

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JANUARY 2021
February 16, 2021
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- While our statistics for 2021 have started out down overall compared to last year, one bright spot is our programming numbers. Youth program attendance is up 35% and adult program attendance is up 348%.
- The Mindful Conversations about Race program was well attended. Many staff attended as part of the EDI initiative.
- WNPL was featured in two articles in January:
 - <https://www.chicagotribune.com/suburbs/lake-county-news-sun/ct-lns-pandemic-library-services-st-0115-20210114-rna4m3brxzddd2hg67jgf2pq-story.html>
 - <https://www.dailyherald.com/news/20210119/gurnee-library-director-offers-to-help-encourage-covid-19-vaccinations>

Meetings, programs, training attended:

- Gurnee Exchange Club Board Meeting (1/5).
- ECC Board Meeting (1/6).
- ILA Public Policy Committee Meeting (1/11).
- Director's Roundtable (1/11).
- Healthy Communities, Healthy Youth (1/14).
- Gurnee Exchange Club (1/26).
- RAILS Member Update (1/28).

Special plans for coming month:

- Planning for reopening our doors to the public on March 1.
- Budget planning for FY 2021-2022.

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.

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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.

The staff EDI Committee met Feb. 9 to discuss: reaching more Latinx families with translations, programs and materials; launching a collection audit of youth materials; incorporating EDI into monthly staff meetings; offering a menu of staff training options; and educating ourselves with United Way's Equity Challenge and other presentations.

Friends: The Friends will hold their annual meeting on Thursday, February 25 at 1 pm in the WNPL parking lot to elect new officers per the Friends' bylaws. I offered to host a meeting using Zoom as an alternative, but the consensus was that the Friends would rather meet in person outside socially distanced.

Fundraising:

Fundraising through January			
		January	Year to Date
Annual Fund	\$	-	\$ 7,461.00
Gifts		0.00	91.00
Total	\$	-	\$ 7,552.00

Personnel:

Status of Organization: January
 Number of full-time employees: 36
 Number of part-time employees: 46
 TOTAL number of employees: 82
 Full-time equivalents: 56
 New hires: None
 Separations: Alexa Laird, part-time Youth Services Associate-resignation
 Changes: None
 Open Positions: None

Workshops, programs and training attended:

Date	Title	Hours	Staff
1/4	Inside the New York Times Book Review: 'Listen Liberal'	.5	Justine
1/4	Inside the New York Times Book Review: Celebrating 10 Years	1	Justine
1/5	Inside the New York Times Book Review: 'Pumpkinflowers'	1	Justine
1/5	Inside the New York Times Book Review: 'The Gene'	1	Justine

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1/5	Inside the New York Times Book Review: 'The Romanovs'	1	Justine
1/5	Inside the New York Times Book Review: 'Secondhand Time: The Last of the Soviets'	1	Justine
1/5	Inside the New York Times Book Review: 'Before the Fall	1	Justine
1/5	Inside the New York Times Book Review: 'First Dads'	1	Justine
1/5	Inside the New York Times Book Review: 'Susan Faludi's "In the Darkroom"'	1	Justine
1/5	Inside the New York Times Book Review: 'Why Populism Now'	1	Justine
1/6	Inside the New York Times Book Review: 'Hogs Wild'	1	Justine
1/7	Inside the New York Times Book Review: 'You'll Grow out of It'	1	Justine
1/7	Inside the New York Times Book Review: The Life of Helen Gurley Brown	1	Justine
1/7	Inside the New York Times Book Review: 'We are not Such Things'	1	Justine
1/7	Inside the New York Times Book Review: Megan Abbott's 'You Will Know Me'	1	Justine
1/7	Inside the New York Times Book Review: 'How to be a Person in the World'	1	Justine
1/7	Inside the New York Times Book Review: Colson Whitehead and Jeffrey Toobin	1	Justine
1/11	Inside the New York Times Book Review: 'I Contain Multitudes'	1	Justine
1/11	Inside the New York Times Book Review: 'ADHD Nation'	1	Justine
1/12	Inside the New York Times Book Review: The Attica Uprising	1	Justine
1/12	Inside the New York Times Book Review: Mark Thompson's 'Enough Said'	1	Justine
1/12	Inside the New York Times Book Review: Maureen Dowd on Clinton and Trump	1	Justine
1/13	Inside the New York Times Book Review: Simon Shama's 'The Face of Britain'	1	Justine
1/13	Inside the New York Times Book Review: American Apartheid	1	Justine
1/15	OCLC Cataloging Virtual Meeting	2.5	Nancy LO
1/17	Inside the New York Times Book Review: 'Sing for Your Life'	1	Justine
1/17	Inside the New York Times Book Review: The Rise of Hitler 58 min.	.75	Justine
1/17	Inside the New York Times Book Review: Beth Macy's 'Truevine'	.75	Justine
1/17	Inside the New York Times Book Review: Thrillers and True Crime	.75	Justine
1/17	Inside the New York Times Book Review: John Grisham on 'The Whistler'	.75	Justine
1/17	Inside the New York Times Book Review: War Stories	.75	Justine

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1/17	Inside the New York Times Book Review: Michael Chabon Talks About 'Moonglow'	.75	Justine
1/17	Inside the New York Times Book Review: Thomas Friedman on 'Thank You for Being Late'	.75	Justine
1/17	Inside the New York Times Book Review: Michael Lewis and Arianna Huffington	.75	Justine
1/21	What is Cataloging Ethics?	1.25	Gretchen K.
1/6	Wisconsin Valley Library Youth Service/StoryWalk discussion	1	Nancy S.
1/6	iRead 2021 Program Launch at ILA Virtual Conference/2021 Summer Reading: Reading Colors Your World	1	Nancy S.
1/7	PR Council of Lake County – Emergency Communication Strategies from the Wild West	1.25	Sandy; Karen
1/8	LMCC - How Librarians May Teach Literacy to Combat Disinformation	1	Karen
1/8	LMCC - Digital Marketing During COVID-19	1	Karen
1/11	LMCC - Tips, Tricks and Tools for Marketing in a Pandemic	1	Sandy
1/11	Envisioning Summer 2021: New Librarians	1	Nancy S.
1/14	ALA/ Big Programming for Small Budgets	1	Nancy S.
1/18	United Way Equity Challenge – Week One (EDI)	1.75	Karen
1/18	United Way Equity Challenge – Week One (EDI)	1	Sandy
1/19	The History of Pandemics	.5	Nancy S.
1/19	Social Media for Beginners	1.5	Nancy S.
1/20	Communico Virtual Open House	.75	Karen
1/25	United Way Equity Challenge – Week Two (EDI)	2.25	Karen
1/26	RAILS Roundtable (EDI)	1	Karen
1/28	Monotype Webinar	1	Karen; Nancy S.
1/28	DDC class	2	Hema S.
1/29	Designing an Augmented Reality Scene in Adobe Aero	.75	Eric
1/29	LMCC - Accessible Communications Toolkit: Because Libraries are for Everyone	1	Eric
1/29	LMCC – Taming the Social Media Beast	1	Eric
1/29	LMCC – Digital Marketing During COVID-19	1	Eric
1/13	Lake County Virtual Town Meeting	1	Gina, Angela
1/14	Mindful Conversations about Race. WNPL	1	Gina, Liz, Angela
1/18	United Way Equity Challenge. Week 1	1.5	Gina, Liz, Noreen
1/20	RAILS Online Roundtable: Trustee Update	1	Gina
1/22	Gentle Chair Yoga. WNPL	1	Gina
1/25	United Way Equity Challenge. Week 2	1	Gina, Noreen

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1/27	For the People: A Day in the Life in Public Librarianship. ILA Noon Network	1	Gina
1/27	Teaching Online in Plain English: Creating Clear Research Guides, Library Websites and Online Instruction. IACRL	2.25	Gina
1/28	RAILS Member Update	2	Gina
1/19	Autism 101 for Librarians	1.5	Christina G., Doreen
1/19	The History of Pandemics	.75	Christina G., Doreen
1/19	Tips for Helping Patrons with Dementia	.25	Christina G.
1/19	No One Was Immune: Mapping the Great Pandemics from Columbus to Covid-19	1	Emily G.
1/19	Autism 101 for Librarians	1.5	Sam C., Doreen
1/19	Dealing With Customers Who Don't Wear Masks – Ryan Dowd	.25	Sam C., Doreen
1/19	Grappling with Unconscious Bias in the Library Setting	1.5	Susan A., Doreen
1/19	Practicing Self-Compassion	1	Susan A., Doreen
1/19	Autism 101 for Librarians	1.5	Katelyn R.
1/19	Because I See What You Do: How Microaggressions Undermine Hope for Authenticity at Work	1	Katelyn R., Doreen
1/19	1/19 webinar: Diversity and Inclusion Committee	1	April
1/19	Level it Up - Evaluating Beginning Readers (15 min) Virtual Readers' Advisory - Video on Demand (20 min)	.5	April
1/29	1/29 Basic ASL for Library Staff review	1	April
1/4	1/4 - Social Emotional Learning: Yoga and Children's Emotional Intelligence (Kidding Around Yoga)	1	Jenny
1/7	Reach Out and Read: Policy in Action: North Carolina (Google Podcasts)	.5	Jenny
1/11	Diversity and Inclusion Committee: Library Services for Customers with Accessibility Adaptations (Collaborative Summer Reading Program)	1	Jenny
1/22	Reach Out and Read: The Enchanted Hour: The Miraculous Power of Reading Aloud (Google Podcasts)	.5	Jenny
1/25	How to Unite Equity, SEL, and Literacy Instruction (EdWeb)	1	Jenny
1/27	Nurturing Creativity (NAEYC)	1	Jenny
1/23-27	Serving Library Users on the Autism Spectrum	4	Scott
1/13	Diversity and Inclusion Committee: Library Services for Customers with Accessibility Adaptations 1 hr.	1	Vicki
1/20	A Conversation with the 2021 YALSA Excellence in Nonfiction Finalists	1	Vicki, Vicky
1/20	Tis the Season for Outdoor Programming webinar	1	Vicki

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1/27	Baker & Taylor CATS Meow Special Edition: ALA 2021 Youth Media Awards Listing of winners and honor books	1	Vicki
1/27	Evaluating Beginner Readers webinar	1	Vicki
1/7	The Brain Architects Podcast: COVID-19 Special Edition: A Different World (.5 hrs) The Brain Architects Podcast: COVID-19 Special Edition: Self-Care Isn't Selfish (.5 hrs)	1	Rebekah
1/8	Diversity and Inclusion Committee: Library Services for Customers with Accessibility Adaptations	1	Rebekah Patty
1/16	Be Your Best Self in 2021: Reads to Help you Find Peace, Comfort and Inspiration	1	Rebekah
1/19	Programming for Foodies / Katie LaMantia and Emily Vinci /	1.5	Cheryl
1/19	Picture Books and STEAM = Excellent Library Programming - PIC Webinar with Amanda Strucmeyer	1	Cheryl
1/7-28	Gale Courses: Preschool Lessons #8-#11 & Language Development in Childhood #1-#5	7	Patty
1/14	Fearless Conversations with Toddlers: How to Open a Can of Worms	1	Patty
1/19	Random House Children's Books Spring preview	1	Vicky
1/19	Grappling with Unconscious Bias in a Library Setting	1	Joanne
1/14	Blue Willow BookStore Presents: Angie Thomas in conversation with Justin A. Reynolds	1	Joanne
1/19	Autism 101 for Librarians	1	Joanne
1/19	Because I See What You Do: How Microaggressions Undermine the Hope for Authenticity at Work	1	Joanne
1/19	Everyday Practices of Transformative Justice	.5	Joanne
1/20	Identity First vs. Person First Language	.5	Joanne
1/20	Black Lives Matter at School	1	Joanne
1/25	United Way of Illinois Equity Challenge weeks 1 & 2	4	Dawn
1/20	Database Training	1	Doreen
1/15	Jump! & Bearport Spring Webinar Extravaganza!	.5	Liz
1/20	Black Lives Matter in the Classroom: A Conversation with Experts	1	Liz
1/6	ILA. Author Timuel Black	1	Jan
1/16	United Way. Equity Challenge #1	2	Jan
1/26	RAILS. DEI Roundtable	1	Jan
1/26	RAILS. DEI Roundtable	1	Ryan
1/26	COVID-19 Vaccinations in the Workplace HR Source Webinar	1	Jen, Ryan

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

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ADULT SERVICES

- The Pristine Patagonia program was well-attended with 26 participants.
- Jess participated in the AART book club meeting.
- Fourteen people attended the Online Databases class on Jan.20 and 29 for Cut the Cable.

CIRCULATION

- Circ staff worked with Adult and Youth Services to develop new procedures for handling contactless pickup requests from reciprocal borrowers.
- Char and Julie led the effort to acquire tax forms and set up a system for distribution through contactless pickup. (Work Smarter, Not Harder)

COMMUNICATIONS

- A Library Connections episode of an interview between Ryan and Jefferson McMillan-Wilhoit, Director of Health Informatics and Technology, Lake County (IL) Health Department and Community Health Center was released on January 26.
- “Stay Pawsitive” is an uplifting theme expressed by our lobby bears in art used in social media, the website, staff name tags and the cover of the upcoming spring Inside Angle.
- Preliminary work on the 2021 Summer Reading Program has begun. The theme will be “Reading Colors Your World.”
- Two enews blasts were sent this month.
- Kids in the Kitchen video edits were completed.
- Communications were issued concerning the contactless services pause on Jan. 19th due to the Encore server migration.
- Communications collaborated with:
 - Adult and Youth Services to create art for social media posts related to Black History Month in February and requests associated with the Expand Your Comfort Zone reading program in March. (EDI)
 - Circulation and Adult Services to prepare tax form signage.
- Communications created a logo and assisted with all staff presentations for the EDI initiative.

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- Century Automatic Sprinkler Co., Inc. completed the mandatory five year inspection of the facilities water systems.
- Completed installation / upgrades to eight door security controllers.
- ILT Vignocchi, Inc. completed the construction of the new retention wall.

INFORMATION TECHNOLOGY

- Assisted with Sierra and Encore server migration.
- Continued work to digitize IT assets (Server Room, printers, self-checkout stations...).
- Continued work to troubleshoot VPN, Phone, and Sierra outages.
- Configured additional mobiles for remote work.
- Repurposed the YS iPads so staff can more easily create and share programming content (Work Smarter, Not Harder).
- Worked on and resolved 60 helpdesk tickets.

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OUTREACH

- Our Espanol materials have been relabeled and changed in Sierra to reflect a similar system to that used in the Main Library, our items are no longer shelved within the J 468 range, and there are new dedicated shelves for the Espanol collection on the Bookmobile. (Work Smarter, Not Harder)
- Began contacting those previously receiving deposit deliveries to reinstate service that had been paused when we were at Tier 3 restrictions. Deposit deliveries will begin again in February.

TECHNICAL SERVICES

- Completed Sierra and Encore server migration.
- Evaluated new music CD replacement cases.

YOUTH SERVICES

- Staff coordinated to create a Spanish version of Take 'n' Try This: <https://wnpl.libnet.info/event/4778621> We hope to continue this monthly. (EDI)
- Created an online form to take the place of our old paper form for classroom requests, and we've made this available on the website. (Work Smarter, Not Harder)
- Developed a Read Aloud Challenge for the Month of March to run alongside the Expand Your Comfort Zone challenge.

JANUARY 2020 STATISTICS

MAIN LIBRARY CIRCULATION

TYPE OF MATERIAL	JAN ADULT	JAN YOUTH	JAN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	226	88	314	2,935	1,049	3,984	11,148	-64.3%
Kits	0	20	20	0	582	582	1,277	-54.4%
Books	4,610	6,073	10,683	45,491	62,408	107,899	209,699	-48.5%
Music Compact Discs	271	34	305	3,815	428	4,243	11,319	-62.5%
DVDs/Blu-rays	2,333	280	2,613	32,730	3,918	36,648	105,218	-65.2%
Magazines	144	2	146	1,087	31	1,118	7,187	-84.4%
Video Games	115	0	115	2,057	0	2,057	6,234	-67.0%
Videoplayers	0	0	0	0	49	49	265	-81.5%
E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	0	0	0	0	0	0	37	-100.0%
Telescopes	1	0	1	4	0	4	41	-90.2%
Backpacks	0	0	0	0	1	1	198	-99.5%
Launchpads	0	6	6	0	73	73	0	N/A
Hotspots	68	0	68	248	0	248	0	N/A
ebooks (MMM, Hoopla)	4,813	0	4,813	24,744	0	24,744	19,235	28.6%

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eaudiobooks (MMM, Hoopla)	4,033	0	4,033	25,913	0	25,913	20,604	25.8%
evideo (MMM, Hoopla)	481	0	481	3,421	0	3,421	1,437	138.1%
emusic (Hoopla)	116	0	116	1,038	0	1,038	824	26.0%
emagazines (Overdrive)	15	0	15	1,208	0	1,208	1,819	-33.6%
ecomicrobooks (Hoopla)	174	0	174	10,770	0	10,770	641	1580.2%
Total e-media	9,632	0	9,632	67,094	0	67,094	44,560	50.6%
MAIN LIBRARY SUBTOTAL	17,400	6,503	23,903	155,461	68,539	224,000	397,183	-43.6%

**MMM=MyMediaMall

OUTREACH CIRC

TYPE OF MATERIAL	JAN ADULT	JAN YOUTH	JAN 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	7	17	134	23	157	730	-78.5%
Kits	0	0	0	0	55	55	1,029	-94.7%
Books	129	53	182	1,202	2,264	3,466	17,973	-80.7%
Music Compact Discs	0	0	0	55	30	85	444	-80.9%
DVD's	67	0	67	854	25	879	5,151	-82.9%
Magazines	9	0	9	160	0	160	441	-63.7%
Miscellaneous	0	0	0	0	0	0	59	-100.0%
OUTREACH SUBTOTAL	215	60	275	2,405	2,397	4,802	25,827	-81.4%

TOTAL CIRCULATION

	JAN ADULT	JAN YOUTH	JAN 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	17,615	6,563	24,178	157,866	70,936	228,802	423,010	-45.9%

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Services Statistics	January	January	January	January	January	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Jan-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	191	0	32	0	223	6,932	462	1,057	0	8,451	30,472	-72%
Reference/Titles Req.	1,166	27	34	0	1,227	7,214	835	1,001	0	9,050	21,081	-57%
E-Mail Reference	115	0	0	0	115	521	0	0	0	521	204	155%
Instruction Questions	61	0	0	0	61	1,878	9	0	0	1,887	7,429	-75%
Total Desk Activities	1,533	27	66	0	1,626	16,545	1,306	2,058	0	19,909	59,186	-66%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				295					1,845	2,817	-35%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				168					984	1,490	-34%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				337					2,159	3,053	-29%
ILL Borrowing Filled	Use: Borrowing Requests Finished				164					1,090	1,979	-45%
Article Lending Requests	Use: Lending Fill Rate Statistics				2					10	4	150%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					2	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				2					11	25	-56%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					5	11	-55%
CIRCULATION												
In-District cardholders					44,485					44,485	44,029	1%
Reciprocal cardholders					12,312					12,312	12,200	1%
Total Cardholders					56,797					56,797	56,229	1%
RBP Loaned					70					9,209	37,073	-75%
**RBP Borrowed										0	44,573	-100%
Holds					9,781					50,748	43,486	17%
Patron Count Main					4,022					46,427	171,007	-73%
Self Check Out Use					681					49,501	168,396	-71%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					0					0	610	-100%
Preschools					0					0	75	-100%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					0					0	23	-100%
Special events					0					0	4	-100%
Total Bookmobile Stops					0					0	712	-100%
Total Patron Count					0					0	7,051	-100%
Homebound visits					26					144	277	-48%
Deposit Collection deliveries					0					16	43	-63%
Remote book drop pickups					0					0	164	-100%
Total Van Stops					26					160	484	-67%
Days BKM on road					0					0	126	-100%
In-House Programs/Tour												
# of Adult Programs					11					65	130	-50%
Adult Attendance					134					1,030	1,746	-41%
# of Youth Programs					37					312	305	2%
Youth Attendance					994					8,613	6,367	35%
Adult Attendance					912					8,271	1,848	348%
# 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	7	-100%
Adult Attendance										0	85	-100%
# of Youth Prog. & Visits										0	10	-100%
Youth Attendance										0	692	-100%
Adult Attendance										0	273	-100%
# of BKM Prog. & Visits					0					0	8	-100%
Youth Attendance					0					0	66	-100%
Adult Attendance					0					0	32	-100%
ROOM USE												
Meeting Room Uses										0	226	-100%
Study Room Uses										0	5,292	-100%
INTERNET USAGE												
# of sessions					6					4,190	18,418	-77%
Total Hours					0					2,159	14,361	-85%
Average Session (minutes)					0					148	324	-54%
OTHER SERVICES												
Proctoring										0	3	-100%
Voter Registration					0					5	6	-17%
Website views					25,410					155,718	199,288	-22%
New items processed					2,050					21,378	17,464	22%
Total materials Main library					302,101					302,101	295,409	2%
Total materials Outreach					16,453					16,453	16,532	0%
TOTAL MATERIALS					318,554					318,554	311,941	2%
Adult Volunteer Hours					0.0					41.0	1,497.4	-97%
Student Volunteer Hours					6.0					94.5	525.3	-82%
Total Volunteer Hours					6.0					135.5	2,022.7	-93%

END