

**Director's Report**  
**May 2017**

**Door Count:**

<b>Door Count</b>	<b>Total</b>	<b>Hours Open</b>	<b>Patrons per hour (avg)</b>
<b>April 2017</b>	<b>18298</b>	288	66
<b>April 2016</b>	<b>20123</b>	293	71

- Our door count for April is lower than 2016. I believe this is because of the newness of the building at that time, and the excitement over seeing it.

**Circulation:**

<b>2017</b>	<b>17-Apr</b>	<b>Mar-17</b>	<b>Feb-17</b>	<b>Apr-16</b>
<b>Checkouts/renewals/in-house:</b>	<b>23609</b>	28205	24442	26765
<b>Ebook Circulation</b>	<b>1410</b>	1424	1207	1632
<b>ILL Total Circulation</b>	<b>4801</b>	5928	4920	5134
<b>New Patrons</b>	<b>157</b>	242	186	224
<b>Total Patrons</b>	<b>17733</b>	17722	18058	18498

- April circulation was slower than March. I'm not sure whether this is a usual variation. We will be keeping an eye on statistics over the course of the year to see what fluctuations occur.
- Sierra (our circulation system) has had a number of service interruptions and issues this month. These did not originate with DKPL, and PrairieCat has been working to resolve them, but it does cause some slowdowns and issues for our circulation team.

**Staff and Volunteer Updates:**

- We have had an exciting month for staffing! We are close to being done filling key positions and having the full team in place.
- Britta Gregor Krabill started on April 24<sup>th</sup> as the Head of Adult Services. She has been settling into her new role, getting to know the staff here, and has already had a number of ideas about ways to streamline workflows and improve patron services.
- Josh McCarthy also began his new role as Tech Desk and Studio manager, and has been planning new classes and creating a strategy for the Collaboration Studio.
- Samantha Hathaway has accepted the role of PR and Events Manager, beginning May 7<sup>th</sup>. She has been working with our IT department to assume responsibility for our digital presence.

- Two new teen specialists have been hired. Laura Warmke starts May 8<sup>th</sup>; she has been a volunteer in Youth Services for some time and will continue to assist with children’s programming when not needed on the Teen desk. Gretta Grzadziel will start on May 15<sup>th</sup>, and will focus her efforts on assisting Susan with teen programming.
- Mike Page has accepted the role of Adult Specialist, and Esli Avalos has accepted the role of Circulation Clerk. Both are being trained for their new roles and will begin on May 7<sup>th</sup>.
- The library is currently in the process of hiring for a Technical Services Manager, and we are beginning the process of searching for a Development Manager.

**Youth Services:**

Children’s Programs	Adults	Children	Total
Beauty Visits	37	45	82
Community Outreach	127	191	318
Hang with the Huskies	5	13	18
Homeschool Happenings	14	32	46
Investing in the Earth	4	8	12
Money Smart Week Big Read	1	5	6
Movie Showings	17	46	63
Pokémon League	7	13	20
Read to Rover	3	8	11
Recurring Story Times and Crafts	449	605	1054
Teacher in the Library	10	11	21
Various Activities	0	5	5
Little Learners Outreach	8	78	86
School Visits	63	95	158
Special Visits	24	51	75
School Outreach	153	302	455
<b>Grand Total</b>	<b>922</b>	<b>1508</b>	<b>2430</b>

- The library won the 2017 Altrusa Literacy Award for the Little Learners program that Marti Brown created which brings outreach storytimes to underserved and at-risk children.

- The winners for the March DAR contests picked up their prizes in early April. To win, each participant read a biography and wrote a brief synopsis of the book.
- Youth Services staff have been busy attending outreach events at elementary schools, the YMCA, and elsewhere in the community, getting information about library services to children and their families.



- Children’s books not sold at the book sale have been donated to the Jerry L. Johns Literacy Clinic.
- Gavin Wilson, from Country Financial, was the guest reader kicking off events for Money Smart Week. Each child who attended received a free book.

## Teen Services:

Teen/Tween Programs	Adults	Children	Total
Adventures @ Your Library	0	20	20
Cinematic Teen Reads	0	10	10
Teen Advisory Group	0	5	5
Magic Muffins	0	5	5
	<b>0</b>	<b>40</b>	<b>40</b>

- The teens seem to be learning the rules and are behaving better, though incidents still occur. Susan Garlisch has been trying to increase the number of passive activities (drawing, question cards, etc.) for the kids to engage with, which seems to be working.
- We have adjusted the rules of the teen room, per TAG requests and staff suggestions. We are attempting a pilot of the new rules, along with a pilot of allowing non-messy snack foods in the teen room, as one of the issues seems to be that the kids show up hungry after school and that adds to their behavioral issues.



## Adult Services:

### **Adult Book Clubs**

Program	Title	Location	Date	Total
General Book Club	When Books Went to War by Molly Guptill	In Library	4/10/2017	7
Off the Beaten Path Book Club	The Quiet Girl by Peter Høeg	In Library	4/15/2017	4
Crime Fiction Book Club	The Passenger by Lisa Lutz	In Library	4/17/2017	9
Crime Fiction Book Club	The Passenger by Lisa Lutz	In Library	4/18/2017	7
Last Monday Book Club	The Book that Matters Most by Ann Hood	Off Site	4/24/2017	10
University Women's Book Club	Miller's Valley by Anna Quindlen	Off Site	4/27/2017	10
			Totals:	47

## **Local History Room and Philanthropy Center**

- Database usage and reference transactions remain steady (37 for April, similar to last month).
- Staff is in the process of planning some programs and also some passive ways to increase usage.

## Tech Desk and Collaboration Studio:

Maker/Collaboration Studio	11 classes	30 attendees
Computer Classes	7 classes	7 attendees

- Arduino Open Labs are regularly requested by patrons, but have had no attendees.
- The Collaboration Studio raised \$169.96 in April through 3D print sales. We are investigating ways to increase this number with the intention of getting the Studio's material costs to be self-sustaining.
- Tech Desk and Studio staff will be testing computer classes at different times of day due to patron feedback that daytime classes might be easier for them to attend.
- 6 months' worth of user surveys have been completed, with a total of 77 users completing the surveys. On a scale of 1-5 for "This program was Informative", we Scored a 4.87, and for "This Program prepared me for using 'X'" we scored a 4.83. The website and word of mouth were cited as the most common way for people to learn about our computer and Collaboration classes.

## **Public Internet Computer Usage**

<b>Adult</b>	Apr-17	Mar-17	Apr-16
Total Sessions	1727	1947	1669
Total Time (min)	76,480	92,905	69884
Average Session:	44.17	47.71	42

<b>Teen</b>	Apr-17	Mar-17	Apr-16
Total Sessions	9	25	N/A
Total Time (min)	61	608	N/A
Average Session:	33	24.31	N/A

<b>YS</b>	Apr-17	Mar-17	Apr-16
Total Sessions	402	490	186
Total Time (min)	17,514	20,664	6883
Average Session:	43.5	42.16	42

## Collections and Materials:

- Britta has been learning the collection and is looking at both the methods of selection and the content areas. We are considering the adoption of a selection management system, which would allow for more streamlined ordering.

## Staff Training and Development:

- Staff scheduling for Saturdays has been moved from a 3-week rotation to a 2-week rotation beginning May 7<sup>th</sup>, which should simplify timekeeping and payroll. A new 4-week Sunday rotation will be implemented in July, when the current roster finishes.
- Responsibilities for scheduling have been assumed by the managers also starting May 7<sup>th</sup>.
- All supervisors and department heads have received instruction regarding expectations for leadership behaviors and departmental goal-setting related to the Strategic Plan. We are engaged in the process of creating departmental goals for the rest of 2017 based on the Strategic Goals.
- Cross-training is still underway as various responsibilities are moved between departments.

## **Adult Programs**

<b>Adult/All Ages Programs</b>	<b>Adults</b>	<b>Children</b>	<b>Total</b>
Book Clubs	27	0	27
Computer Classes	7	0	7
Maker Classes	14	16	30
Money Smart Week Classes	75	2	77
Author Visit: Jeff VanderMeer	33	3	36
*Friends Spring Book Sale	592	0	592
NIU Steelband Concert	200	50	250
Seed Saving Kick-off	22	5	27
	<b>970</b>	<b>76</b>	<b>1046</b>

*\*Probable attendance determined by door count increase from other weekend in April.*

- The library partnered with the Friends of the NIU Libraries to host author Jeff VanderMeer, best-selling science fiction author of the Southern Reach trilogy. We were lucky recipients of a sneak peek at his newest novel, Borne, which was released the day after our event.
- English Teacher in the Library and the Kishwaukee ESL classes are both very popular. English Teacher in the Library saw 48 participants in April, with a mix of native Chinese, Persian, and Spanish speakers. The Kishwaukee ESL Classes have 25 participants in one class and 16 participants in the other, and meet twice a week.
- The library is in conversation with the Methodist Church about their summer meal program, which is primarily intended for children, but serves adults as well. We have discussed adding a conversational English drop-in program starting this summer during the time when the children have planned activities so their parents can work on their language skills, if they desire.

## Other Programs:

Family Programs	Adults	Children	Total
Lunch is on US!	30	63	93
Thai New Year Festival	25	15	40
Pop Culture Memorabilia Display	23	35	58
	<b>78</b>	<b>113</b>	<b>191</b>

- April saw the kickoff of our new partnership with the DeKalb Kiwanis Club: A Healthy Mind in a Healthy Body. Teen members of the Builder's Club helped us prepare ingredients in advance and for the program we welcomed nearly 100 people to make healthy pizzas and enjoy lunch with us. The grant we received from the Kiwanis will allow us to do approximately one program per month to teach healthy eating habits. The May program will feature healthy alternatives to common snack foods.
- Due to staff turnover, we have decided to postpone our Star Wars-themed day until later in the year. This will coincide with the next movie being released, and allow our staff more time to prepare for such a large event.

## Upcoming Events:

- The Infamous History of the Radium Girls with NIU STEM Read, Friday, May 12<sup>th</sup>, 12 p.m.
- Fairy Tales for Adults, Saturday, May 13<sup>th</sup>, 2 p.m.
- Snack on THIS! Healthy Foods with Hy-Vee, Saturday, May 20, 2 p.m.
- An Immigrant's Song, The Celtic Influx, Saturday, May 27<sup>th</sup>, 2 p.m.

## Public Relations:

Media coverage for the month of April:

Date	Media Outlet	Topic	DKPL Staff Reference(s)	Link
4/17/2017	NIU Today	Author Visit	N/A	<a href="http://www.niutoday.info/2017/04/17/best-selling-author-jeff-vandermeer-to-speak-at-dekalb-public-library-on-april-24/">http://www.niutoday.info/2017/04/17/best-selling-author-jeff-vandermeer-to-speak-at-dekalb-public-library-on-april-24/</a>

- The Midweek is planning a feature article on our upcoming program "Fairy Tales for Adults" presented by Ron Allison on Saturday, May 13<sup>th</sup>.
- A list of local church bulletins is being created as a possible source of sharing information about our programs.
- The library is beginning the process of creating a social media strategy and website update.

### **Grants/Fundraising/Donations:**

- The Friends had a very successful book sale this month! They raised more than \$4700 over the three-day sale.
- The DeKalb County Community Foundation's Give DeKalb day of giving was also a great success! The Friends raised an additional \$3645, not counting any matching funds. This money will be used by the Friends to supplement our programming and necessary materials.
- The library is in the process of creating a job description to hire a part-time Development Manager to develop an annual giving campaign and oversee fundraising.

### **Building:**

- The building has officially been commissioned. We are now able to apply for LEED Silver certification.
- Two camera issues resulted in the replacement of one and rewiring of another.
- The addition of the fourth server is ongoing.
- We have had several issues with air handlers in both buildings this month. DeKalb Mechanical has been working on the issues, which seem to stem partly from thermometers that were installed incorrectly.
- The water tempering system has been working incorrectly. Patrick Smith is working with the manufacturer to get this resolved. Once complete, this is expected to resolve the issue of the sulfuric smell coming from certain faucets. At this time the city has not returned the results of their testing.

### **Security Issues:**

- Police were called on three occasions to help enforce patron bans—two for teenagers, and one for an adult.