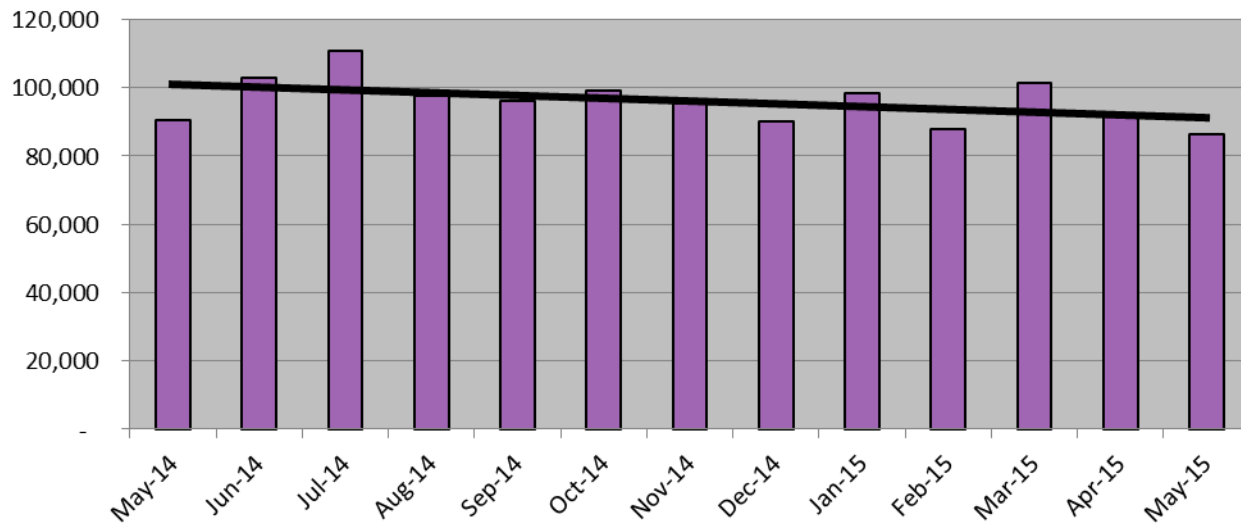


**Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT
June 16, 2015
Submitted by Ryan Livergood**

VITAL STATISTICS (May)

Visits to the library: 34,618 (Closed Sunday, May 24 & May 31; Memorial Day, May 25)
Circulation: 86,460
Size of collection: 271,460

Circulation Summary Past 13 Months



Patron accounting:

Registered cardholders: 50,975

Overdue notices: 1,809

- Technical Services new items processed: 2724 (book and AV materials); 1679 (e-resources)

Reference questions answered: Adult: 3,555; Children: 1,070

Program statistics:

Children: 5 programs 108 attendees

Teen: 7 programs 212 attendees

Adult: 19 programs 185 attendees

Meeting room uses: Staff: 44 Programs: 35 Patrons: 8 TOTAL: 87

Bookmobile stops: 130

Outreach visits: 146

Website page view hits: 32,472

Internet Station Usage: 4168 sessions; Total time: 3228 Hours; Average Session 46 minutes

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June 16, 2015

EXECUTIVE SUMMARY

May was spent finalizing the proposed FY15-16 budget and preparing for the launch of our Summer Reading Program. Highlights included the dedication of the new Freedom Shrine, donated by the Exchange Club of Gurnee, and establishing collaboration with Oscar Zepeda, a leader in our Latino community, which we hope will help us reach more Latino patrons and better serve our Latino community.

STAFF DEVELOPMENT

Workshops, programs and training attended:

Date	Title	Location	Hours	Staff
05/04	Siemens Controls BAS Training	In-House	2	Joe Faust
05/06	Inspiring Nature Play: Digging Deeper	Chicago Botanic Garden	8	Janet C., Patty S.
05/08	Reaching Forward	Rosemont	9.5	Christine, Cheryl, Maureen, Seema, Paula, Val, Brittan
05/12	OCLC Webinar: Ready Set Go: Making the Most from First Search to World Cat Discovery	Online	1.0	Donna K.
05/13	ALA/ALCTS Webinar: From MARC to BIBFRAME: An Introduction	Online	1.0	Diane Stine, Amy M., Gretchen, Maureen, Christine, Hema, Cheryl, Donna K.
05/14	Baker & Taylor CATS (Children's and Teen Services) Title Talk	Naperville PL	7	Diane B., Joanne T.
05/15	LACONI TSS program: RDA Authority Control Cataloging	Gail Borden PL	7.5	Diane Stine, Suzy, Gretchen
5/17	Year of the RA Makeover	Webinar	1	Laurie D.
5/19	Booklist: Discovering Great Mysteries Hidden in Plain Sight	Webinar	1	Carol B., Audrey S., Betty S.
05/21	AVID meeting	Northbrook PL	2.5	Amy L.
05/26	"We've Got Diverse Books; New Multicultural Titles for Children and Teens"	Booklist Webinar	1	Patty S., Janet C.
05/27	Epic Reads Tea Time	Webinar	1	Joanne T.
05/27	"Effective and Fun STEM and STEAM Programs for 3-4 year olds"	Webinar	1	Patty S., Janet C.
05/28	RAILS TS Networking Group meeting	Mt Prospect PL	2.0	Maureen, Christine

ADMINISTRATION

Community Relations:

- 5/6 Gurnee Days Corporation planning meeting. (Noreen)
- 5/8 Met with Debbie Larker and Fran Colboth of the Lake County Women's Coalition and Diana Dretske of the Lake County Discovery Museum to plan a LCWC program on Aug. 25 entitled "Lake County Women Who Made History." This program, at WNPL, marks Women's Equality Day and will be open to the public. (Jan)

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- 5/11 Healthy Communities, Healthy Youth Executive Board meeting. (Noreen)
- 5/12 Legions of Craft Beer Festival Planning Committee. (Ryan)
- 5/18 Attended WTHS Superintendent Mary Perry Bates's retirement party. (Ryan and Noreen)
- 5/21 Attended a retirement open house for Mary Pergander, director of Deerfield Public Library. (Jan)
- 5/26 Gurnee Exchange Club met here to dedicate the new Freedom Shrine, which they donated, attracting about 50 spectators.

Friends:

The upcoming book sale was discussed. Resolutions for outgoing officers Kristy Trouy and Gail Dever were presented and both were loudly applauded and warmly praised for their outstanding contributions to the Friends and WNPL. I listened to concerns regarding the planned fundraising retreat and the possible WNPL fundraising committee.

Fundraising:

Fundraising through May 31, 2015			
		May	Year to Date
Annual Fund	\$	3,697.52	\$22,917.13
Gifts		0.00	0.00
Total	\$	3,697.52	\$22,917.13

Personnel:

Status of Organization (**May**)

- Number of full-time employees: 35
- Number of part-time employees: 66
- TOTAL number of employees: 101
- Full-time equivalents: 64.03

• **New Employee Orientations:**

- 5/29: Javier Salgado, Shelver, Circulation Department

	Name	Position	Action	Effective Date	Hourly \$ Rate	Yearly \$ Rate
1	Janet Schawel	Senior Adult Services Associate, Gr 11, 20 hr/wk	Separated	5/17/15		
2	Edward Kristan	Security Monitor, Gr 7, 14 hrs/wk	Separated	5/18/15		
3	Edward Kristan	Security Supervisor, Gr 11, FT – 37.50 hrs/wk	Hired	5/18/15		
4	Kay Ehret	Administrative Clerk/Accounting, Gr 7, 18 hrs/wk	Separated	5/22/2015		

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5	Javier Salgado	Shelver, Gr 3, 14 hr/wk	Hired	5/29/2015		
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Public Relations/Graphics:

- 167 graphics pieces were completed, including 28 web/slider images and 7 photo/video sessions. READ mini-posters were created for radio personality and publisher Oscar Zepeda, retiree Paula Pena and a 1000 Books finisher.
- We ran a Facebook ad May 20 for a June 3 visit by authors by Liz Fenton and Lisa Steinke. We ran a free ad in a local Spanish newspaper for summer reading kick-off.
- Thirteen news releases were distributed, including announcement of new trustees and officers.
- Two e-newsletters were sent to 15,700 subscribers May 5 and May 22 with program and policy updates.
- The summer issue of the Inside Angle was mailed to 35,000 district homes and businesses on May 15.

Safety and Security:

- Patron assist-----314
- Patron contact: improper behavior-----19
- Care coach-as scheduled-----1
- Patron contact: unattended children-----14
- Police assist-----1
- Setups for Meeting Rooms-----3

Volunteers:

Adult Volunteer Hours	Student Volunteer Hours	Total Volunteer Hours
209 hours and 27 minutes (Book Ends = 122 hrs. & 49 min.)	51 hours and 59 minutes	261 hours and 26 minutes

- Wilbert Stroeve, math tutor, assisted 12 students.
- Volunteers provided support for 8 programs.
- We added 1 new adult volunteer and 6 new student volunteers this month and 15 WTHS Government class students completed their volunteer requirement hours.

Requests under the Freedom of Information Act (FOIA): NONE

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Director's Special Activities:

Meetings, programs, training attended:

- Meeting with Diana Vickery, new WNPL Friends of the Library President
- Meeting with Kate Hall, Library Director of the Northbrook Public Library and RAILS Board Member
- Meeting with Debbie Baaske, RAILS Membership Engagement Coordinator

Special plans for coming month:

- Statewide Public Library Management Institute
- Outline strategic planning process to present to the board

Special plans for the near future:

- Interviews with community leaders for strategic planning process

YOUTH SERVICES

- Two "Finals Cafes" were cooperatively promoted with WTHS and held on May 21st and May 26th. The events brought 100 teens to the library.
- A training was held for summer reading volunteers on Saturday, May 31st, a successful joint effort with Laura Stone, who recruited many new high school volunteers. The majority of these volunteers speak *both* Spanish and English.
- Two free ads and one article were published in recent editions of *Puro Futbol* to promote our summer reading kick-off. No cost was incurred for these promotions, thanks to the support of Oscar Zepeda, a patron and the publisher of *Puro Futbol* introduced to the staff by Nancy Luque.
- Jane Friess made her annual Summer Reading visits to local schools, taking Diane Braun, Joanne Tully or Crayola Bolger with her on several occasions. She also visited, and hosted visits from, several schools in addition to her summer reading responsibilities. She:
 - Visited 7 schools, spending 14 days in May offsite.
 - Spoke to 4,930 students and 168 teachers.
 - Hosted or visited an additional 150 students in outreach efforts apart from the summer reading campaign (for a total of 5,080 students.)

CIRCULATION

- It was a challenging month with periodic technology issues. The roller on the conveyor/sorter broke on Saturday, May 2nd. Roller was replaced on May 5th. The Keypad (controller) to the 24-hour book drop room was inoperable and was repaired on May 4th. The air compressor on the conveyor/sorter stopped working on May 11th. A new compressor was installed on May 14th. The conveyor/sorter had sortation issues due to Millennium glitch on May 27. Some item records were locked and would not check in. Everything was corrected the following day.
- A RAILS Delivery count survey was conducted during the week of May 11th. Circulation Desk Staff and ILL bundled 190 items.

INFORMATION TECHNOLOGY & FACILITIES

Technology Items:

- Staff installed two new HP network switches for the adult internet row computers and are replacing eight year old existing Cisco units.

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- A new HP SAS data server was ordered and received. This server will give new expanded storage capacity to the virtual servers.
- PC OS updates were applied.
- Four door security controllers were upgraded/ replaced to resolve issues.
- Java software updates were applied to staff workstations.
- The automated item return compressor failed and was replaced under contract by Bibliotheca.

Facility Items:

- 29 meeting room setups were completed.
- Siemens performed their quarterly visit.
- Siemens reconfigured 8 reheats and VAV units.
- Diemer Plumbing cleared both men and women's public restroom sink drains.
- True Green applied lawn fertilizer and weed control to all lawn areas.
- Both All Weather Roofing and Ernie Peterson Plumbing worked to repair a canopy roof drain at the main entrance.
- American Backflow conducted their annual inspection.
- Complete Cleaning power washed the public entrance concrete walkway.
- Staff applied concrete sealant to the public entrance concrete walkway.
- Staff installed the new Freedom Shrine.
- The following areas were painted by staff: public bathrooms, Freedom Shrine wall, meeting room's ramp, meeting rooms, public entrance, canopy repair square, all study rooms and vending area.
- Staff installed new carpet runners in the bookmobile.
- Anderson Pest Control completed their monthly inspection.

OUTREACH

- After nearly 7 years of bookmobile use, we replaced our original carpet runners on the truck this month.
- Preschools ended their school year and material was returned in preparation for summer programs or school in the fall. Story times were given to all who requested them and the schools prepared thank you cards for bookmobile staff from the children at the preschools.

Statistics

Information requests	447	
Title/Reference requests	410	
Total desk activity	857	
New library cards	6	
Holds delivered on bookmobile	751	
Homebound deliveries	14	
Senior stops	5	
Senior stop visitors		21
Senior stop checkouts	76	
Preschool stops	17	
Preschool checkouts	683	
Preschool visitors		332

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Neighborhood stops	108	
Neighborhood visitors		965
Total bookmobile stops	130	
Deposit collection drops	3	
Total Outreach visits	146	
Total number of bookmobile visitors/month		1318
Number of days bookmobile on road	20	

ADULT SERVICES

- Worked on the Word of Mouth marketing campaign for online signup for Summer Reading Program.
- Work continues on transitioning our webpage/blogs to WPExpress.

TECHNICAL SERVICES

- Completed reclassing and relabeling of all MANGAS in TEEN collection from GN to MANGA.
- Reclassified and relabeled all 2015 Illinois author items to their original locations and reclassified and relabeled all 2016 Illinois author items to indicate temporary status and location.
- Implemented direct ordering of YS department materials using 2 new vendors: Gumdrop and Children's Plus.
- ILL: borrowed: 380 (articles: 2) loaned: 339 (0 articles)

SPECIAL STAFF PLANS FOR THE COMING MONTH:

Special Conference Report

May 8, 2015 Reaching Forward Maureen K.

I attended the all day workshop at Stephens Convention Center in Rosemont. The 4 different sessions were very informative.

“**Understanding Social Security: A Look at the Bigger Picture**” Excellent workshop on the recent changes to social security and the when is the best time to start accessing your social security benefits based on age and other retirement resources.

“**Mindfulness**” In this session different techniques were taught to help keep ourselves in the moment when working. These techniques help us to avoid becoming overstressed and making mistakes when multitasking.

“**Small changes big impact**” This session was focused on the time saving practices of the Technical Services department of the Lisle Public Library. I had hoped for more ideas that could be implemented in our department but I discovered we are already a very efficient department in comparison to Lisle – Yeah for us!

“**Give Your Family A Gift That Money Can't Buy -- Record & Preserve Your Family History**” This session gave the audience several ideas on which documents are important, how to organize and present them, how to interview family members, and resources for researching family histories.

It was a great day of learning since I had not been to Reaching Forward in many years and I appreciate the opportunity to attend.

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May 8, 2015 Reaching Forward Christine G.

I attended Reaching Forward on May 8th. It was interesting to note that there wasn't a keynote speaker at this year's event. There were 4 breakout sessions that I attended and they were:

- 1) Understanding Social Security: A Look at the Bigger Picture. The speaker was James Flanagan, Bentron Financial Group, Inc. He was very informative about Social Security benefits both now and in the future. For example, I assumed that the retirement age was 65 for everyone, but in fact it depends on what year you were born. Also, he thinks that Social Security will not die out anytime soon, and reassured my generation that it will be there when I retire.
- 2) The Game Is Afoot. The speakers were Ronald Oberman and Thomas O'Brien, both school teachers. This program's intent was to delve into the mind and observations skills of Sherlock Holmes, but it was "elementary, my dear Watson" (pun intended!!), and felt more like a middle school lesson.
- 3) Small Changes, Big Impact! The speaker for this session was Naomi Wolfson from the Lisle Library District. In this session she showed us a video of how their process works in Technical Services. My observation is that we are already doing all the same procedures. It was interesting to see how they handle their technical services workflow.
- 4) Give Your Family a Gift That Money Can't Buy – Record & Preserve Your Family History. The speaker for this session was Jeffrey Bockman, Alenjjes Publishing. The description for this session stated that it would show us an overview of the genealogical research process, helpful records, and online genealogical resources, both free and subscription. I wanted to know more about accessing this information through our databases here at the library, but he didn't spend any time on that part during his session. He mostly talked about his own family genealogy and all the pictures he's accumulated.

Overall, I enjoyed attending Reaching Forward.

May 8, 2015 Reaching Forward Cheryl A.

I attended Reaching Forward on May 8th. The first session I attended was Understanding Social Security: A Look at the Bigger Picture. James Flanagan was very informative & gave us a brochure with the benefits of taking Social Security, when to take the benefits, how it is taxed when you are receiving it. It was very eye opening as I had never been to a session on Social Security. The next session I attended was Mindfulness with Jill Powers. I really enjoyed this session as she stressed the importance of being present in the moment & not having our mind full of a million thoughts. It is very beneficial for our bodies to practice mindfulness as it boosts our immune systems & lowers the stress hormone cortisol. I then attended the Small Changes, Big Impact session that applied to Technical Services but ended up leaving early as it seemed to not be beneficial to me. I then attended another session with Jill Powers titled Ask Jill. It was in regards to how to have less pain in our everyday life at the library while sitting in a chair for most of the hours we're at work. She stated the importance of our posture and the need to move every hour just for a little bit. The last session I attended was Small Changes that Deliver Big Rewards by Jill Powers also. One of the things she spoke on was learning to read and influence people through nonverbal communication. The different stances & the way we carry ourselves can either lower stress & increase our feelings of power, increase creativity or to speak persuasively. I enjoyed the sessions I took & am thankful for the opportunity to attend.

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Reaching Forward
Paula Menia-Pena

Donald E. Stephens Convention Center
May 8, 2015

This was my final Reaching Forward Conference before my retirement on June 5, 2015. I have served on the Reaching Forward planning committee for many years and it was nice to attend this conference as a WNPL employee rather than as a committee member. I chose programs that were of a personal nature to assist me in my transition into retirement. I attended the program "Understanding Social Security: a look at the bigger picture", "Mindfulness", Ask Jill (opportunities to ask questions about exercise, nutrition, health), and "Give your family a gift that money can't buy – Record and preserve your family history" which was on genealogy. Thank you for this opportunity to attend this one last conference which has always been near and dear to my heart.

Reaching Forward
Val Buchtenkirch

I had the opportunity to attend the Reaching Forward Conference this year. It was full of information and among all the different sessions I attended I liked the session with the performers the best. It was fun to watch and very entertaining. All in all, there was a wealth of information that I gleaned from this event and I am grateful to the library for sending me.

Reaching Forward
Brittany Wakefield

I attended the Reaching Forward conference, for the first time, on Friday, May 8, 2015. I must admit this experience was far more pleasing than I had initially expected! The following is a brief summary of the four sessions I attended and the most valuable thing I took back from each one.

Session #1: *The Prism Factor: Do you see what I see?*

One of the most significant things I learned was appreciating good work as a leader/manager. To be quite honest, I believe that appreciating good work should be spread across the entire staff, not just by the managers. Most of the time, we can be quick to acknowledge when someone makes a mistake but how many times do we VERBALLY express when someone in our environment does something good (even something as simple as coming to work on time for an excessive amount of time)? It is the little things that matter.

Session #2: *Just enough to be Dangerous*

The most valuable thing I took back was all the free alternative websites they provided for the more expensive equipment (like Photoshop) to do different projects.

Session #3: *Staying Relevant: 3 Things that Matter*

There are things in life, that cause us stress, that we have full control over. Like most of us, we tend to dwell on the things that we have no control over causing us to misdirect our attention. At times, we need self-guided adjustments that help us redirect and refocus our attention on things we can control so we are not overloaded with extra stress. This was the number one thing I can instantly recall from this session and will be applying to my own life!

Session #4: *Hot Sexy Book Talking*

Honestly, the only thing valuable about this session was that the speaker started to get funny towards the end. Other than that, the presentation was all over the place and hard to follow.

Overall, this was a great experience and I would highly recommend it as a fun way to complete our required continuing education hours!

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**May 12, 2015 Ready Set Go: Making the Most from First Search to World Cat Discovery
Donna K.**

World Cat Discovery will replace First Search. This will be a full feature discovery service. This will have new and expanded functionality and access to more electronic content. Must transition before December 2015.

May 13, 2015 ALA/ALCTS Webinar: From MARC to BIBFRAME: An Introduction Diane Stine, Amy M., Gretchen, Maureen, Christine, Hema, Cheryl, Donna K.

The MARC format for bibliographic records has become outdated and needs to be replaced by a web-based format that can be accessed through the WWW using search engines such as google. The Library of Congress, some academic libraries and some companies are working on a replacement for the MARC format called BIBFRAME. It is still in the testing stages and needs to be implemented by the catalog vendors but looks promising as the future of the bibliographic record incorporating the major changes to cataloging mandated by RDA.

**May 15, 2015 LACONI TSS program: RDA Authority Control Cataloging
Diane Stine, Suzy, Gretchen**

This was an excellent workshop which discussed changes to name headings based on the changes to the cataloging rules. The speaker spent a lot of the time discussing how the new headings are formed and how important it is to include attributes about the person, place, or institution being described in the authority record. This will make it easier to distinguish between similar names.

May 21, 2015 AVID Meeting at Northbrook P.L. Amy L.

We discussed survey results of participating libraries on marketing your AV collection. I got more out of the discussion afterwards of what other libraries do to market their collections. Someone puts up posters/signs in bathroom stalls. Another library offers a punch card to patrons who come to movie nights...after 5 punches they get a library branded seat cushion. Another puts displays by the circulation desk, sort of the point of purchase mentality.

Other things to note:

Much of Hoopla's popularity is from Audiobooks and Cd's. Using Hoopla has not significantly made a dent in the physical collection; although; one library did not purchase any cd's that are found in Hoopla.

Some libraries separate out British and American TV Series.

I was thinking about using Twitter more for Movie reviews. Many libraries use Twitter to promote their collections.

One idea for Holiday songs would be 24 songs of Christmas, which highlights a song and then points back to the album where they could find it.

This was an excellent workshop which discussed changes to name headings based on the changes to the cataloging rules. The speaker spent a lot of the time discussing how the new headings are formed and how important it is to include attributes about the person, place, or institution being described in the authority record. This will make it easier to distinguish between similar names.

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May 28, 2015 RAILS networking group meeting Christine G. and Maureen K.

Some of the topics that were discussed were: department name changes, graphic novels series, purchasing barcodes. It was very informative to hear how other libraries are handling their TS processes. The RAILS Technical Services Networking Group discussed various barcode and rfid vendors and their pricing. This was helpful knowing what other libraries are charged and we may be able to get further discounts from our vendors. Found out Nintendo NEW 3DS will not work on Nintendo 3DS games and we alerted Amy Longwell to not purchase this format. Very few libraries have gone to BT Title Source 360 and it does not look like we will be moving soon either.

Baker & Taylor CATS (Children's and Teen Services) Title Talk

Naperville Public Library

5/14/15

Diane B., Joanne T.

Baker and Taylor hosted 16 publishers to book talk their upcoming fall and winter releases for children and teens. Teen author Sarah Dessen spoke about her new book. This was a great day! The information on new books being released will be very helpful when ordering and recommending books to our patrons.

Inspiring Nature Play: Digging Deeper

Chicago Botanical Garden

5/6/15

Janet C., Patty S.

On May 6th, Patty Sawin and I attended the "Inspiring Nature Play: Digging Deeper" professional development workshop at Chicago Botanic Gardens. This all-day conference was co-sponsored by the CBG and The Alliance for Early Childhood and focused on the positive effects of nature play on the development of young children. The keynote speaker, Pattie Baillie from the University of Maine, presented a history of nature's role in the major philosophies of early education and the benefits of nature experiences on the developing brain. The day was divided into breakout sessions with a variety of workshops. One that I found very helpful was "Reading, Writing and Nature Play" by the Cook County Forest Preserves and the Morton Arboretum. This session incorporated books into nature play activities to enhance language skills and explained how to create a "story trail" – which could be easily duplicated in our Meeting Room. Thank you for the opportunity to attend this workshop. We came back with many new and fresh ideas.

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Appendix

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	2,420	441	2,861	27,984	5,833	33,817	38,411	-12.0%
Kits	0	337	337	0	3,959	3,959	2,935	34.9%
Books	16,279	25,131	41,410	187,891	313,650	501,541	532,806	-5.9%
Music Compact Discs	3,401	407	3,808	44,098	6,648	50,746	57,827	-12.2%
DVD's	20,742	4,985	25,727	252,356	64,870	317,226	325,250	-2.5%
Magazines	1,663	219	1,882	17,938	2,738	20,676	23,679	-12.7%
Video Games	1,640	0	1,640	21,540	0	21,540	22,814	-5.6%
eMedia	3,065	0	3,065	34,133	0	34,133	30,010	13.7%
Miscellaneous	30	123	153	330	1,345	1,675	2,050	-18.3%
MAIN LIBRARY SUBTOTAL	49,240	31,643	80,883	586,270	399,043	985,313	1,035,782	-4.9%

OUTREACH

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	113	45	158	1,266	626	1,892	1,894	-0.1%
Kits	0	196	196	0	1,622	1,622	1,238	31.0%
Books	713	2,785	3,498	7,412	38,481	45,893	45,633	0.6%
Music Compact Discs	92	84	176	1,686	973	2,659	2,528	5.2%
DVD's	1,037	435	1,472	12,369	4,919	17,288	17,089	1.2%
Magazines	58	19	77	1,026	320	1,346	1,352	-0.4%
Miscellaneous	0	0	0	0	0	0	2	-100.0%
OUTREACH SUBTOTAL	2,013	3,564	5,577	23,759	46,941	70,700	69,736	1.4%

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	51,253	35,207	86,460	610,029	445,984	1,056,013	1,105,518	-4.5%

END