Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR DECEMBER 2019
January 21, 2020
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:
- Youth Services offered popular passive programming over Winter Break as well as a Winter Reading program for kids and teens which proved to be much more popular than we anticipated.
- We kicked off the Roaring '20's theme programming for adults with showings of the Great Gatsby and a musical performance of jazz from the 1920's by the group the "Hot Fedoras".

Meetings, programs, training attended:
- Exchange Club (12/10)
- #eBooksForAll Campaign Update Webinar (12/17)

Special plans for coming month:
- Front of Library Landscape Final Phase Plan Development.
- Strategic Planning Process.
- Village of Gurnee 2020 Census Complete Count Committee.
- Project Management Task Force

Special plans for the near future:
- Strategic Planning Process.
- Village of Gurnee 2020 Census Complete Count Committee.
- Project Management Task Force.
- Minimum Wage Compliance Action Plan.
- Adult Space Project Planning.

ADMINISTRATION

Friends: The Friends had another successful Saturday Book Sale on December 7.

Fundraising:

Fundraising through December				
		December	Year to Date	
Annual Fund		$ 150.00	$ 3,060.00	
Gifts		26.00	20,180.82	
Total		$ 176.00	$ 23,240.82	

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Personnel:
Status of Organization: December
Number of full-time employees: 34
Number of part-time employees: 58
TOTAL number of employees: 92
Full-time equivalents: 58
New hires: None
Separations: 12/8- Senior Adult Services Readers Advisory Librarian, Substitute
Changes: None

Workshops, programs and training attended:

Date	Title	Hours	Staff
10/25-12/6	**Fundamentals of Cataloging**	**25**	**Hema S.**
12/12/19	**Lake County Libraries Marketing Group @ LVDL**	**3**	**Sandy B.**
12/10	**Yay YA: The Latest Reads for Teens**	**1**	**Joanne T., Steven J.**
12/12	**Creative Activities for Infants and Toddlers**	**1**	**Jenny H.**
12/14	**Coding for Everyone: How Your Library Can Help Anyone Learn to Code**	**1**	**Steven J.**
12/15	**Books Build Better Brains: How Promoting Literacy Is Key to Early Brain & Child Development**	**1**	**Steven J.**
12/15	**Language Development and Early Literacy**	**1**	**Jenny H.**
12/23	**Co-Designing Early STEM Learning Resources: Teacher-Researcher-Family Partnerships**	**1**	**Patty S.**

Public Relations/Graphics:
- December's campaign theme was Support Your Library, designed to promote awareness of the various methods of supporting WNPL through year-end donations.
- The school newsletter was emailed on 12/10.
- A campaign to "Spend the Holidays with WNPL" was produced with posters displayed at several locations in the community including 2 Starbucks stores, the Village of Gurnee and Warren Township Center.
- Photographed and videotaped segments of the Hot Fedoras musical program on 12/12.
- Produced a draft of our upcoming Summer Reading Program logo. The theme of this year's program will be "Read to Remember" with a goal of 1.5 million minutes read.

Safety and Security

- Patron assist----------------------------------323
- Patron contact: improper behavior--------209
- Patrons Asked to Leave (all from finals week students)-------------------------------------16
- Police assist----------------------------------3
- Setups for Meeting Rooms----------------17

Patron Suspensions		
Person(s) suspended	**Length of Suspension**	**Violation/reason**
Adult	Indefinitely	Unsafe without guardian, threatening violence towards staff/patrons, abusive language, noncompliance with suspension.
3 Teens	1 year	Drug use in study room, noncompliance with suspension process.
Minor	1 week	Misuse of library material, roughhousing.
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ADULT SERVICES

- Staff members met with staff from the Grayslake Public Library to collaborate on a One Book/One Community project which we hope to start in September of 2020.

CIRCULATION

- Interviewed candidates for open Circulation Clerk and Shelver positions.

OUTREACH

- 12/1-12/13 Bookmobile service was cancelled while the Bookmobile received a new Inverter system.
- 12/20 Bookmobile had an oil change service and winterization.
- 12/20 Bookmobile passed its biannual Safety Inspection on 12/20.
- 12/6 Staff provided an Adult Storytime, reading a short story selection to 11 seniors at Bickford.
- 12/6 Staff provided Holiday Storytime readings to 71 people at Macy's Make Believe Event.
- Bookmobile began a two week hiatus on 12/23 and will resume service on 1/6/2020.

TECHNICAL SERVICES

- Continued to inventory the library.

TECHNOLOGY & FACILITIES

- **Technology Items**:
    - Received new gaming monitor equipment for the Teen Vault.

- **Facility Items**:
    - 13 public meeting room setups.
    - 23 program meeting room setups.
    - Anderson Pest Control completed their monthly inspection.

YOUTH SERVICES

- Youth and Teen Programmers met to plan and write copy for Spring 2020 programs.
- Worked with Communications to redesign the 1000 Books Before Kindergarten promotional materials, for an upcoming change to move the program to Beanstack.
- Ordered new toys and manipulatives for Coco's Cove.
- Continued to troubleshoot the STEAM computers in the Vault.

DECEMBER 2019 STATISTICS

MAIN LIBRARY CIRC

TYPE OF MATERIAL	DEC ADULT	DEC YOUTH	DEC TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,061	349	1,410	7,112	2,584	9,696	11,948	-18.8%
Kits	0	166	166	0	1,097	1,097	1,045	5.0%
Books	10,338	14,582	24,920	70,541	109,385	179,926	187,499	-4.0%
Music Compact Discs	1,474	154	1,628	8,354	1,327	9,681	11,452	-15.5%
DVD's	13,095	1,756	14,851	77,258	12,865	90,123	104,439	-13.7%
Magazines	911	18	929	5,923	225	6,148	8,036	-23.5%
Video Games	829	0	829	5,406	0	5,406	6,043	-10.5%
Videoplayers	0	51	51	0	242	242	281	-13.9%
E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	2	0	2	35	0	35	60	-41.7%
Telescopes	7	0	7	36	0	36	48	-25.0%
Backpacks	0	20	20	0	174	174	0	N/A
ebooks (MMM, Hoopla)	2,590	0	2,590	16,296	0	16,296	15,771	3.3%
eaudiobooks (MMM, Hoopla)	2,759	0	2,759	17,555	0	17,555	13,744	27.7%
evideo (MMM, Hoopla)	179	0	179	1,242	0	1,242	1,191	4.3%
emusic (Hoopla)	112	0	112	701	0	701	867	-19.1%
emagazines (Zinio)	228	0	228	1,585	0	1,585	1,167	35.8%
ecomicbooks (Hoopla)	91	0	91	547	0	547	459	19.2%
Total emedia	5,959	0	5,959	37,926	0	37,926	33,199	14.2%
MAIN LIBRARY SUBTOTAL	**33,676**	**17,096**	**50,772**	**212,591**	**127,899**	**340,490**	**364,050**	**-6.5%**

**MMM=MyMediaMall

OUTREACH CIRC

TYPE OF MATERIAL	DEC ADULT	DEC YOUTH	DEC TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	45	9	54	524	144	668	1,120	-40.4%
Kits	0	64	64	0	878	878	1,076	-18.4%
Books	434	1,409	1,843	3,281	12,269	15,550	18,291	-15.0%
Music Compact Discs	14	38	52	153	225	378	799	-52.7%
DVD's	390	50	440	3,811	722	4,533	6,056	-25.1%
Magazines	39	0	39	364	4	368	642	-42.7%
Miscellaneous	5	0	5	50	0	50	17	194.1%
OUTREACH SUBTOTAL	**927**	**1,570**	**2,497**	**8,183**	**14,242**	**22,425**	**28,001**	**-19.9%**

TOTAL CIRCULATION

	DEC ADULT	DEC YOUTH	DEC 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	**34,603**	**18,666**	**53,269**	**220,774**	**142,141**	**362,915**	**392,051**	**-7.4%**

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Services Statistics Dec-19	Dec. Adult	Dec. Youth	Dec. A-Bkm	Dec. Y-Bkm	Dec. Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD TOTAL	Change
DESK ACTIVITIES												
Information	2,364	429	281	102	3,176	16,058	8,905	1,557	736	27,256	23,358	17%
Reference/Titles Req.	1,665	408	171	110	2,354	11,714	3,528	1,646	1,001	17,889	20,466	-13%
E-Mail Reference	40	0	0	0	40	164	0	0	0	164	201	-18%
Instruction Questions	774	33	0	0	807	6,162	313	0	0	6,475	6,442	1%
Total Desk Activities	**4,843**	**870**	**452**	**212**	**6,377**	**34,098**	**12,746**	**3,203**	**1,737**	**51,784**	**50,467**	**3%**
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics									2,345	3,031	-23%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)									1,237	1,487	-17%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics									2,548	3,165	-19%
ILL Borrowing Filled	Use: Borrowing Requests Finished									1,636	1,952	-16%
Article Lending Requests	Use: Lending Fill Rate Statistics									2	7	-71%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)									0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics									19	12	58%
Article Borrowing Filled	Use: Borrowing Requests Finished									7	2	250%
CIRCULATION												
In-District cardholders					43,882					43,882	41,943	5%
Reciprocal cardholders					12,169					12,169	11,601	5%
Total Cardholders					**56,051**					**56,051**	**53,544**	**5%**
RBP Loaned					5,047					31,854	37,750	-16%
**RBP Borrowed										0	17,859	-100%
Holds					5,190					36,434	41,733	-13%
Patron Count Main					21,080					146,566	157,724	-7%
Self Check Out Use					20,140					145,356	169,827	-14%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					30					525	575	-9%
Preschools					7					59	75	-21%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					1					19	28	-32%
Special events					1					4	2	100%
Total Bookmobile Stops					**39**					**607**	**680**	**-11%**
Total Patron Count					**265**					**6,172**	**6,993**	**-12%**
Homebound visits					60					239	186	28%
Deposit Collection deliveries					12					39	19	105%
Remote book drop pickups					18					142	150	-5%
Total Van Stops					**90**					**420**	**355**	**18%**
Days BKM on road					6					109	117	-7%
In-House Programs/Tour												
# of Adult Programs					17					**109**	**128**	**-15%**
Adult Attendance					106					1,459	2,448	-40%
# of Youth Programs					17					**265**	**202**	**31%**
Youth Attendance					317					5,312	4,676	14%
Adult Attendance					74					1,671	1,788	-7%
# of Bookmobile Tours					0					**0**	**1**	**-100%**
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	4	-100%
OUTREACH (Prog./ Visits)												
# of Adult Prog. & Visits					1					**6**	**6**	**0%**
Adult Attendance					13					67	72	-7%
# of Youth Prog. & Visits					2					**9**	**27**	**-67%**
Youth Attendance					135					612	1,170	-48%
Adult Attendance					51					269	688	-61%
# of BKM Prog. & Visits					1					**7**	**0**	**N/A**
Youth Attendance					0					56	0	N/A
Adult Attendance					11					30	0	N/A
ROOM USE												
Meeting Room Uses					33					189	183	3%
Study Room Uses					677					4,511	4,301	5%
INTERNET USAGE												
# of sessions					2,623					15,218	17,401	-13%
Total Hours					2,063					12,006	13,295	-10%
Average Session (minutes)					47					279	273	2%
OTHER SERVICES												
Proctoring										3	36	-92%
Voter Registration					0					3	15	-80%
Website views					24,150					169,380	181,341	-7%
New items processed					2,536					14,369	14,414	0%
Total materials Main library					294,642					294,642	304,360	-3%
Total materials Outreach					17,214					17,214	17,938	-4%
TOTAL MATERIALS					**311,856**					**311,856**	**322,298**	**-3%**
Adult Volunteer Hours					224.2					1,292.4	1,269.6	2%
Student Volunteer Hours					56.0					503.3	1,079.1	-53%
Total Volunteer Hours					**280.2**					**1,795.7**	**2,348.8**	**-24%**

END