

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR MAY 2017**  
**Tuesday, June 20, 2017**  
**Submitted by Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- Of the 713 students that registered for the 2017-2018 District 56 school year (in the month of May), 604 said “Yes” to a library card. Many of these individuals have library cards, have expired cards, or do not live in our District. However, we will be issuing 290 brand new library cards!
- Launched SmartPay online fine payments. Without promoting the service, we had 25 transactions in the first week.
- The annual Volunteer Appreciation Luncheon was held on May 17<sup>th</sup> at Uno Pizzeria and Grill and 29 attended. Volunteers were also given a \$10 Uno gift card in appreciation for their service.

*Meetings, programs, training attended:*

- My Media Mall Ad Hoc Governance Committee meetings (5/8, 5/10)
- Volunteer Appreciation Luncheon (5/17)
- Village of Gurnee Chamber of Commerce Annual Mayors Picnic (5/17)

*Special plans for coming month:*

- Finalize FY 2017-2018 budget planning
- Orientation for new Trustees

*Special plans for the near future:*

- Start planning for WNPL’s 45<sup>th</sup> anniversary celebration and fundraising campaigns
- Focus on strategic planning initiatives that are not progressing according to timeline, including fundraising, outcome-based assessments of programs/services, and a potential trial hotspot lending program

**ADMINISTRATION**

**Friends:** The Friends met in May. They will once again organize a Veterans Day event this year.

**Fundraising:**

Fundraising through May			
		May	Year to Date
Annual Fund		\$ 3,313.98	\$ 19,868.31
Gifts		1.35	20,706.14
<b>Total</b>		<b>\$ 3,315.33</b>	<b>\$ 40,574.45</b>

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**Personnel:**

Status of Organization: May 2017  
 Number of full-time employees: 32  
 Number of part-time employees: 65  
 TOTAL number of employees: 97  
 Full-time equivalents: 62

**Status Changes:**

5/4/2017: Patty Santoro resigned from her position as a Shelver, Gr 3, 6 hrs/wk.  
 5/12/2017: Ron Kilik retired from his position as an Adult Services Associate, Gr 10, 14 hrs wk.  
 5/12/2017: Juan Muñoz resigned from his position as a Facilities Technician II, Gr 10, 37.50 hrs wk.

**Workshops, programs and training attended:**

Date	Title	Hours	Staff
5/1	The Value of Linked Data	.75	Nancy LO
5/3	Chicago Botanic Garden Workshop: "Inspiring Nature Play"	7.5	Patty S.
5/4	ALA Webinar "How to Hire a Library Employee: Part I"	1.5	Meg S., Cathy S., Char V., Eddie K., Jen H.
5/8	Webinar "Spring Picture Books and New Books for the Newest Readers"/	1.0	Patty S.
5/9	Webinar "Hot YA Reads Summer 2017"	1.0	Joanne T.
5/10	"What's New in YA Literature"/webinar	1.0	Janet C.
5/11	"Little Golden Books: Celebrating 75th Anniversary" Webinar/	1.0	Patty S.
5/11	Beyond the Welcome Sign-Tailoring Immigrant Services/webinar	1.0	Janet C.
5/11	ALA Webinar "How to Hire a Library Employee: Part II"	1.5	Meg S., Cathy S., Char V., Eddie K., Jen H.
5/13	"Discovery Learning for Infants & Toddlers: Treasure Basket Exploration"	1.0	Patty S.
5/15	Booklist Webinar "Middle Grade Reading Spring 2017"	1.0	Joanne T., Cheryl R-L,
5/15	Junior Library Guild webinar "The Stars So Far"/	1.0	Joanne. T.
5/16	Webinar, Booklist; "Ready to Read! Board Books, Picture Books & Middle Grade Novels,	1.0	Cheryl R-L., Janet C.
5/17	YALD Meeting/ Ela Public	2.5	Diane B.

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	Library		
5/17	Strategies for Encouraging Reading Readiness/webinar	1.0	Janet C.
5/18	Page Supervisor Mtg. – Des Plaines Public Library	3	Char V.
5/23	Webinar, School Library Journal; The Hottest GN of Spring 2017	1.0	Cheryl R-L.
5/25	Talk With Me Baby.org Educator Training/webinars	4.0	Janet C.
5/4	Lake Co. PR Council	1	Latoya C.

**Public Relations/Graphics:**

- A new bright green table covering was designed and ordered for outreach activities.
- “You Are Here” labels were added to floorplan evacuation signs for the public.
- READ posters were created for authors Benson and Rader-Day.
- Planning is underway for the Aug. 27 Bikers for Books fundraiser, including creation of a new logo.
- The More Than Just Books podcast was downloaded 68 times in May, featuring episodes on fake news and summer reading.

**Safety and Security:**

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
5/2	Adult	One year	Disorderly conduct, abusive comments

- Patron assist-----314
- Patron contact: improper behavior-----46
- Care coach-as scheduled-----2
- Patron contact: unattended children-----8
- Police assist-----3
- Setups for meeting rooms-----27
- Book donations-----82
- Incident reports-----4
- Library services-----82

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

Requester	Nature of Request	Date Requested	Date Replied
LocalLabs	Vendor and supplier information	5/19/2017	5/26/2017

## **YOUTH SERVICES**

- Our school liaisons and other YS staff either visited or hosted school groups on 14 different occasions in May, speaking to 5,406 youth and 284 adults, totaling: 5,690. Much of the interaction involved summer reading promotion, but also included class visits, book talks, storytimes for special needs classes, tables at fairs, and career events.

## **CIRCULATION**

- Rewrote job ad for Circulation Clerk position based on information gained in ALA webinar.

## **INFORMATION TECHNOLOGY & FACILITIES**

- **Technology Items:**
  - Internet Station Usage: 3401 sessions; Total time: 2641 Hours; Average Session 46.5 minutes
  - Staff continued configuration work on a new intrusion detection server
  - Staff decommissioned retired server equipment
  - Staff upgraded antivirus application on servers and clients
  - Staff performed updates on several iPad devices
- **Facility Items:**
  - 28 meeting room setups
  - 21 Remote bookdrop pickups
  - Anderson Pest Control completed their monthly inspection
  - Staff replace facility perimeter canopy lights with new L.E.D lights
  - NSS roofing was onsite to address a skylight leak
  - Honeywell was onsite to replace a failed boiler pump
  - Honeywell conducted their quarterly preventative maintenance routines

## **OUTREACH**

- The bookmobile was off road for some repairs to the suspension system on May 20. Our outreach van was used to deliver bookmobile holds to patrons' homes on that Saturday.
- After 5 years since the last tire replacement, our bookmobile was fitted with new tires on May 12th.

## **ADULT SERVICES**

- Debbie Hoffman announced that she will be retiring in August. She will stay on as a part-time Adult Services Librarian.
- We said goodbye to Ron Kilik with an all staff party. He will be missed and we thank him for his long time service to WNPL.
- Three Adult Services staff members participated in podcasts this month: one about Fake News and another about Cut the Cable.

## **TECHNICAL SERVICES**

- We continue to inventory the library collections.
- Work continued on the new project to offer library card sign up through the Gurnee School District 56 student registration process

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## Appendix: Statistics

### Monthly Circulation Statistics

#### MAIN LIBRARY

TYPE OF MATERIAL	MAY ADULT	MAY YOUTH	MAY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	2,024	346	2,370	21,932	5,332	27,264	29,789	-8.5%
Kits	0	240	240	0	3,570	3,570	3,087	15.6%
Books	14,045	20,661	34,706	155,711	250,220	405,931	449,323	-9.7%
Music Compact Discs	2,335	310	2,645	26,047	4,070	30,117	38,771	-22.3%
DVD's	17,533	3,156	20,689	203,060	42,638	245,698	281,977	-12.9%
Magazines	1,479	132	1,611	14,793	1,570	16,363	17,069	-4.1%
Video Games	963	0	963	12,639	0	12,639	17,189	-26.5%
Videoplayers	0	47	47	0	645	645	829	-22.2%
E-readers	10	0	10	160	0	160	235	-31.9%
ebooks (MMM, Hoopla)	2,317	0	2,317	25,641	0	25,641		N/A
eaudiobooks (MMM, Hoopla)	1,752	0	1,752	17,688	0	17,688		N/A
evideo (MMM, Hoopla)	149	0	149	2,015	0	2,015		N/A
emusic (Hoopla)	149	0	149	1,338	0	1,338		N/A
emagazines (Zinio)	194	0	194	2,066	0	2,066		N/A
ecomicrobooks (Hoopla)	70	0	70	669	0	669		N/A
<b>Total emedia</b>	<b>4,631</b>	<b>0</b>	<b>4,631</b>	<b>49,417</b>	<b>0</b>	<b>49,417</b>	<b>44,829</b>	<b>10.2%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>43,020</b>	<b>24,892</b>	<b>67,912</b>	<b>483,759</b>	<b>308,045</b>	<b>791,804</b>	<b>883,098</b>	<b>-10.3%</b>

\*\*MMM=MyMediaMall

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**OUTREACH**

<b>TYPE OF MATERIAL</b>	<b>MAY ADULT</b>	<b>MAY YOUTH</b>	<b>MAY TOTAL</b>	<b>Y.T.D. ADULT</b>	<b>Y.T.D. YOUTH</b>	<b>Y.T.D. TOTAL</b>	<b>PREVIOUS Y.T.D. TOTAL</b>	<b>PERCENT CHANGE Y.T.D.</b>
Audiobooks	151	63	214	1,590	401	1,991	1,947	2.3%
Kits	0	163	163	0	2,370	2,370	2,515	-5.8%
Books	604	2,802	3,406	6,686	31,242	37,928	40,200	-5.7%
Music Compact Discs	42	61	103	951	895	1,846	2,049	-9.9%
DVD's	980	301	1,281	9,870	3,785	13,655	15,012	-9.0%
Magazines	110	14	124	895	226	1,121	1,229	-8.8%
Miscellaneous	0	0	0	2	0	2	1	100.0%
<b>OUTREACH SUBTOTAL</b>	<b>1,887</b>	<b>3,404</b>	<b>5,291</b>	<b>19,994</b>	<b>38,919</b>	<b>58,913</b>	<b>62,953</b>	<b>-6.4%</b>

**TOTALS**

	<b>MAY ADULT</b>	<b>MAY YOUTH</b>	<b>MAY TOTAL</b>	<b>Y.T.D. ADULT</b>	<b>Y.T.D. YOUTH</b>	<b>Y.T.D. TOTAL</b>	<b>PREVIOUS Y.T.D. TOTAL</b>	<b>PERCENT CHANGE Y.T.D.</b>
<b>GRAND TOTAL</b>	<b>44,907</b>	<b>28,296</b>	<b>73,203</b>	<b>503,753</b>	<b>346,964</b>	<b>850,717</b>	<b>946,051</b>	<b>-10.1%</b>

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May Services	May Adult	May Youth	May A-Bkm	May Y-Bkm	May 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	3,116	593	163	148	4,020	33,629	8,453	1,807	1,689	45,578	48,733	-6%
Reference/Titles Req.	2,463	783	145	163	3,554	30,169	10,185	1,648	1,895	43,897	51,587	-15%
E-Mail Reference	23	0	0	0	23	279	0	4	0	283	270	5%
Instruction Questions	1,085	30	0	0	1,115	12,509	578	7	3	13,097	13,637	-4%
<b>Total Desk Activities</b>	<b>6,687</b>	<b>1,406</b>	<b>308</b>	<b>311</b>	<b>8,712</b>	<b>76,586</b>	<b>19,216</b>	<b>3,466</b>	<b>3,587</b>	<b>102,855</b>	<b>114,227</b>	<b>-10%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				558					6,595	7,600	-13%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				253					3,125	3,862	-19%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				710					7,543	7,234	4%
ILL Borrowing Filled	Use: Borrowing Requests Finished				421					4,772	4,179	14%
Article Lending Requests	Use: Lending Fill Rate Statistics				3					18	20	-10%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	1	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				2					39	50	-22%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					27	26	4%
<b>CIRCULATION</b>												
In-District cardholders					37,089					451,642	444,804	2%
Reciprocal cardholders					10,647					137,317	137,866	0%
<b>Total Cardholders</b>					<b>47,736</b>					<b>588,959</b>	<b>582,670</b>	<b>1%</b>
RBP Loaned					6,998					86,968	99,147	-12%
**RBP Borrowed										7,732	0	N/A
Hold					7,169					78,168	87,215	-10%
Patron Count Main					31,678					374,184	397,001	-6%
Self Check Out Use					31,656					380,290	379,801	0%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					108					1,168	1,214	-4%
Preschools					15					142	141	1%
Park Districts					0					0	0	N/A
Schools					0					3	25	-88%
Senior residential facilities					5					55	49	12%
Special events					0					3	16	-81%
<b>Total Bookmobile Stops</b>					<b>128</b>					<b>1,371</b>	<b>1,445</b>	<b>-5%</b>
<b>Total Patron Count</b>					<b>1,251</b>					<b>13,797</b>	<b>15,314</b>	<b>-10%</b>
Homebound visits					26					237	235	1%
Deposit Collection deliveries					3					25	22	14%
Remote book drop pickups					23					233	0	N/A
<b>Total Van Stops</b>					<b>52</b>					<b>495</b>	<b>21</b>	<b>2257%</b>
Days BKM on road					21					226	230	-2%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					<b>18</b>					<b>193</b>	<b>251</b>	<b>-23%</b>
Adult Attendance					170					2,750	4,581	-40%
<b># of Youth Programs</b>					<b>11</b>					<b>621</b>	<b>354</b>	<b>75%</b>
Youth Attendance					441					5,873	8,791	-33%
Adult Attendance					2					2,920	3,090	-6%
<b># of Bookmobile Tours</b>					<b>2</b>					<b>2</b>	<b>1</b>	<b>100%</b>
Youth Attendance					0					0	0	N/A
Adult Attendance					2					2	9	-78%
<b>OUTREACH (Prog./Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>					<b>1</b>					<b>10</b>	<b>11</b>	<b>-9%</b>
Adult Attendance					14					120	168	-29%
<b># of Youth Prog. &amp; Visits</b>					<b>14</b>					<b>206</b>	<b>52</b>	<b>296%</b>
Youth Attendance					5,406					7,817	6,435	21%
Adult Attendance					284					1,322	854	55%
<b># of BKM Prog. &amp; Visits</b>					<b>0</b>					<b>0</b>	<b>18</b>	<b>-100%</b>
Youth Attendance					0					0	690	-100%
Adult Attendance					0					0	147	-100%
<b>ROOM USE</b>												
Meeting Room Uses					24					515	1,170	-56%
Study Room Uses					840					7,985	8,151	-2%
<b>INTERNET USAGE</b>												
# of sessions					3,401					39,629	38,933	2%
Total Hours					2,641					30,201	29,844	1%
Average Session (minutes)					47					501	459	9%
<b>OTHER SERVICES</b>												
Proctoring					2					44	46	-4%
Voter Registration					1					46	56	-18%
Website views					34,280					386,491	417,178	-7%
New items processed					3,316					37,790	66,707	-43%
Total materials Main library					297,199					3,194,489	2,943,866	9%
Total materials Outreach					18,519					203,504	207,070	-2%
<b>TOTAL MATERIALS</b>					<b>315,718</b>					<b>3,397,993</b>	<b>3,150,936</b>	<b>8%</b>
Adult Volunteer Hours					187.3					2,495.4	2,730.4	-9%
Student Volunteer Hours					54.0					450.5	375.4	20%
<b>Total Volunteer Hours</b>					<b>241.3</b>					<b>2,945.9</b>	<b>3,105.7</b>	<b>-5%</b>

END