

**Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR APRIL
May 21, 2019
Submitted by Executive Director, Ryan Livergood**

EXECUTIVE SUMMARY

Highlights:

- Bingo in the Books on April 26 was our most successful Bingo event ever! We netted approximately \$5,800, which is \$1,600 more than we made last year.
- Our marketing focus in April was National Library Week, April 7-13. We encouraged patrons to share “how do you library?” The Staff Association sponsored National Library Workers Day with open houses, brief tours, and treats for staff who traveled through each department with their library passport. National Bookmobile Day was celebrated by Outreach staff, offering small giveaways for their patrons.

Meetings, programs, training attended:

- Electronic Content Consortium Board Meeting (4/15).
- Electronic Content Consortium Board Meeting (4/18).
- Electronic Content Consortium Board Meeting (4/22).
- Exchange Club (4/23).
- Electronic Content Consortium Board Meeting (4/24).

Special plans for coming month:

- Develop the framework for WNPL bequest/planned giving program.
- Narrow down options for developing the next WNPL strategic plan.

Special plans for the near future:

- Summer Reading Program 2019 kicks off on June 1 with a community goal to read one million minutes!
- Developing the strategic planning process for our next strategic plan.

ADMINISTRATION

Friends: The next Friends meeting is Thursday, May 23. The next Saturday book sale is June 1.

Fundraising:

Fundraising through April			
		April	Year to Date
Annual Fund		\$ 4,865.00	\$ 23,790.00
Gifts		0.00	20,661.33
Total		\$ 4,865.00	\$ 44,451.33

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Personnel:

Status of Organization: April
 Number of full-time employees: 33
 Number of part-time employees: 57
 TOTAL number of employees: 90
 Full-time equivalents: 57

- **4/1/19-New hire: Eric Sluga, FT 37.50 hrs wk, Digital Marketing Specialist, Admin and Communications**

Workshops, programs and training attended:

Date	Title	Hours	Staff
4/10	CLC: American Sign Language 1	2.0	Meg S.
4/17	CLC: American Sign Language 1	2.0	Meg S.
4/11	TECH Trends: Game Based Learning	1.0	Joanne T
4/18	How Early Literacy Impacts Reading to Learn: Research Strategies and Digital Tools	1.0	Cheryl RL
4/23	Middle Grade Mania	1.0	Scott K.
4/23	YA Spring Book Buzz	1.0	Joanne T.
4/29	Get Started With AR/VR/Mixed Reality	1.0	Joanne T.
4/30	Music-making Experiences in the Early Childhood Inclusion Classroom	1.0	Patty S.

Public Relations/Graphics:

- We are so happy to welcome new Digital Marketing Specialist, Eric Sluga, as of April 1. He brings a wealth of talent and experience to our team!
- Our department assisted with Bingo in the Books on Fri., April 26, in many ways: graphics production; basket creation; photography and helping at the event.
- We're working on projects associated with Summer Reading Programs and Communico.
- Our lobby display case focus was the 130th birth anniversary of Charlie Chaplin and the legacy of silent films.

Safety and Security:

- Patron assist-----363
- Patron contact: improper behavior-----138
- Staff assists-----73
- Patron contact: unattended children-----18
- Police assist-----8
- Setups for Meeting Rooms-----7

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Person(s) suspended	Length of Suspension	Violation/reason
Minor	1 week	Minor violations after warnings, 2 nd suspension
Minor	1 week	Minor violations after warnings, 2 nd suspension
Minor	1 week	Minor violations after warnings, 2 nd suspension
Minor	1 day	Minor violations after warnings, noncompliant
Minor	1 day	Minor violations after warnings, noncompliant
Minor	1 year	Vandalism, obscene drawings, Vault policy
Minor	1 month	Participation in vandalism
Adult	1 year	Vulgar/obscene language, open audio after warnings, trespassing

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Jared Rutecki Better Government Assoc.	Request of body's full payroll expenditures by individual for the year 2018	April 25, 2019	April 29, 2019

ADULT SERVICES

- The Creative Writing Contest party was a great success, with many of the winners reading their entries.
- A Poetry Circle featuring local poets reading their works was well received.
- We have been trying out the new Communico product and entering room reservations and programs in preparation for the late May rollout.
- Over 1400 federal/state tax returns were accepted during the AARP tax preparation program that was held from Feb. through April 15.

CIRCULATION

- Reviewed applications and interviewed for three open PT Circulation Clerk positions.

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - Continued work on resolving Windows 10 issues after Staff workstation upgrades.
 - Staff started Communico software configurations.
- **Facility Items:**
 - 14 public meeting room setups.
 - 27 program meeting room setups.
 - Anderson Pest Control completed their monthly inspection.
 - Fox Valley Fire and Alarm conducted our annual fire alarm system inspection and passed.
 - Peterson Plumbing fixed a leaking roof drain in the Adult Reference Managers office.
 - Staff fixed men's restroom partition wall damage.
 - Staff have been painting in several areas of the library.

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OUTREACH

- Celebrated National Bookmobile Day on April 10th with giveaways for those patrons who visited the Bookmobile.
- Two staff members attended the quarterly B'LONG networking meeting held on April 12th at Arlington Heights Memorial Library.

TECHNICAL SERVICES

- Streamlined withdrawing procedure for audiobooks and cds.

YOUTH SERVICES

- Staff has been familiarizing themselves with Communico and adding events into the calendar in preparation for the rollout of that product.
- The Summer Reading Program was finalized in Beanstack, paper logs were submitted to Graphics, and prizes were ordered for our three Summer Reading Programs.
- Staff worked with representatives from the Gurnee Park District, Warren Township Center and Wadsworth Village Hall to set up our Stories in the Park summer program.
- A YS staff member attended a Family Fun Night at Spaulding Elementary to promote library services.

APRIL STATISTICS

MAIN LIBRARY CIRC

TYPE OF MATERIAL	APR ADULT	APR YOUTH	APR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,213	390	1,603	13,893	4,574	18,467	22,149	-16.6%
Kits	0	217	217	0	1,871	1,871	3,205	-41.6%
Books	12,240	18,949	31,189	123,790	187,720	311,510	345,016	-9.7%
Music Compact Discs	1,509	281	1,790	15,684	2,579	18,263	23,770	-23.2%
DVD's	13,959	2,528	16,487	150,973	23,611	174,584	193,744	-9.9%
Magazines	1,066	38	1,104	11,730	922	12,652	13,803	-8.3%
Video Games	1,014	0	1,014	9,987	0	9,987	10,872	-8.1%
Videoplayers	0	34	34	0	416	416	563	-26.1%
E-readers	0	0	0	0	0	0	58	-100.0%
Umbrellas	15	0	15	87	0	87	36	141.7%
Telescopes	3	0	3	63	0	63	14	350.0%
ebooks (MMM, Hoopla)	2,549	0	2,549	26,406	0	26,406	24,418	8.1%
eaudiobooks (MMM, Hoopla)	2,768	0	2,768	24,055	0	24,055	18,639	29.1%
evideo (MMM, Hoopla)	241	0	241	2,209	0	2,209	1,626	35.9%
emusic (Hoopla)	113	0	113	1,371	0	1,371	1,491	-8.0%

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emagazines (Zinio)	259	0	259	2,456	0	2,456	1,321	85.9%
ecomicrobooks (Hoopla)	63	0	63	754	0	754	643	17.3%
Total emedia	5,993	0	5,993	57,251	0	57,251	48,138	18.9%
MAIN LIBRARY SUBTOTAL	37,012	22,437	59,449	383,458	221,693	605,151	661,368	-8.5%

**MMM=MyMediaMall

OUTREACH CIRC

TYPE OF MATERIAL	APR ADULT	APR YOUTH	APR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	136	29	165	1,348	336	1,684	1,654	1.8%
Kits	0	208	208	0	1,842	1,842	1,800	2.3%
Books	603	2,408	3,011	6,151	23,277	29,428	30,013	-1.9%
Music Compact Discs	53	40	93	674	572	1,246	1,322	-5.7%
DVD's	903	175	1,078	8,151	1,804	9,955	10,792	-7.8%
Magazines	85	0	85	815	113	928	893	3.9%
Miscellaneous	0	0	0	21	0	21	4	425.0%
OUTREACH SUBTOTAL	1,780	2,860	4,640	17,160	27,944	45,104	46,478	-3.0%

CIRC TOTALS

	APR ADULT	APR YOUTH	APR 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	38,792	25,297	64,089	400,618	249,637	650,255	707,846	-8.1%

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Services Statistics	April Adult	April Youth	April A-Bkm	April Y-Bkm	April Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
	TOTAL											
DESK ACTIVITIES												
Information	3,015	575	307	140	4,037	28,932	5,268	2,527	1,280	38,007	39,527	-4%
Reference/Titles Req.	2,165	657	359	192	3,373	21,983	6,598	3,408	1,856	33,845	36,409	-7%
E-Mail Reference	27	0	0	0	27	336	0	0	0	336	234	44%
Instruction Questions	1,027	42	0	0	1,069	10,148	416	0	0	10,564	10,341	2%
Total Desk Activities	6,234	1,274	666	332	8,506	61,399	12,282	5,935	3,136	82,752	86,511	-4%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				561					5,145	5,676	-9%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				250					2,502	2,835	-12%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				541					5,319	6,187	-14%
ILL Borrowing Filled	Use: Borrowing Requests Finished				346					3,367	4,627	-27%
Article Lending Requests	Use: Lending Fill Rate Statistics				2					10	13	-23%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	4	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				5					25	38	-34%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					3	21	-86%
CIRCULATION												
In-District cardholders					42,530					42,530	40,085	6%
Reciprocal cardholders					11,799					11,799	11,230	5%
Total Cardholders					54,329					54,329	51,315	6%
RBP Loaned					5,883					61,830	70,898	-13%
**RBP Borrowed										17,859	71,459	-75%
Holds					6,860					69,399	68,402	1%
Patron Count Main					26,615					257,012	321,284	-20%
Self Check Out Use					25,183					274,004	318,487	-14%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					109					949	973	-2%
Preschools					15					127	116	9%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					5					47	50	-6%
Special events					0					2	6	-67%
Total Bookmobile Stops					129					1,125	1,145	-2%
Total Patron Count					1,237					11,033	10,930	1%
Homebound visits					34					317	240	32%
Deposit Collection deliveries					4					33	24	38%
Remote book drop pickups					26					250	246	2%
Total Van Stops					64					600	309	94%
Days BKM on road					22					193	193	0%
In-House Programs/Tour												
# of Adult Programs										197	257	-23%
Adult Attendance										3,058	3,907	-22%
# of Youth Programs					67					414	376	10%
Youth Attendance					1,156					8,514	5,603	52%
Adult Attendance					447					2,994	2,949	2%
# of Bookmobile Tours					0					2	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					8	0	N/A
OUTREACH (Prog./ Visits)												
# of Adult Prog. & Visits					1					10	10	0%
Adult Attendance					12					116	110	5%
# of Youth Prog. & Visits					4					31	43	-28%
Youth Attendance					386					1,556	2,788	-44%
Adult Attendance					49					737	1,044	-29%
# of BKM Prog. & Visits					2					7	10	-30%
Youth Attendance					46					133	329	-60%
Adult Attendance					6					23	113	-80%
ROOM USE												
Meeting Room Uses					37					330	417	-21%
Study Room Uses					849					6,014	7,164	-16%
INTERNET USAGE												
# of sessions										25,571	27,748	-8%
Total Hours										19,461	21,947	-11%
Average Session(minutes)										408	423	-4%
OTHER SERVICES												
Proctoring					3					46	32	44%
Voter Registration					2					18	4	350%
Website views					29,683					306,905	298,723	3%
New items processed					2,964					25,097	28,152	-11%
Total materials Main library					303,481					303,481	303,365	0%
Total materials Outreach					16,974					16,974	17,830	-5%
TOTAL MATERIALS					320,455					320,455	321,195	0%
Adult Volunteer Hours					234.4					2,108.1	2,572.0	-18%
Student Volunteer Hours					18.2					1,189.6	938.1	27%
Total Volunteer Hours					252.6					3,297.8	3,510.1	-6%

END