

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JULY 2017
Tuesday, August 15, 2017
Submitted by Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Another awesome Summer Reading Program is in the books! Our numbers were very similar to last year, with 1,790 people participating (including babies, children 2 years of age through 5th grade, teens, and adults).
- Circulation staff reviewed/updated patron records and prepared welcome packets for new District 56 card holders. New library cards were mailed to 176 students.
- Due to area flooding and road closures, the library closed at 5pm July 12 and remained closed July 13.

Meetings, programs, training attended:

- North Chicago Public Library Grand Re-Opening Celebration (7/10).
- Initial meeting of WNPL 45th Anniversary Committee (7/17).
- Exchange Club (7/25).

Special plans for coming month:

- Gurnee Days Parade.
- Bikers for Books planning.

Special plans for the near future:

- 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.
- Skylight replacement.

ADMINISTRATION

Friends: The Friends did not meet in July.

Fundraising: TBD, will be available August 15

Personnel:

Status of Organization: July 2017
Number of full-time employees: 32
Number of part-time employees: 62
TOTAL number of employees: 94
Full-time equivalents: 61

Warren-Newport Public Library District
Executive Director's Report
Tuesday, August 15, 2017

Status Changes:

- 7/1/2017: Laura Stone, Administrative Fundraising Assistant/Volunteer Coordinator, increased hours from 22.5 to 25.5.
- 7/10/2017: Jan Marsh, Head of Communications, decreased hours from 32.5 to 30.
- 7/10/2017: Latoya Campbell, Graphic Artist/Marketing Associate, increased hours from 25 to 29.
- 7/11/2017: New Hire, Jesus Trujillo, Circulation Clerk, part-time, 13.25 hours.

Workshops, programs and training attended:

Date	Title	Hours	Staff
7/11	WorldCat, MARC, and Client Basics	2	Hema S.
7/12	Basic Bibliographic Searching	2	Hema S.
7/12	Author visit: Adriana Trigiani	1	Carol B., Doreen R.
7/14	Basic Editing and Record Processing	2	Hema S.
7/19	Lake Co. library marketers	1.5	Jan M
7/20	Illustrator online tutorial	.5	Nancy S
7/28	Rails Dementia Group Networking	2	Angela C.,
7/30	Author visit: Hank Phillippi- Ryan	1	Angela C., Doreen R., Carol B.
7/5	Ready to Read: Board Books, Picture Books and Middle Grade Novels	1	Patty S.
7/11	Tinker Meeting @ Fremont Library	2	Joanne T.
7/12	Open-Ended Questions in Early Learning/webinar	1	Janet C.
7/18	ECE Webinar: Using Storytime to Grow Executive Function and Self Regulation in ECE: Setting the Stage for Success	1.5	Cheryl R-L.
7/25	Music Activities to Support Development Inclusion	1	Patty S.
7/30	Purposeful Engagements: Supporting Young Learners with Meaningful Interactions/webinar	1	Patty S.
7/30	Listen Up! New Audiobooks for Summer and Beyond/webinar	1	Rebekah R.

Public Relations/Graphics:

- Pete Nenni, editor at the Daily Herald, requested and received a 300-word essay with photos highlighting WNPL for the Gurnee Town Section to be mailed before Gurnee Days.
- We shared a booth with nine other Lake County libraries at the Lake County Fair, July 26-30. The Kublanks and Muellers again volunteered for shifts, in addition to Jan and Latoya. Over 1400 folks came by.
- READ posters were created for visiting authors Hank and Trigiani. A podcast was recorded with Trigiani.
- The More Than Just Books podcast was downloaded 61 times.

Warren-Newport Public Library District
 Executive Director's Report
 Tuesday, August 15, 2017

Safety and Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
7/1	Adult	One day	Disorderly conduct, unwanted conversation, noncompliance with policy
7/20	Adult	One year	Disorderly conduct, abusive language, threat to staff, hazard to public safety

- Patron assist-----219
- Patron contact: improper behavior-----47
- Care coach-as scheduled-----1
- Patron contact: unattended children-----11
- Police assist-----4
- Setups for Meeting Rooms-----18
- Library services-----82
- Book donations-----78

YOUTH SERVICES

- Summer Reading concluded with almost identical numbers to last year.
- Youth Services staff offered 13 passive programs in July, intended to engage and attract young patrons on an informal basis when they visit. 1,724 youth participated.
- The Ultimate Cupcake Challenge brought 36 teen contestants and 133 attendees (of all ages) to the library.

CIRCULATION

- New Part-Time Circulation Clerk, Jesus Trujillo, completed training.

INFORMATION TECHNOLOGY & FACILITIES

Technology Items:

- Internet Station Usage: 3172 sessions; Total time: 2342 Hours; Average Session 44 minutes.
- Staff configured a new laptop for use in the meeting rooms.
- Staff configured a new Chromebook for the adult reference department.

Facility Items:

- 38 meeting room setups were completed.
- 21 remote bookdrop pickups were completed.
- Anderson Pest Control completed their monthly inspection.
- B&E Furniture & Cabinet Refinishing conducted repairs to the lobby woodwork and the meeting room doors.

Warren-Newport Public Library District
Executive Director's Report
Tuesday, August 15, 2017

- A new scooter was purchased to retire the original unit.

OUTREACH

- Outreach had scheduled two events this month at Grandwood Park Fun Days and Condell's Touch-a-Truck at the Gurnee Center Club, but both were cancelled due to flooding in the community.
- We also had several preschool visits and home deliveries cancelled due to closed roads in the community.

ADULT SERVICES

- Author Adriana Trigiani presented to 85 people and also participated in a podcast.
- We offered 2 sessions of Library Tea & Tour.
- The Web Committee continues to work on a prototype of our new website.

TECHNICAL SERVICES

- We continue to inventory the library.
- Completed yearly EBSCO magazine subscription list.
- Completed Sierra setup for new circulating umbrella collection.
- We upgraded Sierra to the latest version.

Warren-Newport Public Library District
 Executive Director's Report
 Tuesday, August 15, 2017

Appendix: July Statistics

MAIN LIBRARY CIRCULATION

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,873	599	2,472	1,873	599	2,472	2,909	-15.0%
Kits	0	350	350	0	350	350	369	-5.1%
Books	14,922	23,542	38,464	14,922	23,542	38,464	41,685	-7.7%
Music Compact Discs	2,267	258	2,525	2,267	258	2,525	3,063	-17.6%
DVD's/Blu-rays	17,780	3,641	21,421	17,780	3,641	21,421	25,245	-15.1%
Magazines	1,560	157	1,717	1,560	157	1,717	1,727	-0.6%
Video Games	1,244	0	1,244	1,244	0	1,244	1,568	-20.7%
Videoplayers	0	103	103	0	103	103	99	4.0%
E-readers	15	0	15	15	0	15	15	0.0%
ebooks (MMM, Hoopla)	2,584	0	2,584	2,584	0	2,584	2,670	-3.2%
eaudiobooks (MMM, Hoopla)	1,830	0	1,830	1,830	0	1,830	1,545	18.4%
evideo (MMM, Hoopla)	158	0	158	158	0	158	241	-34.4%
emusic (Hoopla)	144	0	144	144	0	144	85	69.4%
emagazines (Zinio)	154	0	154	154	0	154	213	-27.7%
ecomicrobooks (Hoopla)	59	0	59	59	0	59	75	-21.3%
Total emedia	4,929	0	4,929	4,929	0	4,929	4,829	2.1%
MAIN LIBRARY SUBTOTAL	44,590	28,650	73,240	44,590	28,650	73,240	81,509	-10.1%

**MMM=MyMediaMall

Warren-Newport Public Library District
 Executive Director's Report
 Tuesday, August 15, 2017

**OUTREACH
 CIRCULATION**

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	143	28	171	143	28	171	167	2.4%
Kits	0	117	117	0	117	117	198	-40.9%
Books	702	2,070	2,772	702	2,070	2,772	3,173	-12.6%
Music Compact Discs	56	50	106	56	50	106	149	-28.9%
DVD's/Blu-rays	874	201	1,075	874	201	1,075	1,312	-18.1%
Magazines	86	26	112	86	26	112	101	10.9%
Miscellaneous	0	0	0	0	0	0	0	N/A
OUTREACH SUBTOTAL	1,861	2,492	4,353	1,861	2,492	4,353	5,100	-14.6%

**CIRCULATION
 TOTALS**

	JULY ADULT	JULY YOUTH	JULY 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	46,451	31,142	77,593	46,451	31,142	77,593	86,609	-10.4%

Warren-Newport Public Library District
Executive Director's Report
Tuesday, August 15, 2017

Services Statistics	July Adult	July Youth	July A-Bkm	July Y-Bkm	July Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
												TOTAL
DESK ACTIVITIES												
Information	2,656	1,471	148	113	4,388	2,656	1,471	148	113	4,388	4,650	-6%
Reference/Titles Req.	2,289	1,024	144	148	3,605	2,289	1,024	144	148	3,605	3,842	-6%
E-Mail Reference	21	0	0	0	21	21	0	0	0	21	31	-32%
Instruction Questions	878	30	4	0	912	878	30	4	0	912	969	-6%
Total Desk Activities	5,844	2,525	296	261	8,926	5,844	2,525	296	261	8,926	9,492	-6%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				521					521	599	-13%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				261					261	304	-14%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				623					623	626	0%
ILL Borrowing Filled	Use: Borrowing Requests Finished				421					421	478	-12%
Article Lending Requests	Use: Lending Fill Rate Statistics				2					2	0	N/A
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				2					2	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					0	10	-100%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					0	9	-100%
CIRCULATION												
In-District cardholders					38,005					38,005	41,779	-9%
Reciprocal cardholders					10,763					10,763	12,988	-17%
Total Cardholders					48,768					48,768	54,767	-11%
RBP Loaned					7,402					7,402	8,990	-18%
**RBP Borrowed										0	0	N/A
Holdings					6,922					6,922	8,236	-16%
Patron Count Main					29,866					29,866	33,617	-11%
Self Check Out Use					34,871					34,871	40,052	-13%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					99					99	107	-7%
Preschools					4					4	7	-43%
Park Districts					0					0	0	N/A
Schools					0					0	3	-100%
Senior residential facilities					5					5	5	0%
Special events					2					2	0	N/A
Total Bookmobile Stops					110					110	122	-10%
Total Patron Count					888					888	996	-11%
Homebound visits					22					22	23	-4%
Deposit Collection deliveries					2					2	4	-50%
Remote book drop pickups					24					24	0	N/A
Total Van Stops					48					48	27	78%
Days BKM on road					21					21	22	-5%
In-House Programs/Tour												
# of Adult Programs					19					19	17	12%
Adult Attendance					216					216	306	-29%
# of Youth Programs					30					30	34	-12%
Youth Attendance					596					596	700	-15%
Adult Attendance					254					254	259	-2%
# of Bookmobile Tours					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
OUTREACH (Prog./Visits)												
# of Adult Prog. & Visits					1					1	1	0%
Adult Attendance					10					10	10	0%
# of Youth Prog. & Visits					4					4	2	100%
Youth Attendance					116					116	93	25%
Adult Attendance					83					83	64	30%
# of BKM Prog. & Visits					4					4	0	N/A
Youth Attendance					163					163	0	N/A
Adult Attendance					87					87	0	N/A
ROOM USE												
Meeting Room Uses					47					47	75	-37%
Study Room Uses					573					573	649	-12%
INTERNET USAGE												
# of sessions					3,172					3,172	3,753	-15%
Total Hours					2,342					2,342	2,712	-14%
Average Session (minutes)					44					44	43	2%
OTHER SERVICES												
Proctoring					8					8	12	-33%
Voter Registration					1					1	3	-67%
Website views					36,100					36,100	35,682	1%
New items processed					2,540					2,540	6,859	-63%
Total materials Main library**					299,573					299,573	282,540	6%
Total materials Outreach					18,421					18,421	18,594	-1%
TOTAL MATERIALS					317,994					317,994	301,134	6%
Adult Volunteer Hours					207.3					207.3	189.0	10%
Student Volunteer Hours					139.0					139.0	19.0	632%
Total Volunteer Hours					346.3					346.3	208.0	66%

END