

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR DECEMBER 2020
January 19, 2021
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- The Make & Take kits continue to be very popular. Staff created over 350 of these projects this month for people to do at home.
- Adult Services Book & Movie Bundles continue to be popular. We have given out over 500 books since this program's inception in October.
- Youth Services created a Survey Monkey link to include with Book & Movie Bundles to continue to improve upon this service. Youth Services filled 72 Bundle requests in December.
- 296 people viewed Ana & Elsa's Costumed Character Storytime.

Meetings, programs, training attended:

- Gurnee Exchange Club Board Meeting (12/1).
- ILA Public Policy Committee Meeting (12/7).
- Gurnee Exchange Club (12/8).
- RAILS Member Update (12/9).

Special plans for coming month:

- Advocate for library worker vaccinations in Lake County to receive higher priority.
- Revisit and reevaluate our COVID-19 Response Plan with the WNPL Management Team.

Special plans for the near future:

- Share EDI Committee recommendations with the Board and implement some recommendations immediately if feasible.
- Complete open bid process for remainder of LED lighting project.
- Formally implement "Work Smarter, Not Harder" initiatives into our reporting and develop a recognition program for these efforts.

ADMINISTRATION

EDI: The staff EDI Committee met Jan. 12 to discuss: introducing EDI at the Jan. 27 all staff meeting and developing staff training resources; Nancy Luque's extensive outreach partnerships to distribute hundreds of personal protection kits to Latinx families; Adult Services' deep collection diversity audit that will touch every title; and expanded multicultural programming in the coming months.

Friends: Laura Stone and I continue to remain in communication with the Friends. There are no immediate plans to reopen Book Ends.

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Fundraising:

Fundraising through December			
		December	Year to Date
Annual Fund		\$ 5,686.00	\$ 7,461.00
Gifts		36.00	91.00
Total		\$ 5,722.00	\$ 7,552.00

Personnel:

Status of Organization: December

Number of full-time employees: 36

Number of part-time employees: 47

TOTAL number of employees: 83

Full-time equivalents: 56

New hires: None

Separations: Glen Doll, part-time Security Monitor-retired; Jan Dube, part-time Shelver-retired

Changes: None

Open Positions: None

Workshops, programs and training attended:

Date	Title	Hours	Staff
12/8-12/29	Reach Out and Read: Engaging Conversations on Childhood Health and Literacy	6	Jenny H.
12/17	Strong Women and Girls	1	April B.
12/29	PBS American Masters: Laura Ingalls Wilder - From Prairie to Page	1.5	April B., Joanne T.
12/16	Cats Coffee Break- featuring Andrea Wang and Jason Chin Cats Coffee Break - featuring Daniel Pinkwater	1	Vicki P.
12/17	Baker & Taylor - Growing Minds - January 2021 review books	2.5	Vicki P.
12/30	Traliant Training: Preventing Discrimination & Harassment	1	Vicki P.
12/7	12/7 - Novelist Microtraining: We're Not Closed — We're Live: Learn How to Conduct a Live Social Media Session for Your Library	.5	Rebekah
12/9	Booklist's Winter and Spring YA Announcements	1	Rebekah
12/9	Novelist Microtraining: Find Those "Just Right" Books	.5	Rebekah
12/5	Gale Course: Ready, Set Read! Lesson 12	1	Patty
12/21 – 12/30	Gale Course: Preschool Lessons 1-7	4	Patty
12/9	Auditing for Diversity	1	Vicky S.
12/1	Porter Street Books presents Karen McManus and Stephanie Garber, The Cousins	1	Joanne
12/21	TitleTalk: Spring 2021 Publisher Previews for Young Adults	2	Joanne

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12/30	Epic Read's podcast "Favorite Reads of 2020"	1	Joanne
12/2	Pantone & Monotype webinar	1	Karen; Nancy
12/2	Communico webinar – Promoting Library Resources with your App	1	Karen; Sandy
12/10	Pantone Color of the Year webinar	.5	Karen; Nancy
12/22	LM&CC - Crisis Communications During Covid & Beyond	1	Karen
12/22	LM&CC - Tips, Tricks and Tools for Marketing in a Pandemic	1	Karen
12/22	LM&CC - Accessible Communications Toolkit: Because Libraries are for Everyone	1	Karen
12/23	LM&CC - Three Perspectives on the Challenges of Internal Communications	1	Karen
12/23	LM&CC - Neutral or Necessary: How libraries can find their voice in times of unrest	1	Karen
12/23	LM&CC - Taming the Social Media Beast: Three big things you need to know to promote your library effectively when everything keeps changing	1	Karen
12/10	Why Did I Leave the Profession? The DEI Perspective	1.5	Angela
12/19	Diversity Audits for Library Collections	1	Liz & Angela
12/21	Serving the ESL Community in the COVID-19 World	1.5	Nancy LO
12/22	Diversity Audits for Library Collections	1	Nancy LO
12/3	Vernon Area Public Library – Japanese Internment Camps	1	Jan M.
12/16	Highland Park Library –Author talk with Mary Schmish	1	Jan M.
11/28	Mineral Point Library – James Baldwin in Paris	1	Jan M.

Safety and Security Statistics: There are no statistics to report in December as patrons are still not allowed in the building under COVID-19 Tier 3 mitigations measures. There were no notable security issues in December.

ADULT SERVICES

- Our programs continue to do well. We had 33 people attend the Lake County Job Center program and 17 attend the Nail Lacquer Ornament program.
- The Creative Writing Contest officially started.
- Eddie Kristan is now working 20 hours a week in Adult Services.

CIRCULATION

- Circ staff fulfilled over 2,000 contactless pickup requests including Make & Take kits, printouts, book/DVD bundles, and 3D Doodler kits.
- Shelving staff assisted with contactless pickup efforts in addition to their regular duties.

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COMMUNICATIONS

- Publicity concerning the April Consolidated Elections and Library Trustee vacancies was shared multiple times in December.
- The winter edition of the School Newsletter was emailed to area schools and school librarians.
- Four enews blasts were sent this month.
- Friends of the Library Creative Writing Contest pieces were revised.
- Assisted Staff Association and Admin with preparation for the Zoom staff holiday event.
- Communications is in the process of assessing current signage related to the pandemic.

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- Completed LED project documents and met with Tiffany Nash of Product Architecture + Design to discuss the project.

INFORMATION TECHNOLOGY

- Performed Windows and HP (Driver/Firmware) updates on all staff and patron PCs.
- Completed the design for our digital asset management project and began importing the library's IT inventory.
- Began work to migrate Sierra from on premise to a hosted solution from iii.
- Resolved 43 Tickets.

OUTREACH

- Bookmobile received new batteries and a brake service on 12/3.
- Bookmobile completed and passed the 6-month Safety Inspection on 12/22.

TECHNICAL SERVICES

- Processed new 3Doodlers for Youth Services.
- Started planning the migration process for our Encore and Sierra servers to a hosted environment.
- Completed changes to make BKM Spanish collection mirror the main library's collection.

YOUTH SERVICES

- Staff put together 50 Gingerbread House kits for a family activity over winter break. They were very well received and we had numerous calls inquiring whether we could make more kits.
- Staff added Spanish directions for a Take & Try This project this month and will continue to look for additional ways to incorporate Spanish into our programs.
- Teen staff added a virtual Among Us program to capitalize on the popularity of that game.

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DECEMBER 2020 STATISTICS

MAIN LIBRARY CIRC

TYPE OF MATERIAL	DEC ADULT	DEC YOUTH	DEC TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	306	80	386	2,709	961	3,670	9,696	-62.1%
Kits	0	44	44	0	562	562	1,097	-48.8%
Books	4,877	6,420	11,297	40,881	56,335	97,216	179,926	-46.0%
Music Compact Discs	357	58	415	3,544	394	3,938	9,681	-59.3%
DVDs/Blu-rays	2,770	469	3,239	30,397	3,638	34,035	90,123	-62.2%
Magazines	134	2	136	943	29	972	6,148	-84.2%
Video Games	159	0	159	1,942	0	1,942	5,406	-64.1%
Videoplayers	0	0	0	0	49	49	242	-79.8%
E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	0	0	0	0	0	0	35	-100.0%
Telescopes	0	0	0	3	0	3	36	-91.7%
Backpacks	0	0	0	0	1	1	174	-99.4%
Launchpads	0	2	2	0	67	67		N/A
Hotspots	71	0	71	180	0	180		N/A
ebooks (MMM, Hoopla)	4,232	0	4,232	19,931	0	19,931	16,296	22.3%
eaudiobooks (MMM, Hoopla)	3,599	0	3,599	21,880	0	21,880	17,555	24.6%
evideo (MMM, Hoopla)	477	0	477	2,940	0	2,940	1,242	136.7%
emusic (Hoopla)	125	0	125	922	0	922	701	31.5%
emagazines (Zinio)	0	0	0	1,193	0	1,193	1,585	-24.7%
ecomicbooks (Hoopla)	182	0	182	10,596	0	10,596	547	1837.1%
Total emedia	8,615	0	8,615	57,462	0	57,462	37,926	51.5%
MAIN LIBRARY SUBTOTAL	17,289	7,075	24,364	138,061	62,036	200,097	340,490	-41.2%

**MMM=MyMediaMall

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OUTREACH CIRC

	DEC ADULT	DEC YOUTH	DEC TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	9	0	9	124	16	140	668	-79.0%
Kits	0	0	0	0	55	55	878	-93.7%
Books	138	27	165	1,073	2,211	3,284	15,550	-78.9%
Music Compact Discs	2	0	2	55	30	85	378	-77.5%
DVD's	71	0	71	787	25	812	4,533	-82.1%
Magazines	22	0	22	151	0	151	368	-59.0%
Miscellaneous	0	0	0	0	0	0	50	-100.0%
OUTREACH SUBTOTAL	242	27	269	2,190	2,337	4,527	22,425	-79.8%

TOTAL CIRCULATION

	DEC ADULT	DEC YOUTH	DEC 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	17,531	7,102	24,633	140,251	64,373	204,624	362,915	-43.6%

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Services Statistics	Dec.	Dec.	Dec.	Dec.	Dec.	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Dec-20	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	108	0	19	0	127	6,741	462	1,025	0	8,228	27,256	-70%
Reference/Titles Req.	924	0	23	0	947	6,048	808	967	0	7,823	17,889	-56%
E-Mail Reference	119	0	0	0	119	406	0	0	0	406	164	148%
Instruction Questions	51	0	0	0	51	1,817	9	0	0	1,826	6,475	-72%
Total Desk Activities	1,202	0	42	0	1,244	15,012	1,279	1,992	0	18,283	51,784	-65%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				254					1,550	2,345	-34%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				99					816	1,237	-34%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				310					1,822	2,548	-28%
ILL Borrowing Filled	Use: Borrowing Requests Finished				152					926	1,636	-43%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					8	2	300%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					2	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				3					9	19	-53%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					3	7	-57%
CIRCULATION												
In-District cardholders					44,484					44,484	43,882	1%
Reciprocal cardholders					12,308					12,308	12,169	1%
Total Cardholders					56,792					56,792	56,051	1%
RBP Loaned					2					9,139	31,854	-71%
**RBP Borrowed										0	44,573	-100%
Holds					9,385					40,967	36,434	12%
Patron Count Main					0					38,440	146,566	-74%
Self Check Out Use					2,184					48,820	145,356	-66%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					0					0	525	-100%
Preschools					0					0	59	-100%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					0					0	19	-100%
Special events					0					0	4	-100%
Total Bookmobile Stops					0					0	607	-100%
Total Patron Count					0					0	6,172	-100%
Homebound visits					21					118	239	-51%
Deposit Collection deliveries					0					16	39	-59%
Remote book drop pickups					0					0	142	-100%
Total Van Stops					21					134	420	-68%
Days BKM on road					0					0	109	-100%
In-House Programs/Tour												
# of Adult Programs					6					54	109	-50%
Adult Attendance					77					896	1,459	-39%
# of Youth Programs					39					275	265	4%
Youth Attendance					1,019					7,619	5,312	43%
Adult Attendance					1,000					7,359	1,671	340%
# of Bookmobile Tours					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
OUTREACH (Prog/ Visits)												
# of Adult Prog. & Visits					0					0	6	-100%
Adult Attendance					0					0	67	-100%
# of Youth Prog. & Visits					0					0	9	-100%
Youth Attendance					0					0	612	-100%
Adult Attendance					0					0	269	-100%
# of BKM Prog. & Visits					0					0	7	-100%
Youth Attendance					0					0	56	-100%
Adult Attendance					0					0	30	-100%
ROOM USE												
Meeting Room Uses										0	189	-100%
Study Room Uses										0	4,511	-100%
INTERNET USAGE												
# of sessions					4					4,184	15,218	-73%
Total Hours					0					2,159	12,006	-82%
Average Session (minutes)					0					148	279	-47%
OTHER SERVICES												
Proctoring										0	3	-100%
Voter Registration					0					5	3	67%
Website views					22,706					130,308	169,380	-23%
New items processed					2,019					19,328	14,369	35%
Total materials Main library					301,611					301,611	294,642	2%
Total materials Outreach					16,353					16,353	17,214	-5%
TOTAL MATERIALS					317,964					317,964	311,856	2%
Adult Volunteer Hours					0.0					41.0	1,292.4	-97%
Student Volunteer Hours					16.0					88.5	503.3	-82%
Total Volunteer Hours					16.0					129.5	1,795.7	-93%

END