

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

EXECUTIVE SUMMARY

Highlights:

- On November 20, we celebrated 45 years of bookmobile service in our community. Over 50 people visited the bookmobile in the parking lot over two hours and we broadcasted some of the event over Facebook Live.
- Nancy Sheldon was on hand at the November 21 meeting when the board approved the establishment of the WNPL Endowment Fund made possible by Nancy and Irv Sheldon's generous donation.
- The "Word of Mouth" marketing topic for November was promotion of the "More Than Just Books" podcast, which we launched in February. I am happy to report that the podcast was downloaded over 250 times, setting a new record! Episodes were released weekly and we heavily promoted it with an earbud giveaway.

Meetings, programs, training attended:

- Healthy Communities Healthy Youth (11/2).
- Stop by for Pie Volunteer Recognition (11/14).
- Intergovernmental dinner (11/30).

Special plans for coming month:

- Continue planning for WNPL's 45th anniversary celebration and fundraising campaigns.
- Completing staff evaluation process.
- Planning to prioritize and accelerate action items in the strategic plan where significant progress has not been made (i.e. focus groups with Latinos, African-Americans, ESL speakers; non-user surveys; patron ambassador program).

Special plans for the near future:

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

ADMINISTRATION

Friends: The Friends of WNPL were contacted by an employee of Accuity requesting assistance with a large purchase from Book Ends. The company adopted a school in Evanston and wanted to spend \$400 on books for students in grades 1 through 5. Members of the Friends selected appropriate and diverse titles, removed book jackets and labels, and packed the 500+ books in boxes. An employee from Accuity picked them up and delivered them to the school.

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

Fundraising:

Fundraising through November			
		November	Year to Date
Annual Fund		\$ -	\$ 7,313.04
Gifts		20,004.80	20,168.35
Total		\$20,004.80	\$27,481.39

Personnel: JEN

Status of Organization: November 2017

Number of full-time employees: 35

Number of part-time employees: 59

TOTAL number of employees: 94

Full-time equivalents: 60

Status Changes:

- 11/13/17-Angela Clarke, promoted to Head Of Outreach, Grade 15, 37.5 hrs wk.
- 11/13/17-Kimberly May, Interlibrary Loan Associate, Grade 9, reduced hours and employment status to from 37.5 to 29 hrs wk/full-time to regular part-time.
- 11/27/17-Scott Krinninger, new hire as Youth Services Reference Assistant, Grade 9, 17 hrs wk.

Workshops, programs and training attended:

Date	Title	Hours	Staff
11/2	WorldCat, MARC and Client Basics	1.5	Maureen K.
11/16	LACONI meeting	3	Jessica S.
11/2	PULSE meeting	2.5	Madelynn
11/15-17	Library Marketing and Communications	21	Latoya C
11/15	Fall YA Announcements/webinar	1	Liz Kristan
11/16	Pulse Pounding Mysteries for Fall/webinar	1	Liz Kristan
11/20	Getting Started with Social Media for Your Library/webinar	1	Liz Kristan
11/22	Developing and Supporting Your LGBTQ Collection/webinar	1	Liz Kristan
11/27	New Youth Nonfiction for Winter and Beyond/webinar	1	Liz Kristan
11/1	Webinar: "Social Skills and Autism: Using Books in Creative Ways to Reach and Teach in Early Education"	1	Patty S.
11/2	Webinar: "Playful Math Instruction"/	1	Patty S.
11/4	Anderson's YA Lit Conference	6	Joanne T.
11/6	Exploring the Science of Sounds with Young Children/webinar	1	Janet C.
11/7	New Picture Books/webinar	1	Janet C.
11/8	Playful Math Instruction in Early Childhood/webinar	1	Janet C.
11/8	SNAILS (Special Needs and Inclusive Library Services) meeting/Schaumburg Library/Schaumburg	2.5	Jane F.

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

11/9	Music to Promote Language Development/webinar	1	Janet C.
11/10	Web video:John Green's Keynote Speech/ School Library Journal Summit 2017	1	Joanne T.
11/14	Webinar: "Music and Language Learning: Songs and Chants to Support Children's Developing Language and Literacy Skills"	1	Patty S.
11/14	Tinker Meeting at Naperville PL (Technology networking group for library staff who work with youth/teens)	2.5	Joanne T.
11/16	Booklist Webinar; "Picture This! The Great New Picture Books!"	1	Cheryl R-L.
11/28	edweb; "Music and Language Learning: Songs and Chants to Support Children's Developing Language and Literacy Skills"	1	Cheryl R-L.
11/28	Must-Have Middle Grade: Librarian Tips & Tricks/webinar	1	Janet C.

Public Relations/Graphics:

- READ posters were created for author Victoria Thompson, as well as a podcast recording.
- The annual Sock Tree was installed in the lobby to collect socks for local charities.
- Updated the Gurnee Days logo for 2018.
- Expectations of Behavior posters were enlarged for security.
- Graphics staff member judged the teen photo contest.
- The lobby display case promoted No Shave November.
- The annual fund appeal package was sent to the printer.
- The winter edition of the Inside Angle newsletter was printed and mailed to 35,000 homes and businesses.

Safety and Security:

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
11/3	Minor	1 day	Eating and drinking, multiple warnings given
11/4	Two minors	1 day	Fighting/disorderly conduct
11/20	Adult	1 year	Harassment, excessive noise, fighting/disorderly conduct, threatening staff or patrons
11/8	Three minors	1 week	Excessive noise, fighting/disorderly conduct
11/28	Minor	Remainder of the day	Excessive noise, misuse of property
11/28	Two minors	Remainder of the day	Excessive noise, multiple warnings given
11/28	Adult	1 day	Misuse of property, hindering an employee

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

November

- Staff assists-----131
- Patron assists-----236
- Patron contact: improper behavior-----93
- Suspended patrons-----10
- Patron contact: unattended children-----7
- Police and fire assists-----2
- Setups for Meeting Rooms-----24
- Book donations-----67

YOUTH SERVICES

- As part of the new early literacy campaign, Dr. Dipesh Navsaria, was brought to WNPL to speak on “Building Your Baby’s Brain.” He generously allowed the presentation to be videotaped.
- The *Building Blocks for Baby Bears* committee was generously granted \$3,000 from the Friends of WNPL to commit to their campaign to educate on, and impact, early literacy in our community.

CIRCULATION

- Shelvers continue to work on shifting the Adult Fiction collection to free up the bottom shelf.
- We started selling flash drives at the Checkout Desk.

INFORMATION TECHNOLOGY & FACILITIES

Technology Items:

- Staff began making preparations for the installation of new network backup software and technologies.
- Staff prepared for the new security camera installation.

Facility Items:

- 47 meeting room setups were performed.
- Anderson Pest Control completed their monthly inspection.
- The fireplace in the quiet reading room was serviced
- All three skylight units were replaced.
- The security camera system upgrade project began and should be completed in December.

OUTREACH

- Obtained vehicle license plate tabs for van on Nov. 7th.
- Performed Bookmobile general maintenance and winterization on Nov. 10th.
- Bookmobile’s generator routine maintenance completed on Nov. 17th.

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

- The Bookmobile celebrated its 45th year by parking in front of WNPL from 1-3pm, a Facebook Live session was recorded and 56 visitors (24 children, 32 adults) stopped in during the event on Nov. 20th.
- Extreme thanks to the Gurnee Park District's Viking Park facilities team for aiding the Bookmobile with a diesel line leak during our preschool visit.
- The Outreach staff hosted a mystery themed retirement party for outgoing Department Head, Carol Brandon on Nov. 30th.

ADULT SERVICES

- Author Victoria Thompson gave a presentation/book signing on Nov. 14th.
- The Web committee has been working on testing protocols for the new website.

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, December 19, 2017

Appendix: Statistics

Monthly Circulation Statistics

MAIN LIBRARY

TYPE OF MATERIAL	NOV ADULT	NOV YOUTH	NOV TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,720	538	2,258	9,203	2,453	11,656	13,153	-11.4%
Kits	0	361	361	0	1,919	1,919	1,831	4.8%
Books	12,426	21,079	33,505	68,521	109,812	178,333	193,384	-7.8%
Music Compact Discs	2,201	290	2,491	11,108	1,520	12,628	14,761	-14.5%
DVD's	16,102	2,726	18,828	84,520	15,376	99,896	114,223	-12.5%
Magazines	1,192	99	1,291	6,588	624	7,212	7,886	-8.5%
Video Games	1,062	0	1,062	5,363	0	5,363	6,090	-11.9%
Videoplayers	0	0	0	0	298	298	341	-12.6%
E-readers	5	64	69	45	64	109	84	29.8%
Umbrellas	5	0	5	27	0	27	0	N/A
ebooks (MMM, Hoopla)	2,299	0	2,299	12,013	0	12,013	11,909	0.9%
eaudiobooks (MMM, Hoopla)	1,749	0	1,749	9,181	0	9,181	7,853	16.9%
evideo (MMM, Hoopla)	181	0	181	744	0	744	1,000	-25.6%
emusic (Hoopla)	136	0	136	744	0	744	571	30.3%
emagazines (Zinio)	146	0	146	700	0	700	927	-24.5%
ecomicbooks (Hoopla)	55	0	55	325	0	325	322	0.9%
Total emedia	4,566	0	4,566	23,707	0	23,707	22,582	5.0%
MAIN LIBRARY SUBTOTAL	39,279	25,157	64,436	209,082	132,066	341,148	374,335	-8.9%

**MMM=MyMediaMall

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

OUTREACH

	NOV ADULT	NOV YOUTH	NOV TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	177	45	222	704	190	894	925	-3.4%
Kits	0	220	220	0	855	855	1,080	-20.8%
Books	583	3,077	3,660	3,159	12,836	15,995	18,007	-11.2%
Music Compact Discs	121	89	210	407	308	715	921	-22.4%
DVD's	858	289	1,147	4,418	1,258	5,676	6,533	-13.1%
Magazines	82	15	97	427	109	536	576	-6.9%
Miscellaneous	1	0	1	2	0	2	0	N/A
OUTREACH SUBTOTAL	1,822	3,735	5,557	9,117	15,556	24,673	28,042	-12.0%

TOTALS

	NOV ADULT	NOV YOUTH	NOV 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	41,101	28,892	69,993	218,199	147,622	365,821	402,377	-9.1%

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

November Services Statistics	Nov. Adult	Nov. Youth	Nov. A-Bkm	Nov. Y-Bkm	Nov. Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change	
												TOTAL	
DESK ACTIVITIES													
Information	2,888	445	262	210	3,805	14,762	3,819	1,104	816	20,501	21,489	-5%	
Reference/Titles Req.	2,508	853	201	206	3,768	12,051	4,418	871	858	18,198	20,601	-12%	
E-Mail Reference	23	0	0	0	23	121	0	0	0	121	104	16%	
Instruction Questions	985	37	0	0	1,022	4,931	213	7	0	5,151	5,992	-14%	
Total Desk Activities	6,404	1,335	463	416	8,618	31,865	8,450	1,982	1,674	43,971	48,186	-9%	
INTERLIBRARY LOAN (ILL)													
ILL Lending Requests	Use: Lending Fill Rate Statistics				569					2,881	3,220	-11%	
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				300					1,417	1,537	-8%	
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				523					3,235	3,258	-1%	
ILL Borrowing Filled	Use: Borrowing Requests Finished				409					2,524	2,117	19%	
Article Lending Requests	Use: Lending Fill Rate Statistics				0					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	28	-79%	
Article Borrowing Filled	Use: Borrowing Requests Finished				0					2	18	-89%	
CIRCULATION													
In-District cardholders					39,249					39,249	42,749	-8%	
Reciprocal cardholders					10,975					10,975	13,226	-17%	
Total Cardholders					50,224					50,224	55,975	-10%	
RBP Loaned					6,885					35,554	41,014	-13%	
**RBP Borrowed										16,749	0	N/A	
Hold					6,693					33,799	36,807	-8%	
Patron Count Main					33,122					159,107	169,750	-6%	
Self Check Out Use					31,274					164,240	181,154	-9%	
BOOKMOBILE/VAN VISITS													
Neighborhood Stops					104					510	553	-8%	
Preschools					14					49	56	-13%	
Park Districts					0					0	0	N/A	
Schools					0					0	3	-100%	
Senior residential facilities					5					25	25	0%	
Special events					1					5	3	67%	
Total Bookmobile Stops					124					589	640	-8%	
Total Patron Count					1,201					5,796	6,689	-13%	
Homebound visits					29					124	104	19%	
Deposit Collection deliveries					2					10	9	11%	
Remote book drop pickups					25					125	87	44%	
Total Van Stops					56					207	200	4%	
Days BKM on road					20					101	108	-6%	
In-House Programs/Tour													
# of Adult Programs					23					114	84	36%	
Adult Attendance					284					1,249	1,375	-9%	
# of Youth Programs					57					214	163	31%	
Youth Attendance					766					3,175	2,846	12%	
Adult Attendance					373					1,660	1,490	11%	
# 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					5	5	0%	
Adult Attendance					15					58	72	-19%	
# of Youth Prog. & Visits					4					25	27	-7%	
Youth Attendance					630					1,721	1,025	68%	
Adult Attendance					44					739	720	3%	
# 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					204	330	-38%	
Study Room Uses					746					3,425	3,464	-1%	
INTERNET USAGE													
# of sessions					2,782					15,917	19,092	-17%	
Total Hours					2,281					12,442	13,854	-10%	
Average Session (minutes)					49					233	217	7%	
OTHER SERVICES													
Proctoring					6					19	28	-32%	
Voter Registration					0					1	43	-98%	
Website views					30,956					168,228	176,596	-5%	
New items processed					2,611					13,728	20,099	-32%	
Total materials Main library					302,924					302,924	289,739	5%	
Total materials Outreach					18,824					18,824	18,493	2%	
TOTAL MATERIALS					321,748					321,748	308,232	4%	
Adult Volunteer Hours					255.3					1,274.7	1,159.8	10%	
Student Volunteer Hours					136.2					540.6	201.4	168%	
Total Volunteer Hours					391.5					1,815.3	1,361.2	33%	

END