

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MARCH 2017
Tuesday, April 18, 2017
Submitted by Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- A new idea board, “Think Outside the Box,” was installed in the staff lounge to garner staff input on reaching strategic plan goals.
- Two big events were well-attended in March: “Reptomania” brought 166 to the library, and “Jigglejam Family Concert” brought 113.
- Delayed open March 14 due to snow.

Meetings, programs, training attended:

- Chaired My Media Mall Ad Hoc Governance Committee meeting (3/9).
- Exchange Club (3/28).

Special plans for coming month:

- Recruitment of members for WNPLD Development Council (WDC).
- 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 Friends had a busy and successful Saturday book sale on March 4 and made \$ 1,531.25.

Fundraising:

Fundraising through March			
		March	Year to Date
Annual Fund		\$ 3,476.06	\$ 13,257.54
Gifts		1.65	20,697.54
Total		\$ 3,477.71	\$ 33,955.08

Personnel:

Status of Organization: March 2017

Number of full-time employees: 32

Number of part-time employees: 68

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TOTAL number of employees: 100
 Full-time equivalents: 65.44 FTEs

Status Changes:

3/17/17: Michelle Adamski, hired as a Youth Service Reference Assistant, Gr 9, 17 Hr/wk in the Youth Services Department.

Workshops, programs and training attended:

Date	Title	Hours	Staff
3/1-3/31	UW-Wisconsin Online Course: Introduction to User Experience	20	Cathy S.
3/6-3/31	Linked Data for Beginners: UW Wisconsin Online Course	12	Nancy LO.
3/7	Importance of Play/webinar	1	Janet C.
3/9	“Basic Developmental Milestones of Early Childhood”, Webjunction	1	Cheryl R-L.
3/9	Libraries Go Viral	.5	Nancy LO.
3/14	CSLP / Build A Better World...Children’s Manual, Webinar	1	Cheryl R-L.
3/15	YALD meeting/Cary Public Library	2.5	Diane B.
3/17	You Know Better: Bridging the Gap Between Knowing and Doing/webinar	1	Janet C.
3/20	“Spring YA Announcements”	1	Joanne T.
3/23	Feel That Rhythm! Music and Emerging Math Skills/ edWeb Webinar	1	Patty S.
3/23	What’s New in Children’s Literature/webinar	1	Janet C.
3/29	Attachment in the Classroom: How Trusting Early Experiences Shape Brain Development/webinar	1.5	Janet C., Patty S.
3/1	Analytics on Demand webinar	1.5	Janice M,
3/16	Lake County Libraries PR Network	1.5	Janice M, Latoya C
3/2	Lake County PR Council	1	Latoya C

Public Relations/Graphics:

- Blue Kids Lake County held a kick-off event at the county courthouse 3/28 which was well attended and included remarks by several county leaders. April in National Child Abuse Prevention Month.
- There were 54 downloads of the “More Than Just Books Podcast” in March.
- We continue to add to the bank of podcast sessions for release every three weeks or so.

Safety and Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
3/6	Adult	One year	Public intoxication
3/9	Adult	One week	Disorderly conduct, misuse of property

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3/23	Minor (teen)	One month	Excessive noise, eating (habitual), disorderly conduct, misuse of property
3/23	Minor (teen)	One month	Excessive noise, eating (habitual), disorderly conduct, misuse of property
3/23	Minor (teen)	One month	Harrassment, Excessive noise, disorderly conduct

- Patron assist-----409
- Library services-----109
- Behavior contacts-----59
- Book donation assists-----47
- Patron contact: unattended children-----12
- Care Coach-----1
- Setups for Meeting Rooms-----31
- Suspensions-----5

YOUTH SERVICES

- Staff participated in a storytime/fundraiser event at Uno's. Uno's has also agreed to provide pizza and space for teen book discussions this summer, and pizza for Finals Café in May.
- Michelle Adamski began as youth services reference assistant.

CIRCULATION

- Desk and shelving staff helped fill many shifts available due to illness and injury.
- Shelving staff began shift of adult fiction collection.

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - Staff installed and tested a new MyPC and Papercut services server in preparation for an upgrade in April.
 - Staff began working on a new network intrusion detection system project.
 - Staff completed the final configuration of the Comprise SmartPay web interface.
- **Facility Items:**
 - 46 meeting room setups were performed.
 - 27 remote bookdrop pickups were done.
 - Staff completed the counter top and cabinet renovation project in Technical Services.
 - Anderson Pest Control completed their monthly inspection.
 - Dorma Door Systems serviced the main entrance sliding doors.
 - Honeywell performed quarterly HVAC preventative maintenance checks and filter replacements.
 - BrightView conducted their spring cleanup.
 - Honeywell serviced the heating system boiler expansion tank.

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OUTREACH

- New bookmobile schedules have been distributed to area schools and have been posted on our website.
- Outreach staff has visited all new bookmobile stops, and new directions have been provided to outreach staff. Stops have been advertised to people who live within walking distance of the 7 new bookmobile stops.
- Ginny Gramer passed her C license test on March 24. The Outreach department now has all staff fully licensed bookmobile drivers once again.

ADULT SERVICES

- We hosted several successful programs this month including author Renee Rosen, dramatist Betsey Means, Fake News, and the Hamilton Lunch & Learn.
- Two new staff members are being trained as selectors.
- Regular meetings on the new website design are being held and prototype drafts are being developed.

TECHNICAL SERVICES

- Reclassified gluten-free and test books.
- Counter top and cabinet renovation was completed.

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Appendix: Statistics

MARCH CIRCULATION MAIN LIBRARY

TYPE OF MATERIAL	MAR ADULT	MAR YOUTH	MAR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	2,125	571	2,696	18,084	4,501	22,585	24,789	-8.9%
Kits	0	306	306	0	2,995	2,995	2,574	16.4%
Books	14,577	25,487	40,064	127,993	207,016	335,009	372,439	-10.0%
Music Compact Discs	2,229	422	2,651	21,634	3,368	25,002	32,784	-23.7%
DVD's	19,974	4,113	24,087	167,800	36,302	204,102	234,943	-13.1%
Magazines	1,373	110	1,483	11,904	1,373	13,277	14,084	-5.7%
Video Games	1,304	0	1,304	10,670	0	10,670	14,607	-27.0%
Videoplayers	0	58	58	0	570	570	723	-21.2%
E-readers	16	0	16	142	0	142	192	-26.0%
ebooks (MMM, Hoopla)	2,385	0	2,385	21,076	0	21,076		N/A
eaudiobooks (MMM, Hoopla)	1,765	0	1,765	14,257	0	14,257		N/A
evideo (MMM, Hoopla)	192	0	192	1,753	0	1,753		N/A
emusic (Hoopla)	146	0	146	1,066	0	1,066		N/A
emagazines (Zinio)	165	0	165	1,689	0	1,689		N/A
ecomicbooks (Hoopla)	60	0	60	525	0	525		N/A
Total emedia	4,713	0	4,713	40,366	0	40,366	36,334	11.1%
MAIN LIBRARY SUBTOTAL	46,311	31,067	77,378	398,593	256,125	654,718	733,469	-10.7%

**MMM=MyMediaMail

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OUTREACH

TYPE OF MATERIAL	MAR ADULT	MAR YOUTH	MAR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	159	41	200	1,310	303	1,613	1,532	5.3%
Kits	0	238	238	0	1,972	1,972	2,013	-2.0%
Books	596	3,057	3,653	5,519	25,585	31,104	33,169	-6.2%
Music Compact Discs	103	89	192	821	763	1,584	1,699	-6.8%
DVD's	908	357	1,265	8,073	3,151	11,224	12,269	-8.5%
Magazines	99	23	122	712	186	898	1,057	-15.0%
Miscellaneous	1	0	1	1	0	1	1	0.0%
OUTREACH SUBTOTAL	1,866	3,805	5,671	16,436	31,960	48,396	51,740	-6.5%

TOTALS

	MAR ADULT	MAR YOUTH	MAR 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	48,177	34,872	83,049	415,029	288,085	703,114	785,209	-10.5%

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WNPL March	March	March	March	March	March	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Services Statistics	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	3,629	766	159	127	4,681	27,384	7,280	1,480	1,402	37,546	40,308	-7%
Reference/Titles Req.	3,054	1,242	170	175	4,641	24,824	8,492	1,367	1,478	36,161	43,093	-16%
E-Mail Reference	31	0			31	224	0	4	0	228	227	0%
Instruction Questions	1,515	42			1,557	10,389	502	7	3	10,901	11,369	-4%
Total Desk Activities	8,229	2,050	329	302	10,910	62,821	16,274	2,858	2,883	84,836	94,997	-11%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				636					5,519	6,424	-14%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				311					2,626	3,301	-20%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				816					6,192	5,788	7%
ILL Borrowing Filled	Use: Borrowing Requests Finished				506					3,933	3,365	17%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					10	18	-44%
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					37	48	-23%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					25	25	0%
CIRCULATION												
In-District cardholders					36,799					377,600	362,246	4%
Reciprocal cardholders					10,543					116,072	112,234	3%
Total Cardholders					47,342					493,672	474,480	4%
RBP Loaned					8,940					72,303	83,332	-13%
**RBP Borrowed										0	0	N/A
Holdings					7,062					63,972	71,565	-11%
Patron Count Main					38,261					308,583	325,867	-5%
Self Check Out Use					37,474					315,780	315,714	0%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					116					950	995	-5%
Preschools					16					112	116	-3%
Park Districts					0					0	0	N/A
Schools					0					3	24	-88%
Senior residential facilities					5					45	39	15%
Special events					0					3	16	-81%
Total Bookmobile Stops					137					1,113	1,190	-6%
Total Patron Count					1,364					11,126	12,643	-12%
Homebound visits					20					188	190	-1%
Deposit Collection deliveries					2					20	19	5%
Remote book drop pickups					26					185	0	N/A
Total Van Stops					46					216	21	929%
Days BKM on road					22					184	189	-3%
In-House Programs/Tour												
# of Adult Programs					18					157	211	-26%
Adult Attendance					220					2,254	3,776	-40%
# of Youth Programs					13					554	293	89%
Youth Attendance					367					4,746	7,662	-38%
Adult Attendance					173					2,426	2,484	-2%
# of Bookmobile Tours					0					0	0	N/A
Youth Attendance										0	0	N/A
Adult Attendance										0	0	N/A
OUTREACH (Prog./Visits)												
# of Adult Prog. & Visits					1					8	9	-11%
Adult Attendance					18					90	138	-35%
# of Youth Prog. & Visits					9					187	27	593%
Youth Attendance					218					1,937	633	206%
Adult Attendance					87					857	464	85%
# 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					49					474	925	-49%
Study Room Uses					808					6,459	6,510	-1%
INTERNET USAGE												
# of sessions					3,628					32,762	31,324	5%
Total Hours					3,069					24,752	24,063	3%
Average Session (minutes)					50					406	368	10%
OTHER SERVICES												
Proctoring					1					39	40	-3%
Voter Registration					0					45	56	-20%
Website views					38,379					317,280	344,310	-8%
New items processed					3,093					31,482	59,485	-47%
Total materials Main library					294,856					2,600,766	2,386,884	9%
Total materials Outreach					18,464					166,401	170,373	-2%
TOTAL MATERIALS					313,320					2,767,167	2,557,257	8%
Adult Volunteer Hours					274.6					2,015.0	2,182.5	-8%
Student Volunteer Hours					50.4					349.3	282.0	24%
Total Volunteer Hours					325.0					2,364.3	2,464.5	-4%

END