

DIRECTOR'S MONTHLY REPORT

MARCH 2024

LIBRARY ACTIVITIES

We held our **Staff Development Day on March 1**. Speakers from Journeys: The Road Home kicked off the day. We conducted an active shooter drill and held a variety of breakout sessions covering topics such as self defense, online fraud, and deskercise. We ended the day with a staff favorite: Minute-to-Win-It team building activities.

Admin staff have moved into temporary workspaces for the **second phase of construction**. Furniture will be installed in phase 1 during the first two weeks of April, allowing Adult Services, Collection Services, Communications, and Technology to move back into their spaces toward the end of April. We anticipate reopening the staff lounge at that time as well.





In HR, Darcie Abreu is getting up to speed in her new role as HR Manager. We worked on **filling the Administrative Associate position** and began the process to fill the **Assistant Director position** that Melissa will be vacating. We have four strong internal candidates, and we hope to have a decision by the April board meeting. We also anticipate making some **changes to the organizational structure** to better fit our needs with the new strategic plan.

Communications and public services departments are gearing up for our 100th Anniversary kick-off event: the Northern Illinois LEGO Train Club Exhibit on **May 4-5**. **Mark your calendars** to join us. We'll have food trucks, LEGO activities, our new historical exhibit, and the chance to sign our birthday card!

EXTERNAL MEETINGS

- CCS
 - Agenda review 3/8
 - Governing Board 2/14
- Payroll software meetings 3/8, 3/25
- POC
 - Executive Committee 3/19
 - Board 3/28
- Rotary Club meeting 3/19
- Leadership Coaching Group 3/22
- Construction meetings 3/21, 3/26
- Friends of the Library President/VP meeting 3/21
- Foundation meeting 3/21

Jeannie Dilger

COMMON ACRONYMS USED

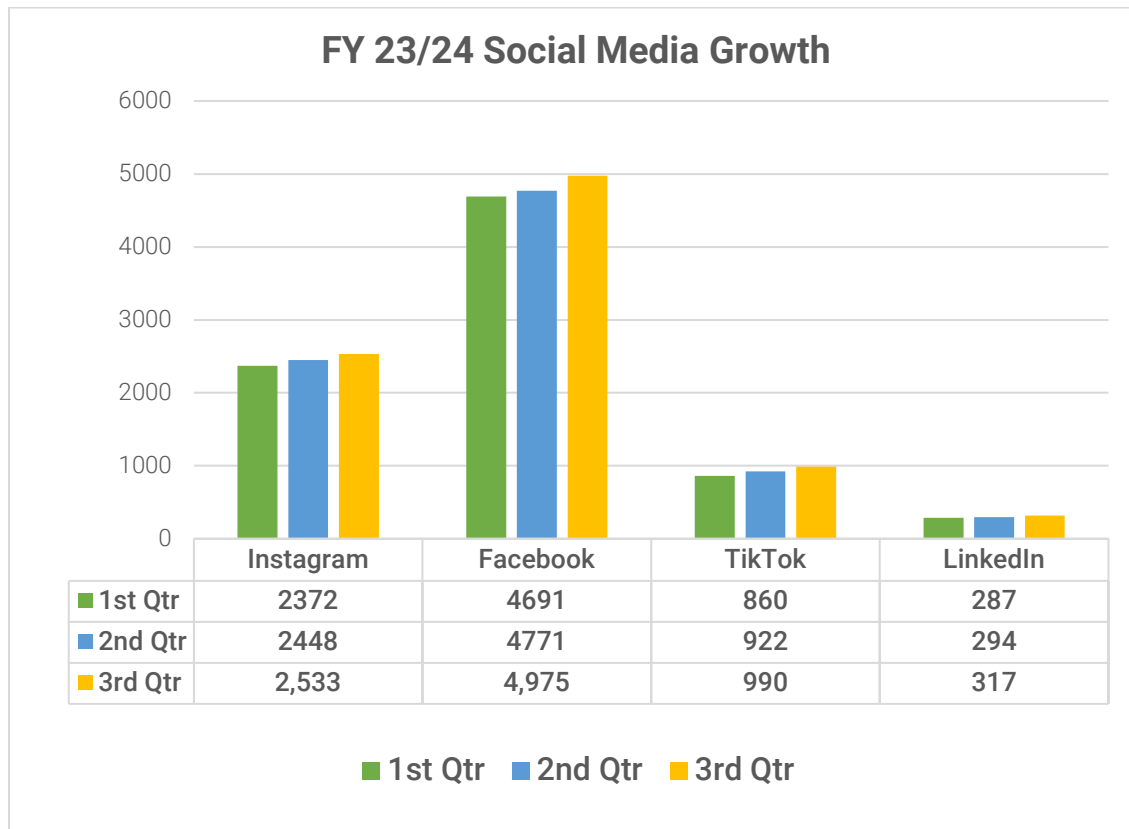
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|---|---|
| • ALA – American Library Association | • ISL – Illinois State Library |
| • CCS – Cooperative Computer System, our shared library catalog | • LIRA – Libraries of Illinois Risk Agency, our property/casualty insurance pool |
| • CPLA – Certified Public Library Administrators program | • PLA – Public Library Association |
| • FOL – Friends of the Library | • POC – Partners for Our Communities |
| • NHB – North Hoffman Branch library | • RAILS – Reaching Across Illinois Library System, the state agency that provides support to libraries in northern Illinois |
| • ILA – Illinois Library Association | • RRB – Rand Road Branch library |
| • IMRF – Illinois Municipal Retirement Fund | • TIF – tax increment financing |

COMMUNICATIONS STATISTICS

Third Quarter FY 23/24: January - March

Social Media Channels

- All social media channels continue a steady increase in followers.
- We are nearing 1000 followers on TikTok!

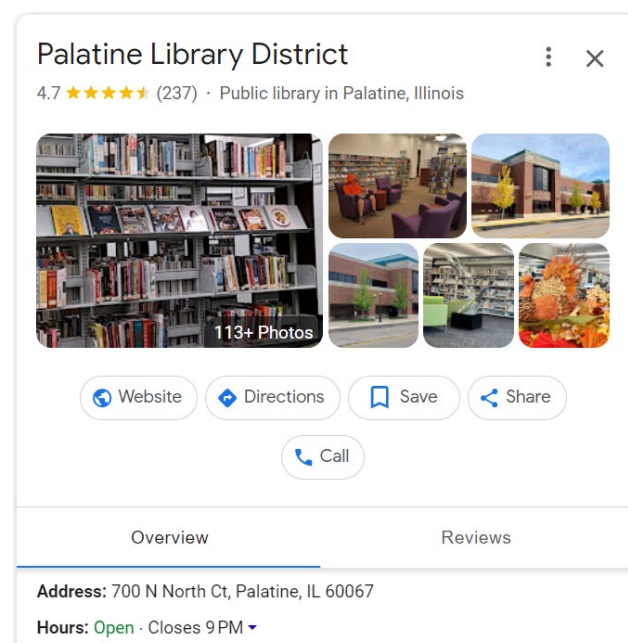


Google – Main Library page

This is when someone conducts an online Google search for the library.

January – March:

- 18,433 Total Searches
- 10,751 Profile Interactions
- 38,904 Profile Views



Best Posts

Engagements = Combined likes, comments, shares, saves, and views on one piece of content across multiple platforms.

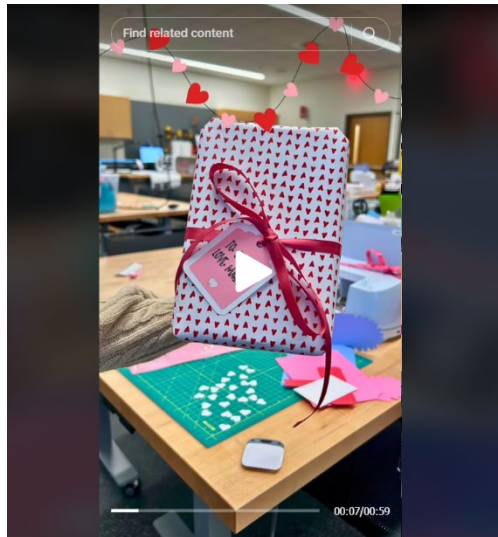
January 2024

Best TikTok

Valentine's Day

Overall FB + IG + Tik Tok

1,249 total reach/engagements



Best Post

Friends Used Book Sale

Overall FB + IG

3,720 total reach/engagements



February 2024

Best TikTok

Winter Reading Wrap-Up

Overall FB + IG + Tik Tok

1,880 total reach/engagements



Best Post

Winter Reading Winners

Overall FB + IG

3,911 total reach/engagements



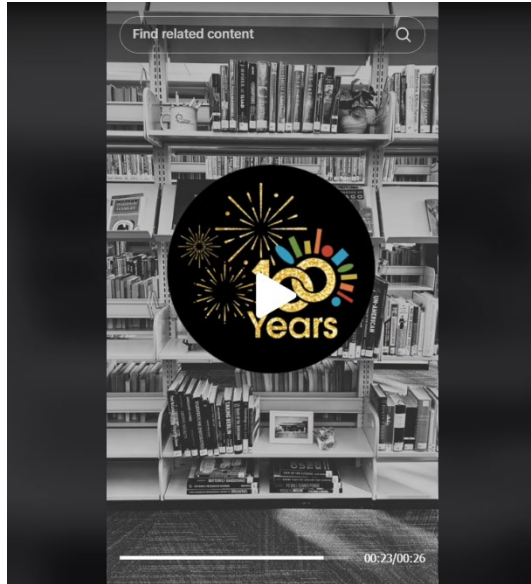
March 2024

Best TikTok

100th Anniversary Announcement

Overall FB + IG + Tik Tok

1,795 total reach/engagements



Best Post

Palatine Garden Club Spring Decorations

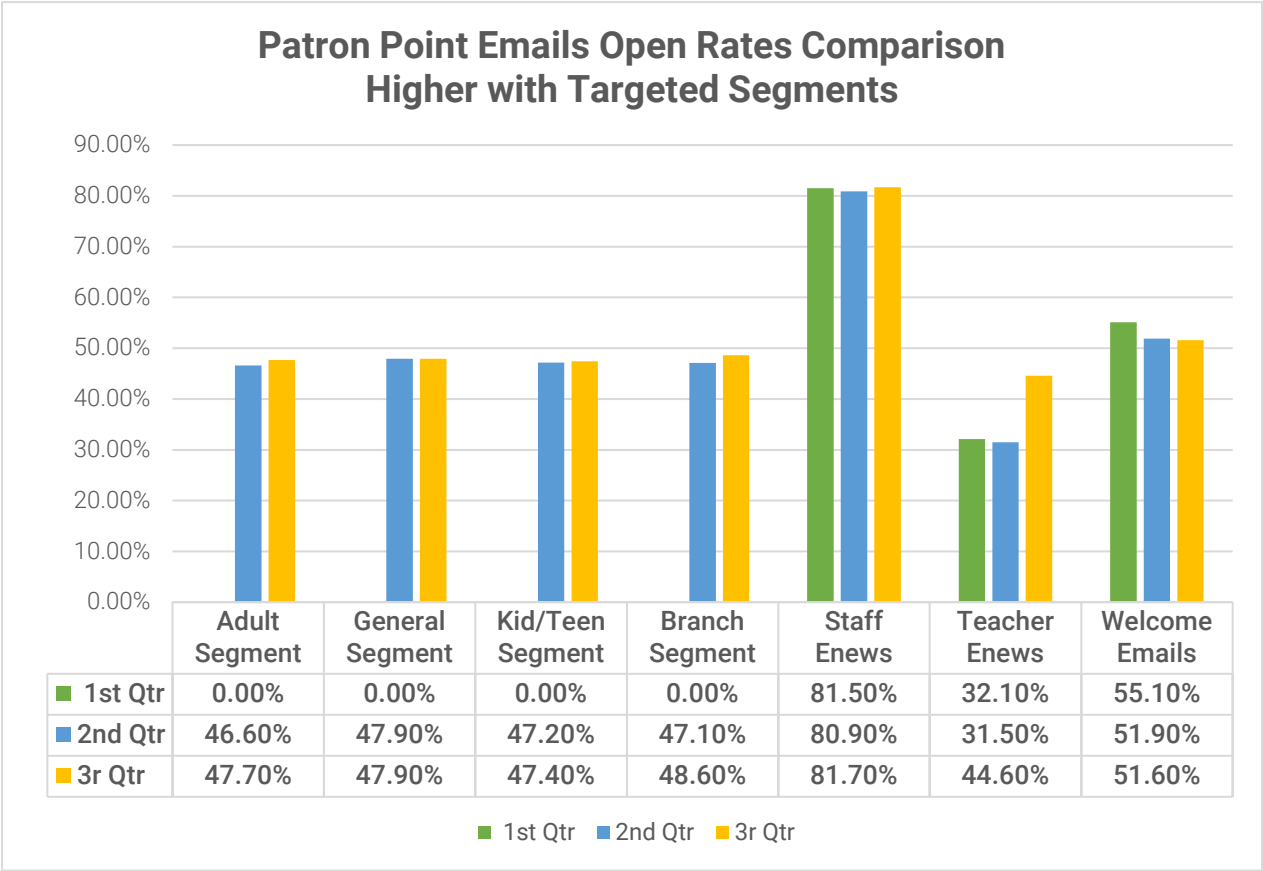
Overall FB + IG

17,329! total reach/engagements



Patron Point Member Enews

- We send out these four categories:
 - What’s Happening at the Library (sent bi-monthly featuring services, special events, and updates that you don’t want to miss!)
 - Adult Programs and Collections (Weekly)
 - Branch Programs and Collections (Monthly)
 - Kids/Teens Programs and Collections (Weekly)
 - Teacher emails (Monthly)
- Email open rates are staying at a steady rate with no significant changes.



Note: There’s no data for Weekly Member Enews since switching to targeted segments in 2nd Qtr.

Submitted by
Andrea Lublink
Communications Manager

April 2024

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

Community Summer Offerings Email March 11, 2024



**COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 15**

580 N 1st Bank Drive • Palatine IL 60067 | 847.963.3000 | www.ccsd15.net

Dear District 15 Families,

The last day of school this school year is Thursday, May 23, 2024. As we have shared, this summer will be longer than a typical summer break due to construction, interior renovations, and staff moves taking place as part of our Moving 15 Forward initiative.

To that end, we have worked with local community organizations to pull together some additional summer program offerings available to help bridge the gap our extended summer creates for our families. If you do not see information from a specific community organization, please check out their website for more information.

Palatine


- Please visit Salt Creek Park District's website (www.saltcreekpd.com) for information about the Salt Creek Park District Summer Camp.
- The Bridge is currently offering drop-in services at the Buehler YMCA on Thursdays from 4:00-7:00 pm. These services will also be available in the summer. The start date for summer services is still being determined, but the offerings will be on Mondays from 12:00-4:00 pm and Wednesdays from 10:00 am-2:00 pm. The Bridge's mentoring services are accepting kids from ages 11-15 years old. With these services, participants are able to go to The Bridge's monthly outings that differ from month to month. Additionally, they meet with their mentor at least 2 hours a week. Visit The Bridge's website (www.bridgeyouth.org) for additional information.
- The Buehler YMCA will be offering a variety of full-day camps from June 3- August 30. Information is available on their website (www.ymcachicago.org/buehler/day-camp). Registration is now open for YMCA Members and will be open for the general public on March 15th.
- The Palatine Library is working hard to finalize its summer programs, including the Summer Reading Program. Visit their website palatinelibrary.org in mid-May for information on their summer programs.

PALATINE JOURNAL

April 4, 2024

Guided Meditation
Wednesday, April 24, 7 – 8 pm
Learn different meditation techniques
to calm your mind and body.
Sign up begins 4/10.

Scan here
to sign up.


Palatine
LIBRARY District

847-907-3600 • palatinelibrary.org

PALATINE PATCH

March, 2024

Palatine | Local Event

Who Inherits the Mess?

Palatine Library, Local Official

MAR
21

Who Inherits The Mess?



Event Details

Thu, Mar 21, 2024 at 7:00 PM [Add to calendar](#)

Palatine Library District, 700 N North Ct, Palatine, IL, 60067

[More info here](#)

Financial advisor Greg Corey shares different options in estate planning and why some prefer one course of action to another. Learn tips to help maximize the transfer of wealth and minimize or avoid unnecessary taxes along the way. **Sign up begins 3/7.** For more information, call 847-907-3600 or visit palatinelibrary.org.

Palatine | Local Event

ESL Read Together

Palatine Library, Local Official

MAR
27

ESL Read Together



Event Details

Wed, Mar 27, 2024 at 1:00 PM [Add to calendar](#)

Palatine Library District, 700 N North Ct, Palatine, IL, 60067

[More info here](#)

Develop your English reading skills in a welcoming environment by reading the book *We Were Liars* by E. Lockhart together. Copies available at the Information Desk and North Hoffman Branch. Sign up begins 2/27. Presented in person only. Located at the North Hoffman Branch. For more information, call 847-907-3600 or visit palatinelibrary.org.

VILLAGE OF PALATINE E-newsletter

April 5, 2024



April 5, 2024

Welcome to the Village of PalatinE-Newsletter

The Village of Palatine wishes to share community news, events and information important to the residents it serves. The Village of Palatine will release a weekly PalatinE-Newsletter keeping our subscribers informed of the happenings within the Village of Palatine.

Palatine Library Turns 100!



[The Palatine Library](#) is celebrating 100 years of connection, curiosity, and joy! Join them on Saturday, May 4, and Sunday, May 5, as they commemorate a once-in-a-lifetime milestone.

The Northern Illinois LEGO® Train Club Exhibit will bring their awesome display for the weekend! All ages. Drop in. On the day of the event, attendees will receive a time slot ticket for their spot in line to view the LEGO exhibit. Enjoy food trucks, LEGO play and crafts, and our brand-new exhibit!

For more information visit the Palatine Library [website](#).

Special Leisure Services Foundation (SLSF) Newsletter

April 2024 – Runway Sponsor



THE RACHEL IRENE HESS SPONSORSHIP IN CELEBRATION OF A BEAUTIFUL LIFE

The Hess Family

GOLD SPONSOR

The Stuercke Family

SILVER SPONSORS

Joanne Kluck
The Griesmeyer Family

EMERALD SPONSORS

Friend of SLSF
Benefax/The Maxwell Family



CONNECTING PARTNER



CENTERPIECE SPONSORS



State Senator
Adriane Johnson

DRESSING ROOM SPONSOR



RUNWAY SPONSORS

