

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR FEBRUARY 2018
March 27, 2018
Submitted by Executive Director Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- WNPL patron and Gurnee resident Matthew Cordell was awarded the prestigious Caldecott Medal. I sat down to record both a podcast and video interview with him (thanks to the coordination of several members of the staff) that will be released in the near future.
- Extensive preparation continues throughout Administration for the March 16 Bingo in the Books fundraiser.

Meetings, programs, training attended:

- Library director roundtable hosted by WNPL (2/7).
- Healthy Communities/Healthy Youth (2/8).
- ILA Legislative Breakfast (2/19).
- Educational roundtable (2/20).
- RAILS Resource Sharing Committee (2/26).
- Exchange Club: Gave presentation about WNPL (2/27).

Special plans for coming month:

- Bingo in the Books fundraiser.
- Planning for WNPL managers retreat.
- Completing first budget draft.

Special plans for the near future:

- 45th anniversary fundraisers planning (pavers, sapphire card).
- Continue budget planning process.
- Hosting local celebration on May 19 for Matthew Cordell, 2018 Caldecott Winner.

ADMINISTRATION

Friends: At the Friends of WNPL February meeting, Diana Vickery was elected Vice President, Mark Mueller was elected Treasurer, and Lynn Kublank and Karen Mueller were elected Directors. The Friends voted to sponsor a game at Bingo in the Books.

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Fundraising:

Fundraising through February			
		February	Year to Date
Annual Fund		\$ 1,295.00	\$ 16,870.04
Gifts (incl endwoment)		71.04	48,825.17
Total		\$ 1,366.04	\$ 65,695.21

Personnel:

Status of Organization: February
 Number of full-time employees: 34
 Number of part-time employees: 61
 TOTAL number of employees: 95
 Full-time equivalents: 62

2/5/2018: Glen Doll: New Hire, Security Monitor, Grade 7, 14.25 hours a week

Workshops, programs and training attended:

Date	Title	Hours	Staff
2/6	Efficient Time Management	2	Nancy LO
2/12	Learning Evernote for Windows	2.5	Nancy LO
2/1	Mirror, Mirror, Who Do You See in Your Books-webinar	1	Liz K
2/8	Telescope Training – Lake County Astronomical Society	1	Susan A., Jeanine M., Liz Jesus T., Claudia S., Meg S., Mary C., Rachel M.
2/12	Diverse Titles for Youth and Young Adults-webinar	1	Liz K
2/16	B'LONG Meeting	2	Liz K
2/24	Anderson's Children's Literature Breakfast	4	Dawn L, Ginny G, & Liz K
2/26	New Spring Nonfiction for the Library and Classroom-webinar	1	Liz K
2/27	Interactive Public Art & the Maker Mentality-webinar	1	Liz K
2/1	Lake County PR Council	1	Latoya C
2/2	"Mirror, Mirror, Who do you see in your books?" Webinar		Scott K.
2/5	SLJ: 2018 YALSA Excellence in NF Finalists Webinar	1	Joanne T.
2/6	Booklist: Diverse Titles for Youth and YA Webinar	1	Joanne T.
2/7	Supporting Executive Function with Music/webinar	1	Janet C.
2/8	Big Body Play/webinar	1	Janet C.
2/13	Meeting about school services and sensory programming at Zion Benton Library	1.5	Jane F.
2/15	Tinker Meeting - Alsip Public Library (Tech updates for youth programming)	2	Joanne T.
2/15	Yoga and Mindfulness for Children/webinar	1	Janet C.
2/16	"Diverse Titles for Youth and Young Adults"/Webinar	1	Scott K.
2/20	Spring into Picture Books/webinar	1	Janet C.
2/27	Encouraging Physical Activity in Preschoolers/webinar	1	Janet C.
2/28	Sleeper Hits for Spring/webinar	1	Janet C.

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Public Relations/Graphics:

- In preparation for summer reading, a custom logo was designed for the theme “Reading Takes You Everywhere”
- The More Than Just Books podcast was downloaded 97 times; an episode was published Feb. 15 highlighting spring programs
- A two-camera, two-microphone recording was made Feb. 27 of Ryan’s interview with Caldecott medal winner Matthew Cordell, in addition to photos for a READ poster in preparation for a May 19 visit by the author
- The spring issue of the Inside Angle newsletter was mailed to 35,000 homes and businesses.

Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
2/5	Adult	1 year	Trespassing (violation of previous suspension for theft)

Safety and Security Statistics:

Patron Assists: 321
 Behavior: 67
 Library Assist: 121
 Unattended Children: 5
 Book Donations: 31
 Setups: 15
 GPD Assists: 4
 Suspensions: 1
 Suspension Violations: 1

YOUTH SERVICES

- Zion Benton Library requested a meeting with our resident expert in youth services on the provision of special needs programming and services.
- Jon Beausoleil submitted his resignation, effective April 1st, after over 18 years at WNPL.

CIRCULATION

- Circ desk staff familiarized themselves with new circulation policies and materials.
- Shelving staff shifted materials in Coco’s Cove to accommodate new activity space.
- Interviewed candidates for available part-time circulation clerk position.

INFORMATION TECHNOLOGY & FACILITIES

Technology:

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- Tested Chrome web browser configuration for patron use.
- Researched options for new firewall.
- Assisted Tech Services with Encore upgrade and Youth Services with technology-related projects tied to the Coco's Cove update.

Facilities:

- 37 setups and 23 remote pickups.
- Libertyville Tile removed and replaced tile in women's public restroom.
- Honeywell replaced circulation pump 3 and 4 in hot water system.
- ComEd did a walk through to provide us a report on the facility's energy efficiency.
- Riddiford Roofing came in to repair two leaks (non-skylight related), a leak into the men's restroom (resolved) and a leak into the Head of Outreach office that is still in the process of being resolved.

OUTREACH

- Finalized new Bookmobile route schedule for April 2018-March 2019, including a new community stop every Saturday at Gurnee Jewel-Osco.
- Liz K obtained her Class C license.
- 2/8 cancelled Bookmobile service due to weather.
- Switch replaced for retractable back stair on the Bookmobile.

ADULT SERVICES

- AARP started the tax preparation services at WNPL.
- The "Bridal Bootcamp" programs offered this month were well-attended.
- The Web Redesign team began a user experience study with patrons on the soon-to-be-launched redesigned website.

TECHNICAL SERVICES

- Continue to inventory library.
- Completed first batch of Book Club Kit books.
- Hired Debbie Gardner for open TS position.

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Appendix: Statistics

MAIN LIBRARY CIRCULATION

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	1,468	367	1,835	13,851	3,817	17,668	19,889	-11.2%
Kits	0	251	251	0	2,704	2,704	2,689	0.6%
Books	12,289	19,623	31,912	106,542	168,271	274,813	294,945	-6.8%
Music Compact Discs	1,796	304	2,100	16,906	2,320	19,226	22,351	-14.0%
DVD's	14,801	2,496	17,297	133,452	23,187	156,639	180,015	-13.0%
Magazines	1,008	118	1,126	10,166	956	11,122	11,794	-5.7%
Video Games	1,002	0	1,002	8,771	0	8,771	9,366	-6.4%
Videoplayers	0	31	31	0	488	488	512	-4.7%
E-readers	0	0	0	58	0	58	126	-54.0%
Umbrellas	4	0	4	34	0	34	0	N/A
ebooks (MMM, Hoopla)	2,444	0	2,444	19,214	0	19,214	18,691	2.8%
eaudiobooks (MMM, Hoopla)	1,775	0	1,775	14,528	0	14,528	12,492	16.3%
evideo (MMM, Hoopla)	193	0	193	1,301	0	1,301	1,561	-16.7%
emusic (Hoopla)	140	0	140	1,187	0	1,187	920	29.0%
emagazines (Zinio)	143	0	143	1,110	0	1,110	1,524	-27.2%
ecomicrobooks (Hoopla)	63	0	63	515	0	515	465	10.8%
Total emedia	4,758	0	4,758	37,855	0	37,855	35,653	6.2%
MAIN LIBRARY SUBTOTAL	37,126	23,190	60,316	327,635	201,743	529,378	577,340	-8.3%

**MMM=MyMediaMall

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**OUTREACH
CIRCULATION**

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	134	11	145	1,061	248	1,309	1,413	-7.4%
Kits	0	184	184	0	1,366	1,366	1,734	-21.2%
Books	526	2,134	2,660	4,685	19,157	23,842	27,451	-13.1%
Music Compact Discs	66	16	82	608	442	1,050	1,392	-24.6%
DVD's	785	215	1,000	6,571	1,847	8,418	9,959	-15.5%
Magazines	59	9	68	592	147	739	776	-4.8%
Miscellaneous	0	0	0	4	0	4	0	N/A
OUTREACH SUBTOTAL	1,570	2,569	4,139	13,521	23,207	36,728	42,725	-14.0%

TOTAL CIRCULATION

	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	38,696	25,759	64,455	341,156	224,950	566,106	620,065	-8.7%

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Services Statistics	February	February	February	February	February	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Feb-18	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	2,969	474	145	132	3,720	23,317	5,152	1,636	1,086	31,191	32,865	-5%
Reference/Titles Req.	2,257	735	185	169	3,346	19,118	6,650	1,465	1,253	28,486	31,520	-10%
E-Mail Reference	33	0	0	0	33	195	0	0	0	195	197	-1%
Instruction Questions	877	51	0	0	928	7,656	375	7	0	8,038	9,344	-14%
Total Desk Activities	6,136	1,260	330	301	8,027	50,286	12,177	3,108	2,339	67,910	73,926	-8%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				532					4,575	4,883	-6%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				261					2,252	2,315	-3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				528					4,911	5,376	-9%
ILL Borrowing Filled	Use: Borrowing Requests Finished				313					3,657	3,427	7%
Article Lending Requests	Use: Lending Fill Rate Statistics				3					10	10	0%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					3	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				8					22	35	-37%
Article Borrowing Filled	Use: Borrowing Requests Finished				7					14	23	-39%
CIRCULATION												
In-District cardholders					39,703					39,703	43,215	-8%
Reciprocal cardholders					11,125					11,125	13,382	-17%
Total Cardholders					50,828					50,828	56,597	-10%
RBP Loaned					6,738					48,289	63,363	-24%
**RBP Borrowed										46,897	7,732	507%
Hold					6,256					53,553	56,910	-6%
Patron Count Main					30,688					252,203	270,322	-7%
Self Check Out Use					29,161					254,594	278,306	-9%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					99					753	834	-10%
Preschools					15					86	96	-10%
Park Districts					0					0	0	N/A
Schools					0					0	3	-100%
Senior residential facilities					5					40	40	0%
Special events					0					5	3	67%
Total Bookmobile Stops					119					884	976	-9%
Total Patron Count					1,032					8,378	9,762	-14%
Homebound visits					21					194	168	15%
Deposit Collection deliveries					2					19	18	6%
Remote book drop pickups					23					194	159	22%
Total Van Stops										309	345	-10%
Days BKM on road					20					150	162	-7%
In-House Programs/Tour												
# of Adult Programs					31					194	139	40%
Adult Attendance					482					2,254	2,034	11%
# of Youth Programs					47					307	541	-43%
Youth Attendance					551					4,668	4,379	7%
Adult Attendance					413					2,316	2,253	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					1					8	7	14%
Adult Attendance					10					94	72	31%
# of Youth Prog. & Visits					5					31	178	-83%
Youth Attendance					305					2,043	1,719	19%
Adult Attendance					31					772	770	0%
# 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					36					311	425	-27%
Study Room Uses					720					5,545	5,651	-2%
INTERNET USAGE												
# of sessions										21,560	29,134	-26%
Total Hours										17,124	21,683	-21%
Average Session (minutes)										330	356	-7%
OTHER SERVICES												
Proctoring					1					27	38	-29%
Voter Registration					2					4	45	-91%
Website views					32,154					263,224	278,901	-6%
New items processed					2,411					21,302	28,389	-25%
Total materials Main library					302,789					302,789	292,780	3%
Total materials Outreach					17,758					17,758	18,280	-3%
TOTAL MATERIALS					320,547					320,547	311,060	3%
Adult Volunteer Hours					237.5					1,995.0	1,740.4	15%
Student Volunteer Hours					62.8					805.6	298.9	170%
Total Volunteer Hours					300.3					2,800.6	2,039.3	37%

END