

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR DECEMBER 2016
Tuesday, January 17, 2017
Submitted by Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Word of Mouth messaging expressed “Everyone Is Welcome” at WNPL.
- Staff Association collected hundreds of pairs of socks for local charities.
- Green Team collected holiday lights for recycling.

Meetings, programs, training attended:

- Friends of WNPL Holiday Luncheon (12/8)
- Received petitions for April 4, 2017 consolidated election (12/12-12/19)
- Simultaneous petition filing lottery (12/20)

Special plans for coming month:

- Launch “Executive Director Library News and Notes” bi-weekly e-mail for the Board.
- Revision of Capital Expenditures Plan incorporating information from the Capital Needs Assessment.
- FY2017-2018 budget planning.
- Establishment of WNPLD Development Council (WDC).

Special plans for the near future:

- Begin planning for fundraising events (Bingo in the Books, Bikers for Books).
- FY2017-2018 budget planning.
- Establishment of WDC.

ADMINISTRATION

Friends: The Nominating Committee will present candidates for the President, Secretary, and Director positions at the January meeting. The election for these open officer positions will occur in February 2017.

Fundraising:

Fundraising through December			
		December	Year to Date
Annual Fund		\$ 2,871.79	\$ 5,386.48
Gifts		53.82	20,690.66
Total		\$ 2,925.61	\$26,077.14

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Personnel:

Status of Organization: December 2016
 Number of full-time employees: 32
 Number of part-time employees: 64
 TOTAL number of employees: 96
 Full-time equivalents: 66.83

Status Changes:

12/9: Carolyn Bolger, FT, Gr 13, Youth Services Librarian/Web Services resigned.
12/14: Joan Surillo, FT, GR 12, Administrative Associate, HR resigned but will remain on in a contractor capacity.

Workshops, programs and training attended:

Date	Title	Hours	Staff
12/2	Books Build Better Brains: How Promoting Literacy is Key to Early Brain and Child Development/webinar	1	Cheryl R-L.
12/14	"Community Conveners" by Library Aware/webinar	1	Patty S.
12/16	NERDY (RAILS YS Managers) meeting at WNPL	3	Diana S.
12/27	"Meet the Makers: Makerspace Tips and Trends/webinar	1	Patty S.
12/28	TS360 Admin Training	1	Donna K., Amy M.
12/28	Word Wizardry: Vocabulary Enhancement in Early Childhood/Bright Start/webinar	1	Patty S.
12/29	"Supporting the Development of Children's Approaches to Learning with Music and Movement Activities"/webinar	1	Patty S.
12/30	"Toddlers Empowered by the Five R's: Responsiveness, Richness, Reference, Rate (of time to process) and Repetition. New Research-Based Framework for Building Language/Bright Start/webinar	1	Patty S.

Public Relations/Graphics:

- Contact was made with reporters from the Daily Herald and News Sun in response to a press release announcing trustee candidate filings.
- Annual fund letters and response cards were created in-house.
- A podcast was recorded with local author Marilyn Brandt for future release.
- Coordinated a holiday mixer with members of the Lake County PR Council on Dec. 1.

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Safety and Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
12/1	Three minors (teens)	Two teens for one year; one teen for a month	Theft of patron's smartphone (item was recovered and returned to patron by Gurnee Police Department)
12/13	Adult (elderly)	One year	Disorderly behavior, disturbing other patrons, abusive language, non-compliance with law enforcement (Gurnee Police Department)
12/13	Three minors (teens)	Remainder of day	Disorderly conduct
12/22	Two minors (teens)	One day	Disturbing patrons, solicitation
12/28	Adult	One day	Foul/abusive language, disturbing other patrons

- Patron assist-----369
- Patron contact: improper behavior-----60
- Care coach-as scheduled-----1
- Patron contact: unattended children-----17
- Gurnee Police and Fire Contacts-----2
- Setups for Meeting Rooms-----28

YOUTH SERVICES

- *Every Child Ready to Read* accepted Janet Colwell's proposal to present at an early childhood conference in January.
- Friday, December 9th, was the last day at WNPL for Crayola Bolger, Web Services Librarian.
- RAILS Youth Services managers attended a meeting, hosted at WNPL, on Friday, December 16th.

CIRCULATION

- Shelving staff began alphabetizing large print adult fiction by title.
- Circulation Supervisor and Manager completed training and are now reconciling daily cash drawers.

INFORMATION TECHNOLOGY & FACILITIES

Technology Items:

- Patron network primary role servers were migrated to Windows 2012.

Facility Items:

- 30 meeting room setups were performed.
- Anderson Pest Control completed their monthly inspection.

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- The following areas were repainted: study rooms, staff hallway (nonfiction), meeting rooms, vending room, public restrooms hallway, long northeast wall (Adult AV) and business center.
- Honeywell perform their quarterly preventative maintenance checks.

OUTREACH

- The bookmobile was off road on Dec. 8 due to cold weather and a broken part on our heater.
- Outreach took its December two week bookmobile hiatus from Dec. 19-Dec. 29, 2016. During this time, staff continued to do holds processing, delivered homebound, weeded the collection, caught up on cleaning and maintenance of the vehicle, and began to prepare for a new schedule in April.

ADULT SERVICES

- Interviewed author Marilyn Brant for a podcast.
- Hired Madelynn Austin as the new Adult Program Specialist and Steven Jacobs as the Adult Services Associate. They will both start on Jan. 11.

TECHNICAL SERVICES

- Continued to work on various reclassification projects.
- Completed preliminary steps for migration to Title Source 360.

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Appendix: Statistics

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	1,754	446	2,200	12,203	3,150	15,353	16,905	-9.2%
Kits	0	295	295	0	2,126	2,126	1,838	15.7%
Books	12,723	18,144	30,867	86,175	138,076	224,251	250,084	-10.3%
Music Compact Discs	2,322	337	2,659	15,133	2,287	17,420	22,541	-22.7%
DVD's	19,001	3,674	22,675	112,127	24,771	136,898	157,609	-13.1%
Magazines	1,204	96	1,300	8,086	1,100	9,186	9,587	-4.2%
Video Games	1,039	0	1,039	7,129	0	7,129	9,863	-27.7%
Videoplayers	0	57	57	0	398	398	458	-13.1%
E-readers	13	0	13	97	0	97	114	-14.9%
ebooks (MMM, Hoopla)	2,182	0	2,182	14,091	0	14,091		N/A
eaudiobooks (MMM, Hoopla)	1,411	0	1,411	9,264	0	9,264		N/A
evideo (MMM, Hoopla)	184	0	184	1,184	0	1,184		N/A
emusic (Hoopla)	110	0	110	681	0	681		N/A
emagazines (Zinio)	177	0	177	1,104	0	1,104		N/A
ecomicrobooks (Hoopla)	61	0	61	383	0	383		N/A
Total emedia	4,125	0	4,125	26,707	0	26,707		N/A
MAIN LIBRARY SUBTOTAL	42,181	23,049	65,230	267,657	171,908	439,565	468,999	-6.3%
**MMM=MyMediaMall								
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	108	17	125	841	209	1,050	1,007	4.3%
Kits	0	139	139	0	1,219	1,219	1,310	-6.9%
Books	443	1,923	2,366	3,690	16,683	20,373	22,060	-7.6%
Music Compact Discs	56	81	137	570	488	1,058	1,181	-10.4%
DVD's	653	241	894	5,272	2,155	7,427	8,325	-10.8%
Magazines	38	14	52	503	125	628	763	-17.7%
Miscellaneous	0	0	0	0	0	0	1	-100.0%
OUTREACH SUBTOTAL	1,298	2,415	3,713	10,876	20,879	31,755	34,647	-8.3%
TOTALS								
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.
GRAND TOTAL	43,479	25,464	68,943	278,533	192,787	471,320	503,646	-6.4%

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Monthly Services Statistics

Services Statistics	Dec. Adult	Dec. Youth	Dec. A-Bkm	Dec. Y-Bkm	Dec. Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
DESK ACTIVITIES												
Information	2,571	571	133	123	3,398	17,565	5,299	1,024	999	24,887	27,177	-8%
Reference/Titles Req.	2,384	737	135	126	3,382	16,399	5,578	950	1,056	23,983	29,824	-20%
E-Mail Reference	27	0			27	129	0	2	0	131	127	3%
Instruction Questions	874	58			932	6,542	378	4	0	6,924	7,807	-11%
Total Desk Activities	5,856	1,366	268	249	7,739	40,635	11,255	1,980	2,055	55,925	64,935	-14%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				563					3,783	4,300	-12%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				260					1,797	2,259	-20%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				607					3,865	3,792	2%
ILL Borrowing Filled	Use: Borrowing Requests Finished				355					2,472	2,232	11%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					2	14	-86%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				2					30	26	15%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					20	13	54%
CIRCULATION												
In-District cardholders					42,861					254,533	239,836	6%
Reciprocal cardholders					13,264					78,830	74,248	6%
Total Cardholders					56,125					333,363	314,084	6%
RBP Loaned					7,013					48,027	56,903	-16%
**RBP Borrowed										0	0	N/A
Holds					6,107					42,914	47,065	-9%
Patron Count Main					31,245					200,995	210,694	-5%
Self Check Out Use					30,414					211,568	213,740	-1%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					59					612	657	-7%
Preschools					9					65	68	-4%
Park Districts					0					0	0	N/A
Schools					0					3	24	-88%
Senior residential facilities					5					30	26	15%
Special events					0					3	16	-81%
Total Bookmobile Stops					73					713	791	-10%
Total Patron Count					669					7,358	8,925	-18%
Homebound visits					19					123	131	-6%
Deposit Collection deliveries					5					14	14	0%
Remote book drop pickups					22					109	0	N/A
Total Van Stops					46					170	21	710%
Days BKM on road					12					120	125	-4%
In-House Programs/Tour												
# of Adult Programs					12					96	123	-22%
Adult Attendance					76					1,451	1,919	-24%
# of Youth Programs					15					178	187	-5%
Youth Attendance					475					3,321	5,410	-39%
Adult Attendance					29					1,519	1,566	-3%
# 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										5	6	-17%
Adult Attendance										72	89	-19%
# of Youth Prog. & Visits					1					28	20	40%
Youth Attendance					500					1,525	453	237%
Adult Attendance					1					721	421	71%
# of BKM Prog. & Visits					0					0	10	-100%
Youth Attendance					0					0	425	-100%
Adult Attendance					0					0	57	-100%
ROOM USE												
Meeting Room Uses					26					356	597	-40%
Study Room Uses					675					4,139	4,215	-2%
INTERNET USAGE												
# of sessions					2,986					22,078	23,549	-6%
Total Hours					2,246					16,100	17,991	-11%
Average Session (minutes)					45					262	276	-5%
OTHER SERVICES												
Proctoring					3					31	35	-11%
Voter Registration					0					43	10	330%
Website views					30,974					207,570	226,127	-8%
New items processed					2,315					22,414	44,192	-49%
Total materials Main library					289,953					1,721,455	1,562,628	10%
Total materials Outreach					18,677					111,321	114,936	-3%
TOTAL MATERIALS					308,630					1,832,776	1,677,564	9%
Adult Volunteer Hours					185.4					1,345.2	1,483.2	-9%
Student Volunteer Hours					24.9					226.3	205.5	10%
Total Volunteer Hours					210.3					1,571.5	1,688.7	-7%

END