

**Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JUNE 2017
Tuesday, July 18, 2017
Submitted by Ryan Livergood**

EXECUTIVE SUMMARY

Highlights:

- Donuts with the Director on June 2 attracted a steady stream of patrons with a variety of interests and positive comments.
- Completed the FY 2017-2018 budget planning process. The Board adopted the FY 2017-2018 budget at their June Regular Board Meeting. My great thanks to the hard work both WNPL staff and the Board put into developing this balanced budget.

Meetings, programs, training attended:

- My Media Mall Member meeting (6/14).
- ALA Preconference Event: Cultural Proficiency for Library Leaders (6/23).
- ALA Conference: Exhibit Hall (6/25).
- Lake County Summit of Leaders (6/29).

Special plans for coming month:

- Bikers for Books event planning.

Special plans for the near future:

- Start planning for WNPL's 45th 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 did not meet in June.

Fundraising:

Fundraising through June			
		June	Year to Date
Annual Fund		\$ 405.32	\$ 20,273.63
Gifts		12,372.00	33,078.14
Total		\$ 12,777.32	\$ 53,351.77

Warren-Newport Public Library District
Executive Director's Report
Tuesday, July 18, 2017

Personnel: Jen

Status of Organization: June 2017
 Number of full-time employees: 32
 Number of part-time employees: 61
 TOTAL number of employees: 93
 Full-time equivalents: 59

Status Changes:

6/8/2017: Karen Thomas, Senior Shelver, Grade 4, 13 hrs./wk, separated.
 6/13/2017: Azucena (Suzy) Rodela, Copy Cataloger, Grade 11, 12 hrs./wk., separated.
 6/19/2017: Israel Martinez, IT Support Technician, Grade 10, 37.50 hrs./wk., separated.
 6/29/2017: Sadam Sadikovic, Shelver, Grade 3, 10 hrs./wk., separated.
 6/29/2017: Madelynn Austin, Adult Services Programming Specialist, moved to full time 37.50 from part time of 24.50.

Workshops, programs and training attended:

Date	Title	Hours	Staff
6/6, 6/13	Booklist Webinar "50 Years of YA", Part 1 and Part 2"	2	Cheryl R-L., Joanne T.
6/13	"Listen Up! New Audiobooks for Summer and Beyond Webinar, Booklist"	1	Cheryl R-L.
6/15	Sourcebooks Fall 2017 Preview Webinar	1	Janet C.
6/20	Mindfulness for Librarians/	1	Janet C., Jane F.
6/21	Using Storytime to Grow Executive Function & Self-Regulation Webinar	1	Janet C., Patty S.
6/23- 6/27	ALA	30	Diana S.
6/26	ALA	4.5	Joanne T., Diane B., Michelle A.
6/27	Webinar: "Using Movement for Optimal Development & Early Learning: How Smart Steps Can Make Big Strides "	1.5	Patty S.
6/22-26	ALA	22.5	Madelynn
6/25- 6/26	ALA	15	Meg S.
6/26	ALA	7.5	Rachel, Jessica, Cathy S., Char V., Claudia S.
6/2	Bookmobile Roundup	7.5	Carol, Angela, Dawn, Doreen
6/12-14	Learn Excel 2010: the Basics	4	Donna K.
6/26-28	Excel 2010: Essential Training	6.5	Donna K.
6/1	Lake County PR Council	1	Latoya C
6/19-30	Podcasting Basics for Library Professionals webinar	6	Latoya C
6/10	Youth Services job shadow	1.5	Nancy S

Public Relations/Graphics:

- News Sun freelancer Sheryl DeVore spoke with Ryan and two staff members about recommended summer reading titles.

Warren-Newport Public Library District
 Executive Director's Report
 Tuesday, July 18, 2017

- The More Than Just Books podcast was downloaded 103 times. An earlier episode with author Marilyn Brandt was featured as an example during the final session of the podcasting webinar that our Graphic Artist/Marketing Associate took.
- Event information and registration went live on wnpl.info for Bikers for Books Aug. 27.

Safety and Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
6/7	Adult	One day	Abusive language, noise, Vault policy
6/9	Adult	One year	Disorderly conduct, threatening behavior, unlawful conduct
7/1	Adult	One year	Disorderly conduct, abusive comments

- Patron assist-----326
- Patron contact: improper behavior-----56
- Care coach-as scheduled-----2
- Patron contact: unattended children-----11
- Police assist-----7
- Setups for Meeting Rooms-----33
- Library services-----187
- Book donations-----93
- Incident reports-----9

YOUTH SERVICES

- Library volunteers registered 724 patrons in 3 weeks, resulting in 120 hours of saved staff time. This also allowed staff to concentrate on Readers' Advisory, which is in especially high demand during summer hours. Many of the volunteers took great pains to spend time explaining summer reading to families, along with promoting other opportunities here at WNPL.
- 300 Bedtime Math logs were distributed in the main library and 50 were given to Bookmobile. Both staff and volunteers noted the popularity of this offering.
- Three staff attended ALA exhibits on June 26th and one attended the entire conference.

CIRCULATION

- Circulation staff reviewed/updated patron records and prepared welcome packets for new District 56 card holders.
- Reviewed applications and interviewed for open Part-Time Circulation Clerk position.

INFORMATION TECHNOLOGY & FACILITIES

Technology:

- Internet Station Usage: 3597 sessions; Total time: 2720 Hours; Average Session 45.2 minutes.
- Staff migrated applicable Tech tickets and projects.
- Staff closed multiple help desk tickets and installed multiple Windows updates.

Facilities:

- 50 meeting room setups.
- 12 Remote bookdrop pickups.
- Staff started project to rebuild desk and stairs in garage for bookmobile.
- Staff installed new lighting under shelves in Tech Services.
- Distributed 17 new staff office chairs.

OUTREACH

- Outreach experienced a new high for homebound requests this month with 33 deliveries made in the community.
- The bookmobile provided students attending Woodland Summer School with recreational reading materials.
- Four outreach staff attended the Regional Bookmobile & Outreach Group Roundup where we learned more about various aspects of outreach and attended a seminar on how to successfully deal with those who are homeless.

ADULT SERVICES

- Debbie Hoffman is the recipient of ILA's Readers Services Advisory Services Award.
- Three Adult Services staff members attended all or parts of the ALA conference.
- Summer reading kicked off on June 10. We have over 300 adults signed up so far.
- Authors Hank Phillipi Ryan and Gregg Hurwitz came to the library this month.

TECHNICAL SERVICES

- Continued to inventory the library.

Warren-Newport Public Library District
Executive Director's Report
Tuesday, July 18, 2017

Appendix: Statistics

Monthly Circulation Statistics

MAIN LIBRARY								
TYPE OF MATERIAL	JUN ADULT	JUN YOUTH	JUN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	2,030	661	2,691	23,962	5,993	29,955	32,279	-7.2%
Kits	0	404	404	0	3,974	3,974	3,294	20.6%
Books	15,029	26,606	41,635	170,740	276,826	447,566	487,909	-8.3%
Music Compact Discs	2,458	322	2,780	28,505	4,392	32,897	41,667	-21.0%
DVD's	18,349	4,055	22,404	221,409	46,693	268,102	304,105	-11.8%
Magazines	1,442	143	1,585	16,235	1,713	17,948	18,623	-3.6%
Video Games	1,355	0	1,355	13,994	0	13,994	18,458	-24.2%
Videoplayers	0	89	89	0	734	734	886	-17.2%
E-readers	10	0	10	170	0	170	261	-34.9%
ebooks (MMM, Hoopla)	2,289	0	2,289	27,930	0	27,930		N/A
eaudiobooks (MMM, Hoopla)	1,816	0	1,816	19,504	0	19,504		N/A
evideo (MMM, Hoopla)	114	0	114	2,129	0	2,129		N/A
emusic (Hoopla)	128	0	128	1,466	0	1,466		N/A
emagazines (Zinio)	201	0	201	2,267	0	2,267		N/A
ecomicbooks (Hoopla)	65	0	65	734	0	734		N/A
Total e-media	4,613	0	4,613	54,030	0	54,030	49,197	9.8%
MAIN LIBRARY SUBTOTAL	45,286	32,280	77,566	529,045	340,325	869,370	956,679	-9.1%
**MMM=MyMediaMall								
OUTREACH								
TYPE OF MATERIAL	JUN ADULT	JUN YOUTH	JUN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	151	20	171	1,741	421	2,162	2,169	-0.3%
Kits	0	151	151	0	2,521	2,521	2,733	-7.8%
Books	695	2,667	3,362	7,381	33,909	41,290	44,876	-8.0%
Music Compact Discs	75	61	136	1,026	956	1,982	2,279	-13.0%
DVD's	885	285	1,170	10,755	4,070	14,825	16,805	-11.8%
Magazines	122	34	156	1,017	260	1,277	1,373	-7.0%
Miscellaneous	1	0	1	3	0	3	1	200.0%
OUTREACH SUBTOTAL	1,929	3,218	5,147	21,923	42,137	64,060	70,236	-8.8%
TOTALS								
TYPE OF MATERIAL	JUN ADULT	JUN YOUTH	JUN 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	47,215	35,498	82,713	550,968	382,462	933,430	1,026,915	-9.1%

Warren-Newport Public Library District
Executive Director's Report
Tuesday, July 18, 2017

Jun-17	June	June	June	June	June	YTD Total	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev. YTD	Change
Services Statistics	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	TOTAL	TOTAL	
DESK ACTIVITIES													
Information	2,458	987	191	150	3,786	36,087	9,440	1,998	1,839	49,364	53,010	53,010	-7%
Reference/Titles Req.	2,680	1,023	142	145	3,990	32,849	11,208	1,790	2,040	47,887	55,179	55,179	-13%
E-Mail Reference	23	0			23	302	0	4	0	306	297	297	3%
Instruction Questions	1,060	92			1,152	13,569	670	7	3	14,249	14,447	14,447	-1%
Total Desk Activities	6,221	2,102	333	295	8,951	82,807	21,318	3,799	3,882	111,806	122,933	122,933	-9%
INTERLIBRARY LOAN (ILL)													
ILL Lending Requests	Use: Lending Fill Rate Statistics				543					7,138	8,010	8,010	-11%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				268					3,393	4,063	4,063	-16%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				717					8,260	7,840	7,840	5%
ILL Borrowing Filled	Use: Borrowing Requests Finished				453					5,225	4,568	4,568	14%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					18	20	20	-10%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	1	1	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					39	53	53	-26%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					27	27	27	0%
CIRCULATION													
In-District cardholders					37,638					489,280	486,355	486,355	1%
Reciprocal cardholders					10,713					148,030	150,774	150,774	-2%
Total Cardholders					48,351					637,310	637,129	637,129	0%
RBP Loaned					8,626					95,594	107,040	107,040	-11%
**RBP Borrowed										7,732	0	0	N/A
Hold					6,738					84,906	94,333	94,333	-10%
Patron Count Main					33,068					407,252	428,764	428,764	-5%
Self Check Out Use					37,535					417,825	414,513	414,513	1%
BOOKMOBILE/VAN VISITS													
Neighborhood Stops					109					1,277	1,329	1,329	-4%
Preschools					6					148	148	148	0%
Park Districts					0					0	0	0	N/A
Schools					3					6	27	27	-78%
Senior residential facilities					5					60	54	54	11%
Special events					3					6	23	23	-74%
Total Bookmobile Stops					126					1,497	1,581	1,581	-5%
Total Patron Count					1,607					15,404	17,385	17,385	-11%
Homebound visits					34					271	251	251	8%
Deposit Collection deliveries					5					30	24	24	25%
Remote book drop pickups					26					259	0	0	N/A
Total Van Stops										495	21	21	2257%
Days BKM on road					24					250	255	255	-2%
In-House Programs/Tour													
# of Adult Programs					23					216	271	271	-20%
Adult Attendance					321					3,071	5,177	5,177	-41%
# of Youth Programs					35					656	376	376	74%
Youth Attendance					814					6,687	9,176	9,176	-27%
Adult Attendance					268					3,188	3,283	3,283	-3%
# of Bookmobile Tours					0					2	1	1	100%
Youth Attendance					0					0	0	0	N/A
Adult Attendance					0					2	9	9	-78%
OUTREACH (Prog./Visits)													
# of Adult Prog. & Visits					1					11	12	12	-8%
Adult Attendance					12					132	184	184	-28%
# of Youth Prog. & Visits					4					210	59	59	256%
Youth Attendance					1,032					8,849	8,602	8,602	3%
Adult Attendance					84					1,406	1,080	1,080	30%
# of BKM Prog. & Visits					0					0	18	18	-100%
Youth Attendance					0					0	690	690	-100%
Adult Attendance					0					0	147	147	-100%
ROOM USE													
Meeting Room Uses					30					545	1,251	1,251	-56%
Study Room Uses					665					8,650	8,733	8,733	-1%
INTERNET USAGE													
# of sessions										39,629	42,022	42,022	-6%
Total Hours										30,201	(0)	(0)	N/A
Average Session (minutes)										501	502	502	0%
OTHER SERVICES													
Proctoring					11					55	52	52	6%
Voter Registration					0					46	61	61	-25%
Website views					37,892					424,383	453,115	453,115	-6%
New items processed					2,718					40,508	70,937	70,937	-43%
Total materials Main library					298,405					3,492,894	3,221,884	3,221,884	8%
Total materials Outreach					18,470					221,974	225,636	225,636	-2%
TOTAL MATERIALS					316,875					3,714,868	3,447,520	3,447,520	8%
Adult Volunteer Hours					394.2					2,889.6	3,192.4	3,192.4	-9%
Student Volunteer Hours					209.5					660.0	417.8	417.8	58%
Total Volunteer Hours					603.7					3,549.6	3,610.1	3,610.1	-2%

END