

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR FEBRUARY
March 19, 2019
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Our IT Team started the process of rolling out new computers for staff. In addition, they provided staff with excellence training and prepared staff on how to get the most out of the new Windows 10 computers.
- February marked the return of our partnership with AARP to offer tax preparation assistance to the elderly and others who need support with completing their tax returns. This program happened eight times in February on Mondays and Fridays and has served 272 people through February. The program will continue until April 15.

Meetings, programs, training attended:

- Electronic Content Consortium Board Meeting (2/13).
- Library Director Roundtable (2/14).
- ILA Legislative Breakfast (2/18).
- Healthy Communities Healthy Youth (2/21).
- Exchange Club (2/26).
- Warren Township High School Board Meeting (to share how WNPL and WTHS collaborate together) (2/26).
- Electronic Content Consortium Board Meeting (2/27).
- Intergovernmental Dinner (2/28).

Special plans for coming month:

- Finalizing plans for *The Flex* and front of the library beautification planning: phase 2.
- Bingo in the Books planning

Special plans for the near future:

- Develop the framework for WNPL bequest/planned giving program.

ADMINISTRATION

Friends: The Friends met on February 28. Three new officers were elected: Jane Lindquist (President), Betty Sporten (Secretary), and Bill Ballock (Director).

Warren-Newport Public Library District
Executive Director's Report
March 19, 2019

Fundraising:

Fundraising through February			
		February	Year to Date
Annual Fund	\$	325.00	\$17,375.00
Gifts		0.16	20,651.28
Total	\$	325.16	\$38,026.28

Personnel:

Status of Organization:

Number of full-time employees: 32

Number of part-time employees: 56

TOTAL number of employees: 88

Full-time equivalents: 57

Workshops, programs and training attended:

Date	Title	Hours	Staff
2/1-2/28	UW Continuing Ed: Fostering Inclusivity in the Library	10	Cathy S.
2/1-2/28	CLC: ASL 1	8	Meg S.
2/5	Diverse Titles for Youth and YA	1	Joanne T., Scott K
2/7	Windows 10 Staff Training	.5	Rebekah R., Scott K., Angela C., Liz K.
2/19	Everything's Coming Up YA	1	Janet C., Joanne T., Scott K.
2/20	Stellar Youth Series Nonfiction: Spring 2019	1	Vicky S.
2/20	Windows 10 Staff Training	.5	Gina, Cathy S., Sai, Jen, Doreen R., Cheryl A., Betty S.
2/21	Youth Titles Guaranteed to Jump Off Your Shelves	1	Janet C.
2/21	Windows 10 Staff Training	.5	Patty S., Ginny G.
2/22	Windows 10 Staff Training	.5	Jan M., Michelle A., Joanne T.
2/23	Anderson's Children's Literature Breakfast	9	Joanne T., Cheryl RL, Michelle A., Emma C.
2/26	Windows 10 Staff Training	.5	Vicki P.
2/27	Windows 10 Staff Training	.5	Laura, Sandy, Nancy, Vicky S.,
2/27	What's New in Children's Literature	1	Janet C., Vicky S., Rebekah R.
2/28	Windows 10 Staff Training	.5	Ryan, Noreen, Janet C., Cheryl RL
2/28	The Transformative Power	1	Joanne T.

Warren-Newport Public Library District
Executive Director's Report
March 19, 2019

	of YA Literature		
	Windows 10 Staff Training		Kathie, Rachel, Donna, Val, Amy B, Amy L, Madelynn, Steven, Jess, Justine, Pam P
2/12	Paths to Reference: How Today's Students Find & Use Reference Resources – webinar	1.0	Liz K.
2/18	Large Print, Big Advantages – webinar	1.0	Liz K.
2/21	What Makes Star Libraries Shine – webinar	1.0	Dawn L.
2/23	Anderson's Children's Literature Breakfast	4.5	Ginny G. , Patty S., Emma C., Michelle A., Joanne T.
2/25	Everything's Coming Up YA – webinar	1.0	Liz K.

Public Relations/Graphics:

- Our marketing focus in February continued to be Fine-Free, with very positive feedback from patrons.
- Interviewed candidates for our open positions; revamped procedures in preparation of limited staffing in department; promoting spring program registration opening; advance design was done for Summer Reading Programs.
- Our lobby display case focus was the celebration of Muhammad Ali's world heavyweight championship boxing title in conjunction with Black History Month. In March, our focus will be the 100th anniversary of the establishment of the Grand Canyon National Park.
- A library profile was submitted by request to the Lake County Chamber Community Guide.

Safety and Security Statistics:

- Patron assist-----343
- Patron contact: improper behavior-----129
- Staff Assists-----97
- Patron contact: unattended children-----12
- Police assist-----4
- Setups for Meeting Rooms-----14
- Book Donation-----39

Patron Suspensions			
Date	Person(s) suspended	Length of Suspension	Violation/reason
2/4	Minor	Indefinitely	Violating his 1 year suspension, criminal trespassing, and noncompliance with Gurnee Police (danger to public safety)
2/7	Adult	One month	Vandalism, damage to library property
2/19	Minor	One day	Running after warnings, language, and

Warren-Newport Public Library District
Executive Director's Report
March 19, 2019

			noncompliance with youth services staff
2/19	Minor	One day	Running after warnings, language, and noncompliance with youth services staff
2/26	Adult	One day	Disorderly conduct, yelling at staff, disturbing other patrons, and demeaning behavior towards staff

ADULT SERVICES

- We conducted interviews and hired a candidate for the part-time Adult Services Associate.
- We have been planning for the adult summer reading program.
- Worked on the first draft of the department budget.

CIRCULATION

- Staff completed Windows 10 training.
- Worked on department budget.

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - Staff conducted staff training for Windows 10.
 - Staff began the installation of new staff Windows 10 PC's.
- **Facility Items:**
 - 17 public meeting room setups and 20 program meeting room setups.
 - Conducted Interviews for the open facilities tech position.
 - Door Systems, Inc. made repairs to the front entrance exterior sliding door, garage and staff entrances.
 - Siemens conducted their quarterly system maintenance.

OUTREACH

- Bookmobile was off road due to weather on 2/5/19.
- Outreach staff member attended the annual Anderson's Children's Literature Breakfast on 2/23/19.
- The new Outreach Schedule that begins in April was finalized and sent to the printers.
- Completed first draft of Outreach Budget.

TECHNICAL SERVICES

- Completed Windows 10 training.
- Completed TS budget.

YOUTH SERVICES

- Staff completed Windows 10 training.
- Worked on department budget.
- Finished Winter Storytime session.
- Contacted potential performers for Children's and Multicultural programs for next fiscal year.

Warren-Newport Public Library District
Executive Director's Report
March 19, 2019

FEBRUARY STATISTICS

MAIN LIBRARY CIRC

TYPE OF MATERIAL	FEB ADULT	FEB YOUTH	FEB TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,105	351	1,456	11,396	3,691	15,087	17,668	-14.6%
Kits	0	218	218	0	1,429	1,429	2,704	-47.2%
Books	11,514	17,318	28,832	98,510	148,628	247,138	274,813	-10.1%
Music Compact Discs	1,290	221	1,511	12,665	2,070	14,735	19,226	-23.4%
DVD's	13,947	1,973	15,920	120,932	18,492	139,424	156,639	-11.0%
Magazines	1,018	30	1,048	9,608	829	10,437	11,122	-6.2%
Video Games	801	0	801	7,872	0	7,872	8,771	-10.2%
Videoplayers	0	19	19	0	325	325	488	-33.4%
E-readers	0	0	0	0	0	0	58	-100.0%
Umbrellas	3	0	3	66	0	66	34	N/A
Telescopes	2	0	2	55	0	55		N/A
ebooks (MMM, Hoopla)	2,520	0	2,520	21,038	0	21,038	19,214	9.5%
eaudiobooks (MMM, Hoopla)	2,403	0	2,403	18,582	0	18,582	14,528	27.9%
evideo (MMM, Hoopla)	245	0	245	1,704	0	1,704	1,301	31.0%
emusic (Hoopla)	131	0	131	1,121	0	1,121	1,187	-5.6%
emagazines (Zinio)	327	0	327	1,867	0	1,867	1,110	68.2%
ecomicbooks (Hoopla)	88	0	88	609	0	609	515	18.3%
Total emedia	5,714	0	5,714	44,921	0	44,921	37,855	18.7%
MAIN LIBRARY SUBTOTAL	35,394	20,130	55,524	306,025	175,464	481,489	529,378	-9.0%

**MMM=MyMediaMall

Warren-Newport Public Library District
Executive Director's Report
March 19, 2019

OUTREACH CIRC

TYPE OF MATERIAL	FEB ADULT	FEB YOUTH	FEB TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	96	29	125	1,102	279	1,381	1,309	5.5%
Kits	0	257	257	0	1,460	1,460	1,366	6.9%
Books	551	2,379	2,930	4,894	18,561	23,455	23,842	-1.6%
Music Compact Discs	59	55	114	575	464	1,039	1,050	-1.0%
DVD's	790	141	931	6,353	1,457	7,810	8,418	-7.2%
Magazines	48	3	51	659	111	770	739	4.2%
Miscellaneous	2	0	2	21	0	21	4	425.0%
OUTREACH SUBTOTAL	1,546	2,864	4,410	13,604	22,332	35,936	36,728	-2.2%

TOTALS

	FEB ADULT	FEB YOUTH	FEB 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	36,940	22,994	59,934	319,629	197,796	517,425	566,106	-8.6%

Warren-Newport Public Library District
Executive Director's Report
March 19, 2019

Services Statistics	February Adult	February Youth	February A-Bkm	February Y-Bkm	February Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	YTD Total	Prev. YTD	Change
												TOTAL	
DESK ACTIVITIES													
Information	2,612	507	216	117	3,452	22,999	4,138	1,960	1,023	30,120	31,191	-3%	
Reference/Titles Req.	2,118	576	339	167	3,200	17,467	5,274	2,678	1,480	26,899	28,486	-6%	
E-Mail Reference	33	0	0	0	33	280	0	0	0	280	195	44%	
Instruction Questions	948	23	0	0	971	8,001	352	0	0	8,353	8,038	4%	
Total Desk Activities	5,711	1,106	555	284	7,656	48,747	9,764	4,638	2,503	65,652	67,910	-3%	
INTERLIBRARY LOAN (ILL)													
ILL Lending Requests	Use: Lending Fill Rate Statistics				501					4,041	4,575	-12%	
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				231					1,986	2,252	-12%	
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				520					4,265	4,911	-13%	
ILL Borrowing Filled	Use: Borrowing Requests Finished				351					2,664	3,657	-27%	
Article Lending Requests	Use: Lending Fill Rate Statistics				0					7	10	-30%	
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	3	-100%	
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				6					19	22	-14%	
Article Borrowing Filled	Use: Borrowing Requests Finished				0					2	14	-86%	
CIRCULATION													
In-District cardholders					42,225					42,225	39,703	6%	
Reciprocal cardholders					11,704					11,704	11,125	5%	
Total Cardholders					53,929					53,929	50,828	6%	
RBP Loaned					5,845					49,531	56,180	-12%	
**RBP Borrowed										17,859	62,573	-71%	
Hold					6,120					55,407	53,553	3%	
Patron Count Main					23,414					202,903	252,203	-20%	
Self Check Out Use					24,475					221,244	254,594	-13%	
BOOKMOBILE/VAN VISITS													
Neighborhood Stops					95					735	753	-2%	
Preschools					15					98	86	14%	
Park Districts					0					0	0	N/A	
Schools					0					0	0	N/A	
Senior residential facilities					5					37	40	-8%	
Special events					0					2	5	-60%	
Total Bookmobile Stops					115					872	884	-1%	
Total Patron Count					917					8,585	8,378	2%	
Homebound visits					30					247	194	27%	
Deposit Collection deliveries					3					25	19	32%	
Remote book drop pickups					24					198	194	2%	
Total Van Stops					57					470	309	52%	
Days BKM on road					20					150	150	0%	
In-House Programs/Tour													
# of Adult Programs					25					177	194	-9%	
Adult Attendance					207					2,844	2,254	26%	
# of Youth Programs					75					308	307	0%	
Youth Attendance					1,568					6,511	4,668	39%	
Adult Attendance					429					2,272	2,316	-2%	
# of Bookmobile Tours					0					1	0	N/A	
Youth Attendance					0					0	0	N/A	
Adult Attendance					0					4	0	N/A	
OUTREACH (Prog./ Visits)													
# of Adult Prog. & Visits					1					8	8	0%	
Adult Attendance					14					86	94	-9%	
# of Youth Prog. & Visits					0					27	31	-13%	
Youth Attendance					0					1,170	2,043	-43%	
Adult Attendance					0					688	772	-11%	
# 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					36					246	311	-21%	
Study Room Uses					748					4,372	5,545	-21%	
INTERNET USAGE													
# of sessions					2,542					22,487	24,301	-7%	
Total Hours					1,935					17,218	19,305	-11%	
Average Session (minutes)					46					365	377	-3%	
OTHER SERVICES													
Proctoring					3					40	27	48%	
Voter Registration					1					16	4	300%	
Website views					29,765					245,556	263,224	-7%	
New items processed					2,700					19,400	21,302	-9%	
Total materials Main library					303,637					303,637	302,789	0%	
Total materials Outreach					17,341					17,341	17,758	-2%	
TOTAL MATERIALS					320,978					320,978	320,547	0%	
Adult Volunteer Hours					199.5					1,627.7	1,995.0	-18%	
Student Volunteer Hours					28.0					1,145.4	805.6	42%	
Total Volunteer Hours					227.5					2,773.2	2,800.6	-1%	

END