Interim Executive Director: June 2024

June Personnel Changes

- Resignation of PT CSC Aliah F, effective 6/13/24
- Resignation of PT CSC Jasmine A., effective 6/18/24

MEETINGS and ACTIVITIES – Ron Pauli, Interim Director

- Hosted the following Meetings: Interim Exec. Director's; Leadership Team; Exec. Comm.; Special Board Meeting; Regular Board Meeting
- Dep. Dir. Public Services and I met with Access Services Manager to discuss collection development
- Met with rep from Johnson Controls to discuss contracts/billing issues
- Attended HRPeer Hub virtual meeting
- Collaborated with Executive Secretary re board meeting agenda and protocols
- Discussed with IT Manager possible Internet related access issues during planned upgrade to backup power scheduled for 6/25

- Prepared documents for Special Board Meeting and regular meeting with assistance from Deputy Director of Support Services
- Met with Access Services Manager to discuss purchases for ET collection
- Met with Business Manager to discuss financial issues related to contracts and financial reports for 6/27 Board Meeting
- Supervised building improvements including electronic sign landscaping and installation of new drinking fountain with bottle filler
- Updates to IMRF data collection for recent retirees.
- Coordinated with Trustee Asad Khan and Senior Advisor to Congressman Raja Krishnamoorthi for 7/1 check presentation event at the Library, with able assistance of Deputy Director, Marketing Manager, and Graphic Designer
- Met with Sue Haisan to discuss budget issues and practices for staff requesting educational assistance and/or conference attendance in FY 24/25
- Met with Security Coordinator, IT Manager, Interim Maintenance Manager for monthly meetings

Deputy Director of Public Services – Kristine Kenney

- Attended the following Meetings: Directors; Leadership Team; Executive Staff; Patron Point; Finance Committee; Board Meeting
- Attended Summer Kick-off event hosted by the Streamwood Park District
- Attended Summer Celebration meeting
- Met with Jameson for monthly one-on-one
- Held a Community Engagement Committee meeting
- Met with Charlie for monthly one-on-one
- Held a Parade Committee meeting
- Attended Special Board meeting
- Met with Ron for monthly one-on-one
- Attended Kiwanis meeting
- Attended Bartlett Chamber meeting
- Attended AM Quartex meeting
- Met with Lynn for monthly one-on-one
- Held a Collection Development meeting
- Met with Elizabeth for monthly one-on-one
- Met with Laura and Charlie regarding float for parade
- Met with Paulette for monthly one-on-one

The installation of the bottle filler is complete. We saved 321 bottles since installation through June 30.

Business Office – Sue Haisan

- 6/4 Met with Johnson Controls rep
- 6/5 Webinar: Optics or impact? Getting results from strategic recognition
- 6/11 Leadership team committee meeting
- 6/12 Webinar: What Gen Z wants
- 6/13 Special Board meeting
- 6/18 Budget discussion with Theresa, Executive committee meeting
- 6/20 Webinar: Hybrid workforce
- 6/24 Webinar: The role of middle management
- 6/26 Webinar: Sikich series; Cybersecurity pt. 1
- 6/27 Board meeting

Access Services – Theresa Lang

- 6/5 Theresa Lang attended the Community Engagement Committee meeting
- 6/19 Rubyliza Gaba, Charlie Bialobok, and Theresa Lang met to discuss revamping the Extraordinary Things display area
- 6/21 Audrey McArthur assisted in the preparation of the float for the July 4th Parade

- 6/26 Samantha Grooms and Theresa Lang began the interview process for the two vacant part-time Access Services Clerks
- 6/29 Theresa Lang completed a Cataloguing: Subject Analysis course

IT Dept. -- Brian Ormond

- Coordinated with electrical contractor and backup power vendor to prepare electrical circuit in server room for installation of new backup power system.
- Worked with web designer and Deputy Director to improve accessibility of website.
- Collaborated with Reference Services department to implement new passport booking request form on website.
- Met with vendor to begin planning configuration of each building's new firewall.
- Set up lights and sound for Family Concert featuring Shout Section Big Band.

Children's Services Department – Elizabeth Drennan

- Shannan Petty attended the Hanover Township Community Education Support Task Force on June 19.
- Elizabeth and Lisa Fabris worked the Streamwood Park District summer kick-off event on June 4.
- Elizabeth completed program observations for this quarter.

Preschool

Big Kids

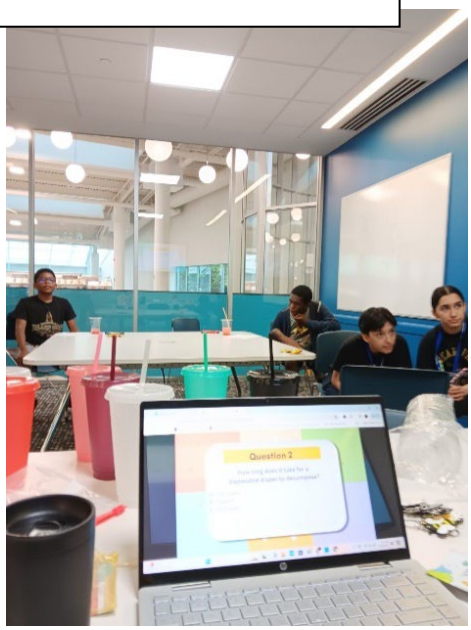
Tweens

Teen Services Department- Amanda Gaston, June, 2024

- Escape Room went great!!
- 6/10- I won a book drop from Demco at PLA!
- Teen Program Registration going great! Programs are full.

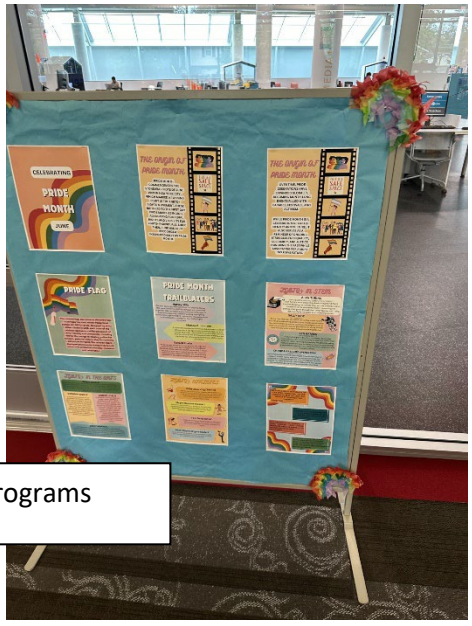
Summer Reading Escape Room

Nature Trivia



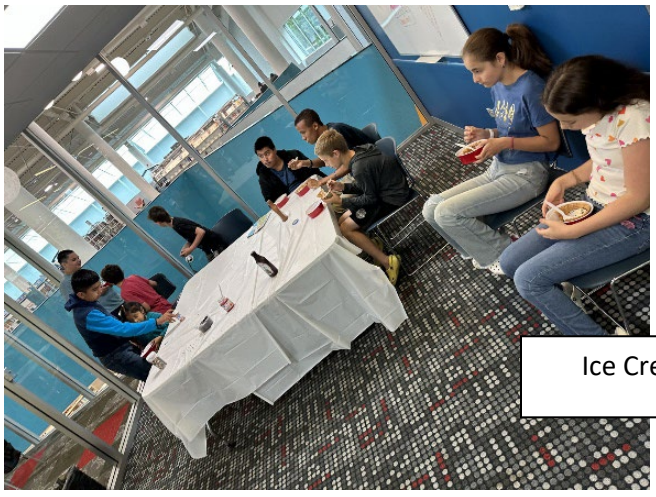
Canvas Tissue Paper

Passive programs



Teen Advisory Board Meeting: June 12, 2024

I. Library Update
    a. YA Spanish Fiction moving to teens
II. Presidential Service award
    a. Hours finished for 2023-2024
    b. 2 Finishers
        i. Jasmine Hernandez: 183 hrs and 15 mins
        ii. Jeanette Hernandez: 243hrs and 49 mins
    c. 2024-25 begins 6-16
III. TAB New Requirements
    a. Attendance
        i. If it gets you out of work or school it gets you out of TAB.
    b. Reference Letter Deadlines
        i. Next meeting please
IV. Program News
    a. Repetitive Program Ideas
        i. Movie Nights- Beginning September
V. Upcoming Programs
    a. June 20-Trivia Night: Nature Knowledge
    b. June 22- Mock SAT
    c. June 28- Ice Cream Social
    d. July 2- Mini Glow Jar
    e. July 17- Neon Signs
    f. July 19- Books and Boba
    g. July 25- Jigsaw Puzzle Race
    h. Clubs: Anime Club and Creative Writing Club (alternate Thursdays)
VI. Questions and/or Comments/Sign out!



Ice Cream Social

Studio1405 – Jameson Paul Ghalioungui, June, 2024

- 6/3-6/10/2024 - Jameson provided 1:1 training on the sublimation printer to establish best practices for printing. All staff showed improvement as per the before/after training surveys.
- 6/18/2024 - James in IT performed Adobe Cloud updates on the 2 Studio's iMacs.
- 6/25/2024 - Studio acquired 2 in-house only laptops to help provide access to laptops on both floors.
- 6/26/2024 - The Studio's computer station/TBS printing station has been relocated to reference. The Studio hoping to acquire a new set of computers to replace them. Also, the Studio plans to use the new space to provide a more fully developed sublimation station.

6/4/2024 - Patrons shown how to create paper lanterns.

6/6/2024 - Jameson instructed patrons how to use the Studio's new sublimation printer.

6/10/2024 - Keir instructed an iPhone video editing program

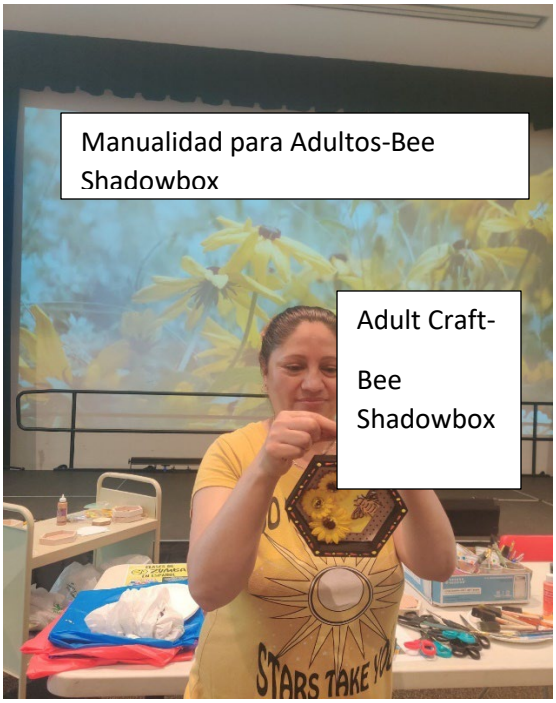
6/18/2024 - John instructed an Adobe Express class. Adobe Express is a free web-based program that patrons can use to edit photos at home.

Popular Materials Department-Lynn Donahue, June, 2024

- Summer Reading started June 3rd and we have 359 adult patrons signed up
- Lisa M. published an article in the July/August issue of the Hanover Park Hi-Lighter newsletter

ESL class

Game Night for Grown-Ups



Zumba

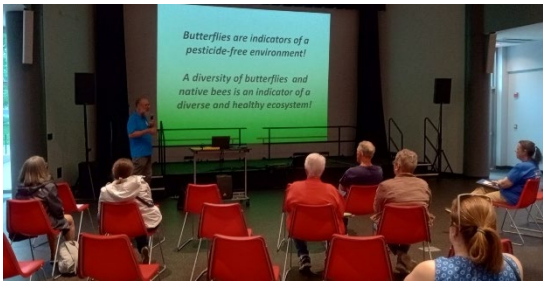
Cooking with Chef Maddox- Honey – Sweet and Savory

Reference Services: Paulette Harding, June, 2024

- Outreach-Business Librarian Steven Zanfardino:
  - Hanover Park Metra Station book exchange (6/4)
  - PCL Engagement Committee meeting (6/5)
  - Village of Hanover Park Economic Development Committee meeting (6/11)
  - PCL Parade Committee meeting (6/12)

- Projects:
  - Kathleen Ryczek, Bridget Kerans, Paulette Harding shelf-reading/weeding (various)
  - Parade Committee meeting—Bridget Kerans (6/12)
  - Proctored an exam—Bridget Kerans (6/15)
  - Pop-up displays: Juneteenth, Summer Solstice, and Tour de France—Paulette (various)

Gardeners' Corner: Flowers in Flight (6/4)



Artist Talk - Denise Laurin (6/19)

Genealogy: Your Ancestor's Names (6/24)

Trivia Night at the Chicago Loop (6/19)

Kathleen Ryczek's Coordinated Art Exhibits for May-June:
Denise Laurin - "The Preciousness of Impermanence," paintings, drawings, mixed media, (walls and display case).

Mobile Library: June, 2024: Department News

- **Attended the Streamwood Park District Summer Kick-Off**
- **Attended the summer program, Getting Excited about Science at the Branch**

Streamwood Park District Summer Kickoff

Marketing Department: Charlie Bialobok, June, 2024

June 4 – Streamwood Summer Kickoff (Photo)

June 5 – 1on1 w/ Dan, Streamwood Summer Celebration Committee, Community Engagement Committee Meeting

June 6 – Meeting with Chris from TVP, Sublimation Program (Photo)

June 10 – Follow-up Trade Inquiry for Summer Celebration

June 11 – 1on1 w/ Kris

June 12 – Parade Committee Meeting

June 15 – Hive Talkin' (Photo)

June 18 – Executive Committee Meeting

June 19 – Meeting with Theresa & Rubyliza about Library of Extraordinary Things, Call with Rush Order Signs & Printing, Trivia Night (Photo)

June 20 – Call with American Litho, Met with Jameson about Concert Videography

June 24 – Call with RRDonnelley Printers

June 25 – Travelling World of Reptiles (Photo)

June 26 – Met with Blanca about Streamwood Summer Celebration Translation

Monthly Marketing Statistics: May 1 – May 31 vs Jun 1 – Jun 30

Facebook
Reach: 6.1 K (+41.9%)
Impressions: 12,822 (+9.1%)
Content Interactions: 418 (-13.2%)
Link Clicks: 20 (-25.9%)
Compound Monthly Growth Rate: 5.6%

Instagram
Overall Reach: 336 (+22.2%)
Profile Impressions: 1,447 (-32.4%)
Story Impression: 218 (+62.7%)
Content Interactions: 134 (-25.6%)

Email Marketing Summary
Open Rate: 39.0 (+12.4%)
Click Thru Rate: 2.3 (+9.5%)

Maintenance, June, 2024

- Assemble 1 Pod and install - Paul/Miguel
- Branch Run Daily – Paul/Miguel
- Install Name brick - Paul
- Install ground fault outlet for drinking fountain - Paul
- Clean chillers as needed – Paul/Miguel
- Reset chiller twice - Paul
- Buy soil and level out by new sign/Seed and Hay - Paul
- Water as needed new plants by sign – Paul/Miguel
- Set up Tent for children when needed outside - Paul
- Frame/Drywall/sand/Prime/paint new fountain area-Paul
- Clean/check and refill cups etc. for Kuerig – Paul/Miguel
- Install two new do not enter signs south lot - Paul
- Put together new shelving in Children's - Paul
- Wash Van - Miguel
- Move tables for teens and children's – Paul/Miguel
- Change out door stops in Café and Studio - Miguel
- Pick up birds in south lot and children's - Paul
- Change lights and ballast as needed - Miguel
- Help with decorations in Pop. Mat. - Paul
- Set up program at the branch - Miguel
- Install new lights on children's desk - Paul
- Trim hedges and trees by parking lot - Paul
- Move cabinet in Tweens area - Paul
- Vacuum Amoeba dust - Miguel
- Prime and paint Umbrella poles - Paul
- Put away paper product order – Paul/Miguel
- Put away in storage remaining new flooring - Paul
- Clean fridges-Miguel
- Move Lynn's desk in her office – Paul/Tony
- Wash carpet in office - Paul
- Make stand for Children's - Paul
- Install new LED lights in children's study rooms - Miguel
- Put chairs together for Reference - Paul
- Plumbing repair staff bathroom - Miguel
- Repair computer desk children's - Paul
- Clean and treat sewer pit – Paul
- Set up sprinkler's for wild area – Paul
- Work with Contech for fire alarm issues – Paul

- Work on dock door to close better – Paul
- Repair around dock door and paint – Paul
- Clean chair and carpet in study room – Miguel
- Help take in book donations – Paul
- Change batteries in clock and faucets – Paul
- Sand and prime door to chillers (bad rust) – Paul
- Pick up property as needed – Paul/Brian/Miguel

Children's Dept.: Programs Statistics				
Date	**Program Name**	**Staffed by**	**Sessions**	**Attendance**
Synchronous In-Person On-Site				
Ages 0-5				
Jun-24	Family Storytime	Shannan	3	34
Jun-24	Preschool Storytime	Shannan	6	101
Jun-24	Branch Preschool Storytime	Shannan	3	14
Jun-24	Toddler Time	Chelsea	6	87
Jun-24	My First Storytime	Amanda	3	55
Jun-24	Messy Art	Shannan	2	30
Jun-24	ABCs of Kindergarten	Shannan	2	36
6/3/324	Creative Toddlers	Chelsea	1	19
6/4/2024	Drop In Baby Playtime	Amanda	1	17
6/17/2024	Toddler Maker Monday	Chelsea	1	26
6/20/2024	Junior Scientists	Shannan	1	25
6/24/2024	Preschool Maker Monday	Shannan	1	24
				468
Ages 6-11				
6/7/2024	Getting Excited About Science (BRANCH)	Shannan	1	40
6/10/2024	Tween Maker Monday	Amanda	1	17
6/12/2024	Tween Tie Dye	Amanda	1	40
6/13/2024	Creaciones con Cuentas…	Eugenia	1	19

6/13/2024	Avian Abodes	Lisa M	1	29
6/18/2024	Getting Excited About Science (MAIN)	Lisa M	1	78
6/19/2024	Courtyard Chaos	Lisa M & Amanda	1	26
6/25/2024	Dave DiNaso's Traveling World of…	Lisa M	1	137
6/26/2024	Magnetic Science	Amanda	1	17
6/27/2024	Rocket Science	Lisa M	1	23
6/27/2024	Burbujas y Tizas	Eugenia	1	22
Ages 12-18				
Synchronous In-Person Off-Site				
Ages 0-5				
Jun-24	Astor Avenue	Lisa M & Lara	3	27
6/24/2024	Mini Steps	Chelsea	1	9
				36
Ages 6-11				
6/10/2024	Mini Steps	Lisa M	1	16
6/24/2024	Ridge Circle (summer school 2nd)	Chelsea	2	39
6/28/2024	Ridge Circle (summer school 3rd-6th)	Amanda	8	161
				216
Self Directed Activities	(formerly passive programs)			
Ages 0-5				
Jun-24	Toys/games	All	1	50
Jun-24	Coloring sheets/activity pages	Chelsea/Amanda	1	141
Jun-24	Insect scavenger hunt	Chelsea/Amanda	1	148

Jun-24	Pinwheel crafts	Amanda	1	15
Jun-24	EPEL at Ontarioville	Lisa F (and Elsa)	4	110
Jun-24	EPEL at Sunnydale	Lisa F (and Elsa)	3	79
6/7/2024	O-ville Mobile Food Pantry (EPEL)	Lisa F	1	125
Ages 6-11				
Jun-24	insect scavenger hunt	Chelsea/Amanda	1	115
Jun-24	Toys/games	All	1	50
Jun-24	Coloring sheets/activity pages	Chelsea/Amanda	1	142
				307
Synchronous Virtual Programs	(age does not seem to matter here)		**Number**	**Views**
	none			
Reference Transactions				
Reference	405			
Directional	55			
Technology	11			
Study Rooms	7			
Misc	131			
		TOTALS		

Teens: Programs Statistics, June, 2024				
Date	**Program Name**	**Staffed by**	**Sessions**	**Attendance**
Synchronous In-Person On-Site				
Ages 0-5				
Ages 6-11				
Ages 12-18				
June 4-6	Escape Room	Amanda	3	20
7-Jun	Butterfly Bookmarks	Isabell	1	3
11-Jun	Canvas Tissue Paper	Amanda	1	9
12-Jun	TAB	Amanda	1	7
13-Jun	Creative Writing	Justine	1	1
20-Jun	Nature Trivia	Justine	1	4
22-Jun	Mock SAT	Isabell	1	3
27-Jun	Anime	Isabell	1	3
28-Jun	Ice Cream Social	Amanda	1	25
Adults 19 and older				
	Puzzles	ALL		41
	Board	ALL		8
	Lightbox	ALL		14
	Zen Garden	ALL		38
	Gaming/ Controllers	ALL		51
Adults 19 and older				
General Interest				

Studio Program Statistics June 2024				
Date	**Program Name**	**Staffed by**	**Sessions**	**Attendance**
Synchronous In-Person On-Site				
Adults 19 and older				
6/4/2024	Japanese Paper Lantern	Jonathan	1	6
6/6/2024	Design & Sublimate a T-Shirt	Jameson	1	4
6/10/2024	iPhone Video Editing	Keir	1	5
6/11/2024	Recording Booth Certification	Jameson	1	3
6/18/2024	Free Photo Editing	John	1	3
6/19/2024	Glowforge Certification	Lon	1	5
Total			**6**	**26**
General Interest				
6/23/2024	Family Concert Series: Shout Section Big Band	Various	1	144
Total			**1**	**144**
Self Directed Activities	(formerly passive programs)			
Ages 12-18				
Adults 19 and older				
General Interest				
6/3-6/9 2024	Summertime Sticker Creation	n/a	1	72
Total			**1**	**72**
Synchronous Virtual Programs	(age does not seem to matter here)		**Number**	**Views**

Asynchronous Virtual Presentations	(age does not seem to matter here)			
			# Sessions	**#of patrons served**
ONE on ONEs				
6/4/2024	3D Print Coloring Bambu	Lon	1	1
6/6/2024	Cricut	Keir	1	1
6/6/2024	Basics of Cricut	Keir	1	2
6/7/2024	Sublimation	Keir	1	1
6/11/2024	Glowforge Certification	Jameson	1	1
6/12/2024	Sublimation	Jameson	1	1
6/13/2024	Premiere Pro	Keir	1	1
6/14/2024	3D Print	Lon	1	1
6/24/2024	3D Print	Jameson	1	1
6/26/2024	Cricut	Keir	1	1
6/27/2024	3D Print	Jonathan	1	1
Total			**11**	**12**

Adult Reference: Programs Statistics				
Date	**Program Name**	**Staffed by**	**Sessions**	**Attendance**
Synchronous In-Person On-Site				
Ages 0-5				
Ages 6-11				
Ages 12-18				
Adults 19 and older				
6/4/2024	WORD Basics	Steven Zanfardino	1	3
6/4/2024	Gardeners' Corner: Flowers in Flight	Bridget Kerans	1	17
6/11/2024	Workforce Connection: Resume Review	Steven Zanfardino	2	2
6/17/2024	Free Wellness Screenings	Paulette Harding	1	16
6/19/2024	Artist Talk: Denise Lauren	Kathleen Ryczek	1	14

6/24/2024	Your Ancestor's Names	Annette Bellino	1	7
				59
General Interest				
6/19/2024	Trivia Night at the Chicago Loop	Vadim Seyfer & Lisa Mueller	1	54
				54
Self Directed Activities	(formerly passive programs)			
Ages 12-18				
Adults 19 and older				
General Interest				
multi	puzzles	Kathleen Ryczek	4	33
				33
ONE on ONEs				
multi	passport application appointments	Annette Bellino, Bridget Kerans, Hannah Sloan, Lynn Donahue, Paulette Harding, Steven Zanfardino, Vadim Seyfer	7 appts	17 people
6/3/2024	1 to 1 genealogy	Annette Bellino	1	1

Circulation Statistics June 2024				**Library Visits**	
Main	Checkouts	15383		Main(Park Ave)	8776
	Renewals	6541		Main(Library LN)	4820
	Total	**21924**		**Total Main Visits**	13596
Branch	Checkouts	1457		Branch	881
	Renewals	588		Mobile library	148
	Total	**2045**		**Total Library visits**	14625
Mobile Library	Checkouts	123			
	Renewals	103		**Registered patrons**	
	Total	**226**		Main	24298
	Library total	**24195**		Branch	2619
Electronic resources	Overdrive	4661		Mobile	151
	Kanopy	257		**Total**	**27068**
	Vudu	3			
	Electronic total	**4921**		**New Patron Registrations**	
Total circulation		**29116**		Main	223
				Branch	26
				Mobile	8
				Total	**257**
Patron Cross Borrowing					
Main to Branch		505			
Branch to Main		544			
Interlibrary Loan requests					
Items sent to other libraries LINKin and OCLC					
	Main	473			
	Branch	46			
	Total	**519**			
Received from other libraries LINKIN and OCLC					
	Main	363			
	Branch	25			
	Total	**388**			

Dept. Stats:	Reference Questions	Tech Questions	Directional and Other Questions
Chat	10		
Ref Desk	347	3	100
Popular Materials Dept	164	12	289
CSC Desk	53	604	138
Children's Desk	405	11	55
Teen Desk	110	52	127
Studio	0	137	19
Branch	62	44	58
Mobile Library	7	0	0
TOTALS	**1158**	**863**	**786**
Total IPLAR	**2021**		

June, 2024 Statistics

Training Hours by Department	
Reference Services	33.75
Popular Materials/Teens	9.75
Branch	0
Children's Services	1.75
IT Services	1
Access Services	30
Studio1405	9.5
Security	0
Maintenance	0
Admin/Business/Reception/PR	6

TOTAL:
91.75

Item	**number sold**	**net price**
Hardcover book	167	$151.96
Paperback	310	$140.69
DVD	91	$82.77
Total Book Sale	602	**$ 406.35**
Meeting room		**$410.00**
Passport Facility Fee	7	**$ 245.00**

June Hours Open: Main	284
Branch	304
Mobile Library	29
Days Open: Main	29
Branch	29
Mobile Library	15

Meeting Room STATS		
Meeting Rooms by Staff	5	
Meeting Rooms by Patrons	51	
Pop Mat Study Room Uses	352	
Teen Study Room Use	26	
Children's Study Room Use	7	**TOTAL:**
Studio Room Use	9	**450**

Public Computer Usage by Area for June 2024

Area	Uses
15 Minute Express	157
Children's	143
Computer Services	783
Branch Adult	124
Branch Children's	4
Studio	182
Teen	113
TOTAL	**1,506**

Public Wi-Fi Usage by Library for May 2024

Library	Uses
PCB	36,671
SCB	950
TOTAL	**37,621**