



# DIRECTOR'S MONTHLY REPORT

## FEBRUARY 2024

### LIBRARY ACTIVITIES

This month, with the departure of our Human Resources Manager, Melissa Gardner and I posted the position and conducted interviews. We were happy to entice Darcie Abreu, former HR Associate, back to the Library. She will start in the HR Manager position March 21<sup>st</sup>. We also conducted phone screens for the Administrative Associate position.

We continue to roll out new features in our Paylocity software. We're working on the benefits administration module, which will streamline our open enrollment in May. And the Community feature will allow staff to recognize colleagues for their good work.

Managers conducted goals conversations with all staff this month. Administration staff prepared for our March 1 staff development day.

### EXTERNAL MEETINGS

- CCS
  - Agenda review 2/2
  - Governing Board 2/14
- Payroll software meetings 2/2, 2/19, 2/21, 2/22, 2/27
- POC
  - Executive Committee 2/14
  - Board Development Committee 2/16
- Happ Construction meetings 2/14, 2/28
- ALA Core Networking 2/21
- Foundation meeting 2/22
- Rotary Club meeting 2/27
- Palatine State of the Village 2/28

*Jeannie Dilger*

### COMMON ACRONYMS USED

- ALA – American Library Association
- CCS – Cooperative Computer System, the library catalog that we share with 28+ other libraries
- CPLA – Certified Public Library Administrators program
- FOL – Friends of the Library



- NHB – North Hoffman Branch library
- ILA – Illinois Library Association
- IMRF – Illinois Municipal Retirement Fund
- ISL – Illinois State Library
- LIRA – Libraries of Illinois Risk Agency, our property/casualty insurance pool
- PLA – Public Library Association
- POC – Partners for Our Communities
- RAILS – Reaching Across Illinois Library System, the state agency that provides support to libraries in northern Illinois
- RRB – Rand Road Branch library
- TIF – tax increment financing

# WINTER READING CHALLENGE

## 2023-2024 REPORT

PREPARED BY: PALOMA LINARES

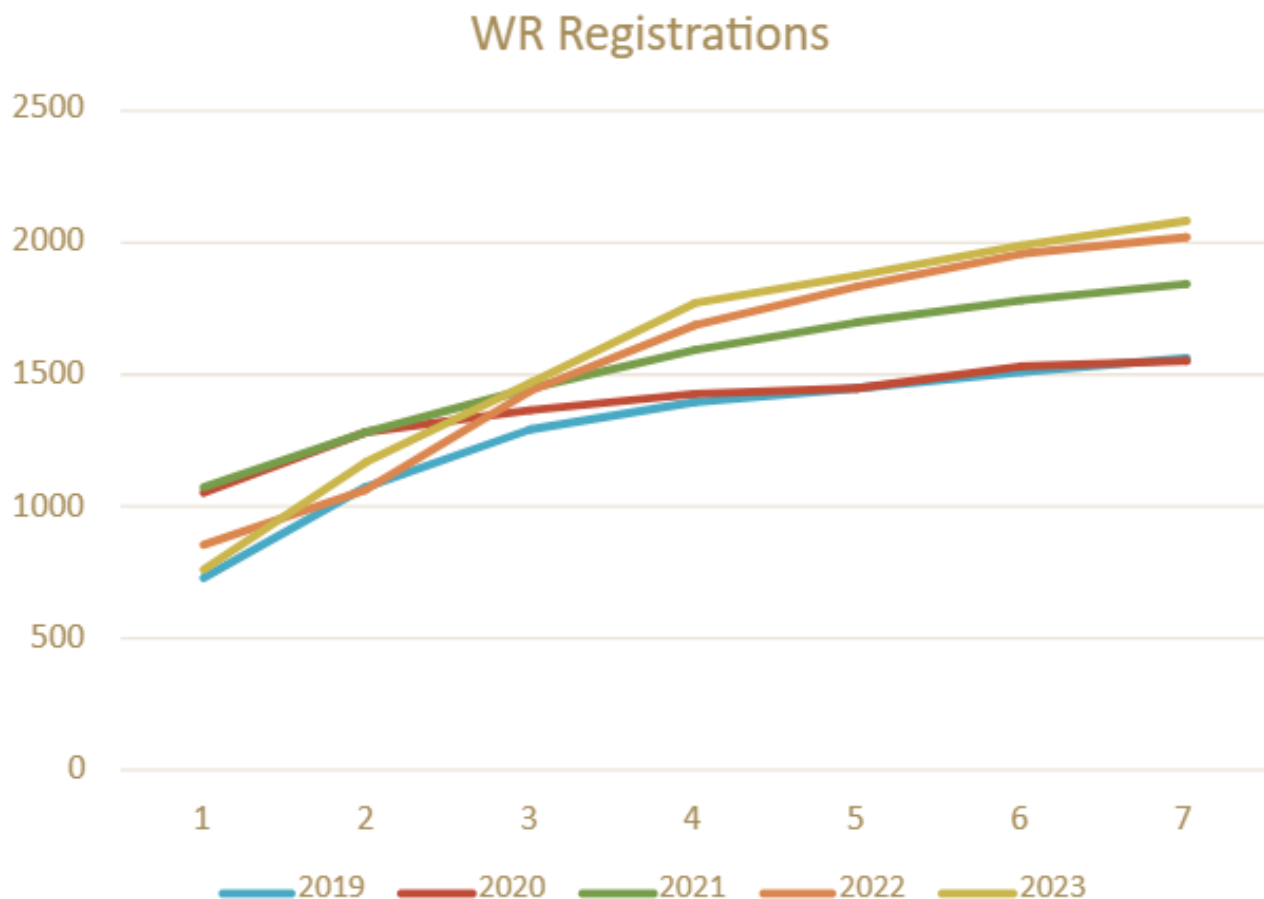


*INSPIRING CONNECTION, CURIOSITY, AND JOY*

# Executive Summary

For the Winter Reading Challenge this year we asked the Palatine community to read 10,000 books. In doing so our sponsors Palatine Bank & Trust, Napleton's Palatine Subaru, and Warehouse Direct all agreed to donate \$500 each for Elderwerks. The Palatine community surpassed the reading goal with a grand total of 13,416 books. The Youth & Teen Services Department planned and executed different programs in honor of Elderwerks. Games and Grandparents had 51 members join us for a fun evening. Grandparents Storytime and Craft took place over four days and had 190 total members in attendance. Combined these program brought in 241 members. The Palatine Library District saw the highest recorded number of registrations over the last five years totaling at 2,076 members.

- 1,826 more books logged
- 54 more members registered
- 162 more completions

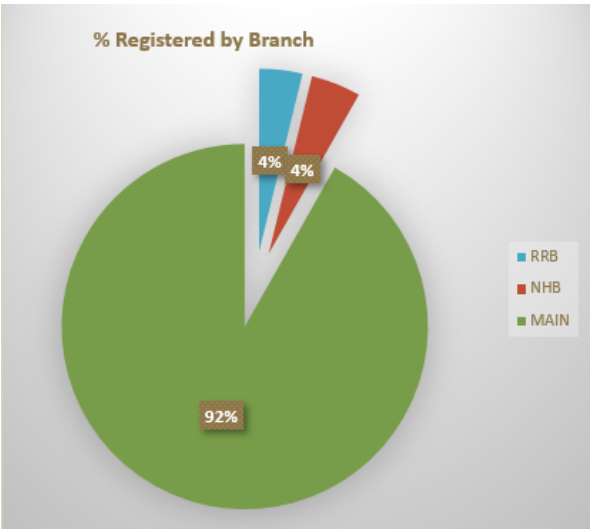




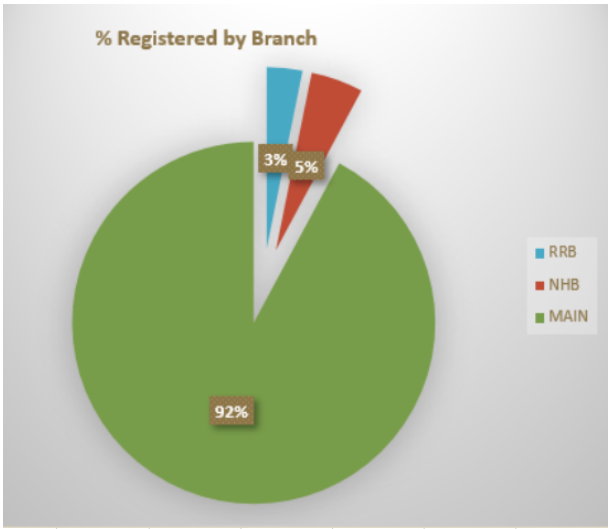
# Branches Registration By Week

The Main branch continues to be the location most used for reading program sign up with 92% registrations. Both North Hoffman and Rand Road Branch are holding steady at 4% each.

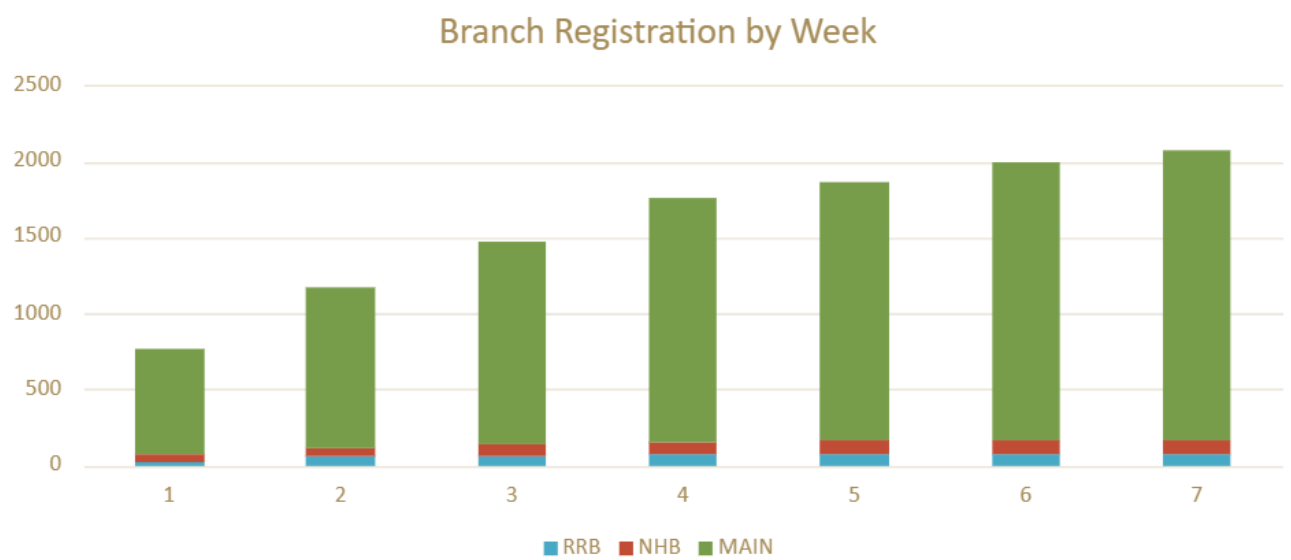
All locations had a weekly increase in registration as the challenge progressed with the first two weeks being the slowest. Considering how close we were to the holidays this year we expected a slower start.



2023-2024

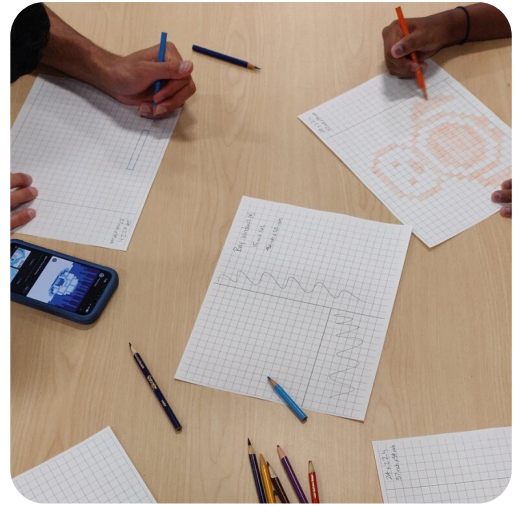


2022-2023



2023-2024

# The Teen Advisory Board (TAB)



Every Winter Reading Challenge TAB is responsible for creating the post-it art on the library windows for the duration of the challenge. This year the theme was kept more general so TAB planned, then executed the post-it art on the windows based on the artwork that was used for our promotional items. It is also important to know that for TAB helping Elderwerks does not end in the winter.

In February TAB made 180 flower pens with handwritten notes for Elderwerks' "Make A Senior Smile" campaign. They are also hosting a Game Day in the Spring to get to know the staff, older adults, and seniors that the organization directly impacts.



"Regardless of the time or place, the power to do something good for someone other than yourself is often overlooked, especially in today's society. But by working together, we all strive to make people just a little bit happier, just a little more lively and that really represents the spirit of TAB." - Dylan B. TAB Recorder



"TAB has always been an awesome place for me and my friends to have fun together and help out the library. But, at the end of the day, what has made it special is being able to have a real impact in the community. By supporting an organization like Elderwerks, we give back to the people who build and formed our community today." - Sameer I. TAB Vice President

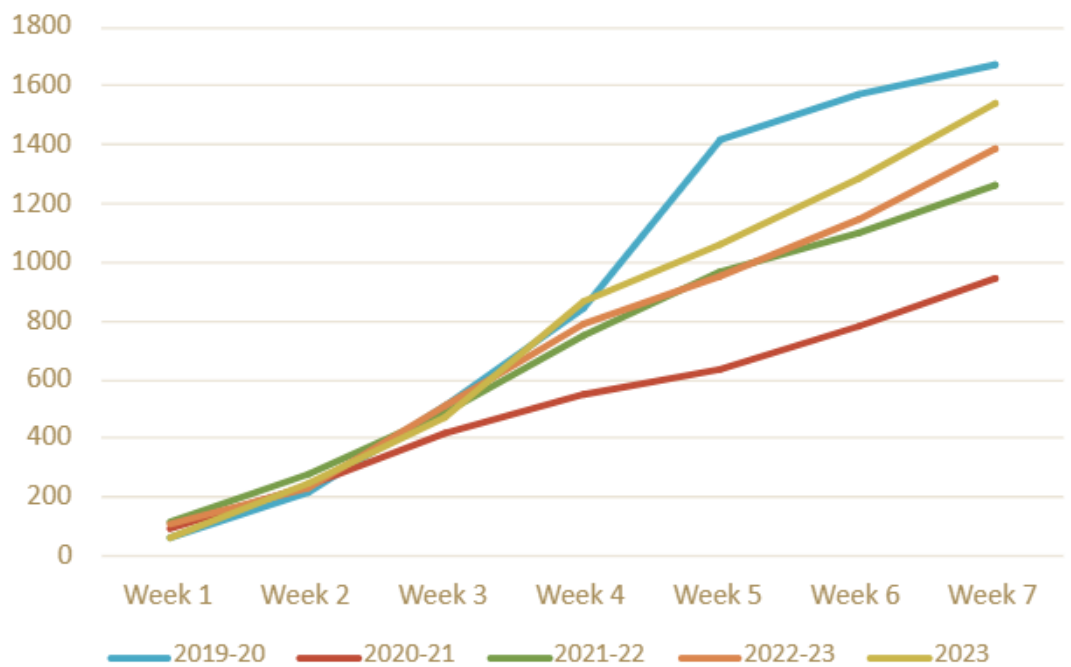
# Winter Reading Completion



While we were unable to surpass the 2019-2020 completion total of 1,671 members, the 2023-2024 Reading Challenge has the second highest completion rate over the last five years at 1,545. This year members had the opportunity to pick up completion prizes of a winter character plush (birth - 6th grade) and winter hats (7th grade - adults). We had great member feedback on the prizes and gave away all 800 hats as well as all 420 character plush.



WR Completion Rate



Branch Completion by Week



Active Filters:

Headcount ⓘ

108

As of March 2024

Hired ⓘ

7

Termed ⓘ

5

Growth Rate ⓘ

1.9%

Turnover Rate ⓘ

4.7%

Average Tenure ⓘ

8.2

(Years)

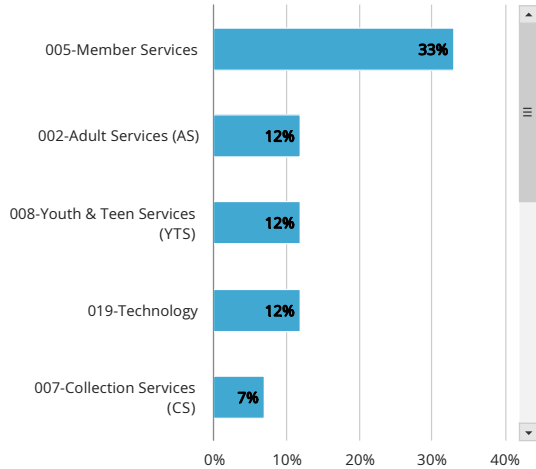
### Active Employees

CC1: Department

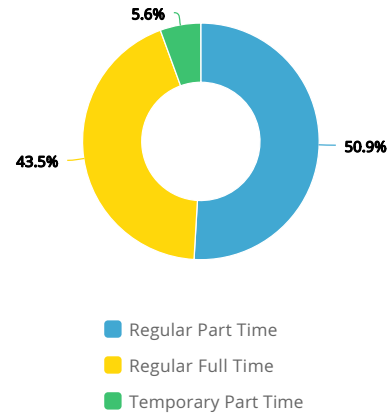


%

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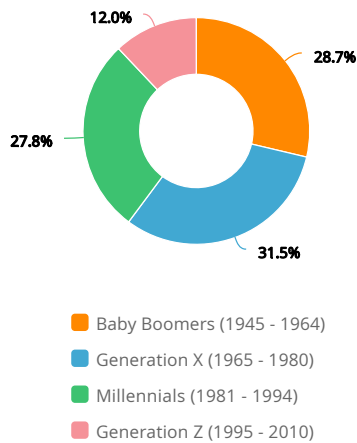
### Employment Type



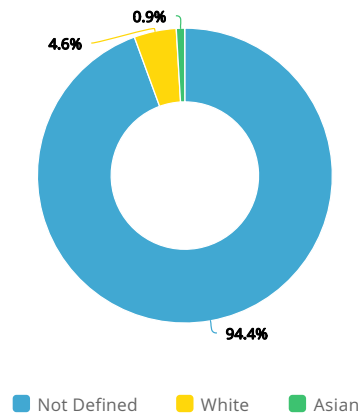
### Generation

Current

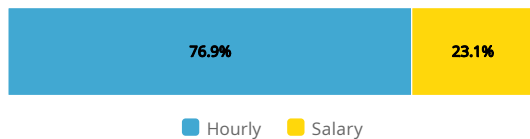
Trends



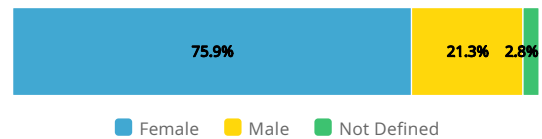
### Ethnicity



### Pay Type



### Gender (Legal)



Insights Status

Last data update took place at 3/4/24, 2:35 AM.

Active Filters:

### Turnover Rate ⓘ

19.4%

Annualized Rate ⓘ

19.4%

## Terminations ⓘ

21

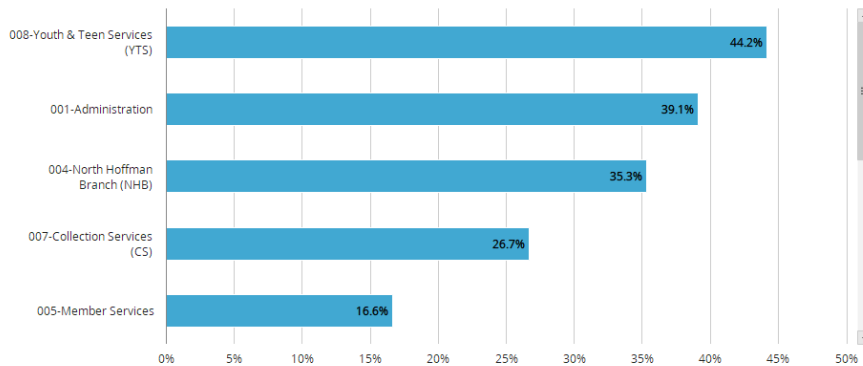
Average Employees ⓘ

108.0

### Turnover Rate by Group

CC1: Department

Turnover Rate: High To Low



Sector Benchmark ⓘ

31.5%

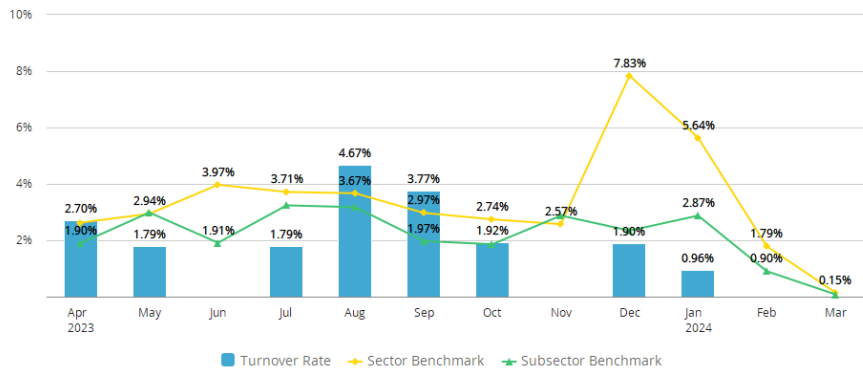
51 - Information [Edit](#)

Subsector Benchmark ⓘ

24.7%

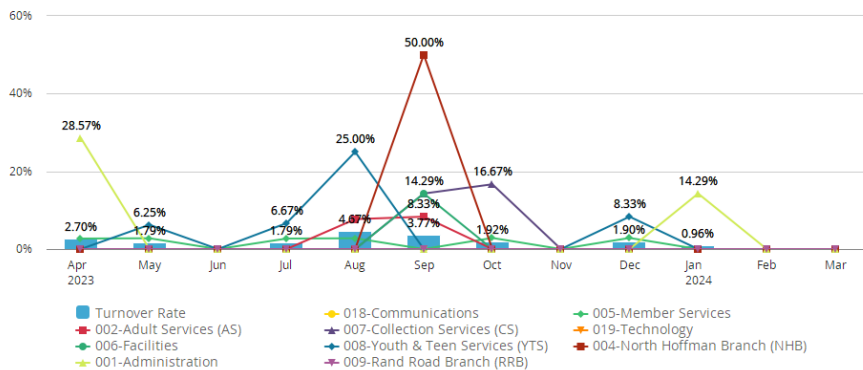
519 - Web Search Portals, Libraries, Archives, and Other Information Services [Edit](#)

### Turnover Rate Over Time



### Turnover Rate by Group Over Time

CC1: Department





## Palatine Library Turning 100! - Journal & Topics Media Group

[Jt journal-topics.com/articles/palatine-library-turning-100/](https://journal-topics.com/articles/palatine-library-turning-100/)

By Journal Staff on February 21, 2024

February 21, 2024

The Palatine Public Library is celebrating 100 years this year and events are planned to celebrate the momentous occasion.

The library is looking to raise \$10,000 to purchase a brand-new children's interactive display in the Early Literacy Area: a giant LiteZilla Lite Brite and STEM activity so children can play but also learn important skills like critical thinking, problem-solving, and creativity.

"We would love to have a new educational activity in the children's area," stated Kathy Burns, Youth and Teen Services manager. "We often hear from families that they want more fun and interactive toys for their kids to play with when they come to the library."



Palatine Public Library's main branch.

Using over a million Lego bricks to build approximately 200 feet of tracks and city-scapes, the Northern Illinois Lego Train Club (NILTC) Exhibit brings their display for the weekend. On the day of the event, attendees will receive a time slot ticket for their spot in line to view the Lego exhibit.

There will also be food trucks both days from 11 a.m. to 3 p.m. featuring Chicago Culinary Kitchen, Pierogi Girls, and My FlavorIt! Place.



People will be able to stop by The Workshop and Youth and Teen Area for more activities. Build something extraordinary with blocks and make a button in The Workshop to remember the day.

Continue the visit and stop by the second floor for an early viewing of the library's display that honors the century-long history of Palatine Library and also sign a birthday card. Additionally, trade in your old outLibrary card for our new, a special-edition card for free.

Additionally, walk back through a collection of seldom-seen historical photographs during the program entitled, "History of Palatine Library" from 7 to 8 p.m. May 15. The event will be sponsored by the Palatine Historical Society.

Other events are expected to be planned for later in the year.

*Support local news by subscribing to the Journal & Topics in print or online.*

## Rotary Club Of Palatine Distributes Allocations, Reaches Milestone

The Rotary Club of Palatine reached a milestone when they distributed checks to 36 organizations from the proceeds of last year's Oktoberfest as part of their 2024 allocation program on Feb. 15 at The Cotillion in Palatine.

The 2023 Oktoberfest was held Sept. 15-17 in downtown Palatine. The money raised allowed the Rotary Club of Palatine to distribute just over \$75,000 at the allocations event.

With this year's donations, the Rotary Club of Palatine reached a milestone. The money they've received from Oktoberfest, members, corporate matching and other club activities has helped the club reach \$1 million in donations. These donations were local as well as national and international.

"This is the reason I joined the Rotary Club of Palatine," said Melissa Gardner, president of the

Rotary Club of Palatine. "When I see how we've helped within our community and around the world, I realize that all of the hard work we do throughout the year is worthwhile."

This year's donations were split between 36 different organizations, which serve the Palatine community and that had contacted the Rotary Club of Palatine requesting assistance. The donations spanned a wide range with an average amount of about \$2,000. The donation amount was determined by the allocations committee based on the need exhibited in the request and the impact that the donation would have on the community.

Some of the groups that the Rotary Club of Palatine donated to this year are Palatine Township Senior Center, Shelter, Inc., Partners for Our Community, Palatine Fire Dept., Journeys the Road Home,

St. Joseph's Home for the Elderly, WINGS, and the American Cancer Society's Palatine Relay for Life.

"We had an excellent Oktoberfest that allowed the Rotary Club of Palatine to help those in need within our community," Gardner said. "It's a great feeling to be part of an organization that can give back so much especially when so many have had to cut back in recent years."

The Rotary Club of Palatine invites interested men and women of the Palatine community to learn more about Rotary.

"Those interested in joining our dynamic service organization are welcome to come and learn more about the good work that Rotary does both in our community and around the globe at one of our weekly meetings," Gardner said. "If you would like to attend a meeting email us at [info@palatinerotary.org](mailto:info@palatinerotary.org) and we'll make the arrangements."

### February Collection Drive

#### February 1 - 29

- Donate personal care items for
- Live4Lali, an organization that
- aims to reduce the stigma of
- substance use disorder.



Scan here for a full list  
of acceptable items.



Palatine  
**LIBRARY** District

[palatinelibrary.org](http://palatinelibrary.org)

847-907-3600

## **Palatine Library Joins Cook County United Against Hate**

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 [journal-topics.com/articles/palatine-library-joins-cook-county-united-against-hate/](https://journal-topics.com/articles/palatine-library-joins-cook-county-united-against-hate/)

By Journal Staff on March 01, 2024

March 1, 2024

Palatine Library District has joined Cook County United Against Hate, a coalition of individuals, nonprofits, faith groups, businesses, and governments to publicly denounce racism, bigotry, and hatred of any kind.

Library trustees recently adopted a resolution pledging to join the movement as the library seeks to continue to become more equitable, welcoming, and connected as part of the Cook County community.

This new resolution is vital in serving as a symbol of unity in response to an alarming rise in hate crimes across the country since 2017, library officials said.

Library officials stated that in Illinois alone, residents saw a 350% increase in anti-Semitic incidents between 2016-20 and reports show a 9% increase in the number of civil rights complaints from Muslims in the United States since 2020.

Through this resolution, the library encourages its residents to actively learn from those with different lived experiences, question hateful acts whenever seen or heard, and educate themselves on how to safely interrupt hate.

## NORTHWEST HERALD – McHenry County



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**VIRTUAL**

### Citizenship Orientation Session

Thursday, February 15, 2024 , 7:00pm-8:00pm

[Add to Calendar](#)

#### Event Format

Virtual

[Learn More](#)

#### Originating Location

[Palatine Library District](#)

700 N North Court

Palatine, IL

#### Price

Free—0

#### Notes

Virtual Event

#### Description

Attend this session to learn about the requirements for the citizenship test. Sign up begins 2/1. Presented: Zoom. For more information, call 847-907-3600 or visit [palatinelibrary.org](http://palatinelibrary.org).

# Morris Herald News - Grundy County

February 26, 2024



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HYBRID

## ESL Conversation Club

Tuesday, February 20, 2024, 6:30pm-7:30pm  
[Add to Calendar](#)

### Additional Dates

Tuesday, February 27, 2024, 9:30am-11:00am

### Event Format

In-person and virtual

[Learn More](#)

### Location

[Palatine Library District](#)  
700 N North Court  
Palatine, IL

### Price

Free—0

### Description

Practice your English conversational skills with staff and friendly volunteers. Basic conversation skills recommended. Sign up begins 2/6. Presented: Zoom. For more information, call 847-907-3600 or visit [palatinelibrary.org](http://palatinelibrary.org).

[Visit Event Website](#)

### Event Contact

[mchoute@palatinelibrary.org](mailto:mchoute@palatinelibrary.org)  
(847) 907-3600