

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR FEBRUARY 2017
Thursday, March 16, 2017
Submitted by Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- 689 children and parents participated in Winter Preschool Storytimes.
- We had over 50 people attend the new “Cut the Cable” program developed by staff members and received excellent patron feedback.
- The first full month of the new “More Than Just Books” podcast resulted in 163 downloads of two episodes!

Meetings, programs, training attended:

- Intergovernmental Dinner (2/16).
- Legislative Breakfast (2/20).
- Lake County – A Welcoming and Inclusive Community Summit of Leaders (2/21).
- Exchange Club (2/28).

Special plans for coming month:

- Recruitment of members for WNPLD Development Council (WDC).
- Complete hiring process for new Human Resources Associate.
- FY 2017-2018 budget planning.
- Planning for fundraising events.

Special plans for the near future:

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

ADMINISTRATION

Friends: The new officers were elected. They are as follows: Kristy Trouy, President; Pat Duncan, Secretary; Dave Kublank, Director.

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Fundraising:

Fundraising through February			
		February	Year to Date
Annual Fund	\$	125.00	\$ 9,781.48
Gifts		3.70	20,697.54
Total	\$	128.70	\$30,479.02

Personnel:

Status of Organization: February
 Number of full-time employees: 32
 Number of part-time employees: 67
 TOTAL number of employees: 99
 Full-time equivalents: 68.28

Status Changes:

2/14: Laura Barrett, Shelver, Gr 3, 10 hrs/wk resigned.
2/20: Cindy Clock, Circulation Clerk, Gr 7 increased wklly hrs from 10.50 – 14.50.
2/22: Rebekah Raleigh was hired as a full-time Youth Services Librarian/Web Services, Gr 13.

Workshops, programs and training attended:

Date	Title	Hours	Staff
2/15	Putting the Link in Linked Data	1	Gretchen Kati
2/18	Children's Literature Breakfast	4.5	Carol B., Ginny G., Betty S., Angela C., Cheryl A.
2/2	Lake Co PR Council on Fake News	1	Janice M & Latoya C
2/13-2/28	UW-Wisconsin Online Course: Introduction to User Experience	10	Cathy Sokley
2/2017	Fake News webinar	1	Joanne T., Liz K., Rebekah R., Janet C., Cheryl R-L., Diana S., Madelynn
2/2017	Title Source Webinar	1	Vicky S., Janet C., Patty S., Vicky S., Liz K., Jon B., Diana S., Kathie, Sandy, Debbie, Amy B., Justine, Ron, Donna D., Steven, Rachel, Jessica, Pam P.
2/1	Music Play-Before You Play Music, Play With Music	1	Janet C.
2/2	Rainbow Family Connections: Embracing LGBTQ Families at Your Library	1	Liz K.
2/5	CSLP Early Literacy Program	1	Janet C.
2/6	Keeping Patrons Safe: Our Responsibilities During High Risk Situations	1	Liz K.
2/7	Music Play: Before You Play Music	1	Patty S.

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	You Must Play WITH Music		
2/7	Booklist-Full STEAM Ahead	1	Janet C.
2/9	Developmentally Appropriate Programming for Infants & Toddlers	1	Janet C.
2/14	Tinker Meeting-Arlington Heights Library	3	Joanne T.
2/16	Turning Your Preschoolers into Lifelong Learners	1	Janet C.
2/21	Executive Function/webinar	1	Janet C.
2/23	Tech Tools for Early Literacy	1	Cheryl R-L.
2/25	STEM for Girls @CLC	7	Joanne T.
2/28	Four Ways to Strengthen Diversity in Your Library Programs	0.50	Patty S.
2/28	Makerspaces	1	Patty S.
2/28	Booklist YA Preview	1	Janet C.

Public Relations/Graphics:

- A first pass of the signage audit included reprinting, replacing and weeding signs on the floor.
- Behind the scenes work was completed prior to the launch of the More Than Just Books podcast, including editing, posting and connecting.
- Planning is underway for 2017 fundraising events: Bingo in the Books April 28 and Bikers for Books Aug. 27.

Safety and Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
2/2	Minor (teen)	One week	Language, disturbing patrons, noncompliance
2/9	Adult	One year	Attempted theft, noncompliance
2/15	Minor (teen)	One week	Language, eating (habitual)
2/23	Adult	One year	Harassment, disturbing patrons, possession of harmful substance, other unlawful conduct

- Patron assist-----364
- Library services-----147
- Book donation assists-----37
- Patron contact: unattended children-----6
- Police assist-----2
- Setups for Meeting Rooms-----32

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Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Ron Friedman	Library policy regarding forgiveness of late fees; his complete patron record; any statistics maintained regarding frequency patrons request reduction in late fees	2/12/2017	2/13/2017

YOUTH SERVICES

- 99 people attended the Black History performance by “Spellbinder: Magician & African Folklore.”
- 204 children participated in the Black History month contest: “Guess the Invention.”
- Rebekah Raleigh was hired as Youth Services Web Services Librarian.

CIRCULATION

- Continued testing SmartPay online payment system in preparation for soft launch.
- IT worked with Bibliotheca to replace the belts on our sorter machine.
- Shelving supervisor maintained tax form display in lobby and reordered forms as needed.

INFORMATION TECHNOLOGY & FACILITIES

Technology Items:

- Staff worked to prepare a new virtual server for an upgrade to the public PC reservation system.
- The phone and voicemail system received an upgrade.
- Evaluated demonstrations of potential vendors of network backup systems.
- Worked with Circulation staff to prepare the Smartpay online payment system for implementation.
- Installed a new portable video projector in the youth department.

Facility Items:

- 43 meeting room setups were completed.
- Anderson Pest Control completed their monthly inspection.
- Door Systems Inc. installed a new garage door opener.
- The boiler system passed inspection by the State of Illinois.
- Riddiford Roofing and Diemer Plumbing made repairs to a leaking roof drain located in the Teen Vault area.
- A new shelving unit was installed in the McCullough board room.

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- Staff installed two new emergency egress notification bars located in the McCullough board room and east side emergency exits doors.
- Staff began work on the countertop and cabinet replacement project in Technical Services.

OUTREACH

- Bookmobile schedules for 2017-2018 have been printed and are ready for distribution.

ADULT SERVICES

- All department selectors started using the new TS 360 product for ordering books.

TECHNICAL SERVICES

- Finalized plans for new countertops and cabinets with Facilities.

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Appendix: Statistics

Monthly Circulation Statistics

MAIN LIBRARY

TYPE OF MATERIAL	FEB ADULT	FEB YOUTH	FEB TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,728	338	2,066	15,959	3,930	19,889	21,972	-9.5%
Kits	0	250	250	0	2,689	2,689	2,301	16.9%
Books	12,825	21,356	34,181	113,416	181,529	294,945	330,690	-10.8%
Music Compact Discs	2,060	326	2,386	19,405	2,946	22,351	29,103	-23.2%
DVD's	16,402	3,428	19,830	147,826	32,189	180,015	208,366	-13.6%
Magazines	1,142	69	1,211	10,531	1,263	11,794	12,473	-5.4%
Video Games	1,033	0	1,033	9,366	0	9,366	12,889	-27.3%
Videoplayers		48	48	0	512	512	647	-20.9%
E-readers	13	0	13	126	0	126	169	-25.4%
ebooks (MMM, Hoopla)	2,181	0	2,181	18,691	0	18,691		N/A
eaudiobooks (MMM, Hoopla)	1,566	0	1,566	12,492	0	12,492		N/A
evideo (MMM, Hoopla)	169	0	169	1,561	0	1,561		N/A
emusic (Hoopla)	113	0	113	920	0	920		N/A
emagazines (Zinio)	166	0	166	1,524	0	1,524		N/A
ecomicbooks (Hoopla)	41	0	41	465	0	465		N/A
Total emedia	4,236	0	4,236	35,653	0	35,653	31,897	11.8%
MAIN LIBRARY SUBTOTAL	39,439	25,815	65,254	352,282	225,058	577,340	650,507	-11.2%

**MMM=MyMediaMall

OUTREACH

TYPE OF MATERIAL	FEB ADULT	FEB YOUTH	FEB TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	135	24	159	1,151	262	1,413	1,363	3.7%
Kits	0	255	255	0	1,734	1,734	1,717	1.0%
Books	551	2,860	3,411	4,923	22,528	27,451	29,108	-5.7%
Music Compact Discs	91	94	185	718	674	1,392	1,540	-9.6%
DVD's	870	312	1,182	7,165	2,794	9,959	10,853	-8.2%
Magazines	53	20	73	613	163	776	950	-18.3%
Miscellaneous	0	0	0	0	0	0	1	-100.0%
OUTREACH SUBTOTAL	1,700	3,565	5,265	14,570	28,155	42,725	45,532	-6.2%

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TOTALS

	FEB ADULT	FEB YOUTH	FEB 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	41,139	29,380	70,519	366,852	253,213	620,065	696,039	-10.9%

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Services Statistics	February	February	February	February	February	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												
DESK ACTIVITIES												
Information	3,193	674	150	104	4,121	23,755	6,514	1,321	1,275	32,865	35,913	-8%
Reference/Titles Req.	2,670	966	119	129	3,884	21,770	7,250	1,197	1,303	31,520	38,543	-18%
E-Mail Reference	19	0			19	193	0	4	0	197	192	3%
Instruction Questions	1,239	34	2		1,275	8,874	460	7	3	9,344	10,145	-8%
Total Desk Activities	7,121	1,674	271	233	9,299	54,592	14,224	2,529	2,581	73,926	84,793	-13%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				524					4,883	5,691	-14%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				256					2,315	2,939	-21%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				735					5,376	5,167	4%
ILL Borrowing Filled	Use: Borrowing Requests Finished				452					3,427	2,970	15%
Article Lending Requests	Use: Lending Fill Rate Statistics				7					10	17	-41%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				4					35	35	0%
Article Borrowing Filled	Use: Borrowing Requests Finished				3					23	19	21%
CIRCULATION												
In-District cardholders					43,215					340,801	321,244	6%
Reciprocal cardholders					13,382					105,529	99,508	6%
Total Cardholders					56,597					446,330	420,752	6%
RBP Loaned					7,469					63,363	74,392	-15%
**RBP Borrowed										0	0	N/A
Hold					6,543					56,910	63,763	-11%
Patron Count Main					34,428					270,624	287,145	-6%
Self Check Out Use					31,537					277,659	280,554	-1%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					106					834	874	-5%
Preschools					15					96	100	-4%
Park Districts					0					0	0	N/A
Schools					0					3	24	-88%
Senior residential facilities					5					40	34	18%
Special events					0					3	16	-81%
Total Bookmobile Stops					126					976	1,048	-7%
Total Patron Count					1,218					9,762	11,255	-13%
Homebound visits					19					168	168	0%
Deposit Collection deliveries					2					18	17	6%
Remote book drop pickups					24					159	0	N/A
Total Van Stops										170	21	710%
Days BKM on road					20					162	166	-2%
In-House Programs/Tour												
# of Adult Programs					20					139	184	-24%
Adult Attendance					163					2,034	3,194	-36%
# of Youth Programs					56					541	274	97%
Youth Attendance					859					4,379	6,866	-36%
Adult Attendance					626					2,253	2,199	2%
# 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	8	-13%
Adult Attendance										72	125	-42%
# of Youth Prog. & Visits					3					178	23	674%
Youth Attendance					63					1,719	483	256%
Adult Attendance					33					770	439	75%
# of BKM Prog. & Visits					0					0	12	-100%
Youth Attendance					0					0	496	-100%
Adult Attendance					0					0	98	-100%
ROOM USE												
Meeting Room Uses					38					425	824	-48%
Study Room Uses					757					5,651	5,718	-1%
INTERNET USAGE												
# of sessions					3,473					29,134	27,245	7%
Total Hours					2,744					21,683	20,963	3%
Average Session (minutes)					47					356	324	10%
OTHER SERVICES												
Proctoring					5					38	39	-3%
Voter Registration					1					45	45	0%
Website views					34,207					278,901	304,252	-8%
New items processed					2,795					28,389	54,767	-48%
Total materials Main library					292,780					2,305,910	2,110,173	9%
Total materials Outreach					18,280					147,937	151,862	-3%
TOTAL MATERIALS					311,060					2,453,847	2,262,035	8%
Adult Volunteer Hours					225.7					1,740.4	1,946.5	-11%
Student Volunteer Hours					17.6					298.9	262.9	14%
Total Volunteer Hours					243.3					2,039.3	2,209.4	-8%

END