

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR JANUARY 2017**  
**Tuesday, February 21, 2017**  
**Submitted by Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- The “5 Steps to Your Next Job” program held here and presented by the Job Center of Lake County from 1/9 to 1/13 attracted. According to Eva Locke, our contact at the Job Center, “We set a number of attendance records during 5 Steps last week despite the lousy weather! We saw 63 different people over the course of the week and provided a total of 228 workshop services (1 service=1 attendee on 1 day). This means that we averaged 46 attendees per day. 33 participants received certificates for attending all 5 days.”
- Popular programs in January included Hermano Escamilla’s Rope Tricks (66 attendees) and two Pokémon Fandom events (40 total attendees).

*Meetings, programs, training attended:*

- “Economic Forecast Lake County” luncheon (1/11).
- Guest on RAILS Sparks Podcast to discuss fundraising in libraries (1/16).
- WDC Recruitment Committee meeting (1/20).
- Libraries and Fake News webinar (1/31).

*Special plans for coming month:*

- Revision of Capital Expenditures Plan incorporating information from the Capital Needs Assessment.
- Initial planning meetings for future fundraising events (Bingo in the Books, Bikers for Books).
- FY2017-2018 budget planning.
- Recruitment of members for WNPLD Development Council (WDC).

*Special plans for the near future:*

- Continue planning for fundraising events.
- Continue FY2017-2018 budget planning.

**ADMINISTRATION**

**Friends:** Friends membership is at 158 members. At the January meeting, the nominating committee presented the slate of candidates for Friends board: Kristy Trouy (President), Pat Duncan (Secretary), and Dave Kublank (Director). The election will be held during the 2/23/17 meeting. The Friends have established a Friends Financial Oversight Committee. Friends Treasurer Mark Mueller is the chair; other members are Diana Vickery, Bill Ballock, and Steve Weinberg.

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**Fundraising:**

Fundraising through January			
		January	Year to Date
Annual Fund		\$ 4,270.00	\$ 9,656.48
Gifts		3.18	20,693.84
<b>Total</b>		<b>\$ 4,273.18</b>	<b>\$30,350.32</b>

**Personnel:**

Status of Organization: January

Number of full-time employees: 31  
 Number of part-time employees: 68  
 TOTAL number of employees: 99  
 Full-time equivalents: 67.09

**Status Changes:**

- 1/9/17:** Liz Kristan, Youth Services Associate, Grade 10, increased hours from 17 to 21/wk.
- 1/9/17:** Cheryl Rennells-Lannoye, Change in Title, Grade and Hours worked. Was Youth Services Reference Assistant, Grade 9, 14 hr/wk changed to Youth Services Associate, Grade 10, 20 hrs/wk.
- 1/11/17:** Madelynn Austin, Adult Services Programming Specialist, Grade 12, 24.50 hrs/wk.
- 1/11/17:** Steven Jacobs, Adult Services Associate, Grade 10, 14 hrs/wk.
- 1/16/17:** Suddie Sadikovic, Shelver, Grade 3, 10 hrs/wk.

**Workshops, programs and training attended:**

Date	Title	Hours	Staff
January 2017	Title Source 360 Training Webinar	1	Patty S., Liz K., Jane F., Joanne T., Janet C., Diana S.
1/4	Yoga For The Youngest/webinar	1	Janet C.
1/10	MarcEDIT webinar	1	Nancy LO
1/10	52 Ways To Boost Children's Brain Development/webinar	1	Janet C.
1/11	TS360 Admin webinar	1	Maureen K.
1/11	YALSA Non-Fiction Award Author Nominees Webinar	1	Vicky S.
1/11	"ACT/SAT Essentials, powered by The Princeton Review" Tutor.com webinar	1	Joanne T.
1/12	Sourcebooks Spring 2017 Preview/webinar	1	Janet C.
1/17	"A Conversation with the 2017 YALSA Excellence in Nonfiction Finalists"SLJ webinar	1	Joanne T.
1/18	Young Adult Librarians Discussion (YALD) Meeting/Skokie Public	2	Diane B.

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	Library		
1/23	STEM Play-Integrating Inquiry Into Learning Centers/webinar	1	Janet C.
1/26	"Library Staff Helping Teens Examine Issues of Race, Social Justice, and Equity". YALSA webinar	1	Joanne T.
1/27	TS360 Introductory webinar	1	Nancy LO, Kathie, Amy B, Steven J., Donna D., Pam P
1/27	Circ Managers' Meeting	3	Cathy Sokley
1/31	Libraries and Fake News (online)	1	Janice M., Diane B., Diana S., Noreen, Madelyn

**Public Relations/Graphics:**

- Preparations are underway to launch the new podcast service in February. The Friends of the Library generously underwrote recording equipment with a \$500 donation.
- A planning meeting was held Jan. 25 in Grayslake with the Blue Kids Lake County committee to plan the courthouse kick off on March 28 at noon. (Jan)

**Safety and Security Statistics:**

- Patron suspensions-----0
- Patron assist-----364
- Library services-----147
- Book donations-----37
- Patron contact: unattended children-----6
- Police assist-----2
- Setups for meeting rooms-----32

**YOUTH SERVICES**

- We began a new outreach project, involving book discussion sessions with students at Warren Township High School, Almond campus. Students can attend the sessions during their lunch period or study hall. Attendance is vigorous, and students at the O'Plaine campus have requested this outreach service as well.
- On January 28<sup>th</sup> Janet Colwell presented an "Every Child Ready To Read early literacy workshop" at the annual MAEYC Opening Minds Early Education and Child Care Conference.
- *Sensory Storytimes* continue to grow in popularity with area special education classes. She presented six sessions in the month of January.

**CIRCULATION**

- Began testing of Comprise SmartPay online payment system.
- Shelving supervisor ordered tax forms and set up a lobby display to make forms available to the public.

## **INFORMATION TECHNOLOGY & FACILITIES**

### **Technology Items:**

- Staff assisted the Technical Services department with a catalog systems upgrade.
- Staff migrated server roles to upgraded Windows 2012 servers.
- Staff retired older Windows 2008 servers.
- New website security certificates were installed.

### **Facility Items:**

- 31 meeting room setups were performed.
- Honeywell serviced roof top HVAC unit #4.
- Door Systems conducted their annual preventative maintenance checks on all exterior and mechanical doors.
- Imperial Cleaning Services stripped and waxed the vending and staff entrance VCT tile surfaces.
- Imperial Cleaning Services serviced high traffic carpet areas with carpet extraction.
- Imperial Cleaning Services cleaned and treated all restroom floor grout.
- Century Sprinkler conducted their annual fire sprinkler inspections.
- Aero Building Solutions conducted domestic water system balancing.
- Siemens conducted their quarterly preventative maintenance to the building automation systems.

## **OUTREACH**

- The bookmobile was off road on our neighborhood routes Jan. 11 due to icy roads.
- The bookmobile had heating issues and was taken in for service this month. We continue to explore why the heat works intermittently.
- The intern from CLC worked on the bookmobile on Jan. 21.

## **ADULT SERVICES**

- Madelynn Austin and Steven Jacobs have started their positions as Adult Programming Specialist and Adult Services Associate respectively.
- We have started the preliminary training for TS 360.
- Amy B. has completed extensive work on the Board Extranet.

## **TECHNICAL SERVICES**

- Upgraded Sierra.
- Continue to work on adding author's first name to spine label project.
- Evaluated space needs for TS countertop remodel.
- Started inventory project with practicum student.
- Completed travel book map project.

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## Appendix: Statistics

MAIN LIBRARY JANUARY 2017 CIRCULATION STATISTICS TYPE OF MATERIAL	JAN ADULT	JAN YOUTH	JAN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS	PERCENT
							Y.T.D. TOTAL	CHANGE Y.T.D.
Audiobooks	2,028	442	2,470	14,231	3,592	17,823	19,497	-8.6%
Kits	0	313	313	0	2,439	2,439	2,091	16.6%
Books	14,416	22,097	36,513	100,591	160,173	260,764	290,980	-10.4%
Music Compact Discs	2,212	333	2,545	17,345	2,620	19,965	25,706	-22.3%
DVD's	19,297	3,990	23,287	131,424	28,761	160,185	183,484	-12.7%
Magazines	1,303	94	1,397	9,389	1,194	10,583	10,998	-3.8%
Video Games	1,204	0	1,204	8,333	0	8,333	11,428	-27.1%
Videoplayers	0	66	66	0	464	464	530	-12.5%
E-readers	16	0	16	113	0	113	129	-12.4%
ebooks (MMM, Hoopla)	2,419	0	2,419	16,510	0	16,510		N/A
eaudiobooks (MMM, Hoopla)	1,662	0	1,662	10,926	0	10,926		N/A
evideo (MMM, Hoopla)	208	0	208	1,392	0	1,392		N/A
emusic (Hoopla)	126	0	126	807	0	807		N/A
emagazines (Zinio)	254	0	254	1,358	0	1,358		N/A
ecomicbooks (Hoopla)	41	0	41	424	0	424		N/A
<b>Total emedia</b>	4,710	0	4,710	31,417	0	31,417	27,617	13.8%
<b>MAIN LIBRARY SUBTOTAL</b>	<b>45,186</b>	<b>27,335</b>	<b>72,521</b>	<b>312,843</b>	<b>199,243</b>	<b>512,086</b>	<b>572,460</b>	<b>-10.5%</b>

\*\*MMM=MyMediaMall

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OUTREACH JANUARY 2017 CIRCULATION STATISTICS  TYPE OF MATERIAL	JAN	JAN	JAN	Y.T.D.	Y.T.D.	Y.T.D.	PREVIOUS Y.T.D.	PERCENT CHANGE
	ADULT	YOUTH	TOTAL	ADULT	YOUTH	TOTAL	TOTAL	Y.T.D.
Audiobooks	175	29	204	1,016	238	1,254	1,198	4.7%
Kits	0	260	260	0	1,479	1,479	1,518	-2.6%
Books	682	2,985	3,667	4,372	19,668	24,040	25,590	-6.1%
Music Compact Discs	57	92	149	627	580	1,207	1,354	-10.9%
DVD's	1,023	327	1,350	6,295	2,482	8,777	9,557	-8.2%
Magazines	57	18	75	560	143	703	849	-17.2%
Miscellaneous	0	0	0	0	0	0	1	-100.0%
<b>OUTREACH SUBTOTAL</b>	<b>1,994</b>	<b>3,711</b>	<b>5,705</b>	<b>12,870</b>	<b>24,590</b>	<b>37,460</b>	<b>40,067</b>	<b>-6.5%</b>

**TOTALS**

	JAN ADULT	JAN YOUTH	JAN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
<b>GRAND TOTAL</b>	<b>47,180</b>	<b>31,046</b>	<b>78,226</b>	<b>325,713</b>	<b>223,833</b>	<b>549,546</b>	<b>612,527</b>	<b>-10.3%</b>

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Services Statistics	January	January	January	January	January	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
												TOTAL
<b>DESK ACTIVITIES</b>												
Information	2,997	541	147	172	3,857	20,562	5,840	1,171	1,171	28,744	31,448	-9%
Reference/Titles Req.	2,701	706	128	118	3,653	19,100	6,284	1,078	1,174	27,636	34,181	-19%
E-Mail Reference	45	0	2	0	47	174	0	4	0	178	172	3%
Instruction Questions	1,093	48	1	3	1,145	7,635	426	5	3	8,069	8,884	-9%
<b>Total Desk Activities</b>	<b>6,836</b>	<b>1,295</b>	<b>278</b>	<b>293</b>	<b>8,702</b>	<b>47,471</b>	<b>12,550</b>	<b>2,258</b>	<b>2,348</b>	<b>64,627</b>	<b>74,685</b>	<b>-13%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				576					4,359	5,011	-13%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				262					2,059	2,623	-22%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				776					4,641	4,466	4%
ILL Borrowing Filled	Use: Borrowing Requests Finished				503					2,975	2,602	14%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					3	14	-79%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				1					31	27	15%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					20	13	54%
<b>CIRCULATION</b>												
In-District cardholders					43,053					297,586	280,455	6%
Reciprocal cardholders					13,317					92,147	86,848	6%
<b>Total Cardholders</b>					<b>56,370</b>					<b>389,733</b>	<b>367,303</b>	<b>6%</b>
RBP Loaned					7,867					55,894	65,825	-15%
**RBP Borrowed										0	0	N/A
Holds					7,453					50,367	55,786	-10%
Patron Count Main					34,899					235,894	248,510	-5%
Self Check Out Use					26,153					237,721	247,664	-4%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					116					728	763	-5%
Preschools					16					81	84	-4%
Park Districts					0					0	0	N/A
Schools					0					3	24	-88%
Senior residential facilities					5					35	30	17%
Special events					0					3	16	-81%
<b>Total Bookmobile Stops</b>					<b>137</b>					<b>850</b>	<b>917</b>	<b>-7%</b>
<b>Total Patron Count</b>					<b>1,186</b>					<b>8,544</b>	<b>10,084</b>	<b>-15%</b>
Homebound visits					26					149	146	2%
Deposit Collection deliveries					2					16	15	7%
Remote book drop pickups					26					135	0	N/A
<b>Total Van Stops</b>										<b>170</b>	<b>21</b>	<b>710%</b>
Days BKM on road					22					142	145	-2%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					23					119	157	-24%
Adult Attendance					420					1,871	2,478	-24%
<b># of Youth Programs</b>					307					485	217	124%
Youth Attendance					199					3,520	6,188	-43%
Adult Attendance					108					1,627	1,683	-3%
<b># of Bookmobile Tours</b>					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
<b>OUTREACH (Prog./ Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>					1					6	7	-14%
Adult Attendance										72	107	-33%
<b># of Youth Prog. &amp; Visits</b>					147					175	22	695%
Youth Attendance					131					1,656	473	250%
Adult Attendance					16					737	437	69%
<b># of BKM Prog. &amp; Visits</b>					0					0	10	-100%
Youth Attendance					0					0	425	-100%
Adult Attendance					0					0	57	-100%
<b>ROOM USE</b>												
Meeting Room Uses					31					387	697	-44%
Study Room Uses					755					4,894	4,940	-1%
<b>INTERNET USAGE</b>												
# of sessions					3,583					25,661	27,245	-6%
Total Hours					2,839					18,939	20,963	-10%
Average Session (minutes)					47					309	324	-5%
<b>OTHER SERVICES</b>												
Proctoring					2					33	36	-8%
Voter Registration					1					44	26	69%
Website views					37,124					244,694	265,168	-8%
New items processed					3,180					25,594	50,246	-49%
Total materials Main library					291,675					2,013,130	1,835,983	10%
Total materials Outreach					18,336					129,657	133,531	-3%
<b>TOTAL MATERIALS</b>					<b>310,011</b>					<b>2,142,787</b>	<b>1,969,514</b>	<b>9%</b>
Adult Volunteer Hours					169.5					1,514.7	1,695.5	-11%
Student Volunteer Hours					55.0					281.3	236.2	19%
<b>Total Volunteer Hours</b>					<b>224.5</b>					<b>1,796.0</b>	<b>1,931.7</b>	<b>-7%</b>

END