



PALOS HEIGHTS  
PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

February 16, 2023

CALL TO ORDER: 7:00pm  
ROLL CALL:  
WELCOME OF GUESTS:  
PUBLIC COMMENT:  
MINUTES OF MEETING: Approval of the minutes of the January 19, 2023 regular meeting  
TREASURER'S REPORT: Approval of the General Fund bills for January for \$236,873.75  
Approval of the Treasurer's report for the month ending January 31, 2023

### PRESIDENT'S REPORT

### DIRECTOR'S REPORT

### CORRESPONDENCE

### COMMITTEE REPORTS:

Budget & Finance – Patrick Keough  
Building & Grounds – Steve Foertsch  
City Council Liaison – Geri Burek  
Ethics Officer – Susan Snow  
Friends of the Library Liaison – Susan Snow  
Fundraising – Geri Burek  
Legislative Liaison – Geri Burek  
Long Range Planning – Sue Jankowski  
Nominating – Hilary Rhodes  
Personnel – Susan Snow  
Policy – Rose Zubik

### NEW BUSINESS:

1. Approval of Renovation Expenses and Change Orders:
  - a. Change Order 002 - -\$13,066.57 (credit)
  - b. Lo Destro Construction (electrical) - \$1,360.00
  - c. Lo Destro Construction (final bill) - \$14,900.30
2. Recommendations of Building & Grounds Committee
3. Trustee Ethics Statement

### ADJOURNMENT

NEXT MEETING: Thursday, March 16, 2023

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



PALOS HEIGHTS  
PUBLIC LIBRARY

BOARD MOTIONS APPROVED  
February 15, 2022

		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	JANUARY	\$236,873.75	6.1 to 6.6
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:			
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	1/31/2022	N/A	1



PALOS HEIGHTS  
PUBLIC LIBRARY

STATEMENT OF FUND BALANCES  
MONTH ENDING: JANUARY 31, 2023

	GENERAL	SPECIAL RESERVE	TOTAL
<b>REVENUES</b>			
PROPERTY TAXES	\$333,126.94		\$333,126.94
CORPORATE REPLACEMENT TAX	\$29,946.67		\$29,946.67
<b>DIRECT REVENUES</b>			
FRONT DESK			
» Fines/Lost/Damaged	\$169.41		\$169.41
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$0.00		\$0.00
COPIER	\$291.90		\$291.90
GRANTS	\$0.00		\$0.00
INTEREST	\$614.66	\$2.68	\$617.34
<b>MISCELLANEOUS REIMBURSEMENTS</b>			
» Book Sale	\$838.56		\$838.56
» Miscellaneous	\$0.00		\$0.00
DONATIONS/GIFTS			\$0.00
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$0.00		\$0.00
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
<b>TOTAL REVENUES</b>	<b>\$364,988.14</b>	<b>\$2.68</b>	<b>\$364,990.82</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES			
» Operational Salaries	\$70,872.05		\$70,872.05
» Employee Benefits	\$21,554.37		\$21,554.37
» Staff & Board Development	\$74.88		\$74.88
CONTRACTUAL SERVICES	\$13,038.13		\$13,038.13
BUILDING MAINTENANCE	\$2,428.71		\$2,428.71
INSURANCE	\$20,264.05		\$20,264.05
UTILITIES	\$695.02		\$695.02
SUPPLIES	\$359.99		\$359.99
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$17,882.14		\$17,882.14
REIMBURSEMENTS	\$3,520.00		\$3,520.00
SR PROJECTS	\$86,184.41	\$0.00	\$86,184.41
<b>TOTAL EXPENDITURES</b>	<b>\$236,873.75</b>	<b>\$0.00</b>	<b>\$236,873.75</b>
<b>REVENUES OVER EXPENDITURES</b>			
<b>EXCESS (DIFICIENCY)</b>	\$128,114.39	\$2.68	\$128,117.07
<b>OTHER FINANCING SOURCES (USES)</b>			
**Transfer in	\$2,567.19	\$2.67	\$2,569.86
**Transfer out	\$0.00	\$0.00	\$0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$2,567.19</b>	<b>\$2.67</b>	<b>\$2,569.86</b>
<b>NET CHANGE IN FUND BALANCES</b>	\$130,681.58	\$5.35	\$130,686.93
<b>FUND BALANCES, BEGINNING OF MONTH</b>	\$603,369.11	\$3,089.86	\$0.00
<b>END OF MONTH</b>	<b>\$734,050.69</b>	<b>\$3,095.21</b>	<b>\$737,145.90</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND BUDGETARY COMPARISON SCHEDULE YTD THROUGH JANUARY 31, 2023

	BUDGETED AMOUNTS		Actual	Variance	Balance
	Original	Final		With Final Budget	%
<b>REVENUES</b>					
PROPERTY TAXES	\$2,437,109.03	\$2,437,109.03	\$333,126.94	\$2,103,982.09	13.67%
CORPORATE REPLACEMENT TAX	\$12,000.00	\$12,000.00	\$29,946.67	-\$17,946.67	249.56%
<b>DIRECT REVENUES</b>					
FRONT DESK					
Fines/Lost/Damaged	\$2,500.00	\$2,500.00	\$169.41	\$2,330.59	6.78%
Cards - Non Resident Only	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	0.00%
Miscellaneous	\$2,200.00	\$2,200.00	\$0.00	\$2,200.00	0.00%
COPIER	\$4,000.00	\$4,000.00	\$291.90	\$3,708.10	7.30%
GRANTS	\$17,800.30	\$17,800.30	\$0.00	\$17,800.30	0.00%
INTEREST	\$3,115.00	\$3,115.00	\$614.66	\$2,500.34	19.73%
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Book Sale	\$11,000.00	\$11,000.00	\$838.56	\$10,161.44	7.62%
Miscellaneous	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0.00%
<b>DONATIONS / GIFTS</b>					
Restricted	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
Annual Fundraising	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
Planned Giving	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
<b>TOTAL REVENUES</b>	<b>\$2,527,524.33</b>	<b>\$2,527,524.33</b>	<b>\$364,988.14</b>	<b>\$2,162,536.19</b>	<b>14.44%</b>
<b>EXPENDITURES</b>					
PERSONNEL SERVICES					
Operational Salaries	\$925,004.53	\$925,004.53	\$70,872.05	-\$854,132.48	-92.34%
Employee Benefits	\$269,144.00	\$269,144.00	\$21,554.37	-\$247,589.63	-91.99%
Staff & Board Development	\$10,500.00	\$10,500.00	\$74.88	-\$10,425.12	-99.29%
CONTRACTUAL SERVICES	\$180,400.05	\$180,400.05	\$13,038.13	-\$167,361.92	-92.77%
BUILDING MAINTENANCE	\$43,539.20	\$43,539.20	\$2,428.71	-\$41,110.49	-94.42%
INSURANCE	\$24,222.00	\$24,222.00	\$20,264.05	-\$3,957.95	-16.34%
UTILITIES	\$13,750.00	\$13,750.00	\$695.02	-\$13,054.98	-94.95%
SUPPLIES	\$25,638.25	\$25,638.25	\$359.99	-\$25,278.26	-98.60%
CAPITAL EXPENSES	\$778,000.00	\$778,000.00	\$0.00	-\$778,000.00	-100.00%
MEDIA	\$175,815.00	\$175,815.00	\$17,882.14	-\$157,932.86	-89.83%
REIMBURSEMENTS	\$34,800.30	\$34,800.30	\$3,520.00	-\$31,280.30	-89.89%
SR PROJECTS	\$46,711.00	\$46,711.00	\$86,184.41	\$39,473.41	84.51%
<b>TOTAL EXPENDITURES</b>	<b>\$2,527,524.33</b>	<b>\$2,527,524.33</b>	<b>\$236,873.75</b>	<b>-\$2,290,650.58</b>	<b>-90.63%</b>
<b>REVENUES OVER EXPENDITURES - EXCESS (DEFICIENCY)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$128,114.39</b>	<b>-\$128,114.39</b>	
<b>OTHER FINANCING USES</b>					
Transfer In			\$2,567.19		
Transfer Out (Special Reserve Transfer)			\$0.00		
<b>TOTAL OTHER FINANCING USES</b>			<b>\$2,567.19</b>		
<b>NET CHANGE IN FUND BALANCE</b>			<b>\$130,681.58</b>		
<b>FUND BALANCE</b>					
BEGINNING OF YEAR			\$603,369.11		
<b>YTD MONTH ENDING</b>			<b>\$734,050.69</b>		
			<b>-\$734,050.69</b>		





# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF JANUARY 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>PERSONNEL SERVICES</b>						
<b>OPERATIONAL SALARIES</b>						
4311	SALARIED EMPLOYEES	\$727,971.95	\$57,979.67	\$57,979.67	\$669,992.28	92.04%
4312	HOURLY EMPLOYEES	\$191,532.58	\$12,892.38	\$12,892.38	\$178,640.20	93.27%
4313	ADDITIONAL COMPENSATION	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%
<b>TOTAL OPERATIONAL SALARIES</b>		<b>\$925,004.53</b>	<b>\$70,872.05</b>	<b>\$70,872.05</b>	<b>\$854,132.48</b>	<b>92.34%</b>
<b>EMPLOYEE BENEFITS</b>						
4331	ILL. MUNI. RETIREMENT FUND	\$68,192.80	\$5,463.89	\$5,463.89	\$62,728.91	91.99%
4332	SOCIAL SECURITY - FICA	\$70,342.10	\$5,338.28	\$5,338.28	\$65,003.82	92.41%
4333	INSURANCE	\$129,609.10	\$10,752.20	\$10,752.20	\$118,856.90	91.70%
4334	CLOTHING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>\$269,144.00</b>	<b>\$21,554.37</b>	<b>\$21,554.37</b>	<b>\$247,589.63</b>	<b>91.99%</b>
<b>STAFF &amp; BOARD DEVELOPMENT</b>						
4351	MEMBERSHIP FEES	\$2,200.00	\$50.00	\$50.00	\$2,150.00	97.73%
4352	BOARD DEVELOPMENT	\$800.00	\$0.00	\$0.00	\$800.00	100.00%
4353	ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354	PROFESSIONAL STAFF	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
4355	SUPPORT STAFF	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4356	MILEAGE REIMBURSEMENT	\$1,000.00	\$24.88	\$24.88	\$975.12	97.51%
<b>TOTAL STAFF &amp; BOARD DEVELOPMENT</b>		<b>\$10,500.00</b>	<b>\$74.88</b>	<b>\$74.88</b>	<b>\$10,425.12</b>	<b>99.29%</b>
<b>GROUP TOTAL PERSONNEL SERVICES</b>		<b>\$1,204,648.53</b>	<b>\$92,501.30</b>	<b>\$92,501.30</b>	<b>\$1,112,147.23</b>	<b>92.32%</b>
<b>CONTRACTUAL SERVICES</b>						
<b>PROFESSIONAL SERVICES</b>						
4361	AUDIT FEES	\$6,830.00	\$0.00	\$0.00	\$6,830.00	100.00%
4362	LEGAL FEES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4363	PROFESSIONAL FEES	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4364	APPRAISAL	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4365	ACCOUNTANT	\$4,410.00	\$350.00	\$350.00	\$4,060.00	92.06%
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$20,240.00</b>	<b>\$350.00</b>	<b>\$350.00</b>	<b>\$19,890.00</b>	<b>98.27%</b>
<b>OUTSIDE SERVICES</b>						
4412	PAYROLL SERVICES	\$4,800.00	\$362.03	\$362.03	\$4,437.97	92.46%
4414	ALARM	\$3,226.00	\$0.00	\$0.00	\$3,226.00	100.00%
4416	MAINTENANCE	\$39,000.00	\$3,292.50	\$3,292.50	\$35,707.50	91.56%
4417	SWAN	\$28,619.00	\$7,154.75	\$7,154.75	\$21,464.25	75.00%
4418	TECHNOLOGY	\$32,000.00	\$220.54	\$220.54	\$31,779.46	99.31%
<b>TOTAL OUTSIDE SERVICES</b>		<b>\$107,645.00</b>	<b>\$11,029.82</b>	<b>\$11,029.82</b>	<b>\$96,615.18</b>	<b>89.75%</b>
<b>PRINTING</b>						
4424	NEWSLETTER PRINTING	\$17,515.05	\$0.00	\$0.00	\$17,515.05	100.00%
<b>TOTAL PRINTING</b>		<b>\$17,515.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,515.05</b>	<b>100.00%</b>
<b>PROGRAMMING</b>						
4451	YOUTH & TEEN PROGRAMMING	\$10,000.00	\$306.93	\$306.93	\$9,693.07	96.93%
4452	PUBLIC SERVICES PROGRAMMING	\$13,000.00	\$600.00	\$600.00	\$12,400.00	95.38%
4454	GENERAL PROGRAMMING	\$9,000.00	\$751.38	\$751.38	\$8,248.62	91.65%
<b>TOTAL PROGRAMMING</b>		<b>\$32,000.00</b>	<b>\$1,658.31</b>	<b>\$1,658.31</b>	<b>\$30,341.69</b>	<b>94.82%</b>
<b>PUBLIC RELATIONS</b>						
4461	Public Relations	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
<b>TOTAL PUBLIC RELATIONS</b>		<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>100.00%</b>
<b>GROUP TOTAL CONTRACTUAL SERVICES</b>		<b>\$180,400.05</b>	<b>\$13,038.13</b>	<b>\$13,038.13</b>	<b>\$167,361.92</b>	<b>92.77%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF JANUARY 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>BUILDING MAINTENANCE</b>						
<b>REPAIRS &amp; MAINTENANCE</b>						
4431	PEST CONTROL	\$856.68	\$129.80	\$129.80	\$726.88	84.85%
4432	HEATING/COOLING SERVICE	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%
4434	BUILDING REPAIRS	\$9,000.00	\$123.37	\$123.37	\$8,876.63	98.63%
4436	LAWN MAINTENANCE	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00%
4437	SNOW REMOVAL	\$6,364.04	\$1,544.00	\$1,544.00	\$4,820.04	75.74%
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>\$35,720.72</b>	<b>\$1,797.17</b>	<b>\$1,797.17</b>	<b>\$33,923.55</b>	<b>94.97%</b>
<b>EQUIPMENT MAINTENANCE</b>						
4531	COPIER	\$7,578.48	\$631.54	\$631.54	\$6,946.94	91.67%
4533	OTHER EQUIPMENT	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
<b>TOTAL EQUIPMENT MAINTENANCE</b>		<b>\$7,818.48</b>	<b>\$631.54</b>	<b>\$631.54</b>	<b>\$7,186.94</b>	<b>91.92%</b>
<b>GROUP TOTAL BUILDING MAINTENANCE</b>		<b>\$43,539.20</b>	<b>\$2,428.71</b>	<b>\$2,428.71</b>	<b>\$41,110.49</b>	<b>94.42%</b>
<b>INSURANCE</b>						
4441	BLDG. & CONTENTS/GLASS/LIMRICC	\$22,180.80	\$18,606.05	\$18,606.05	\$3,574.75	16.12%
4443	DISABILITY (WORKMEN'S COMP)	\$2,041.20	\$1,658.00	\$1,658.00	\$383.20	18.77%
<b>GROUP TOTAL INSURANCE</b>		<b>\$24,222.00</b>	<b>\$20,264.05</b>	<b>\$20,264.05</b>	<b>\$3,957.95</b>	<b>16.34%</b>
<b>UTILITIES</b>						
4472	WATER	\$2,750.00	\$94.25	\$94.25	\$2,655.75	96.57%
4473	GAS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4474	TELEPHONE/FAX	\$2,000.00	\$74.26	\$74.26	\$1,925.74	96.29%
4475	INTERNET/LOCAL AREA NET	\$7,000.00	\$526.51	\$526.51	\$6,473.49	92.48%
<b>GROUP TOTAL UTILITIES</b>		<b>\$13,750.00</b>	<b>\$695.02</b>	<b>\$695.02</b>	<b>\$13,054.98</b>	<b>94.95%</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
4511	PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4512	YOUTH & TEEN SERVICES SUPPLIES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
4514	BUSINESS OFFICE SUPPLIES	\$3,200.00	\$0.00	\$0.00	\$3,200.00	100.00%
4515	TECHNICAL SERVICES SUPPLIES	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%
4516	CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$0.00	\$3,050.00	100.00%
4518	LOCAL HISTORY SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4519	HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
<b>TOTAL OFFICE SUPPLIES</b>		<b>\$16,950.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,950.00</b>	<b>100.00%</b>
<b>JANITORIAL/CLEANING SUPPLIES</b>						
4541	MAINTENANCE/CLEANING SUPPLIES	\$4,450.00	\$358.31	\$358.31	\$4,091.69	91.95%
<b>TOTAL JANITORIAL/CLEANINGSUPPLIES</b>		<b>\$4,450.00</b>	<b>\$358.31</b>	<b>\$358.31</b>	<b>\$4,091.69</b>	<b>91.95%</b>
<b>MAILING EXPENSES &amp; FEES</b>						
4551	POSTAGE & HANDLING	\$600.00	\$1.68	\$1.68	\$598.32	99.72%
4553	BULK FEES & PERMITS	\$3,638.25	\$0.00	\$0.00	\$3,638.25	100.00%
<b>TOTAL OFFICE EXPENSE</b>		<b>\$4,238.25</b>	<b>\$1.68</b>	<b>\$1.68</b>	<b>\$4,236.57</b>	<b>99.96%</b>
<b>GROUP TOTAL SUPPLIES</b>		<b>\$25,638.25</b>	<b>\$359.99</b>	<b>\$359.99</b>	<b>\$25,278.26</b>	<b>98.60%</b>
<b>CAPITAL EXPENSES</b>						
4631	SPECIAL RESERVES REPLENISHMENT	\$778,000.00	\$0.00	\$0.00	\$778,000.00	100.00%
<b>GROUP TOTAL CAPITAL EXPENSES</b>		<b>\$778,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$778,000.00</b>	<b>100.00%</b>



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND

### BUDGETARY COMPARISON OF EXPENDITURES YTD THROUGH THE MONTH OF JANUARY 2023

		BUDGET 2023	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
<b>MEDIA - LIBRARY SUPPLIES</b>						
4710A	DATABASES - Adult	\$27,000.00	\$4,506.08	\$4,506.08	\$22,493.92	83.31%
4710B	DATABASES - Youth	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%
4711	PERIODICALS	\$14,500.00	\$0.00	\$0.00	\$14,500.00	100.00%
4712	CONTINUATIONS	\$600.00	\$0.00	\$0.00	\$600.00	100.00%
4714	LARGE PRINT	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%
4715	BOOKS - Adult	\$32,300.00	\$0.00	\$0.00	\$32,300.00	100.00%
4716	BOOKS - Youth	\$33,000.00	\$0.00	\$0.00	\$33,000.00	100.00%
4717	VIDEOS - Adult	\$4,500.00	\$67.19	\$67.19	\$4,432.81	98.51%
4718	VIDEOS - Youth	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4719	AUDIOBOOKS/PLAYAWAYS - Adult	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4720	AUDIOBOOKS/PLAYAWAYS - Youth	\$3,250.00	\$0.00	\$0.00	\$3,250.00	100.00%
4721	SOFTWARE	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%
4722	REALIA	\$300.00	\$0.00	\$0.00	\$300.00	100.00%
4723A	VIDEO GAMES - Youth	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4724	MUSIC - Adult	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
4725A	E-BOOKS - Adult	\$10,000.00	\$3,096.68	\$3,096.68	\$6,903.32	69.03%
4725B	E-AUDIOBOOKS - ADULT	\$13,000.00	\$2,847.19	\$2,847.19	\$10,152.81	78.10%
4726	EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
4727	DOWNLOADABLE MUSIC/MOVIES	\$7,365.00	\$7,365.00	\$7,365.00	\$0.00	0.00%
<b>GROUP TOTAL MEDIA</b>		<b>\$175,815.00</b>	<b>\$17,882.14</b>	<b>\$17,882.14</b>	<b>\$157,932.86</b>	<b>89.83%</b>
<b>MISCELLANEOUS - REIMBURSEMENTS</b>						
4900	MISCELLANEOUS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
4902	PER CAPITA / OTHER GRANTS	\$17,800.30	\$3,120.00	\$3,120.00	\$14,680.30	82.47%
4904	FRIENDS - BOOK SALES	\$11,000.00	\$0.00	\$0.00	\$11,000.00	100.00%
4906a	RESTRICTED DONATIONS	\$1,000.00	\$400.00	\$400.00	\$600.00	60.00%
<b>GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS</b>		<b>\$34,800.30</b>	<b>\$3,520.00</b>	<b>\$3,520.00</b>	<b>\$31,280.30</b>	<b>89.89%</b>
<b>SPECIAL RESERVE PROJECTS</b>						
7001	SPECIAL RESERVE - PROJECTS	\$46,711.00	\$86,184.41	\$86,184.41	-\$39,473.41	-84.51%
<b>GROUP TOTAL SPECIAL RESERVES - PROJECTS</b>		<b>\$46,711.00</b>	<b>\$86,184.41</b>	<b>\$86,184.41</b>	<b>-\$39,473.41</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$2,527,524.33</b>	<b>\$236,873.75</b>	<b>\$236,873.75</b>	<b>\$2,290,650.58</b>	<b>90.63%</b>



PALOS HEIGHTS  
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY  
CHECKS FOR BOARD APPROVAL  
JANUARY 2023

Type	Date	Num	Memo	Account	Amount
Check	5195	01/12/2023	Adducci Vega Financial Group, LLC	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4365 · Accountant	-\$350.00
TOTAL					-\$350.00
Check	5201	01/18/2023	Anderson Lock	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4434 · Building Repairs	-\$123.37
TOTAL					-\$123.37
Check	5190	01/09/2023	Anderson Pest Solutions	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4431 · Pest Control	-\$64.90
TOTAL					-\$64.90
Check	AP Portal	01/26/2023	Anderson Pest Solutions	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4431 · Pest Control	-\$64.90
TOTAL					-\$64.90
Check	5178	01/04/2023	At&T - Fiber Line	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4475 · Internet	-\$877.52
				4475 · Internet	\$351.01
TOTAL					-\$526.51
Check	5199	01/13/2023	Borzo, Greg	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4452 · Public Services Programming	-\$250.00
TOTAL					-\$250.00
Check	5193	01/12/2023	CDW Government, Inc.	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4418 · Technology	-\$220.54
TOTAL					-\$220.54
Check	5186	01/09/2023	CIT	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4531 · Copier	-\$631.54
TOTAL					-\$631.54
Check	5202	01/18/2023	City of Palos Hts. - Water Bill	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4472 · Water	-\$94.25
TOTAL					-\$94.25



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2023

Type	Date	Num	Memo	Account	Amount
Check	5189	01/09/2023	Cosmopolitan Building Services	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4416 · Maintenance	-\$2,722.50
TOTAL					-\$2,722.50
Check	5177	01/03/2023	Everest Snow Management, Inc.	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4437 · Snow Removal	-\$1,544.00
TOTAL					-\$1,544.00
Check	VISA PORTAL	01/18/2023	First Midwest Bank - Visa	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4551 · Postage & Handling	-\$1.68
TOTAL					-\$1.68
Check	5188	01/09/2023	Gallagher, Arthur J. & Co.	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4443 · Worker's Comp	-\$1,658.00
TOTAL					-\$1,658.00
Check	5204	01/24/2023	Ginger Gypsy Face Painting	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4451 · Youth & Teen Programming	-\$150.00
TOTAL					-\$150.00
Check	5194	01/12/2023	GT Mechanical	1105-A · GF CHECKING - OLD NATIONAL BANK	
				7001 · Special Reserves Projects	-\$824.00
				7001 · Special Reserves Projects	-\$315.00
				7001 · Special Reserves Projects	-\$774.50
TOTAL					-\$1,913.50
Check	23013	01/04/2023	Harvest Room	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4454 · General Programming	-\$414.00
				4906a · Reimb. - Restricted Donations	-\$400.00
TOTAL					-\$814.00
Check	EFT	01/31/2023	IMRF	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4331 · IMRF III. Muni. Ret. Fund	-\$5,463.89
				2055 · Employee Paid Vol. IMRF	-\$918.46
				2054 · PT -Employee Contribution IMRF	-\$77.19
				2053 · FT- Employee Contribution IMRF	-\$2,627.71
TOTAL					-\$9,087.25



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2023

Type	Date	Num	Memo	Account	Amount
Check	5182	01/06/2023	Independent Construction Services	1105-A · GF CHECKING - OLD NATIONAL BANK	
				7001 · Special Reserves Projects	-\$816.01
TOTAL					-\$816.01
Check	10396	01/27/2023	Kalsen, Mary Kate	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4311 · Salaried Employees	-\$1,312.70
TOTAL					-\$1,312.70
Check	5187	01/09/2023	Libraries of Illinois Risk Agency	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4441 · Bldg & Contents/Glass/LIM	-\$2,959.99
				4441 · Bldg & Contents/Glass/LIM	-\$3,766.11
				4441 · Bldg & Contents/Glass/LIM	-\$238.64
				4441 · Bldg & Contents/Glass/LIM	-\$956.64
				4441 · Bldg & Contents/Glass/LIM	-\$300.00
				4441 · Bldg & Contents/Glass/LIM	-\$659.90
				4441 · Bldg & Contents/Glass/LIM	-\$1,934.78
				4441 · Bldg & Contents/Glass/LIM	-\$1,699.90
				4441 · Bldg & Contents/Glass/LIM	-\$577.65
				4441 · Bldg & Contents/Glass/LIM	-\$1,000.00
				4441 · Bldg & Contents/Glass/LIM	-\$250.00
				4441 · Bldg & Contents/Glass/LIM	-\$595.97
				4441 · Bldg & Contents/Glass/LIM	-\$3,666.47
TOTAL					-\$18,606.05
Check	5185	01/09/2023	Library Ideas	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4727 · Downloadable Music	-\$7,365.00
TOTAL					-\$7,365.00
Check	ACH LIM	01/06/2023	LIMRiCC-Employees	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4333 · Insurance	-\$10,752.20
				2050 · Employee Paid LIMRiCC	-\$996.00
				2050 · Employee Paid LIMRiCC	-\$494.52
TOTAL					-\$12,242.72
Check	23015	01/23/2023	Lo Destro Construction Company	1105-A · GF CHECKING - OLD NATIONAL BANK	
				7001 · Special Reserves Projects	-\$54,095.70
TOTAL					-\$54,095.70



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2023

Type	Date	Num	Memo	Account	Amount
Check	23016	01/23/2023	Lo Destro Construction Company	1105-A · GF CHECKING - OLD NATIONAL BANK	
				7001 · Special Reserves Projects	-\$29,359.20
TOTAL					-\$29,359.20
Check	5200	01/13/2023	Maddox, Susan	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4452 · Public Services Programming	-\$350.00
TOTAL					-\$350.00
Check	5183	01/06/2023	Midwest Tape	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4717 · Videos - Adult	-\$67.19
TOTAL					-\$67.19
Check	5180	01/04/2023	Niche Academy	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4710a · Databases (Adult)	-\$2,200.00
TOTAL					-\$2,200.00
Check	5181	01/04/2023	NIR Roof Care, Inc	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4416 · Maintenance	-\$395.00
TOTAL					-\$395.00
Check	EFT	01/24/2023	Otis Elevator	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4416 · Maintenance	-\$175.00
TOTAL					-\$175.00
Check	5184	01/09/2023	OverDrive, Inc.	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4725A · E-Books - Adult	-\$637.50
				4725B · E-Audiobooks - Adult	-\$637.50
				4725A · E-Books - Adult	-\$1,275.00
				4725B · E-Audiobooks - Adult	-\$450.00
TOTAL					-\$3,000.00
Check	5205	01/24/2023	OverDrive, Inc.	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4725A · E-Books - Adult	-\$1,184.18
				4725B · E-Audiobooks - Adult	-\$1,759.69
TOTAL					-\$2,943.87



# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2023

Type	Date	Num	Memo	Account	Amount
Check	5203	01/24/2023	Palos Area Chamber of Commerce	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4351 · Membership Fees	-\$50.00
TOTAL					-\$50.00
Check	ACH	01/13/2023	Paylocity Payroll Billing	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4412 · Payroll Services	-\$103.36
TOTAL					-\$103.36
Check	EFT	01/27/2023	Paylocity Payroll Billing	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4412 · Payroll Services	-\$258.67
TOTAL					-\$258.67
Check	EFT	01/13/2023	Paylocity Payroll Net	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4311 · Salaried Employees	-\$19,419.16
				4312 · Hourly Employees	-\$5,070.61
				4311 · Salaried Employees	\$155.94
				4454 · General Programming	-\$58.22
				4454 · General Programming	-\$67.02
				4454 · General Programming	-\$30.70
TOTAL					-\$24,489.77
Check	EFT	01/27/2023	Paylocity Payroll Net	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4311 · Salaried Employees	-\$20,244.18
				4312 · Hourly Employees	-\$5,678.48
				4356 · Mileage Reimbursement	-\$24.88
				4454 · General Programming	-\$31.44
				4451 · Youth & Teen Programming	-\$47.76
				4451 · Youth & Teen Programming	-\$3.19
				4451 · Youth & Teen Programming	-\$97.00
				4451 · Youth & Teen Programming	-\$8.98
TOTAL					-\$26,135.91
Check	EFT	01/13/2023	Paylocity Payroll Taxes	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4311 · Salaried Employees	-\$5,719.37
				4312 · Hourly Employees	-\$969.93
				4332 · FICA Social Security	-\$2,521.91
TOTAL					-\$9,211.21





# PALOS HEIGHTS PUBLIC LIBRARY

## GENERAL FUND - EXPENDITURE SUMMARY CHECKS FOR BOARD APPROVAL JANUARY 2023

Type	Date	Num	Memo	Account	Amount
Check	EFT	01/27/2023	Paylocity Payroll Taxes	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4311 · Salaried Employees	-\$6,403.51
				4312 · Hourly Employees	-\$1,096.17
				4332 · FICA Social Security	-\$2,816.37
TOTAL					-\$10,316.05
Check	5192	01/12/2023	Peerless Network, Inc	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4474 · Telephone/FAX	-\$74.26
TOTAL					-\$74.26
Check	5179	01/04/2023	ProQuest	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4710a · Databases (Adult)	-\$2,306.08
TOTAL					-\$2,306.08
Check	ACH	01/12/2023	SWAN	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4417 · SWAN/OCLC	-\$7,154.75
TOTAL					-\$7,154.75
Check	23014	01/12/2023	Thurman, Brittany	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4454 · General Programming	-\$150.00
TOTAL					-\$150.00
Check	ACH	01/09/2023	Truty, Marcin	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4902 · Grants	-\$3,120.00
TOTAL					-\$3,120.00
Check	5191	01/12/2023	Warehouse Direct	1105-A · GF CHECKING - OLD NATIONAL BANK	
				4541 · Maintenance/Cleaning Supplies	-\$358.31
TOTAL					-\$358.31
TOTAL CHECKS FOR BOARD APPROVAL					-\$236,873.75

### 7001 SPECIAL RESERVE GROUP DETAILS (INCLUDED IN ABOVE TOTALS)

Check	1/6/2023	5182	Independent Construction Services	1112	-\$816.01
Check	1/12/2023	5194	GT Mechanical	IT Room AC/Exhaust Fan Relay	-\$1,913.50
Check	1/23/2023	23015	Lo Destro Construction Company	2022037-008	-\$54,095.70
Check	1/23/2023	23016	Lo Destro Construction Company	2022037-009	-\$29,359.20
Total 7001 · Special Reserves Projects					-\$86,184.41



# PALOS HEIGHTS PUBLIC LIBRARY

## SCHEDULE OF FUND BALANCES BY FINANCIAL INSTITUTION JANUARY 31, 2023

	GENERAL FUND				SPECIAL RESERVES FUND		
ACCOUNT	FIRST MIDWEST BANK CHECKING	FIRST MIDWEST BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	FIRST MIDWEST BANK BUILDING CONSTRUCTION CHECKING	FIRST MIDWEST BANK MONEY MARKET	TOTAL FUND BALANCE
Beginning Balance	\$295,421.33	\$306,732.00	\$1,015.78	\$200.00	\$572.09	\$2,520.44	\$606,461.64
Withdrawals	(\$236,873.75)						(\$236,873.75)
Transfers							\$0.00
Deposits	\$621.66	\$248,423.70					\$364,373.48
	\$29,946.67	58,937.11					
	\$678.21	\$3.24					
		\$25,762.89					
ADJUSTMENTS	\$2,567.19						\$2,567.19
INTEREST EARNED	\$4.18	\$606.81	\$3.67	N/A	N/A	\$2.68	\$617.34
ENDING BALANCE	\$92,365.49	\$640,465.75	\$1,019.45	\$200.00	\$572.09	\$2,523.12	\$737,145.90
TOTALS	\$734,050.69 GENERAL FUND				\$3,095.21 SPECIAL RESERVES FUND		\$737,145.90 TOTAL FUND BALANCE
INTEREST RATES	0.02%	1.250%	4.270%	N/A	N/A	1.250%	

TOTAL FUND BALANCE MONTH ENDING: JANUARY 31, 2023

\$737,145.90

Adjustments: (July 2022) recording error \$2,500 transition from FMB to Old National and (November 2022) duplicate journal entry error of + \$67.19 = \$2,567.19 added to ending balance for January 2023.



PALOS HEIGHTS  
PUBLIC LIBRARY

# DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting  
February 16, 2023

## Library News

### Renovation Update

With the payment of this month's pay application to Lo Destro, we can now officially call our YTS renovation project complete! Dan Eallonardo will be on hand to discuss the project and answer any final questions that you might have. With the key coring and floor repairs last month, all work has been completed. Congratulations to Tina and her staff for all of the work that went into creating this space. I also want to congratulate them along with Matt and our Public Services Department for doing such an admirable job of figuring out how to keep things running on one floor while construction was going on. Finally, congratulations to all of you for your leadership and oversight which helped bring this amazing space to life.

### Committee Meeting Schedule

Trustee Jankowski is going to be out of town in March, so I have swapped the March and April committee meetings. Fundraising will now meet in March with Long Range Planning meeting in April. I also added Fundraising to November as that committee begins its inaugural year of work.

### Other Building & Grounds News

Even though the YTS renovation is finished, I'm continuing to work with Dan Eallonardo to consult on our building and grounds needs. His expertise and connections will continue to serve us well in future projects.

### Budget News

Our finances continue to hold steady. We received another small distribution in late January which brings our FY2021 tax collections up to 98% of expected. We also received the largest PPRT payment in my time here at just under \$30,000. So we are almost exactly where we hoped to be at this point in the year. We have funds on hand to repay our loan and get us through the next few months, when we expect funds for the first half of FY2022 to be paid and disbursed. Those tax bills are now available online and will be mailed out any time now with a due date of April 3. Assuming disbursement patterns hold true to past form, we should see large portions of those funds come in during the month of March with the remainder to follow in April and perhaps into May. I plan to cut a check for \$431,250.00 to repay the City in March. Hopefully, this will put an end to our financial surprises for a while.

## FY22 Audit

Our annual audit is underway. Representatives from Lauterbach & Amen were on site on February 8<sup>th</sup> to do the fieldwork portion. While they schedule three days for fieldwork, they were finished in one due in no small part to Terry's excellent record-keeping. The final report will be ready in time for our May meeting.

## Staff In-Service

We had the first of our two annual staff in-service days on Friday, February 10<sup>th</sup>. Topics of the day included our state-mandated annual sexual harassment training, an autism awareness presentation by Key Autism Services, and various department-specific training topics.

## Other News

### Programs and Events

Our Youth and Teen Services staff have started an exciting new program for teens. Teen book boxes will kick off in March. Upon registering, a teen will fill out a short questionnaire about their interests. Our librarians will pick out a book for them to read and package it with a treat and other fun things. The teen will pick up their surprise box, hopefully love the book, then return it with the box for another go round. The cost of this program is minimal (a box and a few small treats) and will be paid out of our regular programming budget. I think this is a great idea to engage our teen patrons, and I'm really excited to see how it goes!

### State of the City

The Mayor's annual State of the City luncheon is on March 14 at noon. As in years past, I plan to attend along with a few key staff members. Please let me know if you would like to attend, and I will get you registered.

### Upcoming Events

- February 16: Building & Grounds Committee Meeting at 6:30pm
- February 16: Regular Board Meeting at 7pm
- March 14: State of the City Luncheon at 12pm, Recreation Center
- March 16: Fundraising Committee Meeting at 6:30pm
- March 16: Regular Board Meeting at 7pm

## Agenda Items

### Item 1: Renovation Expenses

Dan Eallonardo will be in attendance to give us the final rundown of our renovation project, so he can explain these items better than I. But I will do my best here to summarize.

a. Change Order 002 - -\$13,066.57

This is a refund of the unused portion of the contingency allowance that was built into our contract with Lo Destro. Because we didn't use all of that contingency allowance, we are entitled to a refund for it.

b. Additional electrical - \$1,360.00

This is a bill for some additional electrical work that we asked Lo Destro to do for us that wasn't within the scope of the construction project. This was to reconnect all of the wiring in the staff workroom desks that was disconnected for the move. The movers were not qualified to do this work, so we were going to have to hire an electrician to do it for us. Lo Destro offered to do it when they had their electrician here, so we took them up on that offer.

c. January Invoice - \$14,900.30

This is the final invoice for the construction portion of the renovation. You can see that the refund from Change Order 002 has been incorporated into this invoice, so this bill will settle our accounts with Lo Destro.

**Recommendation:** I recommend that you approve these payments to Lo Destro Construction.

## Item 2: Building & Grounds Recommendations

The Building & Grounds Committee will meet right before our regular meeting this month. Agenda items include reviewing our Capital Needs Assessment document, parking lot repairs, server room air conditioning repairs, new railing by the front entrance, security cameras, and my post-renovation wish list of items for YTS.

**Recommendation:** I recommend that you approve the recommendations of the Building & Grounds Committee.

## Item 3: Trustee Ethics Statement

It is time for our annual reaffirmation of the Trustee Ethics Statement. It is unchanged from previous years, although it can obviously be changed if you see fit. Once approved and signed, it will be put on display near the main entrance for another year.

**Recommendation:** I recommend that you approve and sign the Trustee Ethics Statement for 2023.

Respectfully  
Jesse  
Library Director

submitted,  
Blazek



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## JANUARY 2023

### At the Desk:

18 online library cards were issued to residents.

35 directional questions were answered by the Circulation staff.

13 patrons used Curveside pickup.

### Continuing Education:

*Cricut – Press Your First Mug, Design Your Custom Mug, and Cricut Mug Press Overview*

### Department Highlights:

Lorena trained Karen M. and Crystine on how to use the GlowForge in the Zanardo Fab Lab. Both of them were able to make their own creations with some guidance.

### Meetings:

January 11 – Friends of the Library meeting

January 20 – ATLAS Middle Managers meeting

January 25 – Management meeting

January 26 – 1 on 1 with Jesse

January 30 – Fab Lab meeting

January 30 – Department Head meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

# CIRCULATION STATISTICS FOR JANUARY 2023

	Jan-23	YTD 23	Jan-22	YTD 22				
Adult Circulation								
Books	3,715	3,715	3,489	3,489				
Video	461	461	553	553				
Audio	372	372	439	439				
Periodicals	196	196	334	334				
Other Formats	8	8	1	1				
In House	65	65	31	31				
Total Adult Circulation	4,817	4,817	4,847	4,847				
Youth Circulation								
Books	4,349	4,349	2,576	2,576				
Audio	106	106	67	67				
Teen Circulation								
Books	374	374	Included in Youth totals for 2022					
Audio	1	1						
Youth & Teen Circulation								
Video	223	223	158	158				
Periodicals	6	6	4	4				
Other Formats	2	2	-	-				
In House Use	799	799	372	372				
Total Youth & Teen Circulation	5,860	5,860	3,177	3,177				
Electronic Circulation								
eBooks (Media On Demand)	1,320	1,320	1,252	1,252				
eBooks (e-Read IL)	88	88	69	69				
Audio (e-Read IL)	50	50	50	50				
Audio (Media On Demand)	737	737	567	567				
Video (Media On Demand)	-	-	1	1				
Periodicals (Overdrive)	111	111	106	106				
Music Streaming (Freegal)	984	984	1,028	1,028				
Music (Freegal)	44	44	52	52				
Total Electronic Circulation	3,334	3,334	3,125	3,125				
TOTAL CIRCULATION	14,011	14,011	11,149	11,149				
ILL - Received					1,240	1,240	1,388	1,388
ILL - Sent					1,173	1,173	1,069	1,069
Reciprocal Borrowing					1,262	1,262	774	774
Online Renewals					21	21	37	37
Self-Checkout					4,398	4,398	2,373	2,373
Computer Usage								
Library Workstation Sessions					320	320	181	181
Wireless Sessions					625	625	518	518
Total Sessions					945	945	699	699
# of People Using the Library*					9,110	9,110	6,154	6,154
Homebound Deliveries					Current Month		Full Year	
Patrons Serviced					5			
Visits					7		7	
Items					94		94	
Museum Pass Program					Current Month		Full Year	
Total Passes					16		16	

<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	5,047	60	41	4	5,084
Non-Resident/Trinity/Business	135	-	-	-	135
Cards for Kids	5	-	3	-	8

Respectfully submitted by Lorena Rodriguez, Head of Circulation





PALOS HEIGHTS  
PUBLIC LIBRARY

# Public Services Department Report

## January 2023

### Employment

I was honored to take over as Head of Public Services this month after Jeannine's retirement on January 6, 2023.

A job ad for a part-time Public Services Librarian was posted. Several promising responses were received. Interviews will be scheduled for February 2023.

### Meetings

1-18-23: Met with the Crisis Center of South Suburbia to discuss and schedule quarterly domestic violence-related programs.

1-18-23: Chaired the January ILA Intellectual Freedom Committee meeting.

1-20-23: Attended the Middle Managers Roundtable meeting.

1-26-23: Met with librarians from Moraine Valley Community College to discuss partnerships.

### Reference Work

Working the the public via phone, chat, E-Mail, and in person, Public Services staff answered 1,241 questions in January 2023.

### Marketing/Publicity/Outreach

The PS department completed a FabLab project commissioned by Lake Katherine for 3D printed and Glowforge-cut leaves. They will be used as part of a decorative tree in their nature center.

Home Delivery: This month we delivered to 5 patrons over 7 visits with 94 items delivered.

Channel 4: I recorded a look at the upcoming programs for February, and Jeannine put in her final appearances for "Best of 2022" and "2023 Book Preview" segments.

### Programming

In-person attendance for programs appeared to, at long last, be getting nearer to pre-pandemic levels in the back half of the month. The virtual option also remains popular. While some of our

virtual viewers are from out of town, it will be interesting to see whether the warmer months bring any shift in attendance numbers from virtual to in-person.

I was unsure whether the FabLab Tours would attract any patrons, but they have proven to be very popular. We had two in January. The first one, even with an attendance cap of 10, had 15 people show up. The second one had 10 people. Attendees were extremely enthusiastic about the room and everything they can do in it. We have already had a couple of tour attendees sign-up for time in the room for projects.

The Puzzle Table made its debut as a passive program on January 30, 2023. We took our least used table and put a puzzle on it for patrons to put together as many pieces as they please, whether it's one or two while they're walking by or a more dedicated session. Instructions on the table inform patrons that if they need to use the table, they just need to ask us and we'll move the puzzle. It is on a puzzle mat that can be rolled up and moved without breaking apart the ongoing puzzle.

January programs by the numbers:

Total Programs: 22

Virtual Attendees: 89

In-Person Attendees: 263

Total Attendees: 352

## Local History

We once again partnered with Lake Katherine to find some photos and news articles of Lake Katherine throughout the years for a project they are doing. This will be ongoing in February as they want to look through some more of the pictures we have.

Digitizing and archiving the Regional photo collection continues apace.

## Collection Development

Placed orders for print and digital books and audiobooks. Renewed several databases. Assisted newer staff with collection development best practices and ordering.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services

# PUBLIC SERVICES - MONTHLY STATISTICS

## January 2023

PROGRAMMING	Hybrid	In-person	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	3	0	3	\$600	101	Reference	Computer	Directional
Free	2	0	2	N/A	54	740	225	276
Book Discussions	0	2	2	N/A	17	TOTAL		1,241
MOVIES			1	N/A	42	HOMEBOUND DELIVERIES		
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			0	N/A	0	5	7	94
Needle Crafters			4	N/A	30	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	77			
COMPUTER TRAINING - LAB			6	N/A	31	0		
TOTAL PROGRAMMING			22	\$600	352			
DATE	TIME	TYPE	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
01/11/23	7:00 PM	HYBRID	Ross Gay (0 In-person)		N/A	ILP SUB	12	
01/26/23	6:30 PM	HYBRID	Lost Restaurants of Chicago (20 In-person)		43	\$250	39	
01/31/23	6:30 PM	HYBRID	New Year, New You (35 In-person)		56	\$350	50	
DATE	TIME	TYPE	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
01/10/23	6:30 PM	HYBRID	Mediterranean Diet Meals (8 In-person)		N/A	N/A	37	
01/17/23	6:30 PM	HYBRID	Self-Coaching (3 In-person)		30	N/A	17	
DATE	TIME	TYPE	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
01/09/23	12:00 PM	IN-HOUSE	Lunch Bunch		N/A	N/A	10	
01/17/23	2:00 PM	IN-HOUSE	Teatime on Tuesdays		N/A	N/A	7	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
01/22/23	2:00 PM	Sunday @ The Cinema: Elvis			22	N/A	42	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
01/03/23	10:00 AM	NEEDLE CRAFTERS			N/A	N/A	6	
01/10/23	10:00 AM	NEEDLE CRAFTERS			N/A	N/A	6	
01/17/23	10:00 AM	NEEDLE CRAFTERS			N/A	N/A	7	
01/24/23	10:00 AM	NEEDLE CRAFTERS			N/A	N/A	6	
01/31/23	10:00 AM	NEEDLE CRAFTERS			N/A	N/A	5	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
01/03/23	10:00 AM	SCRABBLE			N/A	N/A	16	
01/10/23	10:00 AM	SCRABBLE			N/A	N/A	16	
01/17/23	10:00 AM	SCRABBLE			N/A	N/A	18	
01/24/23	10:00 AM	SCRABBLE			N/A	N/A	14	
01/31/23	10:00 AM	SCRABBLE			N/A	N/A	13	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
1/9/2023	2:00 PM	LinkedIn Basics			1	N/A	2	
1/15/2023	2:00 PM	FabLab Tour			10	N/A	15	
01/24/23	2:00 PM	Tech Time			N/A	N/A	1	
01/24/23	6:30 PM	FabLab Tour			10	N/A	10	
01/25/23	3:00 PM	Tech Time			N/A	N/A	0	
01/31/23	2:00 PM	Tech Time			N/A	N/A	3	



PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## JANUARY 2023

### Meetings and Training:

January 20, 2023 ATLAS Middle Managers Round Table meeting.

January 24, 2023 Susana attend Onboarding iPage training with Ingram.

January 25, 2023 Management Team meeting.

January 26, 2023 1-on-1 meeting with Jesse.

January 30, 2023 Susana attended FabLab committee meeting and Department Head meeting.

January 31, 2023 Susana attended SWAN Fireside Chat.

### Staff Related:

Susana set up a new account with Ingram as a secondary vendor to order physical collection materials. I have set up user accounts for Admin, Public Services and Youth & Teen Services. As well as, provided training videos and documentation for staff.

New cataloging changes for fiction/mystery adult books, books part of a series will have a series label. Series label will contain series name and series number. Beth, Public Services Librarian, is assisting Technical Services by creating lists of authors and series. Susana is training Technical Services staff on how to revise item record, create series label and revise the physical book.

Assisted Terry and Lorena set up material for FOTL book sale.

Susana has been working on enhancing FabLab supply list.

Technical Services and Circulation continue to work on completing a detailed inventory of the Youth and Teen Services collection.

### Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
<b>Ordered</b>	236	119	15	0	16	0	-	-
<b>Received</b>	174	70	0	0	6	0	-	-
<b>Added</b>	152	0	0	0	0	0	65	17
<b>Discarded</b>	136	241	5	1	1	1	36	12

	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
<b>Adult</b>	1	0	3	2	0	0
<b>Juvenile</b>	241	0	1	0	0	0

Respectfully submitted,  
Susana Leyva  
Head of Technical Services



PALOS HEIGHTS  
PUBLIC LIBRARY

# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## January 2023

### Highlights of the Month:

Happy New Year, Baby! – Carla planned this event celebrating the New Year aimed for babies and their caregivers.

Pirate Party – Carla planned this pirate program filled with games and crafts for children ages 2-5 and their caregivers.

Mini Pizzas – Carla planned this tasty program. Teens enjoyed making their own mini pizzas with different toppings.

Teen Book Club – Carla read *Wicked Saints* by Emily Duncan and discussed it with a group of teens. This is the first of many meetings, and good conversation was had by all!

Rubber Ducky Storytime – Carla planned this program for children ages 2-5 and their caregiver. Children enjoyed singing songs and reading stories about rubber ducks and bath time!

Fake Snow – Carla planned two different recipes for making fake snow. Children in grades 3-5 had a fun, messy time!

Winter Salt Shakers – Audrey planned a winter craft featuring salt shakers, mini wooden mushrooms, and hedgehogs! The tweens each created a very different winter scene which was a lot of fun!

Spa Day – Tina made sugar scrubs, Kool-Aid lip gloss, and painted nails with the tweens.

Sensory Play Time – The library has partnered with Key Autism Services to provide this program bi-monthly. Participants heard a few stories and enjoyed sensory play.

Pinecone Snowy Owls – Jolie planned this program using pinecones, cotton balls and felt to make snowy owls just in time for winter. Children in grades 3-5 enjoyed making these pinecone snowy owls using their creativity!

Sticker Day! – Claire planned this program for children in grades 3-5, who enjoyed visiting and learning about the Zanardo Fab Lab. The children especially appreciated learning to use the Cricut to make their own smiley face stickers.

Cricut Lab – Claire helped tweens and teens use Cricut Design Space and the Cricut Mug Press to press their own design onto a mug. Everyone enjoyed learning about the Zanardo Fab Lab and expressing their creativity through their designs.

Winnie the Pooh Storytime – Claire planned this storytime for children ages 2-5 and their caregivers, all of whom appreciated reading stories and singing songs about Winnie the Pooh and his friends.

Australian Safari – Claire planned this program for children in grades K-3, who enjoyed learning about life in Australia and putting together their own koala bookmarks.

Fitness Fun – Claire planned this program for children ages 2-5 and their caregivers. Children enjoyed learning simple exercises and imitating different animals to get their wiggles out!

Cricut Appointment – Mary Kate helped a patron and their child create multiple Cricut projects with heat on vinyl.

## Meetings and Department News:

CLASS – Tina met with other youth librarians in the south suburbs on 01/11.

At the Library – Tina shared library programs with channel 4 on 01/11.

YTS Grand Opening – The library drew in quite the crowd on 01/14 for the department's grand opening in celebration of the renovation. There were crafts, a face painter, and a hot cocoa bar. Everyone expressed their appreciation for the renovation and were excited to be in our new space.

ATLAS: Middle Managers Round Table – Tina attended this meeting on 01/20.

Booklist: Authors & ARCs – Carla and Claire watched this webinar on 01/24. They listened to a panel of authors discuss their upcoming novels.

Me and You: Celebrating the Importance of Relationships with Albert Whitman & Company – Claire watched this webinar on 01/24. She listened to a panel of authors discuss their picture books and why young children need strong relationships in their lives.

Management Meeting – Tina and Carla attended this meeting on 02/25.

Mackin: Body Positivity and Justice: Powerful Middle Grade Stories of Girls Fighting for Their Rights – Carla watched this webinar on 01/26. She listened to two authors discuss their novels and body positivity in young girls.

Preschool Partnerships Meeting -- Carla attended this meeting on 01/26. The group discussed tips and tricks for getting back preschooler's attention in storytime, outreach in the summer, and how outreach has been going since returning to in-person visits.

Laconi YSS – Tina attended this board meeting on 01/27 in which members welcomed new members and gave committee assignments. They also discussed the upcoming story time workshop.

FabLab Meeting – Tina and Carla attended this meeting on 01/31 to discuss supplies and scheduling of the FabLab.

Mary Kate is the new full-time YTS librarian. She worked at the Itasca Public Library for 4 years in the Youth Department and she recently graduated from Dominican with her MLIS in the spring of 2022. Mary Kate is very excited to join the Youth and Teen Department at Palos Heights. She has already added a new service for our teen patrons!

## Outreach:

Kindergarten Girl Scouts – Tina and Claire provided these girl scouts with a tour of the library and a scavenger hunt on 01/06.

2<sup>nd</sup> Grade Girl Scouts – Tina and Mary Kate provided this troop with a library tour, scavenger hunt, and a parachute drop experiment! Everyone enjoyed designing their parachutes and timing their drops by the stairs. 01/19

Book Talks – Jolie shared her book recommendations for January with Dist. 128.

Reggio Academy – Tina visited this preschool on 01/23 and presented a story time about weather.

Trusting Hearts Preschool – Claire visited this preschool on 01/24 and presented a story time.

Rec Center Preschool – Carla visited the Rec Center's 3 and 4 year-old-classes on 01/24 and 11/25 and presented a story time.

Indian Hill Preschool – Carla visited six preschool classes on 01/25 and presented a story time.

Amos Alonzo Stagg High School – Mary Kate gave a tour of the Youth department and planned a hedgehog book craft.

Respectfully submitted,

Tina Ruzala

Head of Youth & Teen Services



## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	12	361		Reference	Computer	Directional
Free Tween/Teen Programming	5	32		259	12	68
Youth Paid Programming	0	0		TOTAL	339	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	17	393		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	425	140	0
TOTAL OUTREACH	2	33	636	TOTAL	565	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS			COST	ATTENDANCE
01/04/23	11:30 am	Happy New Year, Baby! Storytime				0
01/06/23	11:00 am	Pirate Party				30
01/11/23	1:00 pm	Sensory Friendly Playtime - Key Autism Services				5
01/11/23	4:00 pm	Sticker Day!				6
01/11/23	4:30 pm	Furry Readers				20
01/12/23	1:00 pm	Rubber Duck Storytime				19
01/14/23	11:00 am	YTS Grand Opening				130
01/17/23	4:00 pm	STEAM: Circus Bridges				5
01/18/23	11:30 am	Winnie the Pooh Storytime				37
01/23/23	4:00 pm	Fake Snow				1
01/24/23	4:00 pm	Australian Safari				16
01/25/23	4:00 pm	Pinecone Snowy Owls				6
01/27/23	11:00 am	Fitness Fun				24
		Winter Reading				62

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS			COST	ATTENDANCE
01/09/23	4:00 pm	Mini Pizzas				12
01/10/23	5:00 pm	Teen Book Club				5
01/12/23	4:00 pm	Cricut Lab				6
01/16/23	4:00 pm	Winter Salt Shakers				6
01/18/23	4:00 pm	DIY Spa				3

FREE: YOUTH PASSIVE PROGRAMMING		ATTENDANCE
Craft - Yarn Snowman		185
Teen Craft - Giant Snowflake		50
Craft - Bunny Finger Puppet		140
Teen Craft - Bunny Bookmark		90
Grand Opening Tissue Forest Tree Craft		50
Grand Opening Snowman Belly Craft		50

OUTREACH & SCHOOL VISITS						
DATE	ORGANIZATION				# SESSIONS	ATTENDANCE
01/11/23	January K-1 Virtual Booktalks				6	144
01/11/23	January 2-3 Virtual Booktalks				10	166
01/11/23	January 4-5 Virtual Booktalks				7	154
01/19/23	Girl Scout Troop-2nd graders - Library Visit				1	16
01/23/23	Reggio Academy				1	11
01/24/23	Trusting Hearts				1	34
01/24/23	Rec Center				2	30
01/25/23	Indian Hill				6	70
01/26/23	Amos Alonzo Stagg High School Special Services - Library Visit				1	11

# Change Order: 002

date of issuance: 01.25.23

**project:** Palos Heights Public Library  
12501 S 71<sup>st</sup> Ave  
Palos Heights, IL 60463  
**owner:** Palos Heights Public Library Board of Trustees  
12501 S 71<sup>st</sup> Ave  
Palos Heights, IL 60463  
**architect:** product architecture + design  
811 W Evergreen Ave, Suite 405  
Chicago, IL 60642  
**contractor:** Lo Destro Construction Company  
211 East Ontario St, Suite 500  
Chicago, IL 60611

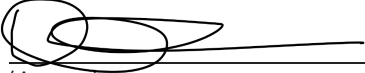
**Change to Contract | Description of work(including any attachments):** Reverse Change Order for \$10,566.67 equal to the remainder of the \$40,000.00 Contingency Allowance that was not used along with the \$2500.00 Floor Preparation Allowance.

Original Contract Sum:	\$737,000.00
Net Change by Change Orders:	\$0.00
Current Contract Sum:	<b>\$737,000.00</b>

Change to Contract Sum by this Change order:	(credit) <b>-\$13,066.57</b>
New Contract Sum:	<b>\$723,933.43</b>
Additional Days to Contract Duration:	<b>0 days</b>
New Date of Substantial Completion:	<b>01.07.23</b>

The conditions of this change order including any changes to the project cost and duration are not accepted, authorized, or executed until signed by the Owner and Contractor.

**architect:**  
product architecture + design

  
(signature)

Dan Pohrte 01.26.23  
(printed name and date)

**contractor:**  
Lo Destro Construction Company

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name and date)

**owner:**  
Palos Heights Public Library

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name and date)

LO DESTRO CONSTRUCTION COMPANY  
211 E Ontario St, Suite 500  
Chicago, IL 60611

Palos Heights Public Library  
12501 S 71st Ave  
Palos Heights, IL 60463

INVOICE

31-Jan-23

ATTN: Board of Directors

Invoice No. 2022037A

RE: Palos Heights Public Library - Owner Furniture Hookup  
Palos Heights, Illinois  
Contract: PO#

Application for Payment for construction services  
performed through 31-Jan-23 | in connection  
with the planning and construction of the above mentioned project

CONTRACT INFORMATION

Original Contract Price	\$1,360.00
Modifications To Contract	\$0.00
Total Adjusted Contract Price	\$1,360.00

PAYMENT INFORMATION

Direct Work Completed	\$1,360.00
Total Work Completed	\$1,360.00
Less: Reserves Held	\$0.00
Less: Previous Payments	
Current Payment Due	\$1,360.00

Balance to complete: \$ -

Net Amount Due: \$1,360.00

# J B CONTRACTING CORP.

PO Box 1309, 2999 St. Vincent Ave.  
La Salle, IL 61301

Phone (815)223-9800 Fax (815)223-6112

Customer ID 1993

Lo Destro Construction Company  
211 E. Ontario St  
Suite 500  
Chicago, IL 60611

Phone (312)521-5599 Fax (312) -

Invoice# 55675

Date 10/28/2022 Page# 1

Job ID ESC52943

Palos Heights Library  
12501 S. 71st Avenue  
Palos Heights, IL 60463

Description	Quantity	U/M	Price	Total
<b>Phase ID: 999 Billing Phase</b>				
ELECTRIAL WORK PERFORMED ON				
10/14/2022 TICKET #52943 AT THE PALOS				
HEIGHTS LIBRARY				
BRIAN MICHAELS - 8 HRS	8.00		\$144.27	\$1,154.16
MATERIAL	1.00		\$81.84	\$81.84
			<b>Phase 999 Total</b>	<b>\$1,236.00</b>

## DAILY WORK ORDER

CHARGE Lo Desk DATE 10-14-2022 JOB NO. \_\_\_\_\_  
JOB NAME Palos Heights Lib WORK AUTHORIZED BY Matt Fussen 630-94-027  
ADDRESS \_\_\_\_\_

THE WORK DESCRIBED BELOW HAS BEEN PERFORMED FOR YOU AND THE COST THEREOF HAS BEEN CHARGED TO YOUR ACCOUNT

### DESCRIPTION OF WORK

How up front feel

[illegible]

LABOR		RATE		
Superintendent	Hours @			
General Foreman	Hours @			
Foreman	8 Hours @	144	77	1,154 16
Journeyman	Hours @			
Apprentice	Hours @			
Apprentice	Hours @			
TOTAL LABOR				1,154 16

MATERIAL	74	40
TAX ON MATERIAL		
PROFIT ON MATERIAL		
TOTAL LABOR	1,154	16
TOTAL	1236	60

Foreman

**GORDON ELECTRIC SUPPLY - MOKENA**  
**19240 EVERETT LANE**  
**MOKENA, IL 60448-8957**  
**708-479-4660 Fax 708-479-4663**

**\*\* INVOICE \*\***

BILL TO:  
 J B CONTRACTING CORP  
 P.O. BOX 1309  
 LA SALLE, IL 61301

*10/21/22  
 52943  
 403*

INVOICE DATE	INVOICE NUMBER
10/14/22	S2451209.001
REMIT TO:	PAGE NO.
GORDON ELECTRIC SUPPLY, INC. PO BOX 430 BRADLEY, IL 60915	1

SHIP TO:  
 J B CONTRACTING CORP  
 2999 ST. VINCENT AVENUE  
 P.O. BOX 1309  
 LA SALLE, IL 61301

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON		
9019	52943 <i>Pabst Library</i>		JOSH C		
WRITER		SHIP VIA	TERMS	SHIP DATE	ORDER DATE
STEJ		PK PICK-UP	SNET30.EOM	10/14/22	10/14/22
DESCRIPTION		ORDER QTY	SHIP QTY	MRK PRG	EXT PRG
STEEL-CITY 53151-1/2&3/4UB 1/2 & 3/4 BOX EXTENSION RING 21CUB STEEL		1	1	615.000/c	6.15
STEEL-CITY RS8 4" SQUARE SURFACE COVER 5CU 2-DUPLEX 1/2" RAISED BRIDGEPORT USL-120 3/8" USL CABLE CONNECTOR		1	1	186.590/c	1.87
ELECTRI-FLEX 3/8" x 50' (SL10) 96203		6	6	101.590/C	6.10
		50	50	83.370/c	41.69
Invoice is due by 11/30/22.					

TERMS: NET 30 DAYS. A 1.5% Service Charge per month (18% ANNUAL RATE) on account balances 30 days past statement date. All accounts with balances 60 days old are subject to credit hold. Freight F.O.B shipping point. Loss or damage claim must be filed with carrier within ten days from date of invoice. NO RETURNS WITHOUT IDENTIFICATION BY INVOICE NO. AND PRIOR WRITTEN AUTHORIZATION. Handling and restocking charges on returned goods may apply. Gordon Electric Supply does not manufacture the goods it sells, and makes no express warranties thereon. Gordon Electric Supply disclaims all implied warranties, including any implied warranty of merchantability or fitness for a particular use and under no circumstances shall we be under liability of any kind for labor or consequential damages involved.

Subtotal	55.81
S&H CHGS	0.00
Sales Tax	4.19
Amount Due	60.00

LO DESTRO CONSTRUCTION COMPANY  
211 E Ontario St, Suite 500  
Chicago, IL 60611

Palos Heights Public Library  
12501 S 71st Ave  
Palos Heights, IL 60463

INVOICE

31-Jan-23

ATTN: Board of Directors

Invoice No. 2022037-010

RE: Palos Heights Public Library Renovations  
Palos Heights, Illinois  
Contract: PO#

Application for Payment for construction services  
performed through 31-Jan-23 | in connection  
with the planning and construction of the above mentioned project

CONTRACT INFORMATION

Original Contract Price	\$737,000.00
Modifications To Contract	(\$13,066.57)
Total Adjusted Contract Price	\$723,933.43

PAYMENT INFORMATION

Direct Work Completed	\$723,933.43
Total Work Completed	\$723,933.43
Less: Reserves Held	\$0.00
Less: Previous Payments	\$709,033.03
Current Payment Due	\$14,900.40

Balance to complete: \$ -

Net Amount Due:

\$14,900.40

## APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 1 PAGES

## TO (OWNER REPRESENTATIVE):

Palos Heights Public Library  
12501 S 71st Ave  
Palos Heights, IL 60463

PROJECT: Palos Heights Public Library Renovations

12501 S 71st Ave, Palos Heights, IL 60463

APPLICATION NO: 2022037-010

PERIOD FROM: 1/1/2023  
TO: 1/31/2023

## FROM (CONTRACTOR):

Lo Destro Construction Company  
211 E Ontario St, Suite 500  
Chicago, IL 60611

VIA (ARCHITECT): Product Architecture + Design

811 W Evergreen, Suite 405  
Chicago, IL 60642

ARCHITECT'S  
PROJECT NO:

## CONTRACT FOR:

General Construction

CONTRACT DATE:

## CHANGE ORDER SUMMARY

Change Orders approved in  
previous months by Owner

ADDITIONS

DEDUCTIONS

TOTAL

0.00

0.00

## Unawarded - Trades

Number Date Approved

(13,066.57)

TOTALS

0.00

(13,066.57)

Net Change by Change Orders

(13,066.57)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Balance-of Sub-trade work

CONTRACTOR:

Lo Destro Construction Company

By:

*Nick Santarelli*

Date:

1/31/2023

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM..... \$. \$ 737,000.00  
2. Net Change By Change Orders..... \$. \$ (13,066.57)

3. CONTRACT SUM TO DATE (LINE 1+2)..... \$. \$ 723,933.43

4. TOTAL COMPLETED & STORED TO DATE..... \$. \$ 723,933.43

(Column 8 on G703)

## 5. RETAINAGE:

a. 10% of Completed Work

\$0.00

b. % of Stored Material

Total Retainage (Line 5a +5b or

Total in Column 9 of G703).....

\$. \$ 0.00

6. TOTAL EARNED LESS RETAINAGE..... \$. \$ 723,933.43

(Line 4 less Line 5 Total)

## 7. LESS PREVIOUS CERTIFICATES FOR

PAYMENT (Line 6 from prior certificates).....

\$. \$ 709,033.03

8. CURRENT PAYMENT DUE..... \$. \$ 14,900.40

9. BALANCE TO FINISH, PLUS RETAINAGE..... \$. \$ 0.00

(Line 3 less Line 6)

State of: Illinois

County of: Cook

Subscribed and sworn to before me this

Tuesday, January 31, 2023

Notary Public:

*Annette Janas*

My Commission Expires:

March 18, 2023

## ARCHITECT'S CERTIFICATE FOR PAYMENT

Nick Santarelli

Project Executive

AMOUNT CERTIFIED..... \$. \$ 14,900.40

(Attach explanation if amount certified differs from the amount applied for.)

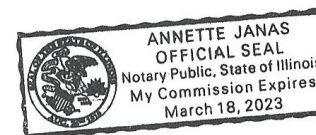
ARCHITECT:

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

By

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Date:





CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2022037-010  
PERIOD FROM: 1/1/2023  
TO: 1/31/2023  
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK		C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
				FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Demolition	Midwest Wrecking	\$31,385.00	\$31,385.00	\$0.00	\$0.00	\$31,385.00	100.00%	\$0.00	\$0.00
2	Millwork	Heartland	\$115,125.00	\$115,125.00	\$0.00	\$0.00	\$115,125.00	100.00%	\$0.00	\$0.00
3	Glazing	United Glass	\$38,991.00	\$37,000.00	\$1,991.00	\$0.00	\$38,991.00	100.00%	\$0.00	\$0.00
4	Doors, Frames, Hardware	Laforce	\$6,267.00	\$6,267.00	\$0.00	\$0.00	\$6,267.00	100.00%	\$0.00	\$0.00
5	Drywall/Ceilings	IDI	\$92,381.00	\$92,381.00	\$0.00	\$0.00	\$92,381.00	100.00%	\$0.00	\$0.00
6	Painting	Hester Decorating	\$33,437.00	\$33,437.00	\$0.00	\$0.00	\$33,437.00	100.00%	\$0.00	\$0.00
7	Flooring	Flooring Resources	\$70,603.00	\$70,603.00	\$0.00	\$0.00	\$70,603.00	100.00%	\$0.00	\$0.00
8	Window Shades	Indecor	\$20,237.00	\$20,237.00	\$0.00	\$0.00	\$20,237.00	100.00%	\$0.00	\$0.00
9	Fire Protection	FE Moran	\$6,833.33	\$6,833.33	\$0.00	\$0.00	\$6,833.33	100.00%	\$0.00	\$0.00
10	Plumbing	Terry Plumbing	\$13,500.00	\$13,500.00	\$0.00	\$0.00	\$13,500.00	100.00%	\$0.00	\$0.00
11	HVAC	GT Mechanical	\$30,800.00	\$30,800.00	\$0.00	\$0.00	\$30,800.00	100.00%	\$0.00	\$0.00
12	Electrical	Aardema	\$196,440.00	\$196,440.00	\$0.00	\$0.00	\$196,440.00	100.00%	\$0.00	\$0.00
13	Floor Prep Allowance	Lo Destro	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
14	Unforeseen Allowance	Lo Destro	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
15	Temporary Protection	Lo Destro	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
17	General Conditions	Lo Destro	\$49,934.10	\$50,300.00	(\$365.90)	\$0.00	\$49,934.10	100.00%	\$0.00	\$0.00
18	Insurance	Lo Destro	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$0.00
19	Bonding	Lo Destro	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$0.00
	<b>FOR RECORD ONLY</b>									
	PCCO #001		(\$13,066.57)							
	<b>GRAND TOTALS</b>		\$723,933.43	\$722,308.33	\$1,625.10	\$0.00	\$723,933.43	100.00%	\$0.00	\$0.00

## FINAL WAIVER OF LIEN

STATE OF ILLINOIS  
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Palos Heights Public Library  
to furnish General Construction  
for the premises known as Palos Heights Public Library Renovations  
of which Palos Heights Public Library is the owner.

THE undersigned, for and in consideration of Fourteen Thousand Nine Hundred Dollars and Forty Cents  
\$14,900.40 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)  
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,  
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material,  
fixtures, apparatus or machinery, **heretofore** furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

DATE January-31-2023 COMPANY NAME Lo Destro Construction Company  
ADDRESS 211 E Ontario Street, Suite 500, Chicago, IL 60611

SIGNATURE AND TITLE

X Nick Santarelli  
Nick Santarelli Project Executive

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

## CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS  
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Nick Santarelli BEING DULY SWORN, DEPOSES  
AND SAYS THAT HE OR SHE IS (POSITION) Project Executive OF  
(COMPANY NAME) Lo Destro Construction Company WHO IS THE  
CONTRACTOR FURNISHING General Construction WORK ON THE BUILDING

LOCATED AT 12501 S 71st Ave, Palos Heights, IL 60463

OWNED BY Palos Heights Public Library

That the total amount of the contract including extras\* is \$723,933.43 on which he or she has received payment of  
\$709,033.03 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that

there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties  
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work  
or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all  
labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
<b>Lo Destro Construction Company</b>	General Construction	\$ 67,934.10	\$ 65,785.00	\$ 2,149.10	\$ -
<b>Midwest Wrecking</b>	Demolition	\$ 31,385.00	\$ 31,385.00	\$ -	\$ -
<b>Heartland</b>	Millwork	\$ 115,125.00	\$ 115,125.00	\$ -	\$ -
<b>United Glass</b>	Glazing	\$ 38,991.00	\$ 33,300.00	\$ 5,691.00	\$ -
<b>Laforce</b>	Doors, Frames, Hardware	\$ 6,267.00	\$ 6,267.00	\$ -	\$ -
<b>IDI</b>	Drywall/Ceilings	\$ 92,381.00	\$ 92,381.00	\$ -	\$ -
<b>Hester Decorating</b>	Painting	\$ 33,437.00	\$ 33,437.00	\$ -	\$ -
<b>Flooring Resources</b>	Flooring	\$ 70,603.00	\$ 63,542.70	\$ 7,060.30	\$ -
<b>Indecor</b>	Window Shades	\$ 20,237.00	\$ 20,237.00	\$ -	\$ -
<b>FE Moran</b>	Fire Protection	\$ 6,833.33	\$ 6,833.33	\$ -	\$ -
<b>Terry Plumbing</b>	Plumbing	\$ 13,500.00	\$ 13,500.00	\$ -	\$ -
<b>GT Mechanical</b>	HVAC	\$ 30,800.00	\$ 30,800.00	\$ -	\$ -
<b>Aardema</b>	Electrical	\$ 196,440.00	\$ 196,440.00	\$ -	\$ -
					\$ -
					\$ -
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$ 723,933.43	\$ 709,033.03	\$ 14,900.40	\$ -

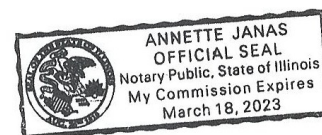
That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor  
or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE January-31-2023 SIGNATURE: Nick Santarelli

SUBSCRIBED AND SWORN TO BEFORE ME THIS Tuesday, January 31, 2023

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE  
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Annette Janas  
NOTARY PUBLIC





## APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO OWNER: Lo Destro Construction  
211 E. Ontario Street, Suite 500  
Chicago, IL 60611

PROJECT: Palos Heights Public Library  
12501 S. 71st Avenue  
Palos Heights, IL

APPLICATION NO.: 5

PERIOD TO: 1/31/2023

Distribution to:

☐ OWNER  
☐ ARCHITECT  
☐ CONTRACTOR

FROM CONTRACTOR: Flooring Resources Corporation  
600 W. Pratt Blvd., Elk Grove Village, IL 60007

VIA ARCHITECT: 25516

PROJECT NO: 2022037

INVOICE NO: 25516-5

CONTRACT DATE: 3/7/2022

CONTRACT FOR: Floor Covering

## CONTRACTOR'S APPLICATION FOR PAYMENT

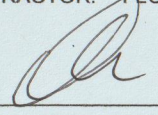
Application is made for Payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM (Estimate)	\$63,000.00
2. Net change by Change Orders	\$7,603.00
3. CONTRACT SUM TO DATE (Line 1+/- 2)	\$70,603.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$70,603.00
5. RETAINAGE:	
a. 0% of Completed Work	\$0.00
(Column D + E on G703)	
b. 0% of Stored Material	
(Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$70,603.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$63,542.70
8. CURRENT PAYMENT DUE	\$7,060.30
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$7,603.00	
Total approved this Month		
TOTALS	\$7,603.00	
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: FLOORING RESOURCES CORPORATION

By: 

Date: 11/18/2023

State of: Illinois

County of:

Cook

Subscribed and sworn to before me this

18th

day of

January

, 2023

Notary Public:

My Commission expires:

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

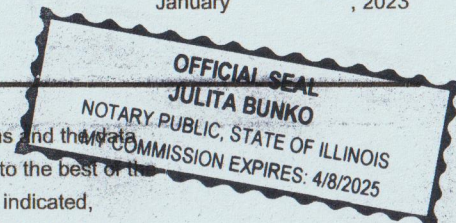
AMOUNT CERTIFIED..... \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures Application and on the Continuation Sheet that are changed to conform with the amt cert.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.





**CONTINUATION SHEET**

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing  
 Contractor's signed Certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 5  
 APPLICATION DATE: 1/18/2023  
 PERIOD TO: 1/31/2023  
 PROJECT NO: 2022037

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	CPT-1 PATCRAFT MATERIAL	8,198.00	8,198.00			8,198.00	100%	0.00	0.00
2	CPT-1 PATCRAFT LABOR	956.00	956.00			956.00	100%	0.00	0.00
3	ELEV LABOR	422.00	422.00			422.00	100%	0.00	0.00
4	CPT-2 PATCRAFT MATERIAL	7,380.00	7,380.00			7,380.00	100%	0.00	0.00
5	CPT-2 PATCRAFT LABOR	77.00	77.00			77.00	100%	0.00	0.00
6	CPT-3 PATCRAFT MATERIAL	5,001.00	5,001.00			5,001.00	100%	0.00	0.00
7	CPT-3 PATCRAFT LABOR	574.00	574.00			574.00	100%	0.00	0.00
8	CPT-4 PATCRAFT MATERIAL	6,469.00	6,469.00			6,469.00	100%	0.00	0.00
9	CPT-4 PATCRAFT LABOR	752.00	752.00			752.00	100%	0.00	0.00
10	TS-1 VINYL TRANSITIONS MATERIAL	62.00	62.00			62.00	100%	0.00	0.00
11	TS-1 VINYL TRANSITIONS LABOR	59.00	59.00			59.00	100%	0.00	0.00
12	LVT1A PATCRAFT MATERIAL	1,504.00	1,504.00			1,504.00	100%	0.00	0.00
13	LVT1A PATCRAFT LABOR	617.00	617.00			617.00	100%	0.00	0.00
14	LVT1B PATCRAFT MATERIAL	1,914.00	1,914.00			1,914.00	100%	0.00	0.00
15	LVT1B PATCRAFT LABOR	926.00	926.00			926.00	100%	0.00	0.00
16	LVT1C PATCRAFT MATERIAL	1,063.00	1,063.00			1,063.00	100%	0.00	0.00
17	LVT1C PATCRAFT LABOR	514.00	514.00			514.00	100%	0.00	0.00
18	LVT1D PATCRAFT MATERIAL	2,333.00	2,333.00			2,333.00	100%	0.00	0.00
19	LVT1D PATCRAFT LABOR	1,029.00	1,029.00			1,029.00	100%	0.00	0.00
20	LVT1E PATCRAFT MATERIAL	2,552.00	2,552.00			2,552.00	100%	0.00	0.00
21	LVT1E PATCRAFT LABOR	1,235.00	1,235.00			1,235.00	100%	0.00	0.00
22	LVT2A PATCRAFT MATERIAL	632.00	632.00			632.00	100%	0.00	0.00
23	LVT2A PATCRAFT LABOR	205.00	205.00			205.00	100%	0.00	0.00
24	LVT2B PATCRAFT MATERIAL	425.00	425.00			425.00	100%	0.00	0.00
25	LVT2B PATCRAFT LABOR	205.00	205.00			205.00	100%	0.00	0.00
26	LVT2C PATCRAFT MATERIAL	425.00	425.00			425.00	100%	0.00	0.00
27	LVT2C PATCRAFT LABOR	205.00	205.00			205.00	100%	0.00	0.00
28	LVT2E PATCRAFT MATERIAL	425.00	425.00			425.00	100%	0.00	0.00
29	LVT2E PATCRAFT LABOR	205.00	205.00			205.00	100%	0.00	0.00
30	LVT2A-RC PATCRAFT MATERIAL	433.00	433.00			433.00	100%	0.00	0.00
	TOTAL	46,797.00	46,797.00	0.00	0.00	46,797.00	100%	0.00	0.00

**CONTINUATION SHEET**

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 5

APPLICATION DATE: 1/18/2023

PERIOD TO: 1/31/2023

PROJECT NO: 2022037

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)		
1	LVT2A-RC PATCRAFT LABOR	215.00	215.00			215.00	100%	0.00	0.00
2	LVT2B-RC PATCRAFT MATERIAL	285.00	285.00			285.00	100%	0.00	0.00
3	LVT2B-RC PATCRAFT LABOR	144.00	144.00			144.00	100%	0.00	0.00
4	LVT2C-RC PATCRAFT MATERIAL	285.00	285.00			285.00	100%	0.00	0.00
5	LVT2C-RC PATCRAFT LABOR	144.00	144.00			144.00	100%	0.00	0.00
6	LVT2D-RC PATCRAFT MATERIAL	285.00	285.00			285.00	100%	0.00	0.00
7	LVT2D-RC PATCRAFT LABOR	144.00	144.00			144.00	100%	0.00	0.00
8	LVT2E-RC PATCRAFT MATERIAL	285.00	285.00			285.00	100%	0.00	0.00
9	LVT2E-RC PATCRAFT LABOR	144.00	144.00			144.00	100%	0.00	0.00
10	LVT-3 PATCRAFT MATERIAL	712.00	712.00			712.00	100%	0.00	0.00
11	LVT-3 PATCRAFT LABOR	565.00	565.00			565.00	100%	0.00	0.00
12	VB1 JOHNSONITE MATERIAL	729.00	729.00			729.00	100%	0.00	0.00
13	VB1 JOHNSONITE LABOR	1,152.00	1,152.00			1,152.00	100%	0.00	0.00
14	VBX JOHNSONITE MATERIAL	162.00	162.00			162.00	100%	0.00	0.00
15	VBX JOHNSONITE LABOR	288.00	288.00			288.00	100%	0.00	0.00
16	T1-A CROSSVILLE TILE MATERIAL	132.00	132.00			132.00	100%	0.00	0.00
17	T1-A CROSSVILLE TILE LABOR	524.00	524.00			524.00	100%	0.00	0.00
18	CER-MAT CERAMIC MATERIAL	124.00	124.00			124.00	100%	0.00	0.00
19	PFP-C FLOOR PREP MATERIAL	2,812.00	2,812.00			2,812.00	100%	0.00	0.00
20	PFP-C FLOOR PREP LABOR	4,124.00	4,124.00			4,124.00	100%	0.00	0.00
21	PFP-R FLOOR PREP MATERIAL	1,053.00	1,053.00			1,053.00	100%	0.00	0.00
22	PFP-R FLOOR PREP LABOR	2,194.00	2,194.00			2,194.00	100%	0.00	0.00
23	MISC DEDUCT	(299.00)	(299.00)			(299.00)	100%	0.00	0.00
24	CHANGE ORDER 1	5,203.00	5,203.00			5,203.00	100%	0.00	0.00
25	CHANGE ORDER 2	2,400.00	2,400.00			2,400.00	100%	0.00	0.00
26									
27									
28									
29									
30									
	TOTAL	70,603.00	70,603.00	0.00	0.00	70,603.00	100%	0.00	0.00

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO: Lo Destro Construction Company  
211 E Ontario Suite 500  
Chicago, IL 60611

PROJECT: Palos Heights Public Library  
12510 S71st Avenue  
Palos Heights, IL 60463

APPLICATION NO. 2  
PERIOD TO DATE: 01/31/23  
PROJECT NOS: 2022037

DISTRIBUTION TO:

☐ OWNER

☐ ARCHITECT

☒ CONTRACTOR

FROM: United Glass Inc.  
8340 89th Avenue North  
Brooklyn Park, MN 55445

VIA ARCHITECT:

CONTRACT DATE: 7-Mar-22

## SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 42,000.00
2. Net change by Change Orders	\$ (3,009.00)
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 38,991.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 38,991.00
5. RETAINAGE:	
a. _____ of Work Completed	_____
b. _____ of Stored Materials	_____
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 38,991.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 33,300.00
8. CURRENT PAYMENT DUE	\$ 5,691.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ _____

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Change Orders Approved this Month		
Change Order #1		(4,109.00)
Change Order #2	1,100.00	
TOTALS	1,100.00	(4,109.00)
NET CHANGE by Change Orders	(3,009.00)	

The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Subcontractor for Work for which previous Certificates for Payment were issued and payments received from the Contractor, and that current payment shown herein is now due.

CONTRACTOR: United Glass Inc.

BY: \_\_\_\_\_  
Name & Title Keith Paulson President

1/31/2023

State of: Minnesota  
County of: Hennepin

Subscribed and sworn to before me this

My Commission Expires: 31-Jan-25

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 5,691.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on the Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Subcontractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner, Contractor or Subcontractor under this Contract.

# CONTINUATION SHEET

AIA DOCUMENT G703

United Glass Inc.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
Use Column I on Contracts where variable retainage for line items may apply.

Palos Heights Public Library

APPLICATION NUMBER:

2

APPLICATION DATE:

1/16/2023

PERIOD FROM:

1/1/2023

TO:

1/31/2023

A	C	D	E	F	G	H	I	J	
CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETED & STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO COMPLETE (C-G)	Retention (If Variable Rate)
			Previous Applications	This Application					
				Work in Place	Stored Materials (not in D or E)				
1	Glass and glazing Change Order #1 Change Order #2   								



# FINAL WAIVER OF LIEN

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

**WHEREAS** the undersigned has been employed by LoDestro Construction Company  
to furnish the electrical work  
for the premises known as Palos Heights Public Library Interior Reno 12501 S 71st Avenue, Palos Heights, IL 60463  
of which Palos Heights Public Library is the owner.

THE undersigned, for and in consideration of nine thousand eight hundred twenty-two and 00/100  
(\$ 9,822.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)  
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to  
and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the  
moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery,  
heretofore furnished, or which may be furnished at anytime time hereafter, by the undersigned for the above-described premises. INCLUDING EXTRAS.\*

COMPANY NAME: Aardema Electric, LLC

DATE: January 21, 2023

ADDRESS:

9335 W Peninsula Court, Monee IL 60449

SIGNATURE

TITLE Owner

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

## CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

**THE** undersigned, Shannon Aardema, being duly sworn, deposes and says that he or she is Owner  
of Aardema Electric, LLC who is the Contractor furnishing the electrical work on the  
building located at 12501 S 71st Avenue, Palos Heights, IL 60463 owned by Palos Heights Public Library

That the total amount of the contract including extras\* is \$ 196,440.00 on which he or she has received payment of \$ 186,618.00

prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the  
validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties  
having contracts or subcontracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to  
each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Aardema Electric, LLC	Labor and Material	\$ 112,450.29	\$ 102,628.29	\$ 9,822.00	\$ 0.00
Amperage Electric Supply	Lighting and Controls	\$ 83,989.71	\$ 83,989.71	\$ 0.00	\$ 0.00
ALL MATERIALS TAKEN FROM OUR FULLY PAID STOCK AND DELIVERED IN OUR OWN VEHICLES TO THE JOBSITE. ALL LABOR PAID IN FULL.					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$ 196,440.00	\$ 186,618.00	\$ 9,822.00	\$ 0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work  
of any kind done or to be done upon or in connection with said work other than above stated.

DATE: January 21, 2023

SIGNATURE:

SUBSCRIBED AND SWORN TO BEFORE ME THIS

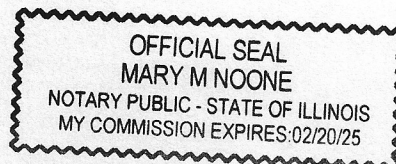
21st

day of

January, 2023

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE  
ORDERS. BOTH ORAL AND WRITTEN, TO THE CONTRACT.

NOTARY





# FINAL WAIVER OF LIEN

STATE OF ILLINOIS  
COUNTY OF MCHENRY

Gty # \_\_\_\_\_  
Escrow # \_\_\_\_\_

## TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Lo Destro Construction Co  
to furnish Millwork  
for the premises known as Palos Heights Public Library YTS Renovation  
of which Palos Heights Public Library is the owner.

THE undersigned, for and in consideration of Fourteen Thousand Six Hundred Thirty-five and 50/100  
( \$14,635.50 ) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)  
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,  
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material,  
fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-  
described premises, INCLUDING EXTRAS.\*

DATE 1/23/23

COMPANY NAME Heartland Cabinet Supply, Inc  
ADDRESS 6119 Northwest Hwy, Crystal Lake, IL 60014

SIGNATURE AND TITLE Teresa Reece Corporate Secretary

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

STATE OF ILLINOIS  
COUNTY OF MCHENRY

## CONTRACTOR'S AFFIDAVIT

### TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Teresa Reece BEING DULY SWORN, DEPOSES  
AND SAYS THAT HE OR SHE IS (POSITION) Corporate Secretary OF  
(COMPANY NAME) Heartland Cabinet Supply, Inc WHO IS THE  
CONTRACTOR FURNISHING Millwork WORK ON THE BUILDING  
LOCATED AT 12510 S 71st Ave, Palos Heights, IL 60463  
OWNED BY Palos Heights Public Library

That the total amount of the contract including extras\* is \$115,125.00 on which he or she has received payment of  
\$100,489.50 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that  
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties  
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work  
or for material entering into the construction thereof and the amount due or to become due each, and that the items mentioned include all  
labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Heartland Cabinet Supply, Inc	Millwork	\$115,125.00	\$100,489.50	\$14,635.50	\$0.00
All material taken from our fully paid for stock and delivered to jobsite by our trucks.					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		\$115,125.00	\$100,489.50	\$14,635.50	\$0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor  
or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 1/23/23

SIGNATURE: Teresa Reece

SUBSCRIBED AND SWORN TO BEFORE ME THIS

23rd

DAY OF January, 2023

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE  
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.



Corbie Dimopoulos  
NOTARY PUBLIC

# FINAL WAIVER OF LIEN

1977920

STATE OF (Wisconsin) )SS  
COUNTY OF (Brown)

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Lo Destro Construction  
to furnish Doors, Frames and Hardware  
for the premises known as Palos Heights Public Library  
of which Palos Heights is the owner.

THE undersigned, for and in consideration of SIX HUNDRED TWENTY SIX DOLLARS AND SEVENTY CENTS  
(\$ 626.70) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby  
waive and release any and all lien or claim of, or right to, lien under the statutes of the State of Illinois, relating to mechanics' liens, with respect to  
and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the  
moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or  
machinery heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises.  
INCLUDING EXTRAS\*

DATE: 12/31/2022 COMPANY NAME: LAFORCE INC  
ADDRESS: 1060 WEST MASON ST, GREEN BAY WI 54307  
SIGNATURE: Brian Mannering TITLE: PRESIDENT OF LAFORCE, LLC  
\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

## CONTRACTOR'S AFFIDAVIT

STATE OF (Wisconsin) )SS  
COUNTY OF (Brown)

TO WHOM IT MAY CONCERN:

THE undersigned, Brian Mannering, being duly sworn, deposes and says that he(she) is Brian Mannering  
PRESIDENT of LAFORCE, LLC  
who is the contractor furnishing Doors, Frames and Hardware work on the building  
located at 12501 S 71st Ave; Palos Heights, IL  
owned by Palos Heights  
That the total amount of the contract including approved extras\* is \$ 6,267.00 on which he(she) has received payment of  
\$ 5,640.30 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that  
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished  
material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering  
into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material  
required to complete said work according to plans and specifications.

NAMES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	PREVIOUSLY PAID	THIS PAYMENT	BALANCE DUE
LAFORCE, LLC	Doors, Frames and Hardware	\$6,267.00	\$5,640.30	\$626.70	\$0.00
ALL MATERIAL IS TAKEN FROM					
OUR FULLY PAID STOCK AND					
DELIVERED TO THE JOB SITE					
BY OUR TRUCKS					
ALL LABOR IS PAID IN FULL					
NO RENTAL EQUIPEMENT USED					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		\$6,267.00	\$5,640.30	\$626.70	\$0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to  
be done upon or in connection with said work other than above stated.

Signed this 23rd day of January-23  
Signature: Brian Mannering  
Brian Mannering  
PRESIDENT OF LAFORCE, LLC  
Subscribed and sworn to before me this 23rd day of January-23  
Richard A Borrehans  
Notary Public  
State of Wisconsin  
My Commission Expires: March 3, 2024

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.



# FINAL WAIVER OF LIEN

STATE OF ILLINOIS

COUNTY OF COOK

SS

Gty #

Loan #

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by

Lo Destro Construction Company

to furnish

Flooring

for the premises known as

Palos Heights Public Library

of which

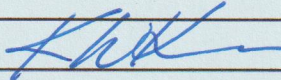
Palos Heights Public Library

is the owner.

The undersigned, for and in consideration of Seven Thousand Sixty and 30/100 (\$ 7,060.30 ) Dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due from the owner, on account of labor, services, material, fixtures, apparatus or machinery heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises. INCLUDING EXTRAS

Given under my hand and seal this 23rd day of January, 2023

Signature and Seal:



Keith W. Krueger, President

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.

## CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF COOK

SS

TO WHOM IT MAY CONCERN:

THE undersigned, being duly sworn, deposes and says that he is

Keith W. Krueger

President

of the

Flooring Resources Corporation

who is the contractor for the

Flooring

work on the

building located at

12501 S. 71st Avenue, Palos Heights, IL

owned by

Palos Heights Public Library

That the total amount of the contract including extras is

\$ 70,603.00

on which he has received payment of

\$ 63,542.70

prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that

there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material

or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the

construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said

work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Flooring Resources Corporation	Material/Labor	70,603.00	63,542.70	7,060.30	0.00
Material taken from fully paid stock and transported by our own trucks. All labor and benefits paid in full.					
No Outside Rental equipment used					
TOTAL LABOR AND MATERIAL TO COMPLETE		70,603.00	63,542.70	7,060.30	0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

Signed this

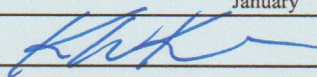
23rd

day of

January

, 2023

Signature:



Keith W. Krueger, President

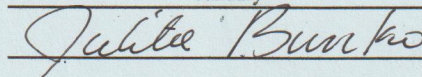
Subscribed and sworn to before me this

23rd

day of

January

, 2023



OFFICIAL SEAL  
JULITA BUNKO

NOTARY PUBLIC, STATE OF ILLINOIS  
MY COMMISSION EXPIRES: 4/8/2025



# FINAL WAIVER OF LIEN

STATE OF Minnesota  
COUNTY OF Hennepin

## TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Lo Destro Construction Company  
to furnish Glass and Glazing  
for the premises known as Palos Heights Public Library  
of which Palos Heights Public Library is the owner.

THE undersigned, for and in consideration of Five Thousand Six Hundred Ninety One and no/100  
\$5,691.00 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)  
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,  
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material,  
fixtures, apparatus or machinery, heretofore furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

DATE January-16-2023 COMPANY NAME United Glass Inc.  
ADDRESS 8340 89th Avenue North Brooklyn Park, MN 55445

## SIGNATURE AND TITLE

X Keith Paulson President

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

## CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS  
COUNTY OF COOK

## TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Keith Paulson BEING DULY SWORN, DEPOSES  
AND SAYS THAT HE OR SHE IS (POSITION) President OF  
(COMPANY NAME) United Glass Inc. WHO IS THE  
CONTRACTOR FURNISHING Glass and Glazing WORK ON THE BUILDING  
LOCATED AT 12510 S71st Avenue Palos Heights, IL 60463  
OWNED BY Cappo Real Estate Holdings, LLC.

That the total amount of the contract including extras\* is \$38,991.00 on which he or she has received payment of  
\$33,300.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that  
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties  
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work  
or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all  
labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDNG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
<u>United Glass Inc.</u>	<u>Glass and Glazing</u>	<u>\$ 38,991.00</u>	<u>\$ 33,300.00</u>	<u>\$ 5,691.00</u>	<u>\$ -</u>
					<u>\$ -</u>
					<u>\$ -</u>
					<u>\$ -</u>
					<u>\$ -</u>
					<u>\$ -</u>
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		<u>\$ 38,991.00</u>	<u>\$ 33,300.00</u>	<u>\$ 5,691.00</u>	<u>\$ -</u>

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor  
or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE January-16-2023

SIGNATURE:

Keith Paulson President

SUBSCRIBED AND SWORN TO BEFORE ME THIS Monday, January 16, 2023

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE  
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Beth Lee Gerth  
NOTARY PUBLIC





# PALOS HEIGHTS PUBLIC LIBRARY

## STATEMENT OF ETHICS FOR LIBRARY TRUSTEES

---

As a library trustee, I shall observe ethical standards with absolute truth, integrity and honor.

I shall represent all citizens honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.

I shall avoid any conflict of interest or any appearance of impropriety which could result from my position, nor shall I use my Board membership for personal gain or publicity.

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at an open Board meeting.

I shall at all times respect the confidentiality of privileged information. I shall support the library's Resource Selection Policy to the fullest and the librarians' efforts to resist censorship of library materials by groups or individuals.

I shall be involved and knowledgeable about not only local library concerns, but also about state and national issues.

I shall be aware of the state laws governing libraries.

As a trustee who has accepted Library Board responsibilities, I shall endeavor to perform all the functions expected of and implicit in that position.

This statement shall be signed annually by each serving Trustee as an ongoing commitment to these values.

Signed: \_\_\_\_\_  
President

Signed: \_\_\_\_\_  
Vice President

Signed: \_\_\_\_\_  
Treasurer

Signed: \_\_\_\_\_  
Secretary

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_