

DIRECTOR'S MONTHLY REPORT

Month ending August 31, 2018

Activities

On August 12, I was thrilled to be able to attend our first 1000 Books Before Kindergarten graduation ceremony. The program, started in Fall 2017, encourages parents to read to their toddlers and preschoolers, in order to help with the vocabulary and language acquisition that are keys to school success. Our first 25 graduates of the program walked down the aisle in our meeting room, wearing graduation caps, to receive their certificates and a hand-shake or fist bump from me.

Special thanks go out to all the trustees and staff who made our booth at Palatine Street Fest such a success. Trustee Snyder said it best when we commented to me on the "Herculean effort" necessary to design, create, and staff the booth for so many hours on a hot August weekend. Kids played Connect Four and Kerplunk and made bookmarks. We talked to adults about library funding, the "Show Your Card and Save" program, and signing up for our e-newsletter. All in all, we had positive interactions with 581 people in two days.

External Meetings

- Stakeholder Interview at Hoffman Estates Park District for their master plan, 8/1
- Warehouse Direct Customer Appreciation, 8/2
- Leadership Coaching Group, 8/3
- Met with Friends of the Library Co-Presidents Ann Marquardt and Barb Zimmermann, 8/10
- Winston Campus Community School meeting, 8/20
- Women Engaged in Business, Hoffman Estates Chamber, 8/20
- Foundation Board Meeting, 8/20
- Palatine Chamber Board Meeting, 8/21
- St. Philips Episcopal Coffee Hour presentation, 8/26
- Palatine Street Fest, 8/26
- Partners for Our Communities Board Meeting, 8/29
- Friends of the Library Meeting, 8/29
- Friendly Conversations:
 - Kathy Millin, POC, 8/6
 - Reid Ottesen, Village of Palatine, 8/9
 - Cheryl Wolfel, District 15, 8/29
 - Karen Baker, Northwest Community Hospital, 8/29
 - Amie Granger, Harper College, 8/30
 - Seth Moland-Kovash, All Saints Lutheran, 8/30

Administration Department Activities

Melissa Gardner and I conducted interviews for the HR Manager position. We're pleased to be able to promote Mary Schaeffer to the position. She starts in her new role on September 1.

Beth Schwarz worked with our long-time auditing firm, George Roach and Associates, on the audit for fiscal year 2017-18. George is also helping us clear up some discrepancies in our fund balances.

Highlight

Tracie Padal and Glenda Kosulic did a wonderful Toddler Art program for 35 attendees in the evening and again the next morning for 80 more people! We heard many patron compliments and a few parents who would of course love it if we did this every week!



Jeannie Dilger

Executive Director

Calendar

September 2018

- Sept 2-3 Library Closed for Labor Day
- Sept 12 Regular Board Meeting, Main Library, 7pm
- Sept 27 Policy Committee Meeting, Main Library, 9am
- Sept 28 Library Closed for Staff Development Day

October 2018

- Oct 9-11 Illinois Library Association Annual Conference, Peoria
(ILA Trustee Day, October 11)
- Oct 17** Regular Board Meeting, **Willow Recreation Center**, 7pm
- Oct 19-21 FOL Book Sale
- Oct 22 Palatine Sister Cities Program “Consuelo Vanderbilt Balsan”, 7pm
- Oct 25 Policy Committee Meeting, Main Library, 9am
- Oct 27 Friends of the Library Meeting, 1pm

November 2018

- Nov 3 STEAM Fair, 1-4pm
- Nov 6,7, or 8 Intergovernmental Dinner, TBD
- Nov 10 Palatine Chamber Community Expo, Falcon Park, 10am-3pm
- Nov 14 Regular Board Meeting, Main Library, 7pm
- Nov 15 Policy Committee Meeting, Main Library, 9am



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

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**Illinois State Library
FY2018 – FY2020 REQUIREMENTS
ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS**

FY2018 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

Trustees — Will review chapters 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

FY2019 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

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Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 8, "Public Services: Reference and Reader's Advisory Services," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

Trustees — Will review chapters 6-10 of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Education — Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project: <http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.

MONTHLY STATISTICAL REPORT
CIRCULATION SUMMARY - AUGUST 2018

	<u>August 2018</u>	<u>August 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	36,343	36,501	0%	78,182	76,002	3%
Juvenile Non-Print*	5,791	2,340	147%	12,899	5,084	154%
Total Juvenile	42,134	38,841	8%	91,081	81,086	12%
Young Adult Print	3,138	3,374	-7%	7,264	7,553	-4%
Total Young Adult	3,138	3,374	-7%	7,264	7,553	-4%
Adult Print	25,344	26,285	-4%	52,976	54,735	-3%
Adult Non-Print*	25,251	30,332	-17%	52,312	63,884	-18%
Total Adult	50,595	56,617	-11%	105,288	118,619	-11%
TOTAL MAIN LIBRARY	95,867	98,832	-3%	203,633	207,258	-2%
<u>North Hoffman</u>						
Juvenile Print	2,165	2,394	-10%	4,492	4,702	-4%
Juvenile Non-Print*	544	259	110%	1,247	500	149%
Total Juvenile	2,709	2,653	2%	5,739	5,202	10%
Young Adult Print	77	132	-42%	187	266	-30%
Total Young Adult	77	132	-42%	187	266	-30%
Adult Print	432	471	-8%	918	1,022	-10%
Adult Non-Print*	1,154	1,701	-32%	2,616	3,558	-26%
Total Adult	1,586	2,172	-27%	3,534	4,580	-23%
TOTAL N. HOFFMAN	4,372	4,957	-12%	9,460	10,048	-6%
<u>Rand Road</u>						
Juvenile Print	752	905	-17%	2,125	2,053	4%
Juvenile Non-Print*	330	137	141%	759	317	139%
Total Juvenile	1,082	1,042	4%	2,884	2,370	22%
Young Adult Print	39	57	-32%	124	140	-11%
Total Young Adult	39	57	-32%	124	140	-11%
Adult Print	143	178	-20%	368	384	-4%
Adult Non-Print*	946	1,638	-42%	1,945	3,491	-44%
Total Adult	1,089	1,816	-40%	2,313	3,875	-40%
TOTAL RAND ROAD	2,210	2,915	-24%	5,321	6,385	-17%

*Effective 5/1/2018 Family audio visual moved from Adult Non-Print to Juvenile Non-Print

CIRCULATION SUMMARY - AUGUST 2018

	<u>August 2018</u>	<u>August 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	8,160	6,478	26%	16,903	13,316	27%
hoopla	1,984	1,602	24%	3,919	3,320	18%
TOTAL DIGITAL	10,144	8,080	26%	20,822	16,636	25%
CIRC. OF MATERIALS	112,593	114,784	-2%	239,236	240,327	0%
Electronic Info Retrieval*	2,101	3,396	-38%	3,608	5,364	-33%
TOTAL CIRCULATION	114,694	118,180	-3%	242,844	245,691	-1%
<u>Express Checkout</u>						
# of Items	20,673	20,867	-1%	44,268	42,957	3%
% of Total Checkouts	18%	18%	0%	19%	18%	1%
<u>Reciprocal Borrowing</u>						
Books Loaned	4,439	4,743	-6%	8,879	9,594	-7%
<u>Library Card Registration</u>						
Card Activity						
New PPLD Cards	444	555	-20%	992	1,094	-9%
New RBP's	63	83	-24%	148	155	-5%
Renewals (PPLD/RBP)	475	571	-17%	1,123	1,237	-9%
Non-Resident Fee Cards						
Renewals Non-Resident	2	1	100%	2	5	-60%
New Non-Resident Fee	2	0	N/A	2	0	N/A
TOTAL ACTIVITY:	986	1,210	-19%	2,267	2,491	-9%
Card Registrations						
PPLD Cards	59,549	59,921	-1%			
Non-Resident Fee Cards	159	185	-14%			
Reciprocal	6,311	6,561	-4%			
ILL	98	98	0%			
TOTAL REG. PATRONS	66,117	66,765	-1%			

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CIRCULATION SUMMARY - AUGUST 2018

	<u>August</u> <u>2018</u>	<u>August</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	262,856	267,085	-2%			
All Items (Print, AV & Periodicals)	276,606	287,392	-4%			