

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR JANUARY 2020**  
**Tuesday, February 18, 2020**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- The Special Board Meeting on January 7 resulted in identifying the words Learn, Inspire, Transform, and Community as the basis of the new WNPL mission statement in the upcoming strategic plan.
- While one of our strategic plan outreach events was cancelled due to weather, Laura Stone and I were able to get 45 people to complete surveys at both the Gurnee Volunteer Fair on January 15 and at Islamic Foundation North on January 24. Several more strategic plan outreach events are planned in the coming months.

*Meetings, programs, training attended:*

- Healthy Communities Healthy Youth (1/9)
- Exchange Club (1/14)
- RAILS eContent Working Group (1/14)
- Project Management Task Force (1/15)
- RAILS Member Update (1/16)
- Lake County Economic Forecast Luncheon (1/16)
- Engage Lake County: A Community Conversation to Inspire Action (1/16)
- Library Director's Roundtable (1/23)

*Special plans for coming month:*

- Strategic Planning Process.
- 2020 Census Planning.
- Finalize Landscaping Plan.
- Adult Space Project Planning.
- Public Library Association 2020 Conference.

*Special plans for the near future:*

- Strategic Planning Process.
- 2020 Census Planning.
- Present Landscaping Plan for approval.
- Present Adult Space Plan for approval.

**ADMINISTRATION**

**Friends:** The nominating committee has made recommendations for the positions of Treasurer (Mark Mueller), Vice President (Diana Vickery), and Director (Lynn Kublank). Elections will take place at the February 27 meeting.

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**Fundraising:**

Fundraising through January

	January	Year to Date
Annual Fund	\$5,981.56	\$ 9,041.56
Gifts	85.00	20,265.82
<b>Total</b>	<b>\$ 6,066.56</b>	<b>\$ 29,307.38</b>

**Personnel:**

Status of Organization: January

Number of full-time employees: 34

Number of part-time employees: 58

TOTAL number of employees: 92

Full-time equivalents: 58

New hires: 1/21 part time Circulation Clerk, 12.75 hours and part time Shelver 10 hours

Separations: 1/16 part time Outreach Associate, 15 hours; 1/27 part time Circulation Clerk 10.25 hrs

Changes: None

**Workshops, programs and training attended:**

Date	Title	Hours	Staff
1/10	<b>RAILS Youth Programmers Meeting at Indian Trails Public Library</b>	<b>4 hrs.</b>	<b>Patty S. &amp; Cheryl R.</b>
1/15	<b>YALSA Excellence in Non-Fiction Finalists –</b>	<b>1 hr.</b>	<b>Vicky S.</b>
1/15	<b>YALD Meeting with a Mock Printz Award discussion</b>	<b>4.5 hrs.</b>	<b>Scott K.</b>
1/17	<b>Executive Function &amp; Language Development: Unpacking the Science and Exploring New Findings</b>	<b>1 hr.</b>	<b>Patty S.</b>
1/22	<b>RAILS Online Roundtable: Managing the Marketing Process</b>	<b>45 min.</b>	<b>Sandy B.</b>
1/24	<b>PULSE</b>	<b>3 hrs.</b>	<b>Madelynn</b>
1/10-1/31	<b>Managing Children's Collections from Acquisition to Weeding</b>	<b>24 hrs.</b>	<b>Liz K.</b>

**Public Relations/Graphics:**

- The monthly campaign theme in January was Support Your Library, promoting WNPL Strategic Planning. Communications staff continue to flex around needs for art and material orders for the campaign which will continue through February.
- The January lobby display case theme was the Roaring Twenties, featuring artifacts from several staff members' collections and highlighting themed programs. February's theme will be the 85<sup>th</sup> anniversary of the Monopoly board game.

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- Publicity requests include: gratitude post for the Staff Association Pet Supply Tree; holiday lights recycling; and Bookmobile off road.
- Staff are beginning to work on requests related to WNPL's annual Bingo in the Books fundraiser, which will be held on Fri., April 17 at 6:30pm.
- Production is wrapping on the spring edition of the Inside Angle, due to mail in mid-February.
- Communications is continuing to work with HR to assist with an onboarding project that will include video, photography as well as graphics.
- The theme of this year's Summer Reading Program (SRP) program will be "Read to Remember" with a goal of 1.5 million minutes read. Staff across the organization are preparing for preregistration launch May 1. A subcommittee is working on production of a video to promote SRP.

**Safety and Security:**

- Patron assist-----263
- Patron contact: improper behavior-----176
- Book donations and room setups-----89
- Patrons Asked to Leave-----3
- Police assist-----5
- Setups for Meeting Rooms-----17

<b>Patron Suspensions</b>		
<b>Person(s) suspended</b>	<b>Length of Suspension</b>	<b>Violation/reason</b>
Adult	1 week	Obscene language in presence of minors

**ADULT SERVICES**

- Continue to meet with staff from the Grayslake PL to work on the One Book One Community project. "The Death and Life of the Great Lakes" by Dan Egan is the chosen book. Staff shared information about this program at the PULSE meeting.
- Department staff attended the Summer Reading Program meeting.
- A meeting was held with AARP to flesh out details for the upcoming tax season.

**CIRCULATION**

- Welcomed Zoe Hill as a Circulation Clerk and Lauren Place as a Shelver and began their training process.
- Cynthia Snider resigned from her position as Circulation Clerk.

**OUTREACH**

- Van was towed to McClure's on January 2<sup>nd</sup> and had the Starter Relay Wire repaired and an oil change.
- Bookmobile service was canceled on Saturday 1/11 & Saturday 1/18 due to weather/icy conditions.
- Charmoise J. resigned from her part-time Outreach Associate position on 1/16. Outreach staff schedules were adjusted to accommodate route coverage deficiencies created by her departure.

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- Preliminary work has begun to identify potential new Bookmobile stops for the upcoming new schedule that will begin in April.

### **TECHNICAL SERVICES**

- Continue to inventory the library.
- Started to reclass adult graphic novels to adult nonfiction graphic novels.
- Created the Teen Espanol collection.

### **TECHNOLOGY & FACILITIES**

- **Technology Items:**
  - Staff installed the new gaming monitor equipment for the Teen Vault.
- **Facility Items:**
  - 8 public meeting room setups.
  - 29 program meeting room setups.
  - Anderson Pest Control completed their monthly inspection.
  - Verde Energy Efficiency Experts installed new LED lighting fixtures in the Quiet Reading Room, Administration offices and the Staff Lounge.

### **YOUTH SERVICES**

- Ran a simplified and very well received Winter Reading program over winter break.
- Sorted and inventoried storytime resources to create lists of available resources for storytellers.
- Offered a series of photography classes for kids and received very positive feedback. We will offer this again and expand the program to include more age groups.
- Teen staff began testing the Oculus Rift headsets in the Vault to troubleshoot problems. We will offer them as part of our weekly drop-in programming beginning in March.

### **JANUARY 2020 STATISTICS**

#### **MAIN LIBRARY CIRC**

<b>TYPE OF MATERIAL</b>	<b>JAN ADULT</b>	<b>JAN YOUTH</b>	<b>JAN TOTAL</b>	<b>Y.T.D. ADULT</b>	<b>Y.T.D. YOUTH</b>	<b>Y.T.D. TOTAL</b>	<b>PREVIOUS Y.T.D. TOTAL</b>	<b>PERCENT CHANGE Y.T.D.</b>
Audiobooks	1,125	327	1,452	8,237	2,911	11,148	13,631	-18.2%
Kits	0	180	180	0	1,277	1,277	1,211	5.5%
Books	12,242	17,531	29,773	82,783	126,916	209,699	218,306	-3.9%
Music Compact Discs	1,484	154	1,638	9,838	1,481	11,319	13,224	-14.4%
DVD's	13,578	1,517	15,095	90,836	14,382	105,218	123,504	-14.8%
Magazines	995	44	1,039	6,918	269	7,187	9,389	-23.5%
Video Games	828	0	828	6,234	0	6,234	7,071	-11.8%
Videoplayers	0	23	23	0	265	265	306	-13.4%
E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	2	0	2	37	0	37	63	-41.3%

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Telescopes	5	0	5	41	0	41	53	-22.6%
Backpacks	0	24	24	0	198	198	0	N/A
ebooks (MMM, Hoopla)	2,939	0	2,939	19,235	0	19,235	18,518	3.9%
eaudiobooks (MMM, Hoopla)	3,049	0	3,049	20,604	0	20,604	16,179	27.4%
evideo (MMM, Hoopla)	195	0	195	1,437	0	1,437	1,459	-1.5%
emusic (Hoopla)	123	0	123	824	0	824	990	-16.8%
emagazines (Zinio)	234	0	234	1,819	0	1,819	1,540	18.1%
ecomicbooks (Hoopla)	94	0	94	641	0	641	521	23.0%
<b>Total emedia</b>	<b>6,634</b>	<b>0</b>	<b>6,634</b>	<b>44,560</b>	<b>0</b>	<b>44,560</b>	<b>39,207</b>	<b>13.7%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>36,893</b>	<b>19,800</b>	<b>56,693</b>	<b>249,484</b>	<b>147,699</b>	<b>397,183</b>	<b>425,965</b>	<b>-6.8%</b>

\*\*MMM=MyMediaMall

**OUTREACH CIRC**

TYPE OF MATERIAL	JAN ADULT	JAN YOUTH	JAN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	54	8	62	578	152	730	1,256	-41.9%
Kits	0	151	151	0	1,029	1,029	1,203	-14.5%
Books	517	1,906	2,423	3,798	14,175	17,973	20,525	-12.4%
Music Compact Discs	21	45	66	174	270	444	925	-52.0%
DVD's	535	83	618	4,346	805	5,151	6,879	-25.1%
Magazines	73	0	73	437	4	441	719	-38.7%
Miscellaneous	9	0	9	59	0	59	19	210.5%
<b>OUTREACH SUBTOTAL</b>	<b>1,209</b>	<b>2,193</b>	<b>3,402</b>	<b>9,392</b>	<b>16,435</b>	<b>25,827</b>	<b>31,526</b>	<b>-18.1%</b>

**TOTAL CIRCULATION**

	JAN ADULT	JAN YOUTH	JAN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
<b>GRAND TOTAL</b>	<b>38,102</b>	<b>21,993</b>	<b>60,095</b>	<b>258,876</b>	<b>164,134</b>	<b>423,010</b>	<b>457,491</b>	<b>-7.5%</b>

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Services Statistics	January	January	January	January	January	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Jan-20	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
<b>DESK ACTIVITIES</b>												
Information	2,908	23	171	114	3,216	18,966	8,928	1,728	850	30,472	26,668	14%
Reference/Titles Req.	2,340	474	238	140	3,192	14,054	4,002	1,884	1,141	21,081	23,699	-11%
E-Mail Reference	40	0	0	0	40	204	0	0	0	204	247	-17%
Instruction Questions	931	23	0	0	954	7,093	336	0	0	7,429	7,382	1%
<b>Total Desk Activities</b>	<b>6,219</b>	<b>520</b>	<b>409</b>	<b>254</b>	<b>7,402</b>	<b>40,317</b>	<b>13,266</b>	<b>3,612</b>	<b>1,991</b>	<b>59,186</b>	<b>57,996</b>	<b>2%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				472					2,817	3,540	-20%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				253					1,490	1,755	-15%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				505					3,053	3,745	-18%
ILL Borrowing Filled	Use: Borrowing Requests Finished				343					1,979	2,313	-14%
Article Lending Requests	Use: Lending Fill Rate Statistics				2					4	7	-43%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				6					25	13	92%
Article Borrowing Filled	Use: Borrowing Requests Finished				4					11	2	450%
<b>CIRCULATION</b>												
In-District cardholders					44,029					44,029	42,089	5%
Reciprocal cardholders					12,200					12,200	11,660	5%
<b>Total Cardholders</b>					<b>56,229</b>					<b>56,229</b>	<b>53,749</b>	<b>5%</b>
RBP Loaned					5,219					37,073	43,686	-15%
**RBP Borrowed										44,573	17,859	150%
Hold					7,052					43,486	49,287	-12%
Patron Count Main					24,441					171,007	179,489	-5%
Self Check Out Use					23,040					168,396	196,769	-14%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					85					610	640	-5%
Preschools					16					75	83	-10%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					4					23	32	-28%
Special events					0					4	2	100%
<b>Total Bookmobile Stops</b>					<b>105</b>					<b>712</b>	<b>757</b>	<b>-6%</b>
<b>Total Patron Count</b>					<b>879</b>					<b>7,051</b>	<b>7,668</b>	<b>-8%</b>
Homebound visits					38					277	217	28%
Deposit Collection deliveries					4					43	22	95%
Remote book drop pickups					22					164	174	-6%
<b>Total Van Stops</b>					<b>64</b>					<b>484</b>	<b>413</b>	<b>17%</b>
Days BKM on road					17					126	130	-3%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					21					130	152	-14%
Adult Attendance					287					1,746	2,637	-34%
<b># of Youth Programs</b>					40					305	233	31%
Youth Attendance					1,055					6,367	4,943	29%
Adult Attendance					177					1,848	1,843	0%
<b># of Bookmobile Tours</b>					0					0	1	-100%
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	4	-100%
<b>OUTREACH (Prog./ Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>					1					7	7	0%
Adult Attendance					18					85	72	18%
<b># of Youth Prog. &amp; Visits</b>					1					10	27	-63%
Youth Attendance					80					692	1,170	-41%
Adult Attendance					4					273	688	-60%
<b># of BKM Prog. &amp; Visits</b>					1					8	0	N/A
Youth Attendance					10					66	0	N/A
Adult Attendance					2					32	0	N/A
<b>ROOM USE</b>												
Meeting Room Uses					37					226	210	8%
Study Room Uses					781					5,292	4,993	6%
<b>INTERNET USAGE</b>												
# of sessions					3,200					18,418	19,945	-8%
Total Hours					2,355					14,361	15,283	-6%
Average Session (minutes)					45					324	319	2%
<b>OTHER SERVICES</b>												
Proctoring					0					3	37	-92%
Voter Registration					3					6	15	-60%
Website views					29,908					199,288	215,791	-8%
New items processed					3,095					17,464	16,700	5%
Total materials Main library					295,409					2,954,099	2,987,222	-1%
Total materials Outreach					16,532					16,532	16,540	0%
<b>TOTAL MATERIALS</b>					<b>311,941</b>					<b>311,941</b>	<b>315,262</b>	<b>-1%</b>
Adult Volunteer Hours					205.0					1,497.4	1,428.2	5%
Student Volunteer Hours					22.0					525.3	1,117.4	-53%
<b>Total Volunteer Hours</b>					<b>227.0</b>					<b>2,022.7</b>	<b>2,545.7</b>	<b>-21%</b>

END