

DIRECTOR'S MONTHLY REPORT

JULY 2021

ACTIVITIES

Administration has begun planning our Fall staff development day. This will be our first in-person training in two years.

Lauterbach and Amen representatives were on site for preliminary audit fieldwork July 13. They'll return in August. The audit will be presented to the Board in October.

Assistant Director Melissa Gardner capably managed a huge number of construction issues the last week of the month, while I was out of town. She has truly been amazing throughout this project, and I don't know how I would've managed without her.

RENOVATION UPDATE

Phase 3 started this month with the closure of the 2nd floor. We are nearly ready to reopen the floor to the public, but we're waiting on the arrival of the new Information Desk, which will be installed in mid-August.

SECOND FLOOR

Carpeting is being removed and reinstalled in sections, moving the shelving as they go. Lighting has been completed throughout. They are also working on data and power for the new study rooms.



FIRST FLOOR

Furniture continues to arrive for the first floor. We hope to have most of it in place by the August 6th ribbon-cutting, but some is delayed.



Technology staff are installing all the equipment in the Workshop and learning how to use it. They plan to open limited hours in August, working toward full opening in the Fall.



NORTH ENTRANCE

Due to some unforeseen sidewalk issues, both the west and east sidewalks will need to be repoured. The north entrance desk will arrive in early August. We're excited about having the ribbon-cutting event at the north entrance!

EXTERNAL MEETINGS

Organizations are resuming in-person meetings. I've listed the location below except for meetings held virtually.

- F.H. Paschen construction meetings, Main Library, 7/7, 7/14, 7/21
- AV coordination meeting, Main Library, 7/7
- Foundation, 7/8
- CCS Budget and Finance Committee, 7/8
- North Suburban Directors, 7/12
- Rotary of Palatine, Red Apple Restaurant, 7/12 and 7/19
- Branch scope of work discussions
 - Hoffman Estates Park District, 7/14
 - Northwest Community Hospital, 7/21
- FOL Presidents meeting, Main Library, 7/15
- Engberg Anderson garage lighting discussion, Main Library, 7/15
- HE Chamber WEB meeting, Compass Heating & Air, 7/19

Jeannie Dilger



Collection Development Plan

Prepared by: Violet Jaffe, Collection Services Manager

Last update: July 30, 2021

STATEMENT OF PURPOSE

This document serves as a guide and plan for those who are responsible for developing and managing the collection at the Palatine Public Library District. This document supports the library's mission and strategic plan, defines the scope and purpose of the collection, and guides the collection development work of the Library.

A collection development plan does not replace the judgment of staff responsible for the selection of Library resources. Selection staff are required to meet professional collection development competencies.

It provides a written framework for planning, building, selecting, and maintaining the Library's circulating collection in a cost-effective and member-focused manner.

It defines priorities and indicates boundaries to assist staff in choosing, maintaining, and evaluating the collection to best meet the needs of the community while maintaining fiscal responsibility.

This plan also serves to inform the public about the principles of material selection and to support and communicate the principles defined in our Collection Management Policy:

<https://palatinelibrary.org/sites/default/files/2020-12/policy-07-20201201%20%281%29.pdf>

SCOPE

Palatine Public Library District maintains a diverse popular materials collection that meets the needs of our specific community. Our dedication to equity, diversity and inclusion is reflected in our collection. We respond to changes in the way our community members seek out materials, formats, and subjects. The purpose of the collection is to provide access to information, education, and entertainment to our members in any formats they seek. Access to materials

may be provided by adding to the collection or by loan through our consortium or interlibrary loan.

As part of our library-wide equity, diversity and inclusion initiatives, a team was formed to conduct a diversity audit of the library's collection. The goal is to have the data collected by January 2022 and share it with the Board and all staff. Measures will be implemented at that time to identify items in the catalog that meet diversity criteria defined by the team. Measurable efforts will be put in place for selection to ensure a more diverse collection. The diversity audit will be repeated after a period of at least three years to quantify the improvements resulting from the measures.

SELECTION RESPONSIBILITY

The ultimate authority and responsibility for the selection of Library materials rests with the Executive Director, who delegates selection to the Library staff. Individual Librarians are assigned selection duties.

THE COLLECTIONS

There are defined [procedures](#) for each selection area, but the broader purpose of each collection is outlined as follows:

Adult

Fiction - The Library's adult collection includes a broad array of fiction representing diverse authors and subjects in a variety of genres, as well as significant works of the past if they are of interest to our community. The Library makes every effort to acquire fiction that is

representative of the cultural and ethnic communities it serves, and to satisfy the diversity of interests and recreational needs of its members.

Nonfiction - The Library chooses materials that provide a core of basic knowledge. In addition, the Library selects, makes accessible, and promotes materials that:

- Address contemporary issues
- Reflect a variety of viewpoints, experiences, and ways of life
- Promote intellectual, creative, and spiritual growth
- Support continuing education
- Enhance job-related knowledge and skills
- Provide current, factual information on issues affecting the community, the nation, and the world
- Support business, cultural, recreational, and civic interests in the community

Youth and Teen

The Library maintains a collection for children ages birth - 6th grade and one for teens in grades 7-12. These collections provide materials to encourage lifelong reading habits for toddlers, preschoolers, K-12 students, parents, and adults working with children. The collections provide fiction and nonfiction materials in a variety of formats to satisfy and stimulate their informational, educational, cultural, and entertainment needs. Items in the youth collection include but are not limited to picture books, easy readers, fiction, nonfiction, and educational materials. Teen materials are primarily high interest items, including current fiction, nonfiction

and biography titles as well as selections of titles recommended or required by local high schools.

Materials in the youth collections supplement resources in school libraries but are not intended to support all aspects of school curricula or homework assignments.

Parents, legal guardians, and caregivers are solely responsible for reviewing, limiting, or supervising their child or teen's access to Library materials as defined on page 2 of the Library's Collection Management Policy .

Youth and Teen Nonfiction - The Library chooses materials that provide a core of basic knowledge. In addition, the Library selects, makes accessible, and promotes materials that:

- Address contemporary issues
- Reflect a variety of viewpoints, experiences, and ways of life
- Promote intellectual, creative, and spiritual growth
- Provide current, factual information on issues affecting the community, the nation, and the world
- Support local school curricula

Audiovisual

The Library maintains audiovisual collections including, but not limited to, movies, music, audiobooks and video games. These collections contain works of film, music, theater, television, and documentaries representing a wide range of genres and subject matters. Staff

monitor changes in popular audiovisual formats, and consider adding new platforms, formats, and devices as community interest dictates.

Career/College/Test Prep

A broad selection of current career, college and test prep materials are made available in separately labeled collections. Every effort is made to meet the needs of the broadest segment of our population with these collections. Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the Library does not collect textbooks required for school curricula.

E-Materials

The Library maintains a robust catalog of e-books, e-magazines, e-audiobooks, and downloadable and streaming video and audio files through a variety of vendors. These collections are intended to supplement the physical collection, not to replace it.

Graphic Novels

The Library maintains graphic novel collections for youth, teens, and adults. Graphic novels encourage new and reluctant readers while satisfying the growing popularity of illustrated books.

Large Print

The major emphasis of the large print collection is popular fiction and high interest nonfiction and biographies. We also maintain a youth and teen large print collection of fiction, nonfiction, and biography. Large print materials for youth and teens are valuable not only for low-vision members, but also for reluctant readers and young people with certain learning difficulties.

Library of Things

The Library maintains a collection of non-traditional items for circulation called the Library of Things. The Library of Things includes but is not limited to board games, tech equipment, tools, mechanical devices, and Wi-Fi hotspots. STEM kits are available in the Youth and Teen Services Department for education and entertainment.

Literacy Materials

The literacy collection provides material in print and electronic formats to support the Library's adult literacy services. Workbooks, textbooks, and structured language materials comprise a large portion of the collection and provide strong support for instruction. Fiction and nonfiction titles are selected for high interest/developing reading levels and emphasize practical subjects of interest to adults.

Local Authors

The Library maintains titles that are written by local authors as a special collection. For the purposes of the collection, a local author is defined as a resident of the Palatine Library District. Whether purchased or donated, these titles are evaluated based on standard collection development guidelines for weeding considerations.

Online Databases

Online databases supplement the collection by providing timely and versatile access to research information. Many of the databases contain specialized information not found in the Library's print collection or unavailable in print format. Some databases duplicate print sources,

which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to members.

Periodicals

The Library's newspaper and magazine collection provides current and retrospective information to satisfy the research and recreational reading needs of the community. This collection provides up-to-date information and consists of diverse publications of interest to the community.

Journals which are highly technical or scholarly are generally not included in the print collection. Online databases supplement the print collection offering a wide variety of searchable publications that include more technical or detailed articles. In addition to magazines, the collection includes newspapers published locally and significant national newspapers. Many magazine and newspapers titles are also available online through OverDrive and PressReader.

Professional Collections

The Library maintains a reference collection for professional development. The collection is comprised of books and professional journals selected to cover a broad range of library issues, trends, and news. This collection is for internal staff use and does not circulate for public use, nor is it visible in the public catalog.

World Language Materials

The Library is committed to developing and maintaining world language collections that address the needs of the residents of the District.

Resources include books, magazines, newspapers, and other media formats for children and adults.

BRANCH COLLECTIONS

The branch collections are intended to be high-interest, newer items. The Branch Managers communicate to the selectors about the needs and interests of their audiences. A variety of youth, teen, and adult materials are maintained including audiovisual materials. Older items or items that are more obscure can be placed on hold and picked up at the branches

COLLECTION MAINTENANCE

Collection maintenance is an ongoing part of the conscientious evaluation of collections by professional librarians and is undertaken with as much care and consistency as the initial selection of materials. Collection maintenance helps to keep the collections current, attractive, responsive, diverse, and useful to the needs of the community.

Staff will use circulation reports and statistics to create a better, more relevant collection, as well as spend collection development funds more wisely. Selection staff will work with Library staff to create targets for each area of the collection, and then selection staff will monitor performance of the materials received.

Periodically, Selection staff will employ their professional expertise in assessing the needs of the community and the content of the collection. Factors such as circulation history, shelving space, relevance, condition, and public interest are considered. Items determined to no longer be of use or interest are removed from the collection.

HOLDS RATIOS

Hold ratios are used to determine when additional copies of an item should be purchased to reduce unnecessarily long wait times. When the ratios exceed those specified below, additional copies are purchased.

Hold ratios are checked monthly by all selectors, and are as follows:

print	2.5 to 1
large print, OverDrive e-books	5 to 1
audiobooks, OverDrive e-audiobooks	7 to 1
CDs	4 to 1
video games	8 to 1
DVDs/Blu-rays	7 to 1
Equipment/Library of Things	7 to 1*

* subject to selectors' discretion considering cost and storage

SUGGESTIONS FOR PURCHASE

Members may submit suggestions for purchase through the website or by suggestion card.

Suggestions will be considered by the appropriate selector. The same criteria apply for suggestions that apply to any other library purchase. If an item is not purchased, staff will attempt to find the item from another consortium library or through interlibrary loan to satisfy the members' requests.

DONATIONS

The Library accepts donations for the collection that fall within needed subject categories as

determined by the designated selector. Donation additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- Donations accepted by the Library are considered the property of the Library and may be used or disposed of as the selector deems appropriate.
- The Library makes the final decision on the use of the donation and determines the location, cataloging and labeling of the items.
- The Library reserves the right to refuse an offered donation. All donated materials must be in good condition and free of dirt, mold, moisture, and pests.
- Monetary donations to the collection are welcome and may be designated as memorials. Use of monetary donations are at the discretion of the selectors.

Palatine library ready to show off its renovated first floor

 dailyherald.com/news/20210728/palatine-library-ready-to-show-off-its-renovated-first-floor-

July 28, 2021



The Palatine Public Library will celebrate the end of its Summer Reading Program, and the opening of its renovated first floor, with music and a dance show from 1 to 4 p.m. Saturday.

Visitors can tour the first floor and see the updated story rooms, children's area, teen area, and marketplace of popular materials, as well as The Workshop, which features a variety of technology and equipment available.

There will be a Reading Colors Your World Storytime from 1:10 to 1:30 p.m., crafts for kids and adults, and music and dancing from the Hungarian Dance Troupe.

The main library is located at 700 N. North Court in Palatine.

Daily Herald

July 29, 2021

See renovated Palatine library:

The Palatine Public Library will celebrate the end of its Summer Reading Program, and the opening of its renovated first floor, with music and a dance show from 1 to 4 p.m. Saturday. Visitors can tour the first floor and see the updated story rooms, children's area, teen area, and marketplace of popular materials, as well as The Workshop, which features a variety of technology and equipment available. There will be a Reading Colors Your World Storytime from 1:10 to 1:30 p.m., crafts for kids and adults, and music and dancing from the Hungarian Dance Troupe. The main library is located at 700 N. North Court in Palatine.

Chicago's Yesteryear: Virtually at 6:30 p.m. Wednesday, July 28, Palatine Public Library. Historian Jim Gibbons presents the fun and excitement of Chicago's past through a discussion of theaters, parks, restaurants, and local celebrities. For information, call (847) 907-3600 or visit palatinelibrary.org.



July 23, 2021

Welcome to the Village of PalatineE-Newsletter

The Village of Palatine wishes to share community news, events and information important to the residents it serves. The Village of Palatine will release a weekly PalatinE-Newsletter keeping our subscribers informed of the happenings within the Village of Palatine.

End of Summer Reading Celebration

Join the Palatine Library for an End of Summer Reading Celebration on Saturday, August 7, 1 - 4 p.m.

Take a tour of the newly renovated first floor and see the brand-new equipment at The Workshop.

There will also be a special Storytime planned along with crafts for the whole family. Stick around to find out who will win our decorated T-shirt contest and end the day with a special performance by the Hungarian Dance Troupe.

For more information visit the Palatine Library [website](#).

