

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2022
May 17, 2022
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- National Library Week was celebrated April 3-9, with acknowledgements in print and social media. This year's theme was Connect with Your Library, which was also featured on the cover of the spring Inside Angle newsletter.
- We have officially completed the Microsoft 365 OneDrive migration project for all library staff.

Meetings, programs, training attended:

- ILA Public Policy Committee Meeting (4/4).
- Exchange Club Board Meeting (4/5).
- WNPL Community Engagement Task Force Meeting (4/11).
- Islamic Foundation North Interfaith Iftar (4/13).
- Healthy Communities Healthy Youth (4/14).

Special plans for coming month:

- Continue CCS Evaluation and Assessment.

Special plans for the near future:

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

ADMINISTRATION

Community Engagement:

Partnerships:

- Brushwood Center at Ryerson Woods met every Wednesday from 5-6pm discussions regarding partnerships, back-to-school event, backpack materials, artist, activist, art in learning and programs, nature in programs, mental health awareness through art and nature.
- Roberti Community House discussed partnership opportunities, back-to-school event, outreach events, backpack donations, Mother Day event, tour of organization.
- HACES discuss partnership opportunities, immigration informational sessions, immigration classes, DACA renewal workshops, citizenship workshops.
- CLULC discussed how to partner with the libraries centralized location for possible meeting for networking and events.
- Z-Center discussed outreach event efforts, back-to-school event, informational sessions.
- University of Illinois Extension 4-H Programs discussed programs available, discussions for future partnership opportunities for programs with 4-H curriculum.

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- Big Brothers, Big Sisters discussed recruitment event, back-to-school event, future outreach efforts.
- Puro Futbol discussed back-to-school, Hispanic Heritage discussions.
- CLC Student Success Team partnering to develop young adult career/work readiness programs, ESL Classes, GED Classes, free tuition courses.
- Woodland School District discussed back-to-school event and registration informational partnership opportunities, volunteer discussions, BPAC use for cross-volunteers.

Outreach Events:

- Promoted April events and programs at local radio station Union Latina 1220 from 8am-12pm.
- Interfaith Iftar held by IFN on April 13th attended from 6:15-9pm – community organization networking opportunity and opportunity to learn about IFN.
- Zacharias Center's Standing Silent Witness Event from 2-4pm – support for sexual awareness abuse month.
- Gurnee Mills Earth Day Event Partnership held on April 23rd from 10am-3pm.
- Advocate Partnership for Mental Health Awareness in Families – community engagement and mental health in the community held on April 22nd from 6-8pm and April 29th from 6-8p.
- Parent Summit hosted by Empowering Families Network on April 23rd from 3-6pm – families from member schools attended to hear psychologists talk about mental health and art therapy.

Committee Meetings:

- CLULC held on April 14th from 12-1pm discussed membership changes, 4-H programs currently being held, learned about new initiatives for reaching those eligible for new health insurance, 211 resources and connections.
- ACL held on April 14 from 9-10am discussed the announcement of new health insurance availability in the state, mental health programs through advocate, barriers for vaccinations, how to reach the Latino population when speaking about healthcare.
- Empowering Families Network held on April 8th from 9-11am – community engagement and education, held pd on importance of data tracking for community outreach efforts in communities like Waukegan, Beach Park, North Chicago, Zion, Round Lake, Grayslake, Mundelein.
- Community Engagement Task Force held on April 11th from 1-2pm – discussed community barriers for accessing resources. Created a Community Engagement Survey based on barriers feedback for outreach and data gathering purposes.
- Healthy Communities Healthy Youth Committee held on April 14th from 1-2pm discussed mental health resources available in the community through Jocelynn Center, learned about Big Brothers, Big Sisters.
- Statewide FACE Networking meeting held on April 15 from 10-11am and April 29 from 10-11am learned about upcoming statewide conference for community engagement being held in May, heard about family empowerment success stories through community engagement,

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learned about engaging parents to be outreach ambassadors, learned about the Parent Engagement Institute Mentor Program for organizations.

EDI: The EDI Committee met on April 26. The primary focus of conversation was internal communication at WNPL and improvements we can make to better achieve our goals. The EDI Committee will meet in May to finalize the short-term EDI goals for the remainder of calendar year 2022 which will be presented to the Board in June.

Friends: The April Saturday Friends Book Sale on April 30 was a smashing success. Between sales and donations, the Friends raised a total of \$2,023.75.

Fundraising:

Fundraising through April			
		April	Year to Date
Annual Fund	\$	-	\$ 6,815.00
Gifts		5.00	207.77
Total	\$	5.00	\$ 7,022.77

Personnel:

Status of Organization: April
 Number of full-time employees: 37
 Number of part-time employees: 43
 TOTAL number of employees: 80
 Full-time equivalents: 56.96
 New hires: None
 Separations: None
 Changes: None

Workshops, programs and training attended:

Date	Title	Hours	Staff
4/5-8	IUG 2022 Conference	30	Amy M., Nancy LO
4/16-18	Inseego training for T-mobile portal administrators	8	Smruti
4/30	Pandemic Stories of Children All Over the World	1	April
4/12	How Administrators Can Utilize the Science of Reading to Achieve Equity in Literacy	1	Cheryl, Jenny, Scott
4/13	Using the Read-Aloud, Think-Aloud a way to Model Metacognition for Students/Learning Ally	1	Cheryl
4/15	Navigating the News	1	Elise
4/11	Best Beginnings: Book Reading from Birth (Reach Out and Read)	.5	Jenny

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4/18	How to Use SEL to Enhance Literacy Skills	1	Jenny
4/20	Detoxifying Stress: Resiliency, Relationships, and Reading Together	.5	Jenny
4/13	Empowering Young Learners Computational Thinking and Problem Solving with Sphero indi	1	Joanne
4/19	Shake Up Your Shelves: Examining AAPI Representation in Library Collections and Classrooms	1	Joanne
4/27	Three Reasons Children Need More Non-Fiction	1	Joanne
4/21	Youth Social Emotional Learning	1	Scott
4/1	Candace Fleming Webinar	1	Vicky
4/7	Panel on Incidental Diversity in Asian American Children's Books (webinar through Washington University)	1	Alyssa
4/11	Asian American and Pacific Islander (AAPI) Youth Literature: APALA's Evaluation Rubric Confirmation (webinar)	1	Liz, Alyssa
4/13	Fighting Censorship: Tips & Resources for Countering Challenges to Books (webinar)	1	Liz, Alyssa
4/7	PR Council of Lake County – Member Spotlight and Pitching Television	1	Karen, Sandy

Safety and Security:

- Patron Assists: 142
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 3
- Unattended Children: 0
- Book Donations: 46
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 2
- Suspended Patrons: 1
- Patrons asked to leave EOD: 0

Patron Suspensions		
Person(s) suspended	Length of Suspension	Violation/reason
Adult male	1 year	Refusal to wear socks and shoes, noncompliance with staff, police call necessary

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ADULT SERVICES

- Met with staff from AARP for an after action discussion about AARP tax prep.
- Kathie and Cynthia attended the SRP meeting to finalize the program.
- Met with EDI committee to discuss the Spanish Language collection. We moved new adult Spanish language books to the general new book area, and Spanish board books to CoCo's Cove.
- Helped revise the ECF patron agreement.
- Met with Smruti about department tech needs, including staff laptops
- The Creative Writing Contest awards ceremony was held on April 24. Fifty-seven people attended.

CIRCULATION

- Interviewing for open position.
- Began preparation for ECF hotspot storage, holding, processing, and patron instructions.
- Communication with IT and Sorenson for Video Relay service or app for staff.

COMMUNICATIONS

- The department is preparing to interview candidates for our open hours.
- Summer Reading Program preparation continues with preregistration officially launching on Mon., May 2.
- Began work on ECF grant related pieces, including item tags, instruction sheets and form.
- Finalized summer Inside Angle newsletter.
- Worked with Youth Services to produce the next poster in the WTHS Student Group display series, in partnership with WTHS Mother Earth's Concerned Students (MECS), focusing on environmental and Earth Day issues.
- In partnership with Illinois Libraries Present, the Nick Offerman and Jeff Tweedy event on April 27 was very popular. WNPL is a cooperative member and Sandy also represents WNPL on the Marketing Committee.
- Worked in partnership with Gurnee Park District to coordinate art production and branding for upcoming library events at the park district.
- Projects completed: Friends Saturday Sale; Craft Swap; holiday closings in English and Espanol, and many requests for spring and summer programming.
- Over 90 pieces of social media content were created and posted by Communications.

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- The Hill Group, HVAC Mechanical Services conducted their first preventative maintenance and inspections to the RTU units.
- American Backflow conducted the annual inspection the facilities backflow systems. They identified one unit that will need repair and is schedule for servicing.
- Facilities staff prepared the framing for installation of the new public water bottle filling station.

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- Peterson Plumbing made plumbing modifications for the installation of the new public water bottle filling station and passed city inspection.
- Facilities staff completed the installation of the water bottle filling station.
- The facilities water meter was tested for accuracy by the Village of Gurnee. The unit needs replacement. This will be at the cities expense.
- Fox valley Fire and Safety conducted the annual fire alarm system inspection.

INFORMATION TECHNOLOGY

- Setup and distributed the remaining Staff laptops. **(WSNH)**
- Worked with Circulation and implemented Sorenson nTouch app for WNPL staff who are hearing impaired. **(WSNH)**
- Performed SolarWinds Web helpdesk upgrade for bug fixes. **(WSNH)**
- Worked with Bibliotheca regarding Sorter SIP issue.
- Validated wnpl.info domain.
- Applied for ECF service reimbursement and responded to inquiries.
- Prepared project plan and started ECF hotspot implementation project with other department managers.
- Prepared Youth iPads for Patron use.
- Conducted scheduled Server maintenance.
- Performed scheduled backups.
- Resolved 73 web helpdesk tickets.

OUTREACH

- Outreach celebrated National Library Week & National Outreach Day (4/6) by participating in the ABOS Virtual Bookmobile Parade and handing out National Library Week bookmarks to patrons during neighborhood stops.
- Bookmobile off road on 4/14 due to High Winds Warning with gusting up to 60mph.

TECHNICAL SERVICES

- Began process of packaging and cataloging ECF hotspots.
- Continue to add first name to adult biographies.

YOUTH SERVICES

- Met with EDI committee to discuss the Spanish Language collection. We moved new adult Spanish language books to the general new book area, and Spanish board books to CoCo's Cove. **(EDI)**
- Finalized SRP and ordered grand prizes for Read with Me and Kids & Teen programs.
- Joanne was invited to WTHS to register teens to vote. Over the course of two days, she registered 50 teens and answered numerous questions regarding the process.
- Ordered new gaming systems for the Point and the Vault.
- Worked with Smruti to update and add new apps to Youth Ipads.

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MARCH STATISTICS

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	APR ADULT	APR YOUTH	APR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	450	108	558	4,323	1,657	5,980	5,739	4.2%
Kits	0	114	114	0	1,566	1,566	823	90.3%
Books	8,357	12,447	20,804	85,234	128,234	213,468	156,037	36.8%
Music Compact Discs	789	44	833	8,760	667	9,427	6,269	50.4%
DVDs/Blu-rays	4,405	641	5,046	48,902	7,054	55,956	50,634	10.5%
Magazines	730	44	774	6,895	496	7,391	1,714	331.2%
Video Games	507	0	507	4,959	0	4,959	3,119	59.0%
Videoplayers	0	12	12	0	138	138	94	46.8%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	2	0	2	39	0	39	4	875.0%
Backpacks	0	30	30	0	188	188	1	18700.0%
Launchpads	0	12	12	0	136	136	112	21.4%
Hotspots	118	0	118	1,337	0	1,337	605	121.0%
ebooks (MMM, Hoopla)	4,020	0	4,020	33,293	0	33,293	0	N/A
eaudiobooks (MMM, Hoopla)	4,357	0	4,357	37,897	0	37,897	0	N/A
evideo (MMM, Hoopla)	262	0	262	3,284	0	3,284	0	N/A
emusic (Hoopla)	115	0	115	1,103	0	1,103	0	N/A
emagazines (Overdrive)	284	0	284	2,089	0	2,089	0	N/A
ecomicbooks (Hoopla)	184	0	184	10,363	0	10,363	0	N/A
Total emedia	9,222	0	9,222	88,029	0	88,029	0	N/A
MAIN LIBRARY SUBTOTAL	24,580	13,452	38,032	248,478	140,136	388,614	225,151	72.6%

**MMM=MyMediaMall

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**OUTREACH
CIRCULATION**

	APR ADULT	APR YOUTH	APR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	20	0	20	96	10	106	175	-39.4%
Kits	0	13	13	0	74	74	67	10.4%
Books	276	924	1,200	2,116	6,493	8,609	5,200	65.6%
Music Compact Discs	8	5	13	45	32	77	98	-21.4%
DVD's	164	14	178	1,421	133	1,554	1,187	30.9%
Magazines	45	0	45	371	0	371	231	60.6%
Miscellaneous	3	0	3	19	0	19	5	280.0%
OUTREACH SUBTOTAL	516	956	1,472	4,068	6,742	10,810	6,963	55.2%

TOTAL CIRCULATION

	APR ADULT	APR YOUTH	APR 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	25,096	14,408	39,504	252,546	146,878	399,424	232,114	72.1%

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Services Statistics	April	April	April	April	April	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Apr-22	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
TOTAL												
DESK ACTIVITIES												
Information	1,747	148	75	18	1,988	13,878	945	712	45	15,580	17,282	-10%
Reference/Titles Req.	1,194	257	370	22	1,843	11,456	2,614	4,396	95	18,561	25,666	-28%
E-Mail Reference	26	0	0	0	26	337	0	0	0	337	337	0%
Instruction Questions	699	11	0	0	710	6,207	110	0	0	6,317	6,427	-2%
Total Desk Activities	3,666	416	445	40	4,567	31,878	3,669	5,108	140	40,795	49,712	-18%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				238					2,612	3,251	-20%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				136					1,462	1,731	-16%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				318					3,671	3,602	2%
ILL Borrowing Filled	Use: Borrowing Requests Finished				230					2,390	2,327	3%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					1	4	-75%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				8					45	27	67%
Article Borrowing Filled	Use: Borrowing Requests Finished				3					17	12	42%
CIRCULATION												
In-District cardholders					28,793					28,793	0	N/A
Reciprocal cardholders					7,527					7,527	0	N/A
Total Cardholders					36,320					36,320	0	N/A
RBP Loaned					0					2,879	44,659	-94%
RBP Borrowed					2,392					14,726	44,573	-67%
Holds					4,034					44,798	55,258	-19%
Patron Count Main					13,986					125,964	207,337	-39%
Self Check Out Use					13,617					141,667	211,680	-33%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					44					251	760	-67%
Preschools					0					1	96	-99%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					0					0	30	-100%
Special events					0					0	4	-100%
Total Bookmobile Stops					44					252	890	-72%
Total Patron Count					221					814	8,738	-91%
Home Delivery visits					16					188	310	-39%
Deposit Collection deliveries					10					89	50	78%
Remote book drop pickups					13					26	199	-87%
Total Van Stops					39					303	559	-46%
Days BKM on road					11					54	156	-65%
In-House Programs/Tour												
# of Adult Programs					12					119	144	-17%
Adult Attendance					164					1,819	1,938	-6%
# of Youth Programs					47					411	372	10%
Youth Attendance					590					7,787	7,174	9%
Adult Attendance					532					5,262	2,251	134%
# 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	8	25%
Adult Attendance					0					122	102	20%
# of Youth Prog. & Visits					3					8	11	-27%
Youth Attendance					236					865	743	16%
Adult Attendance					0					9	313	-97%
# of BKM Prog. & Visits					0					0	10	-100%
Youth Attendance					0					0	81	-100%
Adult Attendance					0					0	35	-100%
ROOM USE												
Meeting Room Uses					43					252	266	-5%
Study Room Uses					532					3,443	6,612	-48%
INTERNET USAGE												
# of sessions					1,273					11,425	22,922	-50%
Total Hours					753					6,100	17,712	-66%
Average Session(minutes)					36					311	411	-24%
OTHER SERVICES												
Proctoring					0					2	9	-78%
Voter Registration					54					57	8	613%
Website views					20,263					220,893	255,026	-13%
New items processed					2,709					25,215	20,693	22%
Total materials Main library					330,751					330,751	0	N/A
Total materials Outreach					13,151					13,151	0	N/A
TOTAL MATERIALS					343,902					343,902	0	N/A
Adult Volunteer Hours					224.5					1,099.5	1,815.4	-39%
Student Volunteer Hours					17.0					171.3	560.3	-69%
Total Volunteer Hours					241.5					1,270.8	2,375.7	-47%

END