **2.1 Design**

BTC will develop drawings and specifications for the facade repairs at the bay windows. Our scope of work for this phase of the project will be as follows:

1. Prepare bid documents including administrative requirements, bid forms, technical specifications, and drawings that can be used to solicit competitive bids for the bay window facade repairs. We anticipate incorporating standard AIA contract conditions and forms in the bidding documents. We strongly recommend that the Library's attorney and insurance agent review these documents. The anticipated scope of work will include the following:
  - a. Remove the existing metal panel cladding at the 3 bay windows.
  - b. Repair back-up construction and provide a new flashing system.
  - c. Reinstall existing metal panels with minor modifications to aid with allowing incidental water that gets behind the panels to drain out of the wall assembly.
  - d. As an alternate, replace the metal panel cladding in lieu of reinstalling the existing system.
2. Provide the Library with a draft set of bid documents.
3. Receive written comments from the Library director and Library's attorney regarding contract forms and conditions.
4. Modify the documents to incorporate comments and provide final set of documents to the Library.



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## **2.2 Bidding Assistance**

BTC will identify qualified contractors and assist the Library in obtaining bids for the project. The scope of work will consist of the following:

1. Assist the Library in preparing a bid advertisement.
2. Send bid documents to prospective contractors.
3. Hold a pre-bid meeting at the site. Prepare and distribute pre-bid meeting minutes.
4. Answer questions from prospective contractors and prepare an addendum if necessary.
5. Review submitted bids and provide a bid summary table.
6. Based on review of bids, provide a bid summary letter including recommendations for selecting a contractor.

## **2.3 Preconstruction Tasks**

BTC will perform the following tasks prior to the start of construction:

1. Prepare an agreement form between the Library and Contractor. Forward the agreement form to the Library's attorney for review and incorporate comments.
2. Hold one pre-construction meeting on-site with the Library's representative(s) and Contractor to review the scope of work and project logistics. Prepare meeting minutes and distribute to attendees and other designated representatives.
3. Review Contractor's submittals required by Contract Documents.

## **2.4 Construction Phase Services**

BTC will perform contract administration services and field observations. The scope of work will consist of the following:



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1. Represent the Library in dealing with the Contractor as well as advise and consult with the Library on matters pertaining to repairs.
2. Perform field observations on a part-time basis and provide written reports summarizing our observations. The objectives of the field reviews will be to assess conformance of work with project specifications as well as progress and quantity of repair work. Based on our experience, we anticipate performing approximately 1 to 2 site visits per week during the construction phase. However, the extent of required site visits will greatly depend on the Contractor's work schedule and sequence.
3. If requested, hold periodic progress meetings with the Library and Contractor to discuss schedule, pay requests, general progress, etc. Prepare meeting minutes and distribute to attendees and the Library's representative(s).
4. Review Contractor's payment requests and provide written payment recommendations to the Library.
5. Review Contractor's requests for information (RFI) and issue clarifications.
6. Prepare bulletins for design changes necessitated by field conditions.
7. Review requests for change orders, and when appropriate, issue change orders.
8. Provide input to assist in resolving unanticipated field conditions or problems, if they arise.
9. Provide contract close-out services including punchlist preparation, final review of work, contract close-out and warranty submittals, and recommendations regarding final payment.
10. Provide a close-out package in electronic format. If requested, the close-out package can be submitted in printed and bound format. However, the cost of reproduction for the printed copy will be billed in addition to our fees indicated in this proposal. The close-out package will include electronic copies of the following documents:



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- a. Design documents
- b. Bidding phase documents including pre-bid meeting agenda and minutes
- c. Addenda
- d. Bid summary
- e. Construction Contract
- f. Submittals
- g. Field reports
- h. Field photographs
- i. Change orders
- j. Payment applications
- k. Meeting minutes
- l. Formal communications
- m. Requests for clarifications and clarification notices
- n. As-built drawings (if applicable)
- o. Warranties and final application for payment

### **3 PROJECT DELIVERABLES**

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

Design:

- Draft of Project Manual Divisions 00 and 01
- Cover letter for draft of Project Manual Divisions 00 and 01
- Project schedule



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BTC Proposal No. 25-P590  
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- Procurement Documents including:
  - Drawings
  - Technical specifications
  - Bidding requirements including bid forms, instructions to bidders, and contract forms
  - General requirements including summary of work, and requirements for submittals, meetings, products, use of site, etc.
- A design cover letter indicating scope of work, design assumptions, allowances, etc.

Bidding Assistance:

- Bid advertisement
- Pre-bid meeting agenda and minutes
- Addenda
- Bid summary table
- Bid summary letter

Pre-Construction Tasks

- Draft and final agreements between Library and Contractor
- Pre-construction meeting agenda and meeting minutes
- Submittal review forms

Construction Phase services

- Progress meeting agendas and meeting minutes
- Field report for each site visit including representative field photographs



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- Clarification notices
- Bulletins
- Change orders
- Payment certification letters
- As-built drawings (if necessary)
- Close-out documents

#### **4 PROJECT SCHEDULE**

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

Design: Within 4 weeks after receipt of an authorization to proceed

Bidding Assistance: Within 4 weeks after completion of Design phase

Construction Phase services: Dependent on Contractor's schedule

Please note that 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 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.



Mr. Jesse Blazek  
BTC Proposal No. 25-P590  
June 13, 2025  
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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.

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](http://www.btc.expert).

## **5.1 Project Team**

Our project team will include individuals with unique expertise and experience in design of building facade repairs.

### **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 (PE) in 3 states, a Registered Exterior Wall Consultant (REWC), and a Certified Construction Contract Administrator (CCCA).



Mr. Jesse Blazek  
BTC Proposal No. 25-P590  
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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 attended seminars and classes on how to address building enclosure deficiencies as well as structural design, evaluation, and repair. He 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.

### **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.

## **6 FEES**

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

Design	\$13,500	Lump Sum
Bidding Assistance	\$4,000	Lump Sum
Pre-Construction Tasks	\$5,500	Lump Sum
Construction Phase Services	\$13,000	Estimated



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## **7 CLARIFICATIONS**

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

1. Our fees for the construction phase services are only estimated. These fees are contingent upon the Contractor's compliance with Contract Documents, and the timeliness and accuracy of submittals and payment applications. Charges during the construction phase will be made for actual staff time and expenses incurred in accordance with the attached rates.
2. We anticipate providing our work product including close-out package, field reports, submittals, drawings, reports, project manuals, etc. in electronic format. Printing and processing costs for submitting printed documents are not included in our fees. If printed documents are requested, we will charge for printing and processing fees.
3. BTC shall not have control or charge of and shall not be responsible for construction means, methods, sequences, procedures, or job safety. BTC shall not be responsible for Contractor's failure to perform work in accordance with Contract Documents. BTC shall nonetheless exercise reasonable care and diligence in discovering and reporting to Owner any defects or deficiencies in the Contractor's work.
4. If requested, additional services will be performed in accordance with the attached rates.
5. 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-P590  
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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 that reads "Christopher 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%