

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR OCTOBER 2017
Tuesday, November 21, 2017
Submitted by Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- WNPL Development Council (WDC) had its initial meeting on October 24. The WDC is off to a great start and will meet again in January.
- A reception was held on October 30 to celebrate Debbie Hoffman's readers advisory award from ILA. The attendance was amazing and consisted of Debbie's family, patrons, current staff, former staff, current board members, and former board members. Debbie really is one of the superstars of WNPL and I am happy to report the event was a great tribute to the greatness that is Debbie Hoffman.
- I teamed with Eddie Kristan to present *Every Person That Works in a Library is a Librarian (Yes, Even Security Staff!): How to Establish a Culture of Service and Excellence Within Your Library* at the 2017 ILA Conference. The presentation was very well-received.

Meetings, programs, training attended:

- RAILS member update (10/5).
- Healthy Communities Healthy Youth (10/5).
- ILA Conference (10/10 to 10/12).
- Woodland District 50 Community Leader Focus Group re: new D50 Strategic Plan (10/18).
- Exchange Club (10/24).

Special plans for coming month:

- Continue planning for WNPL's 45th anniversary celebration and fundraising campaigns.
- Skylight replacement.
- Annual appeal letter.

Special plans for the near future:

- WNPL's 45th anniversary.
- Planning for WNPL managers retreat.
- Begin budget planning process.

ADMINISTRATION

Friends: Friends of the Library Week was October 15 through 21. Laura Stone did a great display in the lobby recognizing the Friends and asking our patrons to join the Friends. At their October meeting the Friends' committed to donating up to \$3,000 to fund an additional program for this fiscal year, our new Building Blocks for Baby Bears campaign. This program will address building the early literacy skills children need to start learning as babies, which so many new parents and grandparents aren't aware are vital for their children.

Warren-Newport Public Library District
Executive Director's Report
Tuesday, November 21, 2017

Fundraising:

Fundraising through October			
		October	Year to Date
Annual Fund	\$	74.32	\$ 7,313.04
Gifts		99.40	163.55
Total	\$	173.72	\$ 7,476.59

Personnel: JEN

Status of Organization: October 2017

Number of full-time employees: 35

Number of part-time employees: 58

TOTAL number of employees: 93

Full-time equivalents: 60

- 10/8/2017-Debbie Lencioni, Senior Shelver, Grade 4, 12.50 hrs week, separated.
- 10/12/17-Taylor Wilcox, Circulation Clerk, Grade 7, 16 hrs week, separated.
- 10/16/17-Scotty Conley, new hire as full time Facilities Maintenance Tech I, Grade 8.
- 10/30/17-Liz Kristan, new position as full time Senior Outreach Services Associate, Grade 11.
- 10/30/17-Russell Racean, new hire as full time IT Support Technician, Grade 10.
- 10/30/17-Robert Palamar, Security Monitor, Grade 7, 9 hours a week, separated.
- Cheryl Rennells-Lannoye, Youth Services Associate, Grade 10, increased hours from 20 to 24.

Workshops, programs and training attended:

Date	Title	Hours	Staff
10/5	Garvey Office Supplies webinar	1	Maureen K.
10/18	Introduction to Python and PyMARC Pt. 1	1	Nancy LO
10/24	Introduction to Python and PyMARC Pt. 2	1	Nancy LO
10/23 -25	Internet Librarian Conference	22.5	Amy B
10/25 - 10/27	Association of Bookmobile and Outreach Services Conference	26	Angela Clarke
10/26	Page Supervisor Mtg. (Lake Villa)	3	Char V.
10/10	ILA	7.5	Debbie H.
10/5	Lake Co. PR Council	1	Latoya C
10/3	Advocating for Play in the Early Childhood Classroom” Early Childhood Learning Solutions/webinar	1	Cheryl RL.
10/4	More than Lexiles- Engaging the Hearts and Minds of All Students/webinar	1	Patty S.

Warren-Newport Public Library District
Executive Director's Report
Tuesday, November 21, 2017

10/11	Worth a Thousand Words-Books for Youngest Readers/webinar	1	Janet C.
10/10 - 10/12	ILA Conference	3 days	Jane F.
10/23	Transforming Challenging Behavior Through Leadership of Your Program/webinar	1	Patty S.
10/24	Screening for Developmental Delays – workshop	2.5	Diana S.
10/27	Teaching Practices to Support Learning Through Play in Your Preschool Program/webinar	1	Patty S.
10/31	Top Tips and Research from Encyclopedia of Infant and toddler Activities from Birth to Three/webinar	1	Cheryl RL.

Public Relations/Graphics:

- Final revisions to the Windows and Mirrors diversity packet were made for Youth Services.
- Signage was created for Expectations of Behavior and delivered to Security.
- Revisions were made to the application for employment, gifts to the library, annual fund.

Safety and Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
10/24	Three youth	1 week, 1 week, 1 month	Loud/disorderly behavior, misuse of library equipment, noncompliance with library policy, disturbing other patrons

September

- Incident reports-----9
- Patron assist-----282
- Patron contact: improper behavior-----79
- Library services-----80
- Patron contact: unattended children-----5
- Police assist-----3
- Setups for Meeting Rooms-----30
- Book donations-----37

October

- Incident reports-----9
- Patron assist-----377
- Staff assists-----105
- Behavioral conduct assists-----93
- Patron contact: unattended children-----5

Warren-Newport Public Library District
Executive Director's Report
Tuesday, November 21, 2017

- Police assist-----5
- Setups for Meeting Rooms-----18
- Book donations-----45

YOUTH SERVICES

- Staff presented request to Friends of WNPL for extra funds to provide giveaway bags for Building Blocks for Baby Bears early literacy campaign – received \$3000.
- Staff attended workshop and will partner with Lake County Health/0-3 Division to provide developmental screenings at Baby Play Day in spring.

CIRCULATION

- Shelving and desk staff filled in extra shifts following staff resignations.
- Tested changes in Shoutbomb text notification service as Shoutbomb transitions to sending messages from a local phone number rather than an email address.

INFORMATION TECHNOLOGY & FACILITIES

Technology Items:

- Staff completed installation of the door control system upgrades.
- Staff completed staff print server migration project.
- Staff position was filled.

Facility Items:

- 54 meeting room setups were completed.
- Anderson Pest Control completed their monthly inspection.
- Kelso-Burnett upgraded existing emergency lighting in the public stack areas to LED technology and corrected a circuit wiring issue in the staff restrooms.
- Honeywell replaced a cooling unit in the server room.
- The speed bump near the west end cross walk was removed for winter snow removal.
- Staff position was filled.

OUTREACH

- Bookmobile passed its twice yearly state inspection.
- Bookmobile was off road Oct. 20-Oct. 26 while its floor was being replaced due to water damage.
- Liz Kristan was hired full time as senior outreach associate on Oct. 30.
- Outreach began its Treasure Box Reading Club for kids 4-12.

ADULT SERVICES

- Adult Services hosted a celebration to honor Debbie Hoffman for winning the ILA/AART award.

TECHNICAL SERVICES

- Continue to inventory library.
- Continue to work on adding author's first name to spine label.

Warren-Newport Public Library District
Executive Director's Report
Tuesday, November 21, 2017

Monthly Circulation Statistics

MAIN LIBRARY

TYPE OF MATERIAL	OCT ADULT	OCT YOUTH	OCT TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,824	402	2,226	7,483	1,915	9,398	10,737	-12.5%
Kits	0	478	478	0	1,558	1,558	1,478	5.4%
Books	13,558	22,111	35,669	56,095	88,733	144,828	157,622	-8.1%
Music Compact Discs	2,091	330	2,421	8,907	1,230	10,137	11,856	-14.5%
DVD's	16,467	2,928	19,395	68,418	12,650	81,068	92,600	-12.5%
Magazines	1,218	106	1,324	5,396	525	5,921	6,382	-7.2%
Video games	933	0	933	4,301	0	4,301	5,069	-15.2%
Videoplayers	0	44	44	0	298	298	275	8.4%
E-readers	4	0	4	40	0	40	68	-41.2%
Umbrellas	4	0	4	22	0	22	68	-67.6%
ebooks (MMM, Hoopla)	2,470	0	2,470	9,714	0	9,714	9,799	-0.9%
eaudiobooks (MMM, Hoopla)	1,856	0	1,856	7,432	0	7,432	6,238	19.1%
evideo (MMM, Hoopla)	127	0	127	563	0	563	817	-31.1%
emusic (Hoopla)	167	0	167	608	0	608	437	39.1%
emagazines (Zinio)	150	0	150	554	0	554	702	-21.1%
ecomicbooks (Hoopla)	76	0	76	270	0	270	269	0.4%
Total emedia	4,846	0	4,846	19,141	0	19,141	18,262	4.8%
MAIN LIBRARY SUBTOTAL	40,945	26,399	67,344	169,803	106,909	276,712	304,417	-9.1%

**MMM=MyMediaMail

Warren-Newport Public Library District
 Executive Director's Report
 Tuesday, November 21, 2017

OUTREACH

TYPE OF MATERIAL	OCT ADULT	OCT YOUTH	OCT TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	119	44	163	527	145	672	747	-10.0%
Kits	0	194	194	0	635	635	802	-20.8%
Books	702	2,757	3,459	2,576	9,759	12,335	14,386	-14.3%
Music Compact Discs	74	65	139	286	219	505	790	-36.1%
DVD's	786	221	1,007	3,560	969	4,529	5,306	-14.6%
Magazines	63	18	81	345	94	439	490	-10.4%
Miscellaneous	0	0	0	1	0	1	0	N/A
OUTREACH SUBTOTAL	1,744	3,299	5,043	7,295	11,821	19,116	22,521	-15.1%

TOTALS

	OCT ADULT	OCT YOUTH	OCT 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	42,689	29,698	72,387	177,098	118,730	295,828	326,938	-9.5%

Warren-Newport Public Library District
Executive Director's Report
Tuesday, November 21, 2017

Services Statistics	October	October	October	October	October	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Oct-17	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
												TOTAL
DESK ACTIVITIES												
Information	3,156	555	236	208	4,155	11,874	3,374	842	606	16,696	17,611	-5%
Reference/Titles Req.	2,501	829	176	178	3,684	9,543	3,565	670	652	14,430	16,541	-13%
E-Mail Reference	21	0	0	0	21	98	0	0	0	98	89	10%
Instruction Questions	1,030	33	0	0	0	3,946	176	7	0	4,129	4,796	-14%
Total Desk Activities	6,708	1,417	412	386	7,860	25,461	7,115	1,519	1,258	35,353	39,037	-9%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				649					2,312	2,641	-12%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				291					1,117	1,253	-11%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				667					2,712	2,645	3%
ILL Borrowing Filled	Use: Borrowing Requests Finished				496					2,115	1,759	20%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					6	2	200%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					2	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					6	23	-74%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					2	17	-88%
CIRCULATION												
In-District cardholders					39,077					39,077	42,584	-8%
Reciprocal cardholders					10,925					10,925	13,165	-17%
Total Cardholders					50,002					50,002	55,749	-10%
RBP Loaned					7,270					28,669	33,346	-14%
**RBP Borrowed										16,749	0	N/A
Hold					6,756					27,106	30,198	-10%
Patron Count Main					33,814					125,985	137,338	-8%
Self Check Out Use					32,321					132,966	147,670	-10%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					88					406	446	-9%
Preschools					10					35	40	-13%
Park Districts					0					0	0	N/A
Schools					0					0	3	-100%
Senior residential facilities					5					20	20	0%
Special events					0					4	3	33%
Total Bookmobile Stops					103					465	512	-9%
Total Patron Count					1,155					4,595	5,434	-15%
Homebound visits					31					95	87	9%
Deposit Collection deliveries					2					8	7	14%
Remote book drop pickups					26					100	62	61%
Total Van Stops					59					151	156	-3%
Days BKM on road					17					81	88	-8%
In-House Programs/Tour												
# of Adult Programs					24					91	67	36%
Adult Attendance					236					965	1,016	-5%
# of Youth Programs					57					157	123	28%
Youth Attendance					751					2,409	2,283	6%
Adult Attendance					344					1,287	1,116	15%
# 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					4	4	0%
Adult Attendance					10					43	57	-25%
# of Youth Prog. & Visits					5					21	25	-16%
Youth Attendance					33					1,091	1,014	8%
Adult Attendance					228					695	682	2%
# of BKM Prog. & Visits					0					10	0	N/A
Youth Attendance					0					329	0	N/A
Adult Attendance					0					113	0	N/A
ROOM USE												
Meeting Room Uses					32					172	266	-35%
Study Room Uses					820					2,679	2,853	-6%
INTERNET USAGE												
# of sessions					3,326					13,135	15,633	-16%
Total Hours					2,737					10,161	11,185	-9%
Average Session (minutes)					49					184	171	8%
OTHER SERVICES												
Proctoring					1					13	26	-50%
Voter Registration					0					1	43	-98%
Website views					32,542					137,272	142,935	-4%
New items processed					3,271					11,117	17,600	-37%
Total materials Main library					301,714					301,714	288,495	5%
Total materials Outreach					18,750					18,750	18,617	1%
TOTAL MATERIALS					320,464					320,464	307,112	4%
Adult Volunteer Hours					250.0					1,019.4	1,005.1	1%
Student Volunteer Hours					129.5					404.4	183.0	121%
Total Volunteer Hours					379.5					1,423.8	1,188.1	20%

END