

**Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MARCH 2018
April 17, 2018
Submitted by Executive Director, Ryan Livergood**

EXECUTIVE SUMMARY

Highlights:

- Bingo in the Books on March 16 was another successful event. We netted \$4,180 despite the fact that we didn't have as many table sales as last year. We will be moving the event back to late April in 2019.
- The Friends of the Library 25th Annual Creative Writing Contest attracted 135 entries.
- We had what we believe to be a record turnout for a movie during spring break: The Academy Award-winning "Coco" attracted 111 patrons for the English version and 16 for the Spanish version.

Meetings, programs, training attended:

- Innovative Technologies and Tech Trends webinar (3/8).
- Healthy Communities/Healthy Youth (3/8).
- Blue Kids Lake County Kickoff Event (3/14).
- Exchange Club (3/27).

Special plans for coming month:

- Planning for WNPL managers retreat.
- Continue budget planning process.

Special plans for the near future:

- 45th anniversary fundraisers planning (pavers, sapphire card).
- Hosting local celebration on May 19 for Matthew Cordell, 2018 Caldecott Winner.
- Attending 2018 ALA Conference in June.

ADMINISTRATION

Friends: The Friends did not meet in March. Their next meeting is scheduled for May 24. The Friends Finance Committee met on March 20. The topic of collecting sales tax at book sales was discussed.

Fundraising:

Fundraising through March			
		March	Year to Date
Annual Fund		\$ 6,121.00	\$ 16,870.04
Gifts		169.67	48,994.84
Total		\$ 6,290.67	\$ 65,864.88

Warren-Newport Public Library District
Executive Director's Report
April 17, 2018

Personnel:

Status of Organization: March
 Number of full-time employees: 35
 Number of part-time employees: 61
 TOTAL number of employees: 96
 Full-time equivalents: 61

- 3/5/2018-Donna Durray- Adult Services Associate, increased weekly from 16 to 21
- 3/5/2018-Justine Laird - Adult Services Associate, increased weekly from 15 to 17
- 3/19/2018-Deborah Gardner-Moved from Circulation to Tech Services as Full-Time Senior Acquisitions Associate Grade 10
- 3/19/2018-Julie Lindsey-Moved from Shelver Grade 3, 16 weekly hours to Shelving Associate Grade 6, 28 weekly hours
- 3/19/18-Bike Kilic-Shelver-increased weekly hours from 10 to 14
- 3/19/18-Jan Dube-Shelver-increased weekly hours from 8 to 12
- 3/19/18-Kate Ferdon-Shelver-increased weekly hours from 10 to 18
- 3/19/18-Barb McCreary-Shelver-increased weekly hours from 25.25 to 27.75
- 3/19/18-Diane Shearer-Shelver-increased weekly hours from 20.50 to 23.50
- 3/19/18-Tammara Steffy-Lane-increased weekly hours from 14.50 to 16.25

Workshops, programs and training attended:

Date	Title	Hours	Staff
3/1	Lake Co. PR Council in 2018 technology trends	1	Jan M and Latoya C
3/21	Lake Co. Libraries/RAILS Marketing Network	2.5	Jan M
3/9	Lerner's Spring 2018 webinar	0.5	Liz K
3/13	Feminist Reads: A Penguin Reading List for Readers, Grades K-12th webinar	1.0	Liz K
3/15	Spring YA Announcements 2018 webinar	1.0	Liz K
3/15	Laconi Program: Mental Health First Aid	2.5	Char V., Cathy S., Rose C., Julie L.
3/19	Comics Build Better Worlds webinar	1.0	Liz K
3/6	Spring into Picture Books/Booklists Webinar	1	Joanne T
3/6	Spring YA Announcements/Booklists Webinar	1	Joanne T
3/6	Spring YA Announcements/webinar	1	Janet C
3/6	Webinar: Using Beanstack in Your Library: Uses Tips and Training	1	Rebekah R, Diana S
3/9	Feminist Reads, a Penguin Reading list for readers K-12	1	Scott K
3/12	School Facilitators Network Meeting/Lake Villa Library District	3	Jane F
3/13	Graphic Novel Seminar	1	Scott K
3/13	Upcoming Graphic Novels/webinar	1	Janet C
3/16	Webinar: "Support Preschooler's Executive Function Skills with Music	1	Patty S
3/22	The Newest Graphic Novels/webinar	1	Janet C
3/23	Spring YA Announcements 2018/Booklist Webinar	1	Scott K
3/27	Boosting STEM Engagement thru Play/Booklists Webinar	1	Joanne T
3/27	Boosting STEM Engagement Through Play/webinar	1	Janet C
3/30	Webinar: "Press Play! Interjecting Play into Library Programs for Kids"/	1	Patty S

Warren-Newport Public Library District
Executive Director's Report
April 17, 2018

3/30	Current in Comics: Upcoming Graphic Novels for Your Library/Booklist Webinar	1	Scott K
------	--	---	---------

Public Relations/Graphics:

- We submitted a member spotlight article for the Lake County Chamber of Commerce community guide.
- The Blue Kids Lake County Kick-Off for child abuse awareness took place at the Children's Advocacy Center on 3/14 (Jan and Ryan).
- The More Than Just Books podcast was downloaded 86 times; our release in March featured Janet Colwell discussing early literacy and Building Blocks for Baby Bears.
- Two young professionals visited independently to learn about library public relations, one a college student (3/22) and Joy Schmoll from Lake Forest Library (3/23).
- READ posters were created for author Matthew Cordell and retiring staffers Maureen K and Jon B.
- Materials were created to promote new bookmobile stops, including the Saturday visits to Jewel/Osco in Gurnee.

Safety and Security:

- Patron assist-----325
- Patron contact: improper behavior-----79
- Care coach-as scheduled-----1
- Patron contact: unattended children-----15
- Police assist-----1
- Setups for Meeting Rooms-----28
- Incident Reports-----9

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
3/23	Adult	30 days	Loud/disorderly behavior; Vulgar/abusive language; Noncompliance with library policy; Disturbing other patrons

YOUTH SERVICES

- Our school liaison continues to grow her outreach impact, serving 8 classes in March, including 4 sensory storytimes for special needs classes.
- The *BB4BB* (Building Blocks for Baby Bears) campaign included a podcast and a well-attended Baby Play Day.
- *Dinosaur Discoveries* brought 137 to WNPL on a Saturday.
- Passive Programming entertained 231 youth in March.

Warren-Newport Public Library District
Executive Director's Report
April 17, 2018

CIRCULATION

- Shelving staff completed the alphabetization (by title in addition to by author) of children's fiction books.
- Interviewed candidate for the available part-time shelving position.
- Desk staff began circulating telescopes.

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - A new Meraki firewall and wireless system was purchased.
 - Staff began working on an installation process for the new firewall system.
 - Staff replaced a defective door controller at the youth services workroom door.
 - Staff completed the installation of the new public Osmo iPad stations in the youth area of the library.
 - Staff completed the installation of new credit card readers for the patron printing system.
 - Staff completed the installation of Chrome onto patron computers.
 - Bibliotheca repaired a selfcheck RFID reader.
 - Staff completed the installation of the new iPad Krayon kiosk in CoCo's Cove.
- **Facility Items:**
 - 54 meeting room setups.
 - 25 Remote Pickups.
 - Anderson Pest Control completed their monthly inspection.
 - Fire and burglar alarm panel backup batteries were replaced.
 - BrightView conducted their spring cleanup of the library grounds.
 - Staff performed monthly emergency lighting tests.
 - Staff removed the existing wall drawing surface material in the Teen Vault and replaced it with new surface material.
 - Honeywell conducted quarterly PM checks and filter replacements.

OUTREACH

- Body work repair completed to crack in Bookmobile's front stairwell (3/9).
- Replaced Van front tires (3/9).
- Distributed new Bookmobile schedules to school districts 50 & 56.
- Mailed postcards to residents regarding a new Bookmobile stop in their neighborhood.
- Bookmobile special stop at Condell Centre Club's preschool for Spring Break had 12 visitors (3/27).
- Completed annual department "New Stop" drive around & breakfast for staff (3/28) .

Warren-Newport Public Library District
Executive Director's Report
April 17, 2018

ADULT SERVICES

- Another Creative Writing Contest has been complete. We had 135 entries.
- Madelynn and Jess submitted a proposal for a presentation at ILA.

TECHNICAL SERVICES

- Continue to inventory library.
- Numbering series in JF.
- Continue to work on Book Club Kits.

Warren-Newport Public Library District
Executive Director's Report
April 17, 2018

Appendix: Statistics

Monthly Circulation Statistics

**MAIN LIBRARY
MARCH 2018**

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	1,830	500	2,330	15,681	4,317	19,998	22,585	-11.5%
Kits	0	263	263	0	2,967	2,967	2,995	-0.9%
Books	14,065	22,609	36,674	120,607	190,880	311,487	335,009	-7.0%
Music Compact Discs	2,236	275	2,511	19,142	2,595	21,737	25,002	-13.1%
DVD's	16,951	2,911	19,862	150,403	26,098	176,501	204,102	-13.5%
Magazines	1,284	108	1,392	11,450	1,064	12,514	13,277	-5.7%
Video Games	1,141	0	1,141	9,912	0	9,912	10,670	-7.1%
Videoplayers	0	51	51	0	539	539	570	-5.4%
E-readers	0	0	0	58	0	58	142	-59.2%
Umbrellas	0	0	0	34	0	34	0	N/A
Telescopes	7	0	7	7	0	7	0	N/A
ebooks (MMM, Hoopla)	2,813	0	2,813	22,027	0	22,027	21,076	4.5%
audiobooks (MMM, Hoopla)	2,010	0	2,010	16,538	0	16,538	14,257	16.0%
evideo (MMM, Hoopla)	169	0	169	1,470	0	1,470	1,753	-16.1%
emusic (Hoopla)	155	0	155	1,342	0	1,342	1,066	25.9%
emagazines (Zinio)	105	0	105	1,215	0	1,215	1,689	-28.1%
ecomicbooks (Hoopla)	63	0	63	578	0	578	525	10.1%
Total emedia	5,315	0	5,315	43,170	0	43,170	40,366	6.9%
MAIN LIBRARY SUBTOTAL	42,829	26,717	69,546	370,464	228,460	598,924	654,718	-8.5%

**MMM=MyMediaMall

Warren-Newport Public Library District
Executive Director's Report
April 17, 2018

OUTREACH

	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	161	26	187	1,222	274	1,496	1,613	-7.3%
Kits	0	192	192	0	1,558	1,558	1,972	-21.0%
Books	531	2,467	2,998	5,216	21,624	26,840	31,104	-13.7%
Music Compact Discs	73	47	120	681	489	1,170	1,584	-26.1%
DVD's	955	212	1,167	7,526	2,059	9,585	11,224	-14.6%
Magazines	64	9	73	656	156	812	898	-9.6%
Miscellaneous	0	0	0	4	0	4	1	300.0%
OUTREACH SUBTOTAL	1,784	2,953	4,737	15,305	26,160	41,465	48,396	-14.3%

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	44,613	29,670	74,283	385,769	254,620	640,389	703,114	-8.9%

Warren-Newport Public Library District
Executive Director's Report
April 17, 2018

Services Statistics March 2018	March	March	March	March	March	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	3,369	688	173	120	4,350	26,686	5,840	1,809	1,206	35,541	37,546	-5%
Reference/Titles Req.	2,660	994	143	197	3,994	21,778	7,644	1,608	1,450	32,480	36,161	-10%
E-Mail Reference	15	0	0	0	15	210	0	0	0	210	228	-8%
Instruction Questions	1,125	67	0	0	1,192	8,781	442	7	0	9,230	10,901	-15%
Total Desk Activities	7,169	1,749	316	317	9,551	57,455	13,926	3,424	2,656	77,461	84,836	-9%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				578					5,153	5,519	-7%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				301					2,553	2,626	-3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				647					5,558	6,192	-10%
ILL Borrowing Filled	Use: Borrowing Requests Finished				524					4,181	3,933	6%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					11	10	10%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				1					4	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				13					35	37	-5%
Article Borrowing Filled	Use: Borrowing Requests Finished				6					20	25	-20%
CIRCULATION												
In-District cardholders					39,908					39,908	36,799	8%
Reciprocal cardholders					11,174					11,174	10,543	6%
Total Cardholders					51,082					51,082	47,342	8%
RBP Loaned					7,664					55,953	72,303	-23%
**RBP Borrowed										46,897	7,732	507%
Holds					7,751					61,304	63,972	-4%
Patron Count Main					36,059					288,262	308,583	-7%
Self Check Out Use					34,007					288,601	315,780	-9%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					115					868	950	-9%
Preschools					15					101	112	-10%
Park Districts					0					0	0	N/A
Schools					0					0	3	-100%
Senior residential facilities					5					45	45	0%
Special events					1					6	3	100%
Total Bookmobile Stops					136					1,020	1,113	-8%
Total Patron Count					1,178					9,556	11,126	-14%
Homebound visits					23					217	188	15%
Deposit Collection deliveries					3					22	20	10%
Remote book drop pickups					27					221	185	19%
Total Van Stops										309	393	-21%
Days BKM on road					22					172	184	-7%
In-House Programs/Tour												
# of Adult Programs					27					221	157	41%
Adult Attendance					738					2,992	2,254	33%
# of Youth Programs					21					328	554	-41%
Youth Attendance					403					5,071	4,746	7%
Adult Attendance					209					2,525	2,426	4%
# 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					9	8	13%
Adult Attendance					10					104	90	16%
# of Youth Prog. & Visits					5					36	187	-81%
Youth Attendance					162					2,205	1,937	14%
Adult Attendance					91					863	857	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					56					367	474	-23%
Study Room Uses					805					6,350	6,459	-2%
INTERNET USAGE												
# of sessions					3,447					27,748	32,762	-15%
Total Hours					2,642					21,947	24,752	-11%
Average Session (minutes)					46					423	406	4%
OTHER SERVICES												
Proctoring					3					30	39	-23%
Voter Registration					0					4	45	-91%
Website views					35,499					298,723	317,280	-6%
New items processed					3,581					24,883	31,482	-21%
Total materials Main library					303,439					303,439	294,856	3%
Total materials Outreach					17,843					17,843	18,464	-3%
TOTAL MATERIALS					321,282					321,282	313,320	3%
Adult Volunteer Hours					293.0					2,288.0	2,015.0	14%
Student Volunteer Hours					43.0					848.6	349.3	143%
Total Volunteer Hours					336.0					3,136.6	2,364.3	33%

END