

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2017
Tuesday, May 16, 2017
Submitted by Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- The 3rd Annual Bingo in the Books on April 28 was a huge success! The event grossed over \$6,000 and a great time was had by all.

Meetings, programs, training attended:

- Chaired My Media Mall Ad Hoc Governance Committee meeting (4/19)
- Individual meetings with community members to discuss potential collaborations and/or fundraising (e.g., Maggie Morales from the Lake County Community Foundation 4/20, Attorney Bob Monahan 4/21, Beth Ragsdale and Nadine Johnson from “Words on Wheels”4/24)

Special plans for coming month:

- FY 2017-2018 budget planning
- Volunteer Appreciation Luncheon (5/17)
- Mayor’s Picnic (5/17)
- Intergovernmental Dinner (5/18)

Special plans for the near future:

- Finalize FY2017-2018 budget planning
- Orientation for new Trustees

ADMINISTRATION

Friends: The Friends did not meet in April. Their next meeting is scheduled for May 25. The next Saturday Book Sale is scheduled for June 3.

Fundraising*:

Fundraising through April

	<u>April</u>	<u>Year to Date</u>
Annual Fund	\$ 1,750.00	\$ 16,554.33
Gifts	5.60	20,704.79
Total	<u>\$ 1,755.60</u>	<u>\$ 37,259.12</u>

***Does not fully reflect Bingo in the Books**

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Personnel:

Status of Organization: April 2017
 Number of full-time employees: 33
 Number of part-time employees: 67
 TOTAL number of employees: 100
 Full-time equivalents: 63

Status Changes:

4/7/17: Mark McDermott hired as a Security Monitor, Gr 7, 14 hrs/wk.
 4/10/17: Jennifer Hoy hired as full-time HR Associate, Gr 12.
 4/10/17: Beningo Munji, retired from his role as a Security Monitor, Gr 7, 17 hrs/wk.
 4/21/17: Cynthia Clock, resigned her position as Circulation Clerk, Gr 7, 14.50 hrs/week

Workshops, programs and training attended:

Date	Title	Hours	Staff
4/1-4/30	Linked Data for Beginners	10	Nancy LO
4/20	Midwest Tape Smart Cart Review	1	Nancy LO
4/28	From MARC to Bibframe – Intro	1	Gretchen K.
4/4	Booklist Spring Picture Books/webinar	1	Janet C.
4/6	LAMPS Meeting @ Cook Memorial	2	Kathie F. & Sandy B.
4/11	Booklist Spring Middle Grade Reading/webinar	1	Janet C.
4/13	Creating a Culture of Acceptance and Kindness in a Challenging World: It All Starts in Your Early Childhood Program/webinar	1	Patty S.
4/15	Why ABC's are not as easy as 1-2-3's for Preschoolers/Webinar	1	Patty S.
4/19	Adult Programming Webinar/ALA	1	Madelynn A.
4/19	Discovery Exploration with Infants & Toddlers/webinar	1	Janet C.
4/20	PULSE Meeting (Adult Programming) @ Wauconda PL	2	Madelynn A.
4/21	C2E2 Conference	7.5	Madelynn A., Jessica S.
4/25	Hot Middle Grade Reads/webinar	1	Cheryl R-L.
4/25	Spring Picture Books/webinar	1	Cheryl R.L.
4/26	Spring YA announcements: 2017/Webinar	1	Diane B.
4/26	Re-evaluating Existing Library Spaces and Furnishings on a Budget/webinar	1	Patty S.
4/26	Early Number Concepts-Turning Misconceptions into Meaning/webinar	1	Janet C.
4/27	75 Years of Little Golden Books/webinar	1	Vicki P.
4/27	The Stars so far, K-12/Webinar	0.50	Diane B.
4/28	Tween Services Meeting in Arlington Heights	3	Rebekah R.

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4/6	PR Council: crisis communication	1	Janice M
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Public Relations/Graphics:

- The lobby display case featured ALA graphics and “Libraries Are for Everyone” messages for National Library Week/Month.
- Whenever authors visit we try to sit them down for a podcast recording, including Chef JeanMarie Brownson on 4/20. The More Than Just Books podcast was downloaded 105 times this month.
- With the adoption of two baby Blanding’s turtles by former board member MaryAnn Bretzlauf in honor of WNPL, they were named Warren and Newport and will be featured in coloring sheets and in the summer newsletter.

Safety and Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
4/4	Teen	One year	Violation of previous one month suspension/trespassing
4/24	Adult	One year	Attempted theft

- Patron assist-----342
- Patron contact: improper behavior-----51
- Care coach-as scheduled-----1
- Patron contact: unattended children-----13
- Police assist-----2
- Setups for Meeting Rooms-----17
- Library Services-----80
- Book Donations-----41
- Incident Reports-----5
- Suspended Patrons-----2

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Better Government Association	WNPL’s annual payroll including individual salaries	4/21/2017	4/25/2017

YOUTH SERVICES

- Teen staff participated again this year in the annual *WTHS Health and Wellness Fair*. Their table offered a game that awarded books (advanced readers copies) as prizes, bibliographies on health topics for teens, and a button-making station, among other items of information. 330 teens and 30 adults visited the table.

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- The *Crosstown Book Club*, a lunch/study hall time book discussion co-op program at WTHS has become so popular, a second section and additional title (before school year's end) was added at students' request.
- The *Dia de Los Ninos* bilingual program brought 93 patrons to the library, including many Latino families. Summer Reading brochures in Spanish were distributed, as well as promos in English.

CIRCULATION

- Shelving staff continue to shift the adult fiction collection.
- Additional circulation staff were trained to reconcile cash drawers.

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - OS software for both staff and public network bandwidth management servers were upgraded
 - Staff installed IOS updates on network iPads
 - Staff continued configuration work on a new intrusion detection server
 - Staff finalized budgetary figures for next years budget
- **Facility Items:**
 - 39 meeting room setups
 - 27 Remote bookdrop pickups
 - Anderson Pest Control completed their monthly inspection
 - Grass Roots serviced and inspected the fireplace in the Quiet Reading Room
 - Fox Valley completed their annual inspection of the fire alarm system
 - Door Systems serviced the garage door
 - American Backflow completed their annual inspection of the domestic water system
 - Imperial Services cleaned all restroom floor grout, stripped and waxed the vending room and staff entrance VCT tile

OUTREACH

- During National Library month, the Outreach department participated in National Bookmobile Day on April 12 when we did a live Facebook presentation and gave parfait pens to all customers with the message "We bring the library to you!"
- The bookmobile passed its twice yearly state safety inspection on April 28.
- Our daytime summer schedule is complete and distributed to our preschools, schools, park districts, and special events participants.

ADULT SERVICES

- We are sad to report that 20 year WNPL veteran staffer Ron Kilik has announced his retirement. His last day will be May 12.

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- Both Madelynn & Jessica attended the C2E2 Conference (Chicago Comic & Entertainment Expo) on April 21. Both staff members felt that knowledge gained from the conference will be helpful in their respective programming and collection development roles at WNPL.

TECHNICAL SERVICES

- Continuing to inventory the library

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Appendix: Statistics

MAIN LIBRARY CIRCULATION

TYPE OF MATERIAL	APR ADULT	APR YOUTH	APR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,824	485	2,309	19,908	4,986	24,894	27,410	-9.2%
Kits	0	335	335	0	3,330	3,330	2,845	17.0%
Books	13,673	22,543	36,216	141,666	229,559	371,225	412,991	-10.1%
Music Compact Discs	2,078	392	2,470	23,712	3,760	27,472	36,029	-23.8%
DVD's	17,727	3,180	20,907	185,527	39,482	225,009	258,894	-13.1%
Magazines	1,410	65	1,475	13,314	1,438	14,752	15,571	-5.3%
Video Games	1,006	0	1,006	11,676	0	11,676	15,991	-27.0%
Videoplayers	0	28	28	0	598	598	790	-24.3%
E-readers	8	0	8	150	0	150	218	-31.2%
ebooks (MMM, Hoopla)	2,248	0	2,248	23,324	0	23,324		N/A
eaudiobooks (MMM, Hoopla)	1,679	0	1,679	15,936	0	15,936		N/A
evideo (MMM, Hoopla)	113	0	113	1,866	0	1,866		N/A
emusic (Hoopla)	123	0	123	1,189	0	1,189		N/A
emagazines (Zinio)	183	0	183	1,872	0	1,872		N/A
ecomicbooks (Hoopla)	74	0	74	599	0	599		N/A
Total emedia	4,420	0	4,420	44,786	0	44,786	40,549	10.4%
MAIN LIBRARY SUBTOTAL	42,146	27,028	69,174	440,739	283,153	723,892	811,288	-10.8%

**MMM=MyMediaMail

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**OUTREACH
 CIRCULATION**

TYPE OF MATERIAL	APR ADULT	APR YOUTH	APR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	129	35	164	1,439	338	1,777	1,729	2.8%
Kits	0	235	235	0	2,207	2,207	2,273	-2.9%
Books	563	2,855	3,418	6,082	28,440	34,522	36,870	-6.4%
Music Compact Discs	88	71	159	909	834	1,743	1,866	-6.6%
DVD's	817	333	1,150	8,890	3,484	12,374	13,599	-9.0%
Magazines	73	26	99	785	212	997	1,140	-12.5%
Miscellaneous	1	0	1	2	0	2	1	100.0%
OUTREACH SUBTOTAL	1,671	3,555	5,226	18,107	35,515	53,622	57,478	-6.7%

TOTALS

	APR ADULT	APR YOUTH	APR 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	43,817	30,583	74,400	458,846	318,668	777,514	868,766	-10.5%

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APRIL SERVICE STATISTICS	April	April	April	April	April	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev. YTD	Change
	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total		
TOTAL												
DESK ACTIVITIES												
Information	3,129	580	164	139	4,012	30,513	7,860	1,644	1,541	41,558	44,644	-7%
Reference/Titles Req.	2,882	910	136	254	4,182	27,706	9,402	1,503	1,732	40,343	47,662	-15%
E-Mail Reference	32	0	0	0	32	256	0	4	0	260	245	6%
Instruction Questions	1,035	46	0	0	1,081	11,424	548	7	3	11,982	12,429	-4%
Total Desk Activities	7,078	1,536	300	393	9,307	69,899	17,810	3,158	3,276	94,143	104,980	-10%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics					518				6,037	7,055	-14%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)					246				2,872	3,594	-20%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics					641				6,833	6,554	4%
ILL Borrowing Filled	Use: Borrowing Requests Finished					418				4,351	3,801	14%
Article Lending Requests	Use: Lending Fill Rate Statistics					5				15	19	-21%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)					0				0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics					0				37	50	-26%
Article Borrowing Filled	Use: Borrowing Requests Finished					0				25	26	-4%
CIRCULATION												
In-District cardholders					36,953					414,553	403,448	3%
Reciprocal cardholders					10,598					126,670	125,026	1%
Total Cardholders					47,551					541,223	528,474	2%
RBP Loaned					7,667					79,970	91,867	-13%
**RBP Borrowed										7,732	0	N/A
Holds					7,027					70,999	79,874	-11%
Patron Count Main					33,923					342,506	364,036	-6%
Self Check Out Use					32,854					348,634	348,854	0%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					110					1,060	1,107	-4%
Preschools					15					127	131	-3%
Park Districts					0					0	0	N/A
Schools					0					3	25	-88%
Senior residential facilities					5					50	44	14%
Special events					0					3	16	-81%
Total Bookmobile Stops					130					1,243	1,323	-6%
Total Patron Count					1,420					12,546	14,095	-11%
Homebound visits					23					211	214	-1%
Deposit Collection deliveries					2					22	21	5%
Remote book drop pickups					25					210	0	N/A
Total Van Stops					50					266	21	1167%
Days BKM on road					21					205	210	-2%
In-House Programs/Tour												
# of Adult Programs					18					175	233	-25%
Adult Attendance					326					2,580	4,327	-40%
# of Youth Programs					56					610	346	76%
Youth Attendance					686					5,432	8,472	-36%
Adult Attendance					492					2,918	3,054	-4%
# of Bookmobile Tours					0					0	1	-100%
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	9	-100%
OUTREACH (Prog./ Visits)												
# of Adult Prog. & Visits					1					9	10	-10%
Adult Attendance					16					106	151	-30%
# of Youth Prog. & Visits					5					192	37	419%
Youth Attendance					474					2,411	2,347	3%
Adult Attendance					181					1,038	586	77%
# of BKM Prog. & Visits					0					0	14	-100%
Youth Attendance					0					0	585	-100%
Adult Attendance					0					0	129	-100%
ROOM USE												
Meeting Room Uses					17					491	1,077	-54%
Study Room Uses					686					7,145	7,366	-3%
INTERNET USAGE												
# of sessions					3,466					36,228	35,120	3%
Total Hours					2,808					27,560	26,975	2%
Average Session(minutes)					49					455	414	10%
OTHER SERVICES												
Proctoring					3					42	43	-2%
Voter Registration					0					45	56	-20%
Website views					34,931					352,211	381,090	-8%
New items processed					2,992					34,474	64,187	-46%
Total materials Main library					296,524					2,897,290	2,666,916	9%
Total materials Outreach					18,584					184,985	188,649	-2%
TOTAL MATERIALS					315,108					3,082,275	2,855,565	8%
Adult Volunteer Hours					293.1					2,308.1	2,496.8	-8%
Student Volunteer Hours					47.2					396.5	312.4	27%
Total Volunteer Hours					340.3					2,704.6	2,809.1	-4%

END