



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
April 20, 2023

Library News

This has been a relatively quiet month for us. Door counts continue to be about 10% higher than last year with this April about 30% higher than last year. Total circulation is showing similar trends, up more than 25% YTD and 30% over last April. Most of this difference is on the Youth side, which should come as no surprise. Word has definitely gotten out that we have something special in our YTS space. It's incredibly gratifying to see this kind of response after the time and money put into this renovation.

Budget News

Our budget continues to remain stable. Receipts for the first half of this year are at 94.6% of the total expected, which is pretty good considering the back-to-back bills that property owners received. We currently have enough funds on hand to make it through October, and I have heard nothing about any kind of delay in the issuance of the tax bills for the second half of the year. I'm currently projecting that we will finish the year with approximately \$600,000 in operating reserves.

Staff News

Six staff members attended the Reaching Forward conference in Rosemont on May 5th. This is an annual conference that is aimed at all levels of library staff, as opposed to the ILA and ALA conferences which are targeted at professional librarians. Topics included "Practicing Privacy in the Public Library," "Gotta Keep it Circulating: True Tales from the Heart of the Library," and "The Gift of No - Learning to Set Boundaries to Prevent Burnout."

Other News

Legislative Update

HB2789, which amends the Illinois Library Systems Act to say that "materials should not be proscribed or removed because of partisan or doctrinal disapproval" has now passed both the state house and senate. Governor Pritzker has indicated that he will sign it. Libraries will be required to adopt a policy to this effect or to adopt the American Library Association's "Library Bill of Rights," from which the above text was copied. We adopted the Library Bill of Rights as part of our Collection Management Policy back in 1990, so I believe we are already in compliance with this new law. However, the Library Bill of Rights has been updated since then, most recently in 2019, so we might want to update our Collection Management Policy

to include the most recent version of this statement. If you would like to further develop our own policy regarding book banning, please let me know.

Upcoming Events

- Thursday, May 18: Fundraising Committee at 6pm
- Thursday, May 18: Regular Board Meeting at 7pm
- Saturday, May 20: ATLAS Trustee Workshop at Alsip-Merrionette Park Public Library
- Saturday, June 3: Summer Reading Block Party, 10am
- Thursday, June 15: Personnel Committee Meeting at 6:30pm
- Thursday, June 15: Regular Board Meeting at 7pm

Agenda Items

Item 1: Approval of FY2022 Annual Financial Report

Riley Martin from Lauterbach & Amen will be on hand to present our FY2022 Annual Financial Report. This year's audit is pretty boring, which is a good thing as far as audits are concerned. The unusual revenues in the form of the loan from the City and the unusual expenditures in terms of the YTS renovation are all properly accounted for. The Management Letter includes two items of note. Our General Fund was not in compliance with our Fund Balance Policy as of the end of the year, and we had two funds that ended up over their budgeted amounts. Regarding the former, this was the anticipated result of our renovation project. Regarding the latter, this is something that we see every year when actual expenses outstrip our budget. It has been our practice in past years not to amend our budget to account for these kinds of discrepancies, mainly because there was never a need to except for the optics of the audit. Going forward and with the new annual budget system, we will amend the budget later in the year to account for this kind of discrepancy.

Riley and the Lauterbach team continue to do a nice job for us. They are very well-organized, which makes the process very simple for us. And they are very cognizant of our time constraints, working frantically in the early weeks of this month to incorporate the IMRF data in time for our May meeting.

Recommendation: I recommend that you approve the Annual Financial Report for FY2022 as presented.

Item 2: Patron Behavior Policy Update

YTS staff have brought to my attention that we have had an unusually high number of instances of patrons visiting the library without shoes, now that the weather has warmed up. Our Patron Behavior Policy doesn't actually say that shoes are required in the building, I think because it isn't something we ever expected to be an issue that required mentioning. I still can't quite wrap my head around the idea that some people think it's okay to enter public buildings with no shoes, but apparently it's necessary to enshrine this rule in policy.

For your approval, I have added the following sentence to our current Patron Behavior Policy: "Patrons must have proper clothing and must wear footwear when in the library." This is a common statement in other libraries' policies, and I have borrowed the wording from Orland Park.

Recommendation: I recommend that you approve the updated Patron Behavior Policy.

Respectfully submitted,
Jesse Blazek
Library Director