

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JULY 2022
August 16, 2022
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- WNPL's community surpassed the one million minutes read goal for this year's summer reading program during the weekend of July 30 and July 31! The program ends on August 8, and we expect many additional minutes to be logged by that date.
- The Back-to-School Event held on July 23rd with the collaboration of 15 community partners was a tremendous success. There were over 500 attendees, including over 280 children and 250 adults. 150 backpacks with school supplies were given away within the first 40 minutes of the event.
- TAG Team Highland Park Fundraiser was held on July 18. Over \$600 was raised during the event.
- Eddie's presentation on Dowie and the city of Zion was very popular and well received, attracting 55 attendees.
- July's Pretend Play attracted 95 attendees. Drop-in programs proved very popular this summer.

Meetings, programs, training attended:

- Healthy Communities, Healthy Youth (7/12).
- ILA Public Policy Committee Meeting (7/20).

Special plans for coming month:

- Deputy Director onboarding.

Special plans for the near future:

- 50th anniversary celebration planning.
- Quiet Reading Room renovation planning.
- Strategic planning process.

ADMINISTRATION

Community Engagement:

Partnerships:

- United Way of Lake County ongoing discussion regarding the organization's three program buckets and areas of enhancement needs seen within the WNPL district and how to begin to address them through a partnership.
- National Youth Advocate Program discussions regarding participation in WNPL's back-to-school event that would allow community connection to families interested in the non-profit's services, specifically their Jornada program.

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- Rebano's Gurnee based non-profit youth music group discussions regarding their participation in the upcoming Hispanic Heritage Celebration with a cultural musical performance.
- Gurnee Mills opened discussions on interest in participation of upcoming outreach events aimed at families.
- State Senator Adriane Johnson's Office discussions to participate in the back-to-school event and provide community resource and opportunity for patrons to ask the senator questions. Discussions regarding sponsorship for our cultural celebrations.
- Lake County Workforce Development finalized workshops for the spring to add to our Young Adult Readiness Program. Workshops are set to include topics such as job searching, resume building, and interviewing.
- Warren Township Youth and Family Services finalized six children mental health workshops for the fall that will be based on a mindfulness accredited program and be presented by a bilingual accredited therapist provide by WTYFS. Discussions on promoting workshops during back-to-school event and providing prizes and interactive games to encourage engagement at the event.
- Birth to Five Illinois continued discussions on how to address early childhood needs within our communities through partnership. Discussions on providing resources and activity at back-to-school event to encourage engagement.
- Zacharias Sexual Abuse Center continued discussions on workshops aimed at sexual abuse prevention that will be developed and presented by a Prevention Specialist. Discussions on back-to-school participation and engagement.
- Equal Hope discussions on workshops or health event aimed at providing free resources and free health screenings provided by the nonprofit to the community. Will provide free school supplies for the back-to-school event and opportunity for women to register for free health screenings with free transportation during event.
- Lake Behavioral Hospital discussions on how to partner to bring mental health awareness workshops and free mental health assessment to the community. Will provide free resource guides and snacks for back-to-school event.
- College of Lake County's Student Success Team finalized fall session about the Youth Empowerment Success Program geared towards the development of a Young Adult Readiness program for the fall. Finalized participation at the back-to-school event to promote partnership and the informational session we will be having at WNPL in the fall.
- Roberti Community House finalized backpack, school supplies and snack donations for the back-to-school event. Continued discussions on how to engage with their audience of WNPL district patrons that use their services and/or volunteer.

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- Rosalind Franklin University collaboration to bring informational resources to the back-to-school event and sharing of outreach event opportunities they will be attending. They will be providing health and educational prizes to encourage engagement at the event.
- Continued discussions on development of Mental Health Committee in partnership with Roberti Community House and Advocate to help us better understand the mental health needs of our community.
- Brushwood Center at Ryerson Woods discussions regarding back-to-school event collaboration, organization of backpacks and resources to be distributed at event. Continued discussion on partnership opportunities to bring art and nature programs aimed at mental health wellness.
- Clean Power Lake County activist and artist from “Eddie’s Environmental Justice Journey” bilingual coloring story book will be at the back-to-school event interacting with patrons with an interactive art activity with a focus on equity and environmental justice. Patrons will receive a free copy of the coloring story book to participate in the activity.
- HACES finalized plans for the first DACA workshop to be held in the fall on September 9th. Finalized participation in back-to-school event, they will be providing resources and free snacks to patrons.
- Big Brothers, Big Sisters finalized participation in back-to-school event, will be providing mentoring recruitment, interactive activity, and free fun prizes to attendees.
- Woodland School District 50 discussed back-to-school event resources and providing patron requested registration information during the event and for our staff’s reference. The District Superintendent and Community Outreach Specialist will be in attendance to answer any questions.
- Gurnee District 56 discussed participation in the back-to-school event and opened discussion on participation in WNPL’s Hispanic Heritage Celebration.
- ACL continued partnership planning for Face Book Live hybrid event to discuss new state medical insurance for medically eligible seniors to be held in the spring.

Outreach:

- Promoted June events and programs at local radio station Union Latina 1220 on Saturday’s from 8am-12pm.
- Stuff the Bus for United Way held on July 20th from 9am-11am – represented WNPL while helping United Way sort and pack school supplies for a backpack donation event to help support future partners and support an important EDI opportunity that allowed children in the community to obtain school supplies.

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- La Jornada Community Open House held on July 20th from 11am-2pm – represented WNPL and learned about the non-profit's new headquarters in Gurnee and the organization's mission and how they hope to be involved in the community.
- WNPL Back-to-school Event held on July 23rd from 10am-1pm – hosted community resources event with the help of 15 community partners who provided free school supplies, backpacks, and other free community resources to attendees.

EDI:

- Continued focus on implementation of EDI goals within the subgroups to ensure goals are being shared with departments.
- Shared and participated in United Way's Stuff-the Bus outreach volunteer opportunity and several staff members were able to volunteer while representing WNPL on July 20th and July 27th.
- Partnership opportunity with Clean Power Lake County activist Eddie Flores allowed WNPL to give away 200 bilingual story books with a focus on EDI during WNPL's back-to-school event.

Friends: The Friends are busy preparing for a Saturday Book Sale on August 6. This will be the first time the Friends have a sale on the same day as Gurnee Days.

Fundraising:

Fundraising through July			
		July	Year to Date
Annual Fund	\$	150.00	\$ 150.00
Gifts		0.00	0.00
Total	\$	150.00	\$ 150.00

Personnel:

Status of Organization: July
 Number of full-time employees: 35
 Number of part-time employees: 43
 TOTAL number of employees: 78
 Full-time equivalents: 54.15
 New hires: None
 Separations: None
 Changes: 7/25/2022 C. Laird PT shelver 12 hours average weekly-moved to sub status

Workshops, programs and training attended:

Date	Title	Hours	Staff
7/20	WNPL Password Training	.5	Sandy, Eric, Karen
7/23	Stretchy Text // After Effects Tutorial	.75	Eric

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7/23	CC Particle Systems II + CC Particle World Effects of After Effects	1.25	Eric
7/24	KnowBe4	.25	Sandy
7/28	KnowBe4	.25	Gina
7/28	LCSH for Beginners	1.5	Hema S.
7/01	Social Engineering Red Flags IT training	1	Jess
7/6,7/13	PIC training with closing procedure walkthrough	3	Smruti
7/19	Supercharged Storytime	2	Cheryl
7/19	How the Human Brain Learned to Read	1	Jenny
7/29	New Worlds, New Books: Upcoming Fantasy and Adventure Titles	1	Joanne
7/20	Get Down with Graphic Novels: Graphic Novel Buzz Part 1	1	Scott

Safety and Security:

- Patron Assists: 176
- Staff Assists: 9
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 6
- Unattended Children: 0
- Book Donations: 52
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- 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
AFCSME- John Laubersheimer, Research Librarian	A list of all employees of the WNPLD including name, date of hire, title, and current hourly wage/salary.	July 21, 2022	July 27, 2022

ADULT SERVICES

- We received some assistive technology equipment that we budgeted for: Port expander, USB microphone and camera, and accessible keyboard and mouse.
- We also received our Rokus and hope to debut them this fall.
- AS staff are weeding and ordering bookmobile materials

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CIRCULATION & OUTREACH

- Cathy and Katelyn are continuing to work with the Outreach Team to examine processes and improve the workflow and efficiency of the department. **(WSNH)**

COMMUNICATIONS

- Library information was submitted for the latest edition of Keeping Posted, the Village of Gurnee newsletter. A print publication was mailed to homes, and is available online at https://www.gurnee.il.us/docs/default-source/keeping-posted-newsletters/keeping-posted-2022.pdf?sfvrsn=fc3b49b1_4
- The fall edition of the Inside Angle has been finalized and sent to the printer.
- Produced several pieces of publicity involving community partners and promoted the Back-to-School event on July 23. Over 500 patrons attended, and more than 150 backpacks and 300 activity kits were distributed.
- Collaborated with Youth Services to publicize the TAG Team Highland Park Fundraiser on July 18. Over \$600 was raised during the event.
- Karen has been working on a bilingual glossary on behalf of the EDI committee.
- A new staff photo board was installed in the common hallway near the staff mailboxes, which allows for more flexibility and visibility.
- Two enews blasts were sent during the month.
- Projects completed: Books & Bites logo and art; CODA Perspective; and many additional requests for summer and fall programming.
- Nearly 85 pieces of social media content were created and posted by Communications.

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- The City of Gurnee replaced their water meter on the water main.
- Hill mechanical made repairs to several HVAC units to the cooling units.
- Fox Valley Fire and Safety tested HVAC unit smoke detectors.
- Metzger Glass Cleaning cleaned all the facility windows.

INFORMATION TECHNOLOGY

- Implemented new password security policy for 85 staff members. No staff members were locked out on the transition day. **(WSNH)**
- Received approval for ECF equipment reimbursement of \$21,826.
- Replaced IT server room UPS's on 7/21/22 without any patron service interruption.
- Sorter PC was upgraded from Windows XP to Windows 10. **(WSNH)**
- Communications has migrated from Shared drive to SharePoint. **(WSNH)**
- Setup remaining Adult Internet workstations for patron use and set usage time limit to 150mins from 60mins. **(WSNH)**
- Self-checks were upgraded to Windows 10. It is now capable of scanning multiple books at a time, scanning library card, multilingual and adaptable font size. **(WSNH)**
Worked with Youth and Facilities to plan moving one self-check to Coco's Cove.
2 self-checks are occasionally crashing. Currently working with Vendor for the same.

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- Overdue patron hotspots were blocked to trigger return and other hotspot troubleshooting. **(WSNH)**
- Prepared newly bought Adult Services assistive technology equipment for patrons.
- Resolved firstsearch.wnpl.info unresponsive issue.
- Troubleshooting the Postage machine which was replaced under warranty.
- Worked with Staff for allowing blocked emails through spam filter.
- Disconnected Graphics drive from daily backup server which was causing Shared drive to crash. **(WSNH)**
- Implemented KnowBe4 Phishing campaign. **(WSNH)**
- Site survey complete for Comcast Internet upgrade project.
- Started IT Internal documentation project.
- Setup Exclaimer to pull staff data from AD. Updated Staff info with job titles needed for project. Worked with Communications for signature design and pronouns.
- Worked with Facilities to setup Yealink conference hub to improve audio conferencing in Board room.
- Processed Active directory and Office 365 requests.
- Troubleshooting of staff and patron equipment.
- Conducted scheduled Server maintenance.
- Performed scheduled backups and daily morning rounds.
- Resolved 72 web helpdesk tickets.

TECHNICAL SERVICES

- Completed Sierra setup for Rokus, Wonderbooks, Hot Hot Spots, and Sensory bins.
- Continue to add first name to adult biographies.
- Started adding first name to juvenile biographies.

YOUTH SERVICES

- Ordered bins to help make preschool deposits collections more structured. Scheduled and delivered materials at 5 preschools. **(WSNH)**
- Researched and ordered furniture to house new self-check in Coco's Cove.
- YS staff began weeding and ordering Bookmobile materials for kids and teens
- Ordered additional Sprouts Backpacks as this is a very popular collection
- Ordered a "launch" collection of Wonderbooks
- Joanne met with a representative from the Lake County Astronomical Society to work out details for a September program.

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JULY 2022 STATISTICSⁱ

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	415	250	665	415	250	665	773	-14.0%
Kits	0	104	104	0	104	104	125	-16.8%
Books	9,109	14,855	23,964	9,109	14,855	23,964	22,559	6.2%
Music Compact Discs	671	65	736	671	65	736	781	-5.8%
DVDs/Blu-rays	4,869	713	5,582	4,869	713	5,582	6,004	-7.0%
Magazines	611	25	636	611	25	636	795	-20.0%
Video Games	696	0	696	696	0	696	603	15.4%
Videoplayers	0	13	13	0	13	13	21	-38.1%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	7	0	7	7	0	7	4	75.0%
Backpacks	0	23	23	0	23	23	15	53.3%
Launchpads	0	14	14	0	14	14	12	16.7%
Hotspots	55	0	55	55	0	55	157	-65.0%
ECF Hotspots	3	0	3	3	0	3	0	N/A
ebooks (MMM, Hoopla)	4,571	0	4,571	4,571	0	4,571	4,071	12.3%
eaudiobooks (MMM, Hoopla)	4,666	0	4,666	4,666	0	4,666	4,169	11.9%
evideo (MMM, Hoopla)	342	0	342	342	0	342	376	-9.0%
emusic (Hoopla)	155	0	155	155	0	155	125	24.0%
emagazines (Overdrive)	253	0	253	253	0	253	155	63.2%
ecomicbooks (Hoopla)	161	0	161	161	0	161	143	12.6%
Total emedia	10,148	0	10,148	10,148	0	10,148	9,039	12.3%
MAIN LIBRARY SUBTOTAL	26,584	16,062	42,646	26,584	16,062	42,646	40,888	4.3%

**MMM=MyMediaMall

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**OUTREACH
CIRCULATION**

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	18	1	19	18	1	19	0	N/A
Kits	0	12	12	0	12	12	0	N/A
Books	278	539	817	278	539	817	699	16.9%
Music Compact Discs	3	1	4	3	1	4	1	300.0%
DVD's/Blu-rays	168	14	182	168	14	182	100	82.0%
Magazines	31	2	33	31	2	33	37	-10.8%
Miscellaneous	1	0	1	1	0	1	0	N/A
OUTREACH SUBTOTAL	499	569	1,068	499	569	1,068	837	27.6%

TOTAL CIRCULATION

	JULY ADULT	JULY YOUTH	JULY 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	27,083	16,631	43,714	27,083	16,631	43,714	41,725	4.8%

END

ⁱ Monthly services statistics will be provided at the August Regular Board meeting.