



NEW LENOX PUBLIC LIBRARY
DISTRICT BOARD MEETING
October 14, 2019

The regular meeting of the New Lenox Public Library District Board of Trustees was called to order at 7:00 p.m. by Vice President Linda Evans on October 14, 2019 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present: Vice President Linda Evans, Ann Podoba, Bonnie Ulstad, Alex Vancina

Absent: President Dr. Edward A. Tatro, Colette Loecke, Michelle Monbrod,

Staff present: Michelle Krooswyk: Director and Recording Secretary, Liz Yolich: Youth Services

Visitors: None

Minutes

- Meeting minutes from the regular Board Meeting on September 9, 2019 were approved on a motion by Trustee Podoba, seconded by Trustee Vancina. Motion passed by unanimous vote.

Staff Report

- Liz Yolich: Programming: Our fall programming session is well under way, and we have begun to plan for the winter. Each year, our Winter Reading Program grows, and we are very lucky to once again be partnering with the Chicago Wolves organization.
- MakerSpace: We are making great progress on our MakerSpace. We are constantly switching out activities to give kids the opportunity to learn and create different types of projects. While our tech toys generate a lot of interest, it is actually the more analog, hands-on activities that the kids enjoy most. We are also planning out our Winter Wonderland Holiday Village as a community project that will be housed in the MakerSpace during December, and allow kids (and grownups!) the chance to get creative and make something collaborative and wonderful.
- Early Literacy Area: We are working toward making the preschool play area by our tree more intentional and designed to have our youngest patrons and their caregivers interacting in ways that support early literacy. We have been adding more tactile toys, and upcycling existing furniture pieces to incorporate activity, such as adding chalkboard paint to one of the tables to create a writing surface. Our puppet theatre has been a hit, encouraging kids to create stories to perform.
- Staff: YS has welcomed three new and one returning staff member! Liz Yolich is joining us as a full-time Youth Services Specialist. Chris Ford is returning to us as a part-time

Youth Services Specialist, and we have also added Cecily Meers and Katie Gross in part-time capacities as well. All of our new hires are settling in nicely and have brought such great energy and insight to our department!

- Goals: One of our department goals for the year is really focusing on the collections. We are concentrating on Juvenile Fiction and certain ranges of Non-Fiction that need updating. We are also shifting materials and working toward making everything as well-maintained as possible for our patrons!

Audience to Visitors

- None

Correspondence

Newspapers

- New Lenox Patriot – September 5, 2019
 - *Gene Ha, other local organizations highlight 2019 Maker Day pg. 8*
 - *Residents taught how to plan meals for a week, create menu for family pg. 9*
- New Lenox Patriot – September 19, 2019
 - *Pee Wee Picassos Facebook post pg. 13*
 - *Making memories (MakerDay article - front page of Life and Arts section) pg. 15 & 17*

Director's Report

Administration

- **Digital Services Specialist:** A new Digital Services Specialist, Jane Frederick, started working this month. As a reminder, this position is part of the process for ultimately ensuring the DML desk is staffed during the library's normal operating hours. This position was able to be financially created after reassessing our staffing structure and therefore deciding not to re-hire our fifth circulation page position.
- **Door to Door Library Card Sign-Up:** For National Library Card Sign Up Month, staff went door to door to sign up new cardholders. We conducted 6 shifts, visited 187 homes, 119 did not answer (left information on door), 14 were not interested, 47 already had a card and signed up 8 new cards!
- **EveryLibrary:** Director Krooswyk has been meeting with John Chrastka regularly over the phone regarding next steps with our future funding options. A more detailed report will be provided at the Board Meeting.
- **Financial Consultant:** We are working with Jamie Rachlin of Meristem Advisors to provide a look back over the past three years. In addition, he will be incorporating inflation trends, findings from our facility assessment and minimum wage impacts to project forward a few years. This will be useful in communicating our future financial needs to the community. We are waiting on facility assessment results to incorporate larger future capital improvements that will significantly affect our budget and/or reserves. Mr. Rachlin was impressed with how we have handled our finances to date considering our lower income levels.

- **Friends:** The Friends of the Library Rummage Sale was pushed back one day due to rain. Although there wasn't a large showing of vendors due to our weather, the people that showed up to shop and sell were pleased. The Friends of the Library did an excellent job with the challenging weather situation.
- **Future Funding:** Director Krooswyk and Trustees will be tasked with re-visiting with the stakeholders we spoke with earlier in the year. Content of these discussions will be presented at the Board Meeting. Director Krooswyk will follow up with Trustees who were unable to attend.
- **Information Only Communication Campaign:** Liz Wetmore, Ashley Middleton, and Director Krooswyk are meeting weekly to formulate content and layout of the information only communication campaign. Should the Board vote to place the referendum on the ballot in December, this information will be ready to be released to the public the day after.
- **Insurance:** Agents have been requesting to bid out our insurance once again
- **Studio GC:** The facility assessment is in full swing. Physical blue prints have been scanned to a digital format for use by Studio GC and we will have access to these once the study is complete. The results of this study will truly drive home the need for an increased limiting rate due to larger capital needs being addressed in the next few years. Rick McCarthy has already checked in with Director Krooswyk multiple times regarding statistical information and building layout for their report and analysis. As mentioned previously, conducting a facility assessment and visioning plan/analysis was much needed whether or not a referendum is being pursued due to the aging building.

Adult Services

- We are in the process of weeding Nonfiction collection; this is a project that will take a few months to complete
- Maker Day was one of the most successful events for us in 2019 with 450 people coming to the library to enjoy a variety of interactive activities, exhibits, and demos from local professionals, library staff, and community members. New Lenox Community Television (Channel 6) covered the event, and the New Lenox Patriot published an article about the event. Several staff from ASD were involved with planning and helping during this event.
- Door-to-Door Library Cards Sign Up: Few staff members from the ASD participated in this activity in honor of September is Library Card Sign-up Month. We talked to the community about the benefits of having a library cards, and about our upcoming programs.
- Displays: DVDs from the 1980s/ Read for a Lifetime and Lincoln Award Display/ Beat the Back to School Blah's/ Fall Programs
- Our Teen Coordinator visited Lincolnway West High school to promote teen programs and to make washi tape clothespins with students. More than 100 washi tape clothespins were made!
- We are improving our senior area - we have added new board games for seniors and we are adding a new slatwall with brochure holders so we can put all the senior information in one place.

Circulation Services

- 14,312 items were circulated in September. Making NLPL the 4th highest circulating location in our library system.
- Costume Exchange is a huge hit. So far we have sold over 20 costumes and more are donated each day so we have a very wide selection with something for everyone! This low maintenance passive offering is something that I would like to see return next year.
- We are very much looking forward to our first Passport Walk-In Saturday on 10/5/19. I will be available to assist with filling out forms and processing passport applications.
- Maker Day was so much fun! Myself and another Circulation Staff member had so much fun volunteering for this event.

Digital Services

- Our new hire, Jane, is in place at 16 hours a week. She trained quickly, and is already staffing the desk alone and making one-on-one appointments with patrons. We did not drop the number of hours Ashley is scheduled on desk, so Jane is adding a full additional 16 hours to the department's desk schedule.
- We've upgraded the electronic design cutter Silhouette Cameo 1 to the Silhouette Cameo 4. The original remains in use but the new offers many new functions.
- We are preparing some fun, simple monthly drop-in Cameo project ideas for our patrons.
- We will also begin a 3D Print of the Month, where patrons can request a specific highlighted print. We're hoping this makes it easier for patrons to request prints and gets them more used to what a 3D printer can do.

Information Technology

- All wireless access point updated to newer models
- My promo receipt installed on front line circulation computers to help with advertising programs.
- LinkedIn learning was set up and then retracted by the company. This is due to other libraries having qualms about the service.

Maintenance

Building & Grounds Repairs:

- Precision Control returned to the library to perform the following:
 - Adjusted damper controls on the air handler units.
 - Monitored the system after an apparent power brownout on Friday, October 4th required two motor drivers and a chiller phase controller to be reset.
 - Re-checked the coolant charges in the chiller units to ensure previous leak repairs were holding up (yes, they are).

Building & Grounds Improvements:

- Continued installation of security cameras in conjunction with Phillip in IT.
 - Installed new camera outside of DML on second floor.
 - Ran communication wire for exterior Receiving Area/Staff Parking Lot camera.
- Built and placed new commercial picnic table near Youth Services patio area.

Marketing/Outreach

News: Maker Day 2019:

- We had Article in Patriot, and on event page of, Patriot, Patch, The Times Weekly.
- Quarter sheet handouts delivered to multiple businesses throughout New Lenox

- Posters and handouts delivered to businesses that were presenting for Maker Day
- Village electronic bulletin board
- Channel 6 interview talking about all fall events
- Live stream on Facebook for Maker Day
- Press releases to news outlets
- Highlighted at all outreach events
- Highlighted in Newsletter
- Promoted throughout the library
- Results for Maker Day was 450 attended this event, we had over 20 presenters. Every station was filled throughout the day. The community loved this event, and is excited to have it again. The presenters are asking to be part of it again when we do it. We will have our next Maker Day in Spring of 2021.

Outreach Events:

- Health Fair Breakfast for Seniors held Sept. 19 at VFW. We had a table at this event and did a raffle basket designed for seniors. We highlighted our Homebound, Mini Golf, library card sign up. This event was well attended with over 150 seniors.

Social Media:

- For the month of September we had 17,654 post reach, 14 new page likes, 4,968 post engagements, added 38 new followers.
- Boosted post for Maker Day, and Mini Golf, Friends of the Library Rummage Sale, Library card sign up month. Each of these post had over 5K reach and on average 150 engagements (likes and reactions, or post clicks). Each of these are above our average, with mini golf being the highest performing.

Youth Services

- The Youth Services Department has begun its annual sixth grade tours and database demonstrations. By January we will have seen every sixth grade class in District 122.
- A massive organization project is underway in the department, and has already made program planning easier for staff.
- We have been working on cleaning up our J Fiction collection, including changing spine labels and cataloging on items that had previously been housed in a separate paperback collection.

Treasurer's Report

- Michelle Krooswyk gave the Treasurer's Report explaining income and expenses for September 2019. Budgeted expenses should be at 25%, and the actual expenses were 21.80%.
- Trustee Vancina moved and Trustee Podoba seconded to approve disbursements for September 2019 in the amount of \$73,502.67; motion passed by unanimous roll call vote.

Committee Reports

- **Personnel:** Scheduled to meet November 12, 2019.
- **Finance:** Scheduled to meet December 9, 2019.
- **Building and Grounds:** Scheduled to meet February 10, 2020.

- **Policy:** Scheduled to meet October 17, 2019
- **Fundraising:** Scheduled to meet January 13, 2020.
- **Other:** None.

Old Business

- **REVIEW:** RAILS Membership Standards: Funding – The library is meeting all standards and is exemplary in this category.
- **REVIEW:** Serving Our Public Chapter 9: Marketing – The library meets all the requirements for this chapter for the statewide standards.
- **REVIEW:** Regular Policy Review Schedule – Disaster Policy – This policy was included in the Board Packet with suggestions on updating contact information.
- **REVIEW:** Strategic Plan 3 – Instructive and Enlightening Experiences – updates were provided to Board Members.

New Business

- **APPROVE:** Library Health Insurance Premiums – Health insurance premiums increased by only \$32 a month. Board Members were presented with different options for providing coverage. Trustee Podoba motioned and Trustee Ulstad seconded for the library to absorb the additional \$32 a month keeping the full time staff member's responsibility at \$30 per month. Motion approved by unanimous roll call vote.

Executive Session

- None.

Trustee Comments

- Trustee Ulstad mentioned a comment about a fast food establishment that partnered with a library to provide free books to children. She will send the article to the Director once she finds it.

Adjournment

Trustee Vancina moved and Trustee Podoba seconded that the meeting be adjourned 7:52 p.m. Motion passed by unanimous vote.

Michelle Monbrod, Secretary

Respectfully Submitted,
Michelle Krooswyk, Director & Recording Secretary