

**Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR DECEMBER 2017
January 16, 2018
Submitted by Executive Director, Ryan Livergood**

EXECUTIVE SUMMARY

Highlights:

- During the regional First LEGO League competition on December 9, one of the WNPL/WTHS teams qualified to go to the state competition on January 14!
- Debbie Hoffman arranged for best-selling author James Rollins to visit WNPL and give a presentation to 50 patrons on Friday, December 8.

Meetings, programs, training attended: N/A (other than holiday-related celebrations I attended, December is a slow month with many regular meetings canceled due to the holidays).

Special plans for coming month:

- WNPL's 45th anniversary celebration on January 10.
- Second meeting of the WDC on January 23.
- Budget planning with a focus on capital projects.

Special plans for the near future:

- Continue working on WNPL's 45th anniversary events/projects.
- Planning for WNPL managers retreat.
- Continue budget planning process.

ADMINISTRATION

Friends: The Friends didn't meet in December. Their next meeting is January 25 at 1 p.m.

Fundraising:

Fundraising through December			
		December	Year to Date
Annual Fund		\$ 6,066.00	\$ 13,379.04
Gifts		150.70	20,319.05
Total		\$ 6,216.70	\$ 33,698.09

Personnel:

Status of Organization: December 2017
 Number of full-time employees: 34
 Number of part-time employees: 60
 TOTAL number of employees: 94
 Full-time equivalents: 60

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Status Changes:

- 12/1/2017-Carol Brandon-Head of Outreach Services, Grade 15, 37.50 hrs wk, separated
- 12/13/2017-April Barron, New Hire-Youth Services Associate, Grade 10, 27 hrs wk

Workshops, programs and training attended:

Date	Title	Hours	Staff
12/6	NACO, Authority Control, and Identity Management	1	Nancy LO
12/6	LAMPS Meeting @ Lake Forest PL	1.5	Sandy & Kathie
12/7	Lake County PR Council	1.5	Latoya C
12/7	How Collection Weeding Makes a Better World (webinar)	1.0	Liz K
12/29	Analytics on Demand Training	1.5	Angela C
12/4	Booklist webinar/Middle Grade Must Haves	1	Joanne T.
12/5	Flower Jewelry Program@WNPL	1	Joanne T.
12/7	Kick-Start Kindergarten Readiness: 52 Reproducible Activities for Parents/webinar	1	Janet C.
12/13	Started online Gale Course: Ready, Set, Read!/ Early Brain Development: 5 Big Ideas Every Early Child Care Professional Should Know/webinar	4	Jane F.
12/13	Why the ABC's aren't as Easy as 1-2-3 for Preschoolers	1	Cheryl R-L.
12/26	Webinar: ABC's of Early Childhood Assessment: Managing the Bits and Pieces	1	Patty S.

Public Relations/Graphics:

- The More Than Just Books podcast was downloaded 119 times.
- A READ poster was created for author James Rollins Dec. 8.
- A variety of materials was created in preparation for the library's 45th anniversary celebration.

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Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
12/3	Minor	1 year	Public indecency
12/6	Adult	1 day	Misuse of property, hindering an employee
12/15	Adult	1 day	Eating and drinking (in wrong area of the library after multiple warnings)
12/21	Minor	1 day	Misuse of property

Safety and Security Statistics:

- Patron Assists: 305
- Staff Assists: 67
- Behavioral Contacts: 104
- Unattended Children: 8
- Book Donation: 51
- Room Set-Ups: 18
- Gurnee Police & Fire Assists: 4
- Suspended Patrons: 4

YOUTH SERVICES

- On December 1st, a Judges Panel, consisting of WTHS teachers and WNPL staff viewed and critiqued First LEGO League practice presentations, while parents watched; followed by demonstrations of FLL robotics entries.
- Our “Magical Moments: Meet & Greet the Princesses” program brought 188 visitors to the library.

CIRCULATION

- Shelving staff completed the shift in Adult Fiction, improving access to the collection as materials are no longer shelved on the bottom shelf.

INFORMATION TECHNOLOGY & FACILITIES

Technology Items:

- Staff completed first phase of the new network backup system.
- Staff started a testing and usage project of Chromebooks.
- Security Camera System Upgrade:
 - Honeywell completed installation of the new camera's and servers.
 - Honeywell is working to complete the camera configurations and training in January.

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Facility Items:

- 40 meeting room setups.
- 20 Remote Pickups.
- Anderson Pest Control completed their monthly inspection.
- A leak in the north skylight was repaired.
- Siemens repaired a thermostat in the circulation manager's office.
- Staff cleaned and extracted the meeting room carpeting.
- Imperial Cleaning Services cleaned and extracted all public high traffic area carpeting.
- Staff tile scrubbed all facility restroom tile.
- Staff installed new LED bulbs to replace the existing florescent lighting in the IT and Facilities workroom as a test program.
- Staff repainted several areas of the library.

OUTREACH

- Department Head, Carol Brandon, retired effective December 1st and new manager, Angela Clarke, is becoming oriented to new position.
- Bookmobile began a two week hiatus on December 25th. During the off-road time, staff weeded the collection, cleaned the Bookmobile and Outreach office, and continued to deliver homebound materials and process hold requests.

ADULT SERVICES

- The Web Redesign team is working on developing a test survey for the new website.
- Co-Managers attended the LAMPS meeting at the Lake Forest Public Library on Wed., 12/6.
- We purchased 2 additional telescopes from the Lake County Astronomical Society in prep for circulating telescopes for the public.
- Staff have been working on a social media campaign to boost awareness of WNPL library staff through a #iknowalibrarianwho campaign that has created a lot of engagement in our social media accounts.

TECHNICAL SERVICES

- Continued to inventory the library.

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Monthly Circulation Statistics

MAIN LIBRARY

TYPE OF MATERIAL	DEC ADULT	DEC YOUTH	DEC TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,553	532	2,085	10,756	2,985	13,741	15,353	-10.5%
Kits	0	200	200	0	2,119	2,119	2,126	-0.3%
Books	12,145	17,372	29,517	80,666	127,184	207,850	224,251	-7.3%
Music Compact Discs	1,795	235	2,030	12,903	1,755	14,658	17,420	-15.9%
DVD's	16,362	2,548	18,910	100,882	17,924	118,806	136,898	-13.2%
Magazines	1,176	71	1,247	7,764	695	8,459	9,186	-7.9%
Video Games	1,163	0	1,163	6,526	0	6,526	7,129	-8.5%
Videoplayers	0	45	45	0	407	407	398	2.3%
E-readers	7	0	7	52	0	52	97	-46.4%
Umbrellas	3	0	3	30	0	30	0	N/A
ebooks (MMM, Hoopla)	2,276	0	2,276	14,289	0	14,289	14,091	1.4%
eaudiobooks (MMM, Hoopla)	1,676	0	1,676	10,857	0	10,857	9,264	17.2%
evideo (MMM, Hoopla)	182	0	182	926	0	926	1,184	-21.8%
emusic (Hoopla)	130	0	130	874	0	874	681	28.3%
emagazines (Zinio)	148	0	148	848	0	848	1,104	-23.2%
ecomicbooks (Hoopla)	72	0	72	397	0	397	383	3.7%
Total emedia	4,484	0	4,484	28,191	0	28,191	26,707	5.6%
MAIN LIBRARY SUBTOTAL	38,688	21,003	59,691	247,770	153,069	400,839	439,565	-8.8%

**MMM=MyMediaMall

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OUTREACH

TYPE OF MATERIAL	DEC ADULT	DEC YOUTH	DEC TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	77	35	112	781	225	1,006	1,050	-4.2%
Kits	0	154	154	0	1,009	1,009	1,219	-17.2%
Books	432	2,111	2,543	3,591	14,947	18,538	20,373	-9.0%
Music Compact Discs	68	58	126	475	366	841	1,058	-20.5%
DVD's	778	206	984	5,196	1,464	6,660	7,427	-10.3%
Magazines	50	20	70	477	129	606	628	-3.5%
Miscellaneous	0	0	0	2	0	2	0	N/A
OUTREACH SUBTOTAL	1,405	2,584	3,989	10,522	18,140	28,662	31,755	-9.7%

TOTALS

	DEC ADULT	DEC YOUTH	DEC TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
GRAND TOTAL	40,093	23,587	63,680	258,292	171,209	429,501	471,320	-8.9%

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Services Statistics	Dec.	Dec.	Dec.	Dec.	Dec.	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Dec-17	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
												TOTAL
DESK ACTIVITIES												
Information	2,577	395	214	121	3,307	17,339	4,214	1,318	937	23,808	24,887	-4%
Reference/Titles Req.	2,149	667	168	180	3,164	14,200	5,085	1,039	1,038	21,362	23,983	-11%
E-Mail Reference	16	0	0	0	16	137	0	0	0	137	131	5%
Instruction Questions	950	38	0	0	988	5,881	251	7	0	6,139	6,924	-11%
Total Desk Activities	5,692	1,100	382	301	7,475	37,557	9,550	2,364	1,975	51,446	55,925	-8%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				498					3,379	3,783	-11%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				258					1,675	1,797	-7%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				495					3,730	3,865	-3%
ILL Borrowing Filled	Use: Borrowing Requests Finished				391					2,915	2,472	18%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					6	2	200%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					2	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				5					11	30	-63%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					4	20	-80%
CIRCULATION												
In-District cardholders					39,374					39,374	42,861	-8%
Reciprocal cardholders					11,021					11,021	13,264	-17%
Total Cardholders					50,395					50,395	56,125	-10%
RBP Loaned					5,997					41,551	48,027	-13%
**RBP Borrowed										16,749	0	N/A
Holds					5,585					39,384	42,914	-8%
Patron Count Main					29,929					189,036	200,995	-6%
Self Check Out Use					28,203					192,443	211,568	-9%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					84					594	612	-3%
Preschools					13					62	65	-5%
Park Districts					0					0	0	N/A
Schools					0					0	3	-100%
Senior residential facilities					5					30	30	0%
Special events					0					5	3	67%
Total Bookmobile Stops					102					691	713	-3%
Total Patron Count					829					6,625	7,358	-10%
Homebound visits					25					149	123	21%
Deposit Collection deliveries					1					11	14	-21%
Remote book drop pickups					22					147	109	35%
Total Van Stops					48					255	246	4%
Days BKM on road					16					117	120	-3%
In-House Programs/Tour												
# of Adult Programs					22					136	96	42%
Adult Attendance					236					1,485	1,451	2%
# of Youth Programs					18					232	178	30%
Youth Attendance					651					3,826	3,321	15%
Adult Attendance					129					1,789	1,519	18%
# of Bookmobile Tours					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
OUTREACH (Prog./ Visits)												
# of Adult Prog. & Visits					1					6	5	20%
Adult Attendance					13					71	72	-1%
# of Youth Prog. & Visits					1					26	28	-7%
Youth Attendance					17					1,738	1,525	14%
Adult Attendance					2					741	721	3%
# of BKM Prog. & Visits					0					10	0	N/A
Youth Attendance					0					329	0	N/A
Adult Attendance					0					113	0	N/A
ROOM USE												
Meeting Room Uses					34					238	356	-33%
Study Room Uses					670					4,095	4,139	-1%
INTERNET USAGE												
# of sessions					2,601					18,518	22,078	-16%
Total Hours					2,169					14,611	16,100	-9%
Average Session (minutes)					50					283	262	8%
OTHER SERVICES												
Proctoring					7					26	31	-16%
Voter Registration					0					1	43	-98%
Website views					28,349					196,577	207,570	-5%
New items processed					1,896					15,624	22,414	-30%
Total materials Main library					303,229					303,229	289,953	5%
Total materials Outreach					18,036					18,036	18,677	-3%
TOTAL MATERIALS					321,265					321,265	308,630	4%
Adult Volunteer Hours					249.5					1,524.2	1,345.2	13%
Student Volunteer Hours					174.0					714.6	226.3	216%
Total Volunteer Hours					423.5					2,238.8	1,571.5	42%

END