MARCH 2023 Executive Director Reports

March Personnel Changes

- Resignation of PT Material Services
- Hired PT Material Services Clerk Briana G and PT Material Services Clerk Zarna D. 3/13/23
- Resignation of Computer Services Clerk

MEETINGS and ACTIVITIES – Debra Stombres, Executive Director

- March 1st 2nd -- Debra held Spring Quarter All Staff Meetings four times in two days
- March 6, 20 – Debra held director's meetings
- March 7 – Debra attended the Kiwanis zoom meeting
- March 7 – Deb M and Debra had their monthly meeting; Debra & Sue attended a virtual IEMA grant closeout meeting
- March 8 – Debra and Sue had their monthly meeting; Community Engagement meeting
- March 9 – Debra and Peggy had their monthly meeting; Steven practiced his presentation for Debra and others; the PCPLD Board of Trustees Policy Committee met
- March 10 – Platform discussion in Debra's office; Collection Development meeting
- March 13 – Demo of software, Library Market
- March 14 – Debra held a Leadership Team meeting
- March 15 – LX Starter onboarding meeting; Debra and Mary had their monthly meeting

- March 16 – Debra and Ron zoomed their monthly meeting; Parade committee meeting; monthly meeting of the PCPLD Board of Trustees
- March 17 – Debra hosted the Dupage library system Director's group; TechOps provided two onsite Mobile Library training sessions; staff had a potluck
- March 19 – Debra worked the fantastic concert, Windy City Strings, with record attendance
- March 21 – Emergency Preparedness committee
- March 27 – Bathroom floors were started
- March 29 – ET committee met; 2nd zoom meeting for LX Starter training
- March 30 – Debra and Sue had their monthly meeting
- March 31 – Desk installed; phone meeting concerning staff training opportunities

Deputy Director of Public Services – Kristine Kenney

- March 1 Summer Celebration Committee meeting
- March 1/2 All Staff meetings
- March 6, 20 Directors Meeting
- March 6 Met with Tom to review bookmobile stops
- March 7 Patron Point demo; Website committee meeting
- March 8 Community Engagement Committee meeting
- March 8 Met with Paulette for monthly one-on-one
- March 13 Library Market demo
- March 14 Leadership Team Meeting
- March 15 Bartlett Chamber Membership Breakfast; Innovative Vega LX Starter
- March 16 Parade Committee; Board Meeting
- March 17 Mobile Library training; St. Patrick's Day Staff Potluck
- March 20 Met with Lynn for monthly one-on-one
- March 21 Executive Committee Meeting
- March 22 Summer Reading Committee; Met with Elizabeth for monthly one-on-one
- March 27 Washroom floor work began
- March 28 Met with Devon for monthly one-on-one
- March 29 ET Committee Meeting; Bookmobile training
- March 30 Met with Debra for monthly one-on-one; Staff interview; Exit interview

Deputy Director of Support Services – Ron Pauli

- Attended the following Meetings: Exec. Director's; Dep. Dir.; Board Meeting; Leadership Team; Executive Staff; Board Policy Committee
- Onboarded 2 new hires and processed all attendant onboarding documents
- Filed Statement of Economic Interest with Cook County Clerk's office
- Worked with Graphics Dept. to create bookmarks for 211/311 social services
- Hosted Emergency Preparedness Committee meeting
- Attended Community Engagement Committee meeting
- Attending meeting with YA staff to discuss Student Govt. Day presentation
- Attended Student Govt. Day presentation at Streamwood HS
- Managed enrollments for Group Health Plan Open Enrollment period
- Met with Maintenance Manager to discuss bid projects; Security Coordinator to discuss training

Business Office – Sue Haisan

- March 1 and March 2 Sue, Kathy and Francene attended "all staff" meetings
- March 7 State of Illinois FEMA grant closeout process online presentation
- March 8 Monthly meeting with Debra
- March 8 Webinar: COBRA compliance
- March 9 Webinar: Pixels An emerging cyberthreat
- March 14 Leadership Team meeting
- March 16 Board meeting
- March 21 Executive Committee meeting
- March 22 Paylocity webinar: Traditional to Flexible workplace
- March 23 Sue and Francene submitted Statement of Economic interest
- March 30 Budget meeting with Debra

IT Services – Brian Ormond

- Ordering, configuring, and installing hardware for the Mobile Library, including Wi-Fi, IP telephone, point of sale terminal, and iPads with Bluetooth scanners for checking out items and registering new patrons.
- Installed computers, phones, and printer at new Popular Materials service desk.
- Replacing projectors for all meeting rooms, including the replacement of floor mounted inputs.
- Installed a large smart TV in a Teen department study room to assist with programming.
- Received replacement proposals for next fiscal year's budget to replace the camera system at the main library and to replace the backup power system in the server room at the main library.

- Credit card acceptance for patron printing, copying, and faxing and new scanning and faxing hardware, at both libraries, is scheduled with vendor to be installed on April 11.

Studio1405 – Devon Paddock

- Programs hosted: Intro to Tinkercad Circuit Simulation (Lon); Whimsical Leprechaun Doors (Devon)
- Lon and Daniel visited Popular Materials as part of Take Your Coworker to Work Day
- Spring backdrop was put up for family photos
- Studio projects were featured in the Art Hallway Display case (will be featured through April)