

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MARCH 2021
April 20, 2021
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- We reopened the building to the public on March 1. Patrons were thrilled to be able to return and we served 539 people that day.
- During the spring break week for our local schools, we distributed over 300 “Take & Make” project kits.
- I was a guest on WRLR’s show *Reciprocate* with Norm Marion on Wednesday, March 3. I had the opportunity to share library news for 30 minutes that afternoon.

Meetings, programs, training attended:

- ILA Public Policy Committee Meeting (3/1).
- Gurnee Exchange Club Board Meeting (3/2).
- ECC All Member Meeting (3/4).
- Director’s Roundtable (3/8).
- Gurnee Exchange Club (3/9).
- Healthy Communities Healthy Youth (3/11).

Special plans for coming month:

- Begin LED lighting project.
- Planning for expansion of hours/services provided in the building starting May 17.
- Budget planning for FY 2021-2022.

Special plans for the near future:

- Operation Runway: continue to evaluate conditions and plan on how to slowly restore services lost during the pandemic, with the goal of achieving the “new normal” by late August/early September.
- Share EDI Committee recommendations with the Board and implement some recommendations immediately if feasible, including the presentation of an EDI progress report to the Board in May.
- 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 EDI Committee met on March 9. A March 31 staff training is planned on the materials selection policy, the weeding process, and the diversity audit. Diversity audits are launching for the youth and outreach collections. We are continuing outreach to the Latinx community and considering other underserved populations. Community response has been good to multicultural programming.

Friends: Laura Stone has been in communication with the Friends as we are starting to discuss when our BookEnds volunteers can return to the library to start preparing for a future reopening. That date has yet to be determined.

Fundraising:

Fundraising through March			
		March	Year to Date
Annual Fund	\$	200.00	\$ 7,661.00
Gifts		550.00	641.00
Total	\$	750.00	\$ 8,302.00

Personnel:

Status of Organization: March

Number of full-time employees: 27

Number of part-time employees: 44

TOTAL number of employees: 80

Full-time equivalents: 23.45*

New hires: None

Separations: None

Changes: None

**The Full-Time Equivalent employees (FTEs) may be full-time employees or variable hour employees who hours are equivalent to one full-time employee per the Affordable Care Act.*

Workshops, programs and training attended:

Date	Title	Hrs	Staff
3/1	Inside the New York Times Book Review: Beth Macy on 'Dopesick'	1	Justine
3/1	Inside the New York Times Book Review: Lydia Millet on 'Fight No More'	1	Justine
3/1	Inside the New York Times Book Review: Rethinking the 'Tangled Tree' of Life	1	Justine
3/2	Inside the New York Times Book Review: Interrogating the Change Makers	1	Justine
3/2	Inside the New York Times Book Review: The Uses and Misuses of Identity	1	Justine
3/2	Inside the New York Times Book Review: 'The Most Secretly Interesting Place in America'	1	Justine

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3/3	Inside the New York Times Book Review: A Memoir From the Hard-Working 'Heartland'	1	Justine
3/3	Inside the New York Times Book Review: Esi Edugyan on Her Booker Shortlisted 'Washington Black'	1	Justine
3/4	Inside the New York Times Book Review: The End of the 'Struggle'	1	Justine
3/4	Inside the New York Times Book Review: Kate Atkinson on 'Transcription'	1	Justine
3/7	Inside the New York Times Book Review: Michael Lewis and Tana French on Their Latest Books	1	Justine
3/7	Inside the New York Times Book Review: Barry Jenkins and Meg Wolitzer on Two of This Season's	1	Justine
3/8	Inside the New York Times Book Review: Susan Orlean on a Great Library Fire	1	Justine
3/8	Inside the New York Times Book Review: Lisa Brennan-Jobs on 'Small Fry'	1	Justine
3/9	Inside the New York Times Book Review: Nana Kwame Adjei-Brenyah on "Friday Black"	1	Justine
3/9	Inside the New York Times Book Review: Big New Biographies of Two Big American Lives	1	Justine
3/9	Inside the New York Times Book Review: The Past, Present and Future of Jews in America	1	Justine
3/10	Inside the New York Times Book Review: The Epic Tragedy of Vietnam	1	Justine
3/10	Inside the New York Times Book Review: Talking About the 10 Best Books 2018	1	Justine
3/10	Inside the New York Times Book Review: Immaturity in American Politics	1	Justine
3/11	Inside the New York Times Book Review: Poetry & Politics	1	Justine
3/11	Inside the New York Times Book Review: Isabel Wilkerson Talks About Michelle Obama's Memoir	1	Justine
3/11	Inside the New York Times Book Review: Tyranny in Rome and Fake Drugs in Fiction	1	Justine
3/13	Inside the New York Times Book Review: Fugitive Slaves and the Road to the Civil War	1	Justine
3/15	Inside the New York Times Book Review: How Curses Function in Literature	1	Justine
3/15	Inside the New York Times Book Review: A New Novel Conjures Liv Ullman and Ingmar Bergman	1	Justine
3/16	Inside the New York Times Book Review: Dani Shapiro on Her Surprising 'Inheritance'	1	Justine
3/16	Inside the New York Times Book Review: Assessing the Facebook Problem	1	Justine
3/16	Inside the New York Times Book Review: Marlon James Talks About His Epic New Trilogy	1	Justine
3/19	Inside the New York Times Book Review: Seeking Silence	1	Justine

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3/21	Inside the New York Times Book Review: A Gripping Political Mystery in Northern Ireland	1	Justine
3/21	Inside the New York Times Book Review: A Violent Summer in Chicago	1	Justine
3/21	Inside the New York Times Book Review: Isaac Mizrahi on His New Memoir	1	Justine
3/21	Inside the New York Times Book Review: The Life of Sandra Day O'Connor	1	Justine
3/8	EDI - Extensive Data Shows Punishing Reach of Racism for Black Boys and 2020 ALICE Project and Housing Segregation and Redlining in America: A Short History	.5	Noreen
3/8	EDI - Houses Divided: How States and Cities Reinforce Racial Segregation in America	.5	Noreen
3/22	EDI - How Racism Makes Us Sick TED Talk and Dr. Camara Jones Explains The Cliff of Good Health	.5	Noreen
3/22	EDI - Henrietta Lack: Her Impact and Our Outreach plus additional reading about Henrietta Lacks	.45	Noreen
3/22	Inside the New York Times Book Review: The Life of Sandra Day O'Connor	1	Justine
3/22	Inside the New York Times Book Review: Preet Bharara on the Rule of Law	1	Justine
3/22	Inside the New York Times Book Review: The Chernobyl in Full	1	Justine
3/23	Inside the New York Times Book Review: Ruth Reichl's Delicious New Memoir	1	Justine
3/23	Inside the New York Times Book Review: Connecting the Dots Between Reconstruction and Jim Crow	1	Justine
3/23	Inside the New York Times Book Review: Laila Lalami on 'The Other Americans'	1	Justine
3/24	Inside the New York Times Book Review: Tillie Olsen and the Barriers to Creativity	1	Justine
3/24	Inside the New York Times Book Review: Robert Caro on How He Does It	1	Justine
3/25	Inside the New York Times Book Review: The Real Life of a Diplomat, Told Like a Novel	1	Justine
3/25	Inside the New York Times Book Review: Harper Lee's Unwritten True-Crime Book	1	Justine
3/26	Inside the New York Times Book Review: A Trilogy About the American Revolution	1	Justine
3/28	Inside the New York Times Book Review: Thrillers for Summer	1	Justine
3/14	You're Booked Podcast	1	Donna
3/14	Read to Lead Podcast Episode 362: Essential Skills for Success That No One Taught You with Mark A. Herschberg "The Career Toolkit: Essential Skills for Success that No One Taught You"	1	Donna

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3/14	New York Times Podcast Episode 339: Four Decades of Down and Ups in New York City	1	Donna
3/14	New York Times Podcast 338: Imbolo Mbue on Writing Her Second Novel, "How Beautiful We Were"	1	Donna
3/5	LACONI Technical Services Roundtable	1	Donna K.
3/3	Introducing Google's Digital Literacy Curriculum for Problem Solving and Job Skills	1	Nancy LO
3/3	Book Cataloging	3	Hema S.
3/2	Newberry Library – An Unscripted Look at a Script Type	.5	Sandy
3/4	PR Council – How to 10x Your PR	1	Karen
3/5	GoTo Training Video	1	Nancy
3/5	EDI - Equity Challenge – Week 7	.5	Karen
3/9	EDI - Equity Challenge – Week 8	1	Karen
3/19	EDI - Equity Challenge – Week 9	.5	Karen
3/26	EDI - Equity Challenge – Week 10	.5	Karen
3/13	Art Camp 3 - Landscape critique	1.5	Eric
3/19	Fundamentals of Landscapes - ArtCamp 3 Preview with Noah Bradley	3	Eric
3/21	Photoshop Landscape Digital Painting Tutorial	1	Eric
3/23	Monotype Webinar "Type Trends 2021"	1	Karen
3/23	Pantone Webinar "Color Matching"	1	Karen
3/1-3/15	Babies in the Library (UW iSchool Continuing Education	14	Jenny
3/9	The Secret to Reading with Young Children	.5	Jenny
3/18	Military Families: Resilience, Readiness, and Reading	.5	Jenny
3/16	Kidding Around Yoga certification course: Module 1: And Now the KAY Training has Begun	3	Jenny
3/28	Kidding Around Yoga certification course: Understanding the Science and Philosophy of Yoga	2	Jenny
3/17	Virtual YALD Meeting	2	Scott
3/31	EDI --Violence Against Asian Americans: How Do We Support the Children?	1	Scott, Vicky, Rebekah, Patty
3/11	ALSC Webinar: Virtual Program Development	1	Patty
3/2	Picture Perfect: Spring Picture Books	1	Vicky
3/15	EDI - 2021 Diversity in Children's Literature Symposium and The 2021 Walter Dean Myers Awards Ceremony	1.5	Joanne
3/23	SLJ Teen/Young Adult Book Buzz	1	Joanne
3/25	Beanstack Library Essentials webinar	1	Joanne
3/25	EDI - SLJ webinar "Disrupting Literary Hegemony: Trans Nonbinary Author Spotlight"	1	Joanne
3/25	Zoom Meeting with Trident Robotics to meet new volunteers/discuss Spring, Summer & Fall programs	.5	Joanne

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3/9	Dementia Friendly Libraries webinar	1	Doreen
3/1	EDI - United Way of Illinois Equity Challenge week 7	1	Dawn
3/8	EDI - United Way of Illinois Equity Challenge week 8	1	Dawn
3/15	EDI- -United Way of Illinois Equity Challenge week 9	1	Dawn
3/22	EDI - United Way of Illinois Equity Challenge week 10	1	Dawn
3/29	EDI - United Way of Illinois Equity Challenge week 11	1	Dawn
3/3	Author Eve Ewing, Highland Park Library	1	Jan M.
3/16 -17	EDI - United Way Equity Challenges # 5-9	2	Jan M.

Safety and Security:

- Patron Assists: 134
- Staff Assists: 2
- Mask Warning: 34
- No mask:16
- Behavioral Contacts: 2
- Unattended Children: 0
- Book Donations: 0
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0

ADULT SERVICES

- We developed a way for patrons to send us print jobs in person that would not interfere with the emailed print jobs. (**Work Smarter, Not Harder**)
- Prepared to expand computer services.
- We had over 150 Creative Writing Contest entries
- Several book talks were produced and uploaded to the website.
- Downloadables continue to be popular and usage grows monthly.
- Remote access to Ancestry.com is also hugely popular, but Ancestry can choose to end that service at any time.

CIRCULATION

- Due to the reduction in quarantine time, circulation staff resumed sending out pre-overdue and first overdue notices.

COMMUNICATIONS

- Created a wide variety of signage and digital art in preparation for the library building reopening on March 1. A blend of existing art modified, along with new art listing now/not yet services was utilized. (**Work Smarter, Not Harder**)

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- A press release highlighting the building reopening was sent to media contacts on March 10. The Daily Herald published this article as a result:
<https://www.dailyherald.com/news/20210310/warren-newport-library-building-reopens>
- Two enews blasts were sent this month.
- The spring school newsletter was prepared and emailed to school contacts on March 16.
- A Library Connections episode featuring Dr. John Ahlgrim, Superintendent of Warren Township High School District, was released on March 18.
- Over 25 Author Spotlight signs were created for Adult Services, highlighting diversity in the adult collections. **(EDI)**
- Graphics were created for the Staff Association Get Active campaign to promote staff health & fitness.
- Work continues on the Summer Reading Program, Reading Colors Your World.
- Publicity and/or graphic design including Your City @ Home **(EDI)**, Teen Poetry, Play-cation Scavenger Hunt, Youth Services tote bag, and Kids in the Kitchen video edits were completed.

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- LED lighting upgrade bid process took place and was awarded to All Tech Energy.
- Honeywell reinstalled boiler circulation pump #4 after rebuild/repairs.
- Verde Energy Efficiency Experts installed new Pearl economizers in twelve roof top air handlers. This project was fully funded by Northshore Gas at no charge to the library.

INFORMATION TECHNOLOGY

- Mitigated security risk on 0-day Exchange vulnerability (HAFNIUM)
- Met with Bibliotheca to discuss sorter (sorter controller) and self-check upgrade options.
- Conducted demonstration to onboard Communications staff into the library's help desk system **(Work Smarter, Not Harder)**
- Assisted Adult Services to expand internet station services.
- Prepared FAQ for Circulation staff in regards to troubleshooting circulating patron hotspots. **(Work Smarter, Not Harder)**
- Updated antivirus software library wide from Trend Micro Office Scan to Apex One.
- Worked on and resolved 75 help desk requests.

OUTREACH

- Attended quarterly B'LONG Outreach networking meeting (Angela and Liz) on 3/5.
- Oil change completed by McClure's on 2020 van on 3/12.
- Outreach staff worked on diversity audit of the adult Outreach collection **(EDI)**.
- Outreach staff delivered PPE kits to senior centers **(EDI)**.
- Outreach Adult Fiction collection was reorganized to separate out Mystery and Science Fiction from general collection to be more cohesive and mirror the Main Library's collection **(Work Smarter, Not Harder)**.

TECHNICAL SERVICES

- Attended Innovative Users Group virtual conference. (Amy and Nancy)
- Continue to add first names to juvenile fiction labels.

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YOUTH SERVICES

- Approached the Park District and Warren Township to explore additional outdoor programming opportunities for the summer.
- Streamlined the summer reading program. We will still offer a basic paper log option in Youth Services, but encourage people to use Beanstack to participate to earn additional entries for grand prizes. (**Work Smarter, Not Harder**)
- Contacted Portillo's and Culver's about using coupons for SRP.
- Planned 10 weeks of Take & Make projects for summer.
- Worked with Communications to provide preliminary copy for summer edition of the Inside Angle and promotional flyers.
- Received great participation for March contests including the Read Aloud Challenge on Beanstack and the Virtual Peeps Diorama Contest.

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MARCH 2021 STATISTICS

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	MAR ADULT	MAR YOUTH	MAR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	491	267	758	3,621	1,381	5,002	13,170	-62.0%
Kits	0	114	114	0	710	710	1,551	-54.2%
Books	8,126	11,974	20,100	57,584	79,779	137,363	252,233	-45.5%
Music Compact Discs	824	89	913	4,860	547	5,407	13,342	-59.5%
DVDs/Blu-rays	5,240	816	6,056	39,945	4,977	44,922	125,740	-64.3%
Magazines	228	1	229	1,483	41	1,524	8,448	-82.0%
Video Games	498	0	498	2,642	0	2,642	7,402	-64.3%
Videoplayers	0	38	38	0	88	88	307	-71.3%
E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	0	0	0	0	0	0	38	-100.0%
Telescopes	0	0	0	4	0	4	53	-92.5%
Backpacks	0	0	0	0	1	1	236	-99.6%
Launchpads	0	20	20	0	95	95	0	N/A
Hotspots	134	0	134	472	0	472	0	N/A
ebooks (MMM, Hoopla)	4,546	0	4,546	33,662	0	33,662	25,828	30.3%
eaudiobooks (MMM, Hoopla)	4,360	0	4,360	34,124	0	34,124	26,706	27.8%
evideo (MMM, Hoopla)	450	0	450	4,312	0	4,312	2,126	102.8%
emusic (Hoopla)	151	0	151	1,312	0	1,312	1,080	21.5%
emagazines (Overdrive)	159	0	159	1,531	0	1,531	1,826	-16.2%
ecomicbooks (Hoopla)	219	0	219	11,258	0	11,258	975	1054.7%
Total emedia	9,885	0	9,885	86,199	0	86,199	58,541	47.2%
MAIN LIBRARY SUBTOTAL	25,426	13,319	38,745	196,810	87,619	284,429	481,061	-40.9%

**MMM=MyMediaMall

**OUTREACH
CIRCULATION**

TYPE OF MATERIAL	MAR ADULT	MAR YOUTH	MAR 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	2	12	149	25	174	867	-79.9%
Kits	0	8	8	0	63	63	1,274	-95.1%
Books	144	627	771	1,477	2,965	4,442	22,286	-80.1%

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Music Compact Discs	6	0	6	66	31	97	528	-81.6%
DVD's	87	0	87	1,035	26	1,061	6,194	-82.9%
Magazines	28	0	28	212	0	212	526	-59.7%
Miscellaneous	1	0	1	5	0	5	61	-91.8%
OUTREACH SUBTOTAL	276	637	913	2,944	3,110	6,054	31,736	-80.9%

**TOTAL
CIRCULATION**

	MAR ADULT	MAR YOUTH	MAR 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	25,702	13,956	39,658	199,754	90,729	290,483	512,797	-43.4%

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Services Statistics	March	March	March	March	March	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Mar-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	788	30	81	0	899	7,874	492	1,196	0	9,562	34,637	-72%
Reference/Titles Req.	1,405	172	473	0	2,050	9,716	1,023	1,557	0	12,296	24,774	-50%
E-Mail Reference	231	0	0	0	231	938	0	0	0	938	243	286%
Instruction Questions	332	11	0	0	343	2,276	20	0	0	2,296	8,666	-74%
Total Desk Activities	2,756	213	554	0	3,523	20,804	1,535	2,753	0	25,092	68,320	-63%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				256					2,358	3,251	-27%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				140					1,258	1,731	-27%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				451					2,920	3,602	-19%
ILL Borrowing Filled	Use: Borrowing Requests Finished				271					1,512	2,327	-35%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					11	4	175%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					2	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				17					33	27	22%
Article Borrowing Filled	Use: Borrowing Requests Finished				10					17	12	42%
CIRCULATION												
In-District cardholders					45,131					45,131	44,203	2%
Reciprocal cardholders					12,322					12,322	12,261	0%
Total Cardholders					57,453					57,453	56,464	2%
RBP Loaned					2,069					11,278	44,659	-75%
**RBP Borrowed										44	44,573	-100%
Holds					6,755					66,134	55,258	20%
Patron Count Main					8,809					59,150	207,337	-71%
Self Check Out Use					N/A					#VALUE!	211,680	#VALUE!
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					0					0	760	-100%
Preschools					0					0	96	-100%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					0					0	30	-100%
Special events					0					0	4	-100%
Total Bookmobile Stops					0					0	890	-100%
Total Patron Count					0					0	8,738	-100%
Homebound visits					20					180	310	-42%
Deposit Collection deliveries					13					29	50	-42%
Remote book drop pickups					0					0	199	-100%
Total Van Stops					33					209	559	-63%
Days BKM on road					0					0	156	-100%
In-House Programs/Tour												
# of Adult Programs					11					88	144	-39%
Adult Attendance					238					1,426	1,938	-26%
# of Youth Programs					51					408	372	10%
Youth Attendance					1,107					10,936	7,174	52%
Adult Attendance					1,075					10,514	2,251	367%
# 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	8	-100%
Adult Attendance										0	102	-100%
# of Youth Prog. & Visits										0	11	-100%
Youth Attendance										0	743	-100%
Adult Attendance										0	313	-100%
# of BKM Prog. & Visits					0					0	10	-100%
Youth Attendance					0					0	81	-100%
Adult Attendance					0					0	35	-100%
ROOM USE												
Meeting Room Uses										0	266	-100%
Study Room Uses										0	6,612	-100%
INTERNET USAGE												
# of sessions					453					4,669	22,922	-80%
Total Hours					104					2,269	17,712	-87%
Average Session (minutes)					15					183	411	-55%
OTHER SERVICES												
Proctoring										0	9	-100%
Voter Registration					0					5	8	-38%
Website views					25,195					180,913	255,026	-29%
New items processed					2,169					25,652	20,693	24%
Total materials Main library					302,039					302,039	294,657	3%
Total materials Outreach					16,652					16,652	16,649	0%
TOTAL MATERIALS					318,691					318,691	311,306	2%
Adult Volunteer Hours					0.0					41.0	1,815.4	-98%
Student Volunteer Hours					0.0					94.5	560.3	-83%
Total Volunteer Hours					0.0					135.5	2,375.7	-94%

END