

**Warren-Newport Public Library District  
EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2018  
May 15, 2018  
Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- On April 7, the bookmobile began a Saturday Community Stop at Jewel-Osco. This will continue every Saturday from 12:50 to 2:00 p.m.
- The Manager's Retreat on April 18 was extremely beneficial to the Management Team. Not only did we create more cohesiveness and understanding between our team, but also we came out of the day with a plan for how to better focus on serving our community by simplifying some of our processes and examining why we do what we do.
- There were several popular youth programs in April, including Storytime and Baby Steps programs that brought in 882 participants. In addition, "School Nights" brought 333 visitors to the library.

*Meetings, programs, training attended:*

- WNPLD Development Council (4/10).
- Healthy Communities/Healthy Youth (4/12).
- Manager's Retreat (4/18).
- Exchange Club (4/24).

*Special plans for coming month:*

- 45<sup>th</sup> anniversary fundraisers planning and formal launch on May 19 (Celebration Square Pavers and Sapphire Card).
- Hosting local celebration on May 19 for Matthew Cordell, 2018 Caldecott Medal Winner.

*Special plans for the near future:*

- Attending 2018 ALA Conference in June.

**ADMINISTRATION**

**Friends:** The Friends did not meet in April. Their next meeting is scheduled for May 24.

**Fundraising:**

Fundraising through April			
		April	Year to Date
Annual Fund	\$	452.00	\$23,443.04
Gifts (incl endowment)		134.01	49,128.85
<b>Total</b>	<b>\$</b>	<b>586.01</b>	<b>\$72,571.89</b>

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**Personnel:**

Status of Organization: April  
 Number of full-time employees: 35  
 Number of part-time employees: 60  
 TOTAL number of employees: 95  
 Full-time equivalents: 61

**Status Changes:**

- 4/1/18-Jon Beausoleil-Youth Services Associate Grade 10, 20 hours a week, separated from library.
- 4/2/18-Emily Gramer - Shelver, new hire, Grade 3, 14 hours a week
- 4/2/18-Hema Shah, position change from Periodicals and Receiving Clerk, Grade 7, 33 hours a week to Copy Cataloger and Serials Clerk, Grade 10, 37.50 hours a week.
- 4/6/18- Jan Marsh retired from Head of Communications, returning as Special Projects Coordinator (5/1)
- 4/6/18-Maureen Kalinowski-Senior Acquisitions Associate, Grade 10, 37.50 hour a week, separated from library
- 4/9/18-Sandy Beda, moved from Co-Manager of Adult Services to Head of Communications
- 4/9/18-Kathie Fifer, title change from Co-Manager of Adult Services to Head of Adult Services & Collection Coordinator
- 4/16/18-Scott Krininger, position change from Youth Services Reference Assistant, Grade 9, 17 hours a week to Youth Services Associate, Grade 10, 25 hours a week
- 4/17/18-Cyndy Snider, new hire, Circulation Clerk, Grade 7, 20.5 hours a week
- 4/27/18-Kim May Interlibrary Loan Associate Grade 9, 29 hours a week separated from library

**Workshops, programs and training attended:**

<b>Date</b>	<b>Title</b>	<b>Hours</b>	<b>Staff</b>
4/5	Lake County PR Council Meeting	1.0	Latoya, Sandy
4/10	The Newest Graphic Novels: What's Hot For Spring/webinar	1.0	Liz K.
4/19	Library Love for Library Reads/webinar	1.0	Liz K.
4/27	Improve Comprehension; Avoid Summer Slide/webinar	1.0	Angela C.
4/30	Ready to Read! Board Books, Picture Books, & Middle-Grade Novels/webinar	1.0	Liz K. & Betty S.
4/3	Webinar: "Spring into Picture Books"	1	Patty S.
4/3	Tinker Meeting in Wilmette	4	Joanne T.
4/4	SLJ webinar "How to Integrate Tech into maker	1	Joanne T.

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	<b>Spaces”</b>		
<b>4/5</b>	<b>Boosting Stem Engagement through play/Booklists Webinar</b>	<b>1</b>	<b>Scott K.</b>
<b>4/6-4/8</b>	<b>C2E2 – Comic Book Expo</b>	<b>20</b>	<b>Scott K.</b>
<b>4/9</b>	<b>Power of Block Play/webinar</b>	<b>1</b>	<b>Janet C.</b>
<b>4/11</b>	<b>Started online Gale Course: Empowering Students with Disabilities</b>	<b>12</b>	<b>Jane F.</b>
<b>4/13</b>	<b>STEM vs STEAM: Science and art in the classroom/Booklists Webinar</b>	<b>1</b>	<b>Scott K.</b>
<b>4/18</b>	<b>Webinar: “The Power of Block Play”</b>	<b>1</b>	<b>Patty S.</b>
<b>4/24</b>	<b>Ready to Read: Board, Picture &amp; Middle-Grade Novels books/webinar</b>	<b>1</b>	<b>Janet C., Scott K.</b>
<b>4/26</b>	<b>Webinar: “ From Play to Practice”</b>	<b>1</b>	<b>Patty S.</b>
<b>4/26</b>	<b>TECPlay-How is Children’s Play Impacted by Technology Erikson Institute</b>	<b>7</b>	<b>Joanne T., Scott K., Michelle A.</b>
<b>4/27</b>	<b>“Tutor.com” webinar</b>	<b>1</b>	<b>Patty S.</b>

**Public Relations/Graphics:**

- The More Than Just Books podcast, Ryan’s interview with Caldecott Medal winner Matthew Cordell, was downloaded 127 times—our highest download figure so far this year.
- The Spring Inside Angle was prepared & sent to the printer.
- Summer Reading Program materials were finalized—additional digital & print graphics were required this year, due to the addition of Beanstack, a great new resource for patrons.

**Requests under the Freedom of Information Act (FOIA):**

<b>Requester</b>	<b>Nature of Request</b>	<b>Date Requested</b>	<b>Date Replied</b>
Deborah Zlotnik	Documents/pictures/videos related to staff interactions between her and staff on 3/24/2018	4/5/2018	4/11/2018
Better Government Association	2017 Payroll Information	4/13/2018	4/17/2018 (initial to request clarification on request), 4/20/2018 (final)

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**Safety and Security:**

- Patron assist-----290
- Patron contact: improper behavior-----112
- Care coach-as scheduled-----1
- Patron contact: unattended children-----18
- Police assist-----0
- Setups for Meeting Rooms-----18
- Incident Reports-----4
- Patron suspensions-----4

<b>Patron Suspensions</b>			
<b>Date</b>	<b>Person(s) suspended</b>	<b>Length of Suspension</b>	<b>Violation/reason</b>
4/17	Two minors	One week	Noncompliance with library policy; Disturbing other patrons
4/27	Two minors	One week	Excessive socializing (PDA) and disorderly conduct

**YOUTH SERVICES**

- Passive programming participation continues to grow with 326 recorded participants.
- Teen staff hosted a table at WTHS's Health and Wellness Fair for the third year, meeting with 255 teens, and also helping with Voter's Registration, registering 22 teens.
- Storytime and Baby Steps programs brought in 882 participants.
- Four conference trips were made by YS staff on topics such as tech for kids and comic book literature, and one YS staffer is pursuing a (free) Gale online course on working with children who have disabilities.
- "School Nights" brought 333 visitors to the library.

**CIRCULATION**

- Shelvers completed shifting the Adult Mystery area.
- As tax season wrapped up, tax forms were inventoried and the tables and bins in the lobby were taken down.

**INFORMATION TECHNOLOGY & FACILITIES**

**Technology Items:**

- Staff began the planning and engineering of the new firewall configuration.
- Bookmobile PC's received new VPN configurations to simplify startup procedures.
- Staff installed three new Varidesk units at staff workstations.

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**Facility Items:**

- 17 public meeting room setups and 27 program meeting room setups
- 21 Remote Pickups
- Anderson Pest Control completed their monthly inspection.
- Fox Valley Fire conducted the annual inspection of the fire alarm system.
- ComEd conducted an efficiency assessment.
- Imperial Cleaning cleaned carpeting throughout the building.
- Honeywell repaired a boiler pipe leak in the Outreach managers office.
- Staff installed the new marker board in The Vault and completed the painting project and installation of the new Imagination Station in Coco's Cove.
- American Backflow conducted their inspection of the facilities anti-backflow system.
- Siemens Controls were onsite to conduct their quarterly maintenance visit.

**OUTREACH**

- A van wheel alignment was done on 4/2.
- The bookmobile began a Community Stop at Jewel-Osco on 4/7 that will continue every Saturday from 12:50-2:00 pm.
- National Bookmobile Day was on Wednesday 4/11 and was celebrated by having a Pen Giveaway for patrons who visited between 4/9-4/21.
- The bookmobile had four exterior batteries replaced on 4/20.
- The bookmobile passed its annual Inspection on 4/20.

**ADULT SERVICES**

- Author John Wasik gave a presentation to over 40 patrons.
- 90 people attended the Creative Writing Contest ceremony.
- The new website will be ready to launch on May 7.

**TECHNICAL SERVICES**

- Continued to inventory the library.
- Continued to number series in JF.
- Completed Book Club Kits.

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## Appendix: Statistics

### April Monthly Circulation Statistics

#### MAIN LIBRARY

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	1,709	442	2,151	17,390	4,759	22,149	24,894	-11.0%
Kits	0	238	238	0	3,205	3,205	3,330	-3.8%
Books	13,046	20,483	33,529	133,653	211,363	345,016	371,225	-7.1%
Music Compact Discs	1,707	326	2,033	20,849	2,921	23,770	27,472	-13.5%
DVD's	14,536	2,707	17,243	164,939	28,805	193,744	225,009	-13.9%
Magazines	1,190	99	1,289	12,640	1,163	13,803	14,752	-6.4%
Video Games	960	0	960	10,872	0	10,872	11,676	-6.9%
Videoplayers	0	24	24	0	563	563	598	-5.9%
E-readers	0	0	0	58	0	58	150	-61.3%
Umbrellas	2	0	2	36	0	36	0	N/A
Telescopes	7	0	7	14	0	14	0	N/A
ebooks (MMM, Hoopla)	2,391	0	2,391	24,418	0	24,418	23,324	4.7%
eaudiobooks (MMM, Hoopla)	2,101	0	2,101	18,639	0	18,639	15,936	17.0%
evideo (MMM, Hoopla)	156	0	156	1,626	0	1,626	1,866	-12.9%
emusic (Hoopla)	149	0	149	1,491	0	1,491	1,189	25.4%
emagazines (Zinio)	106	0	106	1,321	0	1,321	1,872	-29.4%
ecomicbooks (Hoopla)	65	0	65	643	0	643	599	7.3%
<b>Total emedia</b>	<b>4,968</b>	<b>0</b>	<b>4,968</b>	<b>48,138</b>	<b>0</b>	<b>48,138</b>	<b>44,786</b>	<b>7.5%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>38,125</b>	<b>24,319</b>	<b>62,444</b>	<b>408,589</b>	<b>252,779</b>	<b>661,368</b>	<b>723,892</b>	<b>-8.6%</b>

\*\*MMM=MyMediaMall

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**OUTREACH**

	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	140	18	158	1,362	292	1,654	1,777	-6.9%
Kits	0	242	242	0	1,800	1,800	2,207	-18.4%
Books	545	2,628	3,173	5,761	24,252	30,013	34,522	-13.1%
Music Compact Discs	95	57	152	776	546	1,322	1,743	-24.2%
DVD's	963	244	1,207	8,489	2,303	10,792	12,374	-12.8%
Magazines	71	10	81	727	166	893	997	-10.4%
Miscellaneous	0	0	0	4	0	4	2	100.0%
<b>OUTREACH SUBTOTAL</b>	<b>1,814</b>	<b>3,199</b>	<b>5,013</b>	<b>17,119</b>	<b>29,359</b>	<b>46,478</b>	<b>53,622</b>	<b>-13.3%</b>

**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.
<b>GRAND TOTAL</b>	<b>39,939</b>	<b>27,518</b>	<b>67,457</b>	<b>425,708</b>	<b>282,138</b>	<b>707,846</b>	<b>777,514</b>	<b>-9.0%</b>

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April Services Statistics	April Adult	April Youth	April A-Bkm	April Y-Bkm	April Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
												TOTAL
<b>DESK ACTIVITIES</b>												
Information	2,976	647	233	130	3,986	29,662	6,487	2,042	1,336	39,527	41,558	-5%
Reference/Titles Req.	2,615	869	235	210	3,929	24,393	8,513	1,843	1,660	36,409	40,343	-10%
E-Mail Reference	24	0	0	0	24	234	0	0	0	234	260	-10%
Instruction Questions	1,030	81	0	0	1,111	9,811	523	7	0	10,341	11,982	-14%
<b>Total Desk Activities</b>	<b>6,645</b>	<b>1,597</b>	<b>468</b>	<b>340</b>	<b>9,050</b>	<b>64,100</b>	<b>15,523</b>	<b>3,892</b>	<b>2,996</b>	<b>86,511</b>	<b>94,143</b>	<b>-8%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				523					5,676	6,037	-6%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				282					2,835	2,872	-1%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				629					6,187	6,833	-9%
ILL Borrowing Filled	Use: Borrowing Requests Finished				446					4,627	4,351	6%
Article Lending Requests	Use: Lending Fill Rate Statistics				2					13	15	-13%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					4	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				3					38	37	3%
Article Borrowing Filled	Use: Borrowing Requests Finished				1					21	25	-16%
<b>CIRCULATION</b>												
In-District cardholders					40,085					40,085	36,953	8%
Reciprocal cardholders					11,230					11,230	10,598	6%
<b>Total Cardholders</b>					<b>51,315</b>					<b>51,315</b>	<b>47,551</b>	<b>8%</b>
RBP Loaned					7,054					63,007	79,970	-21%
**RBP Borrowed										46,897	7,732	507%
Holds					7,098					68,402	70,999	-4%
Patron Count Main					33,022					321,284	342,506	-6%
Self Check Out Use					29,886					318,487	348,634	-9%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					105					973	1,060	-8%
Preschools					15					116	127	-9%
Park Districts					0					0	0	N/A
Schools					0					0	3	-100%
Senior residential facilities					5					50	50	0%
Special events					0					6	3	100%
<b>Total Bookmobile Stops</b>					<b>125</b>					<b>1,145</b>	<b>1,243</b>	<b>-8%</b>
<b>Total Patron Count</b>					<b>1,374</b>					<b>10,930</b>	<b>12,546</b>	<b>-13%</b>
Homebound visits					23					240	211	14%
Deposit Collection deliveries					2					24	22	9%
Remote book drop pickups					25					246	210	17%
<b>Total Van Stops</b>										<b>309</b>	<b>443</b>	<b>-30%</b>
Days BKM on road					21					193	205	-6%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					36					257	175	47%
Adult Attendance					915					3,907	2,580	51%
<b># of Youth Programs</b>					48					376	610	-38%
Youth Attendance					532					5,603	5,432	3%
Adult Attendance					424					2,949	2,918	1%
<b># of Bookmobile Tours</b>					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
<b>OUTREACH (Prog./ Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>					1					10	9	11%
Adult Attendance					6					110	106	4%
<b># of Youth Prog. &amp; Visits</b>					7					43	192	-78%
Youth Attendance					583					2,788	2,411	16%
Adult Attendance					181					1,044	1,038	1%
<b># of BKM Prog. &amp; Visits</b>					0					10	0	N/A
Youth Attendance					0					329	0	N/A
Adult Attendance					0					113	0	N/A
<b>ROOM USE</b>												
Meeting Room Uses					50					417	491	-15%
Study Room Uses					814					7,164	7,145	0%
<b>INTERNET USAGE</b>												
# of sessions										27,748	36,228	-23%
Total Hours										21,947	27,560	-20%
Average Session(minutes)										423	455	-7%
<b>OTHER SERVICES</b>												
Proctoring					2					32	42	-24%
Voter Registration					0					4	45	-91%
Website views										298,723	352,211	-15%
New items processed					3,269					28,152	34,474	-18%
Total materials Main library					303,365					303,365	296,524	2%
Total materials Outreach					17,830					17,830	18,584	-4%
<b>TOTAL MATERIALS</b>					<b>321,195</b>					<b>321,195</b>	<b>315,108</b>	<b>2%</b>
Adult Volunteer Hours					284.0					2,572.0	2,308.1	11%
Student Volunteer Hours					89.5					938.1	396.5	137%
<b>Total Volunteer Hours</b>					<b>373.5</b>					<b>3,510.1</b>	<b>2,704.6</b>	<b>30%</b>

END