

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JANUARY 2018
February 20, 2018
Submitted by Executive Director Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- The 45th anniversary celebration officially kicked off on January 10th with balloons, cards and cupcakes. The special storytime was about to start when we were forced to evacuate the building due to a suspected gas leak.
- The mini-makeover of Coco's Cove is nearly complete. Changes include new benches, activity center components, and board book shelving. The space is much more open and contains several new interactive elements for our littlest patrons. Thus far, the feedback has been overwhelmingly positive.

Meetings, programs, training attended:

- Gurnee Rotary Club: Presented "Celebrating 45 years of WNPL: the ever evolving public library in the 21st century" (1/3).
- Library director roundtable (1/11).
- Healthy Communities/Healthy Youth (1/11).
- Retirement ceremony of ILA Executive Director Bob Doyle (1/11).
- Lake County Chamber of Commerce Economic Forecast Luncheon (1/18).
- Exchange Club (1/23).

Special plans for coming month:

- Budget planning with a focus on capital projects.
- Bingo in the Books planning.

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 will hold their annual election of officers at their February 22nd meeting.

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Fundraising:

Fundraising through January			
	January	Year to Date	
Annual Fund	\$ 2,196.00	\$ 15,575.04	
Gifts (incl Endowment)	50.32	48,754.13	
Total	\$ 2,246.32	\$ 64,329.17	

Personnel:

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

Workshops, programs and training attended:

Date	Title	Hours	Staff
1/30	Just Catalog It! Providing Access to 3-D Material	1	Gretchen K.
1/25	Paylocity Training	1.25	Doreen R., Dawn L. & Liz K. all staff
1/5	Circ. Managers' Meeting @ Vernon Area Public Library	3	Cathy S.
1/9	"Five Ideas on Early Brain Development: What Every Caregiver Should Know" webinar	1.50	Cheryl R-L.
1/11	"Good Reads for Reluctant Readers" webinar	1	Scott K.
1/12	"Spring Picture Books: New Books for the Newest Readers" webinar	1	Scott K.
1/19	Making Implicit Biases Explicit"	1	Joanne T.
1/19	PULSE	2.5	Madelynn
1/23	"Mirror, Mirror, who do you see in your books?" webinar	1	Joanne T.
1/30	"Creating a Culture of Yes" webinar	1	Scott K.
1/30	"Five Big Ideas on Early Brain Development: What Every Caregiver Should Know"	1.50	Patty S.
1/31	Completed online Gale Course: Ready, Set, Read!	10	Jane F.
1/31	Designing Interactive Library Spaces on Limited Budgets	1	Rebekah R.

Public Relations/Graphics:

- The More Than Just Books podcast was downloaded 61 times.
- Eight book/DVD reviews were videorecorded with Adult Services.
- Displays were installed to celebrate the library's 45th anniversary and the challenge to read 45 books in 2018 was heavily promoted.
- Planning is underway to support and promote the Bingo in the Books fundraiser March 16.
- Adopted Blanding's turtles Warren and Newport were introduced (and photographed) during a tour of the Forest Preserve District's Adopt-A-Turtle program.

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Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
1/17	Adult	1 year	Smoking (in building), public intoxication, hazard to public safety
1/18	Adult	1 year	Disorderly conduct, noise, vulgar/abusive language, threat or perceived threat against staff/patrons.
1/19	Adult	1 day	Misuse of technology (display of offensive materials to patrons & staff)
1/22	Minor	1 year	Sexual harassment, vulgar/abusive language, non-compliance with WNPL Policy, criminal trespass resulting in police intervention
1/23	Minor	1 month	Eating (after multiple warnings), non-compliance with staff, misuse of study rooms, 2 nd suspension
1/18	Minor	1 week	Disorderly conduct, noise, 2 nd suspension
1/18	Minor	1 week	Disorderly conduct, noise, 2 nd suspension

Safety and Security Statistics:

- Patron Assists: 363
- Staff Assists: 77
- Behavioral Contacts: 76
- Unattended Children: 16
- Book Donation: 39
- Room Set-Ups: 13
- Gurnee Police & Fire Assists: 6
- Suspended Patrons: 7

YOUTH SERVICES

- Our first **Baby Play Day** took place on a very snowy morning with 13 in attendance. Extremely well received by attendees.

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- **First LEGO League** wrapped up its inaugural season with a trip to the state tournament for one of our teams!
- Twenty-seven teens took advantage of **ACT/SAT Practice Exams** offered free of charge through a cooperative effort with Huntington Learning Center. Many parents participated as well, with a total of 93 altogether.
- Library Furniture International installed the new benches, activity center components, and board book shelving in Coco's Cove.

CIRCULATION

- Shelving staff shifted materials in Coco's Cove in preparation for updates to the space.
- Reviewed applications for Part-Time Circulation Clerk position.

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - Staff completed the installation of the new network system backup technology.
 - Security camera system Upgrade was completed.
- **Facility Items:**
 - 44 meeting room setups were performed.
 - 25 Remote Pickups
 - Anderson Pest Control completed their monthly inspection.
 - Honeywell repaired two boiler circulating pumps as well as replaced a pressure switch for the boiler.
 - Century Sprinkler conducted our annual inspection and passed.
 - Staff completed painting the study room walls.

OUTREACH

- 1/11 Cancelled last two stops due to icy conditions.
- 1/11 Angela C. attended Bickford Grand Opening & Ribbon Cutting Ceremony
- 1/11 Van check engine light serviced at McClure's, O2 sensor replaced.
- Used Analytics on Demand to develop new BKM route schedule to begin in April.
- BKM off road 1/17-1/24 due to mechanical repair. (Bookmobile towed to Lakeside International who replaced the Brake Hydraulic Control Unit.)

ADULT SERVICES

- Staff helped to test the new credit card system for the printers/copiers/ fax machine.
- 61 people attended the Lunch & Learn featuring a program on Sears Homes.
- The Fake News program continues to be popular and 19 people attended.
- 35 people attended the program about Climate Change.

TECHNICAL SERVICES

- Continued to inventory the library.
- Added label to front cover of every board book.

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Appendix: Statistics

MAIN LIBRARY

TYPE OF MATERIAL	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.
Audiobooks	1,627	465	2,092	12,383	3,450	15,833	17,823	-11.2%
Kits	0	334	334	0	2,453	2,453	2,439	0.6%
Books	13,587	21,464	35,051	94,253	148,648	242,901	260,764	-6.9%
Music Compact Discs	2,207	261	2,468	15,110	2,016	17,126	19,965	-14.2%
DVD's	17,769	2,767	20,536	118,651	20,691	139,342	160,185	-13.0%
Magazines	1,394	143	1,537	9,158	838	9,996	10,583	-5.5%
Video Games	1,243	0	1,243	7,769	0	7,769	8,333	-6.8%
Videoplayers	0	50	50	0	457	457	464	-1.5%
E-readers	6	0	6	58	0	58	113	-48.7%
Umbrellas	0	0	0	30	0	30	0	N/A
ebooks (MMM, Hoopla)	2,481	0	2,481	16,770	0	16,770	16,510	1.6%
eaudiobooks (MMM, Hoopla)	1,896	0	1,896	12,753	0	12,753	10,926	16.7%
evideo (MMM, Hoopla)	182	0	182	1,108	0	1,108	1,392	-20.4%
emusic (Hoopla)	173	0	173	1,047	0	1,047	807	29.7%
emagazines (Zinio)	119	0	119	967	0	967	1,358	-28.8%
ecomicbooks (Hoopla)	55	0	55	452	0	452	424	6.6%
Total emedia	4,906	0	4,906	33,097	0	33,097	31,417	5.3%
MAIN LIBRARY SUBTOTAL	42,739	25,484	68,223	290,509	178,553	469,062	512,086	-8.4%

**MMM=MyMediaMall

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OUTREACH

	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.
Audiobooks	146	12	158	927	237	1,164	1,254	-7.2%
Kits	0	173	173	0	1,182	1,182	1,479	-20.1%
Books	568	2,076	2,644	4,159	17,023	21,182	24,040	-11.9%
Music Compact Discs	67	60	127	542	426	968	1,207	-19.8%
DVD's	590	168	758	5,786	1,632	7,418	8,777	-15.5%
Magazines	56	9	65	533	138	671	703	-4.6%
Miscellaneous	2	0	2	4	0	4	0	N/A
OUTREACH SUBTOTAL	1,429	2,498	3,927	11,951	20,638	32,589	37,460	-13.0%

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.
GRAND TOTAL	44,168	27,982	72,150	302,460	199,191	501,651	549,546	-8.7%

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Services Statistics	January Adult	January Youth	January A-Bkm	January Y-Bkm	January Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
												TOTAL
DESK ACTIVITIES												
Information	3,009	464	173	17	3,663	20,348	4,678	1,491	954	27,471	28,744	-4%
Reference/Titles Req.	2,661	830	241	46	3,778	16,861	5,915	1,280	1,084	25,140	27,636	-9%
E-Mail Reference	25	0	0	0	25	162	0	0	0	162	178	-9%
Instruction Questions	898	73	0	0	971	6,779	324	7	0	7,110	8,069	-12%
Total Desk Activities	6,593	1,367	414	63	8,437	44,150	10,917	2,778	2,038	59,883	64,627	-7%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				664					4,043	4,359	-7%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				316					1,991	2,059	-3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				653					4,383	4,641	-6%
ILL Borrowing Filled	Use: Borrowing Requests Finished				429					3,344	2,975	12%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					7	3	133%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				1					3	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				3					14	31	-55%
Article Borrowing Filled	Use: Borrowing Requests Finished				3					7	20	-65%
CIRCULATION												
In-District cardholders					39,532					39,532	43,053	-8%
Reciprocal cardholders					11,073					11,073	13,317	-17%
Total Cardholders					50,605					50,605	56,370	-10%
RBP Loaned										41,551	55,894	-26%
**RBP Borrowed					7,891					46,897	7,732	507%
Holds					7,913					47,297	50,367	-6%
Patron Count Main					32,479					221,515	235,894	-6%
Self Check Out Use					32,990					225,433	246,769	-9%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					60					654	728	-10%
Preschools					9					71	81	-12%
Park Districts					0					0	0	N/A
Schools					0					0	3	-100%
Senior residential facilities					5					35	35	0%
Special events					0					5	3	67%
Total Bookmobile Stops					74					765	850	-10%
Total Patron Count					721					7,346	8,544	-14%
Homebound visits					24					173	149	16%
Deposit Collection deliveries					6					17	16	6%
Remote book drop pickups					24					171	135	27%
Total Van Stops					54					309	300	3%
Days BKM on road					13					130	142	-8%
In-House Programs/Tour												
# of Adult Programs					27					163	119	37%
Adult Attendance					287					1,772	1,871	-5%
# of Youth Programs					28					260	485	-46%
Youth Attendance					291					4,117	3,520	17%
Adult Attendance					114					1,903	1,627	17%
# 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					7	6	17%
Adult Attendance					13					84	72	17%
# of Youth Prog. & Visits					0					26	175	-85%
Youth Attendance					0					1,738	1,656	5%
Adult Attendance					0					741	737	1%
# 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					37					275	387	-29%
Study Room Uses					730					4,825	4,894	-1%
INTERNET USAGE												
# of sessions					3,042					21,560	25,661	-16%
Total Hours					2,513					17,124	18,939	-10%
Average Session (minutes)					47					330	309	7%
OTHER SERVICES												
Proctoring					0					26	33	-21%
Voter Registration					1					2	44	-95%
Website views					34,493					231,070	244,694	-6%
New items processed					3,267					18,891	25,594	-26%
Total materials Main library					303,262					303,262	291,675	4%
Total materials Outreach					17,659					17,659	18,336	-4%
TOTAL MATERIALS					320,921					320,921	310,011	4%
Adult Volunteer Hours					233.3					1,757.5	1,514.7	16%
Student Volunteer Hours					28.2					742.8	281.3	164%
Total Volunteer Hours					261.5					2,500.3	1,796.0	39%

END