

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR OCTOBER 2018
November 20, 2018
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Four members of the WNPL Team presented at both the 2018 Illinois Library Association Annual Conference (me, Rebekah Raleigh) and the 2018 Wisconsin Library Association Annual Conference (Madelynn Austin-Lehman and Jessica Stalker).
- Our lobby display case was transformed to honor the 80th anniversary of the radio broadcast by Orson Welles of *The War of the Worlds*. We shared photos and background info with the editors of *American Libraries* for a potential feature on how libraries acknowledged the anniversary and we did get featured on their website (see last page of report).
- The Vault has been very busy lately, much more so than we have seen in the past few years. While this has temporarily resulted in an increased number of suspensions, we are thrilled teenagers are using the library and very happy to serve them. Now that all of our teenage patrons have a clear understanding of our policies thanks to the great work of both our Youth Services and Security Teams, there have been far fewer incidents.

Meetings, programs, training attended:

- 2018 Illinois Library Association Annual Conference (10/9).
- Electronic Content Consortium Board Meeting (10/17).
- RAILS Member Update (10/18).
- Lake County Chamber of Commerce Annual Legislative Breakfast (10/19).
- Exchange Club (10/23).

Special plans for coming month:

- Celebration Square Dedication Event.
- Fine Free Transition Planning.
- Annual appeal letter.

Special plans for the near future:

- Finalizing plans for *The Flex* and front of the library beautification planning: phase 2.
- Early 2019 outreach to non-users.
- Develop the foundation for WNPL bequest/planned giving program.

ADMINISTRATION

Friends: The next Saturday Book Sale is December 1. The Friends are holding a special holiday picnic for members on Thursday, December 6.

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Fundraising:

Fundraising through October			
		October	Year to Date
Annual Fund		\$ 550.00	\$ 7,630.00
Gifts		20,509.05	20,574.88
Total		\$21,059.05	\$28,204.88

Personnel:

Status of Organization: October
 Number of full-time employees: 32
 Number of part-time employees: 56
 TOTAL number of employees: 88
 Full-time equivalents: 58

- 10/1/2018-Erika Sanchez, Substitute employee in Adult Services, moved to part-time non sub status, 10 hours a week, grade 10
- 10/28/18-Erin Russell, shelver, 6.50 hours a week, grade 3, separated from library

Workshops, programs and training attended:

Date	Title	Hours	Staff
10/2	Adult Books on the Horizon: Fall & Winter Announcements - webinar	1 hr.	Cheryl
10/3	JJ's List Disability Awareness Training. (RAILS Online Education Presentation)	1 hr.	Gina
10/4	Booklist Hands-On STEAM	1 hr.	Janet
10/11	Messy Science – Using Art to Promote Scientific Reasoning	1 hr.	April B.
10/11	Junior Library Guild; “Thinking Outside the Box” Graphic Novels	1 hr.	Cheryl
10/11	Booklist YA Winter Announcements	1 hr.	Janet
10/11	Tutor.com New Releases	1 hr.	Janet
10/16-19	ABOS Conference	2.5 days	Liz K.
10/17	Best Digital Reading Practices for Early Literacy	1 hr.	Janet
10/22 and 10/29	Coding Together, Learning Together (4 week course)	8 hours	Joanne
10/25	Early Childhood Investigations; “Storytimes and Transitions With Hearts”	1 hr.	Cheryl

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10/25	Revamping Strategies for Social Success Webinar	2 hr.	Sandy B.
10/26	Growing STEM from Early Childhood Roots	1 hr.	Patty
10/24-26	WLA	22.5	Jess, Madelynn

Public Relations/Graphics:

- Our marketing focus in October was Friends of the Library Week.
- Additional department efforts included: preparation of the winter edition of the Inside Angle; Outreach Origami Bookmark campaign; Celebration Square dedication and Annual Fund letter.

Safety and Security Statistics:

- Patron assist-----517
- Patron contact: improper behavior-----276
- Book Donations-----42
- Patron contact: unattended children-----5
- Police assist-----1
- Setups for Meeting Rooms-----12

Patron Suspensions		
Person(s) suspended	Length of Suspension	Violation/reason
Adult	1 year	Public indecency, misuse of computers, 3 rd suspension.
Adult	1 week	Disorderly conduct, demeaning language after warnings.
Minor	1 day	Fighting, misuse of study room, noncompliance with staff.
Minor	1 month	Fighting, noncompliance with staff, 3 rd suspension.
Adult	1 day	Unattended child after warnings, noncompliance with staff.
Minor	1 day	Excessive noise after warnings.
Minor	1 month	Noise after warnings, noncompliance with staff, trespassing.
Minor	1 year	Fighting, targeted abusive/vulgar language, noncompliance with staff, trespassing, 3 rd suspension.
Minor	1 day	Inappropriate touching, roughhousing after warnings.

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Minor	1 day	Hazard to public safety (running), misuse of property, noncompliance with staff.
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ADULT SERVICES

- Madelynn and Jess gave a presentation at the WLA conference about displays entitled, "Say What You Meme". It was attended by 100 people and was very well received. They also attended the conference.
- Author Robert Kurson presented to 30 people on Oct. 2.

CIRCULATION

- Started color coding hold slips to make it easier to maintain the hold shelf and remove expired holds.
- Continued to process student library cards from Woodland District 50.

INFORMATION TECHNOLOGY & FACILITIES

Technology:

- Staff continued work on the Windows 10 implementation.

Facilities:

- 9 public meeting room setups.
- 30 program meeting room setups.
- Anderson Pest Control completed their monthly inspection.
- BrightView installed the new brick pavers for Celebration Square.
- Siemens conducted their quarterly preventative maintenance to the facility automation system.

OUTREACH

- The Bookmobile was serviced at I94/RV to fix the front stair because the buzzer was sounding even while retracted.
- Liz K. attended her first ABOS Conference in Raleigh, NC, October 16-19th.

TECHNICAL SERVICES

- Continued to inventory the library.
- Preparations continued for going fines free.

YOUTH SERVICES

- Author John Flanagan presented to 52 people on October 1.
- We celebrated Teen Read Week with a number of events, and ended that week with an after-hours program on October 12 that was attended by 67 teens.
- Our popular Monster Mash Storytime Bash was held on Oct. 26 with 110 costumed kids in attendance.

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Appendix: Statistics

Monthly Circulation Statistics

MAIN LIBRARY

	OCT ADULT	OCT YOUTH	OCT TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	1,589	494	2,083	6,371	2,030	8,401	9,398	-10.6%
Kits	0	185	185	0	752	752	1,558	-51.7%
Books	12,565	19,907	32,472	52,086	80,206	132,292	144,828	-8.7%
Music Compact Discs	1,430	279	1,709	6,576	1,178	7,754	10,137	-23.5%
DVD's	14,621	2,194	16,815	60,919	9,968	70,887	81,068	-12.6%
Magazines	1,358	149	1,507	5,160	599	5,759	5,921	-2.7%
Video games	856	0	856	4,277	0	4,277	4,301	-0.6%
Videoplayers	0	41	41	0	212	212	298	-28.9%
E-readers	0	0	0	0	0	0	40	-100.0%
Umbrellas	14	0	14	50	0	50	22	127.3%
Telescopes	8	0	8	33	0	33	0	N/A
ebooks (MMM, Hoopla)	2,583	0	2,583	10,744	0	10,744	9,714	10.6%
eaudiobooks (MMM, Hoopla)	2,360	0	2,360	9,384	0	9,384	7,432	26.3%
evideo (MMM, Hoopla)	163	0	163	763	0	763	563	35.5%
emusic (Hoopla)	147	0	147	575	0	575	608	-5.4%
emagazines (Zinio)	227	0	227	579	0	579	554	4.5%
ecomicrobooks (Hoopla)	73	0	73	299	0	299	270	10.7%
Total emedia	5,553	0	5,553	22,344	0	22,344	19,141	16.7%
MAIN LIBRARY SUBTOTAL	37,994	23,249	61,243	157,816	94,945	252,761	276,712	-8.7%

**MMM=MyMediaMall

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OUTREACH

TYPE OF MATERIAL	OCT ADULT	OCT YOUTH	OCT TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	114	47	161	629	154	783	672	16.5%
Kits	0	202	202	0	744	744	635	17.2%
Books	616	2,910	3,526	2,629	9,741	12,370	12,335	0.3%
Music Compact Discs	68	56	124	347	210	557	505	10.3%
DVD's	891	213	1,104	3,386	827	4,213	4,529	-7.0%
Magazines	80	23	103	381	95	476	439	8.4%
Miscellaneous	0	0	0	3	0	3	1	200.0%
OUTREACH SUBTOTAL	1,769	3,451	5,220	7,375	11,771	19,146	19,116	0.2%

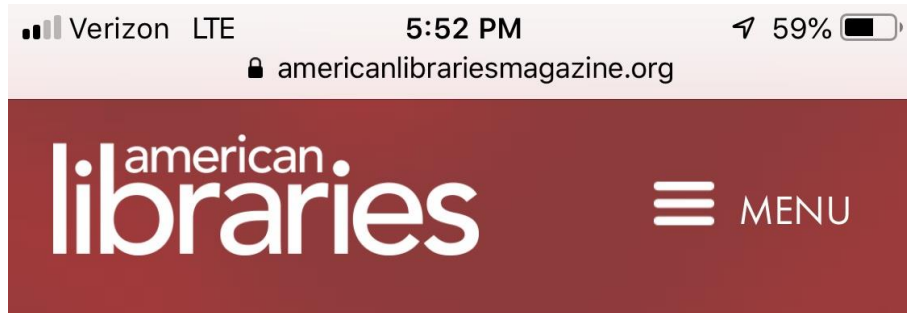
TOTALS

	OCT ADULT	OCT YOUTH	OCT 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	39,763	26,700	66,463	165,191	106,716	271,907	295,828	-8.1%

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Services Statistics	October Adult	October Youth	October A-Bkm	October Y-Bkm	October Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
	TOTAL											
DESK ACTIVITIES												
Information	3,503	554	193	132	4,382	13,132	2,421	1,114	528	17,195	16,696	3%
Reference/Titles Req.	2,402	658	279	181	3,520	9,511	2,971	1,153	828	14,463	14,430	0%
E-Mail Reference	33	0	0	0	33	130	0	0	0	130	98	33%
Instruction Questions	1,197	35	0	0	0	4,352	219	0	0	4,571	4,129	11%
Total Desk Activities	7,135	1,247	472	313	7,935	27,125	5,611	2,267	1,356	36,359	35,353	3%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				573					2,140	2,312	-7%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				270					1,042	1,117	-7%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				547					2,264	2,712	-17%
ILL Borrowing Filled	Use: Borrowing Requests Finished				356					1,399	2,115	-34%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					6	6	0%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	2	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				3					8	6	33%
Article Borrowing Filled	Use: Borrowing Requests Finished				1					1	2	-50%
CIRCULATION												
In-District cardholders					41,442					41,442	39,077	6%
Reciprocal cardholders					11,530					11,530	10,925	6%
Total Cardholders					52,972					52,972	50,002	6%
RBP Loaned					6,196					26,232	28,669	-9%
**RBP Borrowed										17,859	31,078	-43%
Holds					7,227					28,965	27,106	7%
Patron Count Main					27,951					111,401	125,985	-12%
Self Check Out Use					29,217					122,169	132,966	-8%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					115					405	406	0%
Preschools					16					44	35	26%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					5					18	20	-10%
Special events					0					2	4	-50%
Total Bookmobile Stops					136					469	465	1%
Total Patron Count					1,328					5,014	4,595	9%
Homebound visits					29					117	95	23%
Deposit Collection deliveries					3					13	8	63%
Remote book drop pickups					27					102	100	2%
Total Van Stops					59					232	151	54%
Days BKM on road					23					83	81	2%
In-House Programs/Tour												
# of Adult Programs					27					88	91	-3%
Adult Attendance					323					1,906	965	98%
# of Youth Programs					65					159	157	1%
Youth Attendance					990					2,875	2,409	19%
Adult Attendance					488					1,474	1,287	15%
# of Bookmobile Tours					0					1	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					4	0	N/A
OUTREACH (Prog/ Visits)												
# of Adult Prog. & Visits					1					4	4	0%
Adult Attendance					11					45	43	5%
# of Youth Prog. & Visits					16					18	21	-14%
Youth Attendance					982					1,066	1,091	-2%
Adult Attendance					431					463	695	-33%
# of BKM Prog. & Visits					0					0	10	-100%
Youth Attendance					0					0	329	-100%
Adult Attendance					0					0	113	-100%
ROOM USE												
Meeting Room Uses					39					117	172	-32%
Study Room Uses					834					2,954	2,679	10%
INTERNET USAGE												
# of sessions										9,564	13,135	-27%
Total Hours										7,228	10,161	-29%
Average Session (minutes)										134	184	-27%
OTHER SERVICES												
Proctoring					3					17	13	31%
Voter Registration					11					15	1	1400%
Website views					30,498					126,876	137,272	-8%
New items processed					2,898					9,890	11,117	-11%
Total materials Main library					303,307					303,307	301,714	1%
Total materials Outreach					18,393					18,393	18,750	-2%
TOTAL MATERIALS					321,700					321,700	320,464	0%
Adult Volunteer Hours					227.0					870.8	1,019.4	-15%
Student Volunteer Hours					266.5					788.8	404.4	95%
Total Volunteer Hours					493.5					1,659.5	1,423.8	17%

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Eighty years ago, **October 30, 1938**, actor and future filmmaker **Orson Welles** caused **nationwide panic** with a sensational radio broadcast that simulated **alien invasions** based on the science fiction classic ***The War of the Worlds*** by H. G. Wells. The **Warren-Newport Public Library** in Gurnee, Illinois, has created a **memorial display** incorporating many **vintage pieces** including a **Crosley radio**, authentic “**On the Air**” sign, brightly colored **space toys**, and books about outer space. Senior Graphic Artist **Nancy Stricker** came up with the idea for the library’s monthly exhibit.



[Warren-Newport Public Library news, Oct. 30](#) ↗

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