

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

EXECUTIVE SUMMARY

Highlights:

- We held three staff-only events to say farewell to three of our best: Meg Schmaus is pursuing another opportunity at a different library while both Jan Marsh and Patty Sawin are retiring after outstanding careers with WNPL. While it is always sad to say goodbye to great people, it was wonderful for staff to be together to celebrate all that Jan, Meg, and Patty have done for WNPL and our community.
- Our summer reading program, Reading Colors Your World, began on June 1. As of July 6, over 400,000 minutes have been logged towards our goal of 1,000,000 minutes read.

Meetings, programs, training attended:

- Gurnee Exchange Club Board Meeting (6/1).
- ILA Public Policy Committee Meeting (6/7).
- Gurnee Exchange Club (6/8).
- Director's Roundtable (6/14).

Special plans for coming month:

- Develop "bridge" strategic plan for FY 2021-2022.
- Completion of LED lighting and parking lot projects.

Special plans for the near future:

- 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 met on June 1. One hundred items and \$185 in cash were collected from staff for Period Poverty Awareness Week and donated to Keeping Families Covered. Over 425 withdrawn books and AV materials *en español* were distributed to area families, along with 480 PPE kits. Diversity audits are complete for adult fiction and continue for mystery, graphic novels, youth and outreach picture book collections. Two RAILS training grants were applied for and plans continue for staff training and guest speakers in the fall.

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Friends: Patrons are very pleased that BookEnds has reopened. BookEnds will have open hours on Monday through Saturday during regular library hours effective July 1. The Friends will also begin accepting donations again on July 1.

Fundraising:

Fundraising through June

	Jun-21	Year to Date
	\$ 70.00	\$ 8,181.00
Gifts	50.38	691.38
Total	\$ 120.38	\$ 8,872.38

Personnel:

Status of Organization: June

Number of full-time employees: 35

Number of part-time employees: 40

TOTAL number of employees: 75

Full-time equivalents: 22.33

New hires: None

Separations:

- P. Sawin-Youth Services Programming Specialist, Full-time
- M. Schmaus- Head of Circulation, Full-time
- J. Marsh-Special Projects Coordinator, Part-time 10 hrs weekly
- V. Cerbie-Adult Services Associate, Part-Time 10 hrs weekly

Changes:

- D. Corona-Part-time 15 hours weekly to Full-time
- K. Rasmussen-Part-time Circ Clerk 23.50 hours weekly to Full-time Circ Clerk Associate
- J. Waldvogel-Adult Services Associate 10 to 17 hours weekly
- M. Brenner-Adult Services Associate 17.00 hours weekly to Sub
- S. Cabrera-Shelver 14 hours weekly to Sub

Workshops, programs and training attended:

Date	Title	Hours	Staff
6/7	Inside the New York Times Book Review: Maggie O'Farrell on 'Hamnet'	1	Justine
6/7	Inside the New York Times Book Review: A Desperate Writer Steals 'The Plot'	1	Justine
6/8	Inside the New York Times Book Review: Reimagining the Aftermath of a Wartime Attack	1	Justine
6/9	LA Review of Books – Jacqueline Rose: On Violence and On Violence against Women	1	Justine
6/10	LA Review of Books –Sarah Schulman: Let the Record Show ACT UP NYC, 1987 -93	1	Justine

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6/11	LA Review of Books –Matthew Heineman: The Boy from Medillin	1	Justine
6/12	LA Review of Books – Carol Anderson's The Second: Race and Guns in a Fatally Unequal America	1	Justine
6/12	Inside the New York Times Book Review: A More Perfect Union	1	Justine
6/11	Database Cleanup and MarcEdit	2.5	Nancy LO
6/3	PR Council of Lake County-IL State Police/Trooper Tracy	1	Karen
6/8	United Way Equity Challenge week 20	1	Karen
6/16	United Way Equity Challenge week 21	1	Karen
6/18	After Effects CC 2021: Character Animation Essential Training	8.5	Eric
6/21	Library Reopening Plans for Small Libraries	.5	Nancy S.
6/21	A Triumphant Return to the Library: Tips and Tricks for Our New Normal	.5	Nancy S.
6/29	Tracking in After Effects	5.5	Eric
6/8	Gale Course: Discover Sign Language: Lessons 11 and 12	4	April
6/1	PreKAY 2.0: Yoga for Infants & Toddlers, Modules 1-3	3	Jenny
6/23 - 6/24	Virtual OKAY Supplement (final certification workshop)	4.5	Jenny
6/30	Bookflix Tutorial	.5	Rebekah, Jenny, April, Joanne, Steven, Scott, Vicki P., Vicky S., Cheryl
6/10	CATS Title Talk: Summer/Fall 2021 Young Adult with Special Guest Author Ransom Riggs	.5	Vicky P.
6/22	Novi Public Library "Understanding and Recognizing the Significance of Juneteenth"	1.5	Joanne
6/15-6/30	Paylocity Recruiting Training	2	Rebekah

Safety and Security:

- Patron Assists: 100
- Staff Assists: 0
- Mask Warning: 8
- No mask: 53
- Behavioral Contacts: 0
- Unattended Children: 0
- Book Donations: 5
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0

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- Patrons asked to leave EOD: 1

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Plumbers Local 130	<ul style="list-style-type: none"> • Any and all Certified Payroll records for American Backflow & Fire Prevention, Inc., for 2018,2019, 2020 & 2021 • Any and all awarded contracts for American Backflow & Fire Prevention, Inc., for 2018,2019, 2020, & 2021 • Any and all invoices for American Backflow & Fire Prevention, Inc., for 2018, 2019, 2020, & 2021. *Any and all test reports from American Backflow and Fire Prevention, Inc. for backflow and fire sprinkler testing and repair for the years 2018, 2019, 2020 and 2021. 	6/24/2021	6/28/2021 (unduly burdensome request, extension requested)

ADULT SERVICES

- Began the interview process for our part-time reference associate position.
- Moved furniture, the copier, and the fax closer to the desk in order to better assist patrons.
- We are brainstorming programs and services to offer patrons during this transition period.

CIRCULATION

- Began the interview process for two part-time circulation clerks.
- Started circulating telescopes and launch pads again.
- With Noreen, created the new position of Circulation Clerk Associate.

COMMUNICATIONS

- Numerous signage, digital art changes and publicity updates were made in advance of the library expansion of hours and services on June 21.
- In partnership with Youth Services and the Gurnee Park District, one of three StoryWalk sets of signs was prepared for June and July events.
- Publicity for the current Library Board vacancy was issued this month.
- Worked with the Friends of WNPL on publicity about the reopening of BookEnds and expansion of hours during June and beginning of July.
- Communications prepared materials for farewell events for long time WNPL staff during June.
- Three enews blasts were sent out this month.
- Worked with WNPL Staff Association to produce publicity for the Get Active Challenge.

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- Publicity and/or graphic design requests including Park It!, Museum Adventure Passes, LinkedIn Learning, WNPL hiring (**EDI**) and numerous display signs were completed.
- Working with IT to add Communications requests to the current ticket system. (**Working Smarter, not Harder**)

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- All Tech Energy continued working on the LED lighting project making good progress throughout the library.
- Honeywell conducted MERV-13 filter replacements for the RTU units.
- Fox valley Fire and Safety replaced a smoke detector in HVAC RTU unit #14.
- Siemens Controls conducted their quarterly preventative maintenance visit to the automation control system.
- Honeywell conducted their annual preventative maintenance visit for the security perimeter and camera systems.

INFORMATION TECHNOLOGY

- Attended RAILS Web Conference: IT Purchasing in Libraries Discussion.
- Attended VEEAM's Microsoft 365 backup solution demonstration.
- Prepped patron printers, copiers, and fax machines to start charging for July 1.
- Performed IT setup for June 21st extended hours.
- Assembled and configured new large format printer for Communications Department.
- Posted TechTip to staff for secure printing. (**Work Smarter**)
- Relocated Fax machine outside Flex. (**Work Smarter**)
- Worked on and resolved 78 help desk requests.

OUTREACH

- Dropped off Period Poverty Awareness Week donations and PPE kits to Keeping Families Covered on 6/7. (**EDI**)
- The BKM had its first visit back at a local preschool since the pandemic began and provided teacher only service to eight classrooms on 6/15.
- Outreach collection Diversity Audit completed. (**EDI**)
- BKM completed and passed the biannual Safety Inspection on 6/30.

TECHNICAL SERVICES

- Completed the JF first name project.
- Started project to add first names to biography collections.
- Completed all end of fiscal year tasks.

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YOUTH SERVICES

- Added summer outdoor programming to our existing virtual program offerings. These include: Monthly Summer Storywalks in conjunction with the Gurnee Park District, bi-weekly storytimes, and bi-weekly craft programs for families and teens.
- Weeded the Youth and Teen CD collections.
- Created Pride Displays in Youth and Teen areas. **(EDI)**
- Hosted a retirement party for Patty Sawin.
- Promoted Jenny Haydysch to new Storytime Coordinator position effective July 5.
- Worked with IT to update iPads for Coco's Cove. **(Work Smarter, Not Harder)**

JUNE 2021 STATISTICS

MAIN LIBRARY CIRC

JUNE 2021 CIRCULATION							PREVIOUS	PERCENT
TYPE OF MATERIAL	JUN ADULT	JUN YOUTH	JUN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	Y.T.D. TOTAL	CHANGE Y.T.D.
Audiobooks	547	257	804	5,130	2,061	7,191	13,304	-45.9%
Kits	11	203	214	11	1,133	1,144	1,559	-26.6%
Books	9,352	14,716	24,068	82,516	115,550	198,066	256,637	-22.8%
Music Compact Discs	702	133	835	6,993	848	7,841	13,510	-42.0%
DVDs/Blu-rays	5,997	884	6,881	55,418	7,221	62,639	127,118	-50.7%
Magazines	428	30	458	2,317	71	2,388	8,548	-72.1%
Video Games	536	0	536	4,017	0	4,017	7,460	-46.2%
Videoplayers	0	39	39	0	156	156	307	-49.2%
E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	0	0	0	0	0	0	38	-100.0%
Telescopes	3	0	3	7	0	7	53	-86.8%
Backpacks	0	12	12	0	13	13	0	N/A
Launchpads	0	34	34	0	162	162	0	N/A
Hotspots	163	0	163	891	0	891	0	N/A
ebooks (MMM, Hoopla)	0	0	0	41,934	0	41,934	41,177	1.8%
eaudiobooks (MMM, Hoopla)	0	0	0	42,294	0	42,294	37,710	12.2%
evideo (MMM, Hoopla)	0	0	0	5,029	0	5,029	4,109	22.4%
emusic (Hoopla)	0	0	0	1,600	0	1,600	1,535	4.2%
emagazines (Zinio)	0	0	0	1,900	0	1,900	1,826	4.1%
ecomicbooks (Hoopla)	0	0	0	11,610	0	11,610	1,767	557.0%
Total emedia	0	0	0	104,367	0	104,367	88,124	18.4%
MAIN LIBRARY SUBTOTAL	17,739	16,308	34,047	261,667	127,215	388,882	516,658	-24.7%

**MMM=MyMediaMall

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OUTREACH CIRC

TYPE OF MATERIAL	JUN ADULT	JUN YOUTH	JUN 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	155	25	180	868	-79.3%
Kits	0	0	0	2	68	70	1,274	-94.5%
Books	144	501	645	1,934	4,581	6,515	22,313	-70.8%
Music Compact Discs	3	1	4	74	35	109	528	-79.4%
DVD's	161	1	162	1,397	28	1,425	6,218	-77.1%
Magazines	42	0	42	300	0	300	539	-44.3%
Miscellaneous	0	0	0	5	0	5	61	-91.8%
OUTREACH SUBTOTAL	351	503	854	3,867	4,737	8,604	31,801	-72.9%

**TOTAL
CIRCULATION**

	JUN ADULT	JUN YOUTH	JUN 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	18,090	16,811	34,901	265,534	131,952	397,486	548,459	-27.5%

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Services Statistics	June	June	June	June	June	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Jun-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	1,082	77	59	0	1,218	10,625	648	1,307	0	12,580	34,637	-64%
Reference/Titles Req.	1,350	378	316	0	2,044	13,189	1,707	2,816	0	17,712	24,774	-29%
E-Mail Reference	123	0	0	0	123	1,300	0	0	0	1,300	760	71%
Instruction Questions	681	18	0	0	699	3,526	46	0	0	3,572	8,666	-59%
Total Desk Activities	3,236	473	375	0	4,084	28,640	2,401	4,123	0	35,164	68,837	-49%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				264					3,126	3,251	-4%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				154					1,692	1,731	-2%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				456					4,169	3,602	16%
ILL Borrowing Filled	Use: Borrowing Requests Finished				298					2,373	2,327	2%
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				9					53	27	96%
Article Borrowing Filled	Use: Borrowing Requests Finished				5					28	12	133%
CIRCULATION												
In-District cardholders					30,955					30,955	44,364	-30%
Reciprocal cardholders					7,266					7,266	12,260	-41%
Total Cardholders					38,221					38,221	56,624	-33%
RBP Loaned					7,159					22,420	44,659	-50%
**RBP Borrowed										2,959	44,573	-93%
Holds					4,618					81,221	61,584	32%
Patron Count Main					10,978					85,629	207,337	-59%
Self Check Out Use					15,181					#VALUE!	211,749	#VALUE!
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					0					0	760	-100%
Preschools					1					1	96	-99%
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					1					1	890	-100%
Total Patron Count					8					8	8,738	-100%
Homebound visits					18					241	310	-22%
Deposit Collection deliveries					5					59	50	18%
Remote book drop pickups					0					0	199	-100%
Total Van Stops					23					300	559	-46%
Days BKM on road					1					1	156	-99%
In-House Programs/Tour												
# of Adult Programs					12					125	160	-22%
Adult Attendance					113					1,949	2,285	-15%
# of Youth Programs					37					512	489	5%
Youth Attendance					762					13,226	9,002	47%
Adult Attendance					659					12,528	2,251	457%
# 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	11	-100%
Adult Attendance										0	123	-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					2					6	266	-98%
Study Room Uses										0	6,612	-100%
INTERNET USAGE												
# of sessions					1,150					7,059	22,922	-69%
Total Hours					584					3,341	17,712	-81%
Average Session (minutes)					30					260	411	-37%
OTHER SERVICES												
Proctoring										0	9	-100%
Voter Registration										5	8	-38%
Website views										274,987	319,992	-14%
New items processed					3,171					33,245	21,491	55%
Total materials Main library					301,400					301,400	296,432	2%
Total materials Outreach					16,315					16,315	16,879	-3%
TOTAL MATERIALS					317,715					317,715	313,311	1%
Adult Volunteer Hours					32.0					115.0	1,815.4	-94%
Student Volunteer Hours					6.0					126.5	562.3	-78%
Total Volunteer Hours					38.0					241.5	2,377.7	-90%