



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
February 15, 2024

Library News

This has been a quick and busy month!

Our new intern, Amani Rashid, started this month. She is a Palos Heights resident who is completing her LTA at College of DuPage. That degree requires a certain number of library practicum hours, so she will be working with us for around 8 hours per week for the duration of the semester. She will get experience working in every department. I'm pleased that we're able to provide this experience for one of our residents and look forward to working with her!

Representatives from Lauterbach & Amen, including Riley Martin, were on site on February 6th to do the fieldwork portion of the audit. As usual, Terry has us extremely well-organized and was able to easily provide them with all of the information that they requested. We should see a draft of the AFR in the next few weeks, although the final draft will be held up waiting for the IMRF numbers in late April or early May as usual. We are on track to approve the audit at our May meeting, and I'm not expecting any surprises in the final report.

We had our first of two staff in-service days on February 9th. Topics included fostering a positive work environment, cybersecurity, mental health, and our annual sexual harassment training. I think that it was an enriching, productive day for all of us.

Building & Grounds News

The Building & Grounds Committee will be meeting on Wednesday, February 14th to discuss parking lot repairs and our building envelope leaking issue. Knocking on wood, our plumbing and HVAC are holding up well at this point. Our HVAC system is nearing end of life for some major components in the next few years, but I'm hoping that diligent maintenance will keep them running strong for at least another 5 years or so. We have also acquired a couple of new computers, two for staff and an additional patron workstation. Hopefully, things will remain quiet on this front this year.

Budget News

Our budget is on track for the year. January is always a high spending month for us as a number of our annual contracts come up for renewal. These include the annual fees for things like our corporate

insurance policies (\$22k), Ancestry.com (\$2,387), Meescan self-checkouts (\$2,447), and Library Calendar (\$1,500), which are payments made once per year every January. Tax bills for the first half of FY2023 levy have gone out on schedule. I anticipate seeing those revenues begin to come in some time in the coming weeks. So far, everything is on track as 2024 is fully underway.

Upcoming Events

- February 14: Building & Grounds Committee Meeting at 6pm
- February 15: Budget & Finance Committee Meeting at 6pm
- February 15: Regular Board Meeting at 7pm
- March 21: Long Range Planning Committee Meeting at 6pm
- March 21: Regular Board Meeting at 7pm

Agenda Items

Item 1: Library Foundations

We had a truly successful fundraiser last year, and I hope that becomes a regular thing for us. One thing that I have been looking into as a way to possibly enhance our fundraising efforts is the potential value of the library having its own foundation. I've taken a deep dive into the topic and am preparing a presentation about the pros, cons, and details of establishing a foundation. I don't have that presentation ready quite yet, but I will be ready to present when we meet on Thursday.

Recommendation: No action is required at this time.

Item 2: Recommendations of Building & Grounds Committee

The Building & Grounds Committee will meet on the 14th along with our Owner's Representative to discuss the aforementioned issues. I don't expect that there will be anything immediately actionable coming out of this meeting, but we will have updates on the two major projects that are currently on our radar.

Recommendation: If there are any recommendations that come out of the committee meeting, I recommend that you approve them.

Item 3: Recommendations of Budget & Finance Committee

The Budget & Finance Committee will be meeting immediately prior to our regular meeting to do our quarterly review of the library's finances.

Recommendation: If there are any recommendations that come out of the committee meeting, I recommend that you approve them.

Item 4: Annual 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 this year's ethics statement.

Respectfully submitted,
Jesse Blazek
Library Director