

**Warren-Newport Public Library District  
EXECUTIVE DIRECTOR'S REPORT FOR JUNE  
July 16, 2019  
Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- Our Summer Reading Program, “Reach for the Moon: READ!” has successfully blasted off! As of July 1, over 422,000 reading minutes have been logged by our patrons. We’re communicating our milestones via a custom barometer in our lobby and social media posts.
- Hosted the popular Sky Dome Planetarium by Mobile Ed Productions. This program was attended by 172 people, and it was made possible by an anonymous donation in memory of Diana Sills.

*Meetings, programs, training attended:*

- RAILS Resource Sharing Committee Board Meeting (6/10).
- Electronic Content Consortium Board Meeting (6/11).

*Special plans for coming month:*

- Bookmobile Assessment (scheduled for 7/24).
- Continue Project Management Course through Lynda.com.
- Developing the strategic planning process for our next strategic plan.

*Special plans for the near future:*

- Intergovernmental Picnic Planning.
- Communico Launch.
- Minimum Wage Compliance Action Plan.
- Strategic Planning Process.
- Launch of WNPL Legacy Society.

**ADMINISTRATION**

**Friends:** The Friends made \$1,979.75 at the June Saturday Book Sale.

**Fundraising:**

Fundraising through June			
		June	Year to Date
Annual Fund		\$ 551.15	\$29,530.15
Gifts		0.00	20,681.33
<b>Total</b>		<b>\$ 551.15</b>	<b>\$50,211.48</b>

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**Personnel:**

Status of Organization: June  
Number of full-time employees: 34  
Number of part-time employees: 58  
TOTAL number of employees: 92  
Full-time equivalents: 58

**New Hires:**

- 6-4 Alyssa Yeung, Circulation Clerk, 12 hours a week
- 6-25 Maddi Brenner Adult Services Associate, 17 hours a week

**Separations:**

- 6-23 Ginny Gramer, Outreach Associate, 15 hours a week; will continue as a Sub until position is filled
- 6-29 Jesus Truillo, Circulation Clerk, 15.75 hours a week

**Changes:**

- 6-21, Erika Quezada-Sanchez, Adult Services Associate, moved from 10 hours a week to Substitute employee
- 6-25, Deb Hoffman, Senior Adult Services Readers Advisory Librarian, moved from 10.5 hours a week to Substitute employee

**Open Positions:**

- Circulation Clerk, 2 positions; 12.25 & 14 hours
- Adult Services Associate, 2 positions; 10 hours for both
- Outreach Associate, 15 hours
- Graphic Artist, 37.50 hours

**Workshops, programs and training attended:**

Date	Title	Hours	Staff
6/11	American Sign Language II - CLC	2.5	Meg S.
6/11	Big Picture Reading	1	Janet C.
6/12	Skip, Turn & Hop-ECE Math & Language Arts Through Movement	1	Janet C.
6/12	WRSA meeting	1	Madelynn, Amy L
6/18	American Sign Language II - CLC	2.5	Meg S.
6/25	American Sign Language II - CLC	2.5	Meg S.
6/25	Paylocity: Web Time for Administrators	1.5	Rebekah R.
6/1-6/30	ALA: Basic Sign Language for Library Staff	30	April B.

**Public Relations/Graphics:**

- Preparation has begun for the fall 2019 edition of the Inside Angle, with revised procedures for copy and graphics submissions.
- Progress is being made with the various components of Communico, including testing of the Engage mobile app.

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**Safety and Security Statistics:**

- Patron assist-----171
- Patron contact: improper behavior-----83
- Staff assist-----80
- Patron contact: unattended children-----24
- Police assist-----5
- Setups for Meeting Rooms-----12

<b>Patron Suspensions</b>		
<b>Person(s) suspended</b>	<b>Length of Suspension</b>	<b>Violation/reason</b>
Adult	30 days	Threatening behavior towards staff, noncompliance with study room policy, and preventing staff in performance of duty
Minor	30 days	Display of obscene material, vulgar language, and misuse of study room, 3rd suspension - parents non-compliant, past suspensions for fighting, vulgar language, misuse of property, and noncompliance with suspensions (regularly asked to leave for group end of day suspensions)
Minor	1 week	Display of obscene material, vulgar language, and misuse of study room, 2nd suspension past suspension for noise and language (several end of day suspensions for group issues)
Minor	1 year	Display of obscene material, vulgar language, and misuse of study room, 5th suspension - parents non-compliant, past suspensions for obscene displays, vulgar language, abusive to staff, noise, and noncompliance with suspension

**ADULT SERVICES**

- Madelynn and Amy L. gave a presentation at the WRSA meeting to provide information on the services/programs we offer adults with special needs.
- Our fall programs have been entered into Communico.
- Held a retirement party for Debbie Hoffman.
- We are preparing for upcoming staff leaves and departures and ensuring desk shifts are adequately covered.

**CIRCULATION**

- New desk clerk, Alyssa Yeung, started June 4<sup>th</sup>.
- Continue to train new staff.

**INFORMATION TECHNOLOGY & FACILITIES**

- **Technology Items:**
  - Staff continued working on configurations for the new Windows 10 patron computers.
  - Staff continued Communico software configurations.
  - Staff worked to configure the new Little Green Button alert software.

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- **Facility Items:**
  - 5 public meeting room setups.
  - 29 program meeting room setups.
  - Anderson Pest Control completed their monthly inspection.
  - Directional boring for the new irrigation system was completed.

### **OUTREACH**

- Bookmobile stops were cancelled on 6/1, 6/3, and the first stop on 6/4 due to service at Lakeside International for the replacement of the fuel tank and king pins.
- The Bookmobile attended Stories in the Park on 6/21.

### **TECHNICAL SERVICES**

- Completed Sierra setup for baby backpacks.
- Completed Sierra rollover for new fiscal year.

### **YOUTH SERVICES**

- Presented over 40 programs pertaining to the summer reading theme: Reach for the Moon: Read!
- Held a retirement party for Janet Colwell who retired at the end of the month.
- Entered Fall programs into Communico and wrote copy for the Inside Angle.
- Met with the owner of Code Ninjas of Gurnee to set up a new cooperative program for tweens and teens for Winter 2019-2020.

### **JUNE 2019 STATISTICS**

#### **MAIN LIBRARY JUNE CIRC**

<b>TYPE OF MATERIAL</b>	<b>JUN ADULT</b>	<b>JUN YOUTH</b>	<b>JUN 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	1,175	521	1,696	16,335	5,433	21,768	26,502	-17.9%
Kits	0	190	190	0	2,289	2,289	3,618	-36.7%
Books	12,671	21,143	33,814	148,428	226,049	374,477	412,610	-9.2%
Music Compact Discs	1,476	267	1,743	18,807	3,103	21,910	27,794	-21.2%
DVD's	13,362	2,583	15,945	177,613	28,439	206,052	228,244	-9.7%
Magazines	878	54	932	13,636	1,067	14,703	16,631	-11.6%
Video Games	986	0	986	11,844	0	11,844	13,042	-9.2%
Videoplayers	0	44	44	0	500	500	661	-24.4%
E-readers	0	0	0	0	0	0	58	-100.0%
Umbrellas	15	0	15	111	0	111	63	76.2%
Telescopes	7	0	7	73	0	73	29	151.7%

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ebooks (MMM, Hoopla)	2,642	0	2,642	31,537	0	31,537	29,499	6.9%
eaudiobooks (MMM, Hoopla)	2,797	0	2,797	29,651	0	29,651	22,927	29.3%
evideo (MMM, Hoopla)	235	0	235	2,585	0	2,585	1,955	32.2%
emusic (Hoopla)	95	0	95	1,597	0	1,597	1,819	-12.2%
emagazines (Zinio)	270	0	270	3,011	0	3,011	1,486	102.6%
ecomicbooks (Hoopla)	92	0	92	915	0	915	800	14.4%
<b>Total emedia</b>	<b>6,131</b>	<b>0</b>	<b>6,131</b>	<b>69,296</b>	<b>0</b>	<b>69,296</b>	<b>58,486</b>	<b>18.5%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>36,701</b>	<b>24,802</b>	<b>61,503</b>	<b>456,143</b>	<b>266,880</b>	<b>723,023</b>	<b>787,738</b>	<b>-8.2%</b>

\*\*MMM=MyMediaMall

**OUTREACH JUNE CIRC**

TYPE OF MATERIAL	JUN ADULT	JUN YOUTH	JUN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	132	40	172	1,602	414	2,016	2,021	-0.2%
Kits	0	141	141	0	2,162	2,162	2,172	-0.5%
Books	751	1,954	2,705	7,470	27,502	34,972	36,321	-3.7%
Music Compact Discs	54	59	113	772	684	1,456	1,559	-6.6%
DVD's	735	164	899	9,716	2,131	11,847	13,031	-9.1%
Magazines	88	0	88	997	114	1,111	1,112	-0.1%
Miscellaneous	4	0	4	26	0	26	4	550.0%
<b>OUTREACH SUBTOTAL</b>	<b>1,764</b>	<b>2,358</b>	<b>4,122</b>	<b>20,583</b>	<b>33,007</b>	<b>53,590</b>	<b>56,220</b>	<b>-4.7%</b>

**TOTALS**

	JUN ADULT	JUN YOUTH	JUN 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>38,465</b>	<b>27,160</b>	<b>65,625</b>	<b>476,726</b>	<b>299,887</b>	<b>776,613</b>	<b>843,958</b>	<b>-8.0%</b>

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Services Statistics	June Adult	June Youth	June A-Bkm	June Y-Bkm	June Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
	TOTAL											
<b>DESK ACTIVITIES</b>												
Information	2,877	951	424	247	4,499	34,739	6,818	3,220	1,666	46,443	47,693	-3%
Reference/Titles Req.	2,049	951	315	267	3,582	25,893	8,129	4,016	2,327	40,365	43,276	-7%
E-Mail Reference	27	0	0	0	27	391	0	0	0	391	309	27%
Instruction Questions	955	122	0	0	1,077	12,151	585	0	0	12,736	12,358	3%
<b>Total Desk Activities</b>	<b>5,908</b>	<b>2,024</b>	<b>739</b>	<b>514</b>	<b>9,185</b>	<b>73,174</b>	<b>15,532</b>	<b>7,236</b>	<b>3,993</b>	<b>99,935</b>	<b>103,636</b>	<b>-4%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				421					6,040	6,726	-10%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				224					2,949	3,381	-13%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				459					6,281	7,262	-14%
ILL Borrowing Filled	Use: Borrowing Requests Finished				310					4,028	5,345	-25%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					11	15	-27%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	4	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				1					29	41	-29%
Article Borrowing Filled	Use: Borrowing Requests Finished				1					4	21	-81%
<b>CIRCULATION</b>												
In-District cardholders					42,850					42,850	40,473	6%
Reciprocal cardholders					11,887					11,887	11,319	5%
<b>Total Cardholders</b>					<b>54,737</b>					<b>54,737</b>	<b>51,792</b>	<b>6%</b>
RBP Loaned					5,871					72,653	84,487	-14%
**RBP Borrowed										17,859	71,459	-75%
Holds					6,087					81,949	80,860	1%
Patron Count Main					25,004					306,836	380,711	-19%
Self Check Out Use					27,125					325,021	378,733	-14%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					94					1,148	1,176	-2%
Preschools					6					163	141	16%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					5					57	60	-5%
Special events					2					5	8	-38%
<b>Total Bookmobile Stops</b>					<b>107</b>					<b>1,373</b>	<b>1,385</b>	<b>-1%</b>
<b>Total Patron Count</b>					<b>915</b>					<b>12,935</b>	<b>13,534</b>	<b>-4%</b>
Homebound visits					40					392	287	37%
Deposit Collection deliveries					5					42	33	27%
Remote book drop pickups					25					301	293	3%
<b>Total Van Stops</b>					<b>70</b>					<b>735</b>	<b>309</b>	<b>138%</b>
Days BKM on road					20					234	235	0%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					<b>21</b>					<b>247</b>	<b>302</b>	<b>-18%</b>
Adult Attendance					262					3,646	4,544	-20%
<b># of Youth Programs</b>					<b>47</b>					<b>471</b>	<b>421</b>	<b>12%</b>
Youth Attendance					991					10,559	6,910	53%
Adult Attendance					368					3,411	3,202	7%
<b># of Bookmobile Tours</b>					<b>0</b>					<b>2</b>	<b>2</b>	<b>0%</b>
Youth Attendance					0					0	14	-100%
Adult Attendance					0					8	8	0%
<b>OUTREACH (Prog./ Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>					<b>1</b>					<b>12</b>	<b>12</b>	<b>0%</b>
Adult Attendance					14					146	126	16%
<b># of Youth Prog. &amp; Visits</b>					<b>2</b>					<b>36</b>	<b>61</b>	<b>-41%</b>
Youth Attendance					208					2,278	8,631	-74%
Adult Attendance					0					745	1,844	-60%
<b># of BKM Prog. &amp; Visits</b>					<b>1</b>					<b>11</b>	<b>11</b>	<b>0%</b>
Youth Attendance					7					158	440	-64%
Adult Attendance					8					70	211	-67%
<b>ROOM USE</b>												
Meeting Room Uses					43					406	463	-12%
Study Room Uses					737					7,622	8,592	-11%
<b>INTERNET USAGE</b>												
# of sessions					2,818					34,265	33,611	2%
Total Hours					1,962					25,701	26,377	-3%
Average Session (minutes)					41					533	513	4%
<b>OTHER SERVICES</b>												
Proctoring					2					54	35	54%
Voter Registration					0					18	4	350%
Website views					31,784					369,924	370,582	0%
New items processed					3,394					31,991	34,918	-8%
Total materials Main library					302,893					302,893	303,070	0%
Total materials Outreach					17,461					17,461	18,180	-4%
<b>TOTAL MATERIALS</b>					<b>320,354</b>					<b>320,354</b>	<b>321,250</b>	<b>0%</b>
Adult Volunteer Hours					347.2					2,694.1	3,107.4	-13%
Student Volunteer Hours					366.8					1,568.8	1,363.6	15%
<b>Total Volunteer Hours</b>					<b>714.0</b>					<b>4,263.1</b>	<b>4,471.0</b>	<b>-5%</b>

END