

**Warren-Newport Public Library District  
EXECUTIVE DIRECTOR'S REPORT FOR AUGUST 2019  
September 17, 2019  
Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- Reach for the Moon: READ! surpassed our community goal of one million minutes read on August 1 with a grand total of 1,230,820! I made an announcement in our lobby joined by many celebrating staff members wearing their summer reading t-shirts that we recorded and shared across our social media channels.
- WNPL participated in several Gurnee Days events including: Storytime (8/9); Popeye and Sailor the Amazing Dog (8/10); Exchange Club Rib Eating Contest (8/10) (BIG WIN for Eddie and Mark!); and Parade (8/11).

*Meetings, programs, training attended:*

- Electronic Content Consortium (ECC) funding model task force (8/14).
- Library Director's roundtable (8/22).
- ECC board meeting (8/28).

*Special plans for coming month:*

- Reissuing bonds.
- Hosting Intergovernmental Picnic.
- Strategic Planning Process.

*Special plans for the near future:*

- Village of Gurnee 2020 Census Complete Count Committee.
- Minimum Wage Compliance Action Plan.

**ADMINISTRATION**

**Friends:** The Friends met on August 22. Topics discussed included the formation of a small committee to discuss the annual writing contest, details for the annual holiday party, and the upcoming September Saturday Book Sale planned for September 14.

**Fundraising:**

Fundraising through August			
		August	Year to Date
Annual Fund		\$ 225.00	\$ 500.00
Gifts		12.80	12.80
<b>Total</b>		<b>\$ 237.80</b>	<b>\$ 512.80</b>

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**Personnel:**

Status of Organization: August  
 Number of full-time employees: 34  
 Number of part-time employees: 58  
 TOTAL number of employees: 92  
 Full-time equivalents: 58  
 New Hires: 8/12/19-Lisa Borbath-Adult Services Associate-10 hours week  
 Separations: 8/27/19-Diane Shearer, shelver, retired 23.50 hours  
 Changes: None  
 Open Positions: Outreach Associate, 15 hours

**Workshops, programs and training attended:**

Date	Title	Hours	Staff
8/3/19	<i>Libraries and the 2020 Census</i> RAILS webinar	1.5 hrs.	Sandy B.
8/7	Young Adult Librarian Discussion (YALD) Meeting in Arlington Heights	4 hrs.	Scott K.
8/9/19	"Audism Unveiled" – video follow-up to Basic American Sign Language for Library Staff	1 hr.	April B.

**Public Relations/Graphics:**

- The fall 2019 Inside Angle was mailed mid-month. Eric S. was the lead graphic artist on that project for the first time since joining WNPL.
- Publicity requests include: Gurnee Days; phone renewal service elimination (8/21); Intergovernmental Picnic (9/25); Legacy Society; Communico soft launch.

**Safety and Security Statistics:**

- Patron assist-----285
- Staff assist-----125
- Patron contact: improper behavior-----138
- Donations assist-----96
- Patron contact: unattended children-----19
- Police assist-----5
- Setups for Meeting Rooms-----16

**Patron Suspensions:** None

**ADULT SERVICES**

- Lisa Borbath was hired to work 10 hours/week as an adult services associate.
- Staff started using Communico for study room reservations and program registration.
- Jess and Kathie continued to interview for the remaining 10 hour/week position.

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## **CIRCULATION**

- Staff helped patrons as we transitioned to a new telephone notification system and eliminated the automatic renewal system.
- Shelves continued to shift the adult non-fiction collection to get materials off the bottom shelf.

## **OUTREACH**

- Replaced muffler and completed oil change for van on 8/6.
- Bookmobile participated in the Gurnee Days Parade on 8/11.
- Bookmobile service cancelled on 8/12/19 due to coolant leak repair.
- Bookmobile towed to Lakeside International for coolant leak, replaced cracked surge tank on 8/12/19.
- Annual "Guess How Many" contest ran from 8/19/19-8/31/19, the winner will receive a \$25 gift card to Barnes & Noble.

## **TECHNICAL SERVICES**

- Created non-fiction graphic novel collection in Sierra.
- Revised receipt to reflect total cost saved at WNPL.

## **TECHNOLOGY & FACILITIES**

### **Technology Items:**

- Staff deployed four new adult public reservable laptops.
- Staff began working to configure the new youth STEM computers and other technologies.
- Staff began working on the installation of the new wireless printing software ePRINTit and staff training.
- Staff installed the new Clevertouch smartboard that will be placed in the soon to be Flex room.

### **Facility Items:**

- 6 public meeting room setups and 17 program meeting room setups were completed.
- Anderson Pest Control completed their monthly inspection.
- Ernie Peterson Plumbing fixed a leaking roof drain.
- The south parking lot renovation project was completed.

## **YOUTH SERVICES**

- Participated in a pop-up green screen event to celebrate the end of our very successful summer reading program.
- Helped with the library transition to Communico from Evanced.
- Staff worked on a large scale weeding project in J Non-Fiction.
- Made decisions about the flooring and seating in the Vault, and continued working with IT on technology upgrades for that space.
- Conducted interviews for the open Early Literacy position.
- Attended a number of "Back to School" events at local schools.

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**AUGUST 2019 STATISTICS**

**MAIN LIBRARY CIRC**

Aug-19 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	1,228	465	1,693	2,579	1,040	3,619	4,463	-18.9%
Kits	0	153	153	0	362	362	371	-2.4%
Books	12,869	18,911	31,780	26,437	40,946	67,383	68,612	-1.8%
Music Compact Discs	1,350	245	1,595	2,901	532	3,433	4,279	-19.8%
DVD's	13,149	2,187	15,336	27,994	4,616	32,610	37,774	-13.7%
Magazines	1,091	65	1,156	2,254	130	2,384	2,762	-13.7%
Video games	940	0	940	1,986	0	1,986	2,493	-20.3%
Videoplayers	0	42	42	0	77	77	132	-41.7%
E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	6	0	6	15	0	15	27	-44.4%
Telescopes	4	0	4	10	0	10	15	-33.3%
Backpacks	0	55	55	0	55	55	0	N/A
ebooks (MMM, Hoopla)	2,730	0	2,730	5,489	0	5,489	5,567	-1.4%
eaudiobooks (MMM, Hoopla)	3,019	0	3,019	5,914	0	5,914	4,781	23.7%
evideo (MMM, Hoopla)	246	0	246	521	0	521	392	32.9%
emusic (Hoopla)	106	0	106	269	0	269	300	-10.3%
emagazines (Zinio)	324	0	324	541	0	541	229	136.2%
ecomicbooks (Hoopla)	78	0	78	157	0	157	155	1.3%
<b>Total emedia</b>	<b>6,503</b>	<b>0</b>	<b>6,503</b>	<b>12,891</b>	<b>0</b>	<b>12,891</b>	<b>11,424</b>	<b>12.8%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>37,140</b>	<b>22,123</b>	<b>59,263</b>	<b>77,067</b>	<b>47,758</b>	<b>124,825</b>	<b>132,352</b>	<b>-5.7%</b>

\*\*MMM=MyMediaMall

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**OUTREACH CIRC**

	<b>AUG ADULT</b>	<b>AUG YOUTH</b>	<b>AUG 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	106	28	134	212	49	261	435	-40.0%
Kits	0	173	173	0	343	343	314	9.2%
Books	530	1,995	2,525	1,157	3,792	4,949	5,193	-4.7%
Music Compact Discs	26	34	60	82	71	153	312	-51.0%
DVD's	736	142	878	1,497	328	1,825	2,079	-12.2%
Magazines	88	0	88	151	4	155	249	-37.8%
Miscellaneous	2	0	2	7	0	7	3	133.3%
<b>OUTREACH SUBTOTAL</b>	<b>1,488</b>	<b>2,372</b>	<b>3,860</b>	<b>3,106</b>	<b>4,587</b>	<b>7,693</b>	<b>8,585</b>	<b>-10.4%</b>

**TOTAL CIRC**

	<b>AUG ADULT</b>	<b>AUG YOUTH</b>	<b>AUG 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>
<b>GRAND TOTAL</b>	<b>38,628</b>	<b>24,495</b>	<b>63,123</b>	<b>80,173</b>	<b>52,345</b>	<b>132,518</b>	<b>140,937</b>	<b>-6.0%</b>

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Services Statistics	August	August	August	August	August	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Aug-19	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
	TOTAL											
<b>DESK ACTIVITIES</b>												
Information	2,742	6,002	247	126	9,117	5,487	6,923	499	243	13,152	8,719	51%
Reference/Titles Req.	2,209	560	347	164	3,280	4,283	1,404	706	371	6,764	7,324	-8%
E-Mail Reference	26	0	0	0	26	47	0	0	0	47	73	-36%
Instruction Questions	1,156	56	0	0	1,212	2,179	145	0	0	2,324	2,289	2%
<b>Total Desk Activities</b>	<b>6,133</b>	<b>6,618</b>	<b>594</b>	<b>290</b>	<b>13,635</b>	<b>11,996</b>	<b>8,472</b>	<b>1,205</b>	<b>614</b>	<b>22,287</b>	<b>18,405</b>	<b>21%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				494					968	1,080	-10%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				278					538	543	-1%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				536					1,074	1,230	-13%
ILL Borrowing Filled	Use: Borrowing Requests Finished				351					680	759	-10%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					0	5	-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				0					7	2	250%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					4	0	N/A
<b>CIRCULATION</b>												
In-District cardholders					43,272					43,272	40,883	6%
Reciprocal cardholders					12,010					12,010	11,420	5%
<b>Total Cardholders</b>					<b>55,282</b>					<b>55,282</b>	<b>52,303</b>	<b>6%</b>
RBP Loaned					5,193					11,899	14,144	-16%
**RBP Borrowed										0	17,859	-100%
Holds					6,320					12,547	14,624	-14%
Patron Count Main					25,335					52,092	57,202	-9%
Self Check Out Use					26,497					55,879	62,632	-11%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					105					215	190	13%
Preschools					5					11	12	-8%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					3					8	8	0%
Special events					1					2	1	100%
<b>Total Bookmobile Stops</b>					<b>114</b>					<b>236</b>	<b>211</b>	<b>12%</b>
<b>Total Patron Count</b>					<b>1,160</b>					<b>2,284</b>	<b>1,738</b>	<b>31%</b>
Homebound visits					40					64	59	8%
Deposit Collection deliveries					6					11	8	38%
Remote book drop pickups					27					53	51	4%
<b>Total Van Stops</b>										<b>55</b>	<b>118</b>	<b>-53%</b>
Days BKM on road					23					46	39	18%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					16					35	36	-3%
Adult Attendance					283					544	1,230	-56%
<b># of Youth Programs</b>					14					74	45	64%
Youth Attendance					486					2,445	1,039	135%
Adult Attendance					153					512	490	4%
<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					8					19	22	-14%
<b># of Youth Prog. &amp; Visits</b>					5					5	2	150%
Youth Attendance					342					342	84	307%
Adult Attendance					167					167	32	422%
<b># of BKM Prog. &amp; Visits</b>					0					1	0	N/A
Youth Attendance					0					11	0	N/A
Adult Attendance					0					10	0	N/A
<b>ROOM USE</b>												
Meeting Room Uses					27					59	51	16%
Study Room Uses					577					1,353	1,397	-3%
<b>INTERNET USAGE</b>												
# of sessions					3,079					4,269	6,555	-35%
Total Hours					2,376					3,120	4,999	-38%
Average Session (minutes)					46					84	90	-7%
<b>OTHER SERVICES</b>												
Proctoring					3					3	12	-75%
Voter Registration					2					2	1	100%
Website views					31,241					62,206	66,290	-6%
New items processed					2,545					4,768	4,675	2%
Total materials Main library					301,291					301,291	301,946	0%
Total materials Outreach					17,502					17,502	17,961	-3%
<b>TOTAL MATERIALS</b>					<b>318,793</b>					<b>318,793</b>	<b>319,907</b>	<b>0%</b>
Adult Volunteer Hours					196.6					381.6	394.8	-3%
Student Volunteer Hours					81.7					214.8	323.8	-34%
<b>Total Volunteer Hours</b>					<b>278.3</b>					<b>596.4</b>	<b>718.5</b>	<b>-17%</b>

END