**Warren-Newport Public Library District**
**EXECUTIVE DIRECTOR'S REPORT FOR OCTOBER 2021**
**November 16, 2021**
**Submitted by Executive Director, Ryan Livergood**

## EXECUTIVE SUMMARY

*Highlights:*

- We hosted a local author for an in-person event that attracted almost 30 people.
- Friends of the Library Week was celebrated October 17 through 23, with a display in the library lobby. Recognition was also shared on our website and social media.

*Meetings, programs, training attended:*

- ILA Public Policy Committee Meeting (10/4).
- Exchange Club Board Meeting (10/5).
- Intergovernmental Picnic (10/7).
- ALA Chapter Advocacy Exchange – eBooks for All (10/13).
- OSG Quarterly Technology Meeting (10/14).
- Gale Analytics Monthly Meet-up (10/26).

*Special plans for coming month:*

- Recruitment process for Community Engagement position.

*Special plans for the near future:*

- Onboarding for Community Engagement position.
- Update of COVID response plan for 2022.
- 50th anniversary celebration planning.

## ADMINISTRATION

**EDI:** The EDI Committee met on October 12 in the early evening to make it more accessible for staff that have been unable to attend in the past. The evening meeting time will most likely be a quarterly occurrence. We are planning to offer staff the option to wear buttons indicating their preferred personal pronouns (gender pronouns). We are going to provide a training for all staff regarding this topic.

**Friends:** The Friends met on October 28. Topics discussed included the November 13 book sale, a presentation of the proposed revision to the Friends' Constitution, and the establishment of a nominating committee for the upcoming Friends' election of board members.

**Fundraising:**

| Fundraising through October | | | | |
|---|---|---|---|---|
| | | October | Year to Date | |
| Annual Fund | | $   575.00 | $   675.00 | |
| Gifts | | 0.00 | 0.00 | |
| Total | | $   575.00 | $   675.00 | |
| | | | | |

**Personnel:**
Status of Organization: October
Number of full-time employees: 37
Number of part-time employees: 42
TOTAL number of employees: 79
Full-time equivalents: 21.95
New hires: 10/4   Elise F. Full-time, Youth Services Librarian/Web Services
Separations: 10/7   Diahnn E. L., 14 hours weekly, Adult Services Associate
Changes: None

**Workshops, programs and training attended:**

| Date | Title | Hours | Staff |
|---|---|---|---|
| 10/1 | Serving Spanish Speaking Patrons in Northern IL: Understanding Trauma Informed Services for All Patrons by Eddie Kristan funded by RAILS | 1.5 | Ryan, Noreen, Jen, Gina, Laura, Donna, Amy M., Sandy, Eric, Karen, Nancy, Hema, Cheryl, Rebekah, Jenny, Vicky, Joanne, Paula, Scott, Vicki P., Nancy LO, Liz, Angela, Alyssa, Doreen, Smruti |
| 10/28 | Introduction to Microsoft 365 by Smruti Savarkar | 1 | Ryan, Noreen, Jen, Gina, Laura, Doug, Sandy, Karen, Nancy, Angela, Liz, Alyssa, Fern, Doreen, David |
| 10/7 | PR Council of Lake County – Media Panel | 1 | Sandy; Eric |
| 10/18 | Resolve 17 Crash Course – Davinci Resolve 17 Walk-through by Casey Faris | 2.5 | Eric |
| 10/18 | How to Shoot Cinematic Interviews – 10 Easy Steps by Indy Mogul | .5 | Eric |
| 10/18 | 10 angles that will take your interviews to the next level – DIYPhotography | .25 | Eric |
| 10/20 | The Softest Hollywood Lighting Setups – 3 Easy Tricks – Indy Mogul | .25 | Eric |
| 10/26 | Library Marketing Book Club – The New Rules of Marketing and PR – David Meerman Scott | 1 | Sandy |

| 10/5 | Cataloging Realia | .75 | Hema |
|---|---|---|---|
| 10/12 | Now and Then: Contemporary Illustrators and Their Childhood Art | .5 | April |
| 10/12 | edWeb / Making Space for Preschool Makerspaces | 1 | Cheryl |
| 10/12 | edWeb / Setting the Stage for Reading with Babies and Toddlers | 1 | Cheryl |
| 10/19 | edWeb / Playing Makes You Smarter | 1 | Cheryl |
| 10/21 | Booklist Webinar / An Afternoon of Art | 1 | Cheryl |
| 10/27 | edWeb – The Magic of Music and Movement in Early Childhood Education / Stephen Fite | 1 | Cheryl |
| 10/10 | Playful and Engaging Kids Yoga Warm-Ups | 1.5 | Jenny |
| 10/25 | WNPL Staff Kanopy Training | .5 | Jenny, Rebekah, Joanne, Paula, Alyssa |
| 10/5 | An Unlikely Bookstore presents Chelsea Clinton, Kekla Magoon & Ruby Bridges | 1 | Joanne |
| 10/20 | Get Your YA On! YA Winter releases webinar | 1 | Joanne |
| 10/28 | Microsoft 365 training | 1 | Paula, Rebekah, |
| 10/28 | Booklist: Chapter Books and Early Readers Webinar | 1 | Paula |
| 10/27 | edWeb – The Magic of Music and Movement in Early Childhood Education / Stephen Fite | 1 | Scott |
| 10/29 | Graphic Novels for All – Booklist Webinar | 1 | Scott |
| 10/11-10/15 | ABOS Conference | 30.0 | Angela, Alyssa, Liz |
| 10/23 | Anderson's YA Literature Conference | 5.0 | Angela, Liz, Alyssa, Fern, Doreen |
| 10/13 | Sierra Scripting for SQL | 3 | Nancy LO |
| 10/14 | Introduction to Sierra RESTful APIs | 2 | Nancy LO |
| 10/12-10/13 | ILA Annual Conference | 6 | Ryan |

**Safety and Security Statistics:**

- Patron Assists: 144
- Staff Assists: 0
- Mask Warning: 8
- No mask: Went through approximately 2 boxes of masks
- Behavioral Contacts: 7
- Unattended Children: 0
- Book Donations: 35
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

## ADULT SERVICES

- Cynthia hosted her first program, Hollywood Murders.
- We finalized the hiring of 3 additional staff for the department.
- Evaluations prepared and scheduled.

## CIRCULATION

- Shelvers shifted non-fiction in YS.
- Started interviews for circulation clerk position.
- Researched libraries using material handling devices.
- Adjusted online card registration to expire in two weeks in hopes of getting patrons to pick up cards.

## COMMUNICATIONS

- Bookmobile schedules were revised in print and on the website in collaboration with the Outreach and Adult Services depts. to prepare for a soft launch of bookmobile service on 11/ 1.
- Assisted with graphics for Staff Association events for Get Active, Halloween and upcoming holiday activities.
- Two enews blasts were sent out this month.
- Nearly 120 pieces of social media content were created and posted in October.
- Working on the pronouns project with the EDI Committee. Reached out to other libraries for information about their pronoun initiatives. **(EDI)**
- Publicity and/or graphic design requests including storytime revisions, author spotlight signs, Friends Saturday Sale, and numerous display signs were completed. **(EDI)**
- 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.
- New facilities staff member completed the onboarding process.

## INFORMATION TECHNOLOGY

- Setup 10 Youth iPads with Apple Business Manager to support future programming (**Work Smarter**).
- Held quarterly IT review with OSG.
- Updated Technical Services ILLiad software.
- Attended "Serving Spanish Speaking Patrons in Northern IL".
- Participated in Stonefly's "disaster recovery in-a-box" demonstration.
- Conducted all staff training for "Office 365 Migration-The Better Office".
- Worked on and resolved 90 help desk requests.

## OUTREACH

- Three staff members attended the ABOS Conference 10/11-10/15.
- One of the new Outreach staff passed their Class C permit exam on 10/19 and began driving practice on the BKM.

- Five staff members attended the Anderson's YA Literature Conference on 10/23.
- Worked with Graphics and AS to complete the new Outreach Schedule and get it to print and on the WNPL website prior to the November 1st soft launch date for BKM neighborhood stops.
- Outreach staff called previous BKM patrons and informed them when the BKM would be in their neighborhoods and explained the new COVID procedures for BKM visits.

## TECHNICAL SERVICES
- Continue to add first names to biography collection.
- Reclassified some of the YS staff collection.
- Prepared evaluations.
- Upgraded Illiad.

## YOUTH SERVICES
- Staff evaluations were started.
- Hosted first grade classes from St. Patrick School for a storytime and tour.
- Completed a large scale weed of Juvenile Fiction.
- Added passive activities in the Vault, and had great engagement. 65 teens participated in the Monsters vs. Hero Teen Teaser and 15 teens created tissue paper flowers.
- Met with librarian at WTHS to coordinate teen book clubs throughout the school year, and held a discussion at both the O'Plaine campus and Almond Campus.
- Updated book lists (**EDI**)
- Reorganized and weeded our Youth Staff Collection and Storytime Collection. **(Work Smarter, Not Harder)**
- Hosted two very well received pumpkin painting programs at Warren-Township Park.

## OCTOBER 2021 STATISTICS

**MAIN LIBRARY**
**CIRCULATION**

|  | OCT ADULT | OCT YOUTH | OCT TOTAL | Y.T.D. ADULT | Y.T.D. YOUTH | Y.T.D. TOTAL | PREVIOUS Y.T.D. TOTAL | PERCENT CHANGE Y.T.D. |
|---|---|---|---|---|---|---|---|---|
| Audiobooks | 446 | 154 | 600 | 1,833 | 789 | 2,622 | 2,798 | -6.3% |
| Kits | 0 | 210 | 210 | 0 | 620 | 620 | 428 | 44.9% |
| Books | 8,613 | 13,206 | 21,824 | 35,639 | 54,447 | 90,086 | 72,145 | 24.9% |
| Music Compact Discs | 883 | 103 | 986 | 3,235 | 332 | 3,567 | 2,984 | 19.5% |
| DVDs/Blu-rays | 4,565 | 673 | 5,238 | 19,760 | 3,101 | 22,861 | 26,426 | -13.5% |
| Magazines | 753 | 72 | 825 | 2,969 | 272 | 3,241 | 702 | 361.7% |
| Video Games | 514 | 0 | 514 | 2,063 | 0 | 2,063 | 1,539 | 34.0% |
| Videoplayers | 0 | 14 | 14 | 0 | 77 | 77 | 48 | 60.4% |
| Umbrellas | 0 | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Telescopes | 7 | 0 | 7 | 19 | 0 | 19 | 3 | 533.3% |
| Backpacks | 0 | 16 | 16 | 0 | 63 | 63 | 1 | 6200.0% |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Launchpads | 0 | 12 | 12 | 0 | 45 | 45 | 59 | -23.7% |
| Hotspots | 152 | 0 | 152 | 616 | 0 | 616 | 57 | 980.7% |
| ebooks (MMM, Hoopla) | 4,149 | 0 | 4,149 | 8,377 | 0 | 8,377 | 11,434 | -26.7% |
| eaudiobooks (MMM, Hoopla) | 4,308 | 0 | 4,308 | 12,767 | 0 | 12,767 | 14,760 | -13.5% |
| evideo (MMM, Hoopla) | 311 | 0 | 311 | 1,235 | 0 | 1,235 | 1,916 | -35.5% |
| emusic (Hoopla) | 145 | 0 | 145 | 390 | 0 | 390 | 649 | -39.9% |
| emagazines (Overdrive) | 158 | 0 | 158 | 493 | 0 | 493 | 1,193 | -58.7% |
| ecomicbooks (Hoopla) | 154 | 0 | 154 | 9,363 | 0 | 9,363 | 10,235 | -8.5% |
| **Total emedia** | 9,225 | 0 | 9,225 | 32,625 | 0 | 32,625 | 40,187 | -18.8% |
| **MAIN LIBRARY SUBTOTAL** | **25,158** | **14,460** | **39,623** | **98,759** | **59,746** | **158,505** | **147,377** | **7.6%** |

**MMM=MyMediaMall

## OUTREACH CIRCULATION

| TYPE OF MATERIAL | OCT ADULT | OCT YOUTH | OCT TOTAL | Y.T.D. ADULT | Y.T.D. YOUTH | Y.T.D. TOTAL | PREVIOUS Y.T.D. TOTAL | PERCENT CHANGE Y.T.D. |
|---|---|---|---|---|---|---|---|---|
| Audiobooks | 5 | 2 | 7 | 23 | 4 | 27 | 106 | -74.5% |
| Kits | 0 | 0 | 0 | 0 | 0 | 0 | 37 | -100.0% |
| Books | 158 | 497 | 655 | 604 | 1,998 | 2,602 | 2,340 | 11.2% |
| Music Compact Discs | 2 | 0 | 2 | 12 | 1 | 13 | 41 | -68.3% |
| DVD's | 87 | 2 | 89 | 463 | 12 | 475 | 626 | -24.1% |
| Magazines | 33 | 0 | 33 | 148 | 0 | 148 | 108 | 37.0% |
| Miscellaneous | 4 | 0 | 4 | 5 | 0 | 5 | 0 | N/A |
| **OUTREACH SUBTOTAL** | **289** | **501** | **790** | **1,255** | **2,015** | **3,270** | **3,258** | **0.4%** |

## TOTAL CIRCULATION

| | OCT ADULT | OCT YOUTH | OCT 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** | **25,447** | **14,961** | **40,413** | **100,014** | **61,761** | **161,775** | **150,635** | **7.4%** |

# Warren-Newport Public Library District
## Executive Director's Report
### November 16, 2021

| Services Statistics / October | October Adult | October Youth | October A-Bkm | October Y-Bkm | October Total | YTD Total Adult | YTD Total Youth | YTD Total A-Bkm | YTD Total Y-Bkm | YTD Total | Prev. YTD TOTAL | Change |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **DESK ACTIVITIES** | | | | | | | | | | | | |
| Information | 1,292 | 89 | 58 | 0 | 1,439 | 4,775 | 374 | 285 | 0 | 5,434 | 6,629 | -18% |
| Reference/Titles Req. | 939 | 264 | 385 | 0 | 1,588 | 4,328 | 1,013 | 1,461 | 0 | 6,802 | 5,750 | 18% |
| E-Mail Reference | 34 | 0 | 0 | 0 | 34 | 156 | 0 | 0 | 0 | 156 | 174 | -10% |
| Instruction Questions | 536 | 11 | 0 | 0 | 0 | 2,631 | 41 | 0 | 0 | 2,672 | 1,569 | 70% |
| **Total Desk Activities** | **2,801** | **364** | **443** | **0** | **3,061** | **11,890** | **1,428** | **1,746** | **0** | **15,064** | **14,122** | **7%** |
| | | | | | | | | | | | | |
| **INTERLIBRARY LOAN (ILL)** | | | | | | | | | | | | |
| ILL Lending Requests | Use: Lending Fill Rate Statistics | | | | 271 | | | | | 1,063 | 1,044 | 2% |
| ILL Lending Filled | Use: Lending Requests Filled by Day (to Excel) | | | | 153 | | | | | 600 | 580 | 3% |
| ILL Borrowing Requests | Use: Borrowing Fill Rate Statistics | | | | 335 | | | | | 1,575 | 1,215 | 30% |
| ILL Borrowing Filled | Use: Borrowing Requests Finished | | | | 249 | | | | | 1,047 | 616 | 70% |
| Article Lending Requests | Use: Lending Fill Rate Statistics | | | | 0 | | | | | 1 | 7 | -86% |
| Article Lending Filled | Use: Lending Requests Filled by Day (to Excel) | | | | 0 | | | | | 0 | 2 | -100% |
| Article Borrowing Requests | Use: Borrowing Fill Rate Statistics | | | | 4 | | | | | 30 | 6 | 400% |
| Article Borrowing Filled | Use: Borrowing Requests Finished | | | | 2 | | | | | 10 | 3 | 233% |
| **CIRCULATION** | | | | | | | | | | | | |
| In-District cardholders | | | | | 32,197 | | | | | 32,197 | 44,749 | -28% |
| Reciprocal cardholders | | | | | 7,367 | | | | | 7,367 | 12,293 | -40% |
| **Total Cardholders** | | | | | **39,564** | | | | | **39,564** | 57,042 | **-31%** |
| RBP Loaned | | | | | 0 | | | | | 0 | 8,041 | -100% |
| RBP Borrowed | | | | | 2,439 | | | | | 4,876 | 0 | N/A |
| Holds | | | | | 4,538 | | | | | 18,564 | 24,896 | -25% |
| Patron Count Main | | | | | 12,294 | | | | | 48,627 | 32,735 | 49% |
| Self Check Out Use | | | | | 13,891 | | | | | 60,106 | 39,828 | 51% |
| **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 | | | | | 16 | | | | | 61 | 79 | -23% |
| Deposit Collection deliveries | | | | | 10 | | | | | 28 | 13 | 115% |
| Remote book drop pickups | | | | | 0 | | | | | 0 | 0 | N/A |
| **Total Van Stops** | | | | | **26** | | | | | **89** | 92 | **-3%** |
| Days BKM on road | | | | | 0 | | | | | 1 | 0 | N/A |
| **In-House Programs/Tour** | | | | | | | | | | | | |
| **# of Adult Programs** | | | | | 12 | | | | | **46** | 43 | **7%** |
| Adult Attendance | | | | | 153 | | | | | 630 | 616 | 2% |
| **# of Youth Programs** | | | | | 45 | | | | | **151** | 185 | **-18%** |
| Youth Attendance | | | | | 640 | | | | | 3,401 | 5,441 | -37% |
| Adult Attendance | | | | | 455 | | | | | 2,254 | 5,328 | -58% |
| **# 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 | | | | | 5 | | | | | 5 | 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 | | | | | 26 | | | | | 63 | 0 | N/A |
| Study Room Uses | | | | | 374 | | | | | 886 | 0 | N/A |
| **INTERNET USAGE** | | | | | | | | | | | | |
| # of sessions | | | | | 1,128 | | | | | 4,535 | 3,676 | 23% |
| Total Hours | | | | | 581 | | | | | 2,288 | 1,847 | 24% |
| Average Session (minutes) | | | | | 30 | | | | | 123 | 111 | 11% |
| **OTHER SERVICES** | | | | | | | | | | | | |
| Proctoring | | | | | 0 | | | | | 0 | 0 | N/A |
| Voter Registration | | | | | 0 | | | | | 1 | 5 | -80% |
| Website views | | | | | 21,976 | | | | | 93,205 | 103,356 | -10% |
| New items processed | | | | | 2,371 | | | | | 9,393 | 14,814 | -37% |
| Total materials Main library | | | | | 327,828 | | | | | 327,828 | 301,735 | 9% |
| Total materials Outreach | | | | | 16,240 | | | | | 16,240 | 16,211 | 0% |
| **TOTAL MATERIALS** | | | | | **344,068** | | | | | **344,068** | 317,946 | **8%** |
| Adult Volunteer Hours | | | | | 96.5 | | | | | 365.0 | 41 | 790% |
| Student Volunteer Hours | | | | | 15.0 | | | | | 52.0 | 64 | -18% |
| **Total Volunteer Hours** | | | | | **111.5** | | | | | **417.0** | 105 | **299%** |

END