

**Warren-Newport Public Library District  
EXECUTIVE DIRECTOR'S REPORT FOR MAY  
June 18, 2019  
Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- Our Summer Reading Program theme is “Reach for the Moon: READ!” and our community goal is one million minutes read this summer! Decorations and signage throughout the library and bookmobile, our lobby display case, as well as digital elements for the website and social media reflect the theme. We’ve recently debuted our first SRP video as well!
- Our Youth Services Team coordinated a very successful Free Comic Book Day event with activities throughout the library for all ages. We used the department’s new mobile green screen to capture comic book related photos of 150 patrons.

*Meetings, programs, training attended:*

- 2020 Census Lake County (5/6).
- Electronic Content Consortium Board Meeting (5/8).
- Gurnee Exchange Club’s Salad in the Park (5/14).
- Electronic Content Consortium Board Meeting (5/22).

*Special plans for coming month:*

- Project Management Course through Lynda.com.
- Summer Reading Program 2019 Advocacy.

*Special plans for the near future:*

- Developing the strategic planning process for our next strategic plan.
- Staff development day planning.
- Launch of WNPL Legacy Society.

**ADMINISTRATION**

**Friends:** The Friends held a meeting on May 23. Topics discussed included preparation for the June 1 Saturday Sale and possible modifications to the WNPL Creative Writing Contest.

**Fundraising:**

Fundraising through May			
		May	Year to Date
Annual Fund		\$ 5,189.00	\$ 28,979.00
Gifts		20.00	20,681.33
<b>Total</b>		<b>\$ 5,209.00</b>	<b>\$ 49,660.33</b>

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**Personnel:**

Status of Organization: May  
 Number of full-time employees: 34  
 Number of part-time employees: 57  
 TOTAL number of employees: 91  
 Full-time equivalents: 57

**Status Changes:**

- 5/9/19-Alexa Laird-moved from part time Circulation Clerk position to Youth Services Associate.
- 5/14/19-Lisa Johnson, new hire, Circulation Clerk, 10 hours a week.
- 5/14/19-Emily Gramer, current shelver in Circulation, hired as Security Monitor 2.5 hours a week (working in both departments).
- 5/20-Steven Jacobs-moved from part time Adult Services Associate position to Youth Services Librarian/Web Services, FT 37.50.
- 5/27/19-Justine Laird, Adult Services Associate, hours increased from 17 to 24.50.
- 5/27/19-Jessica Stalker, moved from Adult Services Librarian to Adult Services Readers' Advisory Librarian.

**Workshops, programs and training attended:**

<b>Date</b>	<b>Title</b>	<b>Hours</b>	<b>Staff</b>
5/30	How to Spot Fake News	1.0	Jan, Gina, Laura, Nancy S., Cheryl Anderson, Debbie Gardner, Betty Swank, Steven J., Char V., Cathy S., Susan A., Tammara S., Julie L., Laura S.
5/16	5 Ways to Promote Digital Equity in Your Library – webinar	1.0	Dawn L.
5/3	Reaching Forward	7.5	Jess, Patty S., Cheryl RL, April B.
5/1	Inspiring Nature Play	7.5	Patty S., Cheryl RL, April B
	Basic Sign Language		April
5/14	The Power of Language-Nourishing the Development of the Whole Child	1	Janet
5/13	All Things YA	1	Janet
5/29	Essential Early Literacy Skills-What's Missing	1	Janet
5/15	Young Adult Librarians Discussion Group (YALD)	4	Scott

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**Public Relations/Graphics:**

- Our Summer Reading Program theme is “Reach for the Moon: READ!” and our community goal is one million minutes read this summer. Decorations and signage throughout the library and bookmobile, our lobby display case, as well as digital elements for the website and social media reflect the theme. We’ve recently debuted our first SRP video as well!
- The summer edition of the Inside Angle was mailed in mid-May to allow for summer program registration to open on Fri., May 24.
- 5/16 Our Head of Communications met with staff at the Lake Villa District Library to assist with information and planning in regards to temporary closure of LVDL this summer in preparation for the move to a new building.

**Safety and Security Statistics:**

- Patron assist-----308
- Patron contact: improper behavior-----150
- Staff assist-----93
- Patron contact: unattended children-----10
- Police assist-----3
- Setups for Meeting Rooms-----7

<b>Patron Suspensions</b>		
<b>Person(s) suspended</b>	<b>Length of Suspension</b>	<b>Violation/reason</b>
Adult	1 day	Display of obscene materials
Minor	1 week	Food after warnings, second suspension
Adult	1 day	Demeaning staff and disorderly conduct
Minor	1 month	Excessive noise after warnings, third suspension
Minor	Permanent (sixth offense)	Fighting, violation of previous suspensions
Adult	1 day	Bringing live squirrel into Library after two warnings
Adult	1 month	Display of obscene materials, second suspension

**ADULT SERVICES**

- One staff member attended Reaching Forward this year.
- Author Marissa McClelland presented on May 9.
- Staff from Adult and Youth Services held a pop-up SRP promotion where they passed out Tang and Milky Ways to promote SRP Reach for the Moon – Read campaign.

**CIRCULATION**

- New desk clerk Lisa Robinson started May 14<sup>th</sup>.

## **INFORMATION TECHNOLOGY & FACILITIES**

### **Technology Items:**

- Internet Station Usage: 2918 sessions; Total time:2127 Hours; Average Session 41 minutes.
- Staff began working on configurations for the new Windows 10 patron computers.
- Staff started Communico software configurations.

### **Facility Items:**

- 13 public meeting room setups.
- 21 program meeting room setups.
- Anderson Pest Control completed their monthly inspection.
- Staff continue painting in several areas of the library.

## **OUTREACH**

- 5/2 Managers of Youth Services and Outreach attended the Strong Start, Strong Finish meeting to promote early literacy held at Woodland District #50.
- 5/10 Our Head of Outreach attended the committee meeting for the upcoming Bookmobile Round Up to finalize plans for the event that will be hosted in July at WNPL.
- 5/25 The Bookmobile made a special visit to the family and friends of Carolyn M. Johnson so that they could view the newly installed memorial plaque in her honor and as a thank you for their generous memorial gift to Outreach.
- 5/30 The Bookmobile was dropped off at Lakeside International for service to replace the rusted fuel tank and the King Pins.

## **TECHNICAL SERVICES**

- Simplified create list workflow.

## **YOUTH SERVICES**

- Three YS staff attended Reaching Forward.
- Staff spent the last week of the month at Woodland Intermediate visiting with all of the current fifth grade classes to introduce students to our teen services and promote the summer reading program.
- Staff attended Prairie Trail School Field Day to promote both summer reading as well as our summer programming.
- Staff gave library tours for school groups (K-1) from River Trail School as well as the Title One Tutoring Program students (K-2) from Spaulding School.

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**MAY STATISTICS**

**MAIN LIBRARY MAY CIRC**

TYPE OF MATERIAL	MAY ADULT	MAY YOUTH	MAY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,267	338	1,605	15,160	4,912	20,072	24,138	-16.8%
Kits	0	228	228	0	2,099	2,099	3,376	-37.8%
Books	11,967	17,186	29,153	135,757	204,906	340,663	375,768	-9.3%
Music Compact Discs	1,647	257	1,904	17,331	2,836	20,167	25,648	-21.4%
DVD's	13,278	2,245	15,523	164,251	25,856	190,107	210,012	-9.5%
Magazines	1,028	91	1,119	12,758	1,013	13,771	15,213	-9.5%
Video Games	871	0	871	10,858	0	10,858	11,851	-8.4%
Videoplayers	0	40	40	0	456	456	596	-23.5%
E-readers	0	0	0	0	0	0	58	-100.0%
Umbrellas	9	0	9	96	0	96	49	95.9%
Telescopes	3	0	3	66	0	66	21	214.3%
ebooks (MMM, Hoopla)	2,489	0	2,489	28,895	0	28,895	26,944	7.2%
eaudiobooks (MMM, Hoopla)	2,799	0	2,799	26,854	0	26,854	20,778	29.2%
evideo (MMM, Hoopla)	141	0	141	2,350	0	2,350	1,810	29.8%
emusic (Hoopla)	131	0	131	1,502	0	1,502	1,649	-8.9%
emagazines (Zinio)	285	0	285	2,741	0	2,741	1,401	95.6%
ecomicbooks (Hoopla)	69	0	69	823	0	823	722	14.0%
<b>Total emedia</b>	<b>5,914</b>	<b>0</b>	<b>5,914</b>	<b>63,165</b>	<b>0</b>	<b>63,165</b>	<b>53,304</b>	<b>18.5%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>35,984</b>	<b>20,385</b>	<b>56,369</b>	<b>419,442</b>	<b>242,078</b>	<b>661,520</b>	<b>720,034</b>	<b>-8.1%</b>

\*\*MMM=MyMediaMall

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**OUTREACH MAY CIRC**

TYPE OF MATERIAL	MAY ADULT	MAY YOUTH	MAY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	122	38	160	1,470	374	1,844	1,833	0.6%
Kits	0	179	179	0	2,021	2,021	1,997	1.2%
Books	568	2,271	2,839	6,719	25,548	32,267	33,127	-2.6%
Music Compact Discs	44	53	97	718	625	1,343	1,430	-6.1%
DVD's	830	163	993	8,981	1,967	10,948	12,006	-8.8%
Magazines	94	1	95	909	114	1,023	1,030	-0.7%
Miscellaneous	1	0	1	22	0	22	4	450.0%
<b>OUTREACH SUBTOTAL</b>	<b>1,659</b>	<b>2,705</b>	<b>4,364</b>	<b>18,819</b>	<b>30,649</b>	<b>49,468</b>	<b>51,427</b>	<b>-3.8%</b>

**TOTALS**

	MAY ADULT	MAY YOUTH	MAY 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>37,643</b>	<b>23,090</b>	<b>60,733</b>	<b>438,261</b>	<b>272,727</b>	<b>710,988</b>	<b>771,461</b>	<b>-7.8%</b>

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Services Statistics	May	May	May	May	May	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
May	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
<b>DESK ACTIVITIES</b>												
Information	2,930	599	269	139	3,937	31,862	5,867	2,796	1,419	41,944	43,510	-4%
Reference/Titles Req.	1,861	580	293	204	2,938	23,844	7,178	3,701	2,060	36,783	39,601	-7%
E-Mail Reference	28	0	0	0	28	364	0	0	0	364	259	41%
Instruction Questions	1,048	47	0	0	1,095	11,196	463	0	0	11,659	11,337	3%
<b>Total Desk Activities</b>	<b>5,867</b>	<b>1,226</b>	<b>562</b>	<b>343</b>	<b>7,998</b>	<b>67,266</b>	<b>13,508</b>	<b>6,497</b>	<b>3,479</b>	<b>90,750</b>	<b>94,707</b>	<b>-4%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				474					5,619	6,205	-9%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				223					2,725	3,132	-13%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				503					5,822	6,665	-13%
ILL Borrowing Filled	Use: Borrowing Requests Finished				351					3,718	4,944	-25%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					10	15	-33%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	4	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				3					28	39	-28%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					3	21	-86%
<b>CIRCULATION</b>												
In-District cardholders					42,665					42,665	40,244	6%
Reciprocal cardholders					11,841					11,841	11,267	5%
<b>Total Cardholders</b>					<b>54,506</b>					<b>54,506</b>	<b>51,511</b>	<b>6%</b>
RBP Loaned					4,952					66,782	77,081	-13%
**RBP Borrowed										17,859	71,459	-75%
Holds					6,463					75,862	74,532	2%
Patron Count Main					24,820					281,832	350,350	-20%
Self Check Out Use					23,892					297,896	345,635	-14%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					105					1,054	1,083	-3%
Preschools					30					157	132	19%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					5					52	55	-5%
Special events					1					3	6	-50%
<b>Total Bookmobile Stops</b>					<b>141</b>					<b>1,266</b>	<b>1,276</b>	<b>-1%</b>
<b>Total Patron Count</b>					<b>987</b>					<b>12,020</b>	<b>12,173</b>	<b>-1%</b>
Homebound visits					35					352	263	34%
Deposit Collection deliveries					4					37	27	37%
Remote book drop pickups					26					276	272	1%
<b>Total Van Stops</b>					<b>65</b>					<b>665</b>	<b>309</b>	<b>115%</b>
Days BKM on road					21					214	215	0%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					29					226	279	-19%
Adult Attendance					326					3,384	4,262	-21%
<b># of Youth Programs</b>					10					424	386	10%
Youth Attendance					1,054					9,568	6,294	52%
Adult Attendance					49					3,043	3,017	1%
<b># of Bookmobile Tours</b>					0					2	1	100%
Youth Attendance					0					0	0	N/A
Adult Attendance					0					8	1	700%
<b>OUTREACH (Prog./ Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>					1					11	11	0%
Adult Attendance					16					132	118	12%
<b># of Youth Prog. &amp; Visits</b>					3					34	61	-44%
Youth Attendance					514					2,070	8,631	-76%
Adult Attendance					8					745	1,844	-60%
<b># of BKM Prog. &amp; Visits</b>					3					10	10	0%
Youth Attendance					18					151	329	-54%
Adult Attendance					39					62	113	-45%
<b>ROOM USE</b>												
Meeting Room Uses					33					363	437	-17%
Study Room Uses					871					6,885	7,966	-14%
<b>INTERNET USAGE</b>												
# of sessions					2,918					31,447	30,683	2%
Total Hours					2,127					23,739	24,216	-2%
Average Session (minutes)					41					492	469	5%
<b>OTHER SERVICES</b>												
Proctoring					6					52	34	53%
Voter Registration					0					18	4	350%
Website views					31,235					338,140	336,064	1%
New items processed					3,500					28,597	31,611	-10%
Total materials Main library					304,229					304,229	302,839	0%
Total materials Outreach					17,228					17,228	18,175	-5%
<b>TOTAL MATERIALS</b>					<b>321,457</b>					<b>321,457</b>	<b>321,014</b>	<b>0%</b>
Adult Volunteer Hours					238.8					2,346.9	2,816.3	-17%
Student Volunteer Hours					12.5					1,202.1	1,046.1	15%
<b>Total Volunteer Hours</b>					<b>251.3</b>					<b>3,549.1</b>	<b>3,862.4</b>	<b>-8%</b>

END