

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR SEPTEMBER 2018
October 16, 2018
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Our efforts during Library Card Sign Up Month were successful, as we issued 237 cards in September, an increase of approximately 5% compared to last September.
- Mariano's presented WNPL with a donation of \$2,500 at the "Grand Reopening" event of their Gurnee location.
- We had a lot of successful programs at the library in September, including several author visits and family events.

Meetings, programs, training attended:

- RAILS Resource Sharing Committee Board Meeting (9/10).
- Mariano's Grand Reopening (9/19).
- Electronic Content Consortium Board Meeting (9/19).
- Amp Up Your Fundraising Appeal's Persuasive Power: Psychology & Neuroscience webinar (9/20).
- Exchange Club (9/25).
- Marketing Bequests: The Delicate Art of Asking for That Final Gift webinar (9/27).

Special plans for coming month:

- Facilitating ILA 2018 Annual Conference Table Talk for Library Leaders.
- Finalizing plans for FY 2018-2019 projects (i.e., "The Flex", parking lot, front landscaping).
- Annual appeal letter.

Special plans for the near future:

- Celebration Square Dedication Event.
- Fine Free Transition Planning.

ADMINISTRATION

Friends: The September book sale raised \$1,926.67 for the Friends.

Warren-Newport Public Library District
Executive Director's Report
October 16, 2018

Fundraising:

Fundraising through September			
		September	Year to Date
Annual Fund		\$ 3,890.00	\$ 7,080.00
Gifts		1.90	65.83
Total		\$ 3,891.90	\$ 7,145.83

Personnel:

Status of Organization: September
 Number of full-time employees: 32
 Number of part-time employees: 57
 TOTAL number of employees: 89

- Javier Salgado-9/29/18-Adult Services Associate, Grade 10; 10 hrs week & Security Monitor, Grade 7; 5 hours a week, separated from library

Workshops, programs and training attended:

Date	Title	Hours	Staff
10/1	Programming with Python (July-October)	-	Nancy LO
9/13	Listener's Advisory with Joyce Saricks – Webinar	1	Liz K.
9/14	Consolidated Election Workshop- Local Election Officials	2	Gina
9/4	Early Childhood Literacy tips with Saroj Ghoting/SJSU Conference	1	Scott K.
9/13	Booklist Fall Must-Haves	1	Janet C.
9/19	Reads for the Reluctant: Tips and Tools to Help Engage Every Potential Reader!/Booklists Webinar	1	Scott K.
9/24	Webinar: NoveList:Unlocking Themes to Improve Your Readers Advisory	1	Jane F.
9/24	Fall for These Must-Haves for Elementary to YA Readers - Webinar	1	Liz K. & Betty S.
9/25	The No Fear Guide to Starting a Coding Club in Your Library	1	Joanne T.
9/26	SLJ YA Teen Book Buzz/webinar	1	Janet C.
9/26-27	Digital Marketing Summit	15	Latoya C.
9/27	Reads for the Reluctant - Webinar	1	Dawn L.
9/28	Webinar: Makerspace Success, Makerspace Challenges	1	April B.

Warren-Newport Public Library District
 Executive Director's Report
 October 16, 2018

Public Relations/Graphics:

- Provided communications & public relations coverage of several events including: SRP Trophy presentation at St. Patrick School (9/5); Pocket Circus (9/8); Mariano's Grand Reopening (9/12); Moon Over Gurnee (9/17); Chalk the Walk with Go Gurnee (9/20); Miss Jamie's Farm (9/22); 3D Printing (9/22) & filming at an Anime Club meeting.
- Extra promotion was created to support several late month author visits.
- Our lobby display case was transformed in September to honor the 150th anniversary of Little Women by Louisa May Alcott.

Safety and Security Statistics:

- Patron assists-----312
- Staff assists-----74
- Patron contact: improper behavior-----123
- Suspensions-----1
- Patron contact: unattended children-----4
- Police assist-----3
- Setups for Meeting Rooms-----5
- Book donation assists-----54

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
9/25/18	Minor	One day	Multiple disruptive open audio incidents after several warnings

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Gina Cohn	Copy of the latest telephone bill	9/11/2018	9/12/2018

ADULT SERVICES

- We hosted authors Emily Bleeker, Libby Hellmann and William Kent Krueger this month.
- Jess and Madelynn are preparing their presentation for the upcoming WLA conference.
- Continued the discussion on furniture for the adult areas and the new Flex space.

CIRCULATION

- Issued 237 library cards during Library Card Sign-Up Month (up ~5% over last September).

Warren-Newport Public Library District
Executive Director's Report
October 16, 2018

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - Staff continued work on the Windows 10 implementation set for this fall.
 - Staff installed the new Exchange email server. An unexpected server corruption occurred during the mail migration and mail services were down for two days. Once mail services were restored, mailbox migration continued.

- **Facility Items:**
 - 8 public meeting room setups.
 - 23 program meeting room setups.
 - Anderson Pest Control completed their monthly inspection.
 - Honeywell continued preventative maintenance on the remaining rooftop HVAC units.

OUTREACH

- The “Guess How Many” contest winner was notified and awarded the \$25 Barnes & Noble gift card on 9/5. The winner guessed 440 poms and there were actually 441.
- The Bookmobile’s generator received an oil change on 9/7.
- The Bookmobile participated in the Gurnee Park District’s annual Touch-a-Truck event on 9/14 welcoming 524 visitors and issuing one new library card.
- On 9/24 four key members of the Fountaindale Public Library staff toured our Bookmobile as part of their planning for their next vehicle.
- On 9/26, the van passed its emissions testing.

TECHNICAL SERVICES

- Continued to inventory the library.
- Reclassified vegan collection.

YOUTH SERVICES

- On September 5th, WNPL’s Summer Reading Trophy was presented to St. Patrick School by Ryan Livergood and Jane Friess, School Liaison. St. Pat’s had the most finishers of all schools in the library district.
- On September 22nd, 156 visitors came to the library for Miss Jamie’s Farm Music Show.
- The Lake County Astronomical Society cooperatively hosted an astronomy program, *Moon Over Gurnee*, that proved to be very popular, despite the mosquitos! 170 participants took part on September 17th, with many positive comments.

Warren-Newport Public Library District
Executive Director's Report
October 16, 2018

Appendix: Statistics

MAIN LIBRARY SEPTEMBER CIRCULATION

TYPE OF MATERIAL	SEP ADULT	SEP YOUTH	SEP TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,493	362	1,855	4,782	1,536	6,318	7,172	-11.9%
Kits	0	196	196	0	567	567	1,080	-47.5%
Books	12,109	19,099	31,208	39,521	60,299	99,820	109,159	-8.6%
Music Compact Discs	1,534	232	1,766	5,146	899	6,045	7,716	-21.7%
DVD's	13,983	2,315	16,298	46,298	7,774	54,072	61,673	-12.3%
Magazines	1,322	168	1,490	3,802	450	4,252	4,597	-7.5%
Video games	928	0	928	3,421	0	3,421	3,368	1.6%
Videoplayers	0	39	39	0	171	171	254	-32.7%
E-readers	0	0	0	0	0	0	36	-100.0%
Umbrellas	9	0	9	36	0	36	18	100.0%
Telescopes	10	0	10	25	0	25	0	N/A
ebooks (MMM, Hoopla)	2,594	0	2,594	8,161	0	8,161	7,244	12.7%
eaudiobooks (MMM, Hoopla)	2,243	0	2,243	7,024	0	7,024	5,576	26.0%
evideo (MMM, Hoopla)	208	0	208	600	0	600	436	37.6%
emusic (Hoopla)	128	0	128	428	0	428	441	-2.9%
emagazines (Zinio)	123	0	123	352	0	352	404	-12.9%
ecomicbooks (Hoopla)	71	0	71	150	0	150	194	-22.7%
Total emedia	5,367	0	5,367	16,715	0	16,715	14,295	16.9%
MAIN LIBRARY SUBTOTAL	36,755	22,411	59,166	119,746	71,696	191,442	209,368	-8.6%

**MMM=MyMediaMall

Warren-Newport Public Library District
 Executive Director's Report
 October 16, 2018

**OUTREACH
 SEPTEMBER
 CIRCULATION**

TYPE OF MATERIAL	SEP ADULT	SEP YOUTH	SEP TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	146	41	187	515	107	622	509	22.2%
Kits	0	228	228	0	542	542	441	22.9%
Books	653	2,998	3,651	2,013	6,831	8,844	8,876	-0.4%
Music Compact Discs	77	44	121	279	154	433	366	18.3%
DVD's	799	231	1,030	2,495	614	3,109	3,522	-11.7%
Magazines	100	24	124	301	72	373	358	4.2%
Miscellaneous	0	0	0	3	0	3	1	200.0%
OUTREACH SUBTOTAL	1,775	3,566	5,341	5,606	8,320	13,926	14,073	-1.0%

CIRC TOTALS

	SEP ADULT	SEP YOUTH	SEP 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	38,530	25,977	64,507	125,352	80,016	205,368	223,441	-8.1%

Warren-Newport Public Library District
Executive Director's Report
October 16, 2018

Services Statistics	Sept. Adult	Sept. Youth	Sept. A-Bkm	Sept. Y-Bkm	Sept. Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
TOTAL												
DESK ACTIVITIES												
Information	3,199	512	246	137	4,094	9,629	1,867	921	396	12,813	12,541	2%
Reference/Titles Req.	2,246	699	407	267	3,619	7,109	2,313	874	647	10,943	10,746	2%
E-Mail Reference	24	0	0	0	24	97	0	0	0	97	77	26%
Instruction Questions	993	57	0	0	1,050	3,155	184	0	0	3,339	3,066	9%
Total Desk Activities	6,462	1,268	653	404	8,787	19,990	4,364	1,795	1,043	27,192	26,430	3%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				487					1,567	1,663	-6%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excl)				229					772	826	-7%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				487					1,717	2,045	-16%
ILL Borrowing Filled	Use: Borrowing Requests Finished				284					1,043	1,619	-36%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					6	5	20%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excl)				0					0	2	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				3					5	6	-17%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					0	2	-100%
CIRCULATION												
In-District cardholders					41,111					41,111	38,918	6%
Reciprocal cardholders					11,485					11,485	10,686	7%
Total Cardholders					52,596					52,596	49,604	6%
RBP Loaned					5,892					20,036	21,399	-6%
**RBP Borrowed										17,859	24,053	-26%
Holds					7,114					21,738	20,350	7%
Patron Count Main					26,248					83,450	92,171	-9%
Self Check Out Use					30,320					92,952	100,645	-8%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					100					290	318	-9%
Preschools					16					28	25	12%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					5					13	15	-13%
Special events					1					2	4	-50%
Total Bookmobile Stops					122					333	362	-8%
Total Patron Count					1,948					3,686	3,440	7%
Homebound visits					29					88	64	38%
Deposit Collection deliveries					2					10	6	67%
Remote book drop pickups					24					75	74	1%
Total Van Stops					55					173	92	88%
Days BKM on road					21					60	64	-6%
In-House Programs/Tour												
# of Adult Programs					25					61	67	-9%
Adult Attendance					353					1,583	729	117%
# of Youth Programs					49					94	100	-6%
Youth Attendance					846					1,885	1,658	14%
Adult Attendance					496					986	943	5%
# of Bookmobile Tours					1					1	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					4					4	0	N/A
OUTREACH (Prog./ Visits)												
# of Adult Prog. & Visits					1					3	3	0%
Adult Attendance					12					34	33	3%
# of Youth Prog. & Visits					2					16	-88%	
Youth Attendance										84	1,058	-92%
Adult Attendance										32	467	-93%
# of BKM Prog. & Visits					0					0	10	-100%
Youth Attendance					0					0	329	-100%
Adult Attendance					0					0	113	-100%
ROOM USE												
Meeting Room Uses					27					78	140	-44%
Study Room Uses					723					2,120	1,859	14%
INTERNET USAGE												
# of sessions					3,009					9,564	9,809	-2%
Total Hours					2,229					7,228	7,424	-3%
Average Session (minutes)					44					134	135	-1%
OTHER SERVICES												
Proctoring					2					14	12	17%
Voter Registration					3					4	1	300%
Website views					30,088					96,378	104,730	-8%
New items processed					2,317					6,992	7,846	-11%
Total materials Main library					300,299					300,299	300,126	0%
Total materials Outreach					18,100					18,100	18,603	-3%
TOTAL MATERIALS					318,399					318,399	318,729	0%
Adult Volunteer Hours					249.0					643.8	769.4	-16%
Student Volunteer Hours					198.5					522.3	274.9	90%
Total Volunteer Hours					447.5					1,166.0	1,044.3	12%