

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MARCH 2022
April 19, 2022
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- I was asked to chair the Illinois Library Association Public Policy Committee starting on July 1, 2022. After discussing this with Jo and investigating the responsibilities and time commitment, I decided to accept the appointment.
- Work has begun on the summer 2022 edition of the Inside Angle, which will be the first issue restored to our standard 12-page format since the beginning of the pandemic.

Meetings, programs, training attended:

- Exchange Club Board Meeting (3/1).
- ILA Public Policy Committee Meeting (3/7).
- Meeting with Highwood Public Library Leadership Team (3/10).
- WNPL Community Engagement Task Force Initial Meeting (3/14).
- OSG Technology and IT Capital Planning Meeting (3/17).

Special plans for coming month:

- Continue CCS Evaluation and Assessment.
- Begin Deputy Director search and recruitment process.
- Formal “Work Smarter, Not Harder” recognition rollout at April 28 All Staff Meeting.

Special plans for the near future:

- Continue 50th anniversary celebration planning.
- Quiet Reading Room renovation planning.

ADMINISTRATION

EDI: The EDI Committee met on March 1 and March 29 to continue working on short-range EDI goals as a bridge to WNPL’s next long-range strategic plan. Many long-range EDI goals have been identified during this process which we will share with the Board. We want them to be incorporated into our next strategic plan. This process has been time consuming and is taking longer than anticipated. Maria has been meeting with members of the Management Team to determine how to best prioritize these goals and determine which goals we can accomplish during the remainder of 2022 with the resources we have available. In the meantime, staff have started work on some of the short-range goals that have been identified, such as increasing the visibility of Spanish books in our collection.

Friends: The transition to Barb Grover managing BookEnds is going smoothly. The next Saturday Book Sale is April 30, 2022.

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Fundraising:

Fundraising through March			
	March	Year to Date	
Annual Fund	\$ 775.00	\$ 7,590.00	
Gifts	0.00	202.77	
Total	\$ 775.00	\$ 7,792.77	

Personnel:

Status of Organization: March

Number of full-time employees: 37

Number of part-time employees: 43

TOTAL number of employees: 80

Full-time equivalents: 56.96

New hires: 3/14/22 K. Busse Adult Services Associate, PT 14 hours wk

Separations: 3/3- D. Corona-Head of IT, FT

3/16-A. Harris-Substitute Security Monitor

Changes: 3/1-S. S.Savarkar-Head of IT, FT

Workshops, programs and training attended:

Date	Title	Hours	Staff
3/23	Navigating the News: Information Literacy	1.5	Smruti, Donna K., Hema S., Jen Waldvogel, Cynthia Ramirez, Kathie Fifer, Karen G. Rose, Katelyn, Mary, Claudia, Lauren G, Lauren P. Cathy, Tammara, Julie, Jeanine, Gina Ornelas, Laura Stone, Amy B, Scott, Joanne, Rebekah
3/23	Microsoft Teams Essential Training	2.5	Nancy LO
3/1	Gale Analytics Training – Part One	1	Sandy, Maria, Smruti
3/9	Gale Analytics Training – Part Two	1	Sandy, Maria, Smruti, Ryan
3/16	Gale Analytics Training – Part Two	1	Sandy, Maria, Smruti, Ryan

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3/3	PR Council of Lake County – Lake County Emergency Management Overview and Responsibilities	1	Sandy
3/15	Paid Advertising – Waste or Win / Arlington Heights Memorial Library	1	Sandy
3/28	RESOLVE 17 CRASH COURSE - Davinci Resolve 17 Walkthrough	2.5	Eric
3/29	DaVinci Resolve 17 Edit Training - Introduction to Editing Part 1	2.25	Eric
3/29	Banned Books – When Books are Threatened, Where Do We Turn?	1.5	Sandy, Karen G.
	Employment Law	1.5	Jen Hoy
3/3	EdWeb- Creating Engaging Environments for Infants and Toddlers	1	Cheryl
3/1	Using Art to Teach Writing: The Sentence Fluency Trait (Illinois Art Education Association)	1	Jenny
3/16	Alan Magee: Art is not a Solace	.5	Jenny
3/8	TYNKER Group Meeting	1	Joanne
3/17	SLJ Spring Non-Fiction Preview	1	Joanne
3/24	SLJ Spring Teen/YA Book Buzz	1	Joanne
3/31	Candace Fleming in conversation with Nina Barrett on her newest book Murder Among Friends: How Leopold and Loeb Tried to Commit the Perfect Crime.	1	Joanne, Vicky
3/4	LJ Spring GN 2022	1	Alyssa
3/2	Sensitivity Reading Panel	1	Liz
3/23	Navigating the News	1	Liz, Doreen, Angela, Fern
3/28	Workforce Development: How Public Libraries Are Making a Difference	1	Doreen
3/5	Programming for Adults with Developmental Disabilities	1	Betty

Safety and Security:

- Patron Assists: 117
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 8
- Unattended Children: 0
- Book Donations: 31
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0

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- Patrons asked to leave EOD: 2

Incidents:

- 3/12- Public Urination on library property.
- 3/12- Patron asked to leave after confessing to watching pornographic material on one of the public computers.
- 3/30- Teens asked to leave for the day after excessive PDA.

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
ABC7 Chicago	Access to and/or a copy of data on reconsideration forms or other forms that challenge library books dating from January 2018 to present.	3/24	4/11 (Request sent to wrong e-mail and got caught up in Junk Mail filter)

ADULT SERVICES

- ILP hosted author Jenny Lawson.
- The Bitcoin program was very popular.
- The SRP awards, including the annual pin, have been purchased.
- The new Navigating the News program developed by Eddie, Jess and Rachel, debuted for staff.
- Kathie attended the virtual Digital Libraries of IL annual meeting.

CIRCULATION

- Weeded, organized, removed purged cards from online registrations.
- Aided IT with One Drive set up for clerks.
- Grant eligibility patron form created.
- Started interviewing process for two open clerk positions.
- Attended first ILS task force meeting.

COMMUNICATIONS

- Department open hours are now posted and the process of receiving applications has begun.
- New lobby exhibit themes for the main lobby display case and the Friends' BookEnds case were created to focus on diversity of foods from countries around the world. 'Celebrate a World of Flavors' is based upon a campaign from the Academy of Nutrition and Dietetics that encourages everyone to explore new cuisines to learn about other cultures. (EDI)
- The spring edition of the school newsletter was emailed to schools on March 15.
- Summer Reading Program preparation continues. T-shirts and bilingual flyers have already been developed. SRP themed StoryWalks are in development in conjunction with Youth Services and the Gurnee Park District.
- New staff name tag inserts were designed, with work continuing on revised letterhead and business cards.
- Projects completed: Youth Services display signs reflecting online resources; Oscars^R ballots and sign; Friends' Creative Writing Award certificates.

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- One enews blast was sent out this month.
- Nearly 80 pieces of social media content were created and posted by Communications.

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- Door Systems installed a new garage door.
- Hill Group Mechanical serviced RTU #15.
- Facilities staff received quotes for plumbing services to install a new public water bottle filling station.
- Submitted paperwork to the city for a building permit to install the public water bottle filling station.

INFORMATION TECHNOLOGY

- Sierra hosted server migration with TS. Replaced IP address with hostname wherever possible. (WSNH)
- Internet disconnected on 3/23 due to failed UPS connected to the main internet line. Services resumed before library opened for patrons. The failed UPS has been replaced.
- Renewed security certificates for Sierra and Encore.
- Replaced a failed SAS drive on Backup server.
- Enabled functionality to schedule Communico reports. (WSNH)
- Completed Microsoft 365 Mailbox migration project.
- Conducted scheduled Server maintenance.
- Performed scheduled backups.
- Resolved 93 web helpdesk tickets.

OUTREACH

- Bookmobile ended route early, skipping last two stops on 3/3 due to ABS warning lighting up on dash and on 3/4 dropped off BKM to Lakeside International for repair.
- Bookmobile service was cancelled on 3/7 and 3/8 while BKM was in repair shop for ABS and suspension bags air leak.
- Head of Outreach recorded an episode of Library Connections with the Executive Director.
- Bookmobile new route schedules received from the printer.
- Bookmobile new stop drive around completed on 3/30 to familiarize staff to the locations of the three new BKM stops that will begin in April.

TECHNICAL SERVICES

- Switched over 2022 awards books to 2023 award books.
- Continue to add first name to adult biography collection.

YOUTH SERVICES

- Staff observed storytimes presented by other YS members throughout the month.
- Programmers met throughout the month to coordinate plans for summer programming.
- Staff wrote copy for the summer Inside Angle using One Drive to allow for collaboration. (WSNH)

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- Wrote a column featuring Youth Services for the upcoming newsletter.
- Teen staff worked with the Mother Earth's Concerned Students (MECS) club from the high school to put together a poster and book display for April.
- Hosted drop-in activities in the Point and the Vault for Spring Break. We were happy with the response and amount of foot traffic we received.

MARCH STATISTICS

MAIN LIBRARY CIRCULATION

TYPE OF MATERIAL	MAR ADULT	MAR YOUTH	MAR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	448	151	599	3,873	1,549	5,422	5,002	8.4%
Kits	0	162	162	0	1,452	1,452	710	104.5%
Books	8,942	14,616	23,558	76,877	115,787	192,664	137,363	40.3%
Music Compact Discs	836	54	890	7,971	623	8,594	5,407	58.9%
DVDs/Blu-rays	4,743	702	5,445	44,497	6,413	50,910	44,922	13.3%
Magazines	669	58	727	6,165	452	6,617	1,524	334.2%
Video Games	563	0	563	4,452	0	4,452	2,642	68.5%
Videoplayers	0	5	5	0	126	126	88	43.2%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	0	0	0	37	0	37	4	825.0%
Backpacks	0	23	23	0	158	158	1	15700.0%
Launchpads	0	18	18	0	124	124	95	30.5%
Hotspots	139	0	139	1,219	0	1,219	472	158.3%
ebooks (MMM, Hoopla)	4,270	0	4,270	29,273	0	29,273	33,662	-13.0%
eaudiobooks (MMM, Hoopla)	4,354	0	4,354	33,540	0	33,540	34,124	-1.7%
evideo (MMM, Hoopla)	309	0	309	3,022	0	3,022	4,312	-29.9%
emusic (Hoopla)	109	0	109	988	0	988	1,312	-24.7%
emagazines (Overdrive)	255	0	255	1,805	0	1,805	1,531	17.9%
ecomicbooks (Hoopla)	159	0	159	10,179	0	10,179	11,258	-9.6%
Total emedia	9,456	0	9,456	78,807	0	78,807	86,199	-8.6%
MAIN LIBRARY SUBTOTAL	25,796	15,789	41,585	223,898	126,684	350,582	284,429	23.3%

**MMM=MyMediaMall

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**OUTREACH
 CIRCULATION**

TYPE OF MATERIAL	MAR ADULT	MAR YOUTH	MAR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	27	1	28	76	10	86	174	-50.6%
Kits	0	21	21	0	61	61	63	-3.2%
Books	358	912	1,270	1,840	5,569	7,409	4,442	66.8%
Music Compact Discs	5	5	10	37	27	64	97	-34.0%
DVD's	169	23	192	1,257	119	1,376	1,061	29.7%
Magazines	46	0	46	326	0	326	212	53.8%
Miscellaneous	4	0	4	16	0	16	5	220.0%
OUTREACH SUBTOTAL	609	962	1,571	3,552	5,786	9,338	6,054	54.2%

TOTAL CIRCULATION

	MAR ADULT	MAR YOUTH	MAR 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	26,405	16,751	43,156	227,450	132,470	359,920	290,483	23.9%

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Services Statistics	March	March	March	March	March	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Mar-22	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
	TOTAL											
DESK ACTIVITIES												
Information	1,869	36	75	10	1,990	12,131	797	637	27	13,592	9,562	42%
Reference/Titles Req.	1,340	332	597	25	2,294	10,262	2,357	4,026	73	16,718	12,296	36%
E-Mail Reference	36	0	0	0	36	311	0	0	0	311	938	-67%
Instruction Questions	702	22	0	0	724	5,508	99	0	0	5,607	2,296	144%
Total Desk Activities	3,947	390	672	35	5,044	28,212	3,253	4,663	100	36,228	25,092	44%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				290					2,374	2,358	1%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				174					1,326	1,258	5%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				352					3,353	2,920	15%
ILL Borrowing Filled	Use: Borrowing Requests Finished				232					2,160	1,512	43%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					1	11	-91%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	2	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					37	33	12%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					14	17	-18%
CIRCULATION												
In-District cardholders					28,673					28,673	45,131	-36%
Reciprocal cardholders					7,500					7,500	12,322	-39%
Total Cardholders					36,173					36,173	57,453	-37%
RBP Loaned					2,879					2,879	11,278	-74%
RBP Borrowed										12,334	2,959	317%
Holdings					4,849					40,764	66,134	-38%
Patron Count Main					14,952					111,978	59,150	89%
Self Check Out Use					14,411					128,050	190,038	-33%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					48					207	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					48					208	0	N/A
Total Patron Count					215					593	0	N/A
Homebound visits					22					172	180	-4%
Deposit Collection deliveries					9					79	29	172%
Remote book drop pickups					13					13	0	N/A
Total Van Stops					44					264	209	26%
Days BKM on road					12					43	0	N/A
In-House Programs/Tour												
# of Adult Programs					18					107	88	22%
Adult Attendance					316					1,655	1,426	16%
# of Youth Programs					67					364	408	-11%
Youth Attendance					1,062					7,197	10,936	-34%
Adult Attendance					531					4,730	10,514	-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					50					209	0	N/A
Study Room Uses					494					2,911	0	N/A
INTERNET USAGE												
# of sessions					1,266					10,152	4,669	117%
Total Hours					702					5,347	2,269	136%
Average Session (minutes)					34					275	183	50%
OTHER SERVICES												
Proctoring					0					2	0	N/A
Voter Registration					1					3	5	-40%
Website views					23,911					200,630	229,404	-13%
New items processed					2,919					22,506	25,652	-12%
Total materials Main library					331,105					331,105	302,039	10%
Total materials Outreach					13,175					13,175	16,652	-21%
TOTAL MATERIALS					344,280					344,280	318,691	8%
Adult Volunteer Hours					131.0					875.0	41	2034%
Student Volunteer Hours					14.0					154.3	95	63%
Total Volunteer Hours					145.0					1,029.3	136	660%

END