

DIRECTOR'S MONTHLY REPORT

Month ending February 28, 2018

This month saw the wrap-up of our Winter Reading Challenge. 7,729 books were read, exceeding last year's books read by 700! Thank you to Palatine Bank & Trust and Warehouse Direct for partnering with the Library to donate \$1000 each to Little City.



External Meetings

- Lunch w/Wintrust and Palatine Bank, Agio, 2/5 with Regina Stapleton
- Trend Forecasting Group, Chicago Public Library, 2/6
- North Suburban Library Directors Networking Group, Warren-Newport Library, 2/7
- Palatine Park District, 2/7, with Andrea Lublink.
- ILA Legislative Breakfast, 2/19, with trustees.
- Palatine Chamber Board Meeting, Tap House Grill, 2/20
- Palatine Historical Society tour of Clayson House, 2/20, with trustees
- POC Board Meeting, Community Resource Center, 2/28
- Call with John Chrastka, EveryLibrary, to discuss timeline of events

Project Updates

- Scheduled visits with architects to discuss space needs analysis.
- Requested proposals from strategic planning consultants.
- Wrote request for proposal for work on main library cooling tower.
- Met with Mike Clark and Joan Scovic of Palatine Park District to review the partner agreement for the StoryWalk project. Assisted the Foundation in creating giving levels for potential sponsors.

Upcoming

Melissa, Maureen, and I have meetings scheduled with architects in the first weeks of March to tour the building and talk about our needs regarding the space needs analysis. The three of us will also review the proposals from strategic planning consultants and select 2-3 to present to the board.

At the end of the month, I will attend the Public Library Association's bi-annual conference in Philadelphia. I will report to the Board next month about what I learned.

Jeannie Dilger

Executive Director

Calendar

March 2018

March 12	Policy Committee Meeting, 9am, Main Library
March 12	Foundation Meeting, 7pm, Main Library
March 14	Regular meeting of the Board of Library Trustees, 7pm, Main Library
March 15	PHS Art Student Exhibit Awards and Reception
March 17	St. Patrick's Day Parade, 11am
March 25	Meet the New Executive Director, 1:30-3:00pm

April 2018

April 8-14	National Library Week
April 11	Regular meeting of the Board of Library Trustees, 7pm, Main Library
April 17	Volunteer Luncheon, 11:30am, Main Library
April 26	Policy Committee Meeting, 9am, Main Library
April 28	Finding Your Way Through Unity Temple, 7pm

May 2018

May 6	2018 Poetry Fest, 2:30pm, Main Library
May 7-8	National Library Legislative Day, Washington, D.C.
May 9	Regular meeting of the Board of Library Trustees, 7pm, Location TBD
May 18	LACONI Annual Trustee Banquet, Oak Park, Speaker John Chrastka of EveryLibrary

June 2018

June 2	Summer Reading Kick-Off!
--------	--------------------------



COLLECTION OVERVIEW

SUMMARY REPORT

Background

The team of Palatine Public Library selectors agree that collection management is part art and part science. The art comes from our collective experience. As part of our culture of evaluation and constant improvement the selector team expressed a desire explore statistics to address the science part of collection management. In the past we had used relative use as a benchmark to analyze collections however this is only one factor.

To provide a big picture view of the collection we sought out additional statistics. Drawing upon resources about collection analysis from the library community we researched how we might perform similar analyses. We developed a workflow to collect and export the available data stored in item records by using the create list function of Sierra and excel to extract numbers into excel and from there create visuals in Microsoft Power BI to illustrate the state of our collection.

In January of 2018, selectors each gathered data about their collections from the available item record data in Sierra. The four figures gathered by selectors for each collection were:

- Total items
- Number of items checked out
- Number of items that circulated recently
- 2017 circulation total

We compiled these numbers and used excel formulas to collection 4 results:

- Percentage Checked Out
- Active Use
- Turnover Rate
- Relative Use

Next Steps

- Create a final report to document our procedures and all 2017 data
- Continue capturing percentage checked out monthly
 - Trace patterns month to month and then later year over year
- Compare 2018 to 2017 data to set collection specific goals
- Consider other data to include in the future



Average Results

Collection	Percent Out	Active Use	Turnover	Relative Use
Print Adult Fiction	16.65%	73.76%	2.83	1.30
Print Adult Nonfiction	11.23%	64.35%	1.41	0.64
Print Youth Fiction	29.39%	86.98%	4.26	1.95
Print Youth Nonfiction	19.09%	75.03%	2.83	1.30
AV Adult Fiction	33.04%	84.06%	5.43	1.07
AV Adult Nonfiction	27.17%	82.02%	4.17	1.44
AV Youth Fiction	22.76%	77.70%	3.49	1.28
Tech Equipment	26.29%	81.16%	4.04	1.41
Overall Average Results	23.20%	78.13%	3.56	1.30

Term	Definition
Percentage Checked Out	a snapshot in that moment in time of how much of the collection is checked out
Active Use	the amount of the collection that has been checked out recently
Turnover Rate	the average number of times an item circulates
Relative Use	measures the amount of circulation per collection size relative to the overall collection size. The goal is to equal 1. Above 1 indicates a collection generates more circulation for its size. Below 1 indicates the collection generates less circulation for its size

Collection Type	Recent Definition
Nonfiction	2 years
Fiction	1 year
AV and Tech	6 Months

MONTHLY STATISTICAL REPORT
CIRCULATION SUMMARY - FEBRUARY 2018

	<u>February 2018</u>	<u>February 2017</u>	<u>% Change</u>	<u>Fiscal Year to Date</u>	<u>Last Fiscal Year to Date</u>	<u>% Change</u>
<u>Main</u>						
Juvenile Print	29,070	31,676	-8%	266,425	281,949	-6%
Juvenile Non-Print	1,666	2,159	-23%	16,732	19,037	-12%
Total Juvenile	30,736	33,835	-9%	283,157	300,986	-6%
Young Adult Print	2,087	2,508	-17%	21,473	23,958	-10%
Total Young Adult	2,087	2,508	-17%	21,473	23,958	-10%
Adult Print	22,437	22,704	-1%	190,960	194,181	-2%
Adult Non-Print	26,084	30,335	-14%	231,943	255,750	-9%
Total Adult	48,521	53,039	-9%	422,903	449,931	-6%
TOTAL MAIN LIBRARY	81,344	89,382	-9%	727,533	774,875	-6%
<u>North Hoffman</u>						
Juvenile Print	2,147	2,262	-5%	17,783	18,324	-3%
Juvenile Non-Print	232	317	-27%	1,896	2,262	-16%
Total Juvenile	2,379	2,579	-8%	19,679	20,586	-4%
Young Adult Print	63	68	-7%	713	667	7%
Total Young Adult	63	68	-7%	713	667	7%
Adult Print	460	462	0%	3,859	3,626	6%
Adult Non-Print	1,327	1,602	-17%	12,564	14,784	-15%
Total Adult	1,787	2,064	-13%	16,423	18,410	-11%
TOTAL N. HOFFMAN	4,229	4,711	-10%	36,815	39,663	-7%
<u>Rand Road</u>						
Juvenile Print	809	943	-14%	7,883	8,705	-9%
Juvenile Non-Print	100	105	-5%	1,013	1,153	-12%
Total Juvenile	909	1,048	-13%	8,896	9,858	-10%
Young Adult Print	31	29	7%	365	347	5%
Total Young Adult	31	29	7%	365	347	5%
Adult Print	185	158	17%	1,711	1,304	31%
Adult Non-Print	1,095	1,481	-26%	11,480	12,798	-10%
Total Adult	1,280	1,639	-22%	13,191	14,102	-6%
TOTAL RAND ROAD	2,220	2,716	-18%	22,452	24,307	-8%

CIRCULATION SUMMARY - FEBRUARY 2018

	<u>February 2018</u>	<u>February 2017</u>	<u>% Change</u>	<u>Fiscal Year to Date</u>	<u>Last Fiscal Year to Date</u>	<u>% Change</u>
<u>Digital Collection</u>						
eBooks	6,857	6,170	11%	53,436	49,566	8%
hoopla	1,408	1,546	-9%	13,077	11,135	17%
TOTAL DIGITAL	8,265	7,716	7%	66,513	60,701	10%
CIRC. OF MATERIALS	96,058	104,525	-8%	853,313	899,546	-5%
Electronic Info Retrieval*	1,770	N/A	N/A	18,419	N/A	N/A
<small>*Electronic Info Retrieval collected starting 7/1/17</small>						
TOTAL CIRCULATION	97,828	N/A	N/A	871,732	N/A	N/A
<u>Express Checkout</u>						
# of Items	15,262	16,580	-8%	144,428	146,782	-2%
% of Total Checkouts	16%	16%	0%	17%	16%	1%
<u>Reciprocal Borrowing</u>						
Books Loaned	4,370	4,065	8%	34,199	31,998	7%
<u>Library Card Registration</u>						
Card Activity						
New PPLD Cards	321	391	-18%	3,238	3,432	-6%
New RBP's	64	61	5%	544	570	-5%
Renewals (PPLD/RBP)	377	426	-12%	3,829	3,274	17%
Non-Resident Fee Cards						
Renewals Non-Resident	0	0	N/A	37	38	-3%
New Non-Resident Fee	1	3	-67%	14	13	8%
TOTAL ACTIVITY:	763	881	-13%	7,662	7,327	5%
Card Registrations						
PPLD Cards	61,748	57,249	8%			
Non-Resident Fee Cards	150	176	-15%			
Reciprocal	6,933	6,096	14%			
ILL	98	98	0%			
TOTAL REG. PATRONS	68,929	63,619	8%			

CIRCULATION SUMMARY - FEBRUARY 2018

	<u>February</u> <u>2018</u>	<u>February</u> <u>2017</u>	<u>% Change</u>	<u>Fiscal Year</u> <u>to Date</u>	<u>Last Fiscal</u> <u>Year to Date</u>	<u>% Change</u>
<u>Collection Summary</u>						
Database Titles	261,254	267,340	-2%			
All Items (Print, AV & Periodicals)	277,644	286,650	-3%			

February Print Articles
Daily Herald

February 1, 2018

Take Good Care of Your Teeth! 7-7:30 p.m. Monday, Feb. 5, Palatine Public Library, 700 N. North Court, Palatine. A children's dental hygienist explains how parents can help their young children take care of their teeth. Program includes audience participation, puppets, video, free toothbrushes and handouts. For kids ages 3-6 with a parent/caregiver. To sign up, call (847) 358-5881, ext. 132, or visit www.palatinelibrary.org.

February 2, 2018

Kids' dental hygiene program:

Children's dental hygiene will be the focus of a Palatine Public Library District program from 7 to 7:30 p.m. Monday, Feb. 5. The program will feature a children's dental hygienist explaining how parents can help their youngsters take care of their teeth. Audience participation, puppets, a video, free toothbrushes and handouts will be part of the program designed for children ages 3 to 6 who must be with a parent or caregiver. To sign up, call (847) 358-5881, x132 or visit palatinelibrary.org.

February 5, 2018

Tuesday 6

• **Twitter 101:** 1:30-3 p.m. Tuesday, Feb. 6, Palatine Public Library, 700 N. North Court, Palatine. Learn how to use Twitter to stay in touch with causes, businesses and celebrities, promote your business, or simply share your own interests with the world. Presented by Mike Gershbein from Very Smart People. To sign up, call (847) 358-5881, ext. 167, or visit www.palatinelibrary.org.

February 13, 2018

Palatine library tops book goal:

Palatine Public Library District officials announced that participants went well beyond a 5,000-book goal for the winter reading challenge, meaning Palatine Bank and Trust and Warehouse Direct each donated \$1,000 to Little City in Palatine. The library's winter reading program ran from Dec. 15 through Jan. 31, with the goal being met Jan. 20. The final count was 7,729 books read, which topped the 2016-17 effort. The library district serves about 90,000 residents mostly within Palatine and Hoffman Estates. Little City is a nonprofit based in Palatine that serves children and adults with disabilities throughout the Chicago area.



MARK WELSH/mwelsh@dailyherald.com

Dann Gire, film critic for the Daily Herald, and award-winning author Raymond Benson will share their Oscar predictions on Feb. 14 at the Palatine Public Library.

February 15, 2018

Adult Book Discussion —

Crime Readers: 2-3 p.m. Wednesday, Feb. 14, Palatine Public Library, 700 N. North Court, Palatine. Discuss the book "The Last Days of Night" by Graham Moore. When Thomas Edison sues his only remaining rival for patent infringement, George Westinghouse hires untested Columbia Law School graduate Paul Ravath for a case fraught with lies, betrayals and deception. Books are available at the first floor Reader Assistance Desk. To sign up, call (847) 358-5881, ext. 132, or visit www.palatinelibrary.org.

ESL Conversation Club: 10:30 a.m.-noon Tuesday, Feb. 13, Palatine Public Library, 700 N. North Court, Palatine. Practice your English conversational skills with friendly volunteers over tea and coffee. Basic conversation skills recommended. To sign up, call (847) 358-5881, ext. 167, or visit www.palatinelibrary.org.

February 16, 2018

Used Book Sale

• 6-9 p.m. Friday, Feb. 16 (Friends' members are free; nonmembers are \$5); 9:30-3 p.m. Saturday, Feb. 17; 12:30-3 p.m. Sunday, Feb. 18 (all items half price), Palatine Public Library, 700 N. North Court, Palatine. Friends of the Palatine Library will hold a used book sale. The selection of materials includes books, DVDs, LPs and CDs, available at a deep discount. Proceeds benefit Palatine Public Library District. Membership forms to join the Friends are available in the lobby of the Main Library. Single or family membership is \$10 per year.

February 18, 2018

Friends of the Palatine Library Used Book Sale: 12:30-3 p.m. Sunday, Feb. 18 (all items half price), Palatine Public Library, 700 N. North Court, Palatine. Friends of the Palatine Library will hold a Used Book Sale. The selection of materials includes books, several hundred DVDs, LPs and CDs donated by the community and available at a deep discount. Proceeds benefit Palatine Public Library District. Membership forms to join the Friends are available in the lobby of the Main Library. Single or family membership is \$10 per year.

February 19, 2018

The Prehistoric Animal Show: 11 a.m.-noon Monday, Feb. 19, Palatine Public Library, 700 N. North Court, Palatine. Enjoy an up-close experience with some of the world's most ancient animals as Crosstown Exotics brings in some reptiles, amphibians, and bugs for some interactive fun. All ages. Tickets available for valid district cardholders. For information, (847) 358-5881, ext. 132 or visit www.palatinelibrary.org.

Palatine book discussion: An adult book discussion on "Counterparts: Rappaccini's Daughter" and "Vivisection" is set from 7-8:30 p.m. Tuesday, Feb. 20, at Palatine Public Library District. Participants are expected to explore ideas through meaningful discussion of the short selections from Nathaniel Hawthorne's "Counterparts" and Claude Bernard's "Vivisection" For more information, call (847) 358-5881, ext. 166, or visit palatinelibrary.org.

February 19, 2018 - Continued

Palatine winter readers reach goal; Little City benefits

Submitted by Palatine Public Library

Congratulations to the participants in the Palatine Library Winter Reading Challenge for reading over 5,000 books. For the third year in a row, participating in the reading program became an opportunity to help the community.

Palatine Bank & Trust and Warehouse Direct partnered with the library to each donate \$1,000 to Little City in Palatine, if 5,000 books were read by the end of the program. Library patrons' response was overwhelmingly enthusiastic; the goal was met by Jan. 20, with a final count of 7,729 books read — surpassing last year's record.

Jeannie Dilger, Palatine Library executive director, and Kathy Burns, Popular



Picture, from left at the Feb. 1 check presentation are: Jeannie Dilger, Palatine library executive director; Kathy Burns, Popular Materials Department manager; Neil Bruns, Warehouse Direct sales manager; Wayne Frederickson, Governmental Affairs director Little City; Stephanie Darnell, Volunteer Services supervisor Little City; and Bridget Witt, Palatine Bank & Trust branch manager.

Materials Department manager, Wit, and Warehouse Direct Sales Manager Neil Bruns, Trust Branch Manager Bridget

presented the donation check to Stephanie Darnell, Volunteer Services Supervisor, and Wayne Frederickson, Governmental Affairs Director for Little City, on Thursday, Feb. 1.

"Thank you to Palatine Bank & Trust, Warehouse Direct, and all Winter Reading participants for helping Little City continue to support those with disabilities throughout the Chicago Metropolitan area. The donation will be used to renovate the 16 CHLA homes Little City has around the Palatine area. We will purchase paint, supplies, and other materials to provide the best environment possible for the individuals we serve," said Darnell. For additional information, visit www.littlecity.org.

The library's Winter Reading Program ran from Dec. 15 through Jan. 31. Readers who

completed the requirements were entered into a grand prize drawing by age category (child, teen, or adult) for a chance to win a gift box filled with gift cards generously donated by Palatine-area businesses, along with additional gift items sponsored by Friends of Palatine Library. Sixteen lucky winners of the Reading Challenge will be notified, and their names can be found on the library's website, www.palatinelibrary.org, this week.

Palatine Public Library District (www.palatinelibrary.org) is your destination for knowledge, entertainment, and community. The library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

February Print Articles
Daily Herald

February 20, 2018

Cycling Across America, Part 3: 7-8 p.m. Wednesday, Feb. 21, Palatine Public Library, 700 N. North Court, Palatine. Bike Palatine Club invites you on the third virtual bike ride across America with cross-country cyclist Pat Brummet as she travels the southern route of our country. To sign up, call (847) 358-5881, ext. 167, or visit www.palatinelibrary.org.

'Kids Read': 2-3 p.m. Tuesday, Feb. 20, Palatine Public Library, 700 N. North Court, Palatine. Share your thoughts about Peter Brown's best-selling novel "The Wild Robot" while enjoying snacks and tie-in activities. Copies available at the Reader Assistance Desk. For kids in grades three-six. Register at (847) 358-5881, ext. 132, or www.palatinelibrary.org.

Adult Book Discussion: 7-8:30 p.m. Tuesday, Feb. 20, Palatine Public Library, 700 N. North Court, Palatine. Join this group to explore ideas through discussion of these short selections from Counterparts: "Rappaccini's Daughter," by Nathaniel Hawthorne and "Vivisection," by Claude Bernard. Check out a copy at the second floor Reference Desk or purchase it for \$25. For information, call (847) 358-5881, ext. 166, or visit www.palatinelibrary.org.

February 27, 2018

ESL Conversation Club: 10:30 a.m.-noon Tuesday, Feb. 27, Palatine Public Library, 700 N. North Court, Palatine. Practice your English conversational skills with friendly volunteers over tea and coffee. Basic conversation skills recommended. Drop in. For information, (847) 358-5881, ext. 167 or www.palatinelibrary.org.

Palatine Library Genealogy Group: 7-8:30 p.m. Thursday, March 1, Palatine Public Li-

brary, 700 N. North Court, Palatine. Join others interested in genealogy for a session of sharing tips and learning about new research tools. To sign up, or more information, call (847) 358-5881, ext. 167 or visit www.palatinelibrary.org.

Poems sought for contest:

Palatine Public Library District is gearing up for its ninth annual poetry contest. Aspiring writers of all ages may submit their best original piece from Thursday, March 15, through Sunday, April 15. Work by Palatine library district residents will be considered for the Nancy J. Heggem Poetry Awards that include cash prizes. Work by non-residents will be considered for the Write On Awards that include gift card prizes. Heggem, a local poet and former library board member, judges and donates the prizes for the award named in her honor. The nonresident category is judged by poets Kate Hutchinson and Terry Loncaric, and prizes are provided by the library. Contest guidelines and entry forms will be available online at palatinelibrary.org beginning Thursday, March 1. Winners will be announced at a special poetry festival May 6.

February 28, 2018

Milk and Cookies Storytime: 6:30-7:15 p.m. Wednesday, Feb. 28, Palatine Public Library, 700 N. North Court, Palatine. Drop in for a special storytime with milk and cookies provided. For kids ages 3-5. For information, call (847) 358-5881, ext. 132, or visit www.palatinelibrary.org.



Daily Herald

updated: 2/1/2018 4:00 PM

Kids' dental hygiene program at Palatine library

Children's dental hygiene will be the focus of a Palatine Public Library District program from 7 to 7:30 p.m. Monday, Feb. 5.

The program will feature a children's dental hygienist explaining how parents can help their youngsters take care of their teeth. Audience participation, puppets, a video, free toothbrushes and handouts will be part of the program designed for children ages 3 to 6 who must be with a parent or caregiver.

To sign up, call (847) 358-5881, x132 or visit palatinelibrary.org.



Daily Herald

updated: 2/12/2018 1:18 PM

Palatine library patrons help Little City

Palatine Public Library District officials announced that participants went well beyond a 5,000-book goal for the winter reading challenge, meaning Palatine Bank and Trust and Warehouse Direct each donated \$1,000 to Little City in Palatine.

The library's winter reading program ran from Dec. 15 through Jan. 31, with the goal being met Jan. 20. The final count was 7,729 books read, which topped the 2016-17 effort.

The library district serves about 90,000 residents mostly within Palatine and Hoffman Estates.

Little City is a nonprofit based in Palatine that serves children and adults with disabilities throughout the Chicago area.



Daily Herald

updated: 2/18/2018 4:59 PM

Palatine book discussion Tuesday

An adult book discussion on "Counterparts: Rappaccini's Daughter" and "Vivisection" is set from 7-8:30 p.m. Tuesday, Feb. 20, at Palatine Public Library District. Participants are expected to explore ideas through meaningful discussion of the short selections from Nathaniel

Hawthorne's "Counterparts" and Claude Bernard's "Vivisection" For more information, call (847) 358-5881, ext. 166, or visit palatinelibrary.org.



Daily Herald

updated: 2/22/2018 9:51 AM

Palatine Public Library District poetry contest returns

Palatine Public Library District is gearing up for its ninth annual poetry contest.

Aspiring writers of all ages may submit their best original piece from Thursday, March 15 through Sunday, April 15. Work by Palatine library district residents will be considered for the Nancy J. Heggem Poetry Awards that include cash prizes. Work by nonresidents will be considered for the Write On Awards that include gift card prizes.

Heggem, a local poet and former library board member, judges and donates the prizes for the award named in her honor. Prizes for the nonresident category are judged by poets Kate Hutchinson and Terry Loncaric and are provided by the library.

Contest guidelines and entry forms will be available online at palatinelibrary.org beginning Thursday, March 1. Winners will be announced at a special poetry festival May 6.



Daily Herald

updated: 2/22/2018 8:13 AM

Palatine High School Art Featured at Palatine Library March 1 – April 1

Palatine Library showcases Palatine High School students' artwork March 1 through April 1. This creative exhibit showcases an array of amazing pottery, photography, digital prints, drawings, and paintings. Visit the Library and vote for your favorite piece, Thursday, March 1 through Wednesday, March 14.

Come to the PHS Community Choice Awards and Reception, Thursday, March 15 from 7-8 p.m. Meet the artists and their art teachers, and enjoy some refreshments. Learn which exceptional pieces the library community selected to receive a special award!

"Our students have worked hard on their pieces and are so excited to exhibit their artwork at Palatine Library. We look forward to meeting the community at the Awards Reception," says art teacher Rachel Bartlett.

For more information, please call (847) 358-5881 or visit www.palatinelibrary.org. Palatine Public Library District is your destination for knowledge, entertainment, and community. The District

serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.



Daily Herald online and print

updated: 2/28/2018 3:54 PM

Palatine High School art on display at library

Palatine High School student art will be displayed starting today at the village's library.

Palatine Public Library District officials said the art will be showcased through April 1. The exhibit will feature an array of pottery, photography, digital prints, drawings and paintings.

Visitors can vote for their favorite piece through Wednesday, March 14. There will be a Palatine High community choice awards and reception from 7 to 8 p.m. Thursday. Artist and their teachers will be on hand.

"Our students have worked hard on their pieces and are so excited to exhibit their artwork at Palatine library. We look forward to meeting the community at the Awards Reception," Palatine High art teacher Rachel Bartlett said.