

DIRECTOR'S MONTHLY REPORT

Month ending December 31, 2018

Activities

The Library Board's decision to place a **referendum on the April ballot** has generated a lot of **interest, comments, and questions**. Andrea Lublink, Melissa Gardner, and I have been hard at work responding to questions and creating informational materials to share with the public. All documents are compiled at www.palatinelibrary.org/more.

Mary Schaeffer and I conducted interviews for the **Administrative Associate position** (to replace Debbie Pettersen). The candidate who accepted the position ended up taking another job right before her start date in January, so the two of us will continue covering Debbie's duties while we **repost the position**.

Susan Conner, Michael Szwed, Melissa Gardner, and I conducted informational **interviews with IT support firms** this month. Our current contract with Computer View (CVI) is \$82,400/year. We will issue an RFP for services in the new year, with the intent of bringing a **recommendation to the board in April**. Service would start in July 2019 with the new fiscal year.

External Meetings

- North Suburban Directors Group, 12/13
- Management Staff Lunch, Granite City, 12/13
- ALA Chapter Councilor Orientation, 12/13
- Leadership Coaching Group, 12/14
- Palatine Chamber Board Meeting, 12/18
- Hoffman Estates Chamber Luncheon, 12/19
- Partners for Our Communities Board Holiday Event, 12/20
- Friendly Conversations:
 - Amy Molinsky and Jennifer Krieg, Jane Addams Elem, 12/10
 - Carolyn Roberts and Laura Davis, League of Women Voters, 12/12

Jeannie Dilger

Executive Director

Calendar

January 2019

Jan 9	Regular Board Meeting, Main Library, 7pm
Jan 10	Community Forum, Main Library, 7pm
Jan 14	Community Forum, Falcon Park, 7pm
Jan 21	Library Foundation Meeting, Main Library, 6pm
Jan 24	Policy Committee Meeting, Main Library, 9am
Jan 31	Friends of the Library Meeting, Main Library, 7pm

February 2019

Feb 11	Community Forum, Main Library, 7pm
Feb 13	Regular Board Meeting, Main Library, 7pm
Feb 18	ILA Legislative Meetup, Buffalo Grove, 8:30am
Feb 21	Community Forum, Twin Lakes, 2pm
Feb 28	Policy Committee Meeting, Main Library, 9am

March 2019

Mar 13	Regular Board Meeting, Main Library, 7pm
Mar 18	Early Voting Opens
Mar 19	Community Forum, Fremd HS, 7pm
Mar 25	Community Forum, Main Library, 7pm
Mar 28	Policy Committee Meeting, Main Library, 9am

April 2019

Apr 2	Election Day
-------	--------------

CIRCULATION STATS 2018-19

	JUL	AUG	SEP	OCT	NOV	DEC	Fiscal YTD	Last Fiscal YTD	% Change
<u>Main</u>									
Juvenile Print	41,839	36,343	31,893	33,113	30,563	28,419	202,170	203,348	-1%
*Juvenile Non-Print	7,108	5,791	4,753	5,042	5,477	5,250	33,421	13,083	155%
Total Juvenile	48,947	42,134	36,646	38,155	36,040	33,669	235,591	216,431	9%
Total Young Adult	4,126	3,138	2,499	2,328	2,190	2,609	16,890	16,786	1%
Adult Print	27,632	25,344	21,617	22,452	20,479	21,056	138,580	143,735	-4%
*Adult Non-Print	27,061	25,251	20,943	22,638	21,884	23,007	140,784	176,391	-20%
Total Adult	54,693	50,595	42,560	45,090	42,363	44,063	279,364	320,126	-13%
TOTAL MAIN LIBRARY	107,766	95,867	81,705	85,573	80,593	80,341	531,845	553,343	-4%
<u>North Hoffman</u>									
Juvenile Print	2,327	2,165	2,406	2,315	2,354	1,807	13,374	13,279	1%
*Juvenile Non-Print	703	544	451	404	559	512	3,173	1,404	126%
Total Juvenile	3,030	2,709	2,857	2,719	2,913	2,319	16,547	14,683	13%
Total Young Adult	110	77	65	103	89	80	524	571	-8%
Adult Print	486	432	464	531	390	375	2,678	2,866	-7%
*Adult Non-Print	1,462	1,154	1,012	1,115	1,053	1,060	6,856	9,744	-30%
Total Adult	1,948	1,586	1,476	1,646	1,443	1,435	9,534	12,610	-24%
TOTAL N. HOFFMAN	5,088	4,372	4,398	4,468	4,445	3,834	26,605	27,864	-5%
<u>Rand Road</u>									
Juvenile Print	1,373	752	787	952	803	591	5,258	5,990	-12%
*Juvenile Non-Print	429	330	268	310	319	334	1,990	788	153%
Total Juvenile	1,802	1,082	1,055	1,262	1,122	925	7,248	6,778	7%
Total Young Adult	85	39	35	34	27	21	241	290	-17%
Adult Print	225	143	98	162	68	92	788	1,252	-37%
*Adult Non-Print	999	946	717	721	762	867	5,012	8,986	-44%
Total Adult	1,224	1,089	815	883	830	959	5,800	10,238	-43%
TOTAL RAND ROAD	3,111	2,210	1,905	2,179	1,979	1,905	13,289	17,306	-23%

CIRCULATION STATS 2018-19

	JUL	AUG	SEP	OCT	NOV	DEC	Fiscal YTD	Last Fiscal YTD	% Change
<u>Digital Collection</u>									
eBooks	8,743	8,160	8,021	8,059	7,633	8,282	48,898	39,152	25%
hoopla	1,935	1,984	2,030	2,027	2,001	2,013	11,990	9,743	23%
TOTAL DIGITAL	10,678	10,144	10,051	10,086	9,634	10,295	60,888	48,895	25%
CIRC. OF MATERIALS									
Electronic Info Retrieval	1,507	2,101	2,215	1,475	1,921		9,219	14,883	-38%
TOTAL CIRCULATION	128,150	114,694	100,274	103,781	98,572	96,375	641,846	662,291	-3%

Express Checkout

# of Items	23,595	20,673	16,712	17,661	16,600	16,468	111,709	110,637	1%
% of Total Checkouts	19%	18%	17%	17%	17%	17%	18%		

Reciprocal Borrowing

Books Loaned	4,440	4,439	3,959	4,198	4,033	3,560	24,629	25,091	-2%
--------------	-------	-------	-------	-------	-------	-------	---------------	--------	-----

Library Card Registration

Card Activity

	JUL	AUG	SEP	OCT	NOV	DEC	Fiscal YTD	Last Fiscal YTD	Monthly Average
New PPLD Cards	548	444	364	322	353		2,031	2,527	406
New RBP's	85	63	55	59	48		310	416	62
Renewals (PPLD/RBP)	648	475	435	124	311		1,993	2,972	399
Non-Resident Cards									
Renewals Non-Resident	0	2	7	6	10		25	34	5
New Non-Resident	0	2	7	0	0		9	0	2
TOTAL ACTIVITY:	1,281	986	868	511	722	0	4,368	5,949	728

Card Registrations

PPLD Cards	59,105	59,549	59,880	60,208	60,552	60,607			59,984
Non-Resident Fee Cards	157	159	167	167	167	166			164
Reciprocal	6,250	6,311	6,362	6,427	6,486	6,468			6,384
ILL	98	98	98	98	98	98			98
TOTAL REG. PATRONS	65,610	66,117	66,507	66,900	67,303	67,339			33,315

Collection Summary

Database Titles	262,273	262,856	263,377	262,625	260,238	259,032			261,734
All Items (Print, AV & Mags)	277,572	276,606	276,845	275,400	273,640	270,141			275,034

Director's Notes:

Digital materials continue to be our biggest area of growth. Note that our self-checkout % hovers around 18%. If we renovate in the future, changing the location of the self-checkout machines could increase that percentage, freeing up staff for more in-depth interactions.



INTERNAL MEMO

TO: Library Board of Trustees
FROM: Jeannie Dilger, Executive Director
DATE: January 4, 2019
SUBJECT: Collection Plan Statistics

Trustees,

At the end of each calendar year, we take the opportunity to review annual collection statistics. This helps our selectors (staff who buy and weed materials for various collections) make decisions about which collections to grow or shrink and how best to utilize their materials budgets. Our 2018 collection statistics are attached. Under "Results," you'll see four columns. Here's an explanation of each measure.

% Out: This figure indicates the percentage of items in that particular collection that are checked out at one given moment in time. It is a snapshot of a single moment.

Active Use: This measure looks at every item in the catalog and calculates the percentage of the collection that has circulated in a given time period (listed under the "Recent" column). For example, if adult fiction has an active use of 72%, that means that 72% of the items circulated at least once in the past year, and 28% of the items sat on the shelves during that time period.

Turnover Rate: Turnover tells the average number of times items in a particular collection have circulated. A turnover figure of 10 for picture books would indicate that on average, each picture book checks out 10 times per year.

Relative Use (RU): This measure compares the size of the holdings of any one section to its circulation. $\text{Relative Use} = \% \text{ of circulation} / \% \text{ of holdings}$. With relative use, the goal is to approach a one-to-one relationship, so a number close to one is desirable. In other words, if fiction is 40% of the annual circulation, then it should also be 40% of the overall collection. If $\text{RU} > 1$, it means this section does not have enough materials to meet demand. If $\text{RU} < 1$, that means this section has a greater supply than demand, and likely needs to be weeded.

Feel free to reach out with any questions you have.

Jeannie Dilger

2018 Print Collection Stats

Collection	Recent	Data		Results			
		Avg. Cre. Date	Total Items	% out	Active Use	Turnover Rate	Relative use
Adult Book Club	1 year	5/31/2016	1,115	19.28%	75.96%	2.18	1.00
Adult Fiction	1 year	5/12/2013	17,615	12.37%	72.11%	2.61	1.19
Adult Fic-SO							
Adult Fic-Pop Picks	1 year	4/22/2018	20	45.00%	95.00%	20.15	9.22
Large Print	1 year	6/8/2013	4629	7.69%	72.41%	2.34	1.07
Adult Sci Fi	1 year	10/16/2013	2299	9.66%	64.81%	1.77	0.81
Mystery	1 year	7/10/2012	5798	11.19%	73.61%	2.60	1.19
Adult Romance	1 year	3/20/2015	1458	7.68%	72.50%	1.71	0.78
Adult Graphic Novel	1 year	6/8/2013	502	8.57%	79.28%	2.27	1.04
ANF General							
ANF General SO							
Oversize	2 years	3/10/2009	163	1.23%	32.52%	0.30	0.14
ANF Pop Picks	2 years	10/12/2017	60	41.67%	90.00%	16.23	7.43
000s	2 years	10/30/2012	2369	9.88%	72.77%	1.33	0.61
100s	2 years	2/9/2012	3057	9.49%	74.45%	1.51	0.69
200s	2 years	7/10/2012	3057	5.43%	71.57%	0.97	0.45
300s	2 years	11/25/2011	8281	5.66%	66.32%	0.98	0.45
400s	2 years	9/1/2012	721	7.63%	77.53%	1.31	0.60
500s	2 years	12/17/2012	1809	7.79%	74.07%	1.21	0.56
600s	2 years	11/4/2012	5533	6.90%	75.46%	1.12	0.51
640s	2 years	5/25/2012	5296	8.55%	85.14%	1.57	0.72
700s	2 years	10/18/2010	10101	4.00%	65.91%	0.79	0.36
800s	2 years	9/2/2008	5211	1.55%	38.42%	0.37	0.17
900s	2 years	5/27/2013	6910	6.64%	70.07%	1.47	0.67
ANF Biography	2 years	10/31/2011	5240	4.16%	58.97%	0.92	0.42
Genealogy	2 years	10/3/2009	472	5.51%	51.27%	0.65	0.30
ANF Health Center	2 years	9/27/2012	4811	7.21%	73.98%	1.27	0.58
ANF Basic Literacy	2 years	1/9/2012	859	7.10%	53.32%	0.63	0.29
ANF Career Center	2 years	1/30/2015	1752	15.64%	79.17%	1.88	0.86
ANF Business	2 years	1/21/2016	295	7.80%	76.61%	1.19	0.55
World Language	2 years	6/7/2013	6329	8.60%	97.98%	1.52	0.70

2018 Print Collection Stats

Collection	Recent	Data		Results			
		Avg. Cre. Date	Total Items	% out	Active Use	Turnover Rate	Relative Use
Juv/Easy Non-Fic	1 year	1/24/2013	15451	10.21%	99.22%	2.18	1.00
Juv Non-Fic SO							
Juv Biography	1 year	7/7/2013	1786	12.09%	85%	3.03	1.39
Teen Nonfiction	1 year	10/4/2017	129	12.40%	100%	2.93	1.34
JF Easy Fic							
Picture Books	1 year	3/3/2014	26601	14.50%	88%	3.90	1.78
Easy Readers	1 year	7/15/2014	7322	21.82%	95%	5.40	2.47
Easy Display	1 year	11/17/2017	98	57.14%	100%	11.89	5.44
Minis	1 year	10/11/2015	2316	21.33%	91.80%	4.69	2.15
J RPL Kits	1 year	1/24/2016	128	9.38%	85.94%	4.21	1.93
Big Books	1 year	5/5/2015	127	4.72%	79.53%	2.35	1.08
JF Youth Fiction	1 year	10/1/2014	13063	20.66%	86.94%	3.89	1.78
JF Book Club	1 year	12/17/2015	530	11.13%	87.92%	2.72	1.24
JF Display	1 year	3/27/2016	313	58.47%	96.17%	7.65	3.50
JF Large Print	1 year	11/6/2014	146	23.97%	86.30%	3.58	1.64
JF Pop Series	1 year	10/26/2014	4263	28.85%	98.15%	4.98	2.28
Youth Graphic Novel	1 year	8/19/2014	2571	23.49%	91.72%	6.68	3.06
JF Teen Fiction	1 year	7/15/2015	4983	15.23%	76.14%	2.55	1.17
Teen Graphic Novel	1 year	7/10/2013	3228	11.03%	80.17%	2.76	1.26
Teen HS Reading	1 year	10/14/2016	93	31.18%	82.80%	5.70	2.61
JF E/J/Y SO							
Professional	NA						
Reference	NA						
Ref Standing Order	NA						

Collection	Recent	Data		Results			
		Avg. Cre. Date	Total Items	% out	Active Use	Turnover Rate	Relative Use
Cont-Periodical	2 years	11/12/2017	4,110	2%	56%	1.09	0.50
Cont-Reference	NA						

2018 Digital Collection Stats

Collection	Recent	Data		Results			
		Avg. Cre. Date	Total Items	% out	Active Use	Turnover Rate	Relative Use
Adult DVD/Blu-ray							
DVDs	6 Months	7/6/2015	19819	15%	71%	6.18	1.73
Blu-rays	6 Months	12/22/2016	1302	34%	92%	15.12	4.24
Adult NF-DVD	6 Months	11/5/2013	4963	6%	36%	1.60	0.45
Adult NF - Blu-ray	6 Months	8/14/2015	47	2%	53%	2.15	0.60
Great Courses	6 Months						
Juv DVD	6 Months	3/21/2016	4555	23%	73%	6.74	1.89
Juv Blu-ray	6 Months	8/17/2016	340	32%	84%	13.07	3.67
Youth Views	6 Months	6/14/2018	20	80%	100%	9.95	2.79
Adult Music CDs	6 Months	5/9/2013	12900	6%	48%	2.30	0.65
Juv Music CDs	6 Months	9/27/2013	1111	9%	44%	1.93	0.54
Adult Audio Bk	6 Months	3/8/2014	3800	14%	60%	3.26	0.92
Adult Playaways	6 Months	5/14/2014	335	16%	71%	3.13	0.88
Juv J Audio	6 Months	11/14/2012	572	16%	66%	2.83	0.79
Juv Playaways	6 Months	6/17/2017	35	60%	91%	8.69	2.44
Teen Audio	6 Months	11/5/2014	194	11%	47%	1.82	0.51
Juv CD/Bk Set	6 Months	5/18/2015	1182	32%	90%	6.85	1.92
Video Games	6 Months	9/29/2016	699	32%	88%	12.10	3.40
Hoopla	NA						
Kindle Titles	NA						
My Media Mall	NA						
Overdrive	NA						
Netflix	NA						
DMC Tech Equip	6 Months	12/17/2013	70	1%	41%	31.60	8.87
Gaming Stations							
Kits Lib of Things	6 Months	5/27/2017	150	44%	76%	7.35	2.06
Stem Kits	6 Months	11/16/2017	25	48%	100%	18.08	5.07
Reserve/Project	NA						