

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR OCTOBER 2019**  
**November 19, 2019**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- Both the Donor Appreciation Event on October 18 and the Celebration Event on October 19 were wonderful events that allowed us to show off “The Flex” before it opened at the end of the month.
- “The Flex” is open, and the feedback from the public has been very positive.
- WNPL (President Jo Beckwith, Head of Circulation Meg Schmaus, and I) joined both Elmhurst Area Library and Vernon Area Library to present “Mythbusters: Clearing the Misconceptions Trustees Might Have About Going Fine Free” at the Illinois Library Association 2019 Conference on October 24 in Tinley Park. It was standing room only and we received very positive feedback about the presentation.

*Meetings, programs, training attended:*

- Healthy Communities Healthy Youth (10/10).
- Illinois Library Association 2019 Conference (10/22 – 10/24).
- Electronic Content Consortium (ECC) board meeting (10/23).
- ECC Town Hall (10/29).

*Special plans for coming month:*

- 2019 Annual Appeal Letter.
- Strategic Planning Process.
- Village of Gurnee 2020 Census Complete Count Committee.

*Special plans for the near future:*

- Strategic Planning Process.
- Adult Space Project Planning.
- Minimum Wage Compliance Action Plan.

**ADMINISTRATION**

**Friends:** The Friends met on October 24. A nominating committee was formed in advance of the 2020 election for officers. The next Saturday book sale will be on December 7.

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**Fundraising:**

Fundraising through October			
		October	Year to Date
Annual Fund	\$	-	\$ 910.00
Gifts		112.00	124.80
<b>Total</b>	<b>\$</b>	<b>112.00</b>	<b>\$ 1,034.80</b>

**Personnel:**

Status of Organization: **November**

Number of full-time employees: 34

Number of part-time employees: 59

TOTAL number of employees: 93

Full-time equivalents: 59

- New Hires: 10-1 Charmoise Jackson, Outreach Associate, Outreach, 15 hours a week
- Separations: 10-10 David Corona, IT & Facilities, Systems Administrator

**Changes:**

- 10-7 Barb McCreary-Shelver, Circulation, change from 28 hours to 27 hours
- 10-7 Tammara Steffy-Lane, Shelver, Circulation, change from 18.25 hours to 18 hours
- 10-7 Bike Kilic, Shelver, Circulation, change from 14.50 hours to 10 hours
- 10-7 Emily Gramer, Shelver, Circulation, change from 14 hours to 15 hours
- 10-7 Corrine Laird, Shelver, Circulation, change from 10 hours to 14 hours
- 10-7 Chris Wolf, Shelver, Circulation, change from 12 hours to 16 hours

**Open Positions:**

- Shelver; Two positions- 10 & 14 hours
- Circulation Clerk; Two positions-14 & 12.25 hours

**Workshops, programs and training attended:**

Date	Title	Hours	Staff
10/1	Fall Picture Books Webinar	1	Patty S.
10/2	Design and Implement Learning Centers that Provide Equitable Learning Opportunities	1	Patty S.
10/2	From Scribbles to Writing: Art is the First Language of a Beginning Reader and Writer	1	Jenny H.
10/7	How to Create Experiences With Young Children Rather Than Planning Activities For Them	1	Patty S.
10/8	Supporting STEAM Learning Through Music	1	Patty S.

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10/8	<b>READ WOKE: 5 Ways to Identify a #ReadWoke Book—and 3 #OwnVoices Authors to Diversify Your Collections.</b>	1	Steven J.
10/10	<b>Library 2.019 "Emerging Technology" Mini Virtual Conference</b>	1	Steven J.
10/10	<b>Hot Titles from Capstone Press</b>	1	Joanne T.
10/10	<b>Strong Start, Strong Finish</b>	1.5	Rebekah, Angela
10/15	<b>Using Children's Books to Approach Trauma-Informed Education</b>	1	Vicky S.
10/18	<b>Mad About Middle Grade</b>	1	Vicky S.
10/19	<b>Anderson's YA Conference</b>	8	Liz K.
10/19	<b>Full STEAM Ahead</b>	1	Steven J.
10/23-10/24	<b>ILA Conference</b>	15	Eddie, Meg S., Ryan
10/25	<b>PULSE</b>	3	Madelynn
10/30	<b>Improved Literacy Growth for ELLs and Dual Language Learners Using Shared Reading</b>	1	Jenny H.
10/31	<b>Clever touch training</b>	1	Jess, Madelynn, Rebekah, April B., Jenny H., Scott K., Joanne T., Ryan

**Public Relations/Graphics:**

- Celebrated our wonderful Friends of WNPL during October. The theme was: We're Thankful for our Friends.
- A film crew from WGN-TV spoke with staff while filming a piece about Twice as Nice Mother & Child Mobile Diaper Pantry founder, Ann Marie Mathis. A reporter from the Daily Herald also stopped by during the event.
- New book review videos were created and are being promoted through the library website, YouTube channel and social media.
- Communications staff attended the donor event on 10/18 and the celebration event on 10/19.
- The lobby display case theme was National Hispanic Heritage Month.
- Communications is working with HR on an onboarding project that will include video, photography as well as graphics.
- Our new Communico mobile app is available in the Apple and Google Play app stores. Publicity to introduce the app occurred during October.

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**Safety and Security:**

- Patron assist-----322
- Patron contact: improper behavior-----243
- Donations-----37
- Patron contact: unattended children-----17
- Police assist-----6
- Setups for Meeting Rooms-----17

**Patron Suspensions:**

Person(s) suspended	Length of Suspension	Violation/reason
Teen	1 year	Fighting, noncompliance, trespassing
Teen	1 year	Fighting, noncompliance, trespassing

**ADULT SERVICES**

- Staff have been developing additional training tools for our new staff members.
- We've started preliminary planning for programming in the Flex space.
- Several performance evaluations have been completed.

**CIRCULATION**

- Received and responded to a request for information regarding our experience going fine free from the Gail Borden Public Library District.

**OUTREACH**

- After being off road for 3 days, the bookmobile resumed service after the parking brake was replaced.
- Van registration renewal was obtained on 10/15.
- The bookmobile's generator received an oil change/service on 10/18.
- Liz K. attended Anderson's YA Conference on 10/19.
- Heritage Woods senior stop was changed from a Bookmobile stop to van delivery service on 10/21 in order to provide a safer way for the residents to receive library materials.

**TECHNICAL SERVICES**

- Continued to inventory the library.
- Taped/repackaged CD-audiobook cases after outside of cases were destroyed.

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**INFORMATION TECHNOLOGY & FACILITIES**

- **Technology Items:**
  - Staff completed installation of the youth laptop lab and Flex laptop lab.
  - Staff Install new STEAM PC's in the Teen Vault.
  - Staff received Clevertouch smartboard training.
  
- **Facility Items:**
  - 21 public meeting room setups.
  - 27 program meeting room setups.
  - Anderson Pest Control completed their monthly inspection.
  - The Flex remodel was completed.
  - The Teen Vault new carpeting, furniture and painting was completed.

**YOUTH SERVICES**

- Trained new Youth Services/Early Literacy Associate.
- Staffed table at Hispanic Heritage Celebration at Prairie Trail School and handed out WNPL survey for strategic plan.
- Coordinated our first “stuffed animal sleepover” which was very well received on social media.
- Held our popular Monster Mash program on 10/25. Over 130 people attended.
- Worked with Technical Services to eliminate Parent Teacher collection and reclassify those materials into either the Juvenile non-fiction or Adult non-fiction.
- Pulled non-fiction graphic novels from within the larger non-fiction collection, had TS reclassify these, and placed them at the end of the fiction graphic novel section.
- Teen Staff hosted an after-hours program entitled “The Night Circus” to celebrate Teen Read Week.

**OCTOBER 2019 STATISTICS**

**MAIN LIBRARY CIRC**

	<b>OCT ADULT</b>	<b>OCT YOUTH</b>	<b>OCT 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	1,249	388	1,637	4,979	1,789	6,768	8,401	-19.4%
Kits	0	164	164	0	736	736	752	-2.1%
Books	11,542	17,756	29,298	49,392	76,899	126,291	132,292	-4.5%
Music Compact Discs	1,473	201	1,674	5,525	961	6,486	7,754	-16.4%
DVD's	12,121	2,257	14,378	51,933	9,008	60,941	70,887	-14.0%
Magazines	1,103	28	1,131	4,181	191	4,372	5,759	-24.1%
Video games	866	0	866	3,685	0	3,685	4,277	-13.8%
Videoplayers	0	28	28	0	143	143	212	-32.5%

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E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	7	0	7	30	0	30	50	-40.0%
Telescopes	7	0	7	26	0	26	33	-21.2%
Backpacks	0	32	32	0	121	121	0	N/A
ebooks (MMM, Hoopla)	2,782	0	2,782	10,985	0	10,985	10,744	2.2%
eaudiobooks (MMM, Hoopla)	2,908	0	2,908	12,047	0	12,047	9,384	28.4%
evideo (MMM, Hoopla)	182	0	182	889	0	889	763	16.5%
emusic (Hoopla)	96	0	96	484	0	484	575	-15.8%
emagazines (Zinio)	283	0	283	1,080	0	1,080	579	86.5%
ecomicbooks (Hoopla)	113	0	113	350	0	350	299	17.1%
<b>Total emedia</b>	<b>6,364</b>	<b>0</b>	<b>6,364</b>	<b>25,835</b>	<b>0</b>	<b>25,835</b>	<b>22,344</b>	<b>15.6%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>34,732</b>	<b>20,854</b>	<b>55,586</b>	<b>145,586</b>	<b>89,848</b>	<b>235,434</b>	<b>252,761</b>	<b>-6.9%</b>

\*\*MMM=MyMediaMall

**OUTREACH CIRC**

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	104	21	125	387	105	492	783	-37.2%
Kits	0	129	129	0	682	682	744	-8.3%
Books	591	2,607	3,198	2,323	8,890	11,213	12,370	-9.4%
Music Compact Discs	11	41	52	115	149	264	557	-52.6%
DVD's	624	135	759	2,808	599	3,407	4,213	-19.1%
Magazines	59	0	59	276	4	280	476	-41.2%
Miscellaneous	16	0	16	32	0	32	3	966.7%
<b>OUTREACH SUBTOTAL</b>	<b>1,405</b>	<b>2,933</b>	<b>4,338</b>	<b>5,941</b>	<b>10,429</b>	<b>16,370</b>	<b>19,146</b>	<b>-14.5%</b>

**TOTAL CIRC**

	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.
<b>GRAND TOTAL</b>	<b>36,137</b>	<b>23,787</b>	<b>59,924</b>	<b>151,527</b>	<b>100,277</b>	<b>251,804</b>	<b>271,907</b>	<b>-7.4%</b>

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Services Statistics	October	October	October	October	October	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
October	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
<b>DESK ACTIVITIES</b>												
Information	2,872	576	338	139	3,925	11,099	8,020	1,055	507	20,681	17,195	20%
Reference/Titles Req.	2,037	578	294	162	3,071	8,314	2,513	1,276	737	12,840	14,463	-11%
E-Mail Reference	27	0	0	0	27	102	0	0	0	102	130	-22%
Instruction Questions	1,166	64	0	0	0	4,496	240	0	0	4,736	4,571	4%
<b>Total Desk Activities</b>	<b>6,102</b>	<b>1,218</b>	<b>632</b>	<b>301</b>	<b>7,023</b>	<b>24,011</b>	<b>10,773</b>	<b>2,331</b>	<b>1,244</b>	<b>38,359</b>	<b>36,359</b>	<b>6%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				512					1,938	2,140	-9%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				255					1,023	1,042	-2%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				568					2,105	2,264	-7%
ILL Borrowing Filled	Use: Borrowing Requests Finished				402					1,370	1,399	-2%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					1	6	-83%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				4					11	8	38%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					6	1	500%
<b>CIRCULATION</b>												
In-District cardholders					43,609					43,609	41,442	5%
Reciprocal cardholders					12,107					12,107	11,530	5%
<b>Total Cardholders</b>					<b>55,716</b>					<b>55,716</b>	<b>52,972</b>	<b>5%</b>
RBP Loaned					5,187					21,563	26,232	-18%
**RBP Borrowed										0	17,859	-100%
Holdings					6,513					25,658	28,965	-11%
Patron Count Main					26,164					102,590	111,401	-8%
Self Check Out Use					23,537					102,690	122,169	-16%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					105					410	405	1%
Preschools					13					38	44	-14%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					4					17	18	-6%
Special events					0					3	2	50%
<b>Total Bookmobile Stops</b>					<b>122</b>					<b>468</b>	<b>469</b>	<b>0%</b>
<b>Total Patron Count</b>					<b>970</b>					<b>5,072</b>	<b>5,014</b>	<b>1%</b>
Homebound visits					43					140	117	20%
Deposit Collection deliveries					6					22	13	69%
Remote book drop pickups					27					104	102	2%
<b>Total Van Stops</b>					<b>76</b>					<b>266</b>	<b>232</b>	<b>15%</b>
Days BKM on road					21					86	83	4%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					20					76	88	-14%
Adult Attendance					215					1,113	1,906	-42%
<b># of Youth Programs</b>					58					194	159	22%
Youth Attendance					1,054					4,312	2,875	50%
Adult Attendance					428					1,275	1,474	-14%
<b># of Bookmobile Tours</b>					0					0	1	-100%
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	4	-100%
<b>OUTREACH (Prog./ Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>					1					4	4	0%
Adult Attendance					13					43	45	-4%
<b># of Youth Prog. &amp; Visits</b>					2					7	18	-61%
Youth Attendance					135					477	1,066	-55%
Adult Attendance					51					218	463	-53%
<b># of BKM Prog. &amp; Visits</b>					1					2	0	N/A
Youth Attendance					4					15	0	N/A
Adult Attendance					1					11	0	N/A
<b>ROOM USE</b>												
Meeting Room Uses					39					127	117	9%
Study Room Uses					926					3,090	2,954	5%
<b>INTERNET USAGE</b>												
# of sessions					3,089					9,926	12,639	-21%
Total Hours					2,439					7,815	9,649	-19%
Average Session (minutes)					47					184	181	2%
<b>OTHER SERVICES</b>												
Proctoring					0					3	17	-82%
Voter Registration					0					3	15	-80%
Website views					29,112					119,911	126,876	-5%
New items processed					2,155					9,262	9,890	-6%
Total materials Main library					293,758					293,758	303,307	-3%
Total materials Outreach					17,458					17,458	18,393	-5%
<b>TOTAL MATERIALS</b>					<b>311,216</b>					<b>311,216</b>	<b>321,700</b>	<b>-3%</b>
Adult Volunteer Hours					256.7					892.3	870.8	2%
Student Volunteer Hours					67.7					377.7	788.8	-52%
<b>Total Volunteer Hours</b>					<b>324.4</b>					<b>1,270.0</b>	<b>1,659.5</b>	<b>-23%</b>

END