

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR MAY 2021**  
**June 15, 2021**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- WNPL expanded hours and services on Monday, May 17. Foot traffic is slowly starting to increase at the library and as Illinois transitions to Phase 5, we are optimistic this trend will continue.
- Hill Mechanical Group installed new MERV-13 filters in all HVAC rooftop units as well as conducted pressure testing. All units tested within specifications.

*Meetings, programs, training attended:*

- ILA Public Policy Committee Meeting (5/3).
- Mayor Kovarik Farewell Open House (5/3).
- Gurnee Exchange Club Board Meeting (5/4).
- RAILS Resource Sharing Committee (5/10).
- Director's Roundtable (5/10).
- Intergovernmental Lunch (5/17).
- Gurnee Exchange Club (5/25).

*Special plans for coming month:*

- Summer Reading Program launch on Tuesday, June 1.
- Prepare for returning to our full normal hours on Monday, June 21.
- 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:** The EDI Committee did not meet in May. They will hold their next meeting on June 1.

**Friends:** BookEnds will reopen on Saturday, June 12. It will initially only be open on Tuesdays, Thursdays, and Saturdays during library hours with a capacity limit of five people at a time.

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**Fundraising:**

Fundraising through may			
		May	Year to Date
Annual Fund		\$ 450.00	\$ 8,111.00
Gifts		0.00	641.00
Total		<u>\$ 450.00</u>	<u>\$ 8,752.00</u>

**Personnel:**

Status of Organization: May

Number of full-time employees: 35

Number of part-time employees: 43

TOTAL number of employees: 78

Full-time equivalents: 23.03

New hires: None

Separations: D. Larson, PT Outreach Services Assoc. 15 hrs week

Changes: C. Sokley, Circulation Supervisor to Head of Circulation

**Workshops, programs and training attended:**

Date	Title	Hours	Staff
5/3	US Census Webinar	1.5	Kathie
5/3	Inside the New York Times Book Review: The Fictional World of Edward P. Jones	1	Justine
5/3	Inside the New York Times Book Review: The Life of a Brilliant, Suffering Scientist	1	Justine
5/4	Inside the New York Times Book Review: Kurt Andersen on 'Evil Geniuses'	1	Justine
5/4	Inside the New York Times Book Review: Jeffrey Toobin on Writing about Trump	1	Justine
5/5	Inside the New York Times Book Review: Brian Stelter on Fox News and Reed Hastings on Netflix	1	Justine
5/5	Inside the New York Times Book Review: Ayah Ahktar on Truth and Fiction	1	Justine
5/6	Inside the New York Times Book Review: CIA Operatives in the Early Years of the Cold War	1	Justine
5/6	Inside the New York Times Book Review: Hari Kunzru on Writing "Red Hill"	1	Justine
5/6	Inside the New York Times Book Review: The Fate of Refugees after World War II	1	Justine
5/8	Inside the New York Times Book Review: The Ottoman Empire's Influence on the Present Day	1	Justine
5/8	Inside the New York Times Book Review: Real-Life Political Violence Fuels Fiction in 'The Abstainer'	1	Justine

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5/9	Inside the New York Times Book Review: A Writing Career among Trailblazing Music Stars (partial)	1	Justine
5/10	Inside the New York Times Book Review: A Writing Career among Trailblazing Music Stars (cont'd)	1	Justine
5/10	Inside the New York Times Book Review: Real-Life Political Violence Fuels Fiction in 'The Abstainer'	1	Justine
5/10	Inside the New York Times Book Review: The Birth of the Animal Rights Movement	1	Justine
5/10	Inside the New York Times Book Review: David Byrne on Turning "American Utopia" Into a Book	1	Justine
5/11	Inside the New York Times Book Review: Joy Williams and Unique Views of America	1	Justine
5/11	Inside the New York Times Book Review: Agents of Change	1	Justine
5/12	Inside the New York Times Book Review: The Listeners' Episode: Editors and Critics Answer Your Questions	1	Justine
5/12	Inside the New York Times Book Review: Fareed Zakaria on Life after the Pandemic	1	Justine
5/13	Inside the New York Times Book Review: Charles Yu Talks About 'Interior Chinatown'	1	Justine
5/13	Inside the New York Times Book Review: James Comey and Truth in Government	1	Justine
5/16	Inside the New York Times Book Review: The Ethics of Adoption in America	1	Justine
5/16	Inside the New York Times Book Review: Navigating the Maze of Paying for College	1	Justine
5/16	Inside the New York Times Book Review: Chang-rae Lee on His New Novel: 'It's Kind of a Crazy Book'	1	Justine
5/6	Gale Course: Discover Sign Language Lesson 6	2	April
5/12	Gale Course: Discover Sign Language Lesson 7	2	April
5/13	Gale Course: Discover Sign Language Lesson 8	2	April
5/18	Gale Course: Discover Sign Language Lesson 9	2	April
5/21	Gale Course: Discover Sign Language Lesson 10	2	April
5/13	Kidding Around Yoga certification course: Module 3: Games and Scarves and Laughing... Oh my!	2	Jenny
5/16-5/18	Kidding Around Yoga certification course: Module 4: Putting It All Together	6	Jenny
5/26	Workshop: Dissecting a Kids Yoga Class: The Good, The Bad, and The What's Next	2	Jenny
5/27	Workshop: Breaking Down Sun Salutations for Kids	2	Jenny
5/29	Racism is Children's Music (NAIS, presented by Devin L. Walker)	.5	Jenny
5/19	Virtual YALD (Young Adult Librarian's Discussion) Meeting	2	Scott
5/19	Booklist Webinar: Magnificent Middle Grade	1	Scott
5/13	CATS Title Talk: Fall 2021 Middle Grade Graphic Novels	1	Vicki

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5/30	Phonological & Phonemic Awareness: The What, Why, How & Wow for Every Learner	1	Patty
5/18	B&T CATS Title Talk Teen Summer and Fall 2021	1	Joanne
5/20	SLJ Day of Dialog Author discussion panels Opening Keynote: "All Thirteen and Undeclared" "Navigating the Road to Adulthood" "Reclaiming History" Lunch Keynote: "Everything Sad is Untrue and Last Night at the Telegraph Club" "She Persisted"	4	Joanne
6/7	United Way Equity Challenges # 18-21	.75	Jan M.
6/7	Folded Map Project, Elmhurst Public Library	1.25	Jan M.
5/6	PR Council – Storytelling with Video for Marketing and PR	1	Karen
5/7	20 Rules for Visual Communication	1.75	Eric
5/13	Graphic Design Trends 2021	.25	Nancy
5/13	5 Golden Rules of Minimal Graphic Design	.25	Nancy
5/14	Introduction to 3D in After Effects	1.75	Eric

**Safety and Security Statistics:**

- Patron Assists: 81
- Staff Assists: 0
- Mask Warning: 18
- No mask: 05
- Behavioral Contacts: 0
- Unattended Children: 0
- Book Donations: 0
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

**ADULT SERVICES**

- Kathie attended the US Census webinar on May 3.
- Developed schedules/procedures for expanding services on May 17.
- Prepared for the Summer Reading Program launch.

**CIRCULATION**

- Prepared shelving and circ. desk schedules for open hours expansion.
- Worked on transition of department head from Meg to Cathy.

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## **COMMUNICATIONS**

- Signage and digital art changes were made for expansion of hours and services on May 17.
- Preregistration for this year's summer reading program, Reading Colors Your World, began on May 1, and over 100 registrants signed up before May 15. Work continues on a physical barometer and other aspects of the program for the June 1 official launch.
- The summer (June-August) edition of the Inside Angle was mailed on or about Friday, May 14.
- The summer edition of the school newsletter was emailed May 18. It included summer reading program materials with links to the program videos in English and Spanish and a bilingual instruction sheet. **(EDI)**
- Three enews blasts were sent out this month.
- One of three StoryWalk sets of signs were prepared for a June event.
- Publicity and/or graphic design including Storywalk, Outdoor Storytime, Juneteenth **(EDI)**, Native American programming **(EDI)** and numerous display signs were completed.
- Continued work on adding Communications requests to the current ticket system used by Facilities and IT. **(Working Smarter, not Harder)**
- Facilities, IT and Communications are working to replace the department's large format printer.

## **FACILITIES**

- Anderson Pest Control conducted their monthly inspection.
- All Tech Energy continued working on the LED lighting project making good progress throughout the library.
- Citywide made repairs to the staff entrance hand railing.

## **INFORMATION TECHNOLOGY**

- Performed IT setup for Operation Runway.
- Created TechTip for staff when responding to help desk tickets.
- Continued work to onboard Communications Team into web help desk.
- Supported internet outage on 5/7/21.
- Attended AT&T special districts virtual summit.
- Installed GoToAssist remote client via MSI **(Work Smarter)**.
- Updated Bookmobile workstations.
- Worked with OSG to onboard the library's IT infrastructure with NetworkCare+ IT services.
- Worked on and resolved 57 help desk requests.

## **OUTREACH**

- Completed a preventative maintenance bookmobile service on May 4<sup>th</sup>.
- Work continued on the Outreach collection diversity audit. **(EDI)**
- Outreach staff worked on the period supplies collection drive. **(EDI)**
- Planning work completed for limited BKM, teacher only, preschool service that will be offered beginning in June.
- Planning work completed for transitioning BKM neighborhood route stop patrons to home delivery that is planned to begin in June.

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**TECHNICAL SERVICES**

- Distributed 751 items withdrawn from the adult Spanish collection and 480 PPE kits.
- Completed JF first name project.

**YOUTH SERVICES**

- Developed schedules and procedures for expanding services on May 17.
- Weeded the Juvenile CD collection.
- Prepared for the Summer Reading Launch: finalized grand prize packages; received prize books; created binders for staff and patrons to help navigate the program; delivered bookmarks to local schools.
- Held a virtual celebration during the last Anime Club meeting for the school year.
- Finalized outdoor summer programs to be held at local parks in June, July and August.
- Worked with Noreen to revise job descriptions for open positions in the department.

**MAY 2021 STATISTICS**

**MAIN LIBRARY MAY CIRC**

TYPE OF MATERIAL	MAY ADULT	MAY YOUTH	MAY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	472	176	648	4,583	1,804	6,387	13,170	-51.5%
Kits	0	107	107	0	930	930	1,551	-40.0%
Books	7,788	10,173	17,961	73,164	100,834	173,998	252,233	-31.0%
Music Compact Discs	658	79	737	6,291	715	7,006	13,342	-47.5%
DVDs/Blu-rays	4,563	561	5,124	49,421	6,337	55,758	125,740	-55.7%
Magazines	216	0	216	1,889	41	1,930	8,448	-77.2%
Video Games	362	0	362	3,481	0	3,481	7,402	-53.0%
Videoplayers	0	23	23	0	117	117	307	-61.9%
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	16	16	0	128	128	0	N/A
Hotspots	123	0	123	595	0	595	0	N/A
ebooks (MMM, Hoopla)	4,198	0	4,198	41,934	0	41,934	36,071	16.3%
eaudiobooks (MMM, Hoopla)	4,096	0	4,096	42,294	0	42,294	33,973	24.5%
evideo (MMM, Hoopla)	355	0	355	5,029	0	5,029	3,545	41.9%
emusic (Hoopla)	105	0	105	1,600	0	1,600	1,398	14.4%
emagazines (Overdrive)	193	0	193	1,900	0	1,900	1,826	4.1%
ecomicbooks (Hoopla)	162	0	162	11,610	0	11,610	1,567	640.9%
<b>Total emedia</b>	<b>9,109</b>	<b>0</b>	<b>9,109</b>	<b>104,367</b>	<b>0</b>	<b>104,367</b>	<b>78,380</b>	<b>33.2%</b>

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<b>MAIN LIBRARY SUBTOTAL</b>	<b>23,291</b>	<b>11,135</b>	<b>34,426</b>	<b>243,795</b>	<b>110,907</b>	<b>354,702</b>	<b>500,664</b>	<b>-29.2%</b>
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\*\*MMM=MyMediaMall

**OUTREACH MAY CIRC**

<b>TYPE OF MATERIAL</b>	<b>MAY ADULT</b>	<b>MAY YOUTH</b>	<b>MAY TOTAL</b>	<b>Y.T.D. ADULT</b>	<b>Y.T.D. YOUTH</b>	<b>Y.T.D. TOTAL</b>	<b>PREVIOUS Y.T.D. TOTAL</b>	<b>PERCENT CHANGE Y.T.D.</b>
Audiobooks	4	0	4	154	25	179	867	-79.4%
Kits	2	1	3	2	68	70	1,274	-94.5%
Books	146	524	670	1,790	4,080	5,870	22,286	-73.7%
Music Compact Discs	4	3	7	71	34	105	528	-80.1%
DVD's	75	1	76	1,236	27	1,263	6,194	-79.6%
Magazines	27	0	27	258	0	258	526	-51.0%
Miscellaneous	0	0	0	5	0	5	61	-91.8%
<b>OUTREACH SUBTOTAL</b>	<b>258</b>	<b>529</b>	<b>787</b>	<b>3,516</b>	<b>4,234</b>	<b>7,750</b>	<b>31,736</b>	<b>-75.6%</b>

**TOTAL CIRC**

	<b>MAY ADULT</b>	<b>MAY YOUTH</b>	<b>MAY TOTAL</b>	<b>Y.T.D. ADULT</b>	<b>Y.T.D. YOUTH</b>	<b>Y.T.D. TOTAL</b>	<b>PREVIOUS Y.T.D. TOTAL</b>	<b>PERCENT CHANGE Y.T.D.</b>
<b>GRAND TOTAL</b>	<b>23,549</b>	<b>11,664</b>	<b>35,213</b>	<b>247,311</b>	<b>115,141</b>	<b>362,452</b>	<b>532,400</b>	<b>-31.9%</b>

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Services Statistics	May	May	May	May	May	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
May-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
<b>DESK ACTIVITIES</b>												
Information	907	43	14	0	964	9,543	571	1,248	0	11,362	34,637	-67%
Reference/Titles Req.	967	139	448	0	1,554	11,839	1,329	2,500	0	15,668	24,774	-37%
E-Mail Reference	115	0	0	0	115	1,177	0	0	0	1,177	435	171%
Instruction Questions	450	5	0	0	455	2,845	28	0	0	2,873	8,666	-67%
<b>Total Desk Activities</b>	<b>2,439</b>	<b>187</b>	<b>462</b>	<b>0</b>	<b>3,088</b>	<b>25,404</b>	<b>1,928</b>	<b>3,748</b>	<b>0</b>	<b>31,080</b>	<b>68,512</b>	<b>-55%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				236					2,862	3,251	-12%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				133					1,538	1,731	-11%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				407					3,713	3,602	3%
ILL Borrowing Filled	Use: Borrowing Requests Finished				273					2,075	2,327	-11%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					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				5					44	27	63%
Article Borrowing Filled	Use: Borrowing Requests Finished				4					23	12	92%
<b>CIRCULATION</b>												
In-District cardholders					31,363					31,363	44,302	-29%
Reciprocal cardholders					7,240					7,240	12,260	-41%
<b>Total Cardholders</b>					<b>38,603</b>					<b>38,603</b>	<b>56,562</b>	<b>-32%</b>
RBP Loaned					2,028					15,261	44,659	-66%
**RBP Borrowed										2,959	44,573	-93%
Holds					4,676					76,603	56,809	35%
Patron Count Main					7,914					74,651	207,337	-64%
Self Check Out Use					8,325					#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					12					223	310	-28%
Deposit Collection deliveries					11					54	50	8%
Remote book drop pickups					0					0	199	-100%
<b>Total Van Stops</b>					<b>23</b>					<b>277</b>	<b>559</b>	<b>-50%</b>
Days BKM on road					0					0	156	-100%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					12					113	150	-25%
Adult Attendance					181					1,836	2,062	-11%
<b># of Youth Programs</b>					24					475	426	12%
Youth Attendance					474					12,464	8,080	54%
Adult Attendance					432					11,869	2,251	427%
<b># of Bookmobile Tours</b>					0					0	0	N/A
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>										0	11	-100%
Adult Attendance										0	123	-100%
<b># of Youth Prog. &amp; Visits</b>										0	11	-100%
Youth Attendance										0	743	-100%
Adult Attendance										0	313	-100%
<b># of BKM Prog. &amp; Visits</b>					0					0	10	-100%
Youth Attendance					0					0	81	-100%
Adult Attendance					0					0	35	-100%
<b>ROOM USE</b>												
Meeting Room Uses					1					1	266	-100%
Study Room Uses										0	6,612	-100%
<b>INTERNET USAGE</b>												
# of sessions					663					5,909	22,922	-74%
Total Hours					305					2,757	17,712	-84%
Average Session (minutes)					28					230	411	-44%
<b>OTHER SERVICES</b>												
Proctoring										0	9	-100%
Voter Registration					0					5	8	-38%
Website views					22,807					274,987	289,685	-5%
New items processed					2,375					30,074	20,693	45%
Total materials Main library					300,969					300,969	294,657	2%
Total materials Outreach					16,580					16,580	16,649	0%
<b>TOTAL MATERIALS</b>					<b>317,549</b>					<b>317,549</b>	<b>311,306</b>	<b>2%</b>
Adult Volunteer Hours					42.0					83.0	1,815.4	-95%
Student Volunteer Hours					8.0					120.5	560.3	-78%
<b>Total Volunteer Hours</b>					<b>50.0</b>					<b>203.5</b>	<b>2,375.7</b>	<b>-91%</b>

END