POPLAR CREEK PUBLIC LIBRARY DISTRICT

Main
1405 S. Park Avenue
Streamwood, IL 60107

Sonya Crawshaw Branch
4300 Audrey Lane
Hanover Park, IL 60133

MEETING OF THE BOARD OF TRUSTEES OF
POPLAR CREEK PUBLIC LIBRARY DISTRICT

Date: January 17, 2019
Time: 7:00 p.m.
Place: Mercedes A. McGowen Board Room

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. President's Report

5. Public Forum- Questions concerning agenda

6. Accept Agenda
Request a Motion to accept agenda as presented

7. Secretary's Report – Trustee Porter
Correspondence

8. Treasurer's Report
A. Finance Committee Report

9. Teen Advisory Report-Student Trustee Thakkar

10. Executive Director's Report
Guest Manager – Steven Zanfardino
Guest Manager – Brian Ormond to test Trustee Web contact email

11. Business Manager's Report

12. Consent Agenda Approval:
Motion to Approve Consent Agenda
A. Minutes of the Finance Committee – January 10, 2019
B. Minutes of the Regular Board Meeting –December 13, 2018

C. Semi-Monthly Expenditures for $454,544.40 from 12/08/2018 through 1/09/2019.

D. Acceptance of Executive Director's Report and Business Manager's Report

13. New Business

A. Motion to approve that all identified deficiencies by auditor each year must be addressed and fixed by June 30 of the new FY.

B. Discussion on Student Government Day

14. **Public Forum** – Questions concerning library

15. Comments/Topics for February Board Meeting

(Trustees are reminded to give future agenda topics directly to the President)

16. Adjournment

Request the Board to adjourn to next regular meeting of February 21, 2019

Are You Yeti To Read?

Winter Reading Challenge

January 7 – February 22, 2019

December PROJECTS/EVENTS

The Library of extraordinary things has circed 145 items since its launch. The most popular items are the hot spots, telescopes, the Karaoke machine and the card table. We will be discussing what items to purchase next for this collection.

Debra worked with Deborah Muscarello to complete and submit the **Per Capita Grant application**. The latter completed and submitted it on December 12th.

Holiday programs such as gingerbread houses and the Random Ringer music concert were great successes!

Personnel Changes: December, 2018

- James M. and Jacob A hired as part time circ clerks.
- Samantha Q. not kept after introductory period as a CSC clerk. David C resigned as CSC clerk in favor of full time job elsewhere
- Damian S. began working as part-time CSC beginning on 12/27/18

MEETINGS and ACTIVITIES – Debra Stombres, Executive Director

- December 3 – Debra attended the Western Suburbs Library Director's Roundtable at the Helen Plumb Library in Lombard
- December 3 – Debra, accompanied by Shaun Kelly of Engburg Anderson, met with Mayor Rodney Craig of Hanover Park and other officials to discuss the possibility of a programming space at the branch
- December 4 – Debra and Sue H attended the Hoffman Estates Community Bank Breakfast/Seminar on Government Fraud alert, speaker from Sikich.
- December 4 -- Debra held a Directors Meetings
- December 6 – Debra and Kristine met with Bob O'Brien and Nicole Cox of the Hanover Park Park District to discuss partnering in the Spring for the Exercise Your Body, Exercise Your Mind programming
- December 7 – Annual All Staff Holiday Luncheon at the Seville
- December 11 – Debra held a Leadership Team meeting
- December 12 -- Debra watched a webinar entitled, "Compensation Conversations" sponsored by RAILS, presented by HR Source, formerly Management Association
- December 12 – Board members, Candace McCreary and Mary Prosser, as well as Debra, Ron and Kristine attended the annual Village Hall/Chamber Holiday After Hours
- December 13 – Monthly regular meeting of the PCPLD Board of Trustees, preceded by a holiday dinner
- December 18 -- Staff enjoyed an Ugly Sweater/Casual day
- December 18 -- Debra held an Exec Committee meeting and a small holiday party
- December 19/20 – Debra assisted with Computer Services Clerks interviews.
- December 19 – Debra had a phone consult with Shaun Kelly of Engburg Anderson concerning the Chiller replacement projects

Deputy Director of Public Services – Kristine Kenney

- Trained Haley on LibraryAware/NextReads newsletter
- Attended the Bartlett Chamber Ribbon Cutting for Ambrosia
- Attended a READsquared training for Winter Reading
- Attended the Streamwood Chamber Board Meeting
- Met with the HP Park District to discuss programming in spring
- Attended four interviews for Computer Services
- Met with Steven to discuss the Parade Committee

- Attended the Streamwood Business After Hours at the Village
- Attended the Bartlett Chamber Holiday Luncheon with Blanca Stephens
- Trained Jill on LibraryAware
- Attended the following: Director's meetings; Executive Committee; Dep. Dir. Meeting; Leadership committee; Board Meeting

Deputy Director of Support Services – Ron Pauley

- Attended the following: Director's Meeting; Executive Staff; Board Meeting; Leadership Team; Deputy Director Meeting
- Launched Open Enrollment for 2019 for benefit eligible staff
- Met with representatives of Corporate America Family Credit Union to discuss setting up a cooperative agreement with Streamwood based office
- Interviewed at Branch with Coordinator for part-time Branch Desk Clerk opening
- Helped out with adult program on Holiday Floral Arrangement in Mary's absence
- Completed required COBRA Insurance Information Form update for 2019 calendar year
- Coordinated with Streamwood Fire Department for fire drill after closing to the public on Friday, December 07, 2018
- Attended the Streamwood Village After Hours event
- Received FOIA request re latest Election and responded within allotted 5 business days
- Complied with posting of Worker's Comp coverage for 2019
- Received Thriftbooks checks for $162.97 & $91.17 respectively for print discards

Reference Services Department – Paulette Harding

- Passport agents are processing more applications as patrons plan travel for spring. Vadim Seyfer, Deborah Andrew and I completed 14 passport applications in December.
- Collection development was a high priority. Kathleen Ryczek and Bridget Kerans weeded titles in the 700's. Face out displays look very attractive within the nonfiction ranges.
- Kathleen created an eye-catching display for the holidays which resulted in many circulations. Barbara Scheffki arranged another interesting government documents' collection display highlighting our latest arrivals.
- With graphic assistance, Kathleen also finished the online library brochure display with 20 database bookmarks.
- Vadim Seyfer handled three request for one-to-one technology tutorials.

Material Services Department – Peggy Maiken

- Mayra attended the Springwood Middle School District-wide-reading night and registered 4 new patrons and renewed 2 cards.
- Added two new material types to Polaris for YA Video Games and updated the Polaris Materials / Patron policy table.
- Observed a passport application process.

Teen Services Department – Hannah Sloan

- Kyle set up a passive program and decorated for Christmas
- Ismael updated the calendar on the board
- Hannah painted a yeti on the window of the teen dept to draw interest in the yeti painting program in January
- We started using a small round table as a display to promote the survey.

- We got new wire book displayers and started doing face outs of the Teen books.
- We started circulating a video game collection.

IT Studio – Brian Ormond

E-Rate Technology Grant

The IT department has been gathering information needed to apply for a technology grant. The name of this grant is commonly called 'E-Rate' and is administered by the not-for-profit organization called the Universal Service Administrative Company (USAC). And the overall operation is under the oversight of the FCC.

The E-Rate grant would help cover the costs of replacing all the network infrastructure for both libraries. The network infrastructure includes hardware components that are necessary to keep library computers connected to services used by both patrons and staff. The grant may also help cover the costs for Internet access and upgrading the Wi-Fi.

Applying for the grant is divided into stages, including a competitive bidding process for selecting a company to provide and install the hardware. This month, we are completing and submitting the request for proposal (RFP). After the RFP is received and reviewed, companies will have access to this information to place a bid. By the end of March, we should have selected a company to complete the work. The cost of that work would then be reimbursed by USAC at a rate of 80%.

Item	**number sold**	**net price**
Hardcover book	87	79.17
Paperback	37	16.83
DVD	37	33.67
CD	17	15.47
Total Book Sale	**178**	**145.14**
Meeting Rooms		January waived.
Passport Facility Fee	12	**440**

Studio December Stats

Studio One on One Appointments Total	52
Recording Studio	14
Photo/Video	11
Maker Space	10
iMac assistance	17
3 D Prints	17

Training Hours by Department	
Reference Services	11.75
Popular Materials	2
Teen Services	0
Branch	0
Children's Services	1.5
IT Services/Studio	7.5
Materials Services	2
Security	1
Maintenance	0
Admin/Business/Reception/PR	7

Hours Open: **M**ain 268 --, Branch -- 160
Days Open: Main 28, Branch 27

Meeting Room STATS

Maintenance did 47 Room Setups

Room Use

Meeting Rooms By Staff – 36
Meeting Rooms By Patrons -- 13
RA Study Room Uses – 296
Teen Study Room Use -- 59

Children's Study Room Use - 11

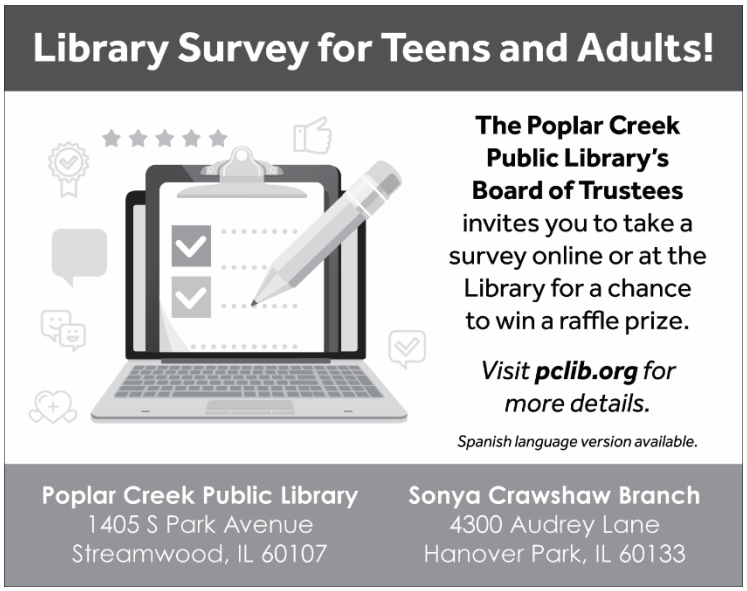
Dept. Stats:	Reference Questions	Tech Questions	Directional and Other Questions
Ref Desk	382	22	124
Popular Materials Dept	146	11	127
CSC Desk	199	503	168
Children's Desk	182	55	374
Teen Desk	136	47	49
Ask Me Desk	4	11	23
Studio	4	87	16
Branch	52	21	59
TOTALS	**1105**	**757**	**940**
	IPLAR:	**1862**	

Public Relations/Adult Programming -- Mary Hauserman

- CLASSES/PROGRAMS/EVENTS: Completed 3 classes/events in December (run by other staff members since I was out recovering from surgery). Booking spring classes and planning spring events such as Easter Bunny event (April 20, partnership with Streamwood Woman's Club and Streamwood Park District), Exercise Your Body, Exercise Your Mind event (April 22-May 5, partnership with SPD & Hanover Park Park District).
- WINTER READING CHALLENGE: Working on ad campaign for Winter Reading Challenge (WRC) "Are You Yeti to Read?" which runs Jan. 7-Feb. 22. This includes posters, flyers, reading logs, newspaper ad, website/tv slides and social media ads. Hung indoor banner and poster on programming wall.
- WRC KICK-OFF EVENT: Finished planning and ordering supplies for WRC Kick-off event which will be on Sunday, Jan. 13, 2019 from 1-3 pm. There will be a magic show (The Magic of Scott Piner at 1:30 pm), games, crafts (for kids and teens), and a hot chocolate/cookie bar, and photo op with our Yeti (large cardboard cut-out)—all free to patrons of all ages to enjoy!
- ADVERTISING: Submitted weekly "Connections" to Examiner, as well as ad for Board Library survey (see below) and WRC/Kick-off event (in 1/2/19 edition).
- MEETINGS/WEBINARS/CELEBRATIONS: Attended/planned the following:
  12/18/18 – Attended Exec Staff meeting

Ad in Examiner
12/5 & 12/12/18 editions

Ad in Examiner
1/2 & 1/9/19 editions



Popular Materials Department – Jill Berrill

Department News:

- In December, Computer Services said goodbye to David Cassara and Samantha Quill.
- Lon Shapiro will be transferring to IT in January.
- In December, we welcomed Damian Sulkowski, Danny Garcia and Justin Ortiz to Computer Services.

December Craft: Hand-Painted ornaments

January Craft: Snowman Mason Jar

Children's Services Department – Elizabeth Drennan

- We finished our prep for the winter reading club.
- Elizabeth took 30-day meet-ups with Teresa Montesano and Cheyenne Sanchez started on Nov. 26.
- We continued weeding the picture books and have been doing some spot weeding in fiction.
- Children's Department staff met to discuss their Newbery and Caldecott award picks.

Laurel Hill 1st grade Tour Group

Vynette's **Tween Classes**: Fig. 1: Adorn a Tree

Ridge Circle's Hot Cocoa Reading Night at the Library

Miss Lauren's Pre-k Classes: Fig. 1: Christmas STEM Fig. 2: Melty Elf

Miss Jen's Movin' and Groovin'

Children's Services Department – Elizabeth Drennan

Miss Estrella's Holidays around the World program

Sonya Crawshaw Branch Library -- Steven Zanfardino

- The new fax machine has been used 9 times since being installed in mid-November
- A table was ordered to house the fax machine and to provide an area for patrons to utilize while using the printer/copier
- Branch staff decorated a holiday tree at the Hanover Park Village Hall

Red area is fax machine and usable table space.

Copy area prior to fax machine.

Holiday Tree at Village Hall.

Lisa getting in the holiday crafting spirit.

MONTHLY REPORT-MAINTENANCE

SET-UPS – 47

- Repair toilet leak in Admin – Miguel/Chris
- Repair Christmas lights – Miguel
- Salt parking lots – Chris
- Repair salt spreaders – Chris
- Annual fire alarm maintenance at branch – Esscoe
- Set-ups – All
- Patch and paint wall in Reference area – Miguel/Chris/Jesus
- Measure for fireplace project – Chris
- Change batteries on restroom equipment – Miguel
- Repair book drop – Chris
- Assist with new desk install – Will/Miguel
- Check public restrooms – Miguel
- Assist with Children's program – Miguel/Jesus
- Lighting maintenance – All
- Move Circ desk – Miguel/Will
- Pick up outside trash – Chris/Nick
- Repair shades in YA – Chris
- Replace belt on large snowblower – Chris
- Set out extra mouse traps – Will
- Salt walks and lots – All
- Replace spud and gasket on Admin toilets – Chris/Miguel
- Re-paint study room walls – Will
- Shampoo meeting room 6 carpet – Will
- Hang banner in hallway – Miguel/Will
- Install outlet covers in Children's area – Will
- Feed chemical to storm pit – Bill

- Install brush sweep on dock entrance door – Chris
- Repair dock door – Chris
- Organize paint and painting supplies – Chris
- Fab and install lexan strips on stat cover – Bill
- Assist security – Chris
- Clean up after wind storm – Miguel/Chris
- Recycle scrap metal – Miguel
- Quarterly HVAC maintenance – Oakbrook Mechanical
- Repair branch floor – Will
- Reset panic button at branch – Will
- Cleaned glass in Teen area – Chris
- Troubleshoot roof leaks – Chris/Will

Circulation Statistics December 2018

Main	Checkouts	13854
	Renewals	9688
	Total:	23542
Branch	Checkouts	1193
	Renewals	685
	Total:	1878
	Library Total:	25420

Daily Transactions

Main	Mondays	1843
	Tuesdays	1370
	Wednesdays	1710
	Thursdays	2425
	Fridays	1950
	Saturdays	1415
	Sundays	2266
	Total:	12979
Branch	Mondays	129
	Tuesdays	115
	Wednesdays	198
	Thursdays	159
	Fridays	81
	Saturdays	270
	Sundays	173
	Total:	1125
	Library total:	14104

Library Visits

Branch	1288
Main(Park Ave)	8575
Main (Library LN)	5912
Total Main Visits	14487
Total library visits	15775

Item circulation by patron code

Main	Adult	15622
	Book Discussion	1
	Homebound	163
	LINK/Inn-Reach	389
	Staff/Board	1264
	Juvenile	4022
	Non-Resident	0
	Reciprocal Borrowe	1114
	Teen	606
	Teacher	361
	Total:	23542
Branch	Adult	1545
	Teen	31
	Homebound	0
	LINKin/Inn-Reach	53
	Staff/Board	59
	Juvenile	148
	Reciprical Borower	14
	Non-Resident	0
	Teacher	1
	Total:	1851

Patron Cross Borrowing

Main to Branch	368
Branch to Main	231

Interlibrary Loan requests

Items sent to other libraries (OCLC requests)

from:	Main	48
	Branch	3
	Total:	51

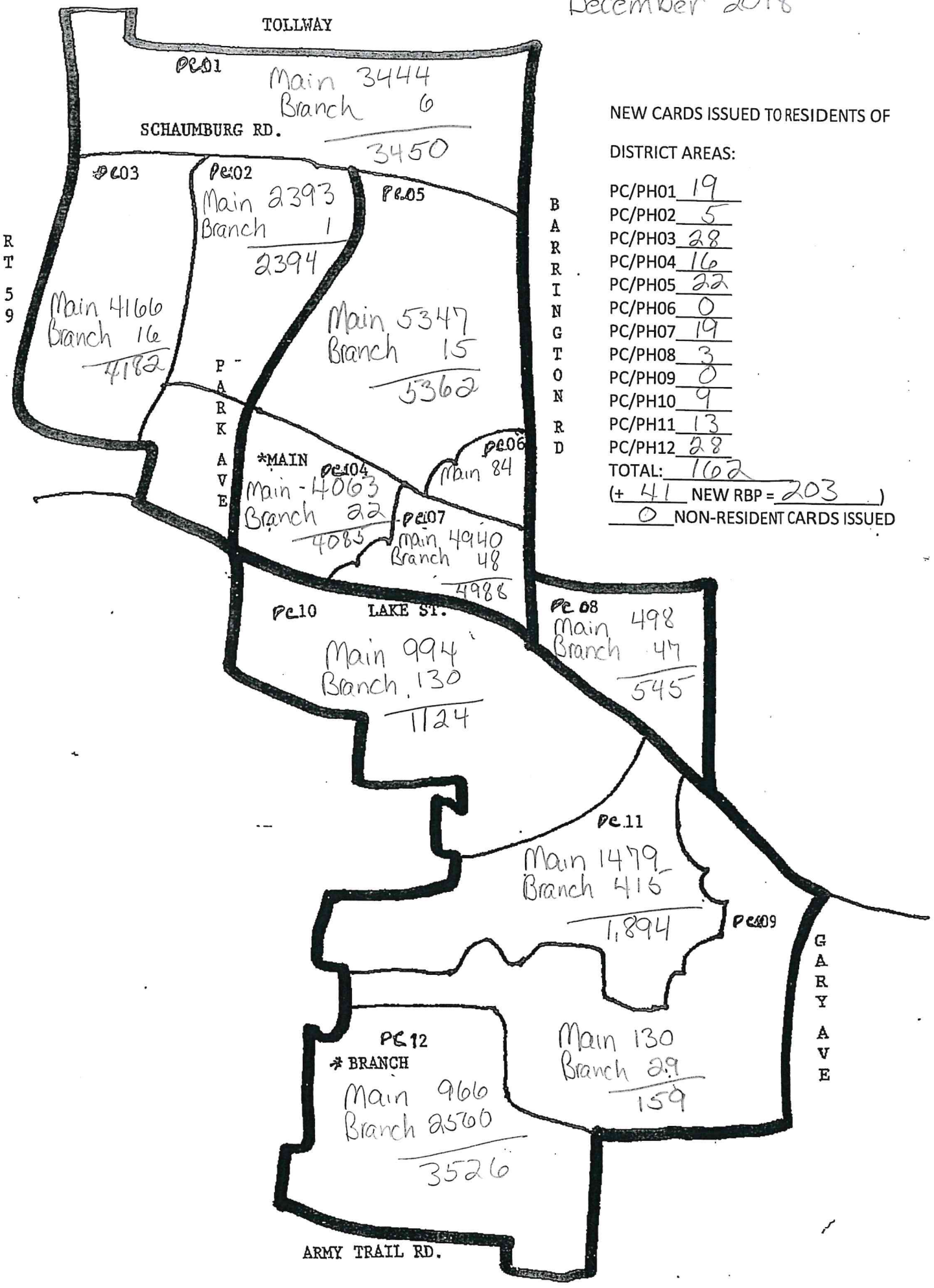
Received from other libraries LINKIN and OCLC

To:	Main	105
	Branch	6
	Total:	111

Patron registrations

Main	175
Branch	28
Total	203

December 2018



NEW CARDS ISSUED TO RESIDENTS OF DISTRICT AREAS:

PC/PH01	19
PC/PH02	5
PC/PH03	28
PC/PH04	16
PC/PH05	22
PC/PH06	0
PC/PH07	19
PC/PH08	3
PC/PH09	0
PC/PH10	9
PC/PH11	13
PC/PH12	28
TOTAL:	162

(+ 41 NEW RBP = 203)

0 NON-RESIDENT CARDS ISSUED

Inhouse Programs				
Date	Program Name	Staffed by	# of occurances	Total Attendance
	Programming Dept			
12/5/2018	Holiday Floral Workshop	Ron Pauli & volunteer	1	15
12/8/2018	Movie Poster Trivia	Debra Stombres	1	68
12/16/2018	Family Concert Series: Random Ringers	Debra Stombres & volunteer	1	125
		Total:	**3**	**208**
	Popular Materials			
5-Dec	Chair Yoga(Sr. Program)	Erin Isaacson	1	8
11-Dec	Pins/Needles (Sr. Program)	Erin Isaacson	1	11
11-Dec	Drop in Craft (Painted Ornaments)	Mary Megan Kalvig	1	13
12-Dec	Crafternoons (Sr. Program, Painted Orn	Mary-Megan Kalvig/Erin Isaacson	1	8
		Total:	**4**	**40**
	Teen Department			
3-Dec	Diy lip balm	haley	1	2
6-Dec	3d ornaments	tom	1	6
10-Dec	Gingerbread build off	haley	1	9
12-Dec	tab	hannah	1	10
13, 17, 18, 19	Cocoa and cram	Hannah & Tom	4	37
15-Dec	12 days of Christmas break out edu	hannah	2	7
27-Dec	anime	tom	1	3
		Total:	**11**	**74**
	Children's Dept			
Dec. 2018	Eugenia’s Historias	Eugenia	2	24
“	Christmas Storytime	Lauren	2	56
“	Paws & Read	Diane	2	7
“	Drop-in Messy Art	Lauren	2	39
“	Battle of the Books	Hilda, Diane	4	313
4-Dec	Association for Kids’ Sake	Lauren	1	26
4-Dec	ABCs of Kindergarten	Lauren	1	21
6-Dec	Baby Dance Party	Jennifer	1	16
7-Dec	Toddler Art	Teresa	1	19
7-Dec	Canton (special needs)	Lisa	1	11
8-Dec	Family Gingerbread	Teresa	1	55

10-Dec	Las Posadas	Hilda	1	32
11-Dec	Adorn Your Tree	Vynette	1	14
12-Dec	Polar Bear Rescue	Estrella	1	9
12-Dec	STEM Station	Lauren	1	23
12-Dec	Hanover Pk. Pk. Dist. Preschool	Jennifer	1	23
13-Dec	Science Explorers	Lauren	1	37
13-Dec	Hanover Pk. Pk. Dist. Preschool	Jennifer	1	10
14-Dec	Toddler Dance Party	Jennifer	1	29
14-Dec	Laurel Hill Elem. Tour	Lisa	1	63
17-Dec	Yoga for Little Bunnies	Lauren	1	14
17-Dec	Heritage Elem. Tour	Lisa	1	13
19-Dec	Holidays Around the World	Estrella	1	18
19-Dec	Family Messy Art	Lauren	1	36
19-Dec	Hanover Pk. Pk. Dist. Preschool	Hilda	1	9
28-Dec	Drop In Play Doh	Teresa	1	30
28-Dec	Happy New Year!	Vynette & Estrella	1	28
30-Dec	Noon Year's Eve	Lauren	1	88
		TOTALS	**35**	**1063**
	Branch			
12/4/18	Drop-In Craft	Lisa O.	1	1
	Movie	Branch Staff	8	6
12/11/18	Paws & Read	Lisa O.	1	5
12/18/18	Family Story Time	Lisa O.	1	5
		TOTALS	**11**	**17**
	One on One's			
	Vadim			3
	Studio (itemized on narrative)			52
all month	**Passive Programming**			
	Teens		1	66
	Childrens		1	38
all month	**Gaming**			
	Teens			137
all month	**Studio**			16
		TOTALS		

Outreach Programs				
Date	Program Name/Location	Staffed by	# of occurances	Total Attendance
12/18/2018	Lexington Healthcare Christmas program	Michaelle Stewart	1	7
	Elementary School Outreach	Lisa, Hilda, Vynette, Estrella, Jennifer	22	498
	Pre-K Outreach	Lauren, Estrella	2	77
		Total	24	575
	HomeBound		**Patrons**	**Items**
12/4/2018	Home Delivery- Residences	Michaelle Stewart	5	12
12/11/2018	Home Delivery-Assisted Living	Erin Isaacson	8	21
12/18/2018	Home Delivery-Residences	Michaelle Stewart	7	30
		TOTALS	**20**	**63**

Monthly Training Record -- December 2018, 2nd Floor			
Date	Training Type and Title	Attended/Viewed by	Length of training
12/3/2018	**Local Election Officials Workshop**	Deborah Muscarello/Schaumburg Library	1.75
12-Dec	Webinar: Compensation Conversations	Debra	1.25
14-Dec	Webinar: Moving your Services into the Community	Kris	1
12/11/2018	Webinar: HR 101 What's new	Sue H.	1
12/4/2019	Government Fraud Alert, Live Talk at Hoffman Estates Community Bank	Sue H, and Debra S 1	2
		TOTALS	7

Monthly Training Record -- December 2018, Materials Services			
Date	Training Type and Title	Attended/Viewed by	Length of training
12/6/2018	Current Developments in Name Authorities (ACLTS webinar)	Cassidy Fontana	1
6-Dec	IFLA LRM Model (ACLTS webinar)	Cassidy Fontana	1
		TOTALS	2

Monthly Training Record -- December 2018, Popular Materials			
Date	Training Type and Title	Attended/Viewed by	Length of training
12/27/2018	Webinar: Library Programmingfor Adults	Michaelle Stewart/PCPL	1
28-Dec	Webinar: Moving Your Services into your Community	Jill Berrill/PCPL	1
TOTALS			2
31-Dec	**how to deal with angry patrons**	Anthony V	1

Monthly Training Record -- December 2018, Reference Services			
Date	Training Type and Title	Attended/Viewed by	Length of training
12/5/2018	Adult Services Managers' meeting/Warrenville PL	Paulette Harding	3.5
12/7/2018	Northern Illinois Documents Librarians (NIDL) fall meeting/UIC	Deborah Andrew	7.5
12/17/2018	Advanced Geneological Records for Library Staff/webinar	Annette Bellino	0.75
TOTALS			11.75

Monthly Training Record -- December 2018, Children's Services			
Date	Training Type and Title	Attended/Viewed by	Length of training
1-Dec	**webinar: Midwest Tape training**	Lisa Fabris	0.5
5-Dec	webinar: Power of Independent Reading	Lauren Manu	1
		TOTALS	1.5

Monthly Training Record -- December 2018, IT & Studio Services			
Date	Training Type and Title	Attended/Viewed by	Length of training (minutes)
12/3/2018	z-offset calibration	alex @ YT	30.00
12/6/2018	G-code modification	alex @ YT	45.00
12/11/2018	Bed adhession	alex @ YT	15.00
12/12/2018	cricut vinyl basics	alex @ YT	15.00
12/2/2018	Learning Mainstage 3	Colin @ YT	30.00
12/3/2018	Photoshop Type Effects	Colin @ Lynda	20.00
12/10/2018	Create 3D Camera Move with Photoshop and AE	Colin @ YT	20.00
12/11/2018	11 EQ Mistakes	Colin @ YT	20.00
12/13/2018	How the Pros Use Compression	Colin @ YT	30.00
12/16/2018	After Effects Weekly	Colin @ Lynda	15.00
12/20/2018	New Puppet Tools After Effects 2019	Colin @ Lynda	15.00
12/26/2018	Traditional Animation Demonstration	Colin @ YT	20.00
12/27/2018	Sewing 101: Mending a tear	Andre @ YT	60.00
12/27/2018	Understanding Audio	Colin @ PCPLD	60.00
12/29/2018	Optimizing Tablet for Photoshop	Colin @ YT	20.00
12/30/2018	Edit Like A Pro in iMoive	Colin @ YT	25.00
		TOTAL MINUTES	440.00
		TOTAL HOURS	7.33

POPLAR CREEK PUBLIC LIBRARY DISTRICT

Main
1405 S. Park Avenue
Streamwood, IL 60107

Sonya Crawshaw Branch
4300 Audrey Lane
Hanover Park, IL 60133

Business Manager Report – January 2019
Sue Haisan

All financial documents – Audit report, FY19 B&A, FY19 Levy Have been filed with applicable agencies, and are posted on our website.

12/12 Updated DDO disclosure report on Cook County Treasurers website as required.

12/14 semiannual bond payments sent via FedEx

12/18 Executive staff committee meeting

12/20 finalized annual statement of receipts and expenditures – filed with county agencies as required.

12/31 reviewed and finalized 2018 employee W2 tax statements

1/8 worked with Ehlers to finalize market disclosure annual report.

1/9 Budget meeting with Debra

1/10 Finance committee meeting