

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2020
May 19, 2020
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Celebrated National Library Week virtually with the theme of “Explore a New Chapter with Your Library.” Communications asked a new question each evening on our Facebook page. “What Was Your Favorite Book as a Child?” was a clear favorite with 1305 people reached and 180 engagements. Also popular were a Dill Pickle Safe at Home coloring sheet and a WNPL Bookmobile cutout. A video montage of the staff photos collected for the social media effort was a highlight of the week.
- Despite our building being closed, staff issued/updated approximately 80 cards.
- While transitioning with little notice to remote working, staff have managed to creatively use the resources we have to offer a number of virtual offerings. Both our electronic content and virtual programming will continue to increase in May.

Meetings, programs, training attended:

- Ancel Glink Coronavirus Response Act Webinar (4/3).
- NSLS Director’s Roundtable (4/6, 4/13, 4/20, 2/27).
- Gurnee Exchange Club (4/14, 4/28).
- RAILS Member Meeting (4/16).
- Electronic Content Consortium Board Meeting (4/17).
- Public Library Association COVID-19 Response Webinar (4/22).
- American Library Association Town Hall Meeting (4/23).
- Healthy Communities Healthy Youth (4/30).

Special plans for coming month:

- Responding to COVID-19 pandemic, including development of a phased reopening plan for the building and plan for safe staff return to the building.
- Present COVID-19 related budget changes for approval.

Special plans for the near future:

- Oversee scaling up our electronic content offerings, along with our virtual programs and services.
- Developing a regular budget and a fiscal contingency budget plan for next fiscal year.

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ADMINISTRATION

Friends: To the best of our knowledge, our Friends are safe and doing well in their homes.

Fundraising:

Fundraising through April			
		April	Year to Date
Annual Fund	\$	-	\$ 11,110.76
Gifts		0.00	20,295.82
Total	\$	-	\$ 31,406.58

Personnel:

Status of Organization: April
 Number of full-time employees: 34
 Number of part-time employees: 58
 TOTAL number of employees: 92
 Full-time equivalents: 59
 New hires: None
 Separations: Janet Depke
 Changes: None
 Open Positions: Paused during covid-19 closure

Workshops, programs and training attended:

Date	Title	Hours	Staff
4/24	ILA Reaching Forward: Advocacy for Introverts, Advocacy for Extroverts: How You Can Make a Difference in Trying Times.	1	Gina, Laura S.
4/29	Resisting "Vocational Awe During the Pandemic"		Gina
4/30	OCLC Virtual Town Hall: Libraries and the COVID-19 Crisis	1	Gina
04	Overdrive/Libby Webinar	1	Fifer, Murray, Cerbie, Laird, Lopez, Blanchard, Waldvogel, Duray
04	Novelist Webinar	1	Brenner, Laird, Waldvogel, Duray, Lopez
04/22	PLA Libraries Respond to COVID survey	1	Fifer, McLaughlin,

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			Raleigh, Clarke, Reese
04/17	Thriving in Chaos during unexpected change	1	Murray
04/25	Library Love for Library Reads	1	Waldvogel
04/17	Robin DiAngela c-span lecture on White Fragility	1	Murray, Fifer, Lehman
04/10	PLA: Public Libraries Respond to COVID-19: Managing Stress and Anxiety	1	Raleigh, Lehman
04	Libraries and Copyright during a pandemic	1	McLaughlin
04/24	Fostering Creative Community Connections	1	Laird
04/10	Storytelling with data virtual experience	1	Blanchard
04/13	X Degrees of Separation: Exploring Visual Literacy through Google's Experimental Search Strategies (ARLIS/NA	.5	Lehman
04/13	Information Instruction at a (Social) Distance: Moving Library Instruction Online (ACRL)	1	Lehman
04/15	Public Libraries Respond to COVID-19: Innovative Solutions in Times of Crisis (PLA)	1	Lehman, Donna K.
04/15	Public Libraries Respond to COVID-19: Successful Ways to Work Remotely (PLA)	1	Lehman
04/16	<u>Tools for Building Online Banking Skills with Your Patrons (PLA)</u>	1	Lehman
04/17	<u>Applying Trauma-Informed Concepts to Reduce Harm: A PLA Social Worker Task Force Webinar (PLA)</u>	1	Lehman
04/21	<u>Libraries Connecting You to Coverage: Health Literacy (PLA)</u>	1	Lehman
04/21	Making it Work Remotely (Effectiveness Institute)	1	Lehman
04/30	Falling Between the Cracks: Addressing Mistakes and Misunderstandings in the Workplace (Pattern Research)	1	Lehman
4/17	Make Every Read-Aloud Experience Intentional and Instructional (1 hour)	1	April B., Cheryl R.L., Patty S.
4/10	Building Students' Social Emotional Strength Through Literacy (1 hour)	1	Jenny H.
4/13	Benefits of Baby Yoga aren't a Stretch: How it Helps Moms and Babies (30 minutes) Teaching Yoga for Kids: Why Kids Need Yoga (30 minutes) Bari Koral Presents Yoga and Mindfulness for Children (1 hour)	2	Jenny H.
4/24	Digging Deeper into the 2020 SRP	1.5	Jenny H., Rebekah R., Vicky S.
4/13	Stellar Series Nonfiction: Spring 2020	1	Steven J.

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4/2	Beanstack Town Hall Meeting: Delivering an Entirely Virtual Summer Reading Program Beanstack Town Hall Meeting: Delivering an Entirely Virtual Summer Reading Program	1	Rebekah R.
4/10	Library as Safe Haven: Disaster Planning, Response and Recovery, ALA ebook	2	Rebekah R.
4/13	Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections	1	Rebekah R., Donna K., Circ Staff
4/21	Beyond E-Storytimes: Virtual Services and Programs for Youth	1	Rebekah R., Cheryl R.L., Patty S., Vicky S.
4/2	What Fred Rogers Would Say About "The Difference We Make"- How Simple Everyday Interactions in Early Childhood Are Critical	1	Cheryl R.L
4/2	How to Create Experiences With Young Children Rather Than Planning Activities For Them.	1	Cheryl R.L.
4/3	Skip Turn and Hop into Teaching ECE Math and Language Arts Through Movement.	1	Cheryl R.L.
4/3	Autism and Self-Regulation: Facilitating Participation at School and in the Community	1	Cheryl R.L.
4/8	Supporting Young Children's Brain Development Through Music.	1	Cheryl R.L.
4/18	STEM for Little Sprouts: Connecting Through Children's Literature	1	Cheryl R.L.
4/1	Making Lemonade: Teaching Young Children to Think Optimistically	1.5	Patty S.
4/3	How Early Literacy Impacts Reading to Learn: Research, Strategies and Digital Tools	1	Patty S.
4/6	Kind, Empathic Classrooms that Build Bridges and Create Communities in a Diverse World	1	Patty S.
4/7	Power of Language: Nourishing Development of the Whole Child	1	Patty S.
4/13	Understanding COVID-19 & Its Pandemic Impact	1	Patty S.
4/16	Building Foundations in Reading, Sounds & Text	1	Patty S.
4/8	Middle Grade Magic: A Virtual Event Dedicated to Middle Grade Literature	8	Vicky S.
4/8	3Doodler EDU Learn from Home Webinar: Building Bridges and Learning & The Seasons	1	Joanne T.
4/13	3Doodler EDU Learn from Home webinar: Creativity Shines with upcycled Inventions	.5	Joanne T.
4/16	Junior Library Guild: #Teensplain	1	Joanne T.
4/21	The Hottest Graphic Novels of Spring 2020	1	Joanne T.

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4/22	3DoodlerEDU Learn from Home Webinar Bring the Outdoors in and Get Doodling; Lifting Stories off of the Page	1	Joanne T.
4/23	YA/Teen Book Buzz	1	Joanne T.
4/28	Evaluating, Auditing and Diversifying your Collection	2	Joanne T.
4/29	Virtual Programming on the Fly	1.5	Joanne T.
4/9	Technical Services and COVID-19	1	Amy M., Gretchen K., Hema S.
4/11	A Librarian's Case Against Overdue Books	.25	Debbie G., Gretchen K.
4/15	How to Design a Library That Makes Kids Read	.25	Gretchen K.
4/15	Why Books are Here to Stay	.25	Gretchen K.
4/17	COVID-19 and Collection Care	1	Gretchen K., Nancy LO, Donna K.
4/22	How Technology Has Changed What It Is Like To Be Deaf	.25	Gretchen K.
4/24	Every Kid Needs a Champion	.25	Gretchen K.
4/28	All of Us Dementia Awareness for Public Libraries	1.5	Gretchen K.
4/17	What to Expect for Libraries in the 21 st Century	.25	Debbie G., Kate F.
4/17	Changing the Conversation about Librarians	.25	Debbie G., Kate F.
4/17	How Libraries Change Lives	.25	Debbie G.
4/17	The Library is Not a Place It's a Concept	.25	Debbie G., Kate F., Peggy M.
4/17	Disaster Planning and Assistance for Libraries	1	Debbie G.
4/24	Serving the Underserved: Tips for Serving the Homeless	1	Debbie G.
4/24	Family Literacy On the Wild Wild e-Frontier	1	Debbie G.
4/24	Census 2020: Libraries Engaging Communities	.75	Debbie G.
4/24	Book Tasting in the Library: A Recipe for Reading	1	Debbie G.
4/24	The Library is Not a Collection of Books	.25	Debbie G.
4/24	How to Give Laughter As Therapy Program in Your Library	1	Debbie G.
4/29	The Healing Library: Lending Healing Experiences to Families	1	Debbie G.
4/20	Welcoming Generation Z to Our Libraries	1	Debbie G.
4/7	Inside the Mind of a Master Procrastinator	.25	Nancy LO
4/7	How to Gain Control of Your Free Time	.25	Nancy LO
4/7	How to Fix Your Broken Work	.25	Nancy LO
4/7	The Power of Play	.25	Nancy LO
4/13	Own Your Voice: Improve Presentations and Executive Presence	.75	Nancy LO

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4/13	Programming Foundations: Object Oriented Design	.75	Nancy LO
4/19	My SQL Installation and Configuration	.5	Nancy LO
4/20	SQL Essential Training	3	Nancy LO
4/20	Mindful Breath and Movement	.5	Nancy LO
4/15	Libraries Unhushed	.5	Cheryl A.
4/15	Libraries Transform in the Age of Corona	.5	Cheryl A.
4/16	Mango Spanish Language Application	.5	Cheryl A.
4/27	Managing Your Energy	.5	Cheryl A.
4/27	Preventing and Treating Compassion Fatigue with Self-Care	1	Cheryl A.
4/10	How Libraries Change Lives	.25	Kate F.
4/10	The Dangerous Myths About Libraries	.25	Kate F., Peggy M.
4/10	The Evolution of a Librarian	.25	Kate F.
4/10	Libraries Present and Future	.25	Kate F.
4/10	Get a Read On It: Libraries Bridging the Digital Divide	.25	Kate F.
4/10	Collaborations and Bubbles of Shush: How Libraries are Transforming	.25	Kate F.
4/17	The Start of the Free Little Library	.25	Kate F.
4/17	The Library as Maker and Information Space	.5	Kate F.
4/17	The Library Where You Borrow Things, Not Books	.25	Kate F.
4/17	The Super Mario Effect: Tricking Your Brain Into Learning More	.25	Kate F.
4/17	The Art of Stress Free Productivity	.5	Kate F.
4/15	Autism for Librarians	1	Nanci K.
4/19	History of Intellectual Freedom and Censorship	1	Nanci K.
4/26	Strategies for Effective Library Communications	1	Nanci K.
4/30	Coding: A Language for Librarians	1	Nanci K.
4/9	A-Z Training for Your Library Team	1	Nanci K.
4/14	Haunting of Pe.25oria Public Library	.75	Peggy M.
4/14	Why COVID-19 is Hitting Us Now	.25	Peggy M.
4/21	Libraries Respond to COVID-19	.5	Peggy M.
4/30	Are Libraries Still Relevant	.25	Peggy M.
4/9	Dewey Decimal Podcast: It's a Mystery	.5	Peggy M.
4/17	The Quest for a Corona Virus Vaccine	1	Donna K.
4/17	21 st Century Librarians for a 21 st Century Library	1	Donna K.
4/17	The Inclusive Economy: How to Bring Wealth to American Poor	1.5	Donna K.
4/17	Why Libraries Matter More Now Than Ever in the Age of Google	1	Donna K.
4/24	Do We Still Need Libraries?	.25	Donna K.
4/24	World's Most Magnificent Libraries	.25	Donna K.
4/24	The Future of Libraries	1	Donna K.

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4/24	The Digital Library and Future Technologies	.5	Donna K.
4/24	Libraries: Past, Present, and Future	.5	Donna K.
4/24	The End to Procrastination	.25	Donna K.
4/24	The Art of Stress	.5	Donna K.
4/20	Reopening and Disinfecting Libraries	1	Donna K.
4/20	COVID-19 and Economic Impact	1	Donna K.
4/9	PLA: Managing Stress & Anxiety During Covid 19	1	Nancy S.
4/16	RAILS Member Update	1	Sandy B.
4/16	AdAge livestream – Where Should You Focus Your Marketing Right Now?	.5	Sandy B., Karen G.
4/16	PLA: Innovative Solutions in Times of Crisis	1	Nancy S.
4/22	PLA COVID Response	1	Sandy B.
4/30	Adweek Live – Social Media Playbook Pivot	.5	Sandy B.
4/5 – 4/6	Colorado State Library, 4-part series webinar- Supporting, Developing, Readers at the Library	4	Doreen R.
4/14- 4/17	Basic Computer Skills MOOC/WISC Online	4.75	Doreen R.
4/23	Mango Languages-Spanish	1.5	Doreen R.
4/10	NoveList 101	.5	Betty S.
4/13	Teen Title Talk: Spring Book Recommendations Podcast	.75	Betty S.
4/14	Mango Languages-Spanish	.75	Betty S.
4/17	1,000 Books Before Kindergarten: Early Literacy DIY webinar	1	Betty S.
4/10	NoveList Best Adult Fiction for 2019	1.0	Cheryl A.
4/10	6 Lists to Organize Your Life, 9 Tips to Stop Wasting Your Time, How to Simplify Your Days for a Better Life – YouTube	.5	Cheryl A.
4/13	NoveList 101	.75	Cheryl A.
4/15	Librarians Unhushed	.5	Cheryl A.
4/15	Never Let a Serious Crisis go to Waste, Libraries Transform in the Age of Corona-Podcast	.5	Cheryl A.
4/16	Mango Language Spanish	.5	Cheryl A.
4/17	Learn How to Speed Read, Speed Reading Techniques, How to Pack a Suitcase Like a Pro, How to Improve Your Handwriting, How to do Basic CPR, How to Take Better Photos, How to Fold T-Shirts to Maximize Drawer Space-YouTube	.75	Cheryl A.
4/17	Absolutely Fabulous Picks (Adult & YA) from Winter, Spring & Fall 2020 webinar	1	Cheryl A.
4/20	Help a Librarian Out-Interview with John Crastka	.25	Cheryl A.
4/20	PLA 2020 Nashville-3 Authors and Their Different Experiences Growing Up and Their Relationship with Libraries; Healing Library-Series of Kits to Assist Families Who Have Experienced Trauma	.75	Cheryl A.

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4/20	Library Land	.5	Cheryl A.
4/20	Book Browse for Libraries	.5	Cheryl A.
4/28	Tune In & Turn it Up	1	Cheryl A.
4/29	Jr. Brain Pop Short Videos	.5	Cheryl A.
4/30	How to Tie a Tie-YouTube	.25	Cheryl A.
4/14	Dewey Decimal Podcast	1	Liz K.
4/23	Adam Selzer's Mysterious Chicago: Silent Film in Chicago (Local History Lecture)	1	Liz K.
4/25-4/27	Explore Digital Databases	5	Liz K.
4/30	Waukegan History Museum's Al Capone in Waukegan	.5	Liz K.
4/1-4/30	Daily 30 session of Sign Language Learning	11	Liz K.
4/6	How to Change a Tire, How to Write Neatly & Improve Your Handwriting-YouTube	.25	Dawn L.
4/15-4/17	Excel 2007 Essential Training (Parts 1-5 on 4/15, Parts 6-15 on 4/16, Parts 16-23 on 4/17)		Dawn L.
4/23	Circulating Ideas, Episode 176: Thane Benson Podcast		Dawn L.
4/13	ILA-Noon Network-Teen Volunteers-How I Grew My Program and You Can, Too!	.5	Laura S.
4/22	Volgistics Virtual Coffee Hour	1	Laura S.
4/23	Charity Dynamics-Peer to Peer-It's Raining Virtual Events!	1	Laura S.
4/6-30	CompTIA A+	42	Smruti S.
4/1-4/30	"The American Public Library" / Arthur Bodtwick "Covid 19 and the global library fields"		Kevin B.
4/30	Fastest Way to Alphabetize – TED Talk		Emily G.
4/1 – 4/30	Spanish for Librarians – Mango Languages		Zoe H.
4/1 -4/30	Library, Archives Workers Share Work-From-Home Ideas - Ryan Randall and Jennifer Burk. Why You Shouldn't do Curbside during COVID-19 - Kathleen Attanasio. Lessons from COVID-19 - Libraries Cant be our only safety net - Meredith Schwartz. OCLC Virtual Town Hall: Libraries and the COVID-19 Crisis.		Jeanine M.
4/1 – 4/30	<i>Library as Safe Haven</i> / Deborah Halsted, Shari Clifton, and Daniel T. Wilson "How to Sanitize Collections in a Pandemic" "Serving Homeless Patrons in the Covid-19 Shutdown" "Staying Open During Covid-19"		Katelyn R.
4/22	"COVID19 Research partnership to Inform Safe Handling of collections, Reopening Practices for Libraries and Museums"		Lisa R.

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4/1 – 4/30	Going fully mobile in your library: Eliminate the desk and improve service "Why you shouldn't do curbside during COVID-19"		Claudia S.
4/1 – 4/30	Being Customer Focused: New & Emerging Trends in Customer Service. PLA Facebook Forum: SFPL and Social Work for their community. "Just One Thing" Training Staff for Community Engagement. Helping Families in a Pinch: An academic library becomes more family-friendly. Free Speech--or Free-for-All?: "First Amendment audits" push privacy limits. Johns Hopkins Changed Its Guidance On Re-Opening The Economy After Pushback From Librarians. Creating a Culture of Yes at Your Library and in Your Community – WebJunction Course		Alyssa Y.
4/1 -4/30	Collection Development Basics Course - ABLE (Alternative Basic Library Education). Library TED talks.		Christina G.
4/1 – 4/30	"A Librarian's Case Against Fines" – TED talk. "Staying Open During Covid19".		Julie L.
4/1 – 4/30	Library TED talks. Spanish for Librarians – Mango Languages		Barbara M.
4/1 -4/30	Library TED talks		Tammara S.
4/1 – 4/30	'Libraries and COVID-19: Managing Strategies and Stress'. 'Innovative Solutions in Time of Crisis'. 'How to Sanitize Collections in a Pandemic'. 'Public Libraries respond to Covid19: National Survey Results', originally presented on 4/22/20. 'Reopening: Not 'When?' But 'How?', by Cass Balzer. 'How Public Libraries Are Responding to the Pandemic'. 'Think and Do Customer Service at the Library', presented as a Florida Library webinar. 'A Libraries Guide to Homelessness', provided by Ryan Dowd of Hesus House in Aurora. 'Distanced, but Connected: Ways to reach your whole community', presented by Chelsea Price. Director of Meservey (Iowa) Public Library. 'COVID-19 and the Global Library Field'		Lauren P.
4/1-4/30	Numerous Webinars	22	Eddie
4/13	Vernon Library: Florence Nightingale	1	Jan M.
4/15	ALA Webinar: Library Advocacy	1	Jan M.

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4/21	Regular Board Meeting	1	Jan M.
4/21	Cook Library: Rachel Carson	1	Jan M.
4/22	All Staff meeting	1	Jan M.
4/24	Waukegan History Museum: Local History	1	Jan M.
4/28	Cook Library: El Greco	1.5	Jan M.
4/29	Grammar Girl Podcast	.5	Jan M.
	Library Marketing Podcast	.5	
4/30	Constant Contact: Segmenting Lists for better Results	1	Jan M.
4/1-30	Preventing Discrimination and Harassment: Managers Edition	3	Jen H.

Public Relations/Graphics:

- Communications assisted Ryan in launching a new video series called Library Connections.
- New public FAQs regarding closure were developed and shared on April 15.
- Several WNPL Zoom backgrounds were produced.
- We began promoting 'WNPL is Here to Help'.
- Editing and final production of 12 video book talks was completed for the Adult Services department for upload to WNPL's YouTube channel.
- Three enews blasts were sent this month.
- Worked with the social media team to share images of WNPL staff at home during closure to show how staff are working behind the scenes and promoting library resources.
- Plans for a condensed version of the summer Inside Angle are moving forward.

Safety and Security Statistics: N/A

ADULT SERVICES

- Hosted Zoom book discussions and book hangouts.
- Staff contributed reviews and content for social media.
- Staff updated website, added fiction/nonfiction alerts and completed necessary postings for the Board.
- Completed an online safety infographic and also updated the documents for Cut The Cable, Fake News and MOOCs.
- Adult programming staff are working on the Fake News COVID edition for Zoom.
- Staff participated in several webinars and other virtual training activities.

CIRCULATION

- Staff issued/updated approximately 80 cards.
- Staff researched options for opening contactless/curbside service.
- Arranged for two patrons who were moving to return materials.
- Staff began to gather information and brainstorm how to handle the return of 26,000 material items.
- Staff participated in staff meetings and continuing education activities.
- Answered patron emails regarding account questions/concerns.

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OUTREACH

- Staff participated in various online training activities and meetings.
- Department staff maintained weekly communications.
- Started up Bookmobile and generator to maintain the vehicle regularly.
- Bookmobile participated in the ABOS Virtual Parade for National Bookmobile Day on 4/22.
- Noreen and Angela did research on potential vans to purchase for outreach and contacted dealerships to get quotes.

TECHNICAL SERVICES

- Extended due dates and card expiration dates.
- Performed database cleanup.
- Staff participated in continuing education activities.

TECHNOLOGY & FACILITIES

- **Technology Items:**
 - Staff upgraded the MyPC PC reservation and Papercut Printing software and installed new client software on all public PC's.
 - Staff attended eLearning classes for IT based technologies.
 - Staff configured laptops for remote VPN connection for library staff members.
- **Facility Items:**
 - 0 public meeting room setups
 - 0 program meeting room setups
 - Staff painted walls and doors in several areas of the library.
 - Staff cleaned carpeting and flooring in several areas of the library.
 - Honeywell installed a new console display on the boiler.
 - Staff monitored the library with daily visits.

YOUTH SERVICES

- Staff participated in virtual training activities.
- Held weekly department meetings via Zoom.
- Teen staff held book discussions via Zoom and Dungeons and Dragons via Roll20 and Discord.
- Storytime staff researched delivery of virtual storytimes, and began recording these to go live in May.
- Programmers reached out to scheduled summer performers to investigate what would be possible with a virtual format.
- Collaborated with Trident Robotics to brainstorm offering STEM programs virtually w/one on one Trident volunteer help.
- Worked with Huntington Learning Center to plan three upcoming programs regarding changes from the College Board and online testing.
- Researched staff technology needs for in home programming.
- Changed the SRP in Beanstack to align with new dates and also added new activities

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APRIL 2020 STATISTICS

MAIN LIBRARY CIRC

TYPE OF MATERIAL	APR ADULT	APR YOUTH	APR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	0	0	0	9,736	3,434	13,170	18,467	-28.7%
Kits	0	0	0	0	1,551	1,551	1,871	-17.1%
Books	0	0	0	99,775	152,458	252,233	311,510	-19.0%
Music Compact Discs	0	0	0	11,595	1,747	13,342	18,263	-26.9%
DVD's	0	0	0	109,124	16,616	125,740	174,584	-28.0%
Magazines	0	0	0	8,125	323	8,448	12,652	-33.2%
Video Games	0	0	0	7,402	0	7,402	9,987	-25.9%
Videoplayers	0	0	0	0	307	307	416	-26.2%
E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	0	0	0	38	0	38	87	-56.3%
Telescopes	0	0	0	53	0	53	63	-15.9%
ebooks (MMM, Hoopla)	5,011	0	5,011	30,839	0	30,839	26,406	16.8%
eaudiobooks (MMM, Hoopla)	3,520	0	3,520	30,226	0	30,226	24,055	25.7%
evideo (MMM, Hoopla)	696	0	696	2,822	0	2,822	2,209	27.8%
emusic (Hoopla)	161	0	161	1,241	0	1,241	1,371	-9.5%
emagazines (Zinio)	0	0	0	1,826	0	1,826	2,456	-25.7%
ecomicrobooks (Hoopla)	334	0	334	1,309	0	1,309	754	73.6%
Total emedia	9,722	0	9,722	68,263	0	68,263	57,251	19.2%
MAIN LIBRARY SUBTOTAL	9,722	0	9,722	314,111	176,436	490,547	605,151	-18.9%

**MMM=MyMediaMall

OUTREACH CIRC

TYPE OF MATERIAL	APR ADULT	APR YOUTH	APR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	0	0	0	689	178	867	1,684	-48.5%
Kits	0	0	0	0	1,274	1,274	1,842	-30.8%
Books	0	0	0	4,557	17,729	22,286	29,428	-24.3%
Music Compact Discs	0	0	0	191	337	528	1,246	-57.6%
DVD's	0	0	0	5,242	952	6,194	9,955	-37.8%
Magazines	0	0	0	522	4	526	928	-43.3%
Miscellaneous	0	0	0	61	0	61	21	190.5%
OUTREACH SUBTOTAL	0	0	0	11,262	20,474	31,736	45,104	-29.6%

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TOTAL CIRC

	APR ADULT	APR YOUTH	APR 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	9,722	0	9,827	325,373	196,910	522,283	650,255	-19.7%

**LIBRARY CLOSED MARCH 13th DUE TO COVID 19 PANDEMIC*

Warren-Newport Public Library District
Executive Director's Report
May 19, 2020

Services Statistics	April	April	April	April	April	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change	
Apr-20	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD		
											TOTAL		
DESK ACTIVITIES													
Information	0	0	0	0	0	21,922	9,582	2,091	1,042	34,637		N/A	
Reference/Titles Req.	0	0	0	0	0	16,380	4,656	2,328	1,410	24,774		N/A	
E-Mail Reference	29	0	0	0	29	272	0	0	0	272		N/A	
Instruction Questions	0	0	0	0	0	8,261	405	0	0	8,666		N/A	
Total Desk Activities	29	0	0	0	29	46,835	14,643	4,419	2,452	68,349	0	N/A	
INTERLIBRARY LOAN (ILL)													
ILL Lending Requests	Use: Lending Fill Rate Statistics										3,251		N/A
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)										1,731		N/A
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics										3,602		N/A
ILL Borrowing Filled	Use: Borrowing Requests Finished										2,327		N/A
Article Lending Requests	Use: Lending Fill Rate Statistics										4		N/A
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)										0		N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics										27		N/A
Article Borrowing Filled	Use: Borrowing Requests Finished										12		N/A
CIRCULATION													
In-District cardholders					44,275					44,275		N/A	
Reciprocal cardholders					12,261					12,261		N/A	
Total Cardholders					56,536					56,536		N/A	
RBP Loaned					0					44,659		N/A	
**RBP Borrowed										44,573		N/A	
Holds					696					55,954		N/A	
Patron Count Main					0					207,337		N/A	
Self Check Out Use					67					211,747		N/A	
BOOKMOBILE/VAN VISITS													
Neighborhood Stops					0					760		N/A	
Preschools					0					96		N/A	
Park Districts					0					0		N/A	
Schools					0					0		N/A	
Senior residential facilities					0					30		N/A	
Special events					0					4		N/A	
Total Bookmobile Stops					0					890		N/A	
Total Patron Count					0					8,738		N/A	
Homebound visits					0					310		N/A	
Deposit Collection deliveries					0					50		N/A	
Remote book drop pickups					0					199		N/A	
Total Van Stops					0					559		N/A	
Days BKM on road					0					156		N/A	
In-House Programs/Tour													
# of Adult Programs										144		N/A	
Adult Attendance										1,938		N/A	
# of Youth Programs										372		N/A	
Youth Attendance										7,174		N/A	
Adult Attendance										2,251		N/A	
# of Bookmobile Tours					0					0		N/A	
Youth Attendance					0					0		N/A	
Adult Attendance					0					0		N/A	
OUTREACH (Prog./ Visits)													
# of Adult Prog. & Visits					3					11		N/A	
Adult Attendance					21					123		N/A	
# of Youth Prog. & Visits										11		N/A	
Youth Attendance										743		N/A	
Adult Attendance										313		N/A	
# of BKM Prog. & Visits					0					10		N/A	
Youth Attendance					0					81		N/A	
Adult Attendance					0					35		N/A	
ROOM USE													
Meeting Room Uses										266		N/A	
Study Room Uses										6,612		N/A	
INTERNET USAGE													
# of sessions										22,922		N/A	
Total Hours										17,712		N/A	
Average Session(minutes)										411		N/A	
OTHER SERVICES													
Proctoring										9		N/A	
Voter Registration					0					8		N/A	
Website views					16,894					271,920		N/A	
New items processed					0					20,693		N/A	
Total materials Main library					294,657					294,657		N/A	
Total materials Outreach					16,649					16,649		N/A	
TOTAL MATERIALS					311,306					311,306		N/A	
Adult Volunteer Hours					0.0					1,815.4		N/A	
Student Volunteer Hours					0.0					560.3		N/A	
Total Volunteer Hours					0.0					2,375.7		N/A	

END