



PALOS HEIGHTS
PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA

February 19, 2026

- CALL TO ORDER: 6:30pm
- ROLL CALL:
- WELCOME OF GUESTS:
- PUBLIC COMMENT:
- MINUTES OF MEETING: Approval of the minutes of the January 15, 2025 regular meeting
- TREASURER'S REPORT: Approval of the General Fund bills for January 2026 for \$176,364.73
Approval of the Treasurer's report for the month ending Jan. 31, 2026
- PRESIDENT'S REPORT
- DIRECTOR'S REPORT
- CORRESPONDENCE
- COMMITTEE REPORTS: Budget & Finance – John Peltz
Building & Grounds – Steve Foertsch
Ethics Officer – Susan Snow
Friends of the Library Liaison – Sue Jankowski
Long Range Planning – Sue Jankowski
Nominating – Hilary Rhodes
Personnel – Dianne Key
Policy – Rose Zubik
- UNFINISHED BUSINESS:
- NEW BUSINESS: 1. Approval of Strategic Plan Updates
2. Approval of Library Closure on May 30, 2026 for Summer Reading Kickoff Party
- ADJOURNMENT
- NEXT MEETING: Thursday, March 19, 2026

The Palos Heights Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, please contact Jesse Blazek, 708-448-1473.



Palos Heights Library Board Meeting

January 15, 2026

1. The meeting was called to order at 6:32 PM by President, Rose Zubik. The following Trustees were present: Rose Zubik, Su Jankowski, Patrick Keough, Diane Key, John Peltz. Director Blazek was also present. Hillary Rhodes, Maria Koeppen, Steve Foertsch and Susan Snow were absent.

2. The Kolkmeier family were present. Anna Kolkmeier had donated \$150 to the Library, proceeds from her recent lemonade stand. Director Blazek presented her an award.

3. Trustee Key moved to approve the minutes of our December regular board meeting. The minutes were approved unanimously in a voice vote.

4. Treasurer's Report

- Trustee Peltz moved to approve the General Fund bills for November 2025 for \$150,450.88. The motion was approved unanimously by a roll call vote.
- Trustee Peltz moved to approve the Treasurer's report for the month ending November 30, 2025. The motion was approved unanimously by a roll call vote.
- Trustee Peltz moved to approve the General Fund bills for December 31, 2025 for \$149,210.05. The motion was approved unanimously by a roll call vote.
- Trustee Peltz moved to approve the Treasurer's report for the month ending December 31, 2025. The motion was approved unanimously by a roll call vote.

5. Presidents Report - None

6. Director's Report

- As Presented

7. There was no correspondence

8. Committee Reports

- Budget and Finance
- Buildings and Grounds
- Ethics
- Friends of the Library
- Long Range Planning

9. New Business - Kolkmeier family donation

10. 2026 Trustee Ethics presented and signed by attendees.

11. President Zubik adjourned the meeting at 7:02pm

Minutes recorded by Patrick Keough



**PALOS HEIGHTS
PUBLIC LIBRARY**

**BOARD MOTIONS APPROVED
02/19/2026**

JANUARY 2026		AMOUNT	PAGE(s)
MOTION TO APPROVE GENERAL FUND BILL LIST FOR THE MONTH OF:	JANUARY	\$176,364.73	6.1 TO 6.4
MOTION TO APPROVE SPECIAL RESERVES FUND BILL LIST FOR THE MONTH OF:	 	 	
MOTION TO APPROVE TREASURER'S REPORT FOR THE MONTH ENDING:	1/31/2026	N/A	1



**PALOS HEIGHTS
PUBLIC LIBRARY**

**STATEMENT OF FUND BALANCES
MONTH ENDING: JANUARY, 2026**

	GENERAL	SPECIAL RESERVE	TOTAL
REVENUES			
PROPERTY TAXES	\$1,764,811.97		\$1,764,811.97
CORPORATE REPLACEMENT TAX	\$0.00		\$0.00
DIRECT REVENUES			
FRONT DESK			
» Fines/Lost/Damaged	\$311.80		\$311.80
» Non Resident Cards	\$0.00		\$0.00
» Miscellaneous	\$307.72		\$307.72
MISCELLANEOUS REIMBURSEMENTS			
» Book Sale	\$394.45		\$394.45
» Miscellaneous	\$1,389.00		\$1,389.00
DONATIONS/GIFTS			
» Restricted	\$0.00		\$0.00
» Annual Fundraising	\$61.29		\$61.29
» Planned Giving (Trusts/Wills)	\$0.00		\$0.00
COPIER	\$434.00		\$434.00
GRANTS	\$0.00		\$0.00
INTEREST	\$1,424.80	\$2.04	\$1,426.84
TOTAL REVENUES	\$1,769,135.03	\$2.04	\$1,769,137.07
EXPENDITURES			
PERSONNEL SERVICES			
» Operational Salaries	\$78,766.31		\$78,766.31
» Employee Benefits	\$29,158.78		\$29,158.78
» Staff & Board Development	\$252.53		\$252.53
CONTRACTUAL SERVICES	\$21,096.22		\$21,096.22
BUILDING MAINTENANCE	\$3,694.44		\$3,694.44
INSURANCE	\$24,511.52		\$24,511.52
UTILITIES	\$4,172.53		\$4,172.53
SUPPLIES	\$424.61		\$424.61
CAPITAL EXPENSES	\$0.00		\$0.00
MEDIA	\$12,318.81		\$12,318.81
REIMBURSEMENTS	\$1,389.00		\$1,389.00
SR PROJECTS	\$580.00		\$580.00
TOTAL EXPENDITURES	\$176,364.75	\$0.00	\$176,364.75
REVENUES OVER EXPENDITURES			
EXCESS (DIFICIENCY)	\$1,592,770.28	\$2.04	\$1,592,772.32
OTHER FINANCING SOURCES (USES)			
**Transfer in	\$25.00	\$0.00	\$25.00
**Transfer out	\$0.00	\$0.00	\$0.00
**Adjustments	\$0.00	\$0.00	\$0.00
TOTAL OTHER FINANCING SOURCES	\$25.00	\$0.00	\$25.00
NET CHANGE IN FUND BALANCES	\$1,592,795.28	\$2.04	\$1,592,797.32
FUND BALANCES, BEGINNING OF MONTH	\$171,863.13	\$3,178.83	\$175,041.96
END OF MONTH	\$1,764,658.41	\$3,180.87	\$1,767,839.28



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: JANUARY 2026**

	BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
PERSONNEL SERVICES					
OPERATIONAL SALARIES					
4311 SALARIED EMPLOYEES	\$824,632.84	\$61,965.86	\$61,965.86	\$762,666.98	92.49%
4312 HOURLY EMPLOYEES	\$217,503.44	\$16,800.45	\$16,800.45	\$200,702.99	92.28%
4313 ADDITIONAL COMPENSATION	\$5,300.00	\$0.00	\$0.00	\$5,300.00	100.00%
TOTAL OPERATIONAL SALARIES	\$1,047,436.28	\$78,766.31	\$78,766.31	\$968,669.97	92.48%
EMPLOYEE BENEFITS					
4331 ILL. MUNI. RETIREMENT FUND	\$86,917.74	\$6,475.94	\$6,475.94	\$80,441.80	92.55%
4332 SOCIAL SECURITY - FICA	\$79,723.43	\$5,962.04	\$5,962.04	\$73,761.39	92.52%
4333 INSURANCE	\$200,649.60	\$16,720.80	\$16,720.80	\$183,928.80	91.67%
4334 CLOTHING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
TOTAL EMPLOYEE BENEFITS	\$368,490.77	\$29,158.78	\$29,158.78	\$339,331.99	92.09%
STAFF & BOARD DEVELOPMENT					
4351 MEMBERSHIP FEES	\$2,600.00	\$150.00	\$150.00	\$2,450.00	94.23%
4352 BOARD DEVELOPMENT	\$800.00	\$75.00	\$75.00	\$725.00	90.63%
4353 ADMINISTRATOR	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4354 PROFESSIONAL STAFF	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%
4355 SUPPORT STAFF	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4356 MILEAGE REIMBURSEMENT	\$1,100.00	\$27.53	\$27.53	\$1,072.47	97.50%
TOTAL STAFF & BOARD DEVELOPMENT	\$12,000.00	\$252.53	\$252.53	\$11,747.47	97.90%
GROUP TOTAL PERSONNEL SERVICES	\$1,427,927.05	\$108,177.62	\$108,177.62	\$1,319,749.43	92.42%
CONTRACTUAL SERVICES					
PROFESSIONAL SERVICES					
4361 AUDIT FEES	\$7,700.00	\$0.00	\$0.00	\$7,700.00	100.00%
4362 LEGAL FEES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
4363 CONSULTANT FEES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4364 APPRAISAL	\$650.00	\$0.00	\$0.00	\$650.00	100.00%
4365 ACCOUNTANT	\$4,950.00	\$365.00	\$365.00	\$4,585.00	92.63%
TOTAL PROFESSIONAL SERVICES	\$15,800.00	\$365.00	\$365.00	\$15,435.00	97.69%
OUTSIDE SERVICES					
4412 PAYROLL SERVICES	\$4,400.00	\$338.58	\$338.58	\$4,061.42	92.31%
4414 ALARM	\$3,300.00	\$744.00	\$744.00	\$2,556.00	77.45%
4416 MAINTENANCE	\$40,000.00	\$6,052.82	\$6,052.82	\$33,947.18	84.87%
4417 SWAN	\$29,000.00	\$7,009.75	\$7,009.75	\$21,990.25	75.83%
4418 TECHNOLOGY	\$42,000.00	\$4,720.00	\$4,720.00	\$37,280.00	88.76%
TOTAL OUTSIDE SERVICES	\$118,700.00	\$18,865.15	\$18,865.15	\$99,834.85	84.11%
PRINTING					
4424 NEWSLETTER PRINTING	\$20,138.27	\$0.00	\$0.00	\$20,138.27	100.00%
TOTAL PRINTING	\$20,138.27	\$0.00	\$0.00	\$20,138.27	100.00%
PROGRAMMING					
4451 YOUTH & TEEN PROGRAMMING	\$11,000.00	\$1,041.27	\$1,041.27	\$9,958.73	90.53%
4452 PUBLIC SERVICES PROGRAMMING	\$14,000.00	\$746.40	\$746.40	\$13,253.60	94.67%
4454 GENERAL PROGRAMMING	\$10,000.00	\$78.40	\$78.40	\$9,921.60	99.22%
TOTAL PROGRAMMING	\$35,000.00	\$1,866.07	\$1,866.07	\$33,133.93	94.67%
PUBLIC RELATIONS					
4461 Public Relations	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
TOTAL PUBLIC RELATIONS	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
GROUP TOTAL CONTRACTUAL SERVICES	\$192,638.27	\$21,096.22	\$21,096.22	\$171,542.05	89.05%



**PALOS HEIGHTS
PUBLIC LIBRARY**

GENERAL FUND

**BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: JANUARY 2026**

	BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
BUILDING MAINTENANCE					
REPAIRS & MAINTENANCE					
4431 PEST CONTROL	\$825.48	\$71.79	\$71.79	\$753.69	91.30%
4432 HEATING/COOLING SERVICE	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.00%
4434 BUILDING REPAIRS	\$13,000.00	\$1,036.65	\$1,036.65	\$11,963.35	92.03%
4436 LAWN MAINTENANCE	\$10,053.30	\$0.00	\$0.00	\$10,053.30	100.00%
4437 SNOW REMOVAL	\$7,280.04	\$1,860.00	\$1,860.00	\$5,420.04	74.45%
TOTAL REPAIRS & MAINTENANCE	\$44,158.82	\$2,968.44	\$2,968.44	\$41,190.38	93.28%
EQUIPMENT MAINTENANCE					
4531 COPIER	\$8,100.00	\$726.00	\$726.00	\$7,374.00	91.04%
4533 OTHER EQUIPMENT	\$220.00	\$0.00	\$0.00	\$220.00	100.00%
TOTAL EQUIPMENT MAINTENANCE	\$8,320.00	\$726.00	\$726.00	\$7,594.00	91.27%
GROUP TOTAL BUILDING MAINTENANCE	\$52,478.82	\$3,694.44	\$3,694.44	\$48,784.38	92.96%
INSURANCE					
4441 BLDG. & CONTENTS/GLASS/LIMRICC	\$25,762.12	\$22,157.52	\$22,157.52	\$3,604.60	13.99%
4443 DISABILITY (WORKMEN'S COMP)	\$2,367.20	\$2,354.00	\$2,354.00	\$13.20	0.56%
GROUP TOTAL INSURANCE	\$28,129.32	\$24,511.52	\$24,511.52	\$3,617.80	12.86%
UTILITIES					
4471 POWER	\$55,000.00	\$2,991.30	\$2,991.30	\$52,008.70	94.56%
4472 WATER	\$2,640.00	\$297.48	\$297.48	\$2,342.52	88.73%
4473 GAS	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.00%
4474 TELEPHONE/FAX	\$2,400.00	\$78.17	\$78.17	\$2,321.83	96.74%
4475 INTERNET/LOCAL AREA NET	\$5,708.16	\$805.58	\$805.58	\$4,902.58	85.89%
GROUP TOTAL UTILITIES	\$67,048.16	\$4,172.53	\$4,172.53	\$62,875.63	93.78%
SUPPLIES					
OFFICE SUPPLIES					
4511 PUBLIC SERVICES SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4512 YOUTH & TEEN SERVICES SUPPLIES	\$2,000.00	\$106.85	\$106.85	\$1,893.15	94.66%
4514 BUSINESS OFFICE SUPPLIES	\$3,200.00	\$92.42	\$92.42	\$3,107.58	97.11%
4515 TECHNICAL SERVICES SUPPLIES	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
4516 CIRCULATION SUPPLIES	\$3,050.00	\$0.00	\$0.00	\$3,050.00	100.00%
4518 LOCAL HISTORY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
4519 HOSPITALITY SUPPLIES	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
TOTAL OFFICE SUPPLIES	\$13,950.00	\$199.27	\$199.27	\$13,750.73	98.57%
JANITORIAL/CLEANING SUPPLIES					
4541 MAINTENANCE/CLEANING SUPPLIES	\$5,600.00	\$225.34	\$225.34	\$5,374.66	95.98%
TOTAL JANITORIAL/CLEANINGSUPPLIES	\$5,600.00	\$225.34	\$225.34	\$5,374.66	95.98%
MAILING EXPENSES & FEES					
4551 POSTAGE & HANDLING	\$650.00	\$0.00	\$0.00	\$650.00	100.00%
4553 BULK FEES & PERMITS	\$5,400.00	\$0.00	\$0.00	\$5,400.00	100.00%
TOTAL OFFICE EXPENSE	\$6,050.00	\$0.00	\$0.00	\$6,050.00	100.00%
GROUP TOTAL SUPPLIES	\$25,600.00	\$424.61	\$424.61	\$25,175.39	98.34%
CAPITAL EXPENSES					
4631 SPECIAL RESERVES REPLENISHMENT	\$141,721.91	\$0.00	\$0.00	\$141,721.91	100.00%
GROUP TOTAL CAPITAL EXPENSES	\$141,721.91	\$0.00	\$0.00	\$141,721.91	100.00%



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND
BUDGETARY COMPARISON OF EXPENDITURES
MONTH ENDING: JANUARY 2026**

	BUDGET 2026	CURRENT MONTH	EXPENDITURES Y.T.D.	REMAINING BALANCE	PERCENTAGE REMAINING
MEDIA - LIBRARY SUPPLIES					
4710A DATABASES - Adult	\$25,000.00	\$4,256.79	\$4,256.79	\$20,743.21	82.97%
4710B DATABASES - Youth	\$4,700.00	\$0.00	\$0.00	\$4,700.00	100.00%
4711 PERIODICALS	\$11,000.00	\$0.00	\$0.00	\$11,000.00	100.00%
4714 LARGE PRINT	\$5,750.00	\$0.00	\$0.00	\$5,750.00	100.00%
4715 BOOKS - Adult	\$31,000.00	\$0.00	\$0.00	\$31,000.00	100.00%
4715B FOREIGN LANGUAGE ADULT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
4716 BOOKS - Youth	\$33,500.00	\$0.00	\$0.00	\$33,500.00	100.00%
4717 VIDEOS - Adult	\$4,300.00	\$22.95	\$22.95	\$4,277.05	99.47%
4718 VIDEOS - Youth	\$1,100.00	\$0.00	\$0.00	\$1,100.00	100.00%
4719 AUDIOBOOKS/PLAYAWAYS - Adult	\$2,300.00	\$0.00	\$0.00	\$2,300.00	100.00%
4720 AUDIOBOOKS/PLAYAWAYS - Youth	\$4,050.00	\$0.00	\$0.00	\$4,050.00	100.00%
4721 SOFTWARE	\$10,500.00	\$2,305.50	\$2,305.50	\$8,194.50	78.04%
4722 REALIA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4723A VIDEO GAMES - Youth	\$1,600.00	\$0.00	\$0.00	\$1,600.00	100.00%
4724 GADGETS & GIZMOS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
4725A E-BOOKS - Adult	\$13,000.00	\$2,675.76	\$2,675.76	\$10,324.24	79.42%
4725B E-AUDIOBOOKS - ADULT	\$14,000.00	\$3,057.81	\$3,057.81	\$10,942.19	78.16%
4726 EBOOKS - Youth	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%
GROUP TOTAL MEDIA	\$169,800.00	\$12,318.81	\$12,318.81	\$157,481.19	92.75%
MISCELLANEOUS - REIMBURSEMENTS					
4900 MISCELLANEOUS	\$17,000.00	\$1,389.00	\$1,389.00	\$15,611.00	91.83%
4902 PER CAPITA / OTHER GRANTS	\$17,800.30	\$0.00	\$0.00	\$17,800.30	100.00%
4904 FRIENDS - BOOK SALES	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.00%
4906a RESTRICTED DONATIONS	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
GROUP TOTAL MISCELLANEOUS REIMBURSEMENTS	\$49,300.30	\$1,389.00	\$1,389.00	\$47,911.30	97.18%
SPECIAL RESERVE PROJECTS					
7001 SPECIAL RESERVE - PROJECTS	\$288,732.00	\$580.00	\$580.00	\$288,152.00	99.80%
GROUP TOTAL SPECIAL RESERVES - PROJECTS	\$288,732.00	\$580.00	\$580.00	\$288,152.00	99.80%
TOTAL EXPENDITURES	\$2,443,375.83	\$176,364.75	\$176,364.75	\$2,267,011.08	92.78%



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: JANUARY 2026**

Type	Date	Num	Memo	Amount
Adducci Vega Financial Group, LLC				
01/26/2026	Check	6287	12 December Reconciliation Invoice 202066864	365.00
Total for Adducci Vega Financial Group, LLC				\$365.00
Amazon				
01/09/2026	Expense	AMAZON PORTAL	1CXG-MVY1-HNLX Jan supplies	4512 Youth & Teen - Supplies
				106.85
01/09/2026	Expense	AMAZON PORTAL	1FCQ-R419-KTRC Reading prizes	4451 Youth & Teen Programming
				974.19
01/13/2026	Expense	AMAZON PORTAL	1K6N-9LRX-G6M6 NLW COOKIES 120	4454 General Programming
				78.40
01/26/2026	Expense	AMAZON PORTAL	136L-H6RT-7QG4 Food Program	4451 Youth & Teen Programming
				67.08
01/26/2026	Expense	AMAZON PORTAL	11PQ-4FTQ-9J3M Downton Abbey	4717 Videos - Adult
				22.95
01/26/2026	Expense	AMAZON PORTAL	13CJ-4VWF-9FDG Toilet Paper (10)	4541 Maintenance/Cleaning Supplies
				83.70
01/26/2026	Expense	AMAZON PORTAL	1MKQ-XTQ4-4WTT Multi Fold Towels (2)	4541 Maintenance/Cleaning Supplies
				75.98
01/26/2026	Expense	AMAZON PORTAL	1DW4-NLDN-NDVK Toilet Paper (8)	4541 Maintenance/Cleaning Supplies
				65.66
Total for Amazon				\$1,474.81
Anderson Pest Solutions				
01/09/2026	Check	6283	Invoice 90515303	4431 Pest Control
				68.79
01/09/2026	Check	6283	Environmental & Safety Surcharge	4431 Pest Control
				3.00
Total for Anderson Pest Solutions				\$71.79
At&T - Fiber Line				
01/26/2026	Check	6299	1765431118	4475 Internet
				805.58
Total for At&T - Fiber Line				\$805.58
City Of Palos Heights				
01/13/2026	Check	23168	Invoice 12 Elevator reinspection Fee	4434 Building Repairs
				25.00
01/13/2026	Check	23168	Invoice 18 Elevator reinspection Fee	4434 Building Repairs
				25.00
Total for City Of Palos Heights				\$50.00
City Of Palos Heights IMRF				
01/31/2026	Check		01 January Payment	4331 IMRF III. Muni. Ret. Fund
				6,475.94
01/31/2026	Journal Entry	127	4.5%	4311 Salaried Employees
				2,532.93
01/31/2026	Journal Entry	127	4.5%	4312 Hourly Employees
				434.71
01/31/2026	Journal Entry	128	VIMRF	4311 Salaried Employees
				1,469.49
Total for City Of Palos Heights IMRF				\$10,913.07
City of Palos Hts. - Water Bill				
01/23/2026	Check	6285	Monthly bill	4472 Water
				297.48
Total for City of Palos Hts. - Water Bill				\$297.48
ComEd				
01/26/2026	Check	6289	Billing through 1.6.26	4471 Power
				2,991.30
Total for ComEd				\$2,991.30
Cosmopolitan Building Services				
01/12/2026	Check	6284	12 Dec 25 Janitorial Services Invoice 6655	4416 Maintenance
				2,722.50
01/26/2026	Check	6288	01 Jan 26 Janitorial Services Invoice 6656	4416 Maintenance
				2,722.50
Total for Cosmopolitan Building Services				\$5,445.00
Dependable Building Maintenance Svc LLC				
01/31/2026	Check	6302	Invoice 24863 Tighten brackets in ceiling 1st fl women's bathroom	4434 Building Repairs
				226.65
Total for Dependable Building Maintenance Svc LLC				\$226.65
Everest Snow Management, Inc.				
01/02/2026	Check	6279	Snow Removal 4 of 4 payments	4437 Snow Removal
				1,860.00
Total for Everest Snow Management, Inc.				\$1,860.00
Folding Partition Services, Inc				
01/26/2026	Check	6290	Invoice 14361	4434 Building Repairs
				760.00
Total for Folding Partition Services, Inc				\$760.00



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: JANUARY 2026**

Type	Date	Num	Memo	Amount	
Gugala, Valerie					
01/02/2026	Check	23164	1.6.26 Crowned in Brilliance	4452 Public Services Programming	200.00
Total for Gugala, Valerie				\$200.00	
Illinois Library Association					
01/28/2026	Check	6300	S. Snow Membership Invoice 327106	4352 Board Development	75.00
Total for Illinois Library Association				\$75.00	
Independent Construction Services					
01/26/2026	Check	6291	Invoice 1691 Contract Processing	7001 Special Reserves Projects	580.00
Total for Independent Construction Services				\$580.00	
Kanopy					
01/02/2026	Check	6281	Streaming Video for KFSL	4710a Databases (Adult)	1,700.00
Total for Kanopy				\$1,700.00	
LACONI					
01/02/2026	Check	6282	Annual Library Membership 2024	4351 Membership Fees	150.00
Total for LACONI				\$150.00	
LEAF (Copier Lease)					
01/07/2026	Expense	ACH LEAF	Copier Lease payment 3	4531 Copier	726.00
Total for LEAF (Copier Lease)				\$726.00	
Libraries of Illinois Risk Agency					
01/26/2026	Check	6292	Certain Underwriters at Lloyd's PK1031025	4441 Bldg & Contents/Glass/LIM	3,836.30
01/26/2026	Check	6292	Excess Property 3604-63-43 Federal Insurance Company	4441 Bldg & Contents/Glass/LIM	4,795.74
01/26/2026	Check	6292	Boiler & Machinery 7643-40-40 Federal Insurance Company	4441 Bldg & Contents/Glass/LIM	241.00
01/26/2026	Check	6292	Excess Liability Hudson Excess Ins. GAXS000081-02; AUR-PE-0021C	4441 Bldg & Contents/Glass/LIM	2,226.95
01/26/2026	Check	6292	Volunteer Liability Federal Insurance Company	4441 Bldg & Contents/Glass/LIM	233.11
01/26/2026	Check	6292	Cyber Liability PALOMAR EXCESS AND SURPLUS INS CO PLMCBSHW	4441 Bldg & Contents/Glass/LIM	627.11
01/26/2026	Check	6292	Gallagher Crisis Protect CERTAIN UNDERWRITERS AT LLOYD'S FC06	4441 Bldg & Contents/Glass/LIM	1,112.67
01/26/2026	Check	6292	ARTHUR J GALLAGHER RMS BROKERAGE SERVICE FEE	4441 Bldg & Contents/Glass/LIM	1,921.34
01/26/2026	Check	6292	GALLAGHER BASSETT CLAIMS ADMINISTRATION FEE	4441 Bldg & Contents/Glass/LIM	636.49
01/26/2026	Check	6292	GALAGHER BASSETT SERVICES LOSS CONTROL SERVICES	4441 Bldg & Contents/Glass/LIM	1,100.00
01/26/2026	Check	6292	ILA SPONSORSHIP FEE	4441 Bldg & Contents/Glass/LIM	250.00
01/26/2026	Check	6292	LIRA OPERATIONS FEE	4441 Bldg & Contents/Glass/LIM	502.74
01/26/2026	Check	6292	LIRA LOSS FUND	4441 Bldg & Contents/Glass/LIM	4,674.07
Total for Libraries of Illinois Risk Agency				\$22,157.52	
Library Market					
01/26/2026	Check	6293	Invoice 1001-63 Library Calendar / Subscription	4721 Software	1,500.00
Total for Library Market				\$1,500.00	
LIMRiCC-Employees					
01/26/2026	Expense	ACH LIM	Retiree Reimb. for Medical Coverage	4900 Miscellaneous - Reimbursements	1,389.00
01/26/2026	Journal Entry	126	Employee Paid Benefits	4311 Salaried Employees	831.19
01/26/2026	Expense	ACH LIM	01 JAN 26	4333 Insurance	16,720.80
Total for LIMRiCC-Employees				\$18,940.99	
NIR Roof Care, Inc					
01/26/2026	Check	6298	Invoice 183015 Semi Annual Maint.	4416 Maintenance	414.00
Total for NIR Roof Care, Inc				\$414.00	
Old National Bank - MasterCard					
01/02/2026	Expense	MasterCard	Annual labor law posters	4514 Business Office - Supplies	92.42
Total for Old National Bank - MasterCard				\$92.42	



**PALOS HEIGHTS
PUBLIC LIBRARY**

**GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: JANUARY 2026**

Type	Date	Num	Memo	Amount
Otis Elevator				
01/23/2026	Expense	OTIS PORTAL	Invoice 10042200438	4416 Maintenance 193.82
Total for Otis Elevator				\$193.82
OverDrive, Inc.				
01/26/2026	Check	6294	H-0120069	4725B E-Audiobooks - Adult 1,500.00
01/26/2026	Check	6294	H-0120069	4725A E-Books - Adult 1,500.00
01/31/2026	Check	6301	01658CO26023219	4725B E-Audiobooks - Adult 1,557.81
01/31/2026	Check	6301	01658CO26023217	4725A E-Books - Adult 1,175.76
Total for OverDrive, Inc.				\$5,733.57
Paylocity Payroll Billing				
01/26/2026	Expense	PAYLOCITY	Check date 12.22.25	4412 Payroll Services 80.10
01/26/2026	Expense	PAYLOCITY	Check date 1.6.26	4412 Payroll Services 80.10
01/26/2026	Expense	PAYLOCITY	Check date 1.19.26	4412 Payroll Services 178.38
Total for Paylocity Payroll Billing				\$338.58
Paylocity Payroll Net				
01/09/2026	Expense	PAYLOCITY	Check date 01.09.26	4311 Salaried Employees 21,429.73
01/09/2026	Expense	PAYLOCITY	Check date 01.09.26	4312 Hourly Employees 6,921.88
01/09/2026	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 15.05
01/23/2026	Expense	PAYLOCITY	Check date 01.23.26	4311 Salaried Employees 22,687.84
01/23/2026	Expense	PAYLOCITY	Check date 01.23.26	4312 Hourly Employees 6,911.40
01/23/2026	Expense	PAYLOCITY	EN homebound deliveries	4356 Mileage Reimbursement 12.48
Total for Paylocity Payroll Net				\$57,978.38
Paylocity Payroll Taxes				
01/09/2026	Expense	PAYLOCITY	Check date 01.09.26	4311 Salaried Employees 6,327.23
01/09/2026	Expense	PAYLOCITY	Check date 01.09.26	4332 FICA Social Security 2,917.28
01/09/2026	Expense	PAYLOCITY	Check date 01.09.26	4312 Hourly Employees 1,261.53
01/23/2026	Expense	PAYLOCITY	Check date 01.23.26	4311 Salaried Employees 6,687.45
01/23/2026	Expense	PAYLOCITY	Check date 01.23.26	4332 FICA Social Security 3,044.76
01/23/2026	Expense	PAYLOCITY	Check date 01.23.26	4312 Hourly Employees 1,270.93
Total for Paylocity Payroll Taxes				\$21,509.18
Peerless Network, Inc				
01/23/2026	Check	6286	Invoice 89628	4474 Telephone/FAX 78.17
Total for Peerless Network, Inc				\$78.17
Precious One Designs				
01/02/2026	Check	23165	1.8.26 Beading for beginners	4452 Public Services Programming 175.00
Total for Precious One Designs				\$175.00
ProQuest				
01/26/2026	Check	6295	Invoice 70925888 Ancestry Library	4710a Databases (Adult) 2,556.79
Total for ProQuest				\$2,556.79
Quality Alarm System, Inc.				
01/02/2026	Check	6280	Invoice 160860 Alarm Services Jan - Mar	4414 Alarm 744.00
Total for Quality Alarm System, Inc.				\$744.00
Radiant Meatball LLC				
01/02/2026	Check	23167	1.22.26 AI 101	4452 Public Services Programming 371.40
Total for Radiant Meatball LLC				\$371.40
Risk Program Administrators				
01/26/2026	Check	6296	Invoice 5913202	4443 Worker's Comp 2,354.00
Total for Risk Program Administrators				\$2,354.00



PALOS HEIGHTS
PUBLIC LIBRARY

GENERAL FUND - EXPENDITURE SUMMARY
CHECKS FOR BOARD APPROVAL
MONTH ENDING: JANUARY 2026

Type	Date	Num	Memo	Amount
SWAN				
01/26/2026	Expense	ACH SWAN	Invoice 12365 SWAN Fees Jan-Mar 2026	4417 SWAN/OCLC 7,009.75
Total for SWAN				\$7,009.75
Truty, Marcin				
01/07/2026	Expense	ACH MARCIN	12 DEC IT Services 25-12	4418 Technology 4,720.00
Total for Truty, Marcin				\$4,720.00
Zoobean				
01/26/2026	Check	6297	Invoice 39418 Plus 4.10.26 to 4.9.27	4721 Software 805.50
Total for Zoobean				\$805.50
TOTAL CHECKS FOR BOARD APPROVAL				\$176,364.75



**PALOS HEIGHTS
PUBLIC LIBRARY**

**SCHEDULE OF FUND BALANCES
BY FINANCIAL INSTITUTION
January 31, 2026**

ACCOUNT	GENERAL FUND				SPECIAL RESERVES FUND		TOTAL FUND BALANCE
	OLD NATIONAL BANK CHECKING	OLD NATIONAL BANK MONEY MARKET	ILLINOIS FUNDS MONEY MARKET	PETTY CASH	OLD NATIONAL BANK BUILDING CONSTRUCTION CHECKING	OLD NATIONAL BANK MONEY MARKET	
BEGINNING BALANCE	\$10,999.51	\$159,486.75	\$1,176.87	\$200.00	\$572.09	\$2,606.74	\$175,041.96
WITHDRAWALS	(\$176,364.75)						(\$176,364.75)
TRANSFERS	\$50,000.00	(\$50,000.00)					\$0.00
	\$60,000.00	(\$60,000.00)					
	\$60,000.00	(\$60,000.00)					
	\$250,000.00	(\$250,000.00)					
	(\$250,000.00)	\$250,000.00					
DEPOSITS	\$149.50	\$62,327.95					\$1,767,710.23
	\$325.70	\$34,578.32					
	\$1,389.00	\$22,120.20					
	\$1,034.06	\$20,071.51					
		\$18,213.28					
		\$13,766.09					
		\$10,139.53					
		\$1,022,586.16					
		\$242.88					
		\$560,766.05					
ADJUSTMENTS	\$25.00						\$25.00
INTEREST EARNED	\$0.89	\$1,420.13	\$3.78	N/A	N/A	\$2.04	\$1,426.84
ENDING BALANCE	\$7,558.91	\$1,755,718.85	\$1,180.65	\$200.00	\$572.09	\$2,608.78	\$1,767,839.28
TOTALS	\$1,764,658.41 GENERAL FUND				\$3,180.87 SPECIAL RESERVES FUND		\$1,767,839.28 TOTAL FUND BALANCE
INTEREST RATES	0.02%	3.040%	3.827%	N/A	N/A	0.930%	

TOTAL FUND BALANCE MONTH ENDING: JANUARY 31, 2026

\$1,767,839.28

ADJUSTMENTS CK #23169 Void to City (\$250,000.00)
CK #6219 lost in mail (\$25.00)



PALOS HEIGHTS
PUBLIC LIBRARY

DIRECTOR'S REPORT

Palos Heights Public Library Board of Trustees Meeting
February 19, 2026

Library News

Budget Update

There is a short version to this saga, and there is a book-length version. I'm going to try to stick to the short version.

First, we have money! The week of January 19th, we received a series of deposits totaling just over \$1.2 million. I breathed a huge sigh of relief and began paying all bills. Eventually, I realized this was significantly more money than we were expecting to receive. Discussion among directors quickly demonstrated that we were the ONLY municipal library in the county to receive such a substantial deposit. Other libraries received between 10% and 20% of their expected distributions while we received 131%. A mistake has been made. I strongly suspect that one of the deposits that we received was not intended for us (and was likely intended for the City). We received 7 deposits averaging \$26,000 and an 8th deposit of over \$1 million. Unfortunately, there is no way to confirm whether or not this was a mistake because none of these deposits are supported by any documentation that anyone can locate. The money just started appearing in bank accounts.

Then on January 30th, we received another deposit of \$560,766.05. This brings our total tax distributions for January to \$1,764,811.97, almost double what we expected to receive in the second half of 2025. The County Treasurer is still in the process of updating their system, so there are no reports to accompany these deposits confirming what tax year and entity they come from. They have promised that they will have those reports for us in the next couple of weeks. Then we can begin the process of unravelling what money was supposed to come to us and what might have been a mistake. The traditional process for correcting such a mistake is for the County to withhold funds from future distributions until we are even again. So if we were overpaid \$700,000, the first \$700,000 of our 2025 distribution will be held back by the County. Given their track record as of late, I'm nervous about this process being handled as smoothly as it should. I'll be keeping a close watch as the final 2024 reports are published, as the next round of tax bills go out, and as the next round of distributions starts to go out. Hopefully, we will have significantly more clarity in April.

Audit

Audit fieldwork is complete. Riley and Jessica from Lauterbach & Amen were here on February 11th for their annual visit and to compile most of the documents they need to complete our FY2025 audit. They

were scheduled to be on site for three days, but all of their fieldwork was completed in one day, as is usual for us. Many thank to Terry for her organizational skills and ability to produce various documents for them at a moment's notice. The remainder of the audit will continue in the coming months with a final product expected to be ready for your review in May or June.

Staff In-Service

The library was closed for our first in-service day of the year on Friday, February 13th. As part of a year-long training process, I have signed our library up for the Homeless Library training program. This is a series of online training modules created by Ryan Dowd, who has run a homeless shelter in Aurora, IL for the past few decades. Over the years, he put together a highly sophisticated set of training materials for dealing with his trickiest clients. In subsequent years, people in other service industries noticed that his strategies for dealing with difficult situations at a homeless shelter are highly relevant to dealing with difficult situations in just about any service-based industry. He covers a variety of topics including everything from extensive de-escalation training to handling someone who is intoxicated to staff burnout and human trafficking. We spent time at in-service going through the first of his 5-hour core training module as well as a few other modules of staffs' choosing. We will continue using these modules to brush up on our service skills throughout the year. In addition to the Homeless Training sessions, we spent time working on social media presence and our mandated annual sexual harassment training.

Building Envelope Project

Work continues in the background to prepare for our building envelope repair this spring. BTC (our engineering firm) and Kersey (our contractor) have been working on submittals for the sheet metal work. They have provided us with samples, which I intend to bring to our Building & Grounds Committee next month. Otherwise, things are quiet as we wait for warmer weather.

Upcoming Events

- Thursday, February 19th – Regular Board Meeting, 6:30pm
- Thursday, March 19th – Building & Grounds Committee Meeting, 5:30pm
- Thursday, March 19th – Regular Board Meeting, 6:30pm

Agenda Items

Item 1: Strategic Plan Updates

In January, the Long Range Planning Committee met to review staff's recommended updates to our existing Strategic Plan. A red-lined version of those proposed updates is included in your packet. Page 2 of that document shows the actual Strategic Plan. There were a few minor updates to this portion of the plan, but most of the plan remains unchanged. This is to be expected, as we view this plan as an "ever green" document. We will continue to evaluate the wording of the plan and make any changes as needed over the years. But we anticipate most of this plan remaining relevant for the foreseeable

future. Our Management Team spent a lot of time over the past year reviewing this plan and proposing potential updates for your consideration.

Two notable proposed changes pertain to Objectives E and F. Objective E used to state, "Incorporate technology in maker programs for library users of all ages." Staff felt that the focus on technology in maker programs was more restrictive than we want to be, so they propose expanding that to say, "through outreach." We believe this broader wording will push us to focus on a bigger audience for technology access and training. The added wording to Objective F is intended to do the same, to push us to be on the lookout for new technologies that enhance how we do our work and that can enhance the lives of our patrons. All of this comes from recognizing that an enduring part of the library's brand needs to be a place where people can get access to technology. These are the changes to the Strategic Plan that you are being asked to vote on.

Pages 3 and beyond of this document shows specific initiatives that are not part of the Strategic Plan proper. These are the things that staff have identified as the concrete actions we can take in the coming months to put the Strategic Plan into action. I include these so that everyone who looks at the Plan can see how we are translating it specific ideas for moving the library forward. The first four of these initiatives are focused on more effective marketing for the library, which is the first overarching goal of the Strategic Plan. Other initiatives include enhancing our outreach to various groups and maintaining the kinds of physical spaces that we our community wants and needs from us. While these initiatives aren't what is being voted on in the Strategic Plan per se, your feedback on them is valuable.

Recommendation: I recommend that you approve the updates to the Strategic Plan as recommended by the Long Range Planning Committee.

Item 2: Summer Reading Kickoff Party Closure

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



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

JANUARY 2026

At the Desk:

8 online library cards were issued to residents.

31 directional questions were answered by the Circulation staff.

6 patrons used Curveside pickup.

Department Highlights:

Dora started working fulltime this month.

Cheryl Kaunas was hired for the open clerk position and her first day was 1/19.

In connection with Lee Hofmann's rubber duck display, the Circ department hid ducks each day from 1/4- 1/31 for patrons to find and win a prize. 37 ducks were found.

Mickey and Karen M. took staff photos for the Spirit Committee this month and Mickey turned the photos into caricatures for the staff bulletin board.

Crys will be working some 4 hour shifts in YTS this year to help better maintain the section. This month she worked in YTS on 1/9 and 1/23 straightening & shelf reading.

Karen M. decorated the department for Valentine's day.

Beth lead Lunch Bunch Book Discussion of *Funny in Farsi* by Firoozah Dumas attended by 10 people.

Beth began working on the Summer Reading Kickoff party.

Beth has created new straightening and cleaning checklists.

Meetings:

1/19- One on One with Jesse

Respectfully submitted,

Beth Stevens

Head of Circulation

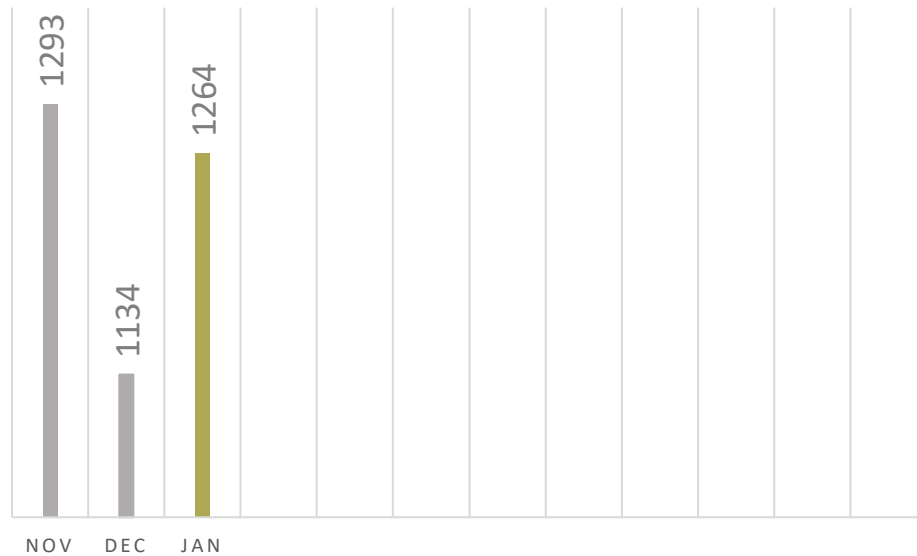
CIRCULATION STATISTICS FOR JANUARY 2026

	Jan-26	YTD 26	Jan-25	YTD 25	
Adult Circulation					
Books	3,353	3,353	3,511	3,511	
Video	278	278	471	471	
Audio	357	357	326	326	
Periodicals	204	204	176	176	
Other Formats	5	5	7	7	
In House	92	92	58	58	
Total Adult Circulation	4,289	4,289	4,549	4,549	
Youth Circulation					
Books	4,102	4,102	4,084	4,084	
Audio	59	59	74	74	
Teen Circulation					
Books	225	225	260	260	
Audio	3	3	2	2	
Youth & Teen Circulation					
Video	185	185	155	155	
Periodicals	12	12	16	16	
Other Formats	84	84	93	93	
In House Use	839	839	982	982	
Total Youth & Teen Circulation	5,509	5,509	5,666	5,666	
Gadgets & Gizmos	10	10	7	7	
Electronic Circulation					
eBooks (Media On Demand)	1,249	1,249	1,209	1,209	
eAudio (Media On Demand)	1,039	1,039	897	897	
eBooks (Palace Project)	55	55	103	103	
eAudio (Palace Project)	24	24	70	70	
Kanopy (Visits)	1,236	1,236	-	-	
Kanopy (Plays)	236	236	-	-	
Periodicals (Overdrive)	369	369	322	322	
Periodicals (PressReader)	-	-	61	61	
Chicago Tribune Website (Views)	304	304	-	-	
Chicago Tribune Website (Users)	11	11	-	-	
Chicago Tribune E-Edition (Views)	1,342	1,342	-	-	
Chicago Tribune E-Edition (Users)	9	9	-	-	
Total Electronic Circulation	4,618	4,618	2,662	2,662	
TOTAL CIRCULATION	14,426	14,426	12,884	12,884	
ILL - Received	1,259	1,259	1,419	1,419	
ILL - Sent	1,446	1,446	1,259	1,259	
Reciprocal Borrowing	1,345	1,345	1,286	1,286	
Online Renewals	85	85	96	96	
Self-Checkout	3,999	3,999	4,118	4,118	
Computer Usage					
Library Workstation Sessions	393	393	504	504	
Wireless Sessions	1,057	1,057	1,435	1,435	
Total Sessions	1,450	1,450	1,939	1,939	
# of People Using the Library	8,814	8,814	9,460	9,460	
Homebound Deliveries			Current Month	Full Year	
Patrons Serviced			11		
Visits			30	30	
Items			211	211	
Museum Pass Program			Current Month	Full Year	
Total Passes			7	7	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,193	61	49	0	4,303
Non-Resident/Trinity/Business/Bethshan	90	-	0	0	93
Cards for Kids	51	0	1	0	52



Public Services Department Report January 2026

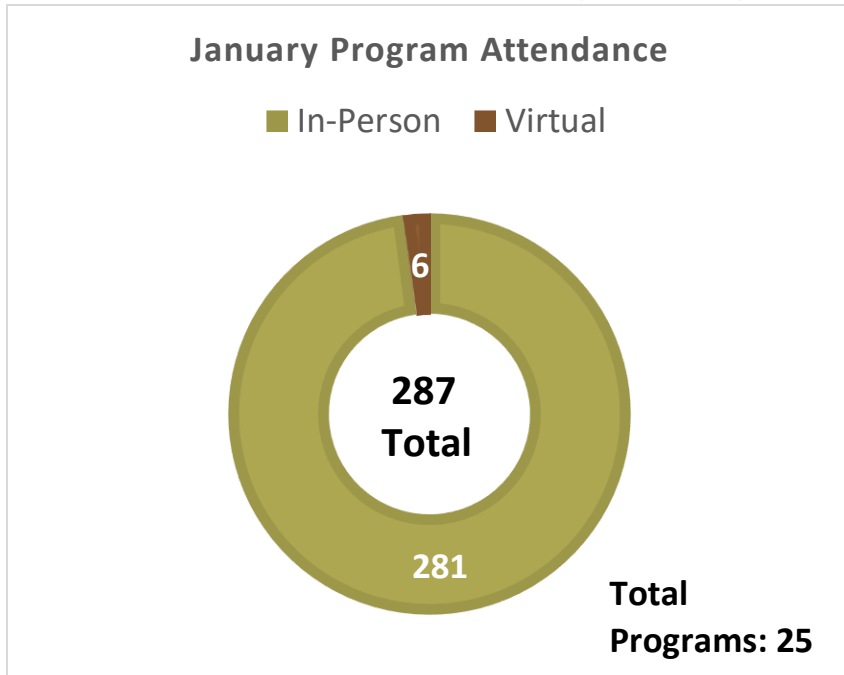
PS Reference Questions



Meetings & Trainings

- 1-7-26: Management Team Meeting
- 1-9-26: Reaching Forward North Meeting
- 1-14-26: E-Resources Webinar
- 1-21-26: Management Team Meeting
- 1-22-26: Green Team/Parks & Rec Meeting
- 1-27-26: Path to Leadership Webinar
- 1-29-26: One on One with Director
- 1-29-26: ELSUM (Electronic Resources Group) Meeting

Programming



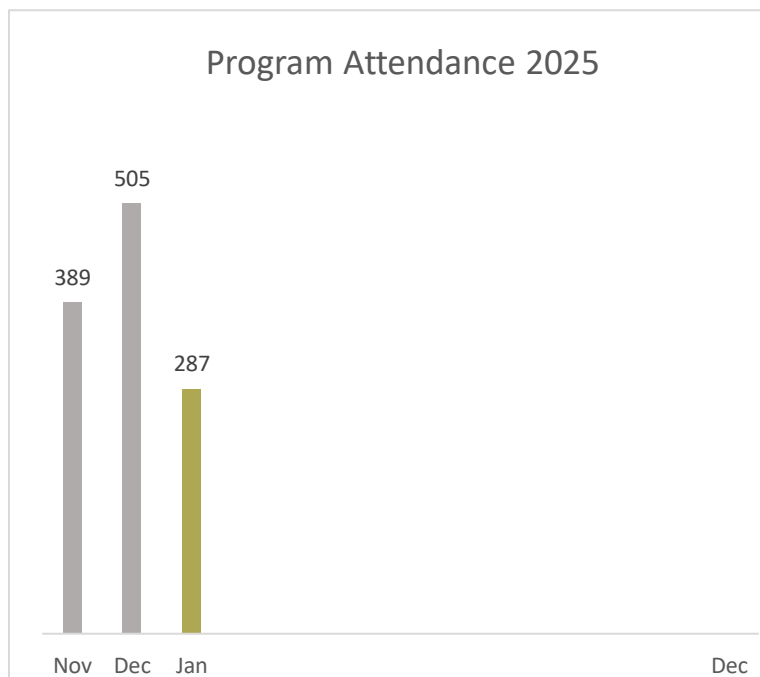
Things started off pretty well for programming in January. Our attendance numbers were down a bit year over year for January, but between New Year’s Day and set-up for the book sale, we lost 3 program days. A couple of them also by design had a limited number of attendee slots. Still, the programs we did have were strong.

In particular, the AI 101 program we had was well-attended despite the cold that evening. This one had

been a big patron request for a while, and I’m glad we were able to bring in one of the best local speakers on the subject. Patron feedback was very positive.

We also had our inaugural Local History Room Tour this month, and we ended up with more attendees than registrants. The basic premise of this program was to open up the Local History Room, which is usually locked, and get patrons inside to see what we have. I had been expecting to give a tour of the room and then let people look around at the collection for a while, but I underestimated patron interest in the collection. I had thought maybe they’d stick around for 15 minutes after the tour ended, but instead every one of them stuck around in the room digging through files and maps and things for 45 minutes! They also offered some good ideas about how to help the room get some more use.

We also showed our inaugural “Friday Matinee” movie, *Bridge of Spies*, and also had more attendees



than registrants. We are excited to see how this new regular monthly program progresses. The idea is to show random movies from the past on a Friday afternoon, unlike Sunday @ The Cinema, which features recent releases.

Marketing/Publicity/Outreach

I participated in a Channel 4 taping featuring the FabLab. It was great to talk about the 3D printer.

Local History

The Local History Room Tour went well, and we are planning more ways to promote the room and open it up to the public.

Collection Development

Weeding for the book sale was completed, and we were able to add a good amount of books to the sale.

Ordering for the new year continues and we will be looking at staff genre/subject assignments at our in-service department meeting.

Other

The Kanopy launch appears to have gone smoothly. We saw over 100 accounts created in its first month, with a good number of videos viewed. The Public Services desk had a number of questions regarding how to login or install the Kanopy app, but to my knowledge all feedback has been positive and enthusiastic.

In other news, check out those home delivery numbers, they are a lot higher than usual! Perhaps more patrons were choosing to stay in due to the cold.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

January 2026

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	4	5	\$921.40	88	Reference	Computer	Directional
Free	0	2	2	N/A	23	575	351	338
Book Discussions	0	4	4	N/A	25	TOTAL		1,264
Movie			2	\$0	19	HOMEBOUND DELIVERIES		
Passive Programs			2		47			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	11	30	211
Needle Crafters			4	N/A	19	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	59			
COMPUTER TRAINING - LAB			2	N/A	7	7		
TOTAL PROGRAMMING			25	\$921	287			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
01/06/26	7:00 pm	No	Crowned in Brilliance	19	\$200.00	12		
01/08/26	7:00 pm	No	Beading for Beginners	10	\$175.00	7		
01/13/26	7:00 pm	Yes	ILP: Jonathan Eig (4 in-person)	3	ILP	10		
01/15/26	7:00 pm	No	Timeless Movie Moments	15	\$175.00	17		
01/22/26	7:00 pm	No	AI 101	49	\$371.40	42		
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
01/03/26	9:00 am	No	Scrapbook: Open Crop	21	N/A	16		
01/20/26	7:00 pm	No	Local History Room Tour	6	N/A	7		
					N/A			
					N/A			
DATE	TIME	HYBRID	BOOK DISCUSSIONS	REGISTERED	COST	ATTENDANCE		
01/27/26	3:00 pm	No	Senior Center Book Club	N/A	N/A	6		
01/14/26	7:00 pm	No	Horror Book Club	N/A	N/A	7		
01/12/26	12:00 pm	No	Lunchbunch Book Club	N/A	N/A	10		
01/20/26	2:00 pm	No	Tea Time Book Club	N/A	N/A	2		
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
01/09/26	2:00 pm	Friday Matinee: Bridge of Spies	3	N/A	8			
01/18/26	2:00 pm	Sunday @ the Cinema: Downton Abbey	12	N/A	11			
DATE	TIME	MAH JONGG	REGISTERED	COST	ATTENDANCE			
01/06/26	12:00 pm	Mah Jongg	N/A	N/A	0			
01/13/26	12:00 pm	Mah Jongg	N/A	N/A	0			
01/20/26	12:00 pm	Mah Jongg	N/A	N/A	0			
01/27/26	12:00 pm	Mah Jongg	N/A	N/A	0			
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
01/06/26	10:00 am	Needle Crafters	N/A	N/A	5			
01/13/26	10:00 am	Needle Crafters	N/A	N/A	5			
01/20/26	10:00 am	Needle Crafters	N/A	N/A	5			
01/27/26	10:00 am	Needle Crafters	N/A	N/A	4			
	10:00 am		N/A	N/A				
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
01/06/26	10:00 am	Scrabble	N/A	N/A	13			
01/13/26	10:00 am	Scrabble	N/A	N/A	15			
01/20/26	10:00 am	Scrabble	N/A	N/A	15			
01/27/26	10:00 am	Scrabble	N/A	N/A	16			
			N/A	N/A				
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
01/05/26	2:00 pm	Introduction to Libby	6	N/A	5			
01/12/26	2:00 pm	Microsoft Word: Basics	3	N/A	2			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			46			
		Project of the Month			1			



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

JANUARY 2026

Department Highlights:

The Spirit Committee: Lorena and Tina came up with different ideas on boosting staff morale with fun activities each month for the 2026 year. For February, Lorena created a document for staff to match the love song with the artist.

Lorena rolled over previous orders from FY2025 to FY2026 and verified the updated year with vendors. She also worked with Nikki to create a new and efficient work flow in acquisitions.

Lorena worked on updating the Circulation Loan Rules list, Serials Control ID list, and created a New Kit Checklist. She also ran reports and gathered information for the IPLAR report.

Nikki helped work on cleaning up item records in Workflows, updating non-English materials to include the specific language in the cataloging record. She updated 499 items of Arabic, Polish, and Spanish languages which will help create clear and concise reports. She also labeled and created the artwork for the new Gadgets & Gizmos item, the Film to Digital Converter.

Marilyn completed the graphic novel project, pulling and updating about 132 items from the Young Adult collection relocating them to the Public Services collection. She and Nikki updated about 43 leveled readers in the Youth Services collection.

Jalal and Nikki have been working on the EASYS on-going project, updating call numbers and spine labels to allow for easier browsing and searching of picture books.

Meetings and Training:

January 7 – Management Team meeting

January 21 – Management Team meeting

January 28 – RAILS: Path to Leadership

January 29 – 1 on 1 with Jesse

Processing Statistics:

Adult	Ordered Items	Added Items
Print	227	124
Audiobook	5	2
Video	15	1
Kit	-	1
Periodical	-	60

Youth & Teen	Ordered Items	Added Items
Print	505	12
Audiobook	-	-
Video	-	-
Kit	-	-
Periodical	-	15

Discarded Items	Adult	Youth & Teen
Print	572	1,121
Audiobook/CD	3	1
Video	81	94
Kit	-	-
Periodical	49	11

Library Services:

	Jan.
Laminating Service*	1
VHS Conversion	-

* Data for laminating services are total number of pieces laminated.

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

JANUARY 2026

Highlights of the Month:



Anna, Elsa, and Olaf brought a blizzard with them when they joined our young patrons at the Library's Frozen Gala! They read a story, participated in an epic sing-along, played a game, and took plenty of pictures with starstruck participants.



At Carla's Love Bug program, children in grades 3-5 crafted awesome bugs to gift family and friends for Valentine's Day!



Mary Kate had a blast at her programs Edible Playdough and Cake Pops! At Edible Playdough, kids ages 2-5 had fun mixing frosting with powder sugar to create their own tasty playdough. At the Cake Pop program, tweens and teens mixed, decorated, and devoured plenty of cake pops!

It was all about colors and fish during Amani's Arabic story time for our young patrons. Children learned different colors in Arabic through play. They made a foil fish craft, sang songs, played with the parachute, popped bubbles, and played with scarves.

Claire used the library's Creative Bug account to assist with teaching tweens how to crochet in her Learn to Crochet program. Kids in grades 3-5 weeded their Cricut designs and used the Mug Press at her Winter Mugs and Cakes program.



Amani enjoyed her evening exploring colorful threads, patterns, and hot chocolate topped with marshmallows and Oreos for grades 4-8. The kids had a great time creating their own bookmarks to keep for their next reading adventure.

Meetings and Department News:

Laconi YSS – Tina attended a publicity committee meeting on 01/05.

Management Team Meeting – Tina attended a meeting on 01/07. Tina and Carla attended a meeting on 01/21.

Prairie State Story League – Claire attended this meeting on 01/09.

Mackin: Storyteller Spotlight Welcome's Jeff Kinney – Carla and Claire watched this webinar on 01/15.

ATLAS Middle Managers Round Table – Carla attended this meeting on 01/16.

CLASS Meeting – Claire attended this meeting on 01/21.

Penguin Random House Winter Book & Author Festival: Magic & Love in YA Lit – Mary Kate watched this on 01/26.

Penguin Random House Winter Book & Author Festival: Heart of the Story Middle Grade Authors – Mary Kate and Claire watched this webinar on 01/26.

Booklist: Chapter Books & Early Readers – Mary Kate and Claire watched this webinar on 01/27.

Outreach:

Reggio Academy – Mary Kate presented a story time on winter on 01/12.

Trusting Hearts Preschool – Claire presented a story time about snowmen on 01/13.

Rec Center Preschool – Carla presented a story time about space on 01/27 and 01/28.

Indian Hill Preschool – Carla presented a story time about space on 01/28.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING		TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	15	246			Reference	Computer	Directional
Free Tween/Teen Programming	10	80			204	39	103
Youth Paid Programming	1	75	\$625		TOTAL	346	
Tween/Teen Paid Programming	0	0			PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	26	401	\$625		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS		# VISITS	# SESSIONS	ATTENDANCE	404	93	422
TOTAL OUTREACH	0	50	1496		TOTAL	919	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
01/02/26	1:30 pm	Arabic Story Time	15
01/06/26	4:00 pm	Chilly Games	11
01/07/26	11:30 am	Feelings Story Time	14
01/13/26	4:00 pm	Snow Globes	17
01/14/26	4:30 pm	Furry Readers	14
01/15/26	11:30 am	Snowflake Story Time	20
01/20/26	11:30 am	Winnie the Pooh Story Time	20
01/20/26	5:00 pm	STEAM: Polar Bear Fun!	38
01/21/26	11:30 am	Winter Animals Story Time	22
01/22/26	11:30 am	Edible Fun	30
01/23/26	11:30 am	Nature Hour - Library Closure	Closure
01/26/26	4:00 pm	Love Bugs	3
01/28/26	4:00 pm	Winter Mugs & Mug Cakes	11
		Winter Reading Ages 0-3	12
		Winter Reading Ages 4-17	19

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
01/01/26	5:00 pm	Volunteens	30
01/07/26	4:00 pm	Wicked Games	2
01/08/26	4:00 pm	Video Game Club: Mario Cart Competition	7
01/10/26	4:00 pm	Teen Book Box	1
01/12/26	5:00 pm	Winter Wonderland	4
01/15/26	4:00 pm	Snowman Paint Along	4
01/19/26	4:00 pm	Winter Olympics Shirts	0
01/19/26	5:00 pm	Threading Artwork	10
01/22/26	4:00 pm	Learn to Crochet	7
01/27/26	4:00 pm	Cake Pops!	15

DATE	TIME	PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
01/19/26	11:00 am	Frozen Gala	\$625	75

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Winter Mug	150
Teen Craft- Winter Word Search	40
Craft - Winter Hat	254
Teen Craft - Fill in the Quote	30
Activity - Guess How Many	285
Tonies Listening Station	20
Travel Kits	0
Fab Lab- Winter Bookmarks	8
Winter Mini Golf	109
Teen Gaming - Nintendo Switch	23

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
01/12/26	Reggio Academy Preschool	2	18
01/13/26	Trusting Hearts Preschool	1	29
01/27/26	Rec Center Preschool	2	19
01/28/26	Rec Center Preschool	1	19
01/28/26	Indian Hill Preschool	8	110
01/30/26	Book Talks Grades K-1	9	179
01/30/26	Book Talks Grades 2-3	9	154
01/31/26	Book Talks Grades 4-5	9	87
01/30/26	Teen Book Talks	9	900

EVERGREEN STRATEGIC PLAN

Fall 2025 Edition 1.2

Introduction

This Strategic Plan was originally conceived in 2019 as a 5-year plan. The plan consists of three Goals, which are broad categories of need that were identified. Within each Goal are then identified a number of Objectives, which are somewhat more concrete expressions of how to achieve the Goals. The Goals and Objectives comprise the Strategic Plan proper as determined through interviews and workshops with stakeholders including the Board, library staff, and patrons.

The library's staff, in conjunction with the Board, have taken this plan and come up with specific Initiatives to try to satisfy each objective, which will be identified in the appendix of each iteration of the Plan. The Initiatives are intended to be actionable, measurable projects that will make tangible progress in achieving the larger Objectives and Goals of the Plan. These Initiatives will certainly change significantly over time, though the Objectives and Goals might remain unchanged.

At the end of the five years conceived when the Plan was created, we reevaluated the Plan. It was determined that the Goals and Objectives are unlikely to change over time. Rather than scrapping the whole process and starting over, it makes more sense to maintain the existing Goals and Objectives until we feel that they are satisfied. In reality, we feel that the three Goals are likely to always be primary factors guiding the strategic direction of the library. The Objectives are also broad and important enough to warrant continued focus over the foreseeable future. The Initiatives will change, but the Goals and perhaps even the Objectives might never lose their applicability.

So we are proceeding with this as an "evergreen" Strategic Plan. This means that we will continually evaluate the plan from top-to-bottom. However, we don't expect the Goals to change any time soon. We probably don't expect the Objectives to change any time soon, either. As initiatives are carried out, they can be dropped from the appendix as new ones will surely be identified and added regularly. Similarly, if new Objectives or Goals become obvious, those can be added to the Plan itself.

We might feel that it's necessary to engage in surveys, workshops, or other research periodically, to evaluate the ongoing validity of Goals and Objectives and look for new ideas worthy of adding to the Plan. However, we believe that this Strategic Plan is as valuable today as when it was conceived and will continue to provide the guidance that we need from it in this living form.

Goal I: Bridge the gap between what the library does and what the community thinks the library does

Objective A: Enhance marketing and communications efforts to effectively communicate the library's offerings and value to all current and potential users

Objective B: Embrace new and non-traditional methods of communicating with the public relevant in today's evolving communications landscape

Objective C: Ensure long-term sustainability and viability by targeting increased engagement of teens and emerging adults

Goal II: Expand community access to and familiarity with technology

Objective D: Enhance the functionality and leverage the potential of the FabLab as a vital hub for community creativity

Objective E: **Provide greater access to technology through outreach (e.g. senior center, Bethshan)**

Objective F: **Develop staff expertise through increased training on general and emerging technology usage, staying up to date on emerging technologies, and looking for ways to incorporate new technologies in daily operations**

Goal III: Increase connection between the library and the community it serves

Objective G: Identify and seize opportunities for collaboration and expanded partnerships with community organizations to maximize reach to residents

Objective H: Explore opportunities to bring library service outside its doors and within the community

Objective I: Promote and facilitate charitable and planned giving

Appendix 1: Active Initiatives

Initiative 1: Maintain a consistent brand

Description: Make it easy to connect with patrons and to communicate our mission by having a clear, guiding logic behind all of the information that we put out about ourselves and what we do.

- i: Clearly identify the library's "brand" and work to promote it in the community. (Projected implementation: ???)
- ii: Hire a PR consultant or part-time staff member to manage brand implementation, website, newsletter, etc. (Projected implementation: 2027?)
- iii: Create and maintain a formal style guide and train staff in its effective use. (Projected implementation: ???)
- iv: Implement the style throughout all marketing materials and throughout the building in the form of signage and meaningful decor.
- v: create a mascot and motto (butterfly, "always growing")
- vi: create department-specific color schemes within each logo

Objective(s) Addressed: A, B, C, I

Current Status: Square 1

Initiative 2: Implement a coherent and effective marketing strategy

Description: Behind many of these initiatives is a need for a clear, coherent understanding of who we are as a library and how we go about presenting ourselves to the community. We should develop a professional-caliber marketing strategy that includes everything from branding and logos to strategies and talking points that are present in all of our marketing modes and materials.

- i: Develop marketing materials that reflect the library's brand and adhere to the current style guide. (Projected implementation: Spring 2026)
- ii. Update the newsletter – dedicated space for FabLab, update format, change paper type
- iii: Roll out a broad-spectrum marketing campaign that promotes the library and its services. (Projected implementation: Summer 2026)

Objective(s) Addressed: A, B, G, H, I

Current Status: We have done an admirable job of turning our logos into a fairly coherent design for our website, flyers, social media, etc. We need to be diligent about maintaining our brand in all marketing materials. This Initiative should remain active.

Initiative 3: Maintain a high-quality, easy-to-navigate website

Description: Connect with patrons online with a website that is easy to navigate, presents information about our services, and provides easy access to our online collections.

i: Maintain current website. Ensure that all information is up to date. Ensure that all links are up to date. Delete links to services that are no longer available in a timely manner. Add links to newly available services in a timely manner. (Projected implementation: ongoing)

ii: Redesign and update the look and functionality of the website periodically to match library branding and to stay current with trends in web design. (Projected implementation: ???)

Objective(s) Addressed: A

Current Status: This is an ongoing process and makes sense to remain an active initiative at this time. At some point in the near future, probably in conjunction with Initiative 5 below, it might make sense to start over with a new website design.

Initiative 4: Maintain a robust social media presence

Description: Reach patrons by providing an innovative presence on popular social media platforms.

i: Maintain official library accounts on Facebook, YouTube, GoodReads, TikTok, and other relevant social media platforms. Consistent branding should be maintained across all platforms. (Projected implementation: ongoing)

ii: Regularly post interesting content of different types that actively engages users and successfully communicates the mission and services of the library. It should include information about library programs and services, but it must include much more as well. (Projected implementation: ongoing)

iii: Work closely with rebranding to provide consistency in publicity to patrons

iv: Increase staff involvement (outside of just the social media committee)

Objective(s) Addressed: B, C

Current Status: This is an ongoing process and makes sense to remain as an active initiative at this time. As certain platforms wax and wane in popularity, we will continue to adjust where our time and energy is directed.

Initiative 5: Expand local high school outreach

Description: Create connections with all public and private high schools that serve Palos Heights residents, analogous to the kinds of outreach efforts currently made in preschools and elementary schools, to create awareness of library services relevant to high school students and to further support the schools' educational goals.

- i: Maintain relationships with administrators and teachers at Shepard, Stagg, Chicago Christian, and other relevant high schools to offer our services and to find out how the library can best support them. (Projected implementation: ongoing)
- ii: Meet regularly with volunteer coordinators at each school to share upcoming volunteer opportunities and ways for the library to support students (Projected implementation: ongoing)
- iii: Connect with art teachers about opportunities to display artwork at the library (Projected implementation: dependent on creation of gallery space)
- iv: Hold a reception to celebrate young artists

Objective(s) Addressed: C, H

Current Status: YTS has made significant progress in reaching high schoolers. Outreach is strong, and programming continues to see increasing participation. This continues to be a difficult demographic to reach, so it is appropriate for this Initiative to remain active.

Initiative 6: Expand programming for “new adults”

Description: Design programming to better reach 18-40-year-olds.

- i: Public Services and Youth and Teen Services collaborate to develop innovative, fun, interesting programs that will appeal to this age group. (Projected implementation: ongoing)
- ii. Seek inspiration from other libraries and programming groups that have had success with this age group
- iii. Capitalize on the popularity of YA novels and their adaptations as well as other cultural events by integrating them into programs of different types
- iv. Form partnerships with PH businesses and colleges to host programs and partner with for content
- v. Cross promote to parents attending YTS programs
- vi. Host gaming evenings of different types
- vii. Promote programming via methods that effectively reach this demographic
- viii. Create dedicated newsletter space for this demographic

Objective(s) Addressed: C, G

Current Status: Public Services is doing a nice job of reaching this demographic with effective programming and marketing. We are seeing increased foot traffic from Trinity and Moraine Valley students. This also continues to be a difficult demographic to reach, and there is a lot more that can be done here. It is appropriate for this Initiative to remain active.

Initiative 7: Expand access to “maker” tools

Description: Develop and provide regular and guided access to a variety of maker tools.

- i: Safety for staff – included in training

- ii: Safety for Patrons – make sure staff are available to assist and guide
- iii: Training for staff – Experienced staff members will train new staff on the use of each machine and on potential safety issues
- iv: Training for Patrons – MK’s user guides for each device, intro videos for each machine
- v: Tools/Access for staff – ensure dedicated staff time to learn and use each machine
- vi: Tools/Access for patrons – ensure plentiful patron time with an easy method for making reservations and receiving appropriate staff support

Objective(s) Addressed: D, E

Current Status: The FabLab has allowed us to provide access to some great maker tools.

We have good equipment that patrons are interested in. Staff are trained in using the tools. We have regular programming and allow appointments for patron use of the machines. We continue to add new equipment over time.

While there are small things that we can and will continue to do to enhance our offerings, I believe that we can consider this Initiative satisfied.

Initiative 8: Become the community’s center for all things local history

Description: Build upon our Local History Room and 75th Anniversary research to establish a thorough and easily accessible historical archive for Palos Heights.

- i: Continue to build our collection through calls for community donations, whether we keep items or scan and return them (Projected implementation: ongoing)
- ii: Add a link to our website to the ISL online repository- (Projected implementation: Summer 2026)
- iii: Create more picture displays from our photograph archives and display them in more places
- iv: Digitize oral history tapes and transcripts – make available to public
- v: Create new oral histories in audio and video format with an eye toward “modern history” with subjects talking about current experiences for use by later generations
- vi: Create programs or other ways of opening up the room and providing access to our materials by more people

Objective(s) Addressed: A, B, C, G, H

Current Status: Public Services is doing a nice job of continuing to build our local history collection. All physical items in the collection have been cataloged. We are in the process of digitizing those as appropriate. A portion of our digital collection is available online through the state’s historical repository. We still plan to create and host our own repository. And we have a lot more work to do in terms of collecting local stories and artifacts. It is appropriate for this Initiative to remain active.

Initiative 9: Implement a polished “planned giving” strategy

Description: Facilitate long-term planned giving to the library so that gifts like those from Mrs. Zanardo become more regular.

- i. Connect with other libraries and professionals to discuss best practices, successful programs
- ii. Donations: have a section on website, e-newsletter, QR codes, let donors select where their money will go
- iii. Update donor wall – move it where 1st floor display case is, butterfly theme, colored theme for different donor levels
- iv. Larger signage for legacy donations
- v. Special reception for donors to large projects

Objective(s) Addressed: G, I

Current Status: As this is an ongoing process, it is appropriate for this Initiative to remain active.

Initiative 10: Initiate annual/ongoing fundraising campaign

Description: We should establish the library as a consistent and aggressive (but not too aggressive) fundraising presence in the community so that when people think of charitable entities to donate to, we are one of the first that comes to mind.

- i: Set ambitious but realistic annual fundraising goals. (Projected implementation: ongoing)
- ii: Correspond with all donors in a timely manner about the effect that their donation has on current projects. (Projected implementation: ongoing)
- iii: Establish an annual fundraising cycle. (Projected implementation: ???)
- iv: Cultivate relationships with all donors in a persistent, up-beat, low-pressure manner. (Projected implementation: ongoing)
- v: Create a new donor wall. (Projected implementation: ???)

Objective(s) Addressed: I

Current Status: As this is an ongoing process, it is appropriate for this Initiative to remain active.

Initiative 11: Be a presence in the local arts scene

Description: Continue to support local artists and arts initiatives in all of their forms.

- i: Partner with local artists and arts groups to bring exciting and enriching programming to the area. (Projected implementation: ongoing)
- ii: Partner with local schools to promote their arts programs. (Projected implementation: ongoing)
- iii: Partner with local artists to support their growth. (Projected implementation: ongoing)

iv: Create a new display area, possibly by removing the kids' quilt and/or the first-floor display case. Display art within the library on a rotating and regular basis.

(Projected implementation: ongoing)

Objective(s) Addressed: G

Current Status: We have made some good progress on this initiative in recent years, hosting displays from local artists from time to time. As this is an ongoing process, it is appropriate for this Initiative to remain active.

Initiative 12: Create effective co-working spaces in the library

Description: Create spaces within the library that support effective co-working environment.

i: Create more shared workspaces where people can meet and collaborate, access useful technology and resources. (Projected implementation: ???)

ii: Make available resources and technology that will help people be productive, eg online meetings. (Projected implementation: ongoing)

iii: Develop professional expertise among staff that allows them to provide information support. (Projected implementation: ongoing)

Objective(s) Addressed: I

Current Status: While we provide some good collaborative spaces, we could do more. As this is an ongoing process, it is appropriate for this Initiative to remain active.

Appendix 2: Past Initiatives

Initiative: Expand access to “maker” tools

Description: Develop and provide regular and guided access to a variety of maker tools

Step i: Significantly improve the organization and ease-of-use of the Media Lab.

(Projected implementation: Fall 2020)

Step ii: Enhance the capability of the media lab by further developing the technical capabilities of the space with things like soundproofing, professional quality media production equipment, and programming and staff expertise to put these tools to use.

(Projected implementation: Fall 2020)

Step iii: Invest in other maker tools such as a 3D printer, Raspberry Pi kits, vinyl and laser cutters, and other equipment as is practical.

(Projected implementation: Spring 2021)

Step iv: Ensure that staff is fully trained in the use of all equipment.

(Projected implementation: ongoing)

Step v: Create programming to effectively demonstrate the safe use of the equipment.

(Projected implementation: Spring 2021)

Step vi: Create training videos that can be accessed online by patrons to demonstrate safe use of the equipment.

(Projected implementation: Fall 2021)

Step vii: Develop “open shop” times when people can use the equipment with minimal supervision.

(Projected implementation: Spring 2021)

Objective(s) Addressed: D, E

Current Status: The FabLab has allowed us to provide access to some great maker tools.

We have good equipment that patrons are interested in. Staff are trained in using the tools. We have regular programming and allow appointments for patron use of the machines. We continue to add new equipment over time.

While there are small things that we can and will continue to do to enhance our offerings, I believe that we can consider this Initiative satisfied.

Initiative: Implement universal staff training on all library technology offerings.

Description: Implement a thorough training program to ensure that all staff are fully trained in the use of all library technologies relevant to their positions.

Step i: Develop a training program that will encompass all current technologies in the library and can be easily supplemented as new technologies are implemented in the future.

(Projected implementation: Fall 2020)

Step ii: Implement this training program with current staff to ensure full training.

(Projected implementation: Spring 2021)

Step iii: Implement this training with all new staff to ensure future staff expertise.

(Projected implementation: ongoing)

Step iv: Ensure that training is continuously under development for new technologies, for current technologies as they continue to evolve, and as new resources become available to better assist with training on current technologies.

(Projected implementation: ongoing)

Objective(s) Addressed: F

Current Status: We have good training protocols in place both for regular technology that staff encounters in their duties and with FabLab equipment. I believe this Initiative is satisfied and can be removed going forward.

Initiative: [Expand our STEAM experience for youth patrons](#)

Description: Fully use our maker equipment and other STEAM resources to provide regular, innovative, exciting programming both active and passive, that provides transformational STEAM experiences for youth patrons.

Step i: In addition to developing a strong collection of maker tools, acquire a significant collection of STEAM resources.

(Projected implementation: Spring 2021)

Step ii: Develop engaging active programming to create staff-guided experiences for youth patrons.

(Projected implementation: Summer 2021)

Step iii: Develop engaging passive programming and STEAM kits for use in the library requiring little to no staff supervision for use.

(Projected implementation: Summer 2021)

Step iv: Develop STEAM kits that can circulate and be used outside of the library.

(Projected implementation: Summer 2021)

Step v: Create STEAM-based experiences that can be taken by library staff and used outside of the building in various outreach settings.

(Projected implementation: Spring 2021)

Objective(s) Addressed: D, E

Current Status: YTS has done an excellent job of creating STEAM programming and incorporating FabLab and other technologies into our programming. We have STEAM kits available. I believe this Initiative is satisfied.

Initiative: [Simplify the process of getting a library card](#)

Description: One barrier to connecting with the library is the perception that getting a library card is an onerous process, requiring multiple forms of ID and proofs of residency. This perception is not entirely without merit. We should simplify the registration process and bring it into the 21st century.

Step i: Streamline the library card registration/renewal process so that it requires as

little documentation and as little paperwork as possible.

(Projected implementation: Fall 2020)

Step ii: Create an easy way to sign up for a library card online. Create a web form that will allow people to sign up for a card and upload required documentation and receive a response via email or text that includes a temporary card number that can be used immediately. Their new card number will be sent to them within 24 hours.

(Projected implementation: Spring 2021)

Step iii: Create off-site card registration and information booths at various locations including schools, recreation department, city hall, college, assisted living, etc.

(Projected implementation: Fall 2020)

Objective(s) Addressed: A, B, H

Current Status: While we are waiting for SWAN to upgrade its system for allowing off-site account access, we have otherwise done a good job of simplifying the process of getting and renewing library cards, as far as the law permits. We now offer cards for kids and online signups. This process is as easy as we can make it at this point, and will continue to get easier in the future. I believe this initiative is satisfied.

Initiative: Become a “fine free” library

Description: One of the biggest barriers to maintaining positive relationships with patrons and losing patrons entirely is the antiquated fine system. In the best circumstances, making people pay fines shames them. In the worst circumstances, people leave and never come back or refuse to use the library in the first place so that they don't have to deal with fines at all. For kids, fines eliminate their ability to use the library until someone else pays their fines for them. It will also solidify our reputation as being patron-focused above all else and as a leader among libraries.

Step i: Create a responsible “fine free” system (not difficult to do as many libraries, including Chicago, already do this). (Completed: Spring 2021)

Step ii: Create a plan to offset the anticipated loss in revenue, dollar for dollar, via more aggressive fundraising (Completed: Spring 2021)

Step iii: Implement a fine free program for youth patrons, so that staff and patrons have some time to get used to the new system and so that our most vulnerable patrons have their library privileges reinstated. (Completed: Spring 2021)

Step iv: Roll out a universal fine free program, including extensive PR and “we want you back” campaign (Completed: Spring 2021)

Objective(s) Addressed: A, I

Current Status: This initiative is complete.