

Director's Report
June 2017

Door Count:

Door Count	Total	Hours Open
May-17	17737	312
May-16	24474	304

- The door count for May does not reflect a malfunction that caused several days to not be counted. The true number is probably closer to 20,000 visits for the month. The issue has been resolved and should not recur.

Circulation:

	2017	17-May	17-Apr	17-Mar	17-Feb	16-May
Checkouts/renewals/in-house		23861	23609	28205	24442	25246
Ebook Circulation		1422	1410	1424	1207	1735
ILL Total Circulation		4554	4801	5928	4920	4623
New Patrons		201	157	242	186	209
Total Patrons		17703	17733	17722	18058	18507

- Circulation for May was steady.
- We are investigating the possibility of moving from paper forms for inter-library loan requests to an electronic form to save paper and simplify the process.

Staff and Volunteer Updates:

- Melanie Kozinski has accepted the position of Technical Services Manager, beginning June 4th.
- We have received a number of applicants for the position of Development Manager, and are currently reviewing those to set up interviews over the next few weeks.
- The library is also considering applicants for a summer internship assisting with the STEAM day being planned for September. Students from NIU have been invited to apply.

Youth Services:

Children's Programs May 2017	Adults	Children	Total	17-Apr
Community Outreach	149	252	401	
Homeschool Happenings	5	11	16	
Pokémon League	11	31	42	
Read to Rover	6	11	17	
Recurring Story Times and Crafts	572	720	1292	
Teacher in the Library	10	17	27	
Little Learners Outreach	14	80	94	
School Visits	83	165	248	
Special Visits	17	150	167	
Princess Leia Visits	20	24	44	
Grand Total	887	1461	2348	2430

- Summer Reading preparation took up much of the staff's attention in May, including multiple school visits to and from the library to get kids excited about the program.
- The Daughters of the American Revolution donated a large bag of prizes for a writing contest to be held in July in support of literacy.
- We hosted Princess Leia, who drew a large crowd of surprisingly knowledgeable Star Wars fans of all ages.
- The University of Illinois Extension Service's Master Gardeners offered two days of terrarium programs that were very well-received by the families who attended.
- Guidance was issued for tweens participating in the Summer Reading Program—we are allowing 11-13 year olds to choose between the Children's and Teen programs, or to participate in both if they so desire. Individuals with special needs are also able to register for either program, regardless of age.



Princess Leia



Terrarium workshop

Teen Services:

Teen and Tween Programs May 2017	Teens	Tweens	Total	April 2017
Adventures in Your Library	15	8	23	
Magic Muffins Book Discussion	0	7	7	
Early Release Pop-up Activity (12-5pm)	3	75	78	
CRMS Student Showcase	4	28	32	
Cinematic Teen Reads	2	12	14	
Teen Advisory Group	1	5	6	
	25	135	146	40

- We are exploring a partnership with the art department at Clinton Rosette Middle School to display teen creations in the Teen Room.
- The initial pilot of rules for the Teen Room has ended.
 - Non-messy snacks were a big hit and do not seem to have caused any issues, so we will continue allowing those in the space for the time being.
 - More leniency with swearing was found to be a problem, and we are no longer allowing a more casual approach to foul language with the teens—they are being held to the same standards as patrons elsewhere in the building.
- Teens have been selecting titles for a monthly book display outside the Teen Room. “Manga May” resulted in 14 books circulating from their selections.



Adult Services:

Adult Programs

Adult/All Ages Programs	Adults	Children	Total
Book Clubs	48	0	48
Computer Classes	3	0	3
Maker Classes	19	38	57
	70	38	108

- The library will begin offering an English Conversation Club for speakers of other languages to practice their English skills this summer. We have coordinated with the free summer lunch program held at the Methodist church to set the time that will work best with the parents whose children are attending their activities.

Tech Desk and Collaboration Studio

- May saw quite a bit of interest in our fidget spinner classes—we ended up adding three additional classes to the original lineup to accommodate the demand.

- During the summer the Tech Desk will be offering a weekly program for youth, alternating between children and teens on Wednesday afternoons.
- The Collaboration Studio raised \$160.10 in May through 3D print sales. This is comparable to May's \$169.96.

Public Internet Usage

Adult	Apr-17	May-17	May-16
Total Sessions	1727	1798	1715
Total Time (min)	76480	80016	66860
Average Session	44.17	44.5	39

Teen	Apr-17	May-17	May-16
Total Sessions	25	9	N/A
Total Time (min)	608	131	N/A
Average Session	24.31	14.5	N/A

YS	Apr-17	May-17	May-16
Total Sessions	402	501	241
Total Time (min)	17514	18504	9492
Average Session	43.5	36.9	39

- Public internet usage is down somewhat. We have decided to monitor the situation over the summer to see what effect school being closed (and students not having access to their chromebooks) has on public demand.

Collections and Materials:

- Head of Adult Services Britta Krabill has been conducting an audit of DKPL database subscriptions to identify the cost/benefit of each, as well as data regarding our collection with an eye to redistributing collection areas for each staff member and budgetary allocations for each part of the collection.
- Several weeding projects and an inventory of the Local History collection are underway.

Staff Training and Development:

- All supervisors and department heads have created departmental goals (except for Technical Services, which is undertaking the process) and are working to create individual goals for each team member.
- Several staff members have taken part in PrairieCat training on Sierra.
- Tech Desk and Studio Manager Josh McCarthy attended a summit on library makerspaces at the Fountaindale Public Library.
- Director Emily Faulkner attended Directors University, a 4-day training conference for new public library directors sponsored by the Illinois Library Association and RAILS.

Other Programs:

Adult/All Ages Programs	Adults	Children	Total
Snack on THIS!	14	11	25
Artigras: NIU Student Showcase	8	0	8
Author Visit: Kate Moore	70	0	70
Fairy Tales for Adults	30	0	30
Basic Gardening	3	3	6
Music and Censorship	1	0	1
Celtic Influx Concert	55	5	60
Middle School Play	46	27	73
	227	46	273

- DKPL's presence at the Farmer's Market has resumed. We have a table every other week to promote the library and sell our merchandise.

Upcoming Events:

- Jacob Haish Dedication Ceremony – Saturday, June 17th, 10:30 – 11:30 a.m. Held in partnership with DAAHA
- Glow-in-the-Dark Juggling, Saturday, June 17th, 11:30-12:30 p.m.
- Folk Music Concert w/ Danny Santos – Monday, June 19th, 7:00 – 8:00 p.m.
- Magic Show w/ Tim Adams—Thursday, June 22, 11:00 a.m.-12:00 p.m.

Public Relations:

Media coverage for the month of May:

Date	Media Outlet	Topic	DKPL Staff Reference(s)	Link
5/10/2017	Proudly DeKalb	Healthy Mind, in a Healthy Body Initiative	N/A	https://proudlydekalb.com/2017/05/10/dekalb-librarydekalb-kiwanis-provide-programs-on-healthy-eating-living/
5/15/2017	Daily Chronicle	Healthy Mind, in a Healthy Body Initiative	N/A	http://www.daily-chronicle.com/2017/05/09/library-kiwanis-provide-program-on-healthy-eating/a9q7qf/
5/16/2017	The Midweek	Fairy Tales for Adults	N/A	http://www.midweeknews.com/articles/2017/05/08/3d229a6a07cb40908ef947f1588f77e7/index.xml
5/20/2017	Daily Chronicle	Friends' Printers Row Trip	N/A	http://www.daily-chronicle.com/2017/05/16/trip-planned-to-printers-row-lit-fest-on-june-10/asce22x/
5/27/2017	Daily Chronicle	5th Ward Meeting held at the library	N/A	http://www.daily-chronicle.com/2017/05/26/residents-of-dekalbs-5th-ward-invited-to-public-meeting/ahg54tl/
5/31/2017	The Midweek	Summer Reading	Susan Garlisch, Teresa Iversen, Theresa Winterbauer	http://www.midweeknews.com/articles/2017/05/25/584844e1c8644441acbf86018525a755/index.xml
5/31/2017	The Midweek	Summer Reading	Susan Garlisch, Teresa Iversen, Theresa Winterbauer	Print

- The library is now posting flyers at 13 local churches.
- Using a social media dashboard, programmers and content creators will be able to submit posts to the PR Department. This will allow for a more engaging social media presence with the community. Staff training will occur soon.
- The library will be opening an Instagram account.
- We have quotes from three businesses to do the re-branding/re-development of our website. An evaluation of each is underway and a recommendation will be made shortly.
- A Programming Committee has been established. New guidelines for event submissions are in place, allowing for additional time to promote.
- Preliminary proposals for a new logo are being created by Sophia Varcados, who has offered her services pro bono.

Grants/Fundraising/Donations:

- A number of questions were raised at the May Board meeting regarding the fundraising summary. An explanation of the answers is included in this month's Board packet.

Building:

- One of our door sensors was replaced under warranty because of a minor malfunction.
- A broken shelf in the Teen Room was replaced, as was a malfunctioning light in the Teen Room.
- The air handlers continue to have issues. These are being addressed by DeKalb Mechanical.
- We also continue to have problems with the water tempering system. We are working with the manufacturer to get the issue solved. The city concluded that the issue of foul-smelling water from certain library sinks is an internal issue caused by a large inlet pipe and low water usage of those sinks. It is possible that improving the tempering system will resolve this issue.
- Graham has been investigating the cost of a soundproofed door for the Sound Studio.

Security Issues:

- There were a few incidents of vandalism this month. One involved teens throwing slime made at a teen program at the building, and another involved graffiti on the sign on Oak Street.
- A patron was locked into the building one evening. She contacted the police, who instructed her to exit through an emergency door. We have put new closing procedures into place and are instructing staff on their use to avoid this type of incident in the future.