

**Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JULY
August 20, 2019
Submitted by Executive Director, Ryan Livergood**

EXECUTIVE SUMMARY

Highlights:

- Our Outreach Department hosted the B'LONG Bookmobile Round Up here at WNPL with a record number of attendees: 106 people from both Illinois and Indiana on July 12.
- Phase Two of Celebration Square was dedicated on July 13 with 45 guests and a lovely reception.

Meetings, programs, training attended:

- Electronic Content Consortium board meeting (7/10).
- Hosted Library Director's roundtable (7/11).
- Strategies for Minimum Wage Compliance webinar (7/15).
- RAILS member update (7/18).
- RAILS Census 2020 webinar (7/19).
- Gurnee Exchange Club (7/23).

Special plans for coming month:

- Launch of WNPL Legacy Society.
- Communico Launch.
- Intergovernmental Picnic Planning.

Special plans for the near future:

- Strategic Planning Process.
- Minimum Wage Compliance Action Plan.

ADMINISTRATION

Friends: The Friends did not meet in July. Their next meeting is August 22.

Fundraising:

Fundraising through July			
		July	Year to Date
Annual Fund	\$	275.00	\$ 275.00
Gifts		0.00	0.00
Total	\$	275.00	\$ 275.00

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Personnel:

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

Changes:

- 7-1 Pam Pleviak, Adult Services Librarian, resigned; moved to Sub Status.
- 7-5 Janet Colwell, Senior Youth Services Associate, retired; moved to Sub Status.

Open Positions:

- Circulation Clerk, 2 positions; 12.25 & 14 hours.
- Adult Services Associate, 1 positions; 10 hours.
- Outreach Associate, 15 hours.
- Graphic Artist, 37.50 hours.
- Youth Services Associate/Early Literacy, 24 hours.

Workshops, programs and training attended:

Date	Title	Hours	Staff
7/25	PULSE meeting	2.5	Madelynn
7/29	Automating the Employee Lifecycle	1.5	Jen
7/30	Engaging New Hires Before Day One	1.5	Jen
7/12	Bookmobile Round Up Conference	5.5	Cheryl A., Angela C., Liz K., Dawn L., Doreen R., Betty S.
7/1-7/31	American Sign Language II - CLC	9	Meg S.
7/8	3D printing program meeting with mentors from Trident Robotics	1	Joanne T.
7/29	Engaging Women in STEM: Adolescence Through Adulthood	1	Patty S.
7/25	ALA webinar: Effective Library Signage	1.5	Jan M.

Public Relations/Graphics:

- The fall 2019 Inside Angle was sent to the printer for mailing.
- Publicity requests included: Gurnee Days; phone renewal service elimination; Intergovernmental Picnic; Legacy Society; Communico soft launch.
- The department continues to consider candidates for the open Graphic Artist position.
- Preparations began for National Library Card Sign-up Month in September.

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Safety and Security Statistics:

- Patron assist-----285
- Patron contact: improper behavior-----138
- Staff assist-----125
- Patron contact: unattended children-----19
- Police assist-----5
- Setups for Meeting Rooms-----16

ADULT SERVICES

- Jessica S. has officially taken over as the Readers' Advisory Librarian and is facilitating all adult book discussions. Book discussion patrons have gone out of their way to tell me what an excellent job she is doing in this new role.
- The new adult patron computer stations were put out on the floor, and we are still acclimating to them and troubleshooting issues.
- We have been interviewing for the 2 open positions.

CIRCULATION

- Meg and Cathy have been reviewing applications for two open clerk positions.
- Shelvers began shifting non-fiction materials from the bottom shelf to allow for easier access.

INFORMATION TECHNOLOGY & FACILITIES

- **Technology Items:**
 - Staff deployed the new patron computers.
 - Staff deployed the new Little Green Button alert software.
- **Facility Items:**
 - 8 public meeting room setups.
 - 28 program meeting room setups.
 - Anderson Pest Control completed their monthly inspection.
 - The new landscaping by the oak tree was installed.

OUTREACH

- On 7/24 Michael Swendrowski completed an overall assessment of the current condition of the Bookmobile and will provide recommendations for service needs and expected lifespan of the vehicle.
- Bookmobile received an oil change and inspection on 7/31.
- Outreach joined Youth Services for Stories in the Park on 7/19 and 7/26.

TECHNICAL SERVICES

- Completed Sierra set-up.
- Processing of the new Early Literacy backpack collection was completed.

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YOUTH SERVICES

- Youth Services had a very busy programming month. Staff hosted 60 programs with over 1900 patrons in attendance.
- Worked with Technical Services and Circulation to prepare the new Early Literacy backpacks for circulation.
- YS Programmers received Communico training.
- Began reviewing applications for Early Literacy position.

JUNE 2019 STATISTICS

MAIN LIBRARY CIRC JULY

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,351	575	1,926	1,351	575	1,926	2,250	-14.4%
Kits	0	209	209	0	209	209	178	17.4%
Books	13,568	22,035	35,603	13,568	22,035	35,603	35,511	0.3%
Music Compact Discs	1,551	287	1,838	1,551	287	1,838	2,175	-15.5%
DVD's/Blu-rays	14,845	2,429	17,274	14,845	2,429	17,274	19,051	-9.3%
Magazines	1,163	65	1,228	1,163	65	1,228	1,298	-5.4%
Video Games	1,046	0	1,046	1,046	0	1,046	1,288	-18.8%
Videoplayers	0	35	35	0	35	35	78	-55.1%
E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	9	0	9	9	0	9	4	125.0%
Telescopes	6	0	6	6	0	6	8	-25.0%
ebooks (MMM, Hoopla)	2,759	0	2,759	2,759	0	2,759	2,940	-6.2%
eaudiobooks (MMM, Hoopla)	2,895	0	2,895	2,895	0	2,895	2,366	22.4%
evideo (MMM, Hoopla)	275	0	275	275	0	275	210	31.0%
emusic (Hoopla)	163	0	163	163	0	163	130	25.4%
emagazines (Zinio)	217	0	217	217	0	217	103	110.7%
ecomicbooks (Hoopla)	79	0	79	79	0	79	79	0.0%
Total emedia	6,388	0	6,388	6,388	0	6,388	5,828	9.6%
MAIN LIBRARY SUBTOTAL	39,927	25,635	65,562	39,927	25,635	65,562	67,669	-3.1%

**MMM=MyMediaMall

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OUTREACH CIRC

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	106	21	127	106	21	127	161	-21.1%
Kits	0	170	170	0	170	170	133	27.8%
Books	627	1,797	2,424	627	1,797	2,424	2,431	-0.3%
Music Compact Discs	56	37	93	56	37	93	134	-30.6%
DVD's/Blu-rays	761	186	947	761	186	947	950	-0.3%
Magazines	63	4	67	63	4	67	136	-50.7%
Miscellaneous	5	0	5	5	0	5	1	400.0%
OUTREACH SUBTOTAL	1,618	2,215	3,833	1,618	2,215	3,833	3,946	-2.9%

CIRC TOTALS

	JULY ADULT	JULY YOUTH	JULY 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	41,545	27,850	69,395	41,545	27,850	69,395	71,615	-3.1%

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Services Statistics	July	July	July	July	July	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Jul-19	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	2,745	921	252	117	0	2,745	921	252	117	0	3,940	-100%
Reference/Titles Req.	2,074	844	359	207	3,484	2,074	844	359	207	3,484	3,591	-3%
E-Mail Reference	21	0	0	0	21	21	0	0	0	21	37	-43%
Instruction Questions	1,023	89	0	0	1,112	1,023	89	0	0	1,112	1,116	0%
Total Desk Activities	5,863	1,854	611	324	4,617	5,863	1,854	611	324	4,617	8,684	-47%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				474					474	552	-14%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				260					260	268	-3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				538					538	584	-8%
ILL Borrowing Filled	Use: Borrowing Requests Finished				329					329	358	-8%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					0	4	-100%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				7					7	0	N/A
Article Borrowing Filled	Use: Borrowing Requests Finished				4					4	0	N/A
CIRCULATION												
In-District cardholders					43,032					43,032	40,676	6%
Reciprocal cardholders					11,967					11,967	11,356	5%
Total Cardholders					54,999					54,999	52,032	6%
RBP Loaned					6,706					6,706	7,193	-7%
**RBP Borrowed										0	10,721	-100%
Holds					6,227					6,227	7,510	-17%
Patron Count Main					26,757					26,757	29,732	-10%
Self Check Out Use					29,382					29,382	32,312	-9%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					110					110	80	38%
Preschools					6					6	6	0%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					5					5	3	67%
Special events					1					1	0	N/A
Total Bookmobile Stops					122					122	89	37%
Total Patron Count					1,124					1,124	769	46%
Homebound visits					24					24	24	0%
Deposit Collection deliveries					5					5	4	25%
Remote book drop pickups					26					26	24	8%
Total Van Stops					55					55	52	6%
Days BKM on road					23					23	16	44%
In-House Programs/Tour												
# of Adult Programs					19					19	18	6%
Adult Attendance					261					261	348	-25%
# of Youth Programs					60					60	27	122%
Youth Attendance					1,959					1,959	674	191%
Adult Attendance					359					359	294	22%
# of Bookmobile Tours					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
OUTREACH (Prog./ Visits)												
# of Adult Prog. & Visits					1					1	1	0%
Adult Attendance					11					11	10	10%
# of Youth Prog. & Visits					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
# of BKM Prog. & Visits					1					1	0	N/A
Youth Attendance					11					11	0	N/A
Adult Attendance					10					10	0	N/A
ROOM USE												
Meeting Room Uses					32					32	22	45%
Study Room Uses					776					776	660	18%
INTERNET USAGE												
# of sessions					1,190					1,190	3,133	-62%
Total Hours					744					744	2,389	-69%
Average Session (minutes)					38					38	45	-16%
OTHER SERVICES												
Proctoring										0	6	-100%
Voter Registration					0					0	0	N/A
Website views					30,965					30,965	32,670	-5%
New items processed					2,223					2,223	1,714	30%
Total materials Main library*					302,391					302,391	301,103	0%
Total materials Outreach					17,463					17,463	17,816	-2%
TOTAL MATERIALS					319,854					319,854	318,919	0%
Adult Volunteer Hours					185.0					185.0	161.5	15%
Student Volunteer Hours					133.1					133.1	187.0	-29%
Total Volunteer Hours					318.1					318.1	348.5	-9%