

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR JULY 2021**  
**August 24, 2021**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- WNPL was awarded a RAILS EDI training grant in the amount of \$2,000 to be used for three different EDI trainings. My thanks to Eddie Kristan for taking initiative on pursuing this grant opportunity.
- Our summer reading program, Reading Colors Your World, officially began on June 1. As of August 9, over 800,000 minutes have been read towards our goal of 1,000,000 minutes.

*Meetings, programs, training attended:*

- ILA Board Member Orientation for 2021-2022 (7/14).
- ILA Public Policy Committee Meeting (7/14).
- Gurnee Exchange Club (7/27).

*Special plans for coming month:*

- Develop “bridge” strategic plan for FY 2021-2022.

*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 July 27. The Committee discussed the need to offer more bilingual programs and the progress we have made on the diversity audit of our collection. There was also a long discussion about the need to closely examine the benefits we offer, especially healthcare benefits, and how this impacts our ability to attract diverse candidates.

**Friends:** The Friends next meeting will take place on Thursday, August 26. The Friends will be discussing the feasibility and possible dates for upcoming Saturday book sales.

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**Fundraising:**

Fundraising through July			
		July	Year to Date
Annual Fund	\$	100.00	\$ 100.00
Gifts		0.00	0.00
<b>Total</b>	<b>\$</b>	<b>100.00</b>	<b>\$ 100.00</b>

**Personnel: JEN**

Status of Organization: July

Number of full-time employees: 35

Number of part-time employees: 42

TOTAL number of employees: 77

Full-time equivalents: 22.45

New hires: 7/20-T. McGee, Adult Services Associate, PT 10 hours weekly

7/26-C. Ramirez-Adult Services Associate, PT 10 hours weekly

Separations: None

Changes: None

**Workshops, programs and training attended:**

Date	Title	Hours	Staff
7/9	LACONI Tech Service Round Table	1	Donna K.
7/14	ClickUp for Personal Productivity	1	Nancy LO
7/15	ClickUp Weekly Workspace Setup	.75	Nancy LO
7/29	Cataloging with Homosaurus	1	Nancy LO, Gretchen K, Amy M.
7/8	LinkedIn Learning -- Creating Positive Conversations with Challenging Customers	.5	April
7/8	LinkedIn Learning -- PowerPoint: Designing Better Slides	1.5	April, Joanne
7/9	LinkedIn Learning -- Graphic Design Foundations: Typography	2.5	April
7/20	Booklist Fall YA Announcements	1	Steven
7/9	Get to Know Powerpoint 2013	1.5	Rebekah, Scott, Cheryl
7/14	7/14 Queer Peers: Representation in Comics	1	Scott
7/28	Pebble Go Demonstration	.5	Scott, April, Rebekah,
7/7	Bookflix Tutorial	.5	Cheryl, Rebekah, April, Joanne, Scott,

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7/7	Every Child Ready to Read @ Your Library / Early Literacy Workshop / For Newborns to Two-Year Olds	1	Cheryl
7/12	Picture Book Parade / New Books	1	Cheryl
7/12	Early Childhood Webinar / Oral Language and Literacy Instruction for Preschool	1	Cheryl
7/17-7/26	Sesame Street Building a Reader	3	Cheryl
7/17	Google Drive Tutorial / Youtube / Beginners Training Guide	.5	Cheryl
7/27	The Very Ready Reading Program Manual	2	Cheryl
7/27	Youtube Baby Storytime examples	1	Cheryl
7/8	CATS Summer Reading: Young Adult with Nicola Yoon and David Yoon	1	Joanne
7/20	Booklist webinar: Fall YA Announcements	1	Joanne
7/6	Reading Brings Us Together (New York City Public Library 125th anniversary)	.25	Nancy
7/6	YouTube: Chris Bolvin, June meeting, Library Marketing book discussion of "Contagious"	1	Nancy
7/28	Communico Roundtable "Roadmap to Recovery"	1	Karen

**Safety and Security:**

- Patron Assists: 69
- Staff Assists: 0
- Mask Warning: 0
- No mask: 0
- Behavioral Contacts: 2
- Unattended Children: 1
- Book Donations: 31
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 1
- Patrons asked to leave EOD: 1

<b>Patron Suspensions</b>		
<b>Person(s) suspended</b>	<b>Length of Suspension</b>	<b>Violation/reason</b>
Adult male	1 year	Disruptive behavior after warnings, public intoxication, abusive and demeaning language toward staff, and trespass resulting in police intervention. 3rd suspension (former suspensions for alcohol on property and panhandling after warnings).

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### **ADULT SERVICES**

- Interviews were held for our 2 open positions.
- We are retraining on reserving study rooms in hopes of offering them in the near future.
- A codified training manual was developed for our new staff. **(Work Smarter, Not Harder)**
- We devised a way to be able to offer more personalized tech help throughout the day. **(Work Smarter, Not Harder)**
- We are working on adding more furniture to the adult area that meets the needs of patrons and allows for safe social distance.

### **CIRCULATION**

- Interviews were held for the 2 open positions.
- Prepared staff for RAILS count in August.
- Started using an FAQ from IT for Hotspot questions from patrons. **(Work Smarter, Not Harder)**

### **COMMUNICATIONS**

- Numerous publicity updates were made regarding the emergency closure of the library during the week of July 5.
- In partnership with the Gurnee Park District, the August StoryWalk was completed and installed.
- Production of the fall (Sept.-Nov.) Inside Angle newsletter is in process.
- Three enews blasts were sent out this month.
- Over 150 pieces of social media content were created and posted by Communications in July.
- Publicity and/or graphic design requests including a revamp of the Friends of WNPL Creative Writing Contest program, complete revamp of Storytime program **(EDI)**, Book Club to Go revisions and numerous display signs were completed.
- Continued working with IT to add Communications requests to the current ticket system used by Facilities and IT. **(Work Smarter, not Harder)**

### **FACILITIES**

- Anderson Pest Control conducted their monthly inspection.
- Roof top unit #15 was down due to a controller board failure. Both Honeywell and McQuay technical services worked to resolve the issue.
- Interviews were conducted for the Facilities Tech II position.
- All Tech Energy continued working on the LED lighting project.
- Phase three of the parking lot paving project was completed.

### **INFORMATION TECHNOLOGY**

- Performed IT setup for July 1st paid printing, copying and faxing.
- Repurposed credit card reader from a spare tower to give patrons additional payment option for prints collected at that the Youth Services print station. **(Work Smarter)**
- Updated FAQ for Patron Hot Spots. **(Work Smarter)**
- Recycled several pieces of decommissioned hardware, tracked inventory changes via asset management.
- Worked with Youth Services to begin configuration of new Apple iPads.

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- Met with OSG to discuss IT operations and possible areas of improvement.
- Met with Communications Department to review new large format printer.
- Met with Backupify (datto) to discuss future O365 backup solution options.
- Met with T-Mobile and IMAGETEC to discuss possible ECF Funding and hardware requests
- Assisted with Facilities Tech Interview.
- Worked on and resolved 78 help desk requests.

**OUTREACH**

- Small van was towed to McClure's for repairs on valve leak.
- Bookmobile generator had an oil change and front retractable step inspected. It was determined that a new motor is needed for the step. It will be installed once the part arrives.
- Bookmobile had a truck wash in preparation for the Gurnee Days Parade.
- There are two open job positions within Outreach. Job postings were created, posted, and applications are beginning to be reviewed.

**TECHNICAL SERVICES**

- Completed sorting/organizing all of the ILL records on file for the last ten years.
- Began search for new disc cleaner.

**YOUTH SERVICES**

- Applications reviewed and interviews held for four open positions.
- Restructured storytime program and schedule going forward. Met with storytime presenters and began training to incorporate early literacy benchmarks and ways to engage caregivers into future storytime sessions.
- Planned a hybrid mix of programming for upcoming months. Youth services staff met to determine a plan for this given all the uncertainties we're facing.
- Helped patrons log minutes for Summer Reading via Beanstack and handed out prizes to finishers.
- Continued to weed and evaluate all collections.

**JULY 2021 STATISTICS**

**MAIN LIBRARY CIRC**

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	500	273	773	500	273	773	483	60.0%
Kits	0	125	125	0	125	125	31	303.2%
Books	9,047	13,512	22,559	9,047	13,512	22,559	10,157	122.1%
Music Compact Discs	702	79	781	702	79	781	414	88.6%
DVDs/Blu-rays	5,125	879	6,004	5,125	879	6,004	3,389	77.2%
Magazines	716	79	795	716	79	795	192	314.1%
Video Games	603	0	603	603	0	603	148	307.4%

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Videoplayers	0	21	21	0	21	21	5	320.0%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	4	0	4	4	0	4	0	N/A
Backpacks	0	15	15	0	15	15	0	N/A
Launchpads	0	12	12	0	12	12	0	N/A
Hotspots	157	0	157	157	0	157	11	N/A
ebooks (MMM, Hoopla)	4,071	0	4,071	4,071	0	4,071	0	N/A
eaudiobooks (MMM, Hoopla)	4,169	0	4,169	4,169	0	4,169	4,826	-13.6%
evideo (MMM, Hoopla)	376	0	376	376	0	376	3,935	-90.4%
emusic (Hoopla)	125	0	125	125	0	125	548	-77.2%
emagazines (Overdrive)	155	0	155	155	0	155	191	-18.8%
ecomicbooks (Hoopla)	143	0	143	143	0	143	219	-34.7%
<b>Total emedia</b>	<b>9,039</b>	<b>0</b>	<b>9,039</b>	<b>9,039</b>	<b>0</b>	<b>9,039</b>	<b>9,719</b>	<b>-7.0%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>25,893</b>	<b>14,995</b>	<b>40,888</b>	<b>25,893</b>	<b>14,995</b>	<b>40,888</b>	<b>24,549</b>	<b>66.6%</b>

\*\*MMM=MyMediaMall

**OUTREACH CIRC**

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	0	0	0	0	0	0	21	-100.0%
Kits	0	0	0	0	0	0	7	-100.0%
Books	164	535	699	164	535	699	472	48.1%
Music Compact Discs	1	0	1	1	0	1	7	-85.7%
DVD's/Blu-rays	93	7	100	93	7	100	226	-55.8%
Magazines	37	0	37	37	0	37	33	12.1%
Miscellaneous	0	0	0	0	0	0	0	N/A
<b>OUTREACH SUBTOTAL</b>	<b>295</b>	<b>542</b>	<b>837</b>	<b>295</b>	<b>542</b>	<b>837</b>	<b>766</b>	<b>9.3%</b>

**TOTAL CIRCULATION**

	JULY ADULT	JULY YOUTH	JULY 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>26,188</b>	<b>15,537</b>	<b>41,725</b>	<b>26,188</b>	<b>15,537</b>	<b>41,725</b>	<b>25,315</b>	<b>64.8%</b>

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Services Statistics	July	July	July	July	July	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Jul-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
<b>DESK ACTIVITIES</b>												
Information	981	111	148	0	0	981	111	148	0	0	0	N/A
Reference/Titles Req.	1,067	264	216	0	1,547	1,067	264	216	0	1,547	693	123%
E-Mail Reference	40	0	0	0	40	40	0	0	0	40	53	-25%
Instruction Questions	587	11	0	0	598	587	11	0	0	598	22	2618%
<b>Total Desk Activities</b>	<b>2,675</b>	<b>386</b>	<b>364</b>	<b>0</b>	<b>2,185</b>	<b>2,675</b>	<b>386</b>	<b>364</b>	<b>0</b>	<b>2,185</b>	<b>768</b>	<b>185%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				257					257	234	10%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				137					137	141	-3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				417					417	210	99%
ILL Borrowing Filled	Use: Borrowing Requests Finished				262					262	104	152%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					0	4	-100%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				8					8	2	300%
Article Borrowing Filled	Use: Borrowing Requests Finished				5					5	1	400%
<b>CIRCULATION</b>												
In-District cardholders					31,096					31,096	44,430	-30%
Reciprocal cardholders					7,295					7,295	12,258	-40%
<b>Total Cardholders</b>					<b>38,391</b>					<b>38,391</b>	<b>56,688</b>	<b>-32%</b>
RBP Loaned					0					0	583	-100%
RBP Borrowed										0	0	N/A
Hold					4,654					4,654	7,400	-37%
Patron Count Main					10,124					10,124	2,013	403%
Self Check Out Use					15,223					15,223	2,070	635%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					0					0	0	N/A
Preschools					1					1	0	N/A
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					0					0	0	N/A
Special events					0					0	0	N/A
<b>Total Bookmobile Stops</b>					<b>1</b>					<b>1</b>	<b>0</b>	<b>N/A</b>
<b>Total Patron Count</b>					<b>8</b>					<b>8</b>	<b>0</b>	<b>N/A</b>
Homebound visits					14					14	24	-42%
Deposit Collection deliveries					3					3	5	-40%
Remote book drop pickups					0					0	0	N/A
<b>Total Van Stops</b>					<b>17</b>					<b>17</b>	<b>29</b>	<b>-41%</b>
Days BKM on road					1					1	0	N/A
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					20					20	9	122%
Adult Attendance					90					90	89	1%
<b># of Youth Programs</b>					38					38	52	-27%
Youth Attendance					1,516					1,516	1,687	-10%
Adult Attendance					700					700	1,640	-57%
<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					0	0	N/A
Adult Attendance					0					0	0	N/A
<b># of Youth Prog. &amp; Visits</b>					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
<b># of BKM Prog. &amp; Visits</b>					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
<b>ROOM USE</b>												
Meeting Room Uses					1					1	0	N/A
Study Room Uses					0					0	0	N/A
<b>INTERNET USAGE</b>												
# of sessions					1,001					1,001	197	408%
Total Hours					501					501	81	518%
Average Session (minutes)					33					33	24	38%
<b>OTHER SERVICES</b>												
Proctoring					0					0	0	N/A
Voter Registration					0					0	0	N/A
Website views					26,949					26,949	28,581	-6%
New items processed					1,721					1,721	4,875	-65%
Total materials Main library					299,687					299,687	298,102	1%
Total materials Outreach					16,120					16,120	16,043	0%
<b>TOTAL MATERIALS</b>					<b>315,807</b>					<b>315,807</b>	<b>314,145</b>	<b>1%</b>
Adult Volunteer Hours					94.0					94.0	0.0	N/A
Student Volunteer Hours					6.0					6.0	12.0	-50%
<b>Total Volunteer Hours</b>					<b>100.0</b>					<b>100.0</b>	<b>12.0</b>	<b>733%</b>

END