

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR January 2022
February 15, 2022
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- We were forced to temporarily pivot away from in-person programming due to the COVID Omicron surge. However, despite staffing issues, we were able to maintain our hours of operation thanks to the flexibility and ingenuity of our staff.
- After being unable to partner with AARP to provide critical tax preparation services last year, we worked with AARP to re-establish the program and started to take appointments.

Meetings, programs, training attended:

- Exchange Club Board Meeting (1/4).
- ILA Public Policy Committee Meeting (1/10).
- RAILS Member Update (1/19).
- Round Lake Public Library Visit (1/27).

Special plans for coming month:

- Presidents' Day North Suburban & Chicago Library Legislative Meet-up.
- CCS Evaluation and Assessment.

Special plans for the near future:

- 50th anniversary celebration planning.
- Formal "Work Smarter, Not Harder" recognition rollout.
- *Library Connections* back from hiatus.

ADMINISTRATION

EDI: Maria Nava was introduced as the chair of the EDI committee, and Nancy Luque was thanked for her service as interim chair. Each subgroup introduced themselves and gave a brief update on last year's EDI goals and accomplishments. End-of-year survey results were shared and discussed. Discussions were started for this year's EDI goals and ideas. It was determined that short-term and long-term goal ideas would be finalized at the next meeting.

Friends: Kristy Trouy announced that she was stepping down as BookEnds Manager. I along with several member of the Friends thanked her for her tremendous service and contributions to WNPL. Barb Grover has agreed to be the new manager. The Friends voted to revise their constitution and bylaws to allow for remote meetings when necessary.

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Fundraising:

Fundraising through January			
		January	Year to Date
Annual Fund		\$ 600.00	\$ 6,665.00
Gifts		0.00	202.77
Total		\$ 600.00	\$ 6,867.77

Personnel:

Status of Organization: January

Number of full-time employees: 38

Number of part-time employees: 44

TOTAL number of employees: 82

Full-time equivalents: 58.49

New hires: 1/5-M. Nava FT Community Engagement Manager

1/12-D. Arroyo PT Security Monitor 20 hours weekly

Separations: None

Changes: None

Workshops, programs and training attended:

Date	Title	Hours	Staff
1/3	Materials Challenges	1	Peggy M., Betty
1/14	Tackling Racism and Bias in the Library Catalog	1	Amy M.
1/18	Managing and Analyzing Data in Excel Office 365	2.5	Nancy LO
1/20	Excel VBA Programming- Beyond Recording Macros	3.25	Nancy LO
1/4	LMCC-Promoting EDI & Library-Campus Engagement though Social Justice Reading Club	.5	Karen
1/11	Circular Logo Design with Draplin: Combine Type & Icons in a Classic Shape	1	Eric
1/11	Logo Design with Draplin: Secrets of Shape, Type and Color	3	Eric
1/11	Dirty Design With Draplin: Crusty Techniques to Create Truly Original Work	2.5	Eric
1/13	LibraryWorks - Plan a Campaign to Draw People Back Into Your Libraries	1	Sandy
1/13	Is Web3 the future? Bloomberg Twitter Space	.5	Sandy
1/14	Illustration with Draplin: Iterating with Shape, Style, and Color	4	Eric
1/18	ILP Marketing Committee	1	Sandy
1/19	Hootsuite – Social Media Trends	1	Karen
1/19	RAILS Member Update	1.5	Sandy

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1/21	LMCC-When the Doors Close: Promoting Library Services in a Remote Environment through Strategic Storytelling	.75	Karen
1/21	LibraryWorks - Plan a Campaign to Draw People Back Into Your Libraries	1	Karen
1/26	Ryan Dowd - The Librarian's Guide to Homelessness	1	Karen
1/28	LMCC - Let's Go, Team! Harnessing Cross-Departmental Expertise to Create and Promote Digital Content	1	Sandy
1/4	Random House Children's Books Spring 2022 Preview	1	April
1/10	Cricut for Beginners	.5	April
1/24	Kathleen Jamie, Poet Laureate of Scotland: The Reawakening of Poetry Today	.5	April
1/28	Ed webinar- JED Foundation/ The Hidden Pandemic: Promoting Mental Health Among High School Students	1	Cheryl
1/27	Problematic Award-Winning Texts: Daniel Boone, the Newbery Award, and Children's Librarianship	1	Elise, Joanne, Vicky
1/4	Collection Management Basics with Holly Hibner and Mary Kelly	1	Jenny
1/18	Different Stories: Developmental Differences and Reading Aloud	.5	Jenny
1/18	And the Winner is... Book Awards and Children's Literature	.5	Jenny
1/20	How We Read Now	.5	Jenny
1/25	Inner Truths: Crafting LGBTQ+ Children's Books	.5	Jenny
1/25	ALA Youth Media Awards	1	Jenny, Rebekah, Vicky, Joanne
1/26	Inner Truths, Part 2: The Research Behind LGBTQ+ Children's Books	.5	Jenny
1/28	Shaping Memories: Expressions in Clay with Ehren Tool	1	Jenny
1/12	YALSA Nonfiction Award Finalists in Conversation with SLJ	1	Joanne, Vicky
1/12	Newbery on Newbery: Celebrate 100 years of the Newbery with four award-winning authors!	1	Joanne
1/13	B&N Virtual: Jason Reynolds & Jason Griffin for AIN'T BURNED ALL THE BRIGHT	1	Joanne
1/4	Covid Conversations	1	Paula
1/19	YALD Meeting	1.5	Scott
1/4	Personal Pronouns	.5	Betty
1/4	Serving Spanish Speaking Patrons	1.0	Betty
1/4	Conducting the Reference Interview	1.0	Alyssa, Doreen
1/4	ABOS Continuing Education: Healthy Boundaries, Healthy Services	1.0	Alyssa
1/8	Introduction to Web Accessibility	1.5	Alyssa, Doreen

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1/8	ALA's Programming Library: Media Literacy for Adults: Media Landscape and Economics	1.0	Alyssa, Doreen
1/13	Plan a Campaign to Draw People Back Into Your Libraries webinar	1.0	Ryan

Safety and Security Statistics:

- Patron Assists: 95
- Staff Assists: 0
- Mask Warning: 4
- No mask: Went through approximately 2 boxes of masks
- Behavioral Contacts: 3
- Unattended Children: 0
- Book Donations: 31
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 1
- Suspended Patrons: 2
- Patrons asked to leave EOD: 4

Patron Suspensions		
Person(s) suspended	Length of Suspension	Violation/reason
Two teens	One year	Excessive noise after repeated warnings, excessive public displays of affection, noncompliance with staff

ADULT SERVICES

- Dealing with staffing issues due to cold, flu and COVID concerns.
- Had meetings with AARP to discuss the program.
- Started to take appointments for AARP tax prep and that is going well.
- Kathie met with Maria, our new Community Engagement Specialist, to discuss partnerships.

CIRCULATION

- Reinstated quarterly reports for clerks and shelvees.
- Youth fiction and CD shifts were completed.
- Researching small carts for patron use.
- Facilities adjusted phone routing to fit better with our staff shortages. (**Work Smarter not Harder**)

COMMUNICATIONS

- Nancy Stricker has announced her retirement, effective February 18. Nancy has made a tremendous contribution to WNPL over 25 years of dedicated service. She assisted in the development of the first WNPL Graphics department, and worked on many award-winning projects, including the initial concept and design for the Inside Angle newsletter. We will miss Nancy and wish her the best in her new chapter.

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- A campaign of New Year, New Chapter highlighted library resources that relate to new beginnings.
- Work began on the spring 2022 edition of the Inside Angle newsletter, which is being expanded to an eight-page format for the first time since the pandemic began. The issue is due to mail mid-February.
- Communications worked with the EDI Committee to design, make and introduce pronoun buttons for voluntary use of staff. (EDI)
- Working with Adult Services for creating of promotional materials for Illinois Libraries Present (ILP) events. ILP is a cooperative effort by nearly 200 Illinois libraries to provide high-quality events for libraries of varying sizes, with EDI in mind. Sandy has joined the ILP Marketing Committee.
- Two enews blasts were sent out this month.
- The Summer Reading Program Committee met on Jan. 27 to discuss planning for the 2022 theme, Read Beyond the Beaten Path.
- Nearly 70 pieces of social media content were created and posted by Communications in January including New Year closings, Express Lockers, Martin Luther King Jr. Day, Betty White's 100th birthday anniversary, Job Center of Lake County share and more. (EDI)
- Projects this month: staff phone extension list update, Grow Your Mind (EDI), Tech Time templates (WSNH), Bilingual Storytime (EDI), numerous pathfinders and display signs. (EDI)

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- All Tech Energy replaced the LED drivers in the storytime room dome fixtures to resolve inconsistent dimming issues.

INFORMATION TECHNOLOGY

- Continued implementation of Microsoft 365.
- Resolved 108 help desk requests.

OUTREACH

- Bookmobile remained off road during the month of January due to the Covid surge.
- Bookmobile had a truck wash on January 4th.
- Small van received an oil change and inspect/repair of the muffler at McClure's on 1/14.
- Angela met with Maria (Community Engagement Specialist) to discuss Outreach Services and possible ways to support Outreach growth.

TECHNICAL SERVICES

- Continued to add first name to adult biographies.
- Continued to reclass holiday and concept board books.
- Revised our weeding report templates to adapt them to Office 365.

YOUTH SERVICES

- We canceled in-person programs due to the Omicron surge.
- To help bridge the gap, we offered a weekly Zoom Storytime throughout the month.

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- Teen programs were converted to virtual.
- Staff offered additional Take & Make projects.
- Rebekah met with Maria, (our new Community Engagement Specialist) to discuss partnerships.
- Reached out to Park District about summer programs including Storywalks and outdoor storytimes.
- Added ABC stickers to Board Book collection.

JANUARY STATISTICS

MAIN LIBRARY CIRCULATION

TYPE OF MATERIAL	JAN ADULT	JAN YOUTH	JAN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	409	114	523	3,078	1,252	4,330	3,984	8.7%
Kits	0	145	145	0	1,043	1,043	582	79.2%
Books	8,648	12,252	20,900	59,989	89,182	149,171	107,899	38.3%
Music Compact Discs	1,098	52	1,150	6,219	529	6,748	4,243	59.0%
DVDs/Blu-rays	5,261	649	5,910	35,302	5,130	40,432	36,648	10.3%
Magazines	651	42	693	4,929	360	5,289	1,118	373.1%
Video Games	458	0	458	3,490	0	3,490	2,057	69.7%
Videoplayers	0	12	12	0	116	116	49	136.7%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	6	0	6	35	0	35	4	775.0%
Backpacks	0	17	17	0	113	113	1	11200.0%
Launchpads	0	18	18	0	89	89	73	21.9%
Hotspots	109	0	109	977	0	977	248	294.0%
ebooks (MMM, Hoopla)	4,719	0	4,719	21,219	0	21,219	24,744	-14.2%
eaudiobooks (MMM, Hoopla)	4,388	0	4,388	25,296	0	25,296	25,913	-2.4%
evideo (MMM, Hoopla)	313	0	313	2,351	0	2,351	3,421	-31.3%
emusic (Hoopla)	134	0	134	784	0	784	1,038	-24.5%
emagazines (Overdrive)	337	0	337	1,294	0	1,294	1,208	7.1%
ecomicrobooks (Hoopla)	178	0	178	9,867	0	9,867	10,770	-8.4%
Total emedia	10,069	0	10,069	60,811	0	60,811	67,094	-9.4%
MAIN LIBRARY SUBTOTAL	26,709	13,301	40,010	174,830	97,814	272,644	224,000	21.7%

**MMM=MyMediaMall

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**OUTREACH
 CIRCULATION**

TYPE OF MATERIAL	JAN ADULT	JAN YOUTH	JAN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	10	0	10	44	9	53	157	-66.2%
Kits	0	1	1	0	31	31	55	-43.6%
Books	187	524	711	1,292	4,072	5,364	3,466	54.8%
Music Compact Discs	5	6	11	31	16	47	85	-44.7%
DVD's	120	7	127	952	71	1,023	879	16.4%
Magazines	18	0	18	253	0	253	160	58.1%
Miscellaneous	3	0	3	9	0	9	0	N/A
OUTREACH SUBTOTAL	343	538	881	2,581	4,199	6,780	4,802	41.2%

TOTAL CIRCULATION

	JAN ADULT	JAN YOUTH	JAN 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	27,052	13,839	40,891	177,411	102,013	279,424	228,802	22.1%

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Services Statistics	January	January	January	January	January	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Jan-22	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	1,382	74	45	0	1,501	8,629	647	497	10	9,783	8,451	16%
Reference/Titles Req.	1,147	242	451	0	1,840	7,763	1,757	2,978	37	12,535	9,050	39%
E-Mail Reference	34	0	0	0	34	256	0	0	0	256	521	-51%
Instruction Questions	534	19	0	0	553	4,271	69	0	0	4,340	1,887	130%
Total Desk Activities	3,097	335	496	0	3,928	20,919	2,473	3,475	47	26,914	19,909	35%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				275					1,817	1,845	-2%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				150					1,005	984	2%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				422					2,644	2,159	22%
ILL Borrowing Filled	Use: Borrowing Requests Finished				265					1,706	1,090	57%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					1	10	-90%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	2	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					33	11	200%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					12	5	140%
CIRCULATION												
In-District cardholders					28,317					28,317	44,485	-36%
Reciprocal cardholders					7,433					7,433	12,312	-40%
Total Cardholders					35,750					35,750	56,797	-37%
RBP Loaned					0					0	9,209	-100%
RBP Borrowed					2,389					9,902	2,915	240%
Hold					5,046					31,789	50,748	-37%
Patron Count Main					11,424					84,776	46,427	83%
Self Check Out Use					14,211					100,310	49,501	103%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					0					133	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					134	0	N/A
Total Patron Count					0					289	0	N/A
Homebound visits					37					132	144	-8%
Deposit Collection deliveries					11					60	16	275%
Remote book drop pickups					0					0	0	N/A
Total Van Stops					48					192	160	20%
Days BKM on road					0					24	0	N/A
In-House Programs/Tour												
# of Adult Programs					12					75	65	15%
Adult Attendance					265					1,076	1,030	4%
# of Youth Programs					21					258	312	-17%
Youth Attendance					654					5,574	8,613	-35%
Adult Attendance					305					3,746	8,271	-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					5	0	N/A
Youth Attendance					0					629	0	N/A
Adult Attendance					0					9	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					2					128	0	N/A
Study Room Uses					305					1,980	0	N/A
INTERNET USAGE												
# of sessions					1,062					7,790	4,190	86%
Total Hours					581					4,025	2,159	86%
Average Session (minutes)					21					207	148	40%
OTHER SERVICES												
Proctoring					0					2	0	N/A
Voter Registration					0					1	5	-80%
Website views					22,465					155,471	179,969	-14%
New items processed					2,638					17,309	21,378	-19%
Total materials Main library					329,422					329,422	302,101	9%
Total materials Outreach					16,191					16,191	16,453	-2%
TOTAL MATERIALS					345,613					345,613	318,554	8%
Adult Volunteer Hours					62.0					645.5	41.0	1474%
Student Volunteer Hours					31.0					117.0	94.5	24%
Total Volunteer Hours					93.0					762.5	135.5	463%

END