

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2021**  
**May 18, 2021**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- Staff have been very busy getting everything prepared for us to expand our hours and services on Monday, May 17.
- WNPL's Adult Services Team hosted the Friends Creative Writing Contest party via Zoom, which went very well with 65 total attendees.

*Meetings, programs, training attended:*

- ILA Public Policy Committee Meeting (4/5).
- Director's Roundtable (4/5).
- Gurnee Exchange Club Board Meeting (4/6).
- ECC Board Meeting (4/7).
- RAILS Member Update (4/27).

*Special plans for coming month:*

- Promote pre-registration for our 2021 Summer Reading Program.
- Completion of LED lighting project.
- Finalize budget for FY 2021-2022.

*Special plans for the near future:*

- Develop "bridge" strategic plan for FY 2021-2022.
- Share EDI Committee recommendations with the Board and implement some recommendations immediately if feasible.
- Formally implement "Work Smarter, Not Harder" initiatives into our reporting and develop a recognition program for these efforts.

**ADMINISTRATION**

**EDI:** Diversity audits continue in the collections of youth services and bookmobile. Period Awareness Month kits are being planned with a staff collection; additional PPE kits were distributed to underserved communities. Staff has undergone collection development training. We are looking at inclusive hiring practices and increased accessibility through ASL, closed captioning, and español, among others. Coming soon: For AAPI month in May, the solidarity statement will be posted and extensive library resources highlighted online and in the library. A Native American culture program will be presented in July.

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**Friends:** BookEnds volunteers will be allowed back in the building starting Monday, May 17. There are no plans to reopen BookEnds at this time, but the Friends are preparing for when it is deemed safe and appropriate to reopen again.

**Fundraising:**

Fundraising through April			
		April	Year to Date
Annual Fund	\$	150.00	\$ 7,811.00
Gifts		35.00	676.00
<b>Total</b>	<b>\$</b>	<b>185.00</b>	<b>\$ 8,487.00</b>

**Personnel: JEN**

Status of Organization: April

Number of full-time employees: 35

Number of part-time employees: 44

TOTAL number of employees: 79

Full-time equivalents: 22.49

New hires: None

Separations: Alex Cuadrado/Facilities Maintenance Tech/37.50 hours weekly

**Workshops, programs and training attended:**

Date	Title	Hrs	Staff
4/1	Inside the New York Times Book Review: Toni Morrison's Legacy	1	Justine
4/1	Inside the New York Times Book Review: The Fight for the Supreme Court	1	Justine
4/1	Inside the New York Times Book Review: Fiction About Unprecedented Situations	1	Justine
4/1	Inside the New York Times Book Review: Colson Whitehead Talks About 'The Nickel Boys'	1	Justine
4/2	Inside the New York Times Book Review: George F. Will on Conservatism's Homelessness	1	Justine
4/2	Inside the New York Times Book Review: Picking the Best Memoirs Since 1969	1	Justine
4/3	Inside the New York Times Book Review: Taffy Brodesser-Akner Talks About Her First Novel	1	Justine
4/6	Inside the New York Times Book Review: Rethinking the Epidemic of Domestic Violence	1	Justine
4/6	Inside the New York Times Book Review: The World's Far Corners and Deepest Depths	1	Justine
4/7	Inside the New York Times Book Review: The Life of Thomas Edison	1	Justine

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4/7	Inside the New York Times Book Review: Among the Trolls	1	Justine
4/8	Inside the New York Times Book Review: Are Cheap Clothes Ruining the Planet?	1	Justine
4/8	Inside the New York Times Book Review: Thomas Chatterton Williams on "Unlearning Race"	1	Justine
4/8	Inside the New York Times Book Review: John Lithgow on His Satirical Poems	1	Justine
4/9	Inside the New York Times Book Review: Two Times Reporters on 'The Education of Brett Kavanaugh'	1	Justine
4/9	Inside the New York Times Book Review: Samantha Power on What She's Learned	1	Justine
4/9	Inside the New York Times Book Review: Ben Lerner's New Novel and the Politics of Language	1	Justine
4/10	Inside the New York Times Book Review: Jill Lepore on the 50 <sup>th</sup> Anniversary of the Moon Landing	1	Justine
4/10	Inside the New York Times Book Review: Revisiting Baldwin vs. Buckley	1	Justine
4/2	EDI Equity Challenge – Week 12	1	Karen
4/7	EDI Equity Challenge—Week 13	.5	Karen
4/15	EDI Equity Challenge—Week 14	.5	Karen
4/23	Collaborative Meeting & Training w/Schaumburg TDL regarding Web Help Desk	1	Sandy, Nancy, Karen, Eric, David, Smruti
4/27	EDI Equity Challenge—Week 15	.5	Karen
4/27	Adobe Summit opening Keynote - Serena Williams	1	Eric
4/27	Rachel Botsman: Rethinking Trust	.5	Eric
4/28	Neo4J & Adobe's Guide to Making Virtual Events a Success	.5	Eric
4/28	Customer's Love Keeps AIDA Cruises Afloat - E285	.5	Eric
4/28	Connected Advertising Across the Organization - S412	.5	Eric
4/28	Adobe on Adobe: Our Secret Sauce to Demand Generation - E287	.5	Eric
4/15	Collection Development for Non-Selectors	1	Peggy, Kate, Donna K., Debbie, Noreen
4/26	Inside the New York Times Book Review: A Manhunt on the 17th Century's High Seas	1	Justine
4/27	Inside the New York Times Book Review: A.O. Scott on the Work of Wallace Stenger	1	Justine
4/27	Inside the New York Times Book Review: Stephen Fry on Reimagining the Greek Myths	1	Justine

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4/28	Inside the New York Times Book Review: Andre Leon Talley on 'The Chiffon Trenches'	1	Justine
4/29	All Staff Meeting with Ryan Livergood	1	Justine
4/30	Inside the New York Times Book Review: A Short Guide to 'The World' 66	1	Justine
4/30	Inside the New York Times Book Review: Jules Feiffer on His Long, Varied Career	1	Justine
4/30	Inside the New York Times Book Review: David Mitchell's Vast and Tangled Universe	1	Justine
4/15– 4/19	Gale Course: Discover Sign Language	10	April
4/1- 4/10	Kidding Around Yoga certification course Module 1: And Now the KAY Training has Begun (continued) (2 hrs) Module 2: What is This Thing We Call Yoga? (5 hrs) Module 3: Games and Scarves and Laughing. Oh my! (3 hrs)	10	Jenny
4/19	Webinar: Reimagining School Partnership Programs	1	April, Joanne, Rebekah
4/22	Workshop: Basic Yoga Postures for a Successful Kids Yoga Class	2	Jenny
4/25	Workshop (4/25): Exploring Yoga Through Children's Literature	2	Jenny
4/15	CATS Title Talk: Summer/Fall 2021 Baby & Toddler Picture Books	1	Vicki
4/22	CATS Title Talk : Summer/Fall 2021 High-level Picture Books, Easy Readers, Early Chapter Books	1	Vicki, Joanne
4/20	Webinar/ Scholastic/ High-Impact Low-Cost Strategies for Kindergarten Readiness	1	Cheryl
4/22	Beanstack; Library Staff Essentials	1	Cheryl
4/1	Dive Into Spring HarperCollins Children's Book Review	1	Patty
4/16	Webinar: Leaning into Culturally-grounded Anti-biased Child Assessment	1.5	Patty
4/22	Webinar: Personalized Learning and the Science of Reading	1	Patty
4/13	Booklist Middle-Grade Panel	1	Vicky
4/5	Contemporary YA Authors You Need to Meet! Epic Reads Events	1	Joanne
4/8	Baker & Taylor CATS Coffee Break LGBTQIAP stories with guest author David Levithan	.5	Joanne
4/12	Violence Against Asian-Americans: How Do We Support the Children	1	Joanne
4/17	Lake County Virtual Maker Faire	5	Joanne
4/5	United Way Equity Challenge week 12	1	Dawn
4/15	United Way Equity Challenge week 13	1	Dawn
4/19	United Way Equity Challenge week 14	1	Dawn
4/19	Collection Development for Non-Selectors	1	Dawn, Angela
4/26	United Way Equity Challenge week 15	1	Dawn
4/5	Field Museum Library Tour, SLA	1	Jan

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4/10	Your City @ Home – DuSable Museum, WNPL	1	Jan
4/13	United Way Equity Challenge # 10-13	1	Jan
4/15	Collection Development, WNPL	1	Jan
4/21	United Way of Lake County Community Discussion on Race	1.5	Jan

**Safety and Security:**

- Patron Assists: 62
- Staff Assists: 0
- Mask Warning: 12
- No mask: 07
- Behavioral Contacts: 1
- Unattended Children: 0
- Book Donations: 0
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 1
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

We didn't have any difficulty enforcing the mask policy this past month. Having a few masks at the desk to give away also helped prevent any issues.

**ADULT SERVICES**

- We developed the Adult Summer Reading Program: prizes, Beanstack, graphic requests, etc.
- The "Your City @ Home" programs debuted this month.
- Completed a trial of Kanopy.
- Lynda.com was upgraded to LinkedIn Learning.

**CIRCULATION**

- Prepared for the elimination of the materials quarantine and the re-opening of the parking lot book drop.
- Shelving staff completed cleaning of DVD, audiobook, game, and Playaway cases.
- Prepared schedules for May 17<sup>th</sup> increase in hours.

**COMMUNICATIONS**

- Significant progress was made on the publicity for this year's summer reading program, Reading Colors Your World, including t-shirts, bookmarks, in-house displays, print/digital graphics and video production. Preregistration to begin on Saturday, May 1.
- The summer (June-August) edition of the Inside Angle was finalized and mailing should occur on or about Friday, May 14. The summer reading program will be heavily featured.
- National Library Week was celebrated April 4-10 via the library website, social media and signage in the building.
- One enews blast was sent out this month.
- Nine book talk videos completed final edits and were released to Adult Services. (EDI)

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- Creative writing contest certificates were delivered to Adult Services in support of the Friends of the Library Creative Writing Contest awards ceremony.
- Publicity and/or graphic design including AAPI (**EDI**), teen poetry contest, Nintendo Switch tournament, numerous display signs (**EDI**) and Kids in the Kitchen video edits were completed.

### **FACILITIES**

- Anderson Pest Control conducted their monthly inspection.
- All Tech Energy began the LED lighting upgrade project.
- Honeywell made repairs to the combustion fresh air vent to the boiler room.
- Door Systems Inc. made repairs to the outer front entrance doors.
- Fox Valley Fire and Safety conducted our annual fire system inspection.

### **INFORMATION TECHNOLOGY**

- Smruti earned her CompTIA A+ Certification.
- Published FAQ page for Patron printing in Web Helpdesk to help staff efficiently troubleshoot printing issues. (**Worked Smarter**)
- Participated in *Setting up Web Helpdesk for Communications* Zoom session held by Schaumburg Public Library.
- Decommissioned retired catalog workstations.
- Prepared for library expanded hours and services.
- Worked on and resolved 61 Web Help Desk requests.

### **OUTREACH**

- Outreach staff continued working on the Diversity Audit of the Outreach Collection. (**EDI**)
- Outreach staff delivered PPE Kits to Gurnee Food Pantry and Heritage Woods Senior Residential Facility. (**EDI**)

### **TECHNICAL SERVICES**

- Completed a patron purge.
- Continue to work on JF first name project.
- Processed and switched over old/new award books.

### **YOUTH SERVICES**

- Finalized and continued to streamline the Kids & Teen Summer Reading Program. (**Work Smarter**)
- Ordered materials for summer Take & Make projects.
- Worked with Communications regarding summer reading logs, Beanstack graphics, and promotional materials for summer programming.
- Selectors made significant progress on our Diversity Audit. (**EDI**)
- We completed a trial for CreativeBug which inspired future programming ideas.
- Hosted a virtual teen poetry program as April is National Poetry Month.

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**APRIL 2021 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	490	247	737	4,111	1,628	5,739	13,170	-56.4%
Kits	0	113	113	0	823	823	1,551	-46.9%
Books	7,792	10,882	18,674	65,376	90,661	156,037	252,233	-38.1%
Music Compact Discs	773	89	862	5,633	636	6,269	13,342	-53.0%
DVDs/Blu-rays	4,913	799	5,712	44,858	5,776	50,634	125,740	-59.7%
Magazines	190	0	190	1,673	41	1,714	8,448	-79.7%
Video Games	477	0	477	3,119	0	3,119	7,402	-57.9%
Videoplayers	0	6	6	0	94	94	307	-69.4%
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	0	N/A
Launchpads	0	17	17	0	112	112	0	N/A
Hotspots	0	0	0	472	0	472	0	N/A
ebooks (MMM, Hoopla)	4,074	0	4,074	37,736	0	37,736	30,839	22.4%
eaudiobooks (MMM, Hoopla)	4,074	0	4,074	38,198	0	38,198	30,226	26.4%
evideo (MMM, Hoopla)	362	0	362	4,674	0	4,674	2,822	65.6%
emusic (Hoopla)	183	0	183	1,495	0	1,495	1,241	20.5%
emagazines (Overdrive)	176	0	176	1,707	0	1,707	1,826	-6.5%
ecomicbooks (Hoopla)	190	0	190	11,448	0	11,448	1,309	774.6%
<b>Total emedia</b>	<b>9,059</b>	<b>0</b>	<b>9,059</b>	<b>95,258</b>	<b>0</b>	<b>95,258</b>	<b>68,263</b>	<b>39.5%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>23,694</b>	<b>12,153</b>	<b>35,847</b>	<b>220,504</b>	<b>99,772</b>	<b>320,276</b>	<b>490,547</b>	<b>-34.7%</b>

\*\*MMM=MyMediaMall

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**OUTREACH 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.
Audiobooks	1	0	1	150	25	175	867	-79.8%
Kits	0	4	4	0	67	67	1,274	-94.7%
Books	167	591	758	1,644	3,556	5,200	22,286	-76.7%
Music Compact Discs	1	0	1	67	31	98	528	-81.4%
DVD's	126	0	126	1,161	26	1,187	6,194	-80.8%
Magazines	19	0	19	231	0	231	526	-56.1%
Miscellaneous	0	0	0	5	0	5	61	-91.8%
<b>OUTREACH SUBTOTAL</b>	<b>314</b>	<b>595</b>	<b>909</b>	<b>3,258</b>	<b>3,705</b>	<b>6,963</b>	<b>31,736</b>	<b>-78.1%</b>

**CIRCULATIONS TOTALS**

	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.
<b>GRAND TOTAL</b>	<b>24,008</b>	<b>12,748</b>	<b>36,756</b>	<b>223,762</b>	<b>103,477</b>	<b>327,239</b>	<b>522,283</b>	<b>-37.3%</b>



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Services Statistics	April	April	April	April	April	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Apr-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
<b>DESK ACTIVITIES</b>												
Information	762	36	38	0	836	8,636	528	1,234	0	10,398	34,637	-70%
Reference/Titles Req.	1,156	167	495	0	1,818	10,872	1,190	2,052	0	14,114	24,774	-43%
E-Mail Reference	124	0	0	0	124	1,062	0	0	0	1,062	272	290%
Instruction Questions	119	3	0	0	122	2,395	23	0	0	2,418	8,666	-72%
<b>Total Desk Activities</b>	<b>2,161</b>	<b>206</b>	<b>533</b>	<b>0</b>	<b>2,900</b>	<b>22,965</b>	<b>1,741</b>	<b>3,286</b>	<b>0</b>	<b>27,992</b>	<b>68,349</b>	<b>-59%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				268					2,626	3,251	-19%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				147					1,405	1,731	-19%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				386					3,306	3,602	-8%
ILL Borrowing Filled	Use: Borrowing Requests Finished				290					1,802	2,327	-23%
Article Lending Requests	Use: Lending Fill Rate Statistics				3					14	4	250%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					2	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				6					39	27	44%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					19	12	58%
<b>CIRCULATION</b>												
In-District cardholders					31,270					31,270	44,275	-29%
Reciprocal cardholders					7,225					7,225	12,261	-41%
<b>Total Cardholders</b>					<b>38,495</b>					<b>38,495</b>	<b>56,536</b>	<b>-32%</b>
RBP Loaned					1,955					13,233	44,659	-70%
**RBP Borrowed										2,959	44,573	-93%
Hold					5,793					71,927	55,954	29%
Patron Count Main					7,587					66,737	207,337	-68%
Self Check Out Use				N/A						#VALUE!	211,747	#VALUE!
<b>BOOKMOBILE/VAN VISITS</b>												
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%
<b>Total Bookmobile Stops</b>					<b>0</b>					<b>0</b>	<b>890</b>	<b>-100%</b>
<b>Total Patron Count</b>					<b>0</b>					<b>0</b>	<b>8,738</b>	<b>-100%</b>
Homebound visits					31					211	310	-32%
Deposit Collection deliveries					14					43	50	-14%
Remote book drop pickups					0					0	199	-100%
<b>Total Van Stops</b>					<b>45</b>					<b>254</b>	<b>559</b>	<b>-55%</b>
Days BKM on road					0					0	156	-100%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					<b>13</b>					<b>101</b>	<b>144</b>	<b>-30%</b>
Adult Attendance					229					1,655	1,938	-15%
<b># of Youth Programs</b>					<b>43</b>					<b>451</b>	<b>372</b>	<b>21%</b>
Youth Attendance					1,054					11,990	7,174	67%
Adult Attendance					923					11,437	2,251	408%
<b># of Bookmobile Tours</b>					<b>0</b>					<b>0</b>	<b>0</b>	<b>N/A</b>
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
<b>OUTREACH (Prog/ Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>										<b>0</b>	<b>11</b>	<b>-100%</b>
Adult Attendance										0	123	-100%
<b># of Youth Prog. &amp; Visits</b>										<b>0</b>	<b>11</b>	<b>-100%</b>
Youth Attendance										0	743	-100%
Adult Attendance										0	313	-100%
<b># of BKM Prog. &amp; Visits</b>					<b>0</b>					<b>0</b>	<b>10</b>	<b>-100%</b>
Youth Attendance					0					0	81	-100%
Adult Attendance					0					0	35	-100%
<b>ROOM USE</b>												
Meeting Room Uses										0	266	-100%
Study Room Uses										0	6,612	-100%
<b>INTERNET USAGE</b>												
# of sessions					577					5,246	22,922	-77%
Total Hours					183					2,452	17,712	-86%
Average Session(minutes)					19					202	411	-51%
<b>OTHER SERVICES</b>												
Proctoring										0	9	-100%
Voter Registration					0					5	8	-38%
Website views										180,913	271,920	-33%
New items processed					2,047					27,699	20,693	34%
Total materials Main library					302,133					302,133	294,657	3%
Total materials Outreach					16,652					16,652	16,649	0%
<b>TOTAL MATERIALS</b>					<b>318,785</b>					<b>318,785</b>	<b>311,306</b>	<b>2%</b>
Adult Volunteer Hours					0.0					41.0	1,815.4	-98%
Student Volunteer Hours					18.0					112.5	580.3	-80%
<b>Total Volunteer Hours</b>					<b>18.0</b>					<b>153.5</b>	<b>2,375.7</b>	<b>-94%</b>

END