

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR NOVEMBER 2021
December 14, 2021
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- The bookmobile resumed service to neighborhood routes. We received many warm welcomes and excitement from our patrons that we are back in the neighborhoods.
- We went live on our new Precoro Purchase Order system, which will save staff a tremendous amount of time. (Work Smarter, Not Harder)
- 75 people attended the pop-up “Cup of Kindness” program.

Meetings, programs, training attended:

- ILA Public Policy Committee Meeting (11/1).
- Exchange Club Board Meeting (11/2).
- Library Directors Roundtable (11/8).
- ILA PPC eBook Legislation Subcommittee (11/9).
- RAILS Resource Sharing Committee (11/23).

Special plans for coming month:

- Complete recruitment process for Community Engagement Manager.

Special plans for the near future:

- Onboarding for Community Engagement Manager.
- New Trustee Orientation.
- 50th anniversary celebration planning.

ADMINISTRATION

EDI: The EDI Committee met on November 9. Buttons indicating preferred personal pronouns (gender pronouns) will be available for staff in early 2022. Training has been developed for all staff regarding this topic.

Friends: The Friends November 13 book sale was a big success. The Friends collected \$2,231.25 in sales and \$48.50 in donations. In addition, the amount in the cash box during the weekend of the sale was about \$300.00 more than a typical weekend.

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Fundraising:

Fundraising through November			
		November	Year to Date
Annual Fund		\$ 150.00	\$ 825.00
Gifts		150.00	150.00
Total		\$ 300.00	\$ 975.00

Personnel:

Status of Organization: November
 Number of full-time employees: 37
 Number of part-time employees: 44
 TOTAL number of employees: 81
 Full-time equivalents: 57.24

New hires:

11/8-Megan V. Adult Services Associate PT 21 hours weekly
 11/8- Andrea K. Adult Services Associate PT 10 hours weekly
 11/10-Valerie J. Adult Services Associate PT 10 hours weekly

Separations:

11/10-Barb M. Shelver PT 27 hours weekly

Changes:

None

Workshops, programs and training attended:

Date	Title	Hours	Staff
11/18	WNPL & Precoro Training for Requesters	1	Jen, Laura, Gina, Jess, Sandy, Karen, Nancy S., Rebekah, Elise, Jenny, Joanne, Cheryl, April, Scott, Vicky, Paula, Amy M., Char, Katelyn, David, Smruti.
11/18	ALA Connect Live: DEI Perspectives	1	Ryan
11/16	Siemens Desigo Software Training	4	Kevin, Miguel
11/17	Precoro Training for Approvers	1	Angela, Sandy, Amy M., Rebekah, Noreen, Ryan Cathy S., Kathie, David.
11/22	Harassment Training	2.5	Nancy, Rebekah, Scott, Cheryl, Paula, April, Vicki P., Vicky, Joanne, Jenny, Noreen, Amy M.,

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			Cathy S., Mary C., Claudia, Katelyn, David, Smruti.
11/30	Personal Pronouns Training – Eddie	.5	Sandy, Rebekah, Cathy S., Claudia, Noreen, Ryan
11/22	NPR: When Schools Ban Books	.5	April, Vicky
11/29	Trauma Informed Services & Outreach for Spanish-speaking Svcs	1	April, Cathy S., Claudia, Katelyn
11/3	SLJ Documentary Video “Tell Me Another Story: Diversity in Children’s Literature” Ezra Jack Keats Foundation	.5	Cheryl
11/16	Edweb - Beyond Strategies: The Missing Link in Reading Comprehension	1	Cheryl
11/3	Brodart New Release: Tell Me More: Around the World	1	Joanne
11/4	TYNKER training webinar "Return to the Moon with a NASA Hour of Code!"	.5	Joanne
11/10	Chicago Public Library Teen Summit	2	Joanne
11/18	Why Wordless Webinar - Carle Museum	1	Scott
11/12	Boulder Children’s Festival	2	Vicky
11/22	Kekla Magoon/Black Creators Series	.5	Vicky
11/22	Serving Spanish Speaking Patrons in Northern IL: Understanding Trauma Informed Services for All Patrons by Eddie Kristan funded by RAILS	1	Peggy, Debbie, Gretchen

Safety and Security Statistics:

- Patron Assists: 95
- Staff Assists: 0
- Mask Warning: 7
- No mask: Went through approximately 2 boxes of masks
- Behavioral Contacts: 4
- Unattended Children: 0
- Book Donations: 18
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 1

ADULT SERVICES

- Appropriate staff completed the Precoro training.
- We had 3 new staff members start in November who are in training.
- We met with representatives from AARP to discuss the upcoming tax assistance program.

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CIRCULATION

- Interviewing for Circulation clerk open positions.
- PO system training for requesters and approvers.
- Team is in progress with harassment training for employees or supervisors.

COMMUNICATIONS

- The winter edition of the Inside Angle mailed on Nov. 12. Work is beginning on the production schedule for 2022, including plans for an expanded eight page issue for spring 2022.
- All elements of WNPL's holiday art were completed. This year's theme of 'Peace' represents unity and community for all. (EDI)
- The school newsletter was emailed to area school librarians and administration contacts.
- The Annual Fund mailing art was completed, including pieces for social media, website and enews blasts, as well as a display for the Quiet Reading Room. Letters were mailed to a select list of previous donors and library advocates.
- Three enews blasts were sent out this month.
- Over 100 pieces of social media content were created and posted. Highlights included Dia De Los Muertos, Native American Heritage Month and Hanukkah.
- Finalized art for Staff Association and other staff spirit events including Holiday Baskets, Secret Santa and Holiday Spirit Week.

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- Honeywell made repairs to HVAC pump impeller 3.
- ILT Vignocchi repaired a downspout drain and leveled paver bricks within the paver brick area of the main entrance.
- Staff installed a new filtered water bottle filling station in the staff lounge.
- Staff received training on the new Siemens Desigo HVAC software.

INFORMATION TECHNOLOGY

- Assisted Bibliotheca with upgrading 2 of the Library's 6 self-checks to Windows 10 and Liber8.
- Completed annual staff evaluations.
- Participated in Precoro electronic purchase order system training.
- Secured FCC ECF Grant for 100 mobile hotspots, 50 LTE enabled Chromebooks, and 2 professional wireless routers.
- Worked on and resolved 61 help desk requests.

OUTREACH

- Fern passed her Class C permit exam on 11/2/21.
- BKM had front retractable step inspected/repared at I94/RV on 11/3/21.
- All Outreach Annual Evaluations were completed.
- New staff members are continuing to practice driving the BKM and logging hours needed towards their Class C license.

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TECHNICAL SERVICES

- Continuing the project to put the first name on adult biography collection.
- Began to move all Caldecott titles to the Caldecott collection.

YOUTH SERVICES

- Received 167 submissions for the Teen Photo Contest.
- Staff trained on the new PO system (Precoro) and Microsoft 365.
- Completed two 90 day evaluations for new staff members.
- Completed annual staff evaluations.

NOVEMBER STATISTICS

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	NOV ADULT	NOV YOUTH	NOV TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	414	170	584	2,247	959	3,206	3,284	-2.4%
Kits	0	155	155	0	775	775	518	49.6%
Books	7,929	12,282	20,211	43,568	66,729	110,297	85,919	28.4%
Music Compact Discs	819	82	901	4,054	414	4,468	3,523	26.8%
DVDs/Blu-rays	4,970	734	5,704	24,730	3,835	28,565	30,796	-7.2%
Magazines	742	19	761	3,711	291	4,002	836	378.7%
Video Games	491	0	491	2,554	0	2,554	1,783	43.2%
Videoplayers	0	17	17	0	94	94	49	91.8%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	4	0	4	23	0	23	3	666.7%
Backpacks	0	22	22	0	85	85	1	N/A
Launchpads	0	18	18	0	63	63	65	N/A
Hotspots	134	0	134	750	0	750	109	N/A
ebooks (MMM, Hoopla)	3,976	0	3,976	12,353	0	12,353	15,699	-21.3%
eaudiobooks (MMM, Hoopla)	4,117	0	4,117	16,884	0	16,884	18,281	-7.6%
evideo (MMM, Hoopla)	498	0	498	1,733	0	1,733	2,463	-29.6%
emusic (Hoopla)	145	0	145	535	0	535	797	-32.9%
emagazines (Overdrive)	236	0	236	729	0	729	1,193	-38.9%
ecomicbooks (Hoopla)	179	0	179	9,542	0	9,542	10,414	-8.4%
Total emedia	9,151	0	9,151	41,776	0	41,776	48,847	-14.5%
MAIN LIBRARY SUBTOTAL	24,654	13,499	38,153	123,413	73,245	196,658	175,733	11.9%

**MMM=MyMediaMall

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**OUTREACH
 CIRCULATION**

TYPE OF MATERIAL	NOV ADULT	NOV YOUTH	NOV 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	5	6	24	9	33	131	-74.8%
Kits	0	11	11	0	11	11	55	-80.0%
Books	255	829	1,084	859	2,827	3,686	3,119	18.2%
Music Compact Discs	2	6	8	14	7	21	83	-74.7%
DVD's	182	32	214	645	44	689	741	-7.0%
Magazines	51	0	51	199	0	199	129	54.3%
Miscellaneous	0	0	0	5	0	5	0	N/A
OUTREACH SUBTOTAL	491	883	1,374	1,746	2,898	4,644	4,258	9.1%

TOTAL CIRCULATION

	NOV ADULT	NOV YOUTH	NOV 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	25,145	14,382	39,527	125,159	76,143	201,302	179,991	11.8%

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Services Statistics	Nov.	Nov.	Nov.	Nov.	Nov.	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Nov-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	1,158	48	88	8	1,302	5,933	422	373	8	6,736	8,101	-17%
Reference/Titles Req.	1,205	273	558	19	2,055	5,533	1,286	2,019	19	8,857	6,876	29%
E-Mail Reference	32	0	0	0	32	188	0	0	0	188	287	-34%
Instruction Questions	546	2	0	0	548	3,177	43	0	0	3,220	1,775	81%
Total Desk Activities	2,941	323	646	27	3,937	14,831	1,751	2,392	27	19,001	17,039	12%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				247					1,310	1,296	1%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				121					721	717	1%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				320					1,895	1,512	25%
ILL Borrowing Filled	Use: Borrowing Requests Finished				207					1,254	774	62%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					1	8	-88%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	2	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				3					33	6	450%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					12	3	300%
CIRCULATION												
In-District cardholders					32,350					32,350	44,485	-27%
Reciprocal cardholders					7,392					7,392	12,308	-40%
Total Cardholders					39,742					39,742	56,793	-30%
RBP Loaned										0	9,137	-100%
RBP Borrowed					2,637					7,513	0	N/A
Holds					4,202					22,766	31,582	-28%
Patron Count Main					12,879					61,506	38,440	60%
Self Check Out Use					13,135					73,241	46,636	57%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					93					93	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					93					94	0	N/A
Total Patron Count					172					180	0	N/A
Homebound visits					18					79	97	-19%
Deposit Collection deliveries					11					39	16	144%
Remote book drop pickups					0					0	0	N/A
Total Van Stops					29					118	113	4%
Days BKM on road					13					14	0	N/A
In-House Programs/Tour												
# of Adult Programs					9					55	48	15%
Adult Attendance					150					780	819	-5%
# of Youth Programs					61					212	236	-10%
Youth Attendance					851					4,252	6,600	-36%
Adult Attendance					633					2,887	6,359	-55%
# 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					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					51					114	0	N/A
Study Room Uses					435					1,321	0	N/A
INTERNET USAGE												
# of sessions					1,077					5,612	4,180	34%
Total Hours					557					2,845	2,159	32%
Average Session (minutes)					31					154	148	4%
OTHER SERVICES												
Proctoring					2					2	0	N/A
Voter Registration					0					1	5	-80%
Website views					20,262					113,467	131,853	-14%
New items processed					2,199					11,592	17,309	-33%
Total materials Main library					328,775					328,775	302,548	9%
Total materials Outreach					16,386					16,386	16,269	1%
TOTAL MATERIALS					345,161					345,161	318,817	8%
Adult Volunteer Hours					104.7					469.7	41	1046%
Student Volunteer Hours					10.5					62.5	73	-14%
Total Volunteer Hours					115.2					532.2	114	369%

END