



PALOS HEIGHTS  
PUBLIC LIBRARY

# DIRECTOR'S REPORT

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

## Library News

The new year continues to roll along smoothly. Our new Public Services Librarian, Lyndsey, started the first week of February and has really hit the ground running! Terry and I have been working with the auditors to get all of the fieldwork done for the FY24 audit. Planning is underway for our major events later in the year including the Summer Reading Block Party and Fan Con. But in the grand scheme of things, it has been a quietly busy month.

As the end of my term limit with the SWAN Board draws near, I have been working on a task force to evaluate a potential switch in ILS vendors. As this is the software that staff at all service desks and in all departments uses every day, this is a decision with huge implications for every member library. I'm glad to be in on the ground floor of evaluating competing products and recommending a course of action for the consortium.

With all of the snow last week, we did end up closing early on Wednesday, February 5<sup>th</sup>. I went driving around town a few times during the day to evaluate road conditions. I eventually concluded that roads were pretty messy and were likely to get worse at sunset when colder temperatures set in. For the safety of staff getting home and patrons who might try to come in when accumulated slush might start to freeze up again, I made the call to close at 3pm. Notice was published in all of the usual places including WGN's Emergency Closing Center, all of our social media pages, and RAILS.

## Building & Grounds News

The Building & Grounds Committee will meet this month to discuss our anticipated capital needs for the year. The list is fairly extensive but manageable, and we have already begun work on some of the most urgent and some of the easiest items. The major issue to discuss is the building envelope issue, which persists. I don't expect that we will come out of the Committee meeting with any immediate action items for the Board.

## Budget News

Property tax bills went out on schedule in January. We haven't started seeing any disbursements quite yet, but I expect those to start any day now. That will set us up nicely for the bulk of the year. January spending is high, as usual. Many of our contracts renew with annual payments this month, the big one being our corporate and workers' compensation insurance package. We have also begun some capital

spending to update some components in our server stack and pave the way for some new computers and a new phone system.

## Upcoming Events

- Thursday, February 20<sup>th</sup> – Building & Grounds Committee Meeting, 6:00pm
- Thursday, February 20<sup>th</sup> – Regular Board Meeting, 7:00pm
- Thursday, March 20<sup>th</sup> – Budget & Finance Committee Meeting, 6:00pm
- Thursday, March 20<sup>th</sup> – Regular Board Meeting, 7:00pm

## Agenda Items

### Item 1: Discussion of Circulation Department with Beth Stevens

As Tina and Matt have done for us previously, Beth will be with us this month to talk about her background and approach to running our Circulation Department. It will be edifying!

**Recommendation:** No action is needed on this item.

### Item 2: Approval of Library Closure on May 31, 2025

As has been our practice the last couple of years, staff recommends that we plan to close the library for the day when we're hosting our block party. The party itself is scheduled from 10am-2pm. During that window, we will need all hands on deck to run the various activities at the party. We will have no staff to actually open and run the library itself during this time. Similarly, before and after the party, setup and teardown will require all the help we can muster.

If you think it is vital for the library to be open for regular business that day, I'm sure we will find a way to make it work. But I believe that focusing on providing a memorable experience to kick off the summer should be our focus for that day.

**Recommendation:** I recommend that you approve the library closure on May 31, 2025.

Respectfully submitted,

Jesse Blazek

Library Director