

**Warren-Newport Public Library District  
EXECUTIVE DIRECTOR'S REPORT FOR AUGUST 2018  
September 17, 2018  
Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- WNPL was heavily involved with Gurnee Days. 228 visitors attended our two programs associated with Gurnee Days, we placed second in the rib eating contest, and our entire WNPL Team was very enthusiastically received during the Gurnee Days Parade.
- *WTHS' Trident Robotics* team donated a 3D printer to WNPL at the August 21<sup>st</sup> board meeting, along with plans to demonstrate the printer at all 3D printing programs.

*Meetings, programs, training attended:*

- Intergovernmental Dinner (8/1).
- Gurnee Days Testimonial Dinner (8/9).
- Northern Lake County Director's Roundtable (8/13)
- Exchange Club (8/28).
- Electronic Content Consortium Board Meeting (8/28).
- Electronic Content Consortium Membership Meeting (8/29).
- Intergovernmental Picnic (8/29).

*Special plans for coming month:*

- Finalizing plans for FY 2018-2019 projects (i.e., "The Flex", parking lot, front landscaping).
- Annual appeal letter.

*Special plans for the near future:*

- Celebration Square Dedication Event.
- Fine Free Transition Planning.

**ADMINISTRATION**

**Friends:** The Friends met on August 23. They discussed preparations for the next book sale scheduled for September 15.

**Fundraising:**

Fundraising through August			
		August	Year to Date
Annual Fund		\$ 2,855.00	\$ 3,190.00
Gifts		57.93	63.93
<b>Total</b>		<b>\$ 2,912.93</b>	<b>\$ 3,253.93</b>

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**Personnel:**

Status of Organization: August

Number of full-time employees: 32

Number of part-time employees: 58

TOTAL number of employees: 90

Full-time equivalents: 57

- Mary Hiatt-8/24/18-Senior Shelver, Grade 4, 27.50 hours week, separated from library
- Conor Krause-8/20/18, part time circulation clerk, grade 7, 12 hours week, separated from library
- Vicki Ball-8/27/18-adult services Substitute, separated from library

**Workshops, programs and training attended:**

<b>Date</b>	<b>Title</b>	<b>Hours</b>	<b>Staff</b>
8/1	Copyright webinar	2	Kate F, Donna K.
8/14	Sensource People Counter Training	1	Meg S.
8/14	Functional, requirements of bib records webinar	1	Hema S.
8/21	Work, expression, manifestation, item webinar	1	Hema S.
8/10	B'LONG Meeting	2	Angela C.
8/22	Using Technology to Enhance & Strengthen Community Relationships - Webinar	1	Angela C.
8/23	Middle Grade and More! – Webinar	1	Liz K. & Betty S.
8/4	“Classroom Practices that Support Creative Investigations in Early Mathematics” webinar	1	Patty S.
8/15	SLJ Teen Live/Webinar Conference	2.5	Scott K.
8/21	Middle Grade and More!/Booklists Webinar	1	Scott K., Rebekah R.
8/21	Let's Talk YA/Booklist Webinar	1	Joanne T.
8/24	Listeners' Advisory with Joyce Saricks		Rebekah R.

**Public Relations/Graphics:**

- WNPL was well represented at several Gurnee Days events this month: Youth Services staff presented a Storytime on Fri., Aug. 10; Big Run Wolf was offered on Sat., Aug. 11; Eddie and Mark (Security) placed second in the Exchange Club of Gurnee Rib Eating Contest also on Sat.; and several staff (Ryan, Angela, Liz, Eddie, April and Sandy) and Library Board members (George with his son, Leo, and Andrea) marched in the parade on Sun., Aug. 12.
- The fall Inside Angle mailed on Fri., Aug. 17 and program registration opened on Fri., Aug. 24.
- Our department was very busy this month with a higher than usual level of requests in general, but especially for signage and digital media. Special projects this month included: the wrap up of Summer Reading programs; creation of a new school newsletter based upon events from the quarterly Inside Angle newsletter; promotional materials related to Phase I deadline of the Celebration Square campaign; preparation of materials for National Library Card Sign-up

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month (Sept.); and publicity regarding the Warren Township High School Trident Robotics donation and Board of Trustee changes.

- The Communications Department was invited to the Youth Services Department meeting on Tues., Aug. 28 to discuss procedures for completing graphics & a/v requests as well as answer questions from staff.

**Safety and Security:**

- Patron assist-----290
- Patron contact: improper behavior-----91
- Book Donation-----41
- Patron contact: unattended children-----12
- Police assist-----4
- Setups for Meeting Rooms-----3

<b>Patron Suspensions</b>			
<b>Date</b>	<b>Person(s) suspended</b>	<b>Length of Suspension</b>	<b>Violation/reason</b>
8/7	Minor	1 week	Defacing library property and abusive language
8/9	Adult	1 month	Demeaning language towards patrons and verbally abusing a staff member after warnings
8/30	Adult	1 year	Sexual harassment, inappropriate touching, solicitation

**Requests under the Freedom of Information Act (FOIA):**

<b>Requester</b>	<b>Nature of Request</b>	<b>Date Requested</b>	<b>Date Replied</b>
NBC Chicago/ Katy Smyser	Records to show all cases the WNPLD paid a plaintiff or plaintiffs as result of a sexual misconduct or sex/gender discrimination claim, from January 1, 2008 to the present. Records of separation agreements and/or payments to individuals who stopped working with WNPLD after being accused of sexual misconduct, harassment, or sex/gender discrimination.	8/7/2018	8/8/2018

**ADULT SERVICES**

- Adult programmers debuted the One Shot book discussion whereby patrons read Ready Player One and were able to attend one book discussion session for all. We were happy to have representatives from various age groups and hope to see them at the showing of the movie in Sept.
- 660 adults registered for the summer reading program this year.
- Staff continued work on the fines free initiative.

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## **CIRCULATION**

- Arranged meeting with Access Services Manager from Algonquin Area Public Library District to discuss their fines free experience.
- Met with IT staff to learn how to access patron counts using the newly installed people counter.

## **INFORMATION TECHNOLOGY & FACILITIES**

- **Technology Items:**
  - Staff continued work on the Windows 10 implementation set for this fall.
  - Staff installed a new people counter cloud based system at the main entrance.
  - Staff began work on implementation plans to upgrade the Exchange email server.
  - Staff began work on installing new iPad mini's for the Youth Services department.
- **Facility Items:**
  - 3 public meeting room setups
  - 21 program meeting room setups
  - Remote Pickups – Outreach and Circ have been covering
  - Anderson Pest Control completed their monthly inspection
  - Honeywell continued preventative maintenance on 5 rooftop HVAC units.
  - Honeywell repaired rooftop HVAC unit #1
  - Staff deep cleaned the tile and grout in the public restrooms
  - Staff received and distributed new staff task chairs completing the three year purchasing project.

## **OUTREACH**

- We began our annual “Guess How Many” contest for children who visit the Bookmobile on 8/6/18. During the following four weeks patrons can enter their guess for the correct number of color poms contained within the clear canister for a chance to win a \$25 Barnes & Noble gift card.
- On 8/6/18 the van returned from having service completed at McClure's where they replaced the rear brakes and completed an oil change.
- The Bookmobile had a truck wash and wax on 8/7/18.
- On 8/12/18 the Bookmobile participated in the Gurnee Days Parade.

## **TECHNICAL SERVICES**

- Finished repackaging all BOB books.
- Continuing to inventory library.

## **YOUTH SERVICES**

- Our third annual collaborative storywalk with *Gurnee Park District*, “If You're Happy and You Know It,” took place on August 18<sup>th</sup> with 77 attendees. The storywalk signs were left up for a couple of weeks around Hunt Club Park pond.

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- Youth services was invited to provide two storytimes for *Gurnee Mills*' Fancy Nancy Tea Party on Thursday, August 9<sup>th</sup>, with 50 children attending.
- Special *Gurnee Days* programs brought 228 visitors to the library for a storytime on Friday, and a wolf program on Saturday.

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*Monthly Circulation Statistics*

**MAIN LIBRARY  
AUGUST CIRC**

TYPE OF MATERIAL	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,663	550	2,213	3,289	1,174	4,463	4,950	-9.8%
Kits	0	193	193	0	371	371	712	-47.9%
Books	13,284	19,817	33,101	27,412	41,200	68,612	74,597	-8.0%
Music Compact Discs	1,800	304	2,104	3,612	667	4,279	5,204	-17.8%
DVD's	16,139	2,584	18,723	32,315	5,459	37,774	42,800	-11.7%
Magazines	1,335	129	1,464	2,480	282	2,762	3,168	-12.8%
Video games	1,205	0	1,205	2,493	0	2,493	2,395	4.1%
Videoplayers	0	54	54	0	132	132	193	-31.6%
E-readers	0	0	0	0	0	0	28	-100.0%
Umbrellas	23	0	23	27	0	27	17	58.8%
Telescopes	7	0	7	15	0	15	0	N/A
ebooks (MMM, Hoopla)	2,627	0	2,627	5,567	0	5,567	4,934	12.8%
eaudiobooks (MMM, Hoopla)	2,415	0	2,415	4,781	0	4,781	3,751	27.5%
evideo (MMM, Hoopla)	182	0	182	392	0	392	290	35.2%
emusic (Hoopla)	170	0	170	300	0	300	294	2.0%
emagazines (Zinio)	126	0	126	229	0	229	276	-17.0%
ecomicbooks (Hoopla)	0	0	0	79	0	79	116	-31.9%
<b>Total emedia</b>	<b>5,520</b>	<b>0</b>	<b>5,520</b>	<b>11,348</b>	<b>0</b>	<b>11,348</b>	<b>9,661</b>	<b>17.5%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>40,976</b>	<b>23,631</b>	<b>64,607</b>	<b>82,991</b>	<b>49,285</b>	<b>132,276</b>	<b>143,725</b>	<b>-8.0%</b>

\*\*MMM=MyMediaMall

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**OUTREACH AUGUST  
CIRC**

TYPE OF MATERIAL	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	229	45	274	369	66	435	336	29.5%
Kits	0	181	181	0	314	314	257	22.2%
Books	733	2,029	2,762	1,360	3,833	5,193	5,662	-8.3%
Music Compact Discs	118	60	178	202	110	312	228	36.8%
DVD's	930	199	1,129	1,696	383	2,079	2,338	-11.1%
Magazines	95	18	113	201	48	249	234	6.4%
Miscellaneous	2	0	2	3	0	3	1	200.0%
<b>OUTREACH SUBTOTAL</b>	<b>2,107</b>	<b>2,532</b>	<b>4,639</b>	<b>3,831</b>	<b>4,754</b>	<b>8,585</b>	<b>9,056</b>	<b>-5.2%</b>

**TOTALS**

	AUG ADULT	AUG YOUTH	AUG 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>43,083</b>	<b>26,163</b>	<b>69,246</b>	<b>86,822</b>	<b>54,039</b>	<b>140,861</b>	<b>152,781</b>	<b>-7.8%</b>

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Services Statistics	August Adult	August Youth	August A-Bkm	August Y-Bkm	August 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	3,573	692	379	135	4,779	6,430	1,355	675	259	8,719	8,626	1%
Reference/Titles Req.	2,425	919	191	198	3,733	4,863	1,614	467	380	7,324	7,309	0%
E-Mail Reference	36	0	0	0	36	73	0	0	0	73	55	33%
Instruction Questions	1,125	48	0	0	1,173	2,162	127	0	0	2,289	2,057	11%
<b>Total Desk Activities</b>	<b>7,159</b>	<b>1,659</b>	<b>570</b>	<b>333</b>	<b>9,721</b>	<b>13,528</b>	<b>3,096</b>	<b>1,142</b>	<b>639</b>	<b>18,405</b>	<b>18,047</b>	<b>2%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				528					1,080	1,089	-1%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				275					543	537	1%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				646					1,230	1,374	-10%
ILL Borrowing Filled	Use: Borrowing Requests Finished				401					759	1,089	-30%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					5	5	0%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	2	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				2					2	3	-33%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					0	1	-100%
<b>CIRCULATION</b>												
In-District cardholders					40,883					40,883	38,378	7%
Reciprocal cardholders					11,420					11,420	10,807	6%
<b>Total Cardholders</b>					<b>52,303</b>					<b>52,303</b>	<b>49,185</b>	<b>6%</b>
RBP Loaned					6,951					14,144	14,790	-4%
**RBP Borrowed										0	16,749	-100%
Holds					7,114					14,624	13,885	5%
Patron Count Main					27,470					57,202	61,610	-7%
Self Check Out Use					30,320					62,632	68,913	-9%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					110					190	213	-11%
Preschools					6					12	10	20%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					5					8	10	-20%
Special events					1					1	4	-75%
<b>Total Bookmobile Stops</b>					<b>122</b>					<b>211</b>	<b>237</b>	<b>-11%</b>
<b>Total Patron Count</b>					<b>969</b>					<b>1,738</b>	<b>2,002</b>	<b>-13%</b>
Homebound visits					35					59	45	31%
Deposit Collection deliveries					4					8	4	100%
Remote book drop pickups					27					51	51	0%
<b>Total Van Stops</b>					<b>66</b>					<b>118</b>	<b>48</b>	<b>146%</b>
Days BKM on road					23					39	44	-11%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					18					36	37	-3%
Adult Attendance					882					1,230	365	237%
<b># of Youth Programs</b>					18					45	42	7%
Youth Attendance					365					1,039	958	8%
Adult Attendance					196					490	429	14%
<b># of Bookmobile Tours</b>					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
<b>OUTREACH (Prog./ Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>					1					2	2	0%
Adult Attendance					12					22	22	0%
<b># of Youth Prog. &amp; Visits</b>					2					2	8	-75%
Youth Attendance					84					84	472	-82%
Adult Attendance					32					32	327	-90%
<b># of BKM Prog. &amp; Visits</b>					0					0	4	-100%
Youth Attendance					0					0	163	-100%
Adult Attendance					0					0	87	-100%
<b>ROOM USE</b>												
Meeting Room Uses					29					51	103	-50%
Study Room Uses					737					1,397	1,207	16%
<b>INTERNET USAGE</b>												
# of sessions					3,422					6,555	6,545	0%
Total Hours					2,610					4,999	4,853	3%
Average Session (minutes)					45					90	88	2%
<b>OTHER SERVICES</b>												
Proctoring					6					12	10	20%
Voter Registration					1					1	1	0%
Website views					33,620					66,290	72,400	-8%
New items processed					2,961					4,675	5,394	-13%
Total materials Main library					301,946					301,946	299,725	1%
Total materials Outreach					17,961					17,961	18,309	-2%
<b>TOTAL MATERIALS</b>					<b>319,907</b>					<b>319,907</b>	<b>318,034</b>	<b>1%</b>
Adult Volunteer Hours					233.3					394.8	465.7	-15%
Student Volunteer Hours					136.8					323.8	166.6	94%
<b>Total Volunteer Hours</b>					<b>370.0</b>					<b>718.5</b>	<b>632.3</b>	<b>14%</b>

END