

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR SEPTEMBER 2021
October 19, 2021
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Our revamped storytime sessions began with limited registration numbers and room for social distancing. These are our first in-house storytime sessions since the pandemic began and we are very excited to be offering them again!
- While we did lose some staff in September, we did have a net gain in staffing and filled two vacancies internally with wonderful members of our staff. Despite the challenging climate for employers, the new members of our team are outstanding and we are very excited to have them be part of WNPL.

Meetings, programs, training attended:

- Exchange Club Board Meeting (9/7).
- Healthy Communities, Healthy Youth (9/9).
- Director's Roundtable (9/13).
- ILA Executive Board Meeting (9/23).
- RAILS Member Update (9/30).

Special plans for coming month:

- Intergovernmental Picnic.
- Illinois Library Association 2021 Virtual Conference.
- Recruitment process for Community Engagement position.
- Recruitment process for trustee vacancy.
- Begin implementation of Short-Range Plan.

Special plans for the near future:

- Onboarding for Community Engagement position.
- Staff annual reviews.

ADMINISTRATION

EDI: The EDI Committee did not meet in September. The next meeting is scheduled for October 12.

Friends: The Saturday book sale is scheduled for November 13. It will take place in both Meeting Room A & B to allow for social distancing.

Warren-Newport Public Library District
Executive Director's Report
October 19, 2021

Fundraising:

Fundraising through September			
		September	Year to Date
Annual Fund		\$ -	\$ 100.00
Gifts		0.00	0.00
Total		\$ -	\$ 100.00

Personnel:

Status of Organization: September

Number of full-time employees: 36

Number of part-time employees: 42

TOTAL number of employees: 78

Full-time equivalents: 21.8

New hires:

- Lauren G. 9/13-Circ Clerk PT
- Miguel R.C 9/13-Facilities Maintenance Tech II-FT
- Fern S. 9/21 Outreach Associate PT

Separations:

- Ta-Nika M. 9/1-Adult Services Associate PT
- Madelynn A.L. 9/20-Adult Services Programming Specialist FT

Changes:

- Alyssa Y. 9/27-Move from Circ to Outreach
- Cynthia R. 9/27-Move from PT Adult Services Associate to Adult Services Programming Specialist FT
- Will A.- 9/1 PT Security Monitor 14 hours to 23.50 hours
- Emily G.-9/6 Circ Clerk 14.50 to 18.75 hours
- Mike R.-9/6 Shelver 15 to 19 hours

Workshops, programs and training attended:

Date	Title	Hours	Staff
9/16	Cataloging Graphic Novels	1	Hema S.
9/8	Doug Jensen's Sony FX6 Master Class	1	Eric
9/24	Creating Titles in Premiere with the Essential Graphics Panel	4	Eric
9/24	Adobe Illustrator for Video and 3D	4	Eric

Warren-Newport Public Library District
Executive Director's Report
October 19, 2021

9/20	Asians, Everyday - A Virtual Picture Book Exhibit	.5	April
9/8	"Singing Our Way to Literacy" - Institute of Museum and Library Services	1	Cheryl
9/16	Picture-Book Parade - Spring to Summer 2021	1	Cheryl
9/16	Chapter Books and Early Readers 2021	1	Cheryl, Vicky
9/8	Sesame Street in Communities: Building a Reader – Blossoming Writers	1	Jenny
9/8	Sesame Street in Communities: Building a Reader – Broadening Literacy Experiences	1	Jenny
9/13-9/28	Creativebug: Creative Prompts from Modern and Contemporary Artists (1 hr each): Wangechi Mutu, Louise Bourgeois, Lorna Simpson, Faith Ringgold	4	Jenny
9/1	Tell Me More: Diverse Voices K-12: Teen Fantasy	1	Joanne
9/8	Anti-Racist Education: Building your Inclusive Collection	1	Joanne
9/15	B&N Midday Mystery Presents: Tiffany D. Jackson discusses White Smoke	1	Joanne
9/28	Strategies for Effective Library Communication	1	Rebekah
9/16	Booklist's Graphic Novel Panel, Part 2	1	Scott
9/16	CATS Title Talk	1	Vicky
9/29	Chelsea Clinton, Kekla Magoon and Ruby Bridges Virtual Event	1	Vicky
9/21	Re-calibrate Your IT: People, Assets and Processes	1	Smruti
9/9	Office 365 for Administrators: Supporting Users	2	Smruti
9/2	Learning Office 365	1	Smruti
9/9	Illinois Library District Tax Levy Prep Webinar	1	Ryan

Safety and Security:

- Patron Assists: 120
- Staff Assists: 0
- Mask Warning: 15
- No mask: Went through approximately 2 boxes of masks
- Behavioral Contacts: 4
- Unattended Children: 0
- Book Donations: 24
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0

Warren-Newport Public Library District
Executive Director's Report
October 19, 2021

- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

ADULT SERVICES

- We held interviews for our open positions.
- We are training Cynthia in her new role as the Adult Services Programming Specialist.
- Jess facilitated a book discussion for the AART group.

CIRCULATION

- Trained and started new clerk.
- Shelves finished cleaning all fiction and non-fiction readers.
- Shelves aided with weeding of approximately 600 J AV items.
- Began receiving and renewing school cards with new digital format. (**Work Smarter, Not Harder**)

COMMUNICATIONS

- September was Library Card Sign-Up Month and Communications assisted Circulation with promoting a free library bag giveaway to patrons who register for a new WNPL card or e-card.
- Banned Books Week was Sept. 26-Oct. 2. Several social media posts highlighting the theme of Books Unite Us were shared, in addition to a highlight on the library website.
- Communications pivoted with Youth Services to revamp Storytime offerings for the fall.
- The Annual Fund project is beginning, with a target date of mailing mid-November.
- The school newsletter, associated with events from the fall edition of the Inside Angle, was emailed to school and school librarian contacts on September 9.
- Two enews blasts were sent out this month.
- Nearly 90 pieces of social media content were created and posted.
- Numerous welcome signs and nametags were created to welcome new staff members throughout the month.
- Twelve book talks were filmed, edited and released to Adult Services for further promotion. (**EDI**)
- Publicity and/or graphic design requests including updates for Book Ends/donations, Celebration Square updates, 9/11 Memorial Exhibit, revised graphics for Point and Vault monitors and numerous display signs were completed.
- 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.
- Honeywell conducted MERV 13 filter changes on all RTU units.
- New facilities staff member began the onboarding process.
- A tankless water heater in the main janitor's closet was repaired.
- A cracked cast iron downspout was repaired.

INFORMATION TECHNOLOGY

Warren-Newport Public Library District
Executive Director's Report
October 19, 2021

- Finished Deep Freeze implementation on all active patron internet stations.
- Performed Hotspot management - Blocking hotspots has triggered return of long overdue hotspots (**Work Smarter, Not Harder**).
- Prepped Meeting room B mobile to resume programming using IT equipment.
- Assisted Adult Services with Kanopy vendor integration.
- Worked with TBS to swap Print release stations at Youth and Adult Services to alleviate credit card issues (**Work Smarter, Not Harder**).
- Concluded vendor exploration for electronic purchase order system.
- Provisioned new virtual workstation for Facilities' HVAC system upgrade.
- Worked on and resolved 91 help desk requests.

OUTREACH

- Hired and started new Outreach staff for the two open positions. Outreach is now fully staffed.
- Transit van (2021) went in for steering issue, Napleton Ford reprogrammed steering due to an open recall at no charge.
- Transit van (2010) was at McClure's for battery issue.
- Prepared updated BKM schedule for print. Outreach is planning for a return to service to neighborhood stops beginning November 1st. Stops will occur on a M, T, Th schedule, completing four stops per evening on an alternating Week A and Week B rotation.

TECHNICAL SERVICES

- Continued to work on biography first name project.
- Began training a TS staff member to catalog juvenile non-fiction items.

YOUTH SERVICES

- Completed a J AV weed as well as the majority of a large J Fiction weed.
- School Liaisons sent out new digital agreement for school library cards. (**Work Smarter, Not Harder**)
- Held an in-person ACT/SAT Practice Exam for high school students. This was well attended and well received.
- Started new hybrid programming schedule for teens, with some virtual and some in-house programs.
- Teen librarians reached out to high school librarian to investigate collaborative possibilities for the new school year. (**Work Smarter, Not Harder**)

Warren-Newport Public Library District
Executive Director's Report
October 19, 2021

SEPTEMBER 2021 STATISTICS

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	SEP ADULT	SEP YOUTH	SEP TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	452	125	577	1,387	635	2,022	1,965	2.9%
Kits	0	167	167	0	410	410	264	55.3%
Books	8,574	13,552	22,126	27,026	41,241	68,267	49,926	36.7%
Music Compact Discs	786	81	867	2,352	229	2,581	1,923	34.2%
DVDs/Blu-rays	4,953	741	5,694	15,195	2,428	17,623	17,895	-1.5%
Magazines	716	69	785	2,216	200	2,416	532	354.1%
Video Games	415	0	415	1,549	0	1,549	1,028	50.7%
Videoplayers	0	9	9	0	63	63	31	103.2%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	5	0	5	12	0	12	3	300.0%
Backpacks	0	16	16	0	47	47	0	N/A
Launchpads	0	10	10	0	33	33	0	N/A
Hotspots	148	0	148	464	0	464	50	N/A
ebooks (MMM, Hoopla)	0	0	0	8,225	0	8,225	11,377	-27.7%
eaudiobooks (MMM, Hoopla)	0	0	0	8,459	0	8,459	11,297	-25.1%
evideo (MMM, Hoopla)	0	0	0	924	0	924	1,523	-39.3%
emusic (Hoopla)	0	0	0	245	0	245	526	-53.4%
emagazines (Overdrive)	0	0	0	335	0	335	1,193	-71.9%
ecomicbooks (Hoopla)	0	0	0	9,209	0	9,209	10,048	-8.3%
Total emedia	0	0	0	27,397	0	27,397	35,964	-23.8%
MAIN LIBRARY SUBTOTAL	16,049	14,770	30,819	77,598	45,286	122,884	109,581	12.1%

**MMM=MyMediaMall

Warren-Newport Public Library District
Executive Director's Report
October 19, 2021

**OUTREACH
CIRCULATION**

TYPE OF MATERIAL	SEP ADULT	SEP YOUTH	SEP TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	12	0	12	18	2	20	85	-76.5%
Kits	0	0	0	0	0	0	33	-100.0%
Books	143	427	570	446	1,501	1,947	1,786	9.0%
Music Compact Discs	9	1	10	10	1	11	35	-68.6%
DVD's	171	0	171	376	10	386	515	-25.0%
Magazines	41	0	41	115	0	115	80	43.8%
Miscellaneous	0	0	0	1	0	1	0	N/A
OUTREACH SUBTOTAL	376	428	804	966	1,514	2,480	2,534	-2.1%

TOTAL CIRCULATION

	SEP ADULT	SEP YOUTH	SEP 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	16,425	15,198	31,623	78,564	46,800	125,364	112,115	11.8%

Warren-Newport Public Library District
Executive Director's Report
October 19, 2021

Services Statistics	Sept.	Sept.	Sept.	Sept.	Sept.	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Sep-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	1,254	87	38	0	1,379	3,483	285	227	0	3,995	4,555	-12%
Reference/Titles Req.	1,078	200	543	0	1,821	3,389	749	1,076	0	5,214	3,982	31%
E-Mail Reference	42	0	0	0	42	122	0	0	0	122	109	12%
Instruction Questions	705	6	0	0	711	2,095	30	0	0	2,125	984	116%
Total Desk Activities	3,079	293	581	0	3,953	9,089	1,064	1,303	0	11,456	9,630	19%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				267					792	756	5%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				143					447	433	3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				385					1,240	928	34%
ILL Borrowing Filled	Use: Borrowing Requests Finished				272					798	460	73%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					1	6	-83%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	2	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				2					26	5	420%
Article Borrowing Filled	Use: Borrowing Requests Finished				1					8	3	167%
CIRCULATION												
In-District cardholders					32,060					32,060	44,656	-28%
Reciprocal cardholders					7,342					7,342	12,283	-40%
Total Cardholders					39,402					39,402	56,939	-31%
RBP Loaned					0					0	5,214	-100%
RBP Borrowed					2,437					2,437	0	N/A
Holdings					4,435					14,026	19,379	-28%
Patron Count Main					13,140					#VALUE!	21,735	#VALUE!
Self Check Out Use					14,632					46,215	26,494	74%
BOOKMOBILE/VAN VISITS												
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
Total Bookmobile Stops					0					1	0	N/A
Total Patron Count					0					8	0	N/A
Homebound visits					17					45	53	-15%
Deposit Collection deliveries					10					18	11	64%
Remote book drop pickups					0					0	0	N/A
Total Van Stops					27					63	64	-2%
Days BKM on road					0					1	0	N/A
In-House Programs/Tour												
# of Adult Programs					14					34	29	17%
Adult Attendance					387					477	380	26%
# of Youth Programs					47					106	126	-16%
Youth Attendance					601					2,761	4,215	-34%
Adult Attendance					455					1,799	4,167	-57%
# 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					10	0	N/A
Adult Attendance					0					122	0	N/A
# of Youth Prog. & Visits					0					3	0	N/A
Youth Attendance					0					616	0	N/A
Adult Attendance					0					0	0	N/A
# of BKM Prog. & Visits					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
ROOM USE												
Meeting Room Uses					33					37	0	N/A
Study Room Uses					339					512	0	N/A
INTERNET USAGE												
# of sessions					1,163					3,407	2,304	48%
Total Hours					562					1,707	1,082	58%
Average Session (minutes)					29					93	78	19%
OTHER SERVICES												
Proctoring					0					0	0	N/A
Voter Registration					0					1	5	-80%
Website views					22,081					71,229	77,335	-8%
New items processed					2,281					7,022	11,519	-39%
Total materials Main library					325,378					325,378	299,828	9%
Total materials Outreach					16,251					16,251	16,084	1%
TOTAL MATERIALS					341,629					341,629	315,912	8%
Adult Volunteer Hours					78.0					268.5	41	555%
Student Volunteer Hours					17.0					37.0	46	-19%
Total Volunteer Hours					95.0					305.5	87	253%

END