

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR DECEMBER 2021
January 18, 2022
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- We completed the recruitment process for our Community Engagement Manager position. We are very excited about Maria Nava joining our team in January!
- In lieu of our traditional staff holiday luncheon, we had a weeklong WNPL Holiday Spirit Week. It truly did add a lot of much needed positive spirit and staff had a lot of fun.



The poster features a light blue background with several snowflake icons. On the left side, there are illustrations of winter clothing: a teal hat with orange pom-poms, an orange sweater with white stars and teal sleeves, and a pair of red boots with green laces. The text is arranged on the right side, starting with the title 'WNPL HOLIDAY SPIRIT WEEK' in large red letters, followed by the dates 'DECEMBER 6 - 11' in black. Below this, a list of daily events is provided in teal and black text, each with a theme and a description in smaller teal text.

**WNPL
HOLIDAY
SPIRIT WEEK**

DECEMBER 6 - 11

DEC. 6 - COZY MONDAY
"COZIEST HOLIDAY HAT OR SCARF"

DEC. 7 - DECK THE HALL TUESDAY
"HOLIDAY SWEATERS & SWEATSHIRTS"

DEC. 8 - HOLIDAY CHEER WEDNESDAY
"DRESS AS FAVORITE HOLIDAY SEASON CHARACTER" (Frosty, the Grinch etc.)
*T-SHIRTS WITH CHARACTER ARE OKAY TOO.

DEC. 9 - FLANNEL THURSDAY
"FUN WINTER/HOLIDAY FLANNEL"

DEC. 10 - WINTER WONDERLAND FRIDAY
"WEAR BLUE & WHITE"

DEC. 11 - CRAZY SOCKS AND MASKS SATURDAY
"CRAZY HOLIDAY SOCKS AND/OR MASKS"



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Meetings, programs, training attended:

- ILA Public Policy Committee Meeting (12/6).
- Exchange Club Board Meeting (12/7).

Special plans for coming month:

- Onboarding for Community Engagement Manager.
- New Trustee Orientation.

Special plans for the near future:

- 50th anniversary celebration planning.
- Formal "Work Smarter, Not Harder" recognition rollout.
- *Library Connections* back from hiatus.

ADMINISTRATION

EDI: The EDI Committee met on December 14. Personal pronoun buttons will be available for staff in January. The EDI Committee will respond to a survey designed to help with planning for 2022. It was Nancy Luque Osuji's last meeting as the interim chair of the EDI Committee. She did an excellent job in this role and I am very appreciative of her efforts. Our new Community Engagement Manager, Maria Nava, will become the chair of the EDI Committee in January.

Friends: The Friends will meet on January 27. Agenda items include a vote on a revision to their Constitution that will allow virtual meetings and the selections from the nominating committee for Vice-President, Treasurer, and two directors.

Fundraising:

Fundraising through December			
		December	Year to Date
Annual Fund		\$ 5,240.00	\$ 6,065.00
Gifts		52.77	202.77
Total		\$ 5,292.77	\$ 6,267.77

Personnel:

Status of Organization: December
Number of full-time employees: 37
Number of part-time employees: 43
TOTAL number of employees: 80
Full-time equivalents: 57.24
New hires: None
Separations: None
Changes: None

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Volunteers:

Volunteers worked in Book Ends, provided support for TAG, prepared make and takes, assisted with teen-related projects and a teen tech program, and worked on Outreach clerical projects.

Workshops, programs and training attended:

Date	Title	Hours	Staff
12/1	Personal Pronouns	1	Rachel, Karen, Nancy S., Amy M. Donna K., Hema S., Peggy M., Kate F., Rebekah, April, Jenny, Joanne, Paula, Vicki P., Vicky S., Noreen, Doreen, Fern, Nancy LO, Ryan
12/21	Personal Pronouns	1	Justine
12/22	Materials Challenges	1	Rachel, Kathie, Rebekah, April, Cheryl, Jenny, Joanne, Vicky
12/23	Materials Challenges	1	Amy B
12/5	Personal Pronouns	1	Amy B
12/3	Lake County Library Marketers	2.5	Sandy
12/7	Monotype Webinar "the role of type in branding"	1	Karen
12/9	Communico Updates Lunch & Learn	.75	Sandy
12/15	Gale Analytics: A Tool for Strategic Planning	1	Sandy
12/17	Handling Materials Challenges – Eddie	1.5	Sandy, Karen, Donna K., Amy M., Hema S., Kate F., Nancy LO, Ryan
12/20	Intro to Procreate: Illustrating on the iPad	2.75	Eric
12/21	Harassment Training	2	Karen, Donna K., Hema S., Peggy M., Kate F., Gretchen K., Eric,
12/21	Realistic Paper Cut Illustrations in Procreate	3.5	Eric
12/22	Harassment Training	2.5	Sandy
12/23	Design Great Stuff: How to Make Merch with Draplin	2.25	Eric
12/27	Second Review of Smruti's Office 365 Training	1	Nancy S.
12/15	Kanopy training	1	Donna K., Gretchen K.
12/15	Using DDC and Web Dewey Effectively	3	Hema S.
12/16	Getting Ready to Use the New RDA	1	Hema S.
12/8	"Disclosure" - documentary on transgender portrayal in the media	1.5	April, Joanne
12/7	Why Wordless? Webinar / David Wiesner, Matthew Cordell, Barbara Lehman, Chris Raschka	1	Cheryl, Joanne, Vicky

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12/7	Why Wordless? Webinar / David Wiesner, Molly Bang, Marla Frazee, Eric Rohmann	1	Cheryl, Vicky
12/9	Picture This: Home and Community - Booklist Webinar / Lian Cho, Kevin Henkes, Oge Mora, Dan Santat	1	Cheryl
12/16	Rethinking Phonological Awareness Instruction: Focusing on What Matters; Dr. Susan Brady	1	Cheryl
12/21	Favorite Picture Books 2021 with Betsy Bird and Brian Wilson	1	Cheryl, Jenny, Paula
12/8	B&N Midday Mystery Virtual Event series, featuring YA authors E. Lockhart, Karen M. McManus, Natasha Preston, & Holly Jackson	1	Joanne
12/18	Webinar with Steve Sheinken author of Fallout	1	Vicky
12/28	All-Staff Training: Collection Development Overview	1	Jenny
12/17	Handling Material Challenges	1.5	Alyssa, Fern, Liz
12/4	Anti-Harassment Training	2	Alyssa, Betty, Doreen, Liz, Angela, Cheryl, Fern
12/8	ABOS Serving Immigrants and Refugees	1	Alyssa
12/16	Penguin Young Readers Spring 2022 Release Preview	1.25	Alyssa
12/28	Hollaback!'s Stand Up Against Street Harassment	1	Alyssa
12/17	Precoro for Requesters	1	Liz
12/16	Tackling Racism and Bias in the Library Catalog	1	Nancy LO

Safety and Security Statistics:

- Patron Assists: 83
- Staff Assists: 0
- Mask Warning: 6
- No mask: Went through approximately 2 boxes of masks
- Behavioral Contacts: 4
- Unattended Children: 0
- Book Donations: 24
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

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Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
AFSCME Council 31	List of employees and union status	12/20/2021	12/20/2021 (extension requested and granted)

ADULT SERVICES

- Manager met with appropriate staff about spring programming and pathfinders.
- Manager and other department staff met with reps from AARP to learn about the scheduling software.
- Eliminated the clipboard for signing patrons up for the internet saving paper for the sign up sheets and receipt paper. **(WSNH)**

CIRCULATION

- 90-day evaluation for new hire completed.
- Received file for NCOA (National Change of Address), targeting January for set up.
- All team members in Circulation Services have completed harassment training.

COMMUNICATIONS

- The lobby display case was updated with a new theme of “The Science of Snow”.
- Book Ends display case was updated with a Friends of WNPL Creative Writing Contest theme.
- Holiday decorations with a generic winter theme were placed on the public floor.
- Assisted staff with Holiday Spirit Week displays and materials.
- Friends of WNPL Creative Writing Contest materials emailed to school contacts on 12/14.
- Two enews blasts were sent out this month.
- Several Book Talks were filmed in association with the Adult Services department.
- Website/Wordpress training was conducted between Communications, Adult Services and Youth Services on Dec. 13.
- Nearly 130 pieces of social media content were created and posted. Highlights included holiday closings, staff Holiday Spirit Week, mobile device services, and vaccine clinic and food pantry service shares. **(EDI)**
- Projects this month included: Broken Hearts/Empty Wallet, Grow Your Mind **(EDI)**, Who Handles That composite for staff **(WSNH)**, LGBTQ+ pathfinder, Homeschooling services pathfinder, numerous other pathfinders and display signs. **(EDI)**

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- Rooftop HAVC unit #2 is offline for service. Waiting on parts and safe rooftop conditions to make repairs. RTU #1 is currently supplying heated air to Coco’s Cove which is normally provided by RTU #2.

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INFORMATION TECHNOLOGY

- Began staff implementation of Microsoft 365.
- Worked with Facilities and Siemens technician to finalize new BAS computer configuration.
- Worked on and resolved 61 help desk requests.

OUTREACH

- Bookmobile passed its Safety Inspection on 12/17.
- Preventative Maintenance service completed on Bookmobile on 12/22.
- Bookmobile began the annual two week hiatus on 12/27.

TECHNICAL SERVICES

- Continued to add the first name to adult biography collection.
- Received and tested new disc cleaning machine.

YOUTH SERVICES

- Finished a comprehensive weed in Coco's Cove.
- Worked with shelveers to move Board Book, Concept Book, and Little Sprouts Backpack collections in Coco's Cove.
- Jenny H. and Elise F. met with Sandy for Wordpress training.
- We offered the Gingerbread House kits as a Make'n'Take option for the second year in a row. All 50 kits were picked up within 15 minutes.
- Created Take'n'Make kits to help students studying for finals. This replaced our very popular Finals Café from pre-COVID. The kits were popular and brought new teens into the library.

DECEMBER STATISTICS

**MAIN LIBRARY
DECEMBER
CIRCULATION**

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	422	179	601	2,669	1,138	3,807	3,670	3.7%
Kits	0	123	123	0	898	898	562	59.8%
Books	7,773	10,201	17,974	51,341	76,930	128,271	97,216	31.9%
Music Compact Discs	1,067	63	1,130	5,121	477	5,598	3,938	42.2%
DVDs/Blu-rays	5,311	646	5,957	30,041	4,481	34,522	34,035	1.4%
Magazines	567	27	594	4,278	318	4,596	972	372.8%
Video Games	478	0	478	3,032	0	3,032	1,942	56.1%
Videoplayers	0	10	10	0	104	104	49	112.2%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	6	0	6	29	0	29	3	866.7%
Backpacks	0	11	11	0	96	96	1	9500.0%
Launchpads	0	8	8	0	71	71	67	6.0%

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Hotspots	118	0	118	868	0	868	180	382.2%
ebooks (MMM, Hoopla)	4,147	0	4,147	16,500	0	16,500	19,931	-17.2%
eaudiobooks (MMM, Hoopla)	4,024	0	4,024	20,908	0	20,908	21,880	-4.4%
evideo (MMM, Hoopla)	305	0	305	2,038	0	2,038	2,940	-30.7%
emusic (Hoopla)	115	0	115	650	0	650	922	-29.5%
emagazines (Overdrive)	228	0	228	957	0	957	1,193	-19.8%
ecomicrobooks (Hoopla)	147	0	147	9,689	0	9,689	10,596	-8.6%
Total emedia	8,966	0	8,966	50,742	0	50,742	57,462	-11.7%
MAIN LIBRARY SUBTOTAL	24,708	11,268	35,976	148,121	84,513	232,634	200,097	16.3%

**MMM=MyMediaMall

OUTREACH CIRCULATION

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	10	0	10	34	9	43	140	-69.3%
Kits	0	19	19	0	30	30	55	-45.5%
Books	246	721	967	1,105	3,548	4,653	3,284	41.7%
Music Compact Discs	12	3	15	26	10	36	85	-57.6%
DVD's	187	20	207	832	64	896	812	10.3%
Magazines	36	0	36	235	0	235	151	55.6%
Miscellaneous	1	0	1	6	0	6	0	N/A
OUTREACH SUBTOTAL	492	763	1,255	2,238	3,661	5,899	4,527	30.3%

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	25,200	12,031	37,231	150,359	88,174	238,533	204,624	16.6%

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Services Statistics	Dec.	Dec.	Dec.	Dec.	Dec.	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Dec-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	1,314	151	79	2	1,546	7,247	573	452	10	8,282	9,317	-11%
Reference/Titles Req.	1,083	229	508	18	1,838	6,616	1,515	2,527	37	10,695	14,774	-28%
E-Mail Reference	34	0	0	0	34	222	0	0	0	222	222	0%
Instruction Questions	560	7	0	0	567	3,737	50	0	0	3,787	3,837	-1%
Total Desk Activities	2,991	387	587	20	3,985	17,822	2,138	2,979	47	22,986	28,150	-18%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				232					1,542	2,345	-34%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				134					855	1,237	-31%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				327					2,222	2,548	-13%
ILL Borrowing Filled	Use: Borrowing Requests Finished				187					1,441	1,636	-12%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					1	2	-50%
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					33	19	74%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					12	7	71%
CIRCULATION												
In-District cardholders					32,466					32,466	0	N/A
Reciprocal cardholders					7,404					7,404	0	N/A
Total Cardholders					39,870					39,870	0	N/A
RBP Loaned					0					0	26,807	-100%
RBP Borrowed										7,513	37,481	-80%
Hold					3,977					26,743	31,244	-14%
Patron Count Main					11,846					73,352	125,486	-42%
Self Check Out Use					12,858					86,099	125,216	-31%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					40					133	495	-73%
Preschools					0					1	52	-98%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					0					0	18	-100%
Special events					0					0	3	-100%
Total Bookmobile Stops					40					134	568	-76%
Total Patron Count					109					289	5,907	-95%
Homebound visits					16					95	179	-47%
Deposit Collection deliveries					10					49	27	81%
Remote book drop pickups					0					0	124	-100%
Total Van Stops					26					144	330	-56%
Days BKM on road					10					24	103	-77%
In-House Programs/Tour												
# of Adult Programs					8					63	92	-32%
Adult Attendance					31					811	1,353	-40%
# of Youth Programs					25					237	248	-4%
Youth Attendance					668					4,920	4,995	-2%
Adult Attendance					554					3,441	1,597	115%
# 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					10	5	100%
Adult Attendance					0					122	54	126%
# of Youth Prog. & Visits					2					5	7	-29%
Youth Attendance					13					629	477	32%
Adult Attendance					4					9	218	-96%
# of BKM Prog. & Visits					0					0	6	-100%
Youth Attendance					0					0	56	-100%
Adult Attendance					0					0	19	-100%
ROOM USE												
Meeting Room Uses					12					126	156	-19%
Study Room Uses					354					1,675	3,834	-56%
INTERNET USAGE												
# of sessions					1,116					6,728	12,595	-47%
Total Hours					599					3,444	9,943	-65%
Average Session (minutes)					32					186	232	-20%
OTHER SERVICES												
Proctoring					0					2	3	-33%
Voter Registration					0					1	3	-67%
Website views					19,539					133,006	145,230	-8%
New items processed					3,079					14,671	11,833	24%
Total materials Main library					329,855					329,855	0	N/A
Total materials Outreach					16,508					16,508	0	N/A
TOTAL MATERIALS					346,363					346,363	0	N/A
Adult Volunteer Hours					71.5					583.5	1,068.2	-45%
Student Volunteer Hours					23.5					86.0	447.3	-81%
Total Volunteer Hours					95.0					669.5	1,515.5	-56%

END