

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR AUGUST 2017
Tuesday, September 19, 2017
Submitted by Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- New library cards were mailed to 301 District 56 students in August, bringing the grand total to 891 new library cards sent since the start of our collaboration with District 56 in May!
- Mark McDermott and Eddie Kristan brought home the Rib Eating Contest Trophy to WNPL! We are the champions! They beat out really tough challengers from other Interdepartmental competitors.
- The Gurnee Days Parade was a blast, and we had amazing representation consisting of staff, trustees, family, and friends.
- The library closed at 3 p.m. on August 3 due to a widespread power outage in the area.
- Bikers for Books fundraiser was held August 27 at Jesse Oaks in Gages Lake. While we didn't reach the attendance expected, we did receive great PR and everyone that attended the event had a great time. However, at the after-action meeting, we reached a complete consensus and agreed we should not repeat the event in 2018 in order to put more of a focus on the fundraising campaigns surrounding WNPL's 45th Anniversary. I am extremely grateful to Sue and Brian Niemi for all they did to help make this a wonderful event. I am also so proud of my great staff for their tremendous efforts surrounding this event.

Meetings, programs, training attended:

- Riddiford Roofing and NSS to discuss skylight replacement (8/9).
- Gurnee Days Testimonial Dinner honoring Mayor Kovarik (8/10).
- Gurnee Days Parade (8/13).
- Benefits Partner Group (8/14).
- WNPL Virtual Services Committee Meeting (preview of prototype website) (8/21).
- Exchange Club (8/22).
- Meeting with auditor Chris McClure (8/23).
- Viking School library/media center tour (8/29).

Special plans for coming month:

- Planning for WNPL's 45th anniversary celebration and fundraising campaigns.
- Focus on strategic planning initiatives that are not progressing according to timeline, including fundraising and outcome-based assessments of programs/services.
- Finalizing details for front of library beautification project.

Special plans for the near future:

- Skylight replacement.
- Annual appeal letter.

Warren-Newport Public Library District
Executive Director's Report
Tuesday, September 19, 2017

ADMINISTRATION

Friends: I am grateful for the assistance the Friends provided us supporting Bikers in the Books.

Fundraising:

Fundraising through August			
		August	Year to Date
Annual Fund	\$	105.00	\$ 5,428.72
Gifts		3.05	28.75
Total	\$	108.05	\$ 5,457.47

Personnel: Jen

Status of Organization: August 2017

Number of full-time employees: 32

Number of part-time employees: 64

TOTAL number of employees: 96

Full-time equivalents: 59

Status Changes:

8/21/2017: Rachel Murray: Senior Adult Services Librarian, increased hours from 17 to 25.

8/24/2017-Deborah Hoffman: Adult Services Reader's Advisory Librarian, decreased hours from 32.50 to 10.50

8/24/2017- Bike Kilic-New Hire: Shelver, grade 3, 10 hours a week.

8/25/2017-Corrine Laird-New Hire: Shelver, grade 3 10 hours a week.

Workshops, programs and training attended:

Date	Title	Hours	Staff
8/1	Great Book Group Reads Webinar	1	Carol B.
8/4	Bookmobile Library Outreach Network Group	2	Carol B. , Angela C.
8/4	"Classroom Practices that Support Creative Investigations in Early Mathematics" webinar	1	Patty S.
8/8	New Fall Books/webinar	1	Janet C.
8/8	Booklist Webinar; "Fall YA Announcements 2017"	1	Cheryl R-L.
8/8	Fall Young Adult Booklist Webinar	1	Carol B.
8/14	Top Tips & Research from Encyclopedia of Infant/Toddler Activities/webinar	1	Janet C.
8/15	Making Time for Middle Grade/webinar	1	Janet C.
8/17	Playful Music Environments that Foster Learning/webinar	1	Janet C.

Warren-Newport Public Library District
Executive Director's Report
Tuesday, September 19, 2017

8/24	Using Sierra APIs	1	Amy M.
8/29	Bickford Senior Living Open House	1	Carol B.
8/30	SNAILS Meeting /Deerfield Public Library	2.5	Jane F.
8/31	"Making Time for Middle Grade Booklist" webinar	1	Rebekah R.
8/3	Lake County PR Council	1	Latoya C.

Public Relations/Graphics:

- Graphics supported Story Walk (Nancy) and Bikers for Books (Latoya) with a variety of printed and digital materials.
- Promotion shifted rapidly from Bikers for Books to Library Card Sign up Month with fresh displays and newly created giveaways for new cardholders.
- Contact was made with new Daily Herald contact Doug Graham regarding Story Walk and Bikers for Books. A Herald photographer covered Bikers with extensive photos.
- The More Than Just Books podcast was downloaded 93 times.

Safety and Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
8/29	Minor	One year	Attempted theft, repeat offender

Patron Assists: 229
Patron Behavior Contacts: 80
Library Services: 60
Unattended Children: 11
Book Donations: 48
Room Setups: 21
Police and Fire Assists: 6
Incident Reports: 11

- Patron assist-----229
- Patron contact: improper behavior-----80
- Patron contact: unattended children-----11
- Book donations-----48
- Setups for Meeting Rooms-----21
- Incident reports-----11
- Police assist-----6
- Library Services-----60

YOUTH SERVICES

- WNPL and Gurnee Park District co-sponsored our second annual Storywalk at Hunt Club Park, with a kick-off event, which was attended by 105 children and adults.
- WNPL and the WTHS Robotics Team launched an additional cooperative offering: developing two "First LEGO League" competitive teams.

Warren-Newport Public Library District
Executive Director's Report
Tuesday, September 19, 2017

- A library event was added this year to the Gurnee Days weekend lineup, FrogLady of Gurnee, which brought over 200 into the library Saturday morning.

CIRCULATION

- Welcomed two new shelveers: Corrine Laird and Bike Kilic.
- Circ supervisors and staff took on added responsibilities during department manager's absence.
- Char and Debbie collected cash from printer stations and Bookends in Doug's absence.

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - Received new security door entry controllers and staff began configuring hardware and software.
 - Staff updated firmware on network backbone switches.
- **Facility Items:**
 - 20 meeting room setups.
 - Staff completed rebuilding the wood deck in the garage as well as the ramp for the bookmobile.
 - Meeting rooms A & B were repainted.
 - Received new vacuum cleaners, carpet extractor and tile scrubber equipment.

OUTREACH

- Carol attended the open house at Bickford Senior Living facility on Hunt Club Road on Aug. 29.
- New daytime schedules were sent to the preschools in the area in preparation for a new school year.
- Several Outreach staff attended the Gurnee Days Parade with the bookmobile and the van.

ADULT SERVICES

- Javi has resumed his normal schedule, Debbie has reduced her hours and Rachel has increased her hours.
- We brought back the Adult Game night, which we hope to offer on a regular basis.
- The Lunch & Learn program about Ancient Life in Illinois was attended by 44 people.
- 120 people attended the Capital Dames program.

TECHNICAL SERVICES

- Repackaging Bob Books.
- Completed repackaging of Reading Rods.
- Continue to work on adding author's first name to spine labels.

Warren-Newport Public Library District
Executive Director's Report
Tuesday, September 19, 2017

AUGUST STATISTICS

Monthly Circulation Statistics

MAIN LIBRARY

TYPE OF MATERIAL	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,950	528	2,478	3,823	1,127	4,950	5,736	-13.7%
Kits	0	362	362	0	712	712	712	0.0%
Books	14,264	21,886	36,150	29,186	45,428	74,614	82,355	-9.4%
Music Compact Discs	2,357	322	2,679	4,624	580	5,204	6,310	-17.5%
DVD's	18,054	3,325	21,379	35,834	6,966	42,800	49,694	-13.9%
Magazines	1,306	145	1,451	2,866	302	3,168	3,296	-3.9%
Video games	1,151	0	1,151	2,395	0	2,395	2,961	-19.1%
Videoplayers	0	90	90	0	193	193	183	5.5%
E-readers	13	0	13	28	0	28	35	-20.0%
ebooks (MMM, Hoopla)	2,350	0	2,350	4,934	0	4,934	5,197	-5.1%
eaudiobooks (MMM, Hoopla)	1,921	0	1,921	3,751	0	3,751	3,062	22.5%
evideo (MMM, Hoopla)	132	0	132	290	0	290	448	-35.3%
emusic (Hoopla)	150	0	150	294	0	294	193	52.3%
emagazines (Zinio)	122	0	122	276	0	276	361	-23.5%
ecomicbooks (Hoopla)	57	0	57	116	0	116	146	-20.5%
Total emedia	4,732	0	4,732	9,661	0	9,661	9,407	2.7%
MAIN LIBRARY SUBTOTAL	43,827	26,658	70,485	88,417	55,308	143,725	160,689	-10.6%

**MMM=MyMediaMall

Warren-Newport Public Library District
 Executive Director's Report
 Tuesday, September 19, 2017

OUTREACH

	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	131	34	165	274	62	336	387	-13.2%
Kits	0	140	140	0	257	257	350	-26.6%
Books	654	2,236	2,890	1,356	4,306	5,662	6,483	-12.7%
Music Compact Discs	74	48	122	130	98	228	361	-36.8%
DVD's	982	281	1,263	1,856	482	2,338	2,773	-15.7%
Magazines	102	20	122	188	46	234	237	-1.3%
Miscellaneous	1	0	1	1	0	1	0	N/A
OUTREACH SUBTOTAL	1,944	2,759	4,703	3,805	5,251	9,056	10,591	-14.5%

TOTALS

	AUG ADULT	AUG YOUTH	AUG 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	45,771	29,417	75,188	92,222	60,559	152,781	171,280	-10.8%

Warren-Newport Public Library District
Executive Director's Report
Tuesday, September 19, 2017

Services Statistics	August	August	August	August	August	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
August	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	TOTAL
DESK ACTIVITIES												
Information	3,205	712	188	133	4,238	5,861	2,183	336	246	8,626	9,290	-7%
Reference/Titles Req.	2,465	913	168	158	3,704	4,754	1,937	312	306	7,309	8,571	-15%
E-Mail Reference	34	0	0	0	34	55	0	0	0	55	56	-2%
Instruction Questions	1,097	48	0	0	1,145	1,975	78	4	0	2,057	2,246	-8%
Total Desk Activities	6,801	1,673	356	291	9,121	12,645	4,198	652	552	18,047	20,163	-10%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				568					1,089	1,239	-12%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				276					537	613	-12%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				751					1,374	1,411	-3%
ILL Borrowing Filled	Use: Borrowing Requests Finished				468					889	1,018	-13%
Article Lending Requests	Use: Lending Fill Rate Statistics				3					5	1	400%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					2	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				3					3	12	-75%
Article Borrowing Filled	Use: Borrowing Requests Finished				1					1	10	-90%
CIRCULATION												
In-District cardholders					38,378					38,378	42,167	-9%
Reciprocal cardholders					10,807					10,807	13,070	-17%
Total Cardholders					49,185					49,185	55,237	-11%
RBP Loaned					7,388					14,790	18,043	-18%
**RBP Borrowed										0	0	N/A
Holds					6,963					13,885	16,312	-15%
Patron Count Main					31,744					61,610	69,063	-11%
Self Check Out Use					34,042					68,913	77,567	-11%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					114					213	223	-4%
Preschools					6					10	13	-23%
Park Districts					0					0	0	N/A
Schools					0					0	3	-100%
Senior residential facilities					5					10	10	0%
Special events					2					4	1	300%
Total Bookmobile Stops					127					237	250	-5%
Total Patron Count					1,114					2,002	2,237	-11%
Homebound visits					23					45	47	-4%
Deposit Collection deliveries					2					4	5	-20%
Remote book drop pickups					27					51	9	467%
Total Van Stops										48	61	-21%
Days BKM on road					23					44	45	-2%
In-House Programs/Tour												
# of Adult Programs					18					37	33	12%
Adult Attendance					149					365	651	-44%
# of Youth Programs					12					42	39	8%
Youth Attendance					362					958	802	19%
Adult Attendance					175					429	276	55%
# 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					2	2	0%
Adult Attendance					12					22	25	-12%
# of Youth Prog. & Visits					4					8	13	-38%
Youth Attendance					356					472	686	-31%
Adult Attendance					244					327	309	6%
# of BKM Prog. & Visits					0					4	0	N/A
Youth Attendance					0					163	0	N/A
Adult Attendance					0					87	0	N/A
ROOM USE												
Meeting Room Uses					56					103	149	-31%
Study Room Uses					634					1,207	1,387	-13%
INTERNET USAGE												
# of sessions					3,373					6,545	8,010	-18%
Total Hours					2,511					4,853	5,674	-14%
Average Session (minutes)					44					88	85	4%
OTHER SERVICES												
Proctoring					2					10	18	-44%
Voter Registration					0					1	11	-91%
Website views					36,300					72,400	73,651	-2%
New items processed					2,854					5,394	10,690	-50%
Total materials Main library					299,725					299,725	284,113	5%
Total materials Outreach					18,309					18,309	18,397	0%
TOTAL MATERIALS					318,034					318,034	302,510	5%
Adult Volunteer Hours					258.4					465.7	616.0	-24%
Student Volunteer Hours					27.6					166.6	22.2	652%
Total Volunteer Hours					286.0					632.3	638.2	-1%

END