

## ATTACHMENT D

### DIRECTOR'S REPORT

Sue, Bill S. and I attended the Commissioner Appreciation event at the Art Museum last month. It was a very nice event with catered food and drinks and a presentation of the Darryl Whistler award for community service. There were about 60 people in attendance and we spent the time talking to others who serve on Commissions and Boards.

The Kids' Winter Reading program wrapped up at the end of February. Many readers completed the construction themed program and enjoyed earning prizes while reading. The Adult Services Department also held a Winter Reading Challenge, which was very successful too.

The community voted to read I Am Malala for the 2018 One Book, One Community reading event. Programs, discussions and other events will be scheduled during the summer around this title.

# Adult Services Department

February 2018

<b>Adults</b>	<b>953</b>	
Adobe Premiere Elements Basics	8	Friday Features: <i>The Glass Castle</i> ** 0
Advanced Excel: Pivot Tables	10	Genealogy Club: Dig Into Your Research 3
Advanced Excel: VLookup	6	Google Keep 1
Advanced iPhone	4	Google Photos Basics 8
Amelia Earhart: American Aviatrix	77	Great Decisions: Russia's Foreign Policy 19
Board Game Club	45	In Stitches / Learning to Knit 22
Book Discussion: Homegoing	21	Intermediate 3D Printing: Jewelry 2
Can a Business Plan Be This Simple?	14	Lyric Opera Lecture: Così fan tutte 11
Chocolate: A History	52	Next Chapter Book Club 32
Ciao Italia! Culture and Conversation	10	Open Bridge Club 38
Codecademy Basics	5	Pages, Numbers, and Keynote Basics ** 0
Coloring for Mindfulness	6	Pinochle Club 16
Common Connections Film Series: I Am	12	Present: Dementia Activity Club - President's Day Trivia 0
Common Connections: TED Talk Conversations about Success	6	Read Between the Wines - Book Discussion at Flight 112 10
[VIP] Craft Lab Spa Series: Aromatherapy Candles	24	Read to Me! A Storytime for Grown-Ups 0
[VIP] Creative Card Making	29	Senior Technology Series: iPad for Beginners 4
Creative Card Makery Workshop**	0	Tangling Club 5
CROP Day	5	UI/UX Design Basics 3
[VIP] Culture Club - Denmark	61	Ukulele Circle 23
Cutting the Cable Cord	20	Valentine Cupcake Decorating 14
Design Basics: Cricut Design Space	9	WDCB Jazz: Jammin' in the Stacks 28
Dish! Club for Cooks	6	Windows 10 Basics 7
Drop-in: Get Your Resume Ready	4	Wine Club 5
Edward-Elmhurst Health Series- Acupuncture: Health and		
Healing Through All Ages	17	Winter Gardening 18
Edward-Elmhurst Health Series: Guided Imagery	17	York Chamber Music Concert ** 0
Edward-Elmhurst Health Series: Supplements and Nutrition		
for Healthy Joints	50	
Edward-Elmhurst Health Series: The Facts About Protein		
Shakes	35	<b>Teens 63</b>
Elmhurst Business Connection	12	DIY Stickers 1
Elmhurst Co-Working Connection	4	Filmed Sketch Class 5
Freedom: A History of US Film Screening: <i>Glory</i>	5	Girls Who Code Club 11
Friday Features: <i>Dunkirk</i>	38	Smartphone Projector 1
Friday Features: <i>Going in Style</i>	36	Passive Programs(2) 45
Friday Features: <i>Paris Can Wait</i>	36	

Please note: Programs with \*\* were impacted by EPL closing due to the February 9 snowstorm.

<b>Number of Adult Programs:</b>	<b>58</b>
<b>Number of Teen Programs:</b>	<b>6</b>
<b>Total Number of Programs :</b>	<b>64</b>
<b>Total Number of Programs Compared to February 2017 (67):</b>	<b>- 4.5%</b>
<b>Total Attendance Compared to February 2017 (1159):</b>	<b>- 12.3%</b>

Group Study Rooms

	Dec	Nov	Oct	Sept	Aug	July	June	May	Apr	Mar	Feb	Jan
2018 Total Uses											1492	1629
2017 Total Uses	1467	1519	1583	1427	1349	1261	1344	1564	1397	1518	1408	1415

Patron Interactions

	Reference Questions	Library Info Questions	Tech Consults (>15 min)	Other Consult (>15 min)
February 2018	4429	1769	22	16
February 2017	4954	1617	31	12
% Increase	-10.5%	+9.4%	+29.0%	+33.3%
Monthly Average (12 mo)	4931	1871	28	17

## KIDS' LIBRARY

February 2018

PROGRAMS	Sessions	Kids	Adults	Total
Chicka Chicka Baby (infants)	8 sessions	116	99	215
Rise & Shine (ages 1-3)	14 sessions	456	380	836
Rhyme Time (ages 1-2)	12 sessions	176	176	352
Saturday Family Storytime	4 sessions	73	51	124
Road to Reading (ages 3-5)	4 sessions	85	55	140
Music Factory (ages 3-5)	4 sessions	36	26	62
We Love Reading (gr K-1)	4 sessions	93		93
Junior Lego Club (K-2)	2 Sessions	29		29
Drive-in Movie (families)	February 1	21	11	32
Io. Frenzy (gr 1-5)	February 2	10		10
Valentine Card Party (families)	February 3	35	30	65
STEM Engagement: Pen light sabers	February 6	20		20
Valentine Card Crafting (Gr 4-8)	February 7	9		9
Culture Craft (K-3)	February 14	5	4	9
Read to the Dogs (K-8)	February 10	20		20
Parent-Child Makery (families)	February 5	8	8	16
Homeschool Hangout (all ages)	February 15	11	6	17
Drop-in Science (all ages)	February 15	39	30	69
Lego Robotics (gr 3-5)	February 20	14		14
Learn 3D Printing (gr 3-5)	February 22	13		13
Passive: Drop-in Art (all ages)	February 6	50		50
Passive: Valentine Window Art	February 14	20		20
Passive: Open Lego (all ages)	February 17	10	10	20
Passive: President's Day crafts/games	February 19	30	20	50
Passive: Drop-in Game Day (all ages)	February 21	10		10
Passive: Renovation Scavenger Hunts	all month	130		130
Passive: 1000 Books Before K	all month	48		48
Passive: Winter Reading Program	since 2/12	40		40
Passive: Bookmark contest entries	all month	21		21

### MIDDLE SCHOOL PROGRAMS

3D Printing: Middle School	February 8	2 kids
Elmhurst Iron Chef	February 16	22 chefs
Taste-off: Doughnuts	February 27	15 chefs

### SCHOOL SERVICES

Thirty collections totaling 1,067 items circulated to thirteen Elmhurst schools: Conrad Fischer, Emerson, Edison, Field, Jackson, Buttons and Bows Preschool, Wee 3's Preschool, YMCA Preschool/K, Treetown, Jefferson, Sandburg, Bryan, and York.



Read to the Dogs

**February 1      Elmhurst College / Connecting with Struggling Readers / Elementary Ed. Students.**

Six students and Professor Roberta Vandevier came for a presentation connecting with struggling readers. They are spending this semester at Emerson School with 2<sup>nd</sup> and 3<sup>rd</sup> grade struggling readers. Lori Hoegler presented a PowerPoint on the importance of reaching young readers, tips for making their time fun and engaging, showed popular books and other resources, and gave them a bibliography. They finished with a tour to familiarize themselves with our materials and collections.

**February 6      PTA Summer Recreation Open House**

Lori Hoegler, Shaira Rock, and Meredith Bazzoli presented resources (including some of our Technology Toys, summer reading flyer, and a game) at the D205 PTA Summer Recreation Open House.

**SCHOOL AND SCOUT VISITS**

February 6      Scout visit, grade 4                      17 scouts    1 leader

**PROGRAM TOTALS**

Children's Programs:	66
Children's Program Attendance:	2,170
Passive Children's Programs:	9
Passive Children's Attendance:	389
Middle School Programs:	3
Middle School Attendance:	39
<b>Total programs offered:</b>	<b>78</b>
<b>Total attendance:</b>	<b>2,598</b>



Kira Magnum, our Elmhurst College intern

**VOLUNTEERS**

Four middle school volunteers donated 13.5 hours of service to the Library in February.

**TRAINING**

February 7	Lori Hoegler, Sarah Burnside, Lincoln Story League	6 hours
February 9	Marti Valasek, Peg Martin, Prairie State Story League	6 hours
February 15	Shaira Rock, Tinker Meeting	3.5 hour
February 21	Gloria Walsh-Rock, management workshop by Fred Pryor Seminars	5 hours
February 24	Lori Hoegler, Shaira Rock, DuPage STEM Expo	5 hours
February 24	Nuala Maloney-Murphy, Marti Valasek, Author Breakfast	10 hours
<b>Total:</b>		<b>35.5 hours</b>

***Building for Your Future***

Winter Reading Program Final Registration Numbers

Babies:	42		
Preschoolers:	499		
Kindergarteners:	138	<b>TOTAL:</b>	<b>1280</b>
1 <sup>st</sup> Graders:	140		
2 <sup>nd</sup> Graders:	126	<b>Completed the program:</b>	<b>701</b>
3 <sup>rd</sup> Graders:	95		
4 <sup>th</sup> Graders:	90	<b>Total number registered in 2017:</b>	<b>1418</b>
5 <sup>th</sup> Graders:	67		
Middle Schoolers:	83		

# CIRCULATION REPORT

## February 2018

### TOTAL CIRCULATION:

**February 2018 = 95,388**

**February 2017 = 97,640**

Circulation for February 2018 decreased 2% compared to February 2017.

% of checkouts done on self-checks February 2018 = 30%

### Holds:

- Placed this month: 8,658
  - Staff placed = 1,588
  - Patron placed = 6,000
  - Placed in LINKin = 1,070
- Placed a year ago: 8,693
- Percent Change: <1%
- Amount of holds filled this month: 6,763
  - Elmhurst items = 5,623
  - LINKin items = 986
  - OCLC items = 154
- Filled a year ago: 6,625
- Percent Change: 2%
- Holds Not Picked Up: 792
- Percent of holds filled: 12%

### ILL:

- ILL sent this month: 957 (LINKin =792 / OCLC = 165 )
- ILL sent a year ago: 823
- Percent Change: 16%
- ILL received this month: 1,363 (LINKin = 1,205/ OCLC = 158)
- ILL received a year ago: 1,487
- Percent Change: -8%

**Non-Resident Cards purchased:** 1 for a total of \$255.70

### Unique Management Services:

- Accounts submitted this month: 7 @ \$8.95 = \$62.65
- Total cumulative recovery yielding an ROI of 12 to 1

### Book Sale Room:

- Revenue: \$ 356.87

### Ecommerce:

• Non-Resident Fees	\$	255.70
• Lost items/Misc.	\$	155.00
• Fines & Processing Fees	\$	1714.70
• Out of State Fees	\$	0.00
• Total.....	\$	2,125.40

### Breakdown of Monthly Circulation by Users:

Elmhurst Patrons	70,600	74%
Downloadable Material	15,006	16%
Reciprocal Borrowers	6,120	6%
Teachers	1,067	1%
Interlibrary Loans Sent	957	1%
Non Residents-Unincorporated	543	1%
Outreach Patrons	421	<1%
Elmhurst College Students	299	<1%
Non Resident Taxpayers	173	<1%
Elmhurst Work Perks	134	<1%
Elmhurst Businesses	68	<1%
Total	95,388	100%

### **# of Patrons Served at Drive-up Window:**

- February 2018 = 2,203
- February 2017 = 2,244
- Percent Change: -18%

### **Highest Hourly Rate of Circulation Transactions:**

Sunday, February 25: Average 1,146 items/hour.\*

\*items checked in, checked out and renewed

### **Of Note:**

- The Library was closed February 9<sup>th</sup> due to a snow storm.
- Chris and Dina led Creative Card Making classes on February 16.
- Sam facilitated In Stitches on February 13.
- Debbie facilitated In Stitches on February 21.
- Tracy, Kelsey, Chris, Debbie and Christy worked in the Makery.
- Eighteen volunteers worked for 121 hours.
- 368 patrons signed up for our new Text Notification service.

### **Notable Circulation Figures:**

- 15,006 Digital Media
  - 4,335 My Media Mall
  - 363 Cloud Library
  - 924 Freegal downloads
  - 3,793 Freegal songs streamed
  - 0 IndieFlix
  - 1,715 Hoopla
  - 549 RBG Digital (formerly Zinio)
  - 120 Kanopy
  - 2,914 eLearning
  - 107 BookFlix
  - 20 TrueFlix
  - 138 Tumblebooks
  - 28 Artist Works
- 408 Electronic Devices
  - 0 Assistive Technology iPad
  - 144 Laptop
  - 33 ADS Nook
  - 29 KIDS Nook
  - 13 Projector
  - 9 VHS to DVD Converter
  - 47 Creative Studio Visual and Audio Equipment
  - 44 KIDS LaunchPad
  - 4 ADS LaunchPad
  - 11 Media Players
  - 12 Photo Equipment
  - 22 Hot Spots
  - 38 Makery Equipment
- Items from Library of Extraordinary Things
  - 155 Adult Board Games
  - 158 KIDS' Board Games
  - 348 KIDS' Toys/Puzzles
  - 51 Appliances
  - 18 Cake Pans
  - 16 Adult Bags to Go
  - 10 KIDS Bags to Go
  - 10 Knitting Needles/Crochet hooks

# BOARD REPORT

February 2018

	Feb-18	Feb-17	PER CENT CHANGE	CUMULATIVE TOTAL FY 18	FY 17	PER CENT CHANGE
<b>Circulation</b>						
Adult	53,677	54,431	-1%	114,354	113,384	1%
Kids' Library	40,341	41,722	-3%	85,552	87,731	-2%
Unspecified	1,370	1,487	-8%	2,894	3,199	-10%
Total	95,388	97,640	-2%	202,800	204,314	-1%
<i>Digital Material</i>	<i>15,006</i>	<i>11,913</i>	<i>26%</i>	<i>32,168</i>	<i>24,707</i>	<i>30%</i>
<i>Database Usage</i>	<i>27,701</i>	<i>N/A</i>		<i>27,701</i>	<i>N/A</i>	
Number of Days Open	27	28				
<b>Online Statistics</b>						
Web Site Visits	203,514	304,906	-33%	414,026	648,587	-36%
Web Site Unique Visitors	197,556	287,629	-31%	402,353	612,641	-34%
Web Site Page Views	218,413	342,343	-36%	446,989	725,998	-38%
Sessions on Public Computers	25,800	N/A		25,800	N/A	
Wifi Sessions	23,700	N/A		0	N/A	
<b>Reference Queries</b>						
Adult Reference	4,429	4,954	-11%	9,316	10,036	-7%
Kids' Library	1,193	1,175	2%	2,583	2,670	-3%
Total Reference Req.	5,622	6,129	-8%	11,899	12,706	-6%
<i>One to One Tutorials</i>	<i>38</i>	<i>N/A</i>		<i>0</i>	<i>N/A</i>	
<b>Meeting Room Use</b>						
Library Programs	131	157	-17%	267	321	-17%
Public Meetings	103	117	-12%	218	245	-11%
*Group Study Rooms	1,492	1,408	6%	3,121	2,823	11%
Total Programs/Meetings	1,726	1,682	3%	3,606	3,389	6%
<i>Passive Programs</i>	<i>11</i>	<i>N/A</i>		<i>11</i>	<i>N/A</i>	
<b>Program Attendance</b>						
Adults & Teens	953	1,159	-18%	1,919	2,395	-20%
Kids	2,598	2,789	-7%	6,445	5,636	14%
Total Program Attendance	3,551	3,948	-10%	8,364	8,031	4%
<i>Passive Program</i>	<i>425</i>	<i>N/A</i>			<i>N/A</i>	
<b>Visitor Count</b>						
In-house	40,593	44,510	-9%	86,226	89,027	-3%
Drive-up	2,203	2,244	-2%	4,693	4,660	1%
Total	42,796	46,754	-8%	90,919	93,687	-3%
<i>Makery</i>	<i>1,146</i>	<i>N/A</i>		<i>2,587</i>	<i>N/A</i>	
<i>Creative Studio</i>	<i>129</i>	<i>N/A</i>		<i>129</i>	<i>N/A</i>	



# BOARD REPORT

February 2018

## Elmhurst Library Cards

Card Holders 02/01/18	31,105
Added	174
Withdrawn	96
Card Holders 02/28/18	31,183

**Elmhurst Cards Used** 8,939 9,199 -3%

<b>Nonresident Cards</b>	<b>ADULT</b>	<b>JUVENILE</b>	<b>TOTAL</b>	<b>Reciprocal Borrower Cards</b>
Card Holders 02/01/18	84	14	98	Card Holders 02/01/18 1,986
Added	2	0	2	Added 80
Expired	2	0	2	Expired 125
Card Holders 02/28/18	84	14	98	Card Holders 02/28/18 1,941

<b>Materials (Selected Statistics)</b>	<b>Adult Added</b>	<b>Adult Withdrawn</b>	<b>Juvenile Added</b>	<b>Juvenile Withdrawn</b>
Books, Non-Fiction	524	2,011	348	99
Books, Fiction	833	961	699	787
Compact Discs	173	11	34	102
Playaways Audio	12	0	12	21
Kits	0	0	0	0
Software	0	0	0	0
CD-ROM	0	0	0	0
DVD's	263	166	56	11
Blu-ray	58	25	13	1
Console Video Games	19	5	14	1
Toys	0	0	0	3
Board Games	0	0	0	0
Launchpads	0	0	2	0
Vinyl Records	0	0	0	0
<b>TOTAL</b>	<b>1,882</b>	<b>3,179</b>	<b>1,178</b>	<b>1,025</b>

<b>Collection Totals</b>	<b>Adult</b>	<b>Juvenile</b>	<b>Total</b>
Books	128,851	80,077	208,928
Compact Discs	21,251	2,561	23,812
Playaways Audio	1,266	473	1,739
Magazines			0
DVDs	16,068	6,992	23,060
Blu-ray	1,352	380	1,732
CD-ROM	0	180	180
Console Video Games	851	819	1,670
Launchpads	7	34	41
Culinary Cupboard	65	0	65
Board Games	111	65	176
eReaders	70	0	70
Knitting Needles	39	0	39
Vinyl Records	115	0	115
Kits	10	45	55
Toys	0	381	381
eBooks			0
eAudio Recordings			0
eMovies			0
<b>TOTAL</b>	<b>170,056</b>	<b>92,007</b>	<b>262,063</b>

We are excited to welcome our new Graphics Assistant, Molly Schlecht. She has a long history with the Library, starting out as a Middle School Volunteer, then interning with Public Relations, and working subsequent summers as a Kids Department Page.

In addition to on-boarding our newest team member, we have been hard at work collaborating with the Kids Department on Summer Reading designs, as well as coordinating community prize donations. Summer Reading planning starts in January and work continues through May.

The monthly interdepartmental Marketing Committee has created break-out working groups to plan the specifics of a couple of new marketing and community partnership opportunities. One group is working on developing an Eagle Scout project that will result in 10-12 **nature themed backpacks** for the Library. This idea builds on both the Library of Extraordinary Things and Bags to Go collections. The bags will be put together by the Scout, but will be supervised by his Scoutmaster, as well as this group of Library Staff. The other group is planning the **Storywalk Event on May 20**, which will involve our local Kiwanis group and the Park District. This off-site event at Butterfield Park will feature two storytimes and a community art project to celebrate the installation of the actual storywalk, *It's Okay to Be Different* by Todd Parr.

Additionally, we've implemented our Marketing Calendar to more systematically communicate (through social media, features in the weekly eNewsletter, handouts, and internal messaging) all of the great things that the Library offers. Each month we choose four topics to highlight:

- Programs
- Collections
- Services
- Amenities

Staff communications have taken the form of:

- Elevator speeches in the staff newsletter
- Posters on the new Marketing bulletin board
- Listings on the monthly Marketing Calendar

We hope that everyone will help us spread the word!

