

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MAY 2022
June 21, 2022
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- On May 4, staff organized a truly amazing retirement party for Noreen Reese to celebrate her 30+ years of service to WNPL. The guests for the party were limited to Noreen's family, current WNPL staff, and former WNPL staff per Noreen's wishes. We had an amazing turnout, including her husband Jim, former WNPL Executive Directors Stephen Bero and Pat Losinski, and a virtual visit from Noreen's son Alex, along with several others.
- I had the opportunity to appear again on 102.3 XLC's *Gurnee's Got It* radio segment on Thursday, May 26, where I had a chance to promote our Summer Reading Program.

Meetings, programs, training attended:

- ILA Public Policy Committee Meeting (5/2).
- Exchange Club Board Meeting (5/3).
- WNPL Community Engagement Task Force Meeting (5/9).
- OSG Quarterly IT Meeting (5/16).
- Village of Gurnee Strategic Planning Intergovernmental Partners Focus Group (5/17).

Special plans for coming month:

- Temporarily oversee Outreach Department until interim leadership is in place.
- Begin Deputy Director recruitment process.
- 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:

- Warren Township Youth Services discussions on how to provide parenting, social skill, and/or mindfulness classes or other valuable classes or workshops to our patrons.
- College of Lake County partnership discussions with the Student Success Team to bring informational sessions about the Youth Empowerment Success Program geared towards the development of a Young Adult Readiness program for the fall.
- Roberti Community House discussed backpack donations for WNPL's July back-to-school event, collaboration for outreach Mother's Day event planning and execution.

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- Rosalind Franklin University collaboration to bring informational resources to the back-to-school event.
- Developing Mental Health Committee in partnership with Roberti Community House and Advocate to help us better understand the mental health needs of our community.
- Clean Power Lake County collaboration to bring activist and artist from coloring story book to do activities and interact with patrons at back-to-school event with a focus on equity and environmental justice.
- Brushwood Center at Ryerson Woods met every Wednesday from 5-6pm for discussions regarding back-to-school event collaboration, organization of backpacks and resources to be distributed at event.
- United Way and 211 discussions on partnerships and how to optimize 211 data through their coding system to maximize our exposure through their service q.
- HACES planning for outreach at 5K Family Fun Walk and Run, continued development of partnership for DACA and citizenship workshop model at WNPL .
- CLULC continued discussions on how to partner with the libraries centralized location for possible meeting for networking and events, and to
- Big Brothers, Big Sisters continued discussions regarding recruitment and activities at back-to-school event.
- Puro Futbol discussed participation in back-to-school and continued discussions about hybrid coverage of Hispanic Heritage event.
- Woodland School District discussed back-to-school event resources and providing patron requested registration information during the event and for our staff's reference.
- ACL partnership discussions regarding FaceBook Live hybrid event to discuss new state medical insurance for medically eligible seniors.
- Senator Adriane Johnson's Office collaboration discussions and opportunity for use of their Free Museum Pass Program Pass for June.

Outreach Events:

- Promoted April events and programs at local radio station Union Latina 1220 on Saturday's from 8am-12pm.
- Roberti Community House Mother's Day Fair held on May 6th from 10-2pm – promoted library resources and the launch of our Summer Reading Program.
- Statewide Bilingual Parent Summit held on May 7th from 7am-5pm – networking opportunity to connect WNPL with potential partner organizations, attended training and informational sessions regarding equity and community engagement.
- Helped distribute Summer Reading Program flyers to community businesses/restaurants.

Committee Meetings:

- CLULC held on May 12th from 12-1pm informational session featuring Kids Above All, discussion regarding the collaboration among Catholic Charities Services and Chicago Worker's Collaborative to bring help and resources to families that didn't receive COVID relief funds.
- ACL held on May 19th from 9-10am and May 24th from 2-3pm for discussed on the development and implementation of the Lake County Health Department's program called El

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Circulo de Bienestar (The Well Being Circle) to help families in our communities with their mental, emotional, and physical health.

- Community Engagement Task Force held on May 9th from 1-2pm – discussed best practices for community engagement, and shared community events and resources from our partners
- WNPL EDI held on May 11th and May 31st at 10am review of final short-term goals and ownership of objectives.

EDI: The EDI Committee finalized short-term goals and EDI committee members took ownership of objectives to ensure goals are moving forward throughout the library.

Friends: The Friends met on May 26. There were 10 people in attendance and 3 guests from the staff. The April 30 Saturday Book Sale was a success, with sales totaling \$2,023. The members and staff shared their excitement over the success of the Creative Writing Contest. There was good participation in the contest and 58 people attended the awards ceremony. The staff described this year's Summer Reading Program to the Friends' members and encouraged them to sign up.

Fundraising:

Fundraising through May			
		May	Year to Date
Annual Fund	\$	150.00	\$ 6,965.00
Gifts		170.00	372.77
Total	\$	320.00	\$ 7,337.77

Personnel:

Status of Organization: May

Number of full-time employees: 35

Number of part-time employees: 43

TOTAL number of employees: 78

Full-time equivalents: 54.15

New hires: 5/25/2022-T. Hornstein, Circulation Clerk, PT 12.75 weekly hours

Separations: 5/5/2022-N. Reese, Deputy Director, Full-time

5/27/2022-L. Kristan, Senior Outreach Services Associate, Full-time

5/31/2022. A. Clarke, Head of Outreach Services, Full-time

Workshops, programs and training attended:

Date	Title	Hours	Staff
5/5	Refresh Your Library's Brand	1	Karen, Sandy
5/11	Exclaimer Demo & Training	.5	Eric, Karen, Sandy, Smruti, Ryan
5/19	Nonprofit Know-How: Community Surveys – Dr. Alicia Schatteman, NIU/Barrington PL	1	Sandy

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5/19	Google Maps	1	Karen
5/25	Monotype Webinar – The Science Behind the Emotional Impact of Type	1	Karen
5/26	The Public Service of Storytelling	.5	Karen
5/27	Animating in Historical Styles - Dermot O' Connor-Linked In Learning	2.75	Eric
5/6	All Staff Training: Navigating the News	1	April
5/4	The Prepared Environment with Iris chin Ponte and Lisa Porter Kuh	.5	Cheryl
5/10	Story Play: Cooking up Educational Fun with Best Recipes for Young Children! Mary Jo Huff & Stephen Fite / Frog Street	1	Cheryl
5/16-18	Supercharged Storytimes	3	Cheryl
5/17	Now You're Speaking My Language: Creating a Successful Bilingual Storytime	1	Elise
5/11	Reach out and Read: Making Human Connections a Priority	.5	Jenny
5/14	Move & Learn Together: Movement for Literacy	.5	Jenny
5/18	Reach out and Read: Books Without Words? Explaining Wordless Picture Books	.5	Jenny
5/4	Angie Thomas talks about the inspiration behind her books, her writing process, and her award-winning novels - The Hate U Give and Concrete Rose	.5	Joanne
5/24	Picture Books: Late Summer, Fall	1	Joanne
5/24	Sphero live training: "STEM Programs for Summer and Beyond"	1	Joanne
5/2	Youth Authors & ARCs	1	Scott
5/10	Shake Up Your Shelves: Examining AAPI Representation in Library Collections and Classrooms	1	Scott
5/18	YALD Meeting	1	Scott
5/4	Providing Immigration Help with Community Partnerships	1	Maria
5/7	Prioritizing Belonging: Equity and Mental Health in Im/Migrant and Refugee	3	Maria
5/19	PLA Digital Literacy Workshop	1	Maria

Safety and Security:

- Patron Assists: 141
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 3
- Unattended Children: 0
- Book Donations: 43

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- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 1
- Patrons asked to leave EOD: 0

Patron Suspensions		
Person(s) suspended	Length of Suspension	Violation/reason
Adult woman	30 days	Defecation into study room garbage can.

ADULT SERVICES

- The adult in person programs have been well-received. We had compliments about the Harry Potter trivia program and the jewelry making program.
- Our Instagram postings promoting books and programs have garnered a lot of attention.
- Staff are working on the upcoming password training for staff.
- We will be having great Summer Reading Take & Makes for adults.
- Cynthia and Kathie attended the Friends meeting to talk about SRP.
- Kathie met with ECF committee to get the hotspots ready to check out in early June.

CIRCULATION

- Circulation staff members visited Lake Villa Library District for tour of Circulation department, sorter, and CCS discussion.
- ECF project meetings to prepare for hotspot launch in June. Preparing procedures for clerks to check out ECF hotspots.
- New Circulation clerk started training.

COMMUNICATIONS

- The department is interviewing candidates for our open hours.
- Preregistration for this year's Summer Reading Program, Read Beyond the Beaten Path began on Sun., May 1. In addition to a bilingual handout and promotional video, more of this year's campaign pieces incorporate Spanish language, including signage, bookmarks, nametags and digital art. The lobby display case, Friends' BookEnds case, and Youth bulletin board were also changed out to match SRP themes at the beginning of the month.
- Continued work on ECF grant related pieces, including application form.
- The summer Inside Angle newsletter mailed on Fri., May 20. The issue is the first full, twelve-page issue since early 2020, prior to the pandemic shutdown. Preproduction is beginning for the fall edition.
- The school newsletter, along with summer reading program information, was emailed to school contacts on Tues., May 17.
- Communications is working with IT to learn about a new electronic email signature resource called Exclaimer.
- Sourced, designed and ordered new branded tablecloths for community outreach events.
- One enews blast was sent during the month.

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- Projects completed: Craft Swap, Friends Fundraiser, and many requests for summer programming.
- Nearly 100 pieces of social media content were created and posted by Communications.

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- The Hill Group completed work on RTU unit 15 for the main motor and fan pulley system. They are still waiting on replacements parts for the damper motor.
- RG Asphalt and Concrete completed over the Memorial Day weekend sealcoating and striping the parking lot.
- Facility staff cleaned and made repairs to all public wooden chairs available for public seating.

INFORMATION TECHNOLOGY

- Setup remaining Adult Internet workstations for patron use with Deep Freeze. **(WSNH)**
- Started collecting Youth and Flex laptops from Staff to prep for Patron programming.
- Created ECF Excel sheet to store hotspot and patron information and worked with Youth Services to setup Power Automate flow for ECF. **(WSNH)**
- IT induction for new staff, Tracey Hornstein.
- Assisted Managers with their IT budget.
- Worked with Staff Trainer to prepare interactive Password training workshop for staff.
- Replaced the faulty scanner cable of public scan station.
- Responded to ECF enquiry of change of Vendor and filed relevant paperwork.
- Worked to resolve the issue of external emails not received on 5/18.
- Processed Active directory and Office 365 requests.
- Ordered Youth Services Switch (IDF) which is now on Backorder.
- Evaluated future Internet needs of the library with more applications and servers going cloud based. **(WSNH)**
- Evaluated Exclaimer signature management system. It will be implemented for Public facing mailboxes to boost Summer Reading. **(WSNH)**
- Worked with TBS regarding Patron coin tower and credit card issues
- Programmed 50 ECF hotspots and participated in ECF team discussions. **(WSNH)**
- Reviewed existing Shared drive structure with the Managers.
- Prepared Youth iPads for Patron use.
- Conducted scheduled Server maintenance.
- Performed scheduled backups and daily morning rounds.
- Resolved 64 web helpdesk tickets.

OUTREACH

- The Outreach Department is undergoing a state of transition with the departures of both the Head of Outreach and Senior Outreach Associate at the end of May. However, the Outreach Team has been fantastic despite the challenges of this transition. They are being extremely flexible and the whole WNPL staff has been great about helping and supporting the Outreach Team.
- Preschool visits are set to resume in June.

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TECHNICAL SERVICES

- Continue to add first name to adult biographies.
- Completed Sierra setup and processing ECF hotspots.

YOUTH SERVICES

- School Liaisons delivered SRP bookmarks to the schools.
- We hosted a visit from Prairie Trail Dual Language classes. **(EDI)**
- April Barron attended the Woodland Primary Sneak Peek event on Saturday, May 14. She met with approximately 90 incoming Kindergarten students along with their families.
- Worked with St. Patrick School to feature student artwork over the summer months featuring the theme: "Read Beyond the Beaten Path." We reached out to St. Pat's because they were the school that won the last SRP school contest pre-COVID.
- Rebekah worked with the ECF Committee to create a form that works in conjunction with Excel sheet to capture and retain information for grant **(Work Smarter, Not Harder)**
- Evaluated our new storytime series and made some tweaks to strengthen offerings for the Fall.
- Rebekah attended the Friends Meeting to talk about the SRP.

MAY STATISTICS

MAIN LIBRARY CIRCULATION

TYPE OF MATERIAL	MAY ADULT	MAY YOUTH	MAY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	408	130	538	4,731	1,787	6,518	6,387	2.1%
Kits	0	82	82	0	1,648	1,648	930	77.2%
Books	8,184	11,369	19,553	93,418	139,603	233,021	173,998	33.9%
Music Compact Discs	494	48	542	9,254	715	9,969	7,006	42.3%
DVDs/Blu-rays	4,009	525	4,534	52,911	7,579	60,490	55,758	8.5%
Magazines	792	24	816	7,687	520	8,207	1,930	325.2%
Video Games	522	0	522	5,481	0	5,481	3,481	57.5%
Videoplayers	0	16	16	0	154	154	117	31.6%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	1	0	1	40	0	40	4	900.0%
Backpacks	0	16	16	0	204	204	1	20300.0%
Launchpads	0	23	23	0	159	159	128	24.2%
Hotspots	115	0	115	1,452	0	1,452	728	99.5%
ebooks (MMM, Hoopla)	4,245	0	4,245	37,538	0	37,538	41,934	-10.5%
eaudiobooks (MMM, Hoopla)	4,519	0	4,519	42,416	0	42,416	42,294	0.3%
evideo (MMM, Hoopla)	372	0	372	3,656	0	3,656	5,029	-27.3%
emusic (Hoopla)	119	0	119	1,222	0	1,222	1,600	-23.6%

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emagazines (Overdrive)	263	0	263	2,352	0	2,352	1,900	23.8%
ecomicrobooks (Hoopla)	182	0	182	10,545	0	10,545	11,610	-9.2%
Total emedia	9,700	0	9,700	97,729	0	97,729	104,367	-6.4%
MAIN LIBRARY SUBTOTAL	24,225	12,233	36,458	272,703	152,369	425,072	354,835	19.8%

**MMM=MyMediaMall

**OUTREACH MAY
CIRCULATION**

TYPE OF MATERIAL	MAY ADULT	MAY YOUTH	MAY 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	6	16	106	16	122	179	-31.8%
Kits	0	15	15	0	89	89	70	27.1%
Books	322	1,170	1,492	2,438	7,663	10,101	5,870	72.1%
Music Compact Discs	3	5	8	48	37	85	105	-19.0%
DVD's	190	31	221	1,611	164	1,775	1,263	40.5%
Magazines	41	0	41	412	0	412	258	59.7%
Miscellaneous	2	0	2	21	0	21	5	320.0%
OUTREACH SUBTOTAL	568	1,227	1,795	4,636	7,969	12,605	7,750	62.6%

TOTAL CIRCULATION

	MAY ADULT	MAY YOUTH	MAY 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	24,793	13,460	38,253	277,339	160,338	437,677	362,585	20.7%

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Services Statistics	May	May	May	May	May	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
May-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
	TOTAL											
DESK ACTIVITIES												
Information	1,522	168	0	0	1,690	15,400	1,113	712	45	17,270	11,362	52%
Reference/Titles Req.	1,194	240	0	0	1,434	12,650	2,854	4,396	95	19,995	15,668	28%
E-Mail Reference	18	0	0	0	18	355	0	0	0	355	1,177	-70%
Instruction Questions	644	4	0	0	648	6,851	114	0	0	6,965	2,873	142%
Total Desk Activities	3,378	412	0	0	3,790	35,256	4,081	5,108	140	44,585	31,080	43%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				241					2,853	2,862	0%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				138					1,600	1,538	4%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				314					3,985	3,713	7%
ILL Borrowing Filled	Use: Borrowing Requests Finished				219					2,609	2,075	26%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					2	14	-86%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	2	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				4					49	44	11%
Article Borrowing Filled	Use: Borrowing Requests Finished				1					18	23	-22%
CIRCULATION												
In-District cardholders					28,500					28,500	31,363	-9%
Reciprocal cardholders					7,534					7,534	7,240	4%
Total Cardholders					36,034					36,034	38,603	-7%
RBP Loaned					0					2,879	15,261	-81%
RBP Borrowed					0					14,726	2,959	398%
Holds					0					44,798	76,603	-42%
Patron Count Main					0					125,964	74,651	69%
Self Check Out Use					0					141,667	211,747	-33%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					0					251	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					252	0	N/A
Total Patron Count					0					814	0	N/A
Homebound visits					0					188	223	-16%
Deposit Collection deliveries					0					89	54	65%
Remote book drop pickups					0					26	0	N/A
Total Van Stops					0					303	277	9%
Days BKM on road					0					54	0	N/A
In-House Programs/Tour												
# of Adult Programs					10					129	113	14%
Adult Attendance					91					1,910	1,836	4%
# of Youth Programs					38					449	475	-5%
Youth Attendance					1,134					8,921	12,464	-28%
Adult Attendance					145					5,407	11,869	-54%
# 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					8	0	N/A
Youth Attendance					0					865	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					28					280	4	6900%
Study Room Uses					438					3,881	0	N/A
INTERNET USAGE												
# of sessions					1,301					12,726	5,909	115%
Total Hours					698					6,798	2,757	147%
Average Session (minutes)					32					343	230	49%
OTHER SERVICES												
Proctoring					0					2	0	N/A
Voter Registration					0					57	5	1040%
Website views					20,591					241,484	274,987	-12%
New items processed					3,106					28,321	30,074	-6%
Total materials Main library					331,751					331,751	300,969	10%
Total materials Outreach					13,567					13,567	16,580	-18%
TOTAL MATERIALS					345,318					345,318	317,549	9%
Adult Volunteer Hours					139.5					1,239.0	83	1393%
Student Volunteer Hours					42.5					213.8	121	77%
Total Volunteer Hours					182.0					1,452.8	204	614%

END