

**Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MAY 2018
Tuesday, June 19, 2018
Submitted by Executive Director, Ryan Livergood**

EXECUTIVE SUMMARY

Highlights:

- Our new, more responsive website launched on Monday, May 7. The Website Redesign Committee did an excellent job and it has been very well received.
- The program to celebrate local patron Matthew Cordell winning the Caldecott Medal brought 130 visitors to the library for his presentation and book signing.
- The Sapphire Card & Celebration Square fundraisers were officially launched. A social media campaign for the Sapphire Card continues, featuring photos of community influencers & library advocates with their new Sapphire Cards.

Meetings, programs, training attended:

- WNPLD Development Council (5/8).
- Healthy Communities/Healthy Youth (5/10).
- WNPL Volunteer Luncheon (5/17).
- Electronic Content Consortium Board Meeting (5/21).
- Gurnee Business/Education Roundtable (5/22).
- Exchange Club (5/22).

Special plans for coming month:

- Attending 2018 ALA Conference in June.

Special plans for the near future:

- Finalizing plans for “The Flex”.
- Developing and presenting initial draft of fundraising plan to the WDC.

ADMINISTRATION

Friends: The Friends met on May 24. They voted to buy a brick paver to support our 45th anniversary Celebration Square fundraiser.

Fundraising:

Fundraising through April			
		April	Year to Date
Annual Fund	\$	1,418.00	\$24,861.04
Gifts (incl endowment)		299.50	49,428.35
Total	\$	1,717.50	\$74,289.39

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Personnel:

Status of Organization: May

Number of full-time employees: 34

Number of part-time employees: 60

TOTAL number of employees: 94

Full-time equivalents: 61

- 5/14/18-Kate Ferdon, moved from Circulation to Tech Services, Interlibrary Loan Associate, Grade 9, 29 hours a week
- 5/15/18-Scotty Conley, 37.50, IT& Fac, separated form library
- 5/16/18-Smruti Savarkar, new hire, Adult Services Associate, 14 hrs wk
- 5/21/18-Emma Campbell, new hire, Youth Services Associate, 12 hrs wk

Workshops, programs and training attended:

Date	Title	Hours	Staff
5/3	Lake County PR Council Meeting	1.5	Sandy B.
5/4	Reaching Forward	7.5	Dawn L.
5/7 & 5/31	Improve Comprehension: Avoid Summer Slide-webinar	1.0	Liz K. & Ginny G.
5/22	Summer YA Announcements: 2018-webinar	1.0	Liz K.
5/29	New Voices in Mystery Fiction-webinar	1.0	Liz K. & Betty S.
5/30	Must Have Middle Grade-webinar	1.0	Liz K.
5/2	Tutor.com webinar	1.0	Janet C, Jane F, Rebekah R
5/2	Chicago Botanic Garden Workshop	7.5	Patty S
5/2	Gurnee Days meeting	1.0	Diana S
5/4	Reaching Forward: professional development conference for library staff	7.5	Patty S, Cheryl RL, Vicki P
5/8	Beanstack tutorial	1.0	Janet C, Scott K
5/9	Summer YA Announcements webinar	1.0	Janet C
5/11	Ready to Read! Board Book, Picture Book & Middle Grade Novels webinar	1.0	Scott K
5/15	Booklist Must Have Middle Grade webinar	1.0	Janet C
5/18	Summer YA Announcements webinar	1.0	Scott K
5/22	Must Have Middle Grade webinar	1.0	Scott K, Joanne NT
5/22- 5/24	HR Essentials	22.50	Jen H.
5/23	Completed online Gale course: Empowering Students with Disabilities	13	Jane F
5/24	Growing STEM from Early Childhood Roots webinar	1.0	Janet C

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Public Relations/Graphics:

- The Spring *Inside Angle* mailed during the week of May 14.
- Author Matthew Cordell was presented with an edited DVD of his podcast interview with Ryan.
- Summer Reading Program materials were finalized to help with the launch of SRP on Fri., May 25.

Safety and Security:

- Patron assist-----303
- Patron contact: improper behavior-----124
- Care coach-as scheduled-----1
- Patron contact: unattended children-----17
- Police assist-----5
- Setups for Meeting Rooms-----29

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
5/21	Minor	One month	Loud/disorderly behavior, noncompliance of library policy, disturbing other patrons

YOUTH SERVICES

- Youth Services staff adapted and launched new summer reading software and a mobile app for WNPL this year called “Beanstack.” Participants can earn badges and get book recommendations with the new product.
- The School Liaison and YS staff spoke to 6,885 students and staff at district schools to promote summer reading.

CIRCULATION

- Shelving staff shifted A/V materials to accommodate growing collections.
- Circulation staff began selling Sapphire Cards and Brick Pavers at the front desk.
- Circulation staff began handling remote book drop pickups on the weekends to help out the Facilities department until they are once again fully staffed.

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - Staff installed the new firewall that now services both staff and patron networks.
 - Youth portable lab computers were updated and configured for this year’s STEMbot programs.

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- **Facility Items:**

- 8 public meeting room setups
- 23 program meeting room setups
- 22 Remote Pickups
- Anderson Pest Control completed their monthly inspection
- Imperial Cleaning cleaned VCT tile throughout the building
- Facility windows were cleaned
- Column covers in public areas were painted

OUTREACH

- Completed end of school year final pick up for several area preschools.
- Outreach staff began picking up the remote book drop M-F to help out Facilities until they are fully staffed.

ADULT SERVICES

- The new website debuted this month.
- Summer Reading started this month, which is 2 weeks earlier than usual. We are using Beanstack to manage summer reading this year and so far it is going well.

TECHNICAL SERVICES

- Continued to inventory the library.
- Continued to number series in JF.

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Monthly Circulation Statistics

MAIN LIBRARY MAY CIRC

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	1,561	428	1,989	18,951	5,187	24,138	27,264	-11.5%
Kits	0	171	171	0	3,376	3,376	3,570	-5.4%
Books	12,671	18,081	30,752	146,324	229,444	375,768	405,931	-7.4%
Music Compact Discs	1,646	232	1,878	22,495	3,153	25,648	30,117	-14.8%
DVD's	13,931	2,337	16,268	178,870	31,142	210,012	245,698	-14.5%
Magazines	1,292	118	1,410	13,932	1,281	15,213	16,363	-7.0%
Video Games	979	0	979	11,851	0	11,851	12,639	-6.2%
Videoplayers	0	33	33	0	596	596	645	-7.6%
E-readers	0	0	0	58	0	58	160	-63.8%
Umbrellas	13	0	13	49	0	49	0	N/A
Telescopes	7	0	7	21	0	21	0	N/A
ebooks (MMM, Hoopla)	2,526	0	2,526	26,944	0	26,944	25,641	5.1%
eaudiobooks (MMM, Hoopla)	2,139	0	2,139	20,778	0	20,778	17,688	17.5%
evideo (MMM, Hoopla)	184	0	184	1,810	0	1,810	2,015	-10.2%
emusic (Hoopla)	158	0	158	1,649	0	1,649	1,338	23.2%
emagazines (Zinio)	80	0	80	1,401	0	1,401	2,066	-32.2%
ecomicbooks (Hoopla)	79	0	79	722	0	722	669	7.9%
Total emedia	5,166	0	5,166	53,304	0	53,304	49,417	7.9%
MAIN LIBRARY SUBTOTAL	37,266	21,400	58,666	445,855	274,179	720,034	791,804	-9.1%

**MMM=MyMediaMall

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**OUTREACH MAY
CIRCULATION**

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	154	25	179	1,516	317	1,833	1,991	-7.9%
Kits	0	197	197	0	1,997	1,997	2,370	-15.7%
Books	577	2,537	3,114	6,338	26,789	33,127	37,928	-12.7%
Music Compact Discs	56	52	108	832	598	1,430	1,846	-22.5%
DVD's	978	236	1,214	9,467	2,539	12,006	13,655	-12.1%
Magazines	112	25	137	839	191	1,030	1,121	-8.1%
Miscellaneous	0	0	0	4	0	4	2	100.0%
OUTREACH SUBTOTAL	1,877	3,072	4,949	18,996	32,431	51,427	58,913	-12.7%

TOTALS

	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.
GRAND TOTAL	39,143	24,472	63,615	464,851	306,610	771,461	850,717	-9.3%

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Services Statistics	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
DESK ACTIVITIES												
Information	3,028	602	213	140	3,983	32,690	7,089	2,255	1,476	43,510	45,578	-5%
Reference/Titles Req.	2,011	798	176	207	3,192	26,404	9,311	2,019	1,867	39,601	43,897	-10%
E-Mail Reference	25	0	0	0	25	259	0	0	0	259	283	-8%
Instruction Questions	961	35	0	0	996	10,772	558	7	0	11,337	13,097	-13%
Total Desk Activities	6,025	1,435	389	347	8,196	70,125	16,958	4,281	3,343	94,707	102,855	-8%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				529					6,205	6,595	-6%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				297					3,132	3,125	0%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				478					6,665	7,543	-12%
ILL Borrowing Filled	Use: Borrowing Requests Finished				317					4,944	4,772	4%
Article Lending Requests	Use: Lending Fill Rate Statistics				2					15	18	-17%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					4	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				1					39	39	0%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					21	27	-22%
CIRCULATION												
In-District cardholders					40,244					40,244	37,089	9%
Reciprocal cardholders					11,267					11,267	10,647	6%
Total Cardholders					51,511					51,511	47,736	8%
RBP Loaned					6,183					69,190	86,968	-20%
**RBP Borrowed										46,897	7,732	507%
Holdings					6,130					74,532	78,168	-5%
Patron Count Main					29,066					350,350	374,184	-6%
Self Check Out Use					27,148					345,635	380,290	-9%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					110					1,083	1,168	-7%
Preschools					16					132	142	-7%
Park Districts					0					0	0	N/A
Schools					0					0	3	-100%
Senior residential facilities					5					55	55	0%
Special events					0					6	3	100%
Total Bookmobile Stops					131					1,276	1,371	-7%
Total Patron Count					1,243					12,173	13,797	-12%
Homebound visits					23					263	237	11%
Deposit Collection deliveries					3					27	25	8%
Remote book drop pickups					26					272	233	17%
Total Van Stops										309	495	-38%
Days BKM on road					22					215	226	-5%
In-House Programs/Tour												
# of Adult Programs					22					279	193	45%
Adult Attendance					355					4,262	2,750	55%
# of Youth Programs					10					386	621	-38%
Youth Attendance					691					6,294	5,873	7%
Adult Attendance					68					3,017	2,920	3%
# of Bookmobile Tours					1					1	2	-50%
Youth Attendance					0					0	0	N/A
Adult Attendance					1					1	2	-50%
OUTREACH (Prog/ Visits)												
# of Adult Prog. & Visits					1					11	10	10%
Adult Attendance					8					118	120	-2%
# of Youth Prog. & Visits					18					61	206	-70%
Youth Attendance					5,843					8,631	7,817	10%
Adult Attendance					800					1,844	1,322	39%
# 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					20					437	515	-15%
Study Room Uses					802					7,966	7,985	0%
INTERNET USAGE												
# of sessions					2,935					30,683	39,629	-23%
Total Hours					2,269					24,216	30,201	-20%
Average Session (minutes)					46					469	501	-6%
OTHER SERVICES												
Proctoring					2					34	44	-23%
Voter Registration					0					4	46	-91%
Website views					37,341					336,064	386,491	-13%
New items processed					3,459					31,611	37,790	-16%
Total materials Main library					302,839					302,839	297,199	2%
Total materials Outreach					18,175					18,175	18,519	-2%
TOTAL MATERIALS					321,014					321,014	315,718	2%
Adult Volunteer Hours					244.3					2,816.3	2,495.4	13%
Student Volunteer Hours					108.0					1,046.1	450.5	132%
Total Volunteer Hours					352.3					3,862.4	2,945.9	31%