



## NEW LENOX PUBLIC LIBRARY DISTRICT BOARD MEETING January 13, 2020

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m. by President Dr. Edward A. Tatro on January 13, 2020 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present:** President Dr. Edward A. Tatro, Vice President Linda Evans, Colette Loecke, Michelle Monbrod, Bonnie Ulstad, Alex Vancina. Ann Podoba arrived at 7:03 pm.

**Absent:** None

**Staff present:** Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager, Ashley Middleton: Digital Services Manager, Monica Waligorski: Adult Services Assistant Manager

**Visitors:** None

### **Minutes**

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- Meeting minutes from the Special Board Meeting on December 4, 2019, December General Meeting on December 9, 2019, Finance Committee Meeting on December 9, 2019, and Personnel Committee Meeting on January 7, 2020 were approved on a motion by Trustee Evans, seconded by Trustee Monbrod. Motion passed by unanimous vote.

### **Staff Report**

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- Ashley Middleton: Digital Services Manager – Burbio was presented to the Board, which is a new service being offered to patrons that is free to the library. This new community calendar is featured on our website and pulls all the information from local organization's calendars. Ashley also showed the Board the new, easier to browse format for the library's new releases.
- Monica Waligorski: Adult Services Assistant Manager
  - APPROVE: Continuing Education Reimbursement for Spring 2020 Semester for Monica Waligorski. A motion was made by Trustee Monbrod and seconded by Trustee Vancina to approve the CE reimbursement for the Spring 2020 semester for Monica Waligorski. Motion passed by unanimous roll call vote.

### **Audience to Visitors**

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- None.

### **Correspondence**

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#### **Newspapers & Magazines**

- New Lenox Patriot – December 12, 2019

- *Craftin' in a winter wonderland – pg. 19*
- *Facebook post from Cottages visit – pg. 21*
- New Lenox Neighbors: Basic Library Contact Information and Library Events Advertised– December 2019
- Trader Magazine: “Thank you for a great year!” - December 2019

## Email

Good morning and thank you for your inquiry with the New Lenox Public Library! You are correct that we have been in several locations since our inception in 1936. By 1957, the library was hosted in the Kerr Building, located at 117 North Church Street, New Lenox, IL 60451-1828. Today, that site is a private residence, but it was the library's home for eighteen years until the Cedar Road facility was constructed in 1975. I hope this information is helpful. If you have any further inquiries, please do not hesitate to ask. Thank you again and have a great day!

Michael Stubler

Business Manager

New Lenox Public Library

(815) 485-2605 x103

[www.newlenoxlibrary.org](http://www.newlenoxlibrary.org)

On Tue, Dec 10, 2019 at 10:03 AM Anne Debock <tanniexn@gmail.com> wrote:

Good morning. I am a former patron of New Lenox library from many years ago. I just finished reading "The Library Book" by Susan Orlean and it's given me pause to consider my 1st library experiences.

I can remember the joy of visiting the library and I can remember the building layout, but I can't recall the location. Your website lists four different locations before the current building was built. My 1st visits to the library probably were in 1957. I wonder if you could tell me where the library was located during that time? Many thanks from a lifetime book lover!

## Director's Report

### Administration

- **Adult Services Manager** -Tana Petrov has taken a management position with the Fountaindale Public Library District. Although we will miss her, we wish her great success in her future endeavors.
- **Chamber of Commerce Annual Dinner** - The New Lenox Chamber of Commerce will be hosting their annual dinner on Thursday, January 23 from 6:00-8:30 pm at the Harry E. Anderson VFW post. The library will be recognized for 35 years of participation in the Chamber. Please let the Director know if you are attending by January 17.
- **Referendum** – Many meetings have been scheduled with community taxing bodies and other organizations. These presentations will continue until election day on March 17. Early voting begins February 6 at the Will County Clerk's office and March 2 at New Lenox Village Hall. All of the information can be found on our [www.newlenoxlibrary.org/vote](http://www.newlenoxlibrary.org/vote) page. Some posts have been shared to community groups on Facebook as well.
- **Library Referendum Informational Meetings** – We will be holding two town hall style meetings on Wednesday, January 22 at 7:00 pm and Saturday, February 22 at 10:30 am. Consultants will be available to present.

### **Upcoming:**

- **Library Referendum Informational Meeting:** Wednesday, January 22, 2020 at 7:00 pm
- **Building and Grounds Committee Meeting:** Monday, February 10, 2020 at 6:30 pm
- **Next Board Meeting:** Monday, February 10, 2020 at 7:00 pm

### **Adult Services**

- We had a great turnout for our teen after hours study. We had over 100 teens coming to the library on the two nights we hosted the program.
- Ornament making at the high schools was also a big success, and both high schools were very happy to have us. They are looking forward to regular visits in the future!
- We visited the Cottages of New Lenox, where we did a craft session with the residents for the holidays.
- We hosted a 2020 Census program to spread awareness throughout the community of the importance of the upcoming Census. We designated a table with resources and printouts about the 2020 Census for patrons to take out. All staff in the department will be watching a webinar about the Census to prepare for helping out patrons with any questions. Another 2020 Census program is coming up in February that will be open to both staff and patrons.
- Review to Win - we are excited about our upcoming Winter Learning Challenge for adults and teens. Between January 6th and February 29th, patrons will be submitting a brief review of a book or movie for a chance to win a prize, after which we will be creating a display with reviewed materials.
- Adult Services Department won the Digital Offerings Contests and earned a cookie party. For this contest, we promoted the library's e-resources and apps such as OverDrive and Axis360.
- We are in the process of changing our holiday displays; we now have a display featuring materials on the topic of New Year's resolutions.
- *New Life for Old Bags* program was featured in the New Lenox Patriot!

### **Circulation Services**

- NLPL circulated 11,449 items during the month of December making us the 4<sup>th</sup> highest circulating library in our consortium of 170 libraries.
- At the request of Director Krooswyk, the Will County Voters Registration Department was contacted to obtain an updated listing of our 11 current voters' registrars. We are preparing for a larger than usual voter turn out in 2020 and would like to have all available staff up to date on their knowledge of voters registration.
- NLPL now offers another way to use your library card! On December 12<sup>th</sup> we added Explore More Illinois to our digital offerings! This is an online museum pass that patrons can access from home with their valid library card. In addition to the already offered Museum Adventure Pass, patrons now have even more access to museums, historical sites and other attractions throughout Illinois. Explore More Illinois is free and can be accessed 24/7 from any computer, tablet or smartphone.
- We did not host a walk-in passport day in December but anticipate passport appointments to significantly increase in the new year.

### **Digital Services**

- All Digital Services staff are currently trained in film digitization. We promoted the service on social media this month, and will continue to do so in 2020.
- On December 30, we launched our new Community Calendar with Burbio, a free service that collects all local calendars into one spot. Community members can access calendars from the Village, the Library, the schools, Silver Cross Hospital, and service organizations. We will be adding more calendars throughout 2020.

### **Information Technology**

- Updated all staff PCs to Microsoft Office 2019 to be in compliance with current licensing rules.
- Final parts came in for network rack installation, which is part of the new server transition.

### **Maintenance**

#### **Building & Grounds Improvements:**

- Began looking into budgeting for the 2021 Fiscal Year
  - Identified key areas of budget that need to be increased and calculated approximate amounts.
  - Increased amounts can still be fulfilled using current budget calculations; it's simply a matter of moving funds from the Building & Grounds Maintenance line to other specific lines (Fire Protection, Elevator) to better match where funds need to be allocated.
- Began scheduling of annual mandated safety tests for 2020
  - Thyssenkrupp Elevator and QEI Lombard are tentatively scheduled to perform elevator safety tests in mid-January.
    - State mandates continue to be progressively more stringent; Line 5790 Elevator on the budget will need to be increased in order to pay for maintenance requirements.
  - Commercial Electronic Systems will be scheduled to perform fire alarm system testing, including elevator shaft smoke/fire detectors.
    - State mandates require a certified elevator mechanic to be present during all elevator testing, maintenance, and inspections. Also, additional state mandated paperwork is now required to be filed by both companies. The cost of that labor and record keeping is on the rise, hence the need for the budget increase stated above.

Cintas Fire Protection will also be scheduled to perform state mandated fire extinguisher inspection and recertification. Cintas will also inspect and recertify all library emergency lighting.

### **Marketing/Outreach**

#### **News:**

- Started a digital media campaign that took place Nov. 10 through Dec. 28
  - We had a raffle for patrons, where if they read a digital offering, ebook, audiobook or eMagazine they can be entered to win a Kindle Fire Raffle basket.
  - Posters were put up throughout the library and quarter sheets placed at each desk.

- We also had a staff competition where they had to mention our digital offerings, show how to install and work the apps, or suggest a digital offering.
- Campaign concluded Dec. 30, and the adult's department won with 160 entries. Kelli was our individual winner. Number of recommendations were as follows: Adults 160, Admin 4, Circulation 85, Youth Services 69

**Outreach:**

- Dec. 3 – Visited the Cottages and did a craft with the senior. They loved us coming and we will continue to do this a few times a year.

**Referendum Info:**

- Created ad for Trader Magazine for January issue
- Signing:
  - Lobby
  - Stairwell
  - Door
  - All computer screens in library
  - Sandwich board in lobby
  - Facebook Cover
  - Created a video for website page
  - Created and had printed bookmarks and information sheet. We had 1,000 of each printed out to give the public more information
  - Infographics for Facebook
- Our plan is to post every couple of weeks on Facebook, with information on referendum or highlighting what the library services, programs, how we are essential to the community.
- We will highlight voting in the Spring Guide
- We will be sending out a separate email blast Jan. 15 letting everyone know about the informational meetings at the library
- Press releases will be sent to news outlets in January
- Facebook boosts will get out to community members that might not be following us along with posts on Instagram and Twitter. Live stream on Facebook and YouTube FAQs and information will also be included.

**Youth Services**

- We hosted our first tween crochet program, thanks to a donation by the Friends of the Library. We had more than 10 kids between the ages of 9-12 come in and learn the basic stitches. We hope to make this a monthly offering.
- The Youth Services Department MakerSpace was transformed into a lovely holiday village that patrons of all ages contributed to during the month of December. By upcycling cardboard boxes, remnant craft supplies and old wrapping paper, patrons created a unique piece of art!
- Our Elizabeth Devito had a very eventful holiday – she got married on December 28!
- Winter Reading Program had a strong start, with YS staff handing out more than 200 reading logs in December. The program goes until Feb. 1.

### **Technical Services**

- Items Added – 772
- Items Deleted – 1,040
- Volunteer Hours – 8

### **Treasurer's Report**

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- Michael Stubler gave the Treasurer's Report explaining income and expenses for December 2019. Budgeted expenses should be at 50%, and the actual expenses were 44.98%.
- Trustee Podoba moved and Trustee Monbrod seconded to approve disbursements for November 2019 in the amount of \$68,954.28; motion passed by unanimous roll call vote.

### **Committee Reports**

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- **Personnel:** Scheduled to meet April 13, 2020 at 6:00 pm.
- **Finance:** Schedule to meet May 11 at 6:30 pm.
- **Building and Grounds:** Scheduled to meet February 10, 2020.
- **Policy:** Scheduled to meet March 9 at 6:30 pm.
- **Fundraising:** Scheduled to meet June 8, 2020, 2020 at 6:30 pm.
- **Other:** Next intergovernmental meeting is Friday, January 24. Trustee Tatro said he is planning on attending.

### **Old Business**

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- **REVIEW: RAILS Membership Standards: Customers–** The library is meeting all standards and is exemplary in this category.
- **REVIEW: Serving Our Public Chapter 1 – Core Standards –** The library meets all the requirements for this chapter for the statewide standards.
- **REVIEW: Regular Policy Review Schedule – General Policies 301 Parameters and Priorities of the Collection, 302 Use, Availability & Labeling, 303 Evaluation of the Collection, and 309 Disposal of Library Materials –** Trustee Vancina asked if the survey cited in General Policy 301 was the most up to date version. Director Krooswyk said she would look into this survey and see if there were any updated versions.
- **REVIEW: Strategic Plan 3 – Enlighten: Instructive and Enlightening Experiences –** updates from multiple departments were provided to Board Members.

### **New Business – Consent Agenda**

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Any item on the Consent Agenda may be removed for separate consideration by any Board Member. Action item to approve the Continuing Education Reimbursement for Spring 2020 Semester for Monica Waligorski was pulled and voted on earlier in the meeting.

Motion made by Trustee Monbrod and seconded by Trustee Evans to approve the consent agenda. Motion passed by unanimous roll call vote.

- **APPROVE:** Board Meeting Dates for 2021
- **APPROVE:** Closure of Library for Staff In-Service Days on April 24, 2020 and September 25, 2020

- APPROVE: Update to General Policy 219 – Study Room Policy
- APPROVE: Transfer of Money Market Account and corresponding funds from Lincolnway Bank to different Financial Institution

### **Executive Session**

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- None.

### **Trustee Comments**

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- Trustees thanked Director Krooswyk on the nice work done with the information only video, website and handouts.
- Trustee Evans mentioned there were a lot of leaves mixed in with the ice in the parking lot, which made the surface slippery.

### **Adjournment**

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Trustee Monbrod moved and Trustee Vancina seconded that the meeting be adjourned 8:20 p.m. Motion passed by unanimous vote.

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Michelle Monbrod, Secretary

Respectfully Submitted,  
Michelle Krooswyk, Director & Recording Secretary