



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
September 18, 2025

Library News

It has been a quietly busy month at the library since our last meeting. Susan and I met with our new Trustee, Maria Koeppen, to do an orientation session. I don't think Maria will be able to make it to this month's meeting, but I hope that you will all be able to meet her in October. She's going to be wonderful to work with!

I've obviously been spending a lot of time with our budget and levy this month. After meeting with the Budget & Finance Committee a few weeks ago, I spent a while finalizing the documents that you will find in your packet this month. Overall, things look pretty good for FY2026. Despite pretty significant increases to insurance rates and budgeting for a new full-time position in the Circulation Department, we are able to plan for a budget that fully funds all library operations. We are also able to account for the significant cost of the building envelope repair and have a bit left over to put into our Special Reserves account once the year is done. You can read all about the proposed budget for next year in the separate narrative document in this month's packet.

In other budget-related news, I have been closely monitoring the County's ongoing property tax bill debacle. I think I've finally learned how to decode most of the cryptic information in their daily status reports, and I'm optimistic that tax bills will go out before our bank balance hits zero. There is currently no estimated date for that to happen, which is frustrating. I continue to monitor our spending. As we approach October 1st, if there remains no end in sight, I plan to talk with the City's Finance Director about arranging a loan, as we have done in the past. If that appears to be something that will be necessary, you can expect to see an agenda item at our October meeting. In the meantime, my fingers are crossed that we at least get an expected completion date sometime soon.

In more pleasant news, we are preparing for another fast-approaching Fan Con at the end of this month! We have a full day of fun and games planned, including Disney song bingo, a Bluey and Bingo dance party, video games sponsored by the Friends, lots of crafts, boba, face painting, and a Mario Kart tournament. Last year we had around 700 attendees, and we're hoping for an even bigger turnout this year. Please stop by if you're able!

Upcoming Events

- Thursday, September 18th – Personnel Committee Meeting, 6:00pm
- Thursday, September 18th – Regular Board Meeting, 6:30pm
- Saturday, September 27th – Fan Con, all day
- Thursday, October 16th – Building & Grounds Committee Meeting, 6:00pm
- Thursday, October 16th – Regular Board Meeting, 6:30pm
- Thursday, November 20th – Long Range Planning Committee Meeting, 6:00pm
- Thursday, November 20th – Regular Board Meeting, 6:30pm

Agenda Items

Item 1: Nancy Sylvester

Professional parliamentarian Nancy Sylvester will Zoom in with us to present the first of her three-part series on parliamentary procedure and trusteeship.

Recommendation: No action needed.

Item 2: Building Envelope Repair Bid Documents

Chris Kottra from BTC and our Owner's Representative, Dan Eallonardo have been hard at work getting the documentation together so that we can solicit bids for our building envelope repair. The documents in your packet have been vetted by our attorney and are ready to be published. The Project Manual includes all instructions for the bidding process along with forms to be completed and other documentation that we require from each bidder. It is quite detailed, which is in keeping with the detailed nature of this repair work. Also in your packet is a project schedule that Chris put together for our internal reference. The bidding window is pretty tight, requiring your approval of bid documents this month followed by your approval of a winning bid at the November meeting. After that, it will be a matter of scheduling the work to be completed in the spring with the chosen contractor.

Recommendation: I recommend that you approve the bid documents for publication immediately following the meeting.

Item 3: FY2026 Budget

Please see the FY2026 Budget Narrative for a detailed discussion of the proposed budget. With the exception of a two small changes, this draft was vetted by the Budget & Finance Committee on August 21st.

Recommendation: I recommend that you approve the FY2026 budget.

Item 4: FY2025 Levy

As we always do, the levy is built from the draft budget. This is to ensure that levied funds match our budgetary requirements. We do the budget first. Then we take the levy amounts from the budget and plug them into the levy document. You will see that the amounts in the “Summary of Levy” on page 2 of the proposed levy document match those in lines #3103 Tax Levies-Current FY on page 3 of the proposed budget.

Recommendation: I recommend that you approve the FY2025 levy.

Item 5: Personnel Committee

The Personnel Committee will meet immediately prior to this month’s Regular Meeting to consider the submitted director’s evaluation forms and complete the annual evaluation process. If necessary, we have included an executive session in the agenda so that the full board can discuss the specifics of my performance and evaluation over the past year. No final action can be taken while in executive session. It is just for the discussion of relevant private information. Per the Open Meetings Act (5 ILCS 120/2(e)), once the Board has returns from executive session, “Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.” If no specific discussion is needed and a general approval of the performance review is all that is taking place, this executive session can be skipped.

Recommendation: I recommend that you approve the recommendations of the Personnel Committee.

Item 6: 2025-2026 Slate of Officers

Last month, the Nominating Committee proposed the following slate of officers for the coming year:

President: Rose Zubik (1st term)

Vice President: Patrick Keough (1st term)

Secretary: Hilary Rhodes (2nd term)

Treasurer: John Peltz (2nd term)

Recommendation: I recommend that you approve the slate of officers for the coming year.

Respectfully submitted,

Jesse Blazek

Library Director