



## Executive Director's Report June 2025

The cyber threat did not completely rule our month. We still had much to celebrate. Thanks to the generosity of our community, Friends, and Foundation, we were able to purchase a giant Light Bright, which was installed in the Youth area in time for our Summer Reading kickoff. In addition to that, we conducted staff evaluations and celebrated the start of Summer Reading. I appreciate everyone's support as I saw many of you at kick-off day.



## Budget Adjustment



We only needed to make one change to the budget since last month. We added \$30,000 for concrete repairs. We found some concrete that could use replacement sooner than it was scheduled, so we added this project to the budget.

## Community Solar



I paused the attorney's review of community solar. The more I learned about this program, the more doubts I had about it. It is a 25-year contract, and we face fees if we withdraw in the first ten years. The potential savings are minimal, with the majority of the benefits going to the builder of the solar farm. It is only worth pursuing if you are willing to take on the risk to promote the expansion of solar farms.

## Staff You Should Know



The Technology department earned high praise this past month, with endless meetings, extra hours, and creative solutions as they troubleshoot and brought our downed systems up successfully after a cyber threat. I am very impressed with them and with how all of the staff handled a stressful situation with grace. But you don't have to take my word for it, see what their colleagues have to say:



**Michael Szwed**  
**Technology Manager**

"Thank you so much for supporting us during this challenging time. We truly appreciate you and your team's efforts!"

### Shawn

#### Technology Support Specialist

"Thank you for fixing my computer and thus ensuring I did not have to work off a laptop. I went from two monitor joy, to blue screen, to working computer, to no sound, to finally everything is fine again. What an emotional rollercoaster that you helped stabilize!"



### Rolando

#### Technology Support Specialist

"Thank you for responding to the recent incident so calm and collected. You made us all feel like we were going to be fine. I appreciate the extra hours you put in. I really cannot thank you enough."



### Ethan

#### Technology Support Specialist

"Thanks for the extra tech support boost in the Workshop over the weekend."



## Goodbye Gail



- Gail Litz a 20 year employee of the library passed away this month. She was well-loved by staff and members.



## New Employees/Promotions



- Heidi, Isabel and Lily are our Summer Interns in Youth and Teen Services
- Polo was promoted to full-time Maintenance Assistant
- Stephanie was promoted to Library Assistant II, in Adult Services

## Calendar



- Rotary 5/13, 5/27, 6/10
- CCS Governing Board 5/14
- Palatine Park District Small Group Master Plan 5/15
- Cyber Insurance Meetings 5/16, 5/17, 5/18, 5/19, 5/20, 5/21, 5/22, 5/23, 5/27, 5/30, 6/6
- Partners for Our Communities (POC) Board 5/22
- POC Director Meeting 5/23
- Foundation 5/28
- Office Park of Palatine 6/3
- Local Directors Cohort 6/3
- Summer Reading Kickoff 6/7
- Gail Litz Funeral 6/9

Goal	Obj	Action	
Goal 1:	Maintain high levels of service by investing in staff: providing sufficient tools and training, optimal staffing levels, advancement opportunities, and fair compensation, while maintaining fiscal responsibility.		
1.1		Continue to search for and offer new employee benefits.	
1.1.1		Offer lifestyle spending account to all staff. \$50 a mo. reimbursable for wellness and mental health expenses. to increase employee wellness	
1.1.2		Adopt Bilingual pay policy and salary schedule to fairly increase use of employees with bilingual skills	
1.1.3		Offer 20hr option to employees in 15 hour roles after 5 years of employment	
1.2		Training	
1.2.1		Hire FT Training Coordinator to work with Managers to implement training program.	
1.2.2		Standardize new hire training procedures for incoming staff. and provide clear expectations of job roles as things come up.	
1.2.4		revise policy 9 to make language clear for tuition reimbursement	
1.2.5		Revise evaluation template based on position	
Increase PIC security training for branch staff			
1.3		Technology and Tools	
1.3.1		Implement applicant tracking system to make HR and Hiring managers jobs easier	
1.3.2		Implement PITS software to help PICs track incidents	
1.3.3		Update PA System and provide speakers in areas where announcements cannot be heard.	
1.3.4		Update Firewalls to maintian system security	
1.3.5		Update laptops for staff and members	

1.3.4	Add door wave sensors to staff breakroom restroom doors to increase accessability for staff
1.3.5	Start revision of Intranet, based on 2025 reccomendations
Install panic buttons at the branches.	
1.4	<b>1st Floor staff area renovation</b>
1.4.1	Add RFID sorter for check in accuracy and assit staff
1.4.2	1st Floor staff area renovation
1.5	<b>Increase Night and Weekend Staffing</b>
1.5.1	Hire an additional FT Librarian
1.5.2	Take baseline measurement of actual staffing in building nights/weekends (using paylocity)

1.5.3	standardize WFH, night and weekend staffing to increase number of staff in the building on nights and weekends.
<b>Goal 2:</b>	<b>Increase visibility and remove barriers to participation for all members of our diverse community through meaningful engagement, increased partnerships, and targeted communications.</b>
2.1	<b>Expand Outreach</b>
2.1.1	Technology 1:1's at branches
2.1.2	Increase Outreach to Seniors
2.1.3	Library wide library card sign up push in May
2.1.4	District Teacher Cards and Student Cards
2.2	<b>Website Audit</b>
2.2.1	Website Audit for ADA title 2 and language use make recommendations for changes.
2.3	<b>New Services</b>
2.3.1	Increase workshop equipment access at branches



2.3.2	Main becomes an official passport acceptance facility
2.4	<b>Translate Core Services into additional Languages</b>
2.4.1	Develop flexible translation guidelines for digital and print communications
2.4.3	Welcome brochure in multiple languages
2.4.4	New van decal in multiple languages
2.5	<b>Privacy</b>
2.5.1	Conduct a privacy audit
2.5.2	Develop A.I. Policy and revise privacy policy based on feedback from the audit
<b>Goal 3:</b>	<b>Adapt programs and collections to deliver relevant content that serves changing community needs by restructuring systems, dedicating resources to these activities, and engaging in ongoing dialogue between members and staff.</b>
3.1	<b>Create Data/Stats team to organize, evaluate and collect info to inform actions</b>
3.1.1	review program stats and identify programming strategies
3.1.4	Study when members want to come into the workshop and revise schedule as possible
3.2	<b>Collections</b>
3.2.1	RFID
3.2.2	Increase content and promotion of world language collections and collect feedback
3.3	<b>Programs</b>
3.3.1	Implement Workshop craft programs - increase availability
3.3.5	Investigate ESL Courses
3.3.6	Increase sensory friendly programming
3.3.7	mobilize short term marketing campaigns to increase pop up/flexible/timely programing
3.4	<b>1st floor Member Area Renovation</b>
3.4.1	Meeting Rooms 1 +2 and Lobby

	3.4.2	Complete elevator modernization, plan for future elevators
Goal 4:	Begin to understand how the library will serve the Palatine community of the future by developing a long-term plan for existing and potential new spaces.	
	4.1	Determine Ideal Branch Location, Needs and Sizes
	4.1.1	Conduct space needs study with architect
	4.1.2	Develop memorandums of Understanding with Branch partners
	4.2	Investigate use of pick up lockers and vending machines
	4.2.1	investigate use of pick up lockers and vending machines, budget for recommendations in next
	4.3	Capitol Needs Plan
	4.3.1	Revise capitol needs plan with architect, develop annual update procedures
	4.3.2	Develop or include in Capitol needs plan, furniture replacement plan
	4.3.3	Complete projects in current capital needs plan for this fiscal year
	4.4	Financial Plan
	4.2.1	Update financial plan