

SYCAMORE PUBLIC LIBRARY
Agenda BOARD OF TRUSTEES MEETING
Date: July 11, 2023
Sycamore Public Library, Sycamore, IL

- I. **Call to Order**
- II. **Changes to and Approval of Agenda**
- III. **Public Comment**
- IV. **Announcements:**
- V. **Library & Trustee Reports:**
 - a. Treasurer's Report for June 2023
 - b. Library Report for June 2023
 - c. Friends of the Library report
- VI. **Consent Agenda-Board Approval Required**
 - a. Regular Meeting Minutes, June 13, 2023
- VII. **Old Business**
 - a. Building updates: Neal Vogel updates
 - b. Director Review-updates
 - c. Board elections and Committee assignments
- VIII. **New Business**
- IX. **Closed Session**

5 ILCS 120 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- X. **Adjournment**

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

Next Meeting: Tuesday, August 15, 2023 at 5:30 p.m.

Sycamore Library Statistics	22-Jun	23-Jun	% Change	YTD (FY22-23)	YTD (FY 23B)	% Change
Visitors & Room Usage						
Library Visitors	8,886	0	-100%	15,232	7,250	-52%
Meeting Rooms Reservations	7	0	-100%	17	19	12%
Meeting Room Attendance	90	0	-100%	220	125	-43%
Circulation & Use						
Physical Items	15,509	15,287	-1%	27,273	26,722	-2%
E-Resources	2,503	2,708	8%	5,026	5,443	8%
Total Circulation	18,012	17,995	0%	32,299	32,165	0%
Library Cards						
Resident Cards	5,448	5,570	2%	5,448	5,570	
Non-Resident Cards	338	340	1%	338	340	
Total Library Cards	5,786	5,910	2%	5,786	5,910	
Reference Questions & 1:1's						
Reference Questions	1,188	1,372	15%	1,689	2,066	22%
1:1's	1	3	200%	1	6	500%
Programs						
Programs	57	57	0%	99	100	1%
Program Attendees	1,191	1,277	7%	1,685	1,686	0%
Outreach Events	1	3	200%	10	19	90%
Outreach Attendees	28	413	1375%	927	1,723	86%
Computers & Technology						
Computer Users	498	579	16%	879	1,198	36%
Wi-Fi Connections	832	750	-10%	1,662	1,571	-5%
Database Sessions	1,377	2,435	77%	2,848	4,807	69%
PR & Marketing						
Website Hits	13,664	13,247	-3%	23,829	25,467	7%
Facebook Likes	3,488	3,760	8%	6,949	7,498	8%
Instagram Followers	1,056	1,143	8%	1,056	1,143	
Twitter Followers	793	778	-2%	793	778	

Next Meeting: Tuesday, August 15, 2023 at 5:30 p.m.



June 2023 Library Report

LIBRARY BUSINESS

News/Announcements

- June anniversaries: There are no anniversaries in June.
- Jacqui Williams joined the Youth & Teen Services team on June 12.

Finances

- Budget benchmark for 6/30/2023 is 1/12 or 8.33% of our budget should be expended.
- The operating income year-to-date is \$122,932 which is 8% of anticipated income.
- Total expenses YTD for the end of May 2023 is \$91,433 which is 10% of the budget.

Professional Development

- Kim attended a webinar on managing conflict
- Kim and Sam attended the ALA Annual Conference. Kim on June 23rd-26th, and Sam on the 26th; with the assistance of a \$250 DCNP Professional Development Microgrant.

STRATEGIC PRIORITIES

Develop & Implement a Capital Improvement Plan to Meet the Library's Short & Long-Term Goals

1. Identify necessary building improvements/maintenance and prioritize projects

- We are awaiting to post the RFP for the upcoming window project.

Enhance Collaboration with Community Partners to Expand Library Programs & Services

1. Strengthen partnerships between library staff and community members/organizations

- Circulation provided 26 curbside services and the library provided 19 notary services during the month of May

Capitalize on Modern Technology to Meet Evolving/Emerging Patron Needs

1. Provide access to and assistance with current software applications on computers and devices

Next Meeting: Tuesday, August 15, 2023 at 5:30 p.m.

2. Explore and implement technology platforms for staff that improve efficiency and increase collaboration

- The new website was launched on May 1st.

Develop & Implement a Financial Plan to Meet the Library's Short & Long-Term Goals

1. Partner with the Friends of the Sycamore Public Library group to create a fundraising strategy.

2. Explore possibilities for additional revenue streams

- Patrons can don the latest library gear by shopping through our online eStore! Additional information [HERE](#).

Create a Cohesive Branding Strategy to Promote the Library in the Community

1. Create and implement a plan to convey the story and value of the library

Social Media/ Engagement Stats:

- | | |
|------------------------------|-------------------------------|
| ▪ Facebook likes: 3,760 | ▪ Google Profile Views: 6,321 |
| ▪ Instagram followers: 1,143 | ▪ Website: 13,247 |
| ▪ Twitter followers: 778 | ▪ Friends of the Library: 20 |

Cultivate Dynamic Collections, Programs, and Services that are Responsive to Community Needs

1. Increase access points to and use of library collections, programs, and services

- Dramatic Play in Youth & Teen Services continues to receive a record number of visitors. June's theme was space and more than 475 children enjoyed playing in a pop-up rocket, dressing as astronaut, interacting with the solar system felt board and space vocabulary words, checking out the space reels on our Viewmaster and trying out the "Sort the Stars" activity. We also had 136 users play in our puppet stage this month which featured the story "The Three Little Pigs." The play kitchen also continues to see a lot of daily usage.
- Adult Services circulated 40 books to 13 mobile Library patrons at Oak Crest retirement center, and 4 audiobooks to one resident at Grand Victorian. We have 3 new patrons at Oak Crest. On book drop off day, Laura hosted an outreach program at Oak Crest with an hour of reading short stories along with water painting and puzzles for 7 attendees. One client with our Meals on Wheels partnership received 4 books this month.
- Sycamore resident Jennifer Soule sent us the following note about our Literacy Lane initiative along the Great Western Trail:

Next Meeting: Tuesday, August 15, 2023 at 5:30 p.m.

“Dear Sycamore Library Board and Staff: I am a resident of Sycamore and often enjoy walking my husky on the portion of the Great Western Trail that is adorned with placards maintained by the Library. I want to express my appreciation for the thoughtfulness, care and purpose in the Library’s efforts to provide education and creativity along the trail. I so appreciated the Amanda Gorman selection, and took time to read the book along the trail. Today, I enjoyed learning more about two important aspects of history, LGBTQ history (including literary) and Juneteenth (including becoming more familiar with the movement for a national holiday). In or approaching the winter, I truly enjoyed the hibernating creatures display.

Thank you so much for your efforts, and for being inclusive. Your work makes me proud to live in Sycamore, and proud of the institutions here. I know your efforts require courage at times, and stand with you in full support.”

° The Youth Vox book collection that was established in late spring has proven extremely popular with patrons. Each of the original titles purchased circulated at least once and an additional 48 titles that also included some chapter books, were purchased this month to further expand this collection.

° Summer Reading Challenge is keeping us busy. Patrons are participating across all ages birth – seniors and are utilizing the Beanstack app or paper logs to do so. We also have students participating in an outreach version of the program at Head Start and through D427's OSCAR program. We are actively promoting the all-ages end of the summer party on July 28 which will feature food, free entry to the splash pad at the Sycamore Park District and entertainment from the band Truman's Ridge as well as balloon animal and bubble performers and a face painter.

Respectfully Submitted,

Kim Halsey, Jeannie Barry, Jill Carter, Mary Holtrop, Samantha Sundquist and Lisel Ulaszek

Next Meeting: Tuesday, August 15, 2023 at 5:30 p.m.