

**Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JUNE 2018
July 17, 2018
Submitted by Executive Director, Ryan Livergood**

EXECUTIVE SUMMARY

Highlights:

- The Summer Reading Program is off to a great start! 1,327 youth registered for Summer Reading in June along with 611 adults.
- The library's Bookin' it for a Cure team participated at the Relay for Life of Northern Lake County on June 30th and contributed \$2855 to the American Cancer Society.
- I attended the 2018 American Library Association Conference and found it very beneficial. See the June Executive Director News and Notes for more details.

Meetings, programs, training attended:

- Electronic Content Consortium Board Meeting (6/6).
- RAILS Resource Sharing Committee (6/11).
- My Media Mall Annual Meeting (6/13).
- Great Wolf Lodge Grand Opening Events (6/21).
- ALA Conference (6/22-6/24).

Special plans for coming month:

- Work with staff to plan timeline and ribbon-cutting ceremony for "Celebration Square".

Special plans for the near future:

- Finalizing plans for FY 2018-2019 projects (i.e., "The Flex", parking lot, front landscaping).
- Completion of fundraising plan.

ADMINISTRATION

Friends: The June Saturday Book Sale made \$1,804.70. The next book sale is scheduled for September 15. The next Friends meeting is scheduled for August 23.

Fundraising:

Fundraising through June			
		June	Year to Date
Annual Fund		\$ 5,494.89	\$ 30,355.93
Gifts		42.78	49,471.13
Total		\$ 5,537.67	\$ 79,827.06

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Personnel:

Status of Organization: June
 Number of full-time employees: 32
 Number of part-time employees: 61
 TOTAL number of employees: 93
 Full-time equivalents: 58

- 6/1/2018; Sharon Burkhardt-Shelver, 20 hrs week, separated from library
- 6/11/2018; Samantha Cabrera, New Hire, Shelver, 14 hours week
- 6/14/2018; Christina Garland, New Hire, Shelver, 18 hours week
- 6/15/2018; Gretchen Kati, Copy Cataloger Specialist, 37.50 hrs week, separated from library
- 6/22/2018; Joe Faust, 37.50 hours week, Facilities Maintenance Tech II, separated from library

Workshops, programs and training attended:

Date	Title	Hours	Staff
6/7	Lake County PR Council	1.5	Latoya C.
6/20	Metadata Bootcamp Authority vs. Identity	2	Nancy LO
6/27	Re-envisioning Technical Services	1	Donna K.
6/8	The Fake News Controversy: What Does It Mean For Libraries? – webinar	1	Liz K.
6/14	Reaching At-Risk Youth Through Book Clubs – webinar	0.25	Liz K.
6/28	Springtime DIY: New Craft Titles in Print & Audio – webinar	1	Liz K.
6/5	Springtime D.I.Y.: New Crafts Titles in Print and Audio/Booklist Webinar1		Scott K.
6/7	Booklist Picture Book Parade/webinar	1	Janet C.
6/8	From Biting to Hugging: Social Development of Infants & Toddlers/webinar	1	Janet C.
6/14	Meet the Starling/webinar	1	Janet C.
6/15	Picture Book Parade: New Titles from Small Presses/Booklist Webinar	1	Scott K.
6/19	Meet the Starling/Library Journal Webcast	1	Scott K.
6/22-6/24	2018 ALA Conference	22	Ryan L.
6/23	Tiny Tech Conference	7.5	Joanne T.
6/25	Webinar: “Walk the Talk: Supporting Young Children’s Language Development”	1	Patty S.
6/26	Webinar: Improve Comprehension: Avoid the Summer Slide	1	Rebekah R.

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Public Relations/Graphics:

- Special projects this month included: Storywalk story boards for Youth Services; two new Facebook frames to promote Summer Reading & 45th Anniversary; improved Study Room signage; publicity for changes to non-fiction DVD loan periods and Relay for Life.
- A podcast with author Sue Myers was recorded, and a previously recorded podcast with author John Wasik was published and made available to the public.

Safety and Security Statistics:

- Patron assist-----250
- Patron contact: improper behavior-----126
- Care coach-as scheduled-----1
- Patron contact: unattended children-----7
- Police assist-----5
- Setups for Meeting Rooms-----8

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
6/19	Adult	1 year	Violation of previous suspension: criminal trespassing
6/21	Minor	1 month	Noise, language, and noncompliance with staff

ADULT SERVICES

- Jessica and Madelynn's proposal for a program on developing library displays was accepted by the Wisconsin Library Association for their annual conference.
- SRP continues with travel/world culture inspired programming, including Vagabonding Around the World and a performance by the Chicago Folklore Ensemble.
- Author Sue Myers presented to 30 people on June 19.

CIRCULATION

- With Youth Services and PR, worked to update mailing materials for school library card project. Circulation staff began stuffing envelopes in preparation for mailing library cards.

INFORMATION TECHNOLOGY & FACILITIES

Technology Items:

- Internet Station Usage: 2928 sessions; Total time:2161 Hours; Average Session 44 minutes.
- Staff installed new wireless access points that integrate with the new firewall system.
- Both Staff and Patron internet service lines were upgraded to 100 GigaNet data lines.

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Facility Items:

- 5 public meeting room setups.
- 30 program meeting room setups.
- 22 Remote Pickups.
- Anderson Pest Control completed their monthly inspection.
- Roof drains were cleared of debris.

OUTREACH

- Bookmobile had a routine A-Wet Service that includes an oil change and 35-point inspection on 6/8/18.
- Bookmobile was off road on 6/12/18 & 6/13/18 due to service repairing 2 wheel seal leaks on the rear axle, a shorted wire in the engine harness, a transmission fluid leak, and to replace a cracked oil pan.
- The Bookmobile attended the Touch-a-Truck event at Condell's Centre Club on 6/23/18, welcoming 211 visitors.
- A new monthly deposit collection service began on 6/19/18 for Kiddie Academy.
- Bookmobile joined YS staff on 6/29/18 for Stories in the Park.

TECHNICAL SERVICES

- Continue to inventory library.

YOUTH SERVICES

- Youth Services staff created 39 opportunities to engage passively at the library in June, with 1,898 visitors playing games, making crafts or participating in contests in public spaces (not including Coco's Cove visitors).
- As previously mentioned (but worth mentioning again!), 1,327 youth registered for Summer Reading in June and 611 adults.

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Appendix: Statistics

Circulation Statistics								
Main Library	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.
TYPE OF MATERIAL								
Audiobooks	1,729	635	2,364	20,680	5,822	26,502	29,955	-11.5%
Kits	0	242	242	0	3,618	3,618	3,974	-9.0%
Books	14,116	22,726	36,842	160,440	252,170	412,610	447,566	-7.8%
Music Compact Discs	1,826	320	2,146	24,321	3,473	27,794	32,897	-15.5%
DVD's	15,801	2,431	18,232	194,671	33,573	228,244	268,102	-14.9%
Magazines	1,207	211	1,418	15,139	1,492	16,631	17,948	-7.3%
Video Games	1,191	0	1,191	13,042	0	13,042	13,994	-6.8%
Videoplayers	0	65	65	0	661	661	734	-9.9%
E-readers	0	0	0	58	0	58	170	-65.9%
Umbrellas	14	0	14	63	0	63	0	N/A
Telescopes	8	0	8	29	0	29	0	N/A
ebooks (MMM, Hoopla)	2,555	0	2,555	29,499	0	29,499	27,930	5.6%
eaudiobooks (MMM, Hoopla)	2,149	0	2,149	22,927	0	22,927	19,504	17.6%
evideo (MMM, Hoopla)	145	0	145	1,955	0	1,955	2,129	-8.2%
emusic (Hoopla)	170	0	170	1,819	0	1,819	1,466	24.1%
emagazines (Zinio)	85	0	85	1,486	0	1,486	2,267	-34.5%
ecomicbooks (Hoopla)	78	0	78	800	0	800	734	9.0%
Total emedia	5,182	0	5,182	58,486	0	58,486	54,030	8.2%
MAIN LIBRARY SUBTOTAL	41,074	26,630	67,704	486,929	300,809	787,738	869,370	-9.4%
**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	154	34	188	1,670	351	2,021	2,162	-6.5%
Kits	0	175	175	0	2,172	2,172	2,521	-13.8%
Books	682	2,512	3,194	7,020	29,301	36,321	41,290	-12.0%
Music Compact Discs	79	50	129	911	648	1,559	1,982	-21.3%
DVD's	817	208	1,025	10,284	2,747	13,031	14,825	-12.1%
Magazines	65	17	82	904	208	1,112	1,277	-12.9%
Miscellaneous	0	0	0	4	0	4	3	33.3%
OUTREACH SUBTOTAL	1,797	2,996	4,793	20,793	35,427	56,220	64,060	-12.2%
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	42,871	29,626	72,497	507,722	336,236	843,958	933,430	-9.6%

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Services Statistics	June	June	June	June	June	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Jun-18	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	3,103	725	193	162	4,183	35,793	7,814	2,448	1,638	47,693	49,364	-3%
Reference/Titles Req.	2,240	1,052	186	197	3,675	28,644	10,363	2,205	2,064	43,276	47,887	-10%
E-Mail Reference	50	0	0	0	50	309	0	0	0	309	306	1%
Instruction Questions	984	37	0	0	1,021	11,756	595	7	0	12,358	14,249	-13%
Total Desk Activities	6,377	1,814	379	359	8,929	76,502	18,772	4,660	3,702	103,636	111,806	-7%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				521					6,726	7,138	-6%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				249					3,381	3,393	0%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				597					7,262	8,260	-12%
ILL Borrowing Filled	Use: Borrowing Requests Finished				401					5,345	5,225	2%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					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				2					41	39	5%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					21	27	-22%
CIRCULATION												
In-District cardholders					40,473					40,473	37,638	8%
Reciprocal cardholders					11,319					11,319	10,713	6%
Total Cardholders					51,792					51,792	48,351	7%
RBP Loaned					7,406					84,487	95,594	-12%
**RBP Borrowed										71,459	7,732	824%
Holds					6,328					80,860	84,906	-5%
Patron Count Main					30,361					380,711	407,252	-7%
Self Check Out Use					33,098					378,733	417,825	-9%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					93					1,176	1,277	-8%
Preschools					9					141	148	-5%
Park Districts					0					0	0	N/A
Schools					0					0	6	-100%
Senior residential facilities					5					60	60	0%
Special events					2					8	6	33%
Total Bookmobile Stops					109					1,385	1,497	-7%
Total Patron Count					1,361					13,534	15,404	-12%
Homebound visits					24					287	271	6%
Deposit Collection deliveries					6					33	30	10%
Remote book drop pickups					21					293	259	13%
Total Van Stops										309	495	-38%
Days BKM on road					20					235	250	-6%
In-House Programs/Tour												
# of Adult Programs					23					302	216	40%
Adult Attendance					282					4,544	3,071	48%
# of Youth Programs					35					421	656	-36%
Youth Attendance					616					6,910	6,687	3%
Adult Attendance					185					3,202	3,188	0%
# of Bookmobile Tours					1					2	2	0%
Youth Attendance					14					14	0	N/A
Adult Attendance					7					8	2	300%
OUTREACH (Prog./Visits)												
# of Adult Prog. & Visits					1					12	11	9%
Adult Attendance					8					126	132	-5%
# of Youth Prog. & Visits					0					61	210	-71%
Youth Attendance					0					8,631	8,849	-2%
Adult Attendance					0					1,844	1,406	31%
# of BKM Prog. & Visits					1					11	0	N/A
Youth Attendance					111					440	0	N/A
Adult Attendance					98					211	0	N/A
ROOM USE												
Meeting Room Uses					26					463	545	-15%
Study Room Uses					626					8,592	8,650	-1%
INTERNET USAGE												
# of sessions					2,928					33,611	39,629	-15%
Total Hours					2,161					26,377	30,201	-13%
Average Session (minutes)					44					513	501	2%
OTHER SERVICES												
Proctoring					1					35	55	-36%
Voter Registration					0					4	46	-91%
Website views					34,518					370,582	424,383	-13%
New items processed					3,307					34,918	40,508	-14%
Total materials Main library					303,070					303,070	298,405	2%
Total materials Outreach					18,180					18,180	18,470	-2%
TOTAL MATERIALS					321,250					321,250	316,875	1%
Adult Volunteer Hours					291.1					3,107.4	2,889.6	8%
Student Volunteer Hours					317.5					1,363.6	660.0	107%
Total Volunteer Hours					608.6					4,471.0	3,549.6	26%

END