

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JULY 2018
August 21, 2018
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Our 2018 Summer Reading Program was a huge success! We had over 2,100 participants with 36% of them completing the program and logging over 830,000 total minutes/activity points. Our tentative early goal is to aim for 1,000,000 total minutes/activity points next year!
- Dave & Lynn Kublank represented WNPL on Fri., July 27 at the cooperative Lake County Libraries booth at the Lake County Fair. We estimate that approximately 150 WNPL patrons and at least 1,300 fairgoers stopped by the booth during the entire run of the Fair.

Meetings, programs, training attended:

- Library Directors Roundtable (7/11).
- Exchange Club (7/24).
- Electronic Content Consortium Board Meeting (7/25).
- 5 Trends Shaping a New Reality for Nonprofits Webinar (7/26).
- RAILS Member Update (7/31).

Special plans for coming month:

- Gurnee Days Activities
- Finalizing plans for FY 2018-2019 projects (i.e., “The Flex”, parking lot, front landscaping).

Special plans for the near future:

- Annual appeal letter
- Celebration Square Dedication Event

ADMINISTRATION

Friends: The next book sale is scheduled for September 15. The next Friends meeting is scheduled for August 23.

Fundraising:

Fundraising through July			
		July	Year to Date
Annual Fund		\$ 335.00	\$ 335.00
Gifts		6.00	6.00
Total		\$ 341.00	\$ 341.00

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Personnel:

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

- 7/9/18-Rebekah Raleigh moved from Youth Services Librarian/Web Services Grade 13 to Youth Services Assistant Manager/Web Services Coordinator, Grade 14
- 7/9/18-Latoya Campbell-moved from Graphic Artist, Grade 11/Marketing Associate to Digital Marketing Specialist, Grade 12
- 7/11/18-Gretchen Kati-returning to work as Copy Cataloger-15 hours week
- 7/14/18-Amanda Eness, Shelver, 10 hours week, separated from library

Workshops, programs and training attended:

Date	Title	Hours	Staff
7/17	Picture Book Parade: New Titles from Small Presses – webinar	1.0	Liz K.
7/20	PULSE	2	Madelynn
7/21	Improve Comprehension: Avoid Summer Slide – webinar	1.0	Dawn L.
7/24	Exploring New Horizons in SF/Fantasy and Horror – webinar	1.0	Liz K.
7/25	Serving Multilingual Communities – webinar	1.0	Liz K., Doreen R.
7/10	Tinker Meeting (STEAM and tech tools for librarians)	2	Joanne T.
7/10	Stretch Your Storytime-Supporting Early Learning with Yoga & Movement/webinar	1	Janet C.
7/18	Exploring New Horizons in SF/Fantasy and Horror/Booklist Webinar	1	Scott K.
7/21	Creative, Design-Based Explorations in Engineering and Technology for Early Childhood Classrooms/webinar	1	Patty S.
7/25	Completed online Gale course: Enhancing Language Development in Childhood	14	Jane F.
7/31	Starting Your Makerspace/webinar	1	Patty S.
7/31	Teen Read Week/Webinar/YALSA	1	Scott K.

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Public Relations/Graphics:

- Special projects this month included: preparation of the Fall Inside Angle; Storywalk story boards for Youth Services; promotional materials for the Sapphire Club & Celebration Square campaigns; and the wrap up of Summer Reading programs.
- The Communications Department was invited to the Adult Services Department meeting on July 17 to discuss procedures for completing graphics & a/v requests as well as answer questions.

Safety and Security Statistics:

- Patron assist-----296
- Patron contact: improper behavior-----127
- Care coach-as scheduled-----1
- Patron contact: unattended children-----17
- Police assist-----4
- Setups for Meeting Rooms-----4

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
7/21	Adult	1 year	Attempted theft
7/21	Minor	1 month	Misuse of property after three warnings, 3 rd suspension
7/22	Adult	1 day	Misuse of internet, disorderly conduct
8/25	Adult	1 month	Misuse of internet, disorderly conduct, 2 nd suspension

ADULT SERVICES

- Adult services staff hosted an AART panel discussion to talk about how we get so many author visits.

CIRCULATION

- Worked with Amy M. to add library card expiration dates to online patron accounts.

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - Internet Station Usage: 3133 sessions; Total time:2389 Hours; Average Session 45 minutes.
 - Staff began work on the Windows 10 implementation set for this fall.

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- **Facility Items:**

- 1 public meeting room setups.
- 40 program meeting room setups.
- Remote Pickups – Outreach and Circ have been covering.
- Anderson Pest Control completed their monthly inspection.
- Honeywell conducted preventative maintenance on 6 of the 15 rooftop HVAC units.
- Honeywell repaired rooftop HVAC unit #4.
- Honeywell conducted preventative maintenance to the security system.
- Siemens Controls conducted preventative maintenance to the building automation system.

OUTREACH

- Bookmobile's generator automatically shuts down and gave an error code. Service check was completed on 7/12 at I94/RV, referred on to Cummins N Power for further inspection and repair.
- Van was washed on 7/12.
- Bookmobile's Check Engine Light engaged and was serviced on 7/19 at Lakeside International where the Intake Throttle Valve was replaced.
- Bookmobile was dropped off at Cummins N Power on 7/20 to begin inspection of generator issues, picked up the Bookmobile on 7/25 after the water pump and belt were replaced.
- Bookmobile routes were cancelled due to above repairs on 7/19, 7/21, 7/23, 7/24, & 7/25.
- During route on 7/26, generator once again would not work, giving a different error code, returned to Cummins N Power on 7/27 and had the Brush Block on the generator replaced.
- Due to ongoing service issues, the Bookmobile was unable to participate with YS SIP programs as previously planned.

TECHNICAL SERVICES

- Completed repackaging the Reading Rods.
- Continue to inventory the library.

YOUTH SERVICES

- WTHS' Trident Robotics team led an amazing six tech programs in July for grades 2-5. Lucky participants learned about coding, robotics sensors, collaboration and problem-solving, all while having fun! Four additional tech programs were offered by staff and a volunteer attending Illinois Math and Science Academy. Several of these programs were "drop-in," so that children who had not been able to register for programs were able to participate as well.
- *Stories in the Park and in the Library* brought 479 patrons to our storytime events in July, with an additional 105 for the *Animal Quest* program.
- 1,541 youth participated in passive programs in July.

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Appendix: Statistics

MAIN LIBRARY JULY 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	1,626	624	2,250	1,626	624	2,250	2,472	-9.0%
Kits	0	178	178	0	178	178	350	-49.1%
Books	14,128	21,383	35,511	14,128	21,383	35,511	38,464	-7.7%
Music Compact Discs	1,812	363	2,175	1,812	363	2,175	2,525	-13.9%
DVD's/Blu-rays	16,176	2,875	19,051	16,176	2,875	19,051	21,421	-11.1%
Magazines	1,145	153	1,298	1,145	153	1,298	1,717	-24.4%
Video Games	1,288	0	1,288	1,288	0	1,288	1,244	3.5%
Videoplayers	0	78	78	0	78	78	103	-24.3%
E-readers	0	0	0	0	0	0	15	-100.0%
Umbrellas	4	0	4	4	0	4	0	N/A
Telescopes	8	0	8	8	0	8	0	N/A
ebooks (MMM, Hoopla)	2,940	0	2,940	2,940	0	2,940	2,584	13.8%
eaudiobooks (MMM, Hoopla)	2,366	0	2,366	2,366	0	2,366	1,830	29.3%
evideo (MMM, Hoopla)	210	0	210	210	0	210	158	32.9%
emusic (Hoopla)	130	0	130	130	0	130	144	-9.7%
emagazines (Zinio)	103	0	103	103	0	103	154	-33.1%
ecomicbooks (Hoopla)	79	0	79	79	0	79	59	33.9%
Total emedia	5,828	0	5,828	5,828	0	5,828	4,929	18.2%
MAIN LIBRARY SUBTOTAL	42,015	25,654	67,669	42,015	25,654	67,669	73,240	-7.6%

**MMM=MyMediaMall

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**OUTREACH
 JULY 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	140	21	161	140	21	161	171	-5.8%
Kits	0	133	133	0	133	133	117	13.7%
Books	627	1,804	2,431	627	1,804	2,431	2,772	-12.3%
Music Compact Discs	84	50	134	84	50	134	106	26.4%
DVD's/Blu-rays	766	184	950	766	184	950	1,075	-11.6%
Magazines	106	30	136	106	30	136	112	21.4%
Miscellaneous	1	0	1	1	0	1	0	N/A
OUTREACH SUBTOTAL	1,724	2,222	3,946	1,724	2,222	3,946	4,353	-9.3%

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	43,739	27,876	71,615	43,739	27,876	71,615	77,593	-7.7%

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Services Statistics	July	July	July	July	July	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
TOTAL												
DESK ACTIVITIES												
Information	2,857	663	296	124	3,940	2,857	663	296	124	3,940	4,388	-10%
Reference/Titles Req.	2,438	695	276	182	3,591	2,438	695	276	182	3,591	3,605	0%
E-Mail Reference	37	0	0	0	37	37	0	0	0	37	21	76%
Instruction Questions	1,037	79	0	0	1,116	1,037	79	0	0	1,116	912	22%
Total Desk Activities	6,369	1,437	572	306	8,684	6,369	1,437	572	306	8,684	8,926	-3%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				552					552	521	6%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				268					268	261	3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				584					584	623	-6%
ILL Borrowing Filled	Use: Borrowing Requests Finished				358					358	509	-30%
Article Lending Requests	Use: Lending Fill Rate Statistics				4					4	2	100%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	2	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					0	0	N/A
Article Borrowing Filled	Use: Borrowing Requests Finished				0					0	0	N/A
CIRCULATION												
In-District cardholders					40,676					40,676	38,005	7%
Reciprocal cardholders					11,356					11,356	10,763	6%
Total Cardholders					52,032					52,032	48,768	7%
RBP Loaned					7,193					7,193	7,402	-3%
**RBP Borrowed										0	8,643	-100%
Holds					7,510					7,510	6,922	8%
Patron Count Main					29,732					29,732	29,866	0%
Self Check Out Use					32,312					32,312	34,871	-7%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					80					80	99	-19%
Preschools					6					6	4	50%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					3					3	5	-40%
Special events					0					0	2	-100%
Total Bookmobile Stops					89					89	110	-19%
Total Patron Count					769					769	888	-13%
Homebound visits					24					24	22	9%
Deposit Collection deliveries					4					4	2	100%
Remote book drop pickups					24					24	24	0%
Total Van Stops					52					52	48	8%
Days BKM on road					16					16	21	-24%
In-House Programs/Tour												
# of Adult Programs					18					18	19	-5%
Adult Attendance					348					348	216	61%
# of Youth Programs					27					27	30	-10%
Youth Attendance					674					674	596	13%
Adult Attendance					294					294	254	16%
# 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					0					0	4	-100%
Youth Attendance					0					0	116	-100%
Adult Attendance					0					0	83	-100%
# of BKM Prog. & Visits					0					0	4	-100%
Youth Attendance					0					0	163	-100%
Adult Attendance					0					0	87	-100%
ROOM USE												
Meeting Room Uses					22					22	47	-53%
Study Room Uses					660					660	573	15%
INTERNET USAGE												
# of sessions					3,133					3,133	3,172	-1%
Total Hours					2,389					2,389	2,342	2%
Average Session (minutes)					45					45	44	2%
OTHER SERVICES												
Proctoring					6					6	8	-25%
Voter Registration					0					0	1	-100%
Website views					32,670					32,670	36,100	-10%
New items processed					1,714					1,714	2,540	-33%
Total materials Main library**					301,103					301,103	299,573	1%
Total materials Outreach					17,816					17,816	18,421	-3%
TOTAL MATERIALS					318,919					318,919	317,994	0%
Adult Volunteer Hours					161.5					161.5	207.3	-22%
Student Volunteer Hours					187.0					187.0	139.0	35%
Total Volunteer Hours					348.5					348.5	346.3	1%