



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 submitted,  
Jesse Blazek  
Library Director