

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

EXECUTIVE SUMMARY

Highlights:

- After putting in-person programs on hiatus due to the COVID Omicron surge, February brought a dramatic decrease in COVID cases and allowed us to resume several in-person programs and services, such as storytimes, full study room capacity, and the reopening of the Flex for staff use. Masks are now optional for staff and the public in the library.
- WNPL Youth Services staff worked with the Warren Township High School Black Student Union to create our first collaborative book display in the Vault. The WNPL Communications staff developed a poster template that will be used with student curated book displays in the Vault, as this will be an ongoing project with clubs and/or groups from WTHS.

Meetings, programs, training attended:

- ILA Public Policy Committee Meeting (2/7).
- RAILS Resource Sharing Committee (2/14).
- OSG Quarterly IT Meeting (2/17).
- NSLS Virtual Legislative Meet-Up (2/21)

Special plans for coming month:

- CCS Evaluation and Assessment.
- WNPL Community Engagement Task Force Meeting.
- *Library Connections* back from hiatus.

Special plans for the near future:

- Continue 50th anniversary celebration planning.
- Formal “Work Smarter, Not Harder” recognition rollout at April 28 All Staff Meeting.

ADMINISTRATION

EDI: The EDI Committee identified short-term goals for the remainder of 2022 and long-term goals for 2023 and beyond. The Committee is working on developing a short-range EDI strategic plan to complement WNPL’s short-range strategic plan. Long-range goals will be incorporated into WNPL’s next long-range strategic plan. The short-range EDI strategic plan should be finalized in April.

Friends: Celeste and Jo were in attendance with me at the February 24 meeting. The highlight of the meeting was recognition and celebration of Kristy Trouy’s contributions to WNPL. The Friends elected new officers: Vice President Betty Sporten, Treasurer Mark Mueller, and Directors Bill Ballock and Lynn Kublank. The next Saturday book sale will be on Saturday, April 30.

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Fundraising:

Fundraising through February			
		February	Year to Date
Annual Fund	\$	150.00	\$ 6,815.00
Gifts		0.00	202.77
Total	\$	150.00	\$ 7,017.77

Personnel:

Status of Organization: February
 Number of full-time employees: 38
 Number of part-time employees: 43
 TOTAL number of employees: 81
 Full-time equivalents: 58.25
 New hires: None
 Separations: None
 Changes: None

Workshops, programs and training attended:

Date	Title	Hours	Staff
2/22	Desigo BAS training – last session	3	Kevin G.
2/2	Intro to Excel	1	Hema S.
2/4	LACONI TSS: Vendor Fair	3.5	Amy M., Debbie G.
2/9	Intro to Excel Formulas	1	Hema S., Gretchen K.
2/3	Ehren Tool's Cups Aren't for Sale. They're for Starting Conversations.	.5	Jenny
2/3	Opening Up the Book on Reach Out and Read	.5	Jenny
2/15	From Book Desert to Reading Oasis	1	Jenny
2/15	From Book Desert to Reading Oasis	.5	Jenny
2/3	JED Foundation / The Hidden Pandemic: Promoting Mental Health Among High School Students	1	Joanne
2/3	B&N virtually presents: Ruta Sepetys Celebrates I Must Betray You	1	Joanne
2/14	Stay Safe Sustainably: 10 Rules for Handling Difficult Situations	1	Joanne, Rebekah, Paula, Scott
2/22	LJ & SLJ Spring Graphic Novels for All Levels	1	Rebekah
2/15	Material Challenges Training by Eddie	1	Scott
2/15	Middle Grade Magic	1	Vicky

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2/8	We are Not Okay-Library Worker Trauma Before and During COVID-19 And What Happens Next	1	Laura
2/2	Intro to Excel & Excel Tables for Microsoft 365	1	Angela, Doreen, Alyssa
2/7	Intro to Excel Formulas for Microsoft 365	1	Angela, Doreen, Alyssa
2/4	ABOS Driven Discussions: Laundromats, Literacy, and Library Outreach	1	Alyssa
2/15	Handling Behavioral Issues	1	Doreen
2/3	PR Council of Lake County – Visit Lake County	1	Sandy
2/22	Trauma Informed Services for Spanish Speaking Patrons	1.25	Eric
2/22	Design an Interactive & Animated Augmented Reality Scene for Adobe Aero	3	Eric
2/22	Adobe Aero Masterclass with Nadine Kolodziej and Susi Vetter	1.5	Eric
2/15	Managing Finances in Times of Inflation	1.0	Ryan
2/17	Library Marketing Strategies that Get Results	1.0	Ryan

Safety and Security Statistics:

- Patron Assists: 118
- Staff Assists: 0
- Mask Warning: 10
- No mask: Went through approximately 1 box of masks
- Behavioral Contacts: 5
- Unattended Children: 0
- Book Donations: 34
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 1
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Jared Rutecki. Better Government Association	List of employees and union status	2/8/2022	2/22/2022 (extension requested and granted)

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ADULT SERVICES

- AARP tax preparation began. We are taking appointments this year and it's going well.
- The Illinois Presents initiative debuted this month with author Jasmine Guillory. We look forward to the other presenters scheduled for the year.
- Offered a BubbleTea take & make which was very well received.
- Author Mia Manansala, a diverse author whose books feature diverse characters, did a Zoom program which nine people attended. **(EDI)**
- Staff are gearing up for the Grow Your Mind book challenge and the summer reading program.
- Debuted a Staff Picks handout.
- The search form on the website was replaced, the culmination of several weeks of work by Amy B.

CIRCULATION

- Applied for government funded video relay that allows Deaf employees and deaf patrons to receive interpreter services in real time. **(Working smarter not harder)**
- Launched (with TS manager) no expiration date for our library cards using Unique services which utilizes National Change of Address. **(Working smarter not harder)**

COMMUNICATIONS

- Started the process of preparing to fill open hours in the department.
- The spring 2022 Inside Angle mailed on approximately Feb. 18.
- Completed materials for Adult and Youth Grow Your Mind reading programs. **(EDI)**
- Designed a comprehensive list of Staff Picks compiled by Adult Services staff. **(EDI)**
- An employee of the week template was created in conjunction with the Training Coordinator. **(EDI) & (WSNH)**
- Worked on elements of the Summer Reading Program including t-shirts and StoryWalk.
- Two enews blasts were sent out this month.
- Over 100 pieces of social media content were created and posted by Communications.

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- A new contract was signed with The Hill Group, HVAC Mechanical Services for preventative maintenance and emergency services.
- Facility staff met with Wold Architects and Engineers to review HVAC needs.
- Siemens was on-site to conduct their scheduled quarterly preventative maintenance duties to the BAS and control systems.
- Staff received their final training session on the new Desigo building automation system.
- Installed additional Philips lighting controls in the Quiet Reading Room.
- Installed a new fireplace wireless control that replaced the original defective unit.

INFORMATION TECHNOLOGY

- Continued implementation of Microsoft 365.
- Maintenance performed on Adult Reference Desk Printer.

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- Updated certificate for Exchange server.
- Started disconnecting T drive and disabling roaming profiles for Staff.
- Resolved 78 help desk requests.

OUTREACH

- Outreach resumed Bookmobile neighborhood route stops on 2/14 that had been on extended hiatus since the holidays due to increased Covid cases.
- Completed new Bookmobile schedule for April 2022-March 2023 service, including changing three stop locations.
- Outreach staff worked on a department weeding project to clear out some old materials.

TECHNICAL SERVICES

- Continued to reclass the adult biography collection.
- Completed NCOA (National Change of Address) project.

YOUTH SERVICES

- Hosted an ACT/SAT prep class that was very well attended.
- Programmers finished the Zoom storytimes and began the new in-person storytime session.
- Added a bilingual storytime session into our regular rotation. **(EDI)**
- Prepared the Read Aloud Challenge for our youngest patrons which will run March 1 – March 31 and continued to plan for the SRP.
- Moved the holiday board books into Coco's Cove.
- We had good engagement with our Blind Date with a Book passive program.

FEBRUARY STATISTICS

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	FEB ADULT	FEB YOUTH	FEB TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	347	146	493	3,425	1,398	4,823	4,244	13.6%
Kits	0	247	247	0	1,290	1,290	596	116.4%
Books	7,946	11,989	19,935	67,935	101,171	169,106	117,263	44.2%
Music Compact Discs	916	40	956	7,135	569	7,704	4,494	71.4%
DVDs/Blu-rays	4,452	581	5,033	39,754	5,711	45,465	38,866	17.0%
Magazines	567	34	601	5,496	394	5,890	1,295	354.8%
Video Games	399	0	399	3,889	0	3,889	2,144	81.4%
Videoplayers	0	5	5	0	121	121	50	142.0%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	2	0	2	37	0	37	4	825%
Backpacks	0	22	22	0	135	135	1	13400%

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Launchpads	0	17	17	0	106	106	75	41.3%
Hotspots	103	0	103	1,080	0	1,080	338	219.5%
ebooks (MMM, Hoopla)	3,784	0	3,784	25,003	0	25,003	29,116	-14.1%
eaudiobooks (MMM, Hoopla)	3,890	0	3,890	29,186	0	29,186	29,764	-1.9%
evideo (MMM, Hoopla)	362	0	362	2,713	0	2,713	3,862	-29.8%
emusic (Hoopla)	95	0	95	879	0	879	1,161	-24.3%
emagazines (Overdrive)	256	0	256	1,550	0	1,550	1,372	13.0%
ecomicrobooks (Hoopla)	153	0	153	10,020	0	10,020	11,039	-9.2%
Total emedia	8,540	0	8,540	69,351	0	69,351	76,314	-9.1%
MAIN LIBRARY SUBTOTAL	23,272	13,081	36,353	198,102	110,895	308,997	245,684	25.8%

**MMM=MyMediaMall

OUTREACH CIRCULATION

TYPE OF MATERIAL	FEB ADULT	FEB YOUTH	FEB 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	0	5	49	9	58	162	-64.2%
Kits	0	9	9	0	40	40	55	-27.3%
Books	190	585	775	1,482	4,657	6,139	3,671	67.2%
Music Compact Discs	1	6	7	32	22	54	91	-40.7%
DVD's	136	25	161	1,088	96	1,184	974	21.6%
Magazines	27	0	27	280	0	280	184	52.2%
Miscellaneous	3	0	3	12	0	12	4	200.0%
OUTREACH SUBTOTAL	362	625	987	2,943	4,824	7,767	5,141	51.1%

TOTAL CIRCULATION

	FEB ADULT	FEB YOUTH	FEB 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	23,634	13,706	37,340	201,045	115,719	316,764	250,825	26.3%

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Services Statistics	February	February	February	February	February	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Feb-22	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	TOTAL
DESK ACTIVITIES												
Information	1,633	114	65	7	1,819	10,262	761	562	17	11,602	8,663	34%
Reference/Titles Req.	1,159	268	451	11	1,889	8,922	2,025	3,429	48	14,424	10,246	41%
E-Mail Reference	19	0	0	0	19	275	0	0	0	275	707	-61%
Instruction Questions	535	8	0	0	543	4,806	77	0	0	4,883	1,953	150%
Total Desk Activities	3,346	390	516	18	4,270	24,265	2,863	3,991	65	31,184	21,569	45%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				267					2,084	2,102	-1%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				147					1,152	1,118	3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				357					3,001	2,469	22%
ILL Borrowing Filled	Use: Borrowing Requests Finished				222					1,928	1,241	55%
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				4					37	16	131%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					14	7	100%
CIRCULATION												
In-District cardholders					28,092					28,092	45,009	-38%
Reciprocal cardholders					7,470					7,470	12,312	-39%
Total Cardholders					35,562					35,562	57,321	-38%
RBP Loaned										0	9,209	-100%
RBP Borrowed					2,432					12,334	2,959	317%
Holds					4,126					35,915	59,379	-40%
Patron Count Main					12,250					97,026	50,341	93%
Self Check Out Use					13,329					113,639	49,579	129%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					26					159	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					26					160	0	N/A
Total Patron Count					89					378	0	N/A
Homebound visits					18					150	160	-6%
Deposit Collection deliveries					10					70	16	338%
Remote book drop pickups					0					0	0	N/A
Total Van Stops					28					220	176	25%
Days BKM on road					7					31	0	N/A
In-House Programs/Tour												
# of Adult Programs					14					89	77	16%
Adult Attendance					263					1,339	1,188	13%
# of Youth Programs					39					297	357	-17%
Youth Attendance					561					6,135	9,829	-38%
Adult Attendance					453					4,199	9,439	-56%
# 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					31					159	0	N/A
Study Room Uses					437					2,417	0	N/A
INTERNET USAGE												
# of sessions					1,096					8,886	4,216	111%
Total Hours					620					4,645	2,165	115%
Average Session (minutes)					34					241	168	43%
OTHER SERVICES												
Proctoring					0					2	0	N/A
Voter Registration					1					2	5	-60%
Website views					21,248					176,719	204,209	-13%
New items processed					2,278					19,587	23,483	-17%
Total materials Main library					329,718					329,718	301,744	9%
Total materials Outreach					14,157					14,157	16,659	-15%
TOTAL MATERIALS					343,875					343,875	318,403	8%
Adult Volunteer Hours					98.5					744.0	41.0	1715%
Student Volunteer Hours					23.3					140.3	94.5	48%
Total Volunteer Hours					121.8					884.3	135.5	553%

END