

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR AUGUST 2021**  
**September 21, 2021**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- Our summer reading program, Reading Colors Your World, finished on August 10. Although we didn't quite reach our goal of 1,000,000 minutes, we came so close to the community goal by reading 937,602 minutes! I am very proud of the team effort our staff put into making our summer reading efforts a success this year.
- I presented a legislative proposal to the Illinois Library Association (ILA) Public Policy Committee on August 30 modeled after legislation that was recently passed in Maryland. The legislation would require publishers who offer to license e-books and digital audiobooks to the public to also offer those e-books and digital audiobooks to libraries on "reasonable" terms. The legislation would prohibit harmful practices that discriminate against libraries and harm library patrons. My proposal is among those that will be considered by the ILA Executive Board to be pursued further this legislative year.
- I appeared on 102.3 XLC's Wes & Leah morning radio show on Thursday, August 5 for their weekly "Gurnee's Got It" segment.

*Meetings, programs, training attended:*

- RAILS Resource Sharing Committee Board Meeting (8/9).
- Director's Roundtable (8/9).
- ILA Public Policy Committee Meeting (8/30).

*Special plans for coming month:*

- Finalize short-range strategic plan for FY 2021-2022 and present to the Board for approval.
- Present proposed ebook legislation to ILA Executive Board.

*Special plans for the near future:*

- Recruit and hire Community Engagement Specialist.
- 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.

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**ADMINISTRATION**

**EDI:** The EDI Committee met on August 24. Main topics discussed included the upcoming staff training “Serving Spanish Speaking Patrons in Illinois” on October 1 (that our RAILS EDI grant is funding), prioritizing the hiring of a Community Engagment Specialist for WNPL, and what Eddie learned from his visit to the Highwood Public Library, a 2021 ILMS National Medal for Library Service recipient. Eddie is writing a summary of his visit that will be shared with staff and the Board.

**Friends:** The Friends met on August 26. They plan to hold a Saturday book sale on November 13. The Friends also established a committee to review their bylaws.

**Fundraising:**

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

**Personnel:**

Status of Organization: August  
 Number of full-time employees: 36  
 Number of part-time employees: 42  
 TOTAL number of employees: 78  
 Full-time equivalents: 21.8

New hires:

- 8/9 C. Holmes-Youth Services Reference Asst.-PT 12 weekly hours
- 8/23 B. Grasty-Youth Servies Reference Asst-PT 12 weekly hours
- 8/25 P. Suhorepetz-Youth Services Assoc. PT 26 weekly hours

Separations:

- 8/2 S. Jacobs-Youth Services Librarian/Web Services-FT 37.50
- 8/7 D. Duray-Adult Services Associate-PT 21 weekly hours

Changes:

- 8/14 M. Adamski 10 hours week to substitute status
- 8/30 J. Haydysch-24 to 37.50 hours

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**Workshops, programs and training attended:**

Date	Title	Hours	Staff
8/3	Cataloging with the Homosaurus	1	Peggy M.
8/4	Carmen Patlan RAILS podcast	.5	Nancy LO
8/9	Designing for Accessibility	1.5	Karen
8/19	Linkedin Learning: Type in Motion by Ina Saltz	.75	Eric
8/19	Linkedin Learning: Illustrator 2021 New Features by Tony Harmer	1	Eric
8/19	Paylocity Training Video – Eddie	.5	Sandy, Eric, Karen, Nancy
8/20	Linkedin Learning: Adobe Green-Screen Workflow by Richard Harrington	4	Eric
8/20	Linkedin Learning: Adobe Premiere Pro: Mastering Effects and Transitions by Nick Harauz	4	Eric
8/17	Navigating Bias	1	Ceilidh
8/23	YA Fall booklist / YA Book Buzz	1	Ceilidh, Joanne
8/10	SLJ Teen Live” Truth Be Told”	1	Joanne
8/19	SLJ Teen Live “What Makes These Librarians TIKTOK”	1	Joanne
8/23	SLJ Teen Live “Make Em Laugh”	1	Joanne
8/23	Infobase “TIKTOK in the Library 3 Part Workshop: Tips and Tricks to get Your Library trending”	3	Joanne
8/17	EPIC Reads book trailer videos, Epic Adaptations	1	Joanne
8/2	YALD Meeting Virtual	2	Scott

**Safety and Security:**

- Patron Assists: 191
- Staff Assists: 0
- Mask Warning: 18
- No mask: Went through approximately 3 boxes of masks
- Behavioral Contacts: 4
- Unattended Children: 0
- Book Donations: 40
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 1
- Suspended Patrons: 0
- Patrons asked to leave EOD: 5

**ADULT SERVICES**

- We opened the study rooms and already had 173 reservations.
- Jess served on an AART panel and gave a presentation on diverse mystery authors.

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- We are gearing up for offering in person programs in Sept. starting with Stitch & Share and the book discussions.
- **(Work Smarter, Not Harder)** Met with Head of Facilities and Head of Youth Services about developing room layouts for programs that will serve adults and youth with minimal set-up/take down on the part of facilities.

### **CIRCULATION**

- Conducted seven in-person interviews for an open position.
- Completed RAILS count.
- Due to Covid numbers rising, decided to keep Contactless pick-up and e-cards intact.

### **COMMUNICATIONS**

- This year's summer reading program, Reading Colors Your World, nearly reached the community goal of one million minutes, by logging 937, 602 minutes in total.
- September is Library Card Sign-Up Month and we assisted Circulation with promoting a free library bag giveaway, while supplies last, to patrons registering for a new WNPL card or e-card.
- The lobby display case was refreshed with a football theme.
- The Youth Services bulletin board was refreshed with a new theme promoting the revised Storytime line-up this fall. A complete revamp of art associated with the program was completed, including art for each program and a new program handout reflecting diversity in ages and audiences. **(EDI)**
- A new display case featuring the benefits of becoming a member of the Friends of WNPL was installed in the entryway to Bookends.
- The fall (Sept.-Nov.) Inside Angle newsletter mailed to the community mid-August.
- Two enews blasts were sent out this month.
- Nearly 140 pieces of social media content were created and posted in August.
- Publicity and/or graphic design requests including promotional resources for new online resources such as Kanopy, Creativebug and PebbleGo, refreshing digital slides for Point and Vault monitors, Comic Book Day, Back to School coloring sheets featuring Dill Pickle and numerous display signs **(EDI)** were completed.
- The Communications Dept. is working with IT to add Communications requests to the current ticket system used by Facilities and IT. **(Working Smarter, not Harder)**

### **FACILITIES**

- Anderson Pest Control conducted their monthly inspection.
- The Facilities Tech II position was filled.
- All Tech Energy completed work on the LED lighting project.
- The annual standby general full systems test was successfully conducted with the IT department.
- Meeting rooms A and B carpets were cleaned.
- Waukegan Safe and Lock replaced a faulty electronic door lock at the adult reference public entry.
- Honeywell repaired an economizer actuator motor on roof top unit #12.

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- Facilities staff installed a new people counter system in the teen vault and assisted the IT department with the software configuration and monitor configurations.

**INFORMATION TECHNOLOGY**

- Updated STEAM workstations for Vault re-opening.
- Worked with Facilities to install and configure Safe Space People Counter for The Vault.
- Configured Wi-Fi extender for Vault Content workstation.
- Applied for ECF Funding.
- Continued work to deploy DeepFreeze software to patron workstations.
- Worked on and resolved 74 help desk requests.

**OUTREACH**

- Outreach participated in the Gurnee Days Parade (BKM & 2020 Van) on 8/8.
- Van (2020) had a steering fault register and was dropped off for service at Napleton Ford 8/26.
- Interviews were completed for both open Outreach positions.

**TECHNICAL SERVICES**

- Changed subject headings from 'illegal aliens' to 'undocumented immigrants'.
- Continue to edit BIOGRAPHY spine labels to include first name.

**YOUTH SERVICES**

- School Liaisons attended programs at Spaulding Elementary and Woodland Primary to promote library resources.
- Hosted a group of freshman from WTHS. Provided information on library resources, gave them a tour, and showed them how to get library cards.
- Attended a Virtual Parent Orientation evening with Spaulding Pre-K teachers to promote 1000 Books before Kindergarten program. **(WORK SMARTER, NOT HARDER)**
- Started training three new YS staff members.
- Completed interviews for Youth Services Librarian / Web Services position.
- Finalized Fall programming schedule, and worked with Graphics to create artwork for associated new programs.
- Celebrated Free Comic Book Day on Saturday, August 14. This is traditionally held in May.
- Worked with Facilities and IT to update the Vault in preparation of back to school. **(WORK SMARTER, NOT HARDER)**
- Curated app collection for Krayon Kiosk iPads.

**AUGUST 2021 STATISTICS**

**MAIN LIBRARY CIRC**

TYPE OF MATERIAL	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	435	237	672	935	510	1,445	1,176	22.9%
Kits	0	118	118	0	243	243	101	140.6%

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Books	9,405	14,177	23,582	18,452	27,689	46,141	27,525	67.6%
Music Compact Discs	864	69	933	1,566	148	1,714	1,037	65.3%
DVDs/Blu-rays	5,117	808	5,925	10,242	1,687	11,929	10,114	17.9%
Magazines	784	52	836	1,500	131	1,631	349	367.3%
Video Games	531	0	531	1,134	0	1,134	529	114.4%
Videoplayers	0	33	33	0	54	54	13	315.4%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	3	0	3	7	0	7	2	250.0%
Backpacks	0	16	16	0	31	31	0	N/A
Launchpads	0	11	11	0	23	23	35	N/A
Hotspots	159	0	159	316	0	316	0	N/A
ebooks (MMM, Hoopla)	4,154	0	4,154	8,225	0	8,225	9,283	-11.4%
eaudiobooks (MMM, Hoopla)	4,290	0	4,290	8,459	0	8,459	7,666	10.3%
evideo (MMM, Hoopla)	548	0	548	924	0	924	1,030	-10.3%
emusic (Hoopla)	120	0	120	245	0	245	389	-37.0%
emagazines (Overdrive)	192	0	192	335	0	335	1,193	-71.9%
ecomicrobooks (Hoopla)	170	0	170	9,209	0	9,209	9,913	-7.1%
<b>Total emedia</b>	<b>9,474</b>	<b>0</b>	<b>9,474</b>	<b>27,397</b>	<b>0</b>	<b>27,397</b>	<b>29,474</b>	<b>-7.0%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>26,772</b>	<b>15,521</b>	<b>42,293</b>	<b>61,549</b>	<b>30,516</b>	<b>92,065</b>	<b>70,355</b>	<b>30.9%</b>

\*\*MMM=MyMediaMall

**OUTREACH CIRC**

TYPE OF MATERIAL	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	6	2	8	6	2	8	34	-76.5%
Kits	0	0	0	0	0	0	15	-100.0%
Books	139	539	678	303	1,074	1,377	936	47.1%
Music Compact Discs	0	0	0	1	0	1	12	-91.7%
DVD's	112	3	115	205	10	215	342	-37.1%
Magazines	37	0	37	74	0	74	39	89.7%
Miscellaneous	1	0	1	1	0	1	0	N/A
<b>OUTREACH SUBTOTAL</b>	<b>295</b>	<b>544</b>	<b>839</b>	<b>590</b>	<b>1,086</b>	<b>1,676</b>	<b>1,378</b>	<b>21.6%</b>

**TOTAL CIRCULATION**

	AUG ADULT	AUG YOUTH	AUG 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>27,067</b>	<b>16,065</b>	<b>43,132</b>	<b>62,139</b>	<b>31,602</b>	<b>93,741</b>	<b>71,733</b>	<b>30.7%</b>

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Services Statistics	August Adult	August Youth	August A-Bkm	August Y-Bkm	August Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
TOTAL												
<b>DESK ACTIVITIES</b>												
Information	1,248	87	41	0	1,376	2,229	198	189	0	2,616	2,429	8%
Reference/Titles Req.	1,244	285	317	0	1,846	2,311	549	533	0	3,393	2,336	45%
E-Mail Reference	40	0	0	0	40	80	0	0	0	80	86	-7%
Instruction Questions	803	13	0	0	816	1,390	24	0	0	1,414	372	280%
<b>Total Desk Activities</b>	<b>3,335</b>	<b>385</b>	<b>358</b>	<b>0</b>	<b>4,078</b>	<b>6,010</b>	<b>771</b>	<b>722</b>	<b>0</b>	<b>7,503</b>	<b>5,223</b>	<b>44%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				268					525	475	11%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				167					304	278	9%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				438					855	574	49%
ILL Borrowing Filled	Use: Borrowing Requests Finished				264					526	281	87%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					1	4	-75%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				16					24	5	380%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					7	3	133%
<b>CIRCULATION</b>												
In-District cardholders					31,293					31,293	44,521	-30%
Reciprocal cardholders					7,326					7,326	12,270	-40%
<b>Total Cardholders</b>					<b>38,619</b>					<b>38,619</b>	<b>56,791</b>	<b>-32%</b>
RBP Loaned					0					0	2,719	-100%
RBP Borrowed										0	0	N/A
Holdings					4,937					9,591	13,294	-28%
Patron Count Main					13,069					23,193	11,339	105%
Self Check Out Use					16,360					31,583	13,126	141%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					0					0	0	N/A
Preschools					0					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>0</b>					<b>1</b>	<b>0</b>	<b>N/A</b>
<b>Total Patron Count</b>					<b>0</b>					<b>8</b>	<b>0</b>	<b>N/A</b>
Homebound visits					14					28	38	-26%
Deposit Collection deliveries					5					8	7	14%
Remote book drop pickups					0					0	0	N/A
<b>Total Van Stops</b>					<b>19</b>					<b>36</b>	<b>45</b>	<b>-20%</b>
Days BKM on road					0					1	0	N/A
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					0					20	15	33%
Adult Attendance					0					90	144	-38%
<b># of Youth Programs</b>					21					59	89	-34%
Youth Attendance					644					2,160	3,078	-30%
Adult Attendance					644					1,344	3,031	-56%
<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>					10					10	0	N/A
Adult Attendance					122					122	0	N/A
<b># of Youth Prog. &amp; Visits</b>					3					3	0	N/A
Youth Attendance					616					616	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					3					4	0	N/A
Study Room Uses					173					173	0	N/A
<b>INTERNET USAGE</b>												
# of sessions					1,243					2,244	1,100	104%
Total Hours					644					1,145	464	147%
Average Session (minutes)					31					64	49	31%
<b>OTHER SERVICES</b>												
Proctoring					0					0	0	N/A
Voter Registration					1					1	1	0%
Website views					22,199					49,148	52,832	-7%
New items processed					3,020					4,741	8,225	-42%
Total materials Main library					300,198					300,198	298,466	1%
Total materials Outreach					16,217					16,217	16,173	0%
<b>TOTAL MATERIALS</b>					<b>316,415</b>					<b>316,415</b>	<b>314,639</b>	<b>1%</b>
Adult Volunteer Hours					96.5					190.5	41	365%
Student Volunteer Hours					14.0					20.0	32	-38%
<b>Total Volunteer Hours</b>					<b>110.5</b>					<b>210.5</b>	<b>73</b>	<b>188%</b>

END