



DIRECTOR'S REPORT

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

Library News

Budget Update

Cook County's property tax bills were finally posted on 11/14 with a due date of 12/15. Disbursements are expected to begin shortly thereafter. Unfortunately, this won't quite be in time for us as our cash flow analysis projects that we will run out of money in early December. I spoke with the City's Finance Director many times in the past few weeks to hammer out the details of a loan from the City. On 11/12, I attended the City's Finance Committee meeting, where this loan was on the agenda. There were no questions or push-back. Everyone seems to understand the situation that we're in and what the best outcome for the City, the Library, and our residents will be. The City's Finance Committee also approved protection for the Library's Corporate Levy from being tax capped, which is necessary to our financial stability. Both of these items, the loan and the levy, will be up for approval at the next City Council meeting on 11/18. I plan to attend that meeting in case any questions arise.

Building Envelope Project

October 31st was the deadline for bids to be submitted for our building envelope repair project. Despite interest from five companies, we ended up receiving two bids. The low bidder was D. Kersey Construction, which is a reputable firm that does the vast majority of its work in the public sector including numerous schools and libraries. Their base bid was \$170,764.00 with another \$21,816.00 in potential alternates. I'll discuss the details of the bid in greater detail below.

Veterans Day Reception

We held our annual Veterans Day reception following the City's program in the morning. This year's reception was more sparsely attended with 16 people on a chilly morning. We held a drawing to give away an item made on the Glowforge. Food was provided by Library staff, and overall it was a convivial affair.

Upcoming Events

- Thursday, November 20th – Long Range Planning Committee Meeting, 5:30pm
- Thursday, November 20th – Regular Board Meeting, 6:30pm
- Wednesday, December 3rd – Shepard Madrigal Singers and Holiday Sing-Along, 7:00pm

- Sunday, December 14th – Library Holiday Party, 5:30pm at Mama Vesuvio’s
- Thursday, January 15th – Budget & Finance Committee Meeting, 6:00pm
- Thursday, January 15th – Regular Board Meeting, 6:30pm

Agenda Items

Item 1: Nancy Sylvester

Professional parliamentarian Nancy Sylvester will Zoom in with us to present the third of her three-part series on parliamentary procedure and trusteeship.

Recommendation: No action needed.

Item 2: Building Envelope Repair Contract

D. Kersey Construction was the low bidder on our building envelope repair project with a base bid of \$170,764.00. The base bid assumes that they will be able to remove the existing metal sheeting intact and reuse it once the structural work is completed. Kersey also solicited an alternate bid in the amount of an additional \$21,816.00 to replace, rather than reuse, the metal sheeting. I am skeptical that the sheeting can be removed and then replaced in a way that will be aesthetically acceptable to us. The sheeting is already 20+ years old. The likelihood of even the most skilled metalworking removing it, storing it, and reinstalling it without incurring noticeable dings or bends is low. Think of bending a sheet of tinfoil and then trying to get it to lay perfectly flat again after. If this weren’t on the north side of the building, most visible to passing traffic, I would say that we shouldn’t worry about any possible blemishes and have the contractor attempt to reuse the existing sheeting. But given the location of the material, its age, and the likelihood of our liking what it looks like should they try to reuse it, I think we should give strong consideration to accepting the additional bid. Worth mentioning in this regard is that the other bidder didn’t even bother to give us a base bid that didn’t include replacing the metal sheeting as they didn’t think it could be done in a way that would be acceptable to the customer.

Our Owner’s Representative, Dan Eallonardo, will be on hand to discuss this matter in greater detail. He has budgeted out the total cost of this project for us, including an 8% contingency, at a contractual cost not to exceed \$207,986.40. If approved, construction would be scheduled for the coming spring.

Recommendation: I recommend that you approve the proposal from D. Kersey Construction in an amount not to exceed \$207,986.40.

Item 3: Tax Anticipation Loan

As mentioned above, the City has agreed to lend us \$250,000 in a tax anticipation loan so that we don’t run short of funds before tax disbursements are resumed in late December or early January. Using our previous resolution as a template, I have drafted a new resolution that would empower me

to enter into the necessary Inter-Governmental Agreement to secure this loan and to repay it no later than March 1, 2026.

Recommendation: I recommend that you approve Resolution 20251120-1 authorizing a loan from the City of Palos Heights in the amount of \$250,000.00.

Respectfully submitted,
Jesse Blazek
Library Director