



DIRECTOR'S MONTHLY REPORT

DECEMBER 2020

ACTIVITIES

December was focused on maintaining curbside service and the start of renovations. Melissa Gardner and the Member Services Team focused on quality curbside service, making tweaks to procedures in order to better serve members. Increasing COVID cases on staff have made it challenging to maintain the necessary staffing levels.

Much of my time was focused on renovation, with Melissa Gardner serving as backup. F.H. Paschen asked permission to complete a variety of tasks (wallpaper removal, electrical conduit, south hole infill) earlier than scheduled, to take advantage of the building closure. Staff have been flexible in working around these projects, which should ultimately decrease our overall construction time. Demolition has also uncovered a few surprises:

1. Sprinkler lines were lower than the proposed new ceilings in four places. After consulting with the architect and owner's rep, we opted to lower the ceilings in two places and raise the sprinkler lines in the other two.
2. Mold was discovered under the wallpaper in the northeast corner. It was determined not to be an active leak but instead one that was likely repaired in the past.
3. Steel beams were uncovered behind soffits in the ceiling of the storytime rooms. They are not essential structurally and will need to be removed for the new design.

So far, surprises have been minimal with relatively easy solutions.

EXTERNAL MEETINGS

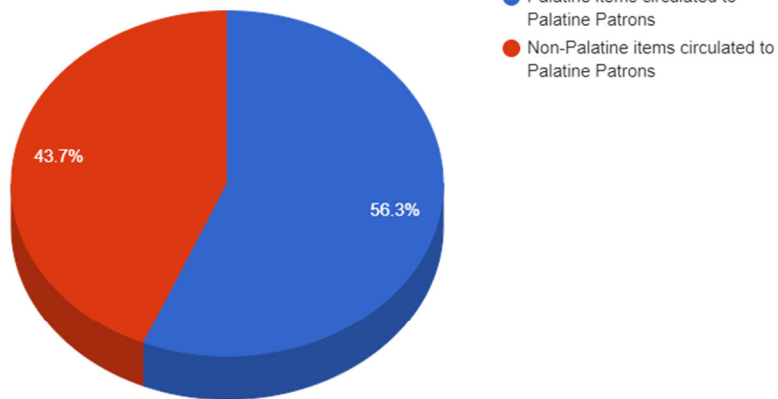
All meetings were conducted virtually, except where noted.

- ILA Executive Board meeting, 12/3
- ALA Council meeting, 12/3
- F.H. Paschen construction meetings, Main Library, 12/9, 12/16, 12/23
- North Suburban Directors, 12/7
- Patron Point demo, 12/9
- HR Source discussion of market benchmarking, 12/10
- CCS Budget & Finance Committee meeting, 12/11
- Foundation, 12/17
- HE Chamber Women Engaged in Business, 12/17, 12/21

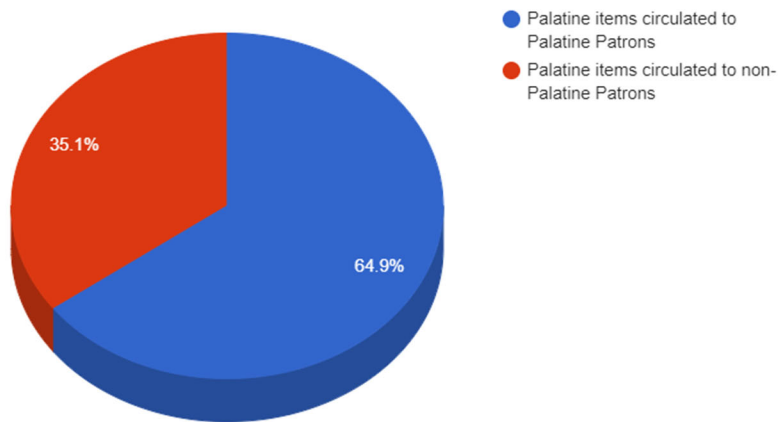
Jeannie Dilger

STATISTICS

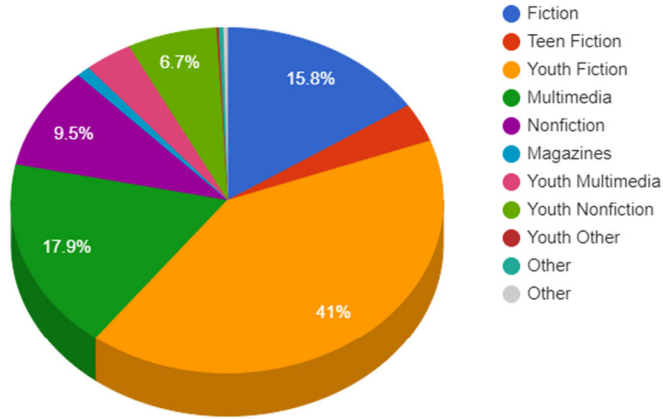
Palatine - Circulation by My Patrons During 12/2020



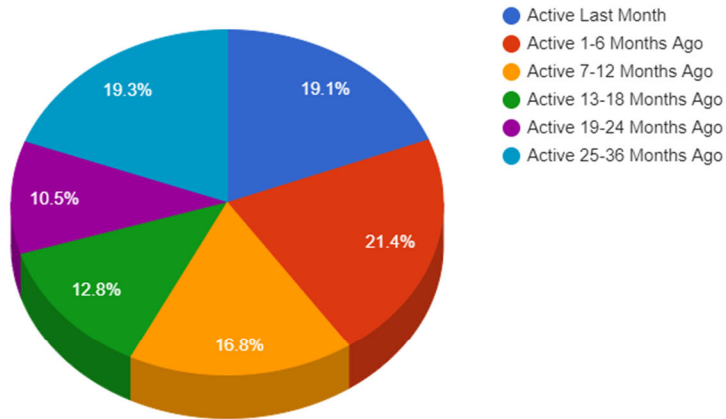
Palatine - Circulation of My Items During 12/2020



Palatine - Monthly Average of Circulation by Collection During From 09/2020 Through 12/2020



Palatine - Patrons By Last Activity Date As Of End-Of-Day Last Month

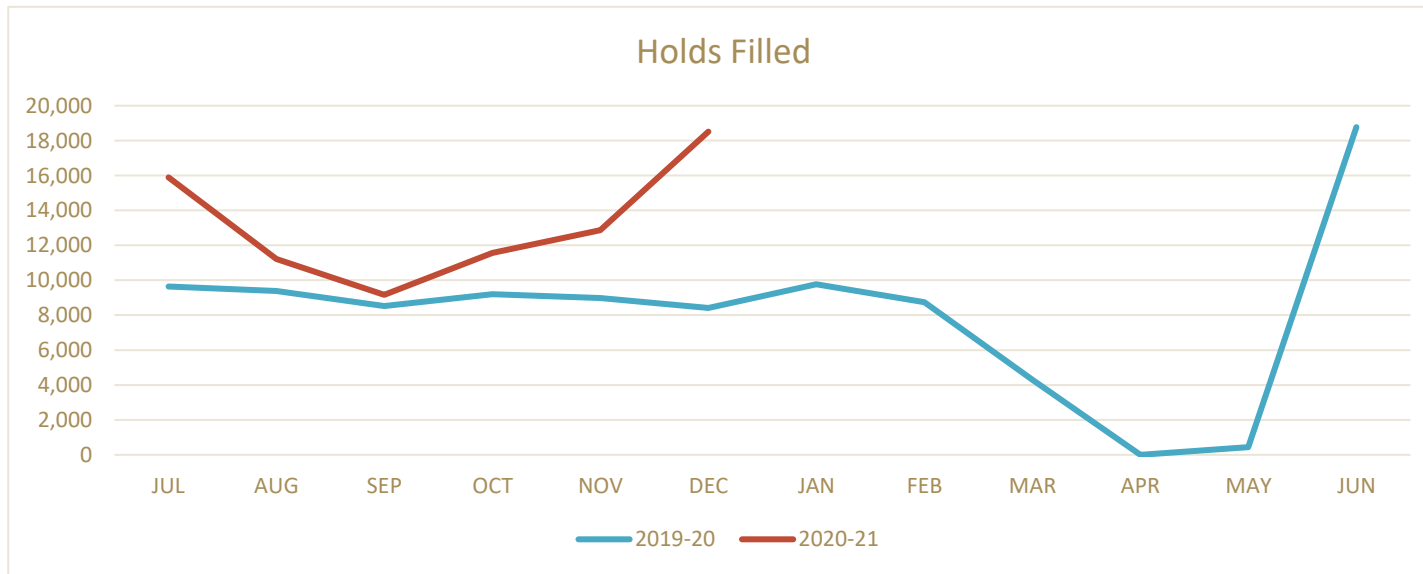


CIRCULATION STATS
2020-21

	JUL	AUG	SEP	OCT	NOV	DEC	Fiscal YTD	Last Fiscal YTD	% Change
Main									
TOTAL MAIN LIBRARY	67,815	77,692	68,969	87,292	78,951	62,260	442,979	592,252	-25%
North Hoffman									
TOTAL N. HOFFMAN	2,501	2,530	2,473	2,824	2,432	1,840	14,600	27,834	-48%
Rand Road									
TOTAL RAND ROAD	1,192	1,426	621	591	375	144	4,349	15,511	-72%
Digital Collections									
Overdrive	14,362	13,696	6,350	2,584	1,716	1,446	40,154	51,403	-22%
hoopla	4,139	3,760	3,408	3,269	3,355	3,306	21,237	13,041	63%
Kanopy	1,200	1,011	984	1,025	1065	1428	6,713	3,132	N/A
TOTAL DIGITAL	19,701	18,467	10,742	6,878	6,136	6,180	68,104	67,576	1%
CIRC. OF MATERIALS									
Electronic Info Retrieval	91,209	100,115	82,805	97,585	87,894	70,424	530,032	703,173	-25%
	1,677	1,508	1,462	1,511	1,392	1,212	8,762	10,704	-18%
TOTAL CIRCULATION	92,886	101,623	84,267	99,096	89,286	71,636	538,794	713,877	-25%
Self Checkout									
# of Items		15,124	11,145	13,109	10,107	217	49,702	111,226	-55%
% of Total Checkouts		15%	13%	13%	11%	0%	9%		
Reciprocal Borrowing (other than CCS)									
Items Loaned	1,918	2,458	1,421	1,829	1,637	788	10,051	26,057	-61%
Door Count									
MAIN	10,941	12,632	13,057	14,216	9,677	0	60,523	187,217	-68%
NHB	864	706	667	813	614	0	3,664	16,866	-78%
RRB	761	807	839	916	374	0	3,697	19,040	-81%
CURBSIDE PICKUP - MAIN	1,525	738	576	581	1,793	4,566	9,779	0	
CURBSIDE PICKUP - NHB	0	0	0	0	42	262	304	0	
CURBSIDE PICKUP - RRB	0	0	0	0	8	6	14	0	
TOTAL	14,091	14,883	15,139	16,526	12,508	4,834	77,981	223,123	-65%
SUMMARIES BY TYPE									
Juvenile Print	31,534	36,026	34,447	43,503	39,157	30,468	215,135	266,790	-19%
Juvenile Nonprint	3,429	3,646	2,508	3,437	3,110	2,515	18,645	40,993	-55%
Teen	2,848	3,607	2,807	3,366	3,070	2,571	18,269	20,053	-9%
Adult Print	20,055	22,644	18,770	23,121	21,461	17,993	124,044	162,999	-24%
Adult Nonprint	13,642	15,725	13,531	17,280	14,960	10,697	85,835	144,762	-41%
E-Resource	19,701	18,467	10,742	6,878	6,136	6,180	68,104	67,576	1%
Database Use	1,677	1,508	1,462	1,511	1,392	1,212	8,762	10,704	-18%
TOTAL	92,886	101,623	84,267	99,096	89,286	71,636	538,794	713,877	-25%
Reserves Filled:									
MAIN	14,616	10,375	8,665	10,914	12,220	17,871	74,661	47,760	56%
NHB	777	488	456	597	602	624	3,544	3,751	-6%
RRB	499	344	42	51	37	16	989	2,628	-62%
TOTAL	15,892	11,207	9,163	11,562	12,859	18,511	79,194	54,139	46%

CIRCULATION STATS
Annual Holds

 Holds Filled	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2019-20	9,643	9,383	8,516	9,197	8,986	8,414	9,763	8,751	4,299	0	436	18,770	96,158
2020-21	15,892	11,207	9,163	11,562	12,859	18,511							79,194



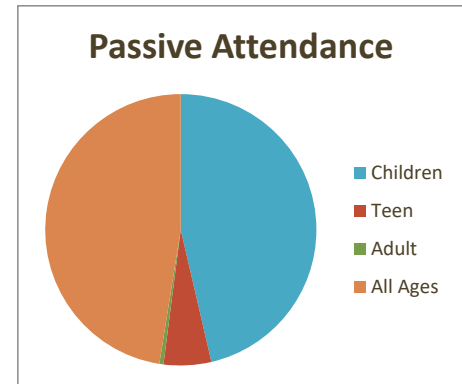
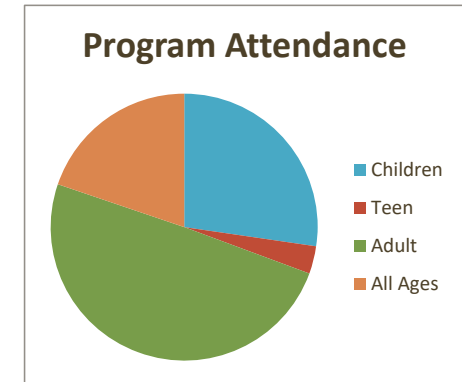
December 2020

**Palatine Public Library District
Lent/Borrowed Ratio to Item Owned**

Library	Number Of Items Owned	Number Lent	Lent to Owned Ratio	Number Borrowed	Borrowed To Owned Ratio	Plus/Minus
CCS	125	1	0.80	0	0.00	Borrowed More
CCSL	165	0	0.00	0	0.00	Borrowed More
WinnetkaNorthfi	125,259	1,786	1.43	1,603	1.28	Lent More
Fremont	144,628	3,680	2.54	3,092	2.14	Lent More
Lincolnwood	145,996	1,806	1.24	1,397	0.96	Lent More
Glencoe	166,694	1,588	0.95	913	0.55	Lent More
ProspectHeights	179,375	2,295	1.28	829	0.46	Lent More
McHenry	193,083	1,534	0.79	2,128	1.10	Borrowed More
Huntley	206,257	2,463	1.19	2,288	1.11	Lent More
LakeVilla	208,724	3,257	1.56	3,219	1.54	Lent More
FoxRiverValley	212,761	3,653	1.72	2,306	1.08	Lent More
CrystalLake	216,679	0	0.00	2	0.00	Borrowed More
Cary	216,865	1,894	0.87	2,606	1.20	Borrowed More
LakeForest	225,739	1,809	0.80	1,122	0.50	Lent More
Grayslake	231,079	4,279	1.85	2,874	1.24	Lent More
IndianTrails	242,851	3,456	1.42	5,474	2.25	Borrowed More
ZionBenton	243,807	1,636	0.67	1,044	0.43	Lent More
Ela	244,010	4,360	1.79	4,066	1.67	Lent More
RoundLake	247,806	2,210	0.89	879	0.35	Lent More
Algonquin	249,699	3,886	1.56	2,969	1.19	Lent More
ParkRidge	251,768	3,501	1.39	4,063	1.61	Borrowed More
MortonGrove	255,056	2,575	1.01	2,207	0.87	Lent More
HighlandPark	304,493	2,646	0.87	3,789	1.24	Borrowed More
Palatine	331,123	5,836	1.76	8,256	2.49	Borrowed More
Northbrook	350,644	3,233	0.92	4,198	1.20	Borrowed More
Wilmette	373,062	4,073	1.09	5,152	1.38	Borrowed More
Niles	377,052	4,470	1.19	3,245	0.86	Lent More
Glenview	382,378	4,387	1.15	5,492	1.44	Borrowed More
DesPlaines	404,954	5,727	1.41	4,366	1.08	Lent More
Evanston	556,727	3,068	0.55	5,533	0.99	Borrowed More

Programs 2020-2021

	JUL	AUG	SEP	OCT	NOV	DEC	Fiscal YTD	Last Fiscal YTD	% Change
PROGRAMS									
<u># Programs</u>									
Children	8	1	4	4	12	22	51	357	-86%
Teen	2	1	3	2	2	4	14	40	-65%
Adult	24	22	22	20	20	12	120	209	-43%
All Ages	0	1	2	3	2	0	8	24	-67%
<u>Attendance</u>									
Children	134	25	76	89	246	678	1,248	12,512	-90%
Teen	4	4	40	31	31	42	152	781	-81%
Adult	264	355	400	408	499	341	2,267	4,084	-44%
All Ages	0	166	45	650	43	0	904	3,383	-73%
PASSIVE PROGRAMS									
<u># Programs</u>									
Children	35	25	20	22	19	20	141	66	114%
Teen	4	1	1	2	1	2	11	1	1000%
Adult	0	1	1	0	0	0	2	0	0%
All Ages	0	2	0	0	0	2	4	22	-82%
<u>Attendance</u>									
Children	575	489	412	551	675	511	3,213	2,551	26%
Teen	128	23	30	65	51	97	394	250	58%
Adult	17	7	9	0	0	0	33	184	-82%
All Ages	0	3,270	0	0	0	20	3,290	1,794	83%
TOTAL # PROGRAMS	74	54	53	53	56	62	351	719	-51%
TOTAL PROG ATTEND	1,122	4,339	1,012	1,794	1,545	1,689	11,501	25,539	-55%
AVERAGE ATTEND/PROG	15.2	80.4	19.1	33.8	27.6	27.2	32.8	35.5	-8%



QUESTIONS ANSWERED
2020-21

		JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	Monthly AVG	Last YTD	% Change
ADULT SERVS	Ref/RA	1288	1116	1326	1083	1355	2252	8420	1403	9439	-10.8%
	Directional	85	107	105	178	94	1	570	95	1355	-57.9%
	Email	174	131	106	80	92	98	681	114	479	42.2%
	Chat	238	200	401	156	172	364	1531	255	584	162.2%
MEMBER SERVS	Ref/RA	321	2514	1279	1251	621	0	5986	998	5981	0.1%
	Directional	242	2447	1239	1161	575	0	5664	944	5354	5.8%
YOUTH & TEEN SERVS	Ref/RA	3945	2880	2512	2546	2652	3940	18475	3079	25188	-26.7%
	Directional	114	89	99	121	51	0	474	79	990	-52.1%
TECH	Ref/RA	1171	1473	1874	1737	1641	646	8542	1424	23881	-64.2%
	Directional	49	54	51	62	65	61	342	57	713	-52.0%
RAND	Ref/RA	205	214	181	195	72	0	867	145	1948	-55.5%
	Directional	60	68	57	57	24	0	266	44	821	-67.6%
N HOFF	Ref/RA	258	286	269	299	41	0	1153	192	1876	-38.5%
	Directional	104	126	135	153	63	0	581	97	1821	-68.1%
<hr/>											
TOTALS											
	Ref/RA	7188	8483	7441	7111	6382	6838	43443	3620	68313	-36.4%
	Directional	654	2891	1686	1732	872	62	7897	658	11054	-28.6%
	Email	174	131	106	80	92	98	681	57	1063	-35.9%
	Chat	238	200	401	156			995	249	0	
GRAND TOTAL		8254	11705	9634	9079	7346	6998	52021	4418	80430	-35.3%

December 8, 2020

Dann and Raymond's Movie Club — Great Western Movies: Virtually from 6:30-8:30 p.m. Wednesday, Dec. 9, Palatine Library. Movie Critic Dann Gire and film historian Raymond Benson present Great Western movies. For information, call (847) 907-3600, ext. 167, or visit palatinelibrary.org.

December 15, 2020

Virtual Winter Folk Tales: Virtually from 7-8 p.m. Tuesday, Dec. 15, Palatine Public Library. Terry Lynch presents frosty winter stories from Russia, Germany, Denmark, and more via Zoom. These cultural tales, passed mainly by word-of-mouth, helped to carry on the traditions of the common folk. Visit www.palatinelibrary.org.

Palatine Approves 2021 Budget, Levy, Rand-Dundee TIF Closure

journal-topics.com/articles/palatine-approves-2021-budget-levy-rand-dundee-tif-closure/

By Igor Studenkov | on December 09, 2020

December 9, 2020



Palatine Village Hall, 200 E. Wood St. (Journal photo)

Palatine Village Council's Monday (Dec. 7) meeting set the financial stage for 2021 as the council cast the final vote on the village budget and tax levy, while officially dissolving the Rand-Dundee Tax Increment Financing (TIF) district and sending its remaining funds back to the local taxing bodies.

Palatine's 2021 budget is balanced thanks to a combination of layoffs, hiring freezes, expense reductions, increases in certain fees and dipping into village reserves. At the same time, it's keeping property taxes flat, forgoing even the 1.1% annual increase the village approved in 2018 to help reduce pension debt.

The budget and the tax levy were both reviewed at the end of October and November, with the public having opportunities to weigh in on both.

brought an extra \$20 million.

“For us, it allowed us to use the surplus to avoid property tax increases,” he said, adding that Palatine Park District and Township High School Dist. 211 have been able to use their TIF surpluses for capital projects.

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More From News Go To The News Section

Palatine | Local Event

DEC
8

Virtual Guided Meditation

 Becky Cohen, Local Official 

Event Details

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 Tue, Dec 8, 2020 at 7:00 PM

[Add to calendar](#) 

 Palatine Public Library, 700 North North Court, Palatine, IL, 60067

Experience the benefits of learning meditation and mindfulness practices via Zoom with Palatine Library and expert teacher and therapist Dave Evans, LCPC. Develop your own personal program for improving your sense of health and wellbeing. **Sign up begins 11/24 for online program.** For more information, call 847-907-3600, x167 or visit palatinelibrary.org.

Palatine | Local Event

DEC
9

Dann and Raymond's Virtual Movie Club: Great Western Movies

 Becky Cohen, Local Official 

Event Details

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 Wed, Dec 9, 2020 at 6:30 PM

[Add to calendar](#) 

 Palatine Public Library, 700 North North Court, Palatine, IL, 60067

Daily Herald movie critic Dann Gire and film historian Raymond Benson present Great Western movies via Zoom with Palatine Library. **Sign up begins 11/25 for online program.** For more information, call 847-907-3600, x167 or visit palatinelibrary.org.

DEC
21

Boredom Busters


 Becky Cohen, Local Official 

Event Details

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 Mon, Dec 21, 2020 at 10:00 AM

[Add to calendar](#) 

 Palatine Public Library, 700 North North Court, Palatine, IL, 60067

Stay busy over the winter break playing games, solving puzzles, and making crafts with Palatine Library. Activity kits contain supplies and instructions to enjoy an assortment of screen-free activities at home. Schedule a Curbside Appointment to pick up supplies. **Grades 1 – 3. Sign up begins 12/7.** For more information, call 847-907-3600, x132 or visit palatinelibrary.org.

DEC
22

See the Show, Become the Pro


 Becky Cohen, Local Official 

Event Details

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 Tue, Dec 22, 2020 at 4:00 PM

[Add to calendar](#) 

 Palatine Public Library, 700 North North Court, Palatine, IL, 60067

This virtual show with Palatine Library features big juggling and balancing stunts with balls, clubs, rings, spinning balls, frisbees, and a huge finale. There's tons of zany comedy, improvisation, energy and excitement! **Suggested PreK and up. Sign up begins 12/8.** For more information, call 847-907-3600, x132 or visit palatinelibrary.org.

Virtual Visit with Celia C. Perez

 Becky Cohen, Local Official 

DEC
29

Event Details

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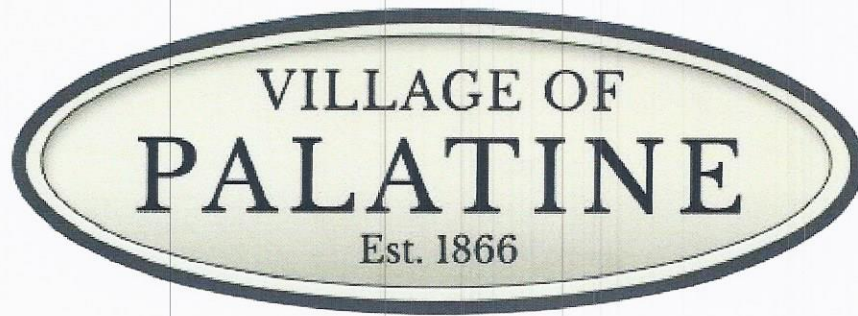


 Tue, Dec 29, 2020 at 4:00 PM

[Add to calendar](#) 

 Palatine Public Library, 700 North North Court, Palatine, IL, 60067

Get to know Celia Perez, author of the middle-grade novels *The First Rule of Punk* and *Strange Birds* virtually with Palatine Library. Participants will be entered into a drawing to win copies of her books. **Grades 3 and up. Sign up begins 12/15.** For more information, call 847-907-3600, x132 or visit palatinelibrary.org.



December 11, 2020

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 Extends Building Closure



Due to the stay-at-home advisory from the Governor and the increasing and rapid rise in COVID-19 cases in Suburban Cook County, the Library is extending building closures until further notice.

[Curbside Pickup appointments are available](#) as well as virtual reference and programming.

For more information and to view Library hours visit the Palatine Library [website](#).

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Member News

Library News, Director Updates, Member Question, Fast Facts Surveys

Jesse White Awards More Than \$2.6 Million in Construction Grants

Congratulations to the four public libraries receiving construction grants. The grants, awarded for the Public Library Construction Act Grant Program, are funded by the \$45 billion capital plan that was passed by the Illinois General Assembly in 2019.

We are proud to announce that three recipients are RAILS members:

- Palatine Public Library District – \$1,841,568 (RAILS). The award will be used toward a \$5,261,623 major interior renovation project of all of its public spaces.
- Poplar Creek Public Library District – \$95,556 (RAILS). The award will be used toward a \$349,321 addition of an 800-square-foot meeting and activities room to its Hanover Park Branch.
- Walnut Public Library District – \$23,177 (RAILS). The award will be used toward a \$36,000 project to replace all of its exterior windows.
- Hillsboro Area Public Library District – \$643,186 (IHLS). The award will be used toward a \$1,043,070 project to convert a former bank building into a library to replace the over 100-year-old current library.

Applications for the grant program are accepted annually and are due by April 15. Information concerning the Illinois State Library's Public Library Construction Act Grant Program is available on the [State Library's website](#).