



Executive Director's Report December 2025

Per Capita and New Standards: The Illinois Library Association has updated the standards for public libraries. These are used as a guide for libraries. When we fill out the per capita grant, we report on how our library is meeting these standards. Sarah summarized the standards, and we included them as an attachment for the Board. If you want to learn more, you can visit the ILA website at: <https://www.ila.org/publications/illinois-public-library-standards>

POC Board: The POC board is considering changes to the bylaws that would alter the roles of partner organizations. Instead of the executive board, they would be a part of a local programming board. I currently serve as Secretary of the board, and this change will likely change my role.

Staff Development Day: We found a date at Harper to change our staff development day. This recommendation is on your agenda for a vote.

Automated Materials Handler: Our automated materials handler needs a link in the conveyor belt system to meet the final architect drawings. A change order is in your board packet for approval.



November YTS Dino Programs:

- Scavenger Hunt: 220
- Craft: 102
- Storytimes (3): 199
- T-Rex Explorers: 132
- Dino Boredom Busters: 54

Total: 707

Calendar

- Rotary 11/11, 12/09
- Pack Thanksgiving kits for Wings 11/11
- POC open house 11/12
- Rotary Board 11/12
- Friends Presidents 11/13
- POC Marketing Committee 11/14
- Cyber Team 11/14, 11/19, 11/20
- Libraries and Immigration Enforcement 11/17
- CCS Budget and Finance Committee 11/17
- HR Source Library Directors Peer Hub 11/18
- POC Director 11/18
- POC Executive Committee 11/18
- Bibliotecha training 11/19
- POC Board 12/04
- Hoffman Estates Park District Winterfest 12/06
- North Suburban Library Directors 12/08
- Lira 12/09





November 26 Night Sky viewing program.

On one the the last warm days we had 250 people come outside to view the night sky. They got to see Saturn and its rings, a couple of nebula, some star clusters and Jupiter.



Staff You Should Know



Miyuki is the Library Associate III in Adult Services. Our Winter Reading Program: Yeti, Set, Read! Was planned by Miyuki. She is detail-oriented, which makes her a wiz with Notary rules and training. Miyuki enjoys serving on committees and comes up with great ideas that have benefited the staff and community. You don't have to take my word for it, see what her coworkers have to say:

"Miyuki, great job on coordinating the second floor on kick off day! Everything ran smoothly and everyone had a great time!"

"Thank you Miyuki for making sure the branches have everything they need to start providing notary services!"

"A HUGE thank you to all of the staff who helped plan, set up and worked or volunteered at the Library's first ever Pride Fair! It was such a fun event and the members had a great time."

"Appreciate all the detail and work you've put into the Winter Reading meetings and information for everyone during programming committee"



New Employees/Promotions



- Mike is our new Adult Services Librarian.
- Bev was hired as a new Adult Services Sub.
- Ingrid was promoted to bilingual (Spanish) Member Services Assistant.
- Eddie was promoted to bilingual (Spanish) Technology Specialist.
- Maria was promoted to bilingual (Spanish) Workshop Assistant.



Milestone Anniversaries



- Lay Collection Services Acquisition Associate celebrated her 10 year milestone anniversary.

2025-26 Goals for Executive Director December 2025 Update

Strengthen relationships with the Board and develop a method to check in individually with Trustees. This includes onboarding and training new Trustees.

- Trustee Ha has received onboarding and training.
- I have made the Board aware of training and advocacy opportunities.
- I have added brief reports on Statistics and Comment Cards to the Board packet process.
- I have made the Board aware of opportunities to interact with staff and the public.

Formalize a process for checking in individually with Board members.

Increase outreach and community partnerships, especially in underserved communities. This includes completing a building needs assessment.

- Hired Director of Community Services.
- Increased outreach in the number of opportunities, people reached, and variety of organizations.
- Working with architect on building assessment proposal.
- Serve on POC Executive Board.
- Serve on Rotary Board.

Need to execute building assessment proposal. In the process of hiring bilingual school liaison and bilingual Branch Manager.

Implement a learning management system and hire a staff trainer.

- Hired staff trainer.

Need to implement a learning management system. In the process of enhancing onboarding procedures.

Complete first-floor renovation of staff workrooms and meeting room spaces.

- Bid for construction completed.
- 98% of the collection has been RFID tagged.
- RFPs for furniture have been distributed.
- Construction slated to begin January 15.

Plenty of work still needs to be done: moving staff/furniture, installing RFID self-checks, and managing the construction, to name a few.

Access

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

Advocacy and Community Engagement

Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library's value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

Buildings and Grounds

Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

Finance and Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of \$850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

Governance and Administration

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

Information Services

Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

Marketing and Promotion

Marketing and promotion play a critical role in the success and sustainability of public libraries. It is more important than ever for public libraries to tell their stories, collect data and measure success in order to sustain interest and support within their communities. When libraries utilize a variety of digital, print and face-to-face interactions, they not only raise awareness of their services, programs and collections but also retain and increase library users. Libraries that invest in marketing and promotion practices will successfully showcase value, impact, and return on investment to their communities.

Programming

Programming is one of the channels through which libraries fulfill their mission of bringing people together for educational, recreational, and civic or community purposes. Literacy initiatives such as storytimes and book discussions encourage a love of reading and provide an opportunity to highlight library collections. Lifelong learning programs empower patrons with new information and improved skills that support their academic and vocational advancement, as well as their personal growth. Cultural programs promote appreciation of the arts and introduce participants to a variety of world traditions. Arts and crafts and do-it-yourself workshops foster creativity and ingenuity. Recreational programs combat social isolation and encourage interaction with others in the community. Programming can also serve as outreach to the community and promotion of the library's services by offering a wide variety of events that appeal to both regular and new users. Programs may be in-person, virtual, or hybrid; they may include traditional presenter-led events as well as opportunities for self-directed activities by patrons. Programming must strive to welcome people of all ages, abilities, identities, and backgrounds.

Safety and Emergency Preparedness

Public libraries strive to be welcoming community centers safe for all who enter. Libraries should have written plans and policies to manage safety and security concerns, emergencies, and disaster recovery. Library staff should be well-versed in all emergency and safety plans, policies and protocols and have training on how to handle difficult situations with patrons. Local, state and federal safety and emergency laws should be reviewed on a regular basis. It is also critical that libraries maintain open lines of communication with the community and first responders.

Technology

Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world.

Illinois Public Library Standards is designed to serve as a guide for directors, staff, and trustees to understand the process and practices of Illinois public libraries. Twelve sections were developed with an introductory summary and a progress table, which starts with the basic core level and moves through the intermediate to the advanced level.

The action plans were provided to serve as a tool to use when doing any type of long-range planning, whether it is budget, building, strategic or other. It is important to note that while it is permissible to surpass or ignore using the action plans, it is nevertheless recommended that each library keep documentation on progress toward the standards in some way.

Below are suggested ways to use **Illinois Public Library Standards**:

1. During board meetings, in-depth discussions of individual chapters provide a review, reflection, and refinement of the library's service philosophy and help strategically guide planning.
2. Each month, as part of the director's report, the director reviews a section's action plan, sharing the library's progress, as well as recommendations for changes, with discussion and input from the board.
3. A board committee is appointed to compare the library's advancement toward achieving the standards, and a report is shared with the full board on a regular basis. As needed, the committee, with input and insight from the director, proposes changes to the library's goals.
4. Library staff meetings focus on the standards, allowing incorporation of **Illinois Public Library Standards** into the staff's understanding of the library's service philosophy.

JOURNAL & TOPICS

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Monday, November 24, 2025

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Upcoming Events [Free Access](#)

*By Denise Fleischer
on November 18, 2025*



The following events are hosted by park districts, libraries, and history centers in the Journal & Topics coverage area. Register when requested. Email event details to lifestyles1@journal-topics.info.

Palatine

Palatine Public Library District

Chicagoland T-Trak Model Train Display

700 N. North Court, Meeting Room 1

9 a.m. to 4 p.m., Saturday, Nov. 15

Train lovers of all ages are invited to see the various models on display and learn some hands-on operation. Just drop in.

Palatine

Palatine Public Library District

Virtual via Zoom - Christmas on State Street

7 to 8 p.m. Tuesday, Dec. 2

Historian Leslie Goddard, Ph.D., traces the history of Christmas celebrations on State Street. Sign up began on Tuesday, Nov. 18. Presented on Zoom in your home. Registration is required for this event.

Palatine Library to offer fun dino activities this week

Submitted by Palatine
Public Library

Join the Palatine Public Library over Thanksgiving break for a special week of dino-themed storytimes and programs, as well as various drop-in activities, including a craft and scavenger hunt.

There will be no activities on Thursday, Nov. 27.

During the week, visit the youth area and find all the hidden dinosaurs to earn a “dino-mite” sticker. All ages are invited to drop in from 9 a.m. to 9 p.m. Monday to Wednesday and 9 a.m. to 6 p.m. Friday.

Explore the dinosaur

puzzles, games, and toys available at the Youth and Teen services desk. This is for library use only. All ages are invited to drop in during the week.

Stomp through the library with your friendly paper plate dinosaur from 10 to 11 a.m. Wednesday, Nov. 26, during a craft event. All ages are invited to drop in.

Dinosaur Storytimes will be offered from 10 to 10:30 a.m. Friday, Nov. 28. Register for this all-ages program.

Learn more about DINO-vember at palatinelibrary.org/events/upcoming.

JOURNAL & TOPICS

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Wednesday, December 10, 2025

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Palatine Library Slates Dino-themed Events During Thanksgiving Break **Free Access**

*By Community News Desk
on November 25, 2025*

Find your RAWR over Thanksgiving Break during a special week of dino-themed storytimes and programs, plus various drop-in activities, including a craft and scavenger hunt. No activities on Thursday, Nov. 27. The library is at 700 N. North Court.

Monday, Nov. 24 – Friday, Nov. 28:

Dinosaur Scavenger Hunt – Visit the Youth Area and find all the hidden dinosaurs to earn a “dino-mite” sticker. All ages. Drop in.

Roar-some Boredom Busters – Work on dinosaur puzzles, play games, and ask about toys available at the Youth and Teen services desk. For library use only. All ages. Drop in.

Dinosaur Discovery, Tuesday, Nov. 25, 10 to 10:45 a.m. – All ages. Sign up.

Paper plate Dinosaur, Wednesday, Nov. 26, 10 to 11 a.m. – Stomp through the library with your friendly paper plate dinosaur. All ages. Drop in.

T-Rexplorers, Wednesday, Nov. 26, 10 to 11 a.m. – Kids can see dinosaur fossils, meet Ranger the T-Rex, and stay for fun dino activities in the library. All ages. Tickets are available only to Palatine cardholders.

Dinosaur Storytimes, Friday, Nov. 28, 10 to 10:30 a.m. – All ages. Sign up.

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Upcoming Events Free Access

*By Denise Fleischer
on December 09, 2025*



The following events are hosted by park districts, libraries, and history centers in the Journal & Topics coverage area. Register when requested. Email event details to lifestyles1@journal-topics.info.

Palatine

Palatine Public Library District

The Webb Space Telescope

700 N. North Court

7 to 8 p.m. Tuesday, Dec. 9

The Webb Space Telescope has altered our knowledge of black holes, the early universe, stars, and planets. Learn about the mission and see the latest images. Sign up began Nov. 25. Presented through Zoom.

Palatine

Palatine Public Library District

Toddler Storytime – with parent or caregiver

700 N. North Ct., Meeting Room 1