

Wilmette Public Library Director's Report – February 21, 2022

Library Activities for January-February 2023

Anthony Auston, Director

Library Policy Update: Collection Management

This month, the board and staff continued the comprehensive review and update of our operational policy manual with Chapter 7: Collection Management. After several months of administrative review and development, this policy chapter and its associated appendices were presented to leadership team staff in December. The team of collection selection librarians and managers met to review the policy and its practical application on January 27. Finally, the library board Policy Committee met on January 30, where the board moved the following updated policies forward for review and approval at their February 21 Regular Meeting:

- Appendix 3B: ALA Code of Ethics (*updated*)
- Policy 7: Collection Management (*substantially updated since last reviewed*)
- Appendix 7A: ALA Freedom to Read Statement
- Appendix 7B: ALA Freedom to View Statement
- Appendix 7C: ALA Statements on Labeling and Rating Systems (*entirely new*)
- Appendix 7D: Resource Reconsideration Form (*updated*)

The Collection Management policy review process included a comprehensive review of current local procedure and practice, and subsequent compilation of additions and updates. Staff conducted a review of related industry trends and media reports, as well a study of recent local and statewide library collection trends and articles, including a rise in efforts to ban or censor library resources. Staff evaluated references to collection standards and practices from the Illinois State Library (ISL), Illinois Library Association (ILA), and necessary citations in the Illinois Public Library Annual Report (IPLAR) and Per Capita Grant application. Staff consulted resources from our partners in the Cooperative Computer Services (CCS) consortium, Reaching Across Illinois Libraries System (RAILS), and the Online Computer Library Center (OCLC). Staff also consulted the Illinois Local Library Act in the Compiled Statutes, as policy governing the selection and use of library materials must, by law, be reviewed biennially. Staff relied heavily on resources provided by the American Library Association (ALA) and Public Library Association (PLA), who have both been instrumental in shaping the quality of services provided by libraries and articulating core library values and ethics. Staff then conducted a peer review of collection policies from neighboring public libraries, local school libraries, and a cross-section of area and benchmark public libraries nationally. Finally, as with all major policy review, the library consulted with its legal counsel before advancing the policy for review before the board.

It should be noted that this year's policy review process was unique in that it was conducted in the context of an unprecedented nationwide rise in library material challenges and efforts to ban books. In the twenty years that ALA's [Office of Intellectual Freedom](#) has been tracking such data, they've reported that the past few years have been the most active in such efforts to suppress books and ideas. Among the broad professional ethical responsibilities of librarianship

is our commitment to “uphold the principles of intellectual freedom and resist all efforts to censor library resources,” and to provide communities the opportunity to read and access information freely, as guaranteed by the First Amendment of the Constitution of the United States.

Concurrent with our policy review, recently elected Illinois Secretary of State Alexi Giannoulias issued a statement establishing the state’s priorities for libraries in his [Comprehensive Transition Team Report](#), which appear to align with statements from ALA. Among the initiatives of the Secretary of State’s office this year (following the retirement of longtime State Librarian Jesse White), the new State Librarian/Secretary of State has prioritized the following:

“Championing access to diverse and inclusive information by equitably distributing library resources, activating more collaborative partnerships and supporting freedom of thought. This includes narrowing the digital divide through improved accessibility of e-books and online education resources. In addition, strengthening the collaborations between the three library systems: the Illinois Library Association, Reaching Across Illinois Library System and the Illinois Heartland Library System.”

Welcome Desk & Shelving

Staff have almost finished the Quality Check post-it note project. This has been a great way for staff to routinely go through the collections. In the process, we have found a number of CDs that have torn cases or are in bad shape. Those items were either replaced or weeded from the collection, leaving the shelves looking much neater.

Shelving and Welcome Desk Manager Patsy deVuono drafted a new Merchandising Standards procedure to help keep the presentation of the collections uniform throughout the building. The standards were introduced to the collection staff at their January 27 meeting. The new guidelines will help ensure consistent presentation standards that every employee can use.

In support of the new Merchandising Standards, the Hot Pick area in the lobby was shifted to make room for display shelves, giving it a more polished look. The shelves in this area were also lowered, making this popular collection more accessible for patrons and staff.

The entire 900s room was also shifted. There are no longer any materials on the bottom shelves. All of the shelves were also lowered for better accessibility.

Statistics of note for January:

The Welcome Desk answered 1251 phone calls in January. Welcome Desk staff answered 645 reference questions and directed 715 patrons to various destinations in the library. Shelving staff helped 30 patrons throughout the building while in the course of their shelving duties.

Shelving staff receive and unpack interlibrary deliver bins every weekday morning. These bins include Wilmette items returned to other libraries as well as holds from other libraries to our patrons. Tuesdays and Wednesdays continue to be our busiest days.

Staff uses the Automated Material Handling system (AMH) to check in the majority of our delivery items and returns. In January, the AMH processed 60,213 items. Of those items, 23,246 required additionally staff handling, including items on hold or items with multiple parts that need to be manually inventoried. These items are called “exceptions” and are separately processed by Circulation staff. Shelving staff has also started putting all of the materials to-be-reshelved through the AMH. This should help catch any errant items left out by patrons that may have gone “missing”. It will also better reflect the amount of materials that staff handles on a day-to-day basis.

Staff also uses the AMH to de-activate RFID tags in items that weeded from the collections. Shelving staff processd 15 carts of weeded materials in January.

Collections

Physical

During the month of January, we added a Canon Rebel 7 DSLR camera, charging cords, a additional telescope, and 8 additional WiFi hot-spots to the Library of Things collection.



In January, Digital & Maker Services worked to implement a new Meta Quest 2 VR Headset for circulation in the Library of Things collection. DMS Associate Ethan Herdrich has spearheaded this initiative and the device is set to go into circulation on March 6. In February, Ethan will run some pop-up demonstrations of the device to patrons and staff to promote interest in the headset, and give staff information for how to field patron questions.

Digital Services Assistant Manager Linnea Lundberg also continues to develop and improve the Library of Things collection. This month she worked on user guides and pieces lists for various items, updated the website, and worked with Technical Services to help get a number of things into circulation. The attractive cases below function as the Library of Things items that are promoted on the shelf, as many of the items themselves are impractical to shelve on their own.



In January, Technical Services Manager Jessica Thomson coordinated a number of collection maintenance projects, and ran several reports for selectors to assist with weeding and determine usage statistics. Cataloging Librarian Carly Stauss worked on several clean-up projects including reviewing the lost items report, 6 month past due report and checking call numbers via the top and bottom 10 report. Periodicals Assistant Emma Standard completed the annual removal of periodicals on the + 1 year schedule.

Digital

Databases and eContent

The fiscal year is more than halfway through, and most eResources have been renewed at this point in the cycle. Digital & Maker Services Manager Lauren Kelly has identified those resources with renewals that occur between February and June, and has estimated the remaining anticipated spending.

After input from Adult and Youth Services staff we decided to not renew the Gale Literature suite of products. These resources are exorbitantly expensive and see little usage, despite our efforts to promote them. This will free up funds that we can invest in trying a new, more immediately relevant digital resource that may better meet the needs of patrons.

Some highlights in January:

- The usage of most eResources were up this month.
- Kanopy had 977 video views. This is the highest number of uses we’ve seen so far this fiscal year. Plays averaged at 800 between July and January. Hoopla usage was about the same as last month, with 1367 circulations.

- Another notable increase was seen on OverDrive (eBooks, eAudio and digital magazines). OverDrive usage tends to be incredibly consistent, but January saw 8980 eBook checkouts, 5150 eAudio checkouts, and 878 digital magazine checkouts. Overall, OverDrive use was up 14.9% from last month.
- Gale Udemy, a professional development video lecture product had 147 videos viewed in January. This is also the highest number of uses we've seen this fiscal year. Examples of courses viewed include: CISSP Certification, iPhone Photography, and Microsoft Office 365.
- Website and WPL app traffic also increased substantially this month. Our website had 19,008 hits this month, a 24% increase from the average in the other months this fiscal year. The app had 1655 sessions in January, up from an average of 1342.

Lauren performed an audit of all offsite access links to the library's digital resources and worked with Communico to update the links on the library app. There is now a comprehensive spreadsheet of all offsite access links in case any product link goes down and troubleshooting is needed.

OverDrive

15,008 checkouts

- 8980 eBooks (59.8%)
- 5150 eAudiobooks (34.3%)
- 878 eMagazines (5.8%)

The top titles by checkout:

- 1) Lessons in Chemistry by Bonnie Garmus (eBook) - 53
- 2) Spare by Prince Harry (eBook) - 48
- 3) Spare by Prince Harry (eAudio) - 43
- 4) Lessons in Chemistry by Bonnie Garmus (eAudio) - 42
- 5) Atomic Habits by James Clear (eBook) - 37
- 6) Verity by Colleen Hoover (ebook) - 37
- 7) Tomorrow, and Tomorrow, and Tomorrow (eBook) by Gabrielle Zevin - 36

The most popular magazines:

- 1) The New Yorker - 74
- 2) The Economist – 73
- 3) Us Weekly – 44

Unfortunately, we were notified this past month that one of our highest circulating digital magazines, *The Economist*, will be removed from OverDrive effective February 1. This change is due to a conflict in the digital lending model between OverDrive and the distributor.

Full summary of digital items added in the past three months:

Collection	November	December	January
eAudiobooks	470	1081	682
eBooks	1038	1532	1365
eMagazines	48	72	106
Hoopla items	932	915	942
Monthly total:	2488	3600	3095

Full summary of digital items withdrawn in the past three months:

Collection	November	December	January
Hoopla	488	544	977

Year-to-date digital resource statistics are appended to this report.

Technical Services Statistics

Full summary of materials added in the past three months:

Collection	November	December	January
Adult Fiction	520	298	438
Adult Non-fiction	539	409	577
Teen Fiction	39	22	36
Teen Non-fiction	2	9	7
Youth Fiction	200	385	732
Youth Non-fiction	44	130	170
Adult Magazines	489	514	480
Youth Magazines	37	27	46
Adult Multimedia	171	159	142

Youth Multimedia	13	49	39
Other (Library of Things, etc.)	86	23	79
Monthly total:	2140	2025	2746

Full summary of items withdrawn in the past three months:

Collection	November	December	January
Adult Fiction	259	159	936
Adult Non-fiction	859	134	643
Teen Fiction	9	1	134
Teen Non-fiction	0	0	51
Youth Fiction	442	207	503
Youth Non-fiction	19	25	53
Adult Magazines	367	1036	709
Youth Magazines	4	4	321
Adult Multimedia	280	17	383
Youth Multimedia	159	323	311
Other	15	0	1
Monthly total:	2413	1906	4045

Technical Services sent 62 boxes of withdrawn items to Better World Books and 10 boxes of A/V materials to Discover Books in January.

Circulation

In mid-January we encouraged staff to help us test the new 24/7 Pickup Lockers. This test group assisted the workflow of Circulation and gave staff an opportunity to see how the system works so they are able to explain the process and assist patrons when needed. We followed this process by emailing patrons that had used our Parking Lot Pickup service over the last 4 months to ask them to be part of our test audience. We received great feedback from a handful of staff and patrons that helped us work out a few glitches. Bibliotheca Support helped address the concerns including font size, location of icons, recalibrating the touchscreen, and the motion activated lighting not being consistent.

Circulation Assistant Megan Noone continues to assist Technical Services with changing the 921 (biography) labels. Megan has enjoyed this task and made their goal of completing the collection through the letter "M" by the end of 2022. They look forward to assisting on future projects as the library updates the Collection Management Policy and how we label materials.

ILL staff were excited to report the addition of another book club group bringing us up to 22. Staff have been working with Eti Berland, Youth Services School Engagement Librarian, with a change to how our school cards request materials. Previously schools could only request materials that were owned by Wilmette Library, now materials are able to be requested across the CCS consortium. This change required staff to determine the flow of materials coming in for schools and how the process goes from Circulation to Youth Services. Over the course of January, we borrowed 47 items for our local schools from other libraries.

ILL Coordinator Louise Neidorf submitted our yearly ILLNET Statistical Survey for July 2021 to June 2022. This report shares statistical information regarding interlibrary loan process that the Illinois State Library collects. The library requested 44,013 items and received 50,409, which the majority of the materials is sent through CCS and the small remainder are those from outside our consortium, like universities and other institutions.

The Wilmette-Kenilworth Chamber of Commerce sent us a list of new residents and businesses from October 2022 through December 2022. We have sent out mailers inviting new residents to visit their library and apply for a library card. These mailers include a welcome brochure and an introductory letter from the Friends of the Wilmette Library.

Circulation Statistics of Note for January

Our partnership with District 39 on providing new students with library cards started this month with their open enrollment. We have issued just under 100 cards for the end of January beginning of February. This process will continue throughout the coming months. Staff mail a welcome letter, bookmark, and the library card to each student that signs up.

We continue to see an increase in use of the checkout stations, with almost 58% of materials checked out in January were at one. Digging a bit deeper we continue to see that our 2nd floor checkout stations being a majority of our checkouts, with 12,935 items checked out of the 18,893 or 68%.

Another trend that continues to stay consistent is who is visiting our library to checkout materials. Wilmette cardholders (10,810) are consistently using the library with 82% of cardholders visiting us with in the last 12 months. Our top three non-Wilmette visitors (821) hold library cards from Evanston (80%), Chicago (4.7%), and Winnetka-Northfield (4.1%).

Current and Past Circulation by Fiscal Year

	2018/2019	2019/2020	2020/2021*	2021/2022	2022/2023
July	68,740	66,182	33,804	59,462	59,742
Aug	67,729	64,303	50,795	21,368*	59,932
Sept	62,444	59,292	55,261	64,184	53,587
Oct	62,202	60,195	55,820	50,538	53,994

Nov	61,400	61,307	46,631	53,720	54,850
Dec	56,962	55,668	35,822	51,141	51,452
Jan	60,403	61,130	31,822	53,798	57,424
Feb	56,946	57,932	32,640	49,767	
March	62,305	29,435*	52,239	55,073	
April	59,323	28*	52,875	53,537	
May	59,032	87*	54,781	51,235	
June	61,772	7,422*	56,560	55,012	
Total YTD	739,258	522,981	559,050	618,835	390,981

*FY 19/20: building closed for a portion March-June due to pandemic

*FY 20/21: building hours reduced by 20% overall due to pandemic

*FY 21/22: building closed in August for 2 weeks for capital repairs

Wilmette Public Library Monthly Statistics as a Whole For 1/2023	
Total Checkins	33,179
Checkout Stations	19,084
Leap Checkout and Renewal	13,758
Total Checkouts	32,842
Auto-renewal	24,094
Power PAC Renewal	751
Leap Checkout and Renewal	229
Checkout Stations	85
Total Renewals	24,582
Number of your Library's items checked out system-wide	32,772
Holds Placed through your interface	6,745
Holds placed for/by your patrons	7,392
Holds Held	7,444
Holds Checked out	6,449
Holds Cancelled	1,190
Holds Unclaimed	804
Number Of Items Currently Out	33,489
Unexpired Patrons on file	14,398

Year-to-date circulation statistics are appended to this report.

Adult and Teen Services

January Programs

Program	Name	Attendance
1/10 - Classics & Contemporary Book Discussion	Rachel Garcia	8
1/11 - Novels @ Night: Nonfiction Edition	Katy Jacob	0
1/19 - Design Thinking for Entrepreneurs	John Amundsen	21
1/25 - Murder We Read	Katy Jacob	0
1/24 - Mixers & Shakers	EvaAnne Johnson	20
1/24 - Home Energy Savings with CUB	John Amundsen	11
1/12 - Teen Spa Night: Bath Bombs	Krista Hutley (with Eti Berland)	10
1/13 - Teen Take & Make: Mini Book Magnets	Krista Hutley	22
1/14 - Dungeons & Dragons	Krista Hutley	4
1/18 - Girls in STEM	Krista Hutley	5

This month, Local History and Genealogy Librarian EvaAnne Johnson worked with IT Manager Michael Pocrnich to coordinate the installation of our new microfilm scanner and reader. The new machine is a ViewScan 4, and has an 18 megapixel camera, autofocus, new PerfectView software, and Optical Character Recognition (OCR) software.

Assistant Manager Rachel Garcia attended a three day workshop at the Yiddish Book Center in Amherst, Massachusetts as part of the “Stories of Exile” grant that the Center awarded to the library this past fall. Wilmette Public Library is one of twenty-eight libraries represented and the only library from Illinois. The three days were spent learning about Yiddish literature and brainstorming the programs we will be bringing back to our communities. The series will likely take place in fall 2023, and will feature four book discussions and supporting programs.

On January 17, Business Librarian John Amundsen attended the Board Installation Ceremony of the Wilmette/Kenilworth Chamber of Commerce at the Wilmette Golf Club. In addition to the swearing in of the officers and members-at large and welcoming remarks from Wilmette Village President Senta Plunkett, there was a networking event with members and representatives of community organizations and Village of Wilmette government representatives. John received several business reference requests from event attendees following the event, and WKCC Executive Director Jennifer Herren Gatesman and President Charles Hutchinson, Jr. expressed

their appreciation and support of the library's services. John will coordinate a visit and tour of the library's business collections for Director Gatesman.

Tax season is officially underway, and the library has forms on display in the Business Reference area, along with reference copies of the 2022 J.K. Lasser tax preparation manuals. John Amundsen worked with the IRS's Tax Forms Outlet Program (TFOP) to order printed copies of the newly simplified Form 1040, Form 1040-SR (for seniors), and instruction booklets, as well as copies of the Illinois 1040 forms and instructions from the Illinois Department of Revenue (IDOR). John also printed copies of select supplementary Federal and Illinois schedules and vouchers that are no longer offered by the IRS or IDOR but still in demand from patrons, and has worked with staff to ensure form supplies are stocked on a regular basis.

On January 19, John Amundsen presented "Design Thinking for Entrepreneurs," a virtual program offered in conjunction with the Wilmette and Northbrook Public Libraries. This program was the first implementation of programming using curriculum and materials from the Grow With Google initiative. By partnering with Grow With Google, the library has access to a variety of presentation topics and adaptable slide decks on a number of small business tech topics. As a certified UX designer, John chose Design Thinking as our pilot implementation of the Grow With Google framework and contributed his own insights. The program was well received, with 21 attendees viewing the webinar live and via recording. Given this success, John will continue to host programs throughout the year highlighting ways small businesses can leverage technology. A recording of the webinar is available on Northbrook Public Library's YouTube page: <https://youtu.be/jpfx49LeKtw>

Krista Hutley, as the manager of the Illinois Library Association's Young Adult Services Forum (YASF), scheduled two speakers on the subject of teens and media literacy for the YASF February professional development meeting. The presentation will begin with a prerecorded talk by activist teens who created the teen-led nonprofit Teens for Press Freedom, and then continue with a live presentation from two New Trier High School librarians who have created a flexible system to help teens evaluate media sources.

Youth Services

This year's Winter Reading Club theme is "Light Up Your Life with Books" which is reflected in sparkling and luminous decorations throughout the library. From January 2 through February 28, children and families are invited to read (or be read to) and try fun family literacy activities to complete their reading log. Families can pick up kids' reading logs in Youth Services or print them at <https://www.wilmettelibrary.info/winter-reading-club>. Finishers of all ages receive a free book of their choosing! Winter Reading Club prizes are generously funded by the Friends of the Wilmette Public Library.

On January 13, School Engagement Librarian Eti Berland visited students at Wilmette Junior High to promote Winter Reading Club.

On January 24, Youth Services Librarian Sarah Jo Zaharako visited Kick Start Therapeutic Preschool to talk about library services with 24 staff and students. She also solicited feedback about accessibility at the Library.

Our winter StoryWalk in Hibbard Park, *Ten Ways to Hear the Snow* by Cathy Camper continued through January.



Preschool Outreach Librarian Ruth Bell made 7 deliveries of books and kits to Wilmette preschools and led 15 visits in January reaching 203 preschool children and their teachers. On January 11, she also presented a Felt Board Workshop to 12 preschool teachers at St Joseph's School, where they learned how make felt shapes and pictures to enhance their storytimes and lessons.



On January 5, 56 patrons enjoyed a special Hebrew Bilingual Storytime with local author Arianna Brooks. Brooks returned to the library on Sunday, February 12 to present a history of the bagel and lead families in making their own cream cheese flavors. Kosher ingredients and bagels were provided to attendees.

This year saw the return of Youth Services' annual Lunar New Year Celebration, hosted in collaboration with Highcrest Middle School's Mandarin teacher Brenda Hsu. 70 patrons celebrated the Year of the Rabbit with storytelling and crafts.

Local language teacher Ling Liu presented Mandarin-English Bilingual Storytime on Saturday, January 7, to 10 children and parents who enjoyed stories, songs, and fun in Mandarin and English.

Let's Learn Together

In January, the library launched a new initiative, Let's Learn Together, which helps families engage with tough topics. For our first series, we're exploring racial literacy. Let's Learn Together gives parents and kids a practical framework for talking about race using programs, books, and activities. Our first Let's Learn Together Family Workshop was held on January 15 and attended by 17 patrons who enjoyed a read-aloud, activities and discussion. Workshops will run monthly on Sundays through the winter and spring. Eight take-home kits containing picture books and a full-color activity booklet are available in Youth Services for check-out.



<https://www.wilmettelibrary.info/lets-learn-together>



Youth Services Programs

Youth Services presented 45 programs in January that were attended by 1,453 patrons. During the school district's winter break, The Illinois Philharmonic Orchestra Brass trio presented a storytime and music based on the picture book *Milo Imagines the World* by Matt de la Peña. Youth Services Assistant Manager hosted a sing-along screening of the movie *Frozen*, which was attended by 128 patrons, many dressed as their favorite snow queen.

<u>Date</u>	<u>Title</u>	<u>Attendance</u>
1/3	Movie: Frozen Sing-Along	128
1/3	Milo Imagines the World Storytime	48
1/4	Light Painting	5
1/4	Pajama Storytime	4
1/5	Hebrew Bilingual Storytime	56
1/5	K-9 Reading Buddies of the North Shore	12
1/7	Mandarin-English Bilingual Storytime	10
1/8	Chess Club	6
1/12	Art for Big Feelings	11
1/12	Teen Spa Day: Bath Bombs	10
1/12	Lego Club	19
1/14	Little Play Cafe	53
1/14	Secret Gift Workshop	18
1/15	Let's Learn Together Family Workshop	17
1/16	Dog Man Flip-O-Rama! - Grades K-2	17
1/16	Dog Man Flip-O-Rama! - Grades 3-4	10
1/17	Family Storytime	42
1/17	Family Storytime	59
1/17	Big Kid Storytime	11
1/18	Family Storytime	35
1/18	Family Storytime	39
1/18	STEAM Lab: Static Electricity	14
1/18	Improv Group	14
1/19	Babytime	45
1/19	Tween Lab: Collage Box	6
1/20	Little Dabblers	72
1/21	Little Play Cafe	48
1/21	Lunar New Year Celebration	70
1/22	Chess Club	4
1/24	Family Storytime	37
1/24	Family Storytime	54
1/24	Big Kid Storytime	9
1/25	Family Storytime	43
1/25	Family Storytime	30
1/25	Graphic Novel Book Club	10

1/26	Babytime	60
1/26	Illustrators' Club	15
1/26	2nd and 3rd Grade Book Club	9
1/27	Little Dabblers	65
1/28	Wiggleworms Party!	120
1/29	Building with Bits and Bobs	29
1/30	Meet our Pets	13
1/31	Family Storytime	44
1/31	Family Storytime	32
1/31	Big Kid Storytime	10

Drop-In Activities

In addition to programs led by staff and outside presenters, Youth Services also makes drop-in activities available to library visitors like interactive displays, our Imagination Playground, scavenger hunts and more. Youth Services offered five Drop-In Free Play events which served over 220 patrons. 200 children participated in our Kidlit Character Scavenger Hunt throughout the second floor. An estimated 120 children experienced our Light Science station which displayed objects, experiments, and books to inspire them to explore light and color.

In the Junior High Room, tweens can find sensory toys to reduce stress and a lightboard stocked with colorful neon markers.



Book Displays

Youth Services curated displays of books to highlight bedtime and sleep, Global Family Day, and winter.

Special Projects



Saying Yes to Your Story:
A Conversation with
Kwame Alexander

February 8, 2023 at 7PM

This event is made possible by ILP, a statewide collaboration among public libraries offering high-quality events.

Of 210 partner libraries, Wilmette Public Library had the third highest number of attendees for this event, with 35 patrons participating.

Learn more about our ILP:

<https://www.illinoislibrariespresent.com/>

Youth Services School Engagement Librarian Eti Berland moderated the first Illinois Libraries Present (ILP) event for youth, A Conversation with Kwame Alexander. Alexander is the author of the Newbery Award winning book *The Crossover*, Newbery Honor/Caldecott Medal winning book *The Undefeated*, and most recently, *An American Story*. He inspired young writers to “say yes to your story” and persist in the face of rejection as he shared his own publishing journey. Staff wrote about Alexander and his work on the [staff blog](#).



Saying Yes to Your Story: A Conversation with Kwame Alexander

Wed, February 8

Note: this event was not recorded, per contract stipulation.

- More than 1120 people registered and 830 attended the live event.
- Over 35% of attendees completed the survey, 96% of whom rated the event at 4 or higher out of 5 (5=highest). Please note that survey responses are anonymous.
- Eti, ILP Programming committee member and host, received dozens of direct shout-outs in the survey in appreciation of her “*terrific job moderating and asking such thoughtful questions.*” Bravo, Eti!

Feedback included:

- “*The author was engaging, responded to the comments, and authentic. I was not familiar with his writing, and as a result of the webinar I will go to my library and check out his books.*”
- “*This was BY FAR, my favorite ILP conversation! Kwame is absolutely inspiring and I wish every teacher, librarian and parent could hear him speak. Eti, you did an amazing job!*”
- “*The author is a delight! So much good, positive energy and enthusiasm. The moderator was also very knowledgeable. Was like eavesdropping on a conversation between two old friends. Delightful!!!*”

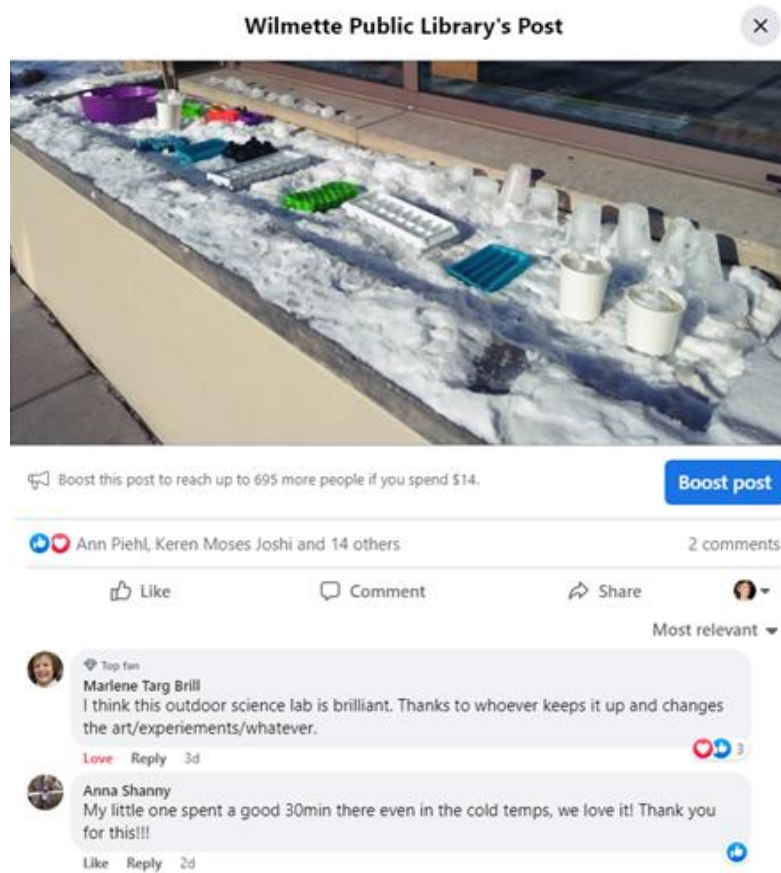
Digital & Maker Services

January Programs & Classes:

- 1/5: Google Docs (Ethan Herdrich), 29 Attendees, Virtual
- 1/5: Reading Reddit (Linnea Lundberg), 5 attendees, Virtual
- 1/10: Touring a Windows PC (Linnea Lundberg), 5 attendees, Virtual
- 1/18: What is the Cloud? (Lauren Kelly), 23 attendees, Virtual
- 1/20: 3D Printing Demo (Alex Barzallo), 27 attendees, In Person
- 1/26: Cyber Security (Ethan Herdrich), 16 attendees, Virtual

DMS and YS Staff also conducted **Maker Appointments** in the Youth Program Room:
TOTAL: 19 appointments, 49 attendees

DMS Librarian Janet Piehl ran this month's Maker Garden, a Solstice Log and Freezing and Melting activity. This passive program had 200 participants.



DMS staff conducted 27 one-to-one help interactions in the Technology Center. Topics included: iMovie Basics, Password Management, TinkerCAD, and the Digitization Station.

Staff assisted patrons with 18 VHS-to-digital conversions in January.

Lauren conducted a 1:1 tutorial with a patron on iMovie Basics. The patron had used our digitization station to convert some old VHS tapes to a digital format, but was looking to trim and edit the footage. The patron was very happy to have gotten an overview of the software she could use at home on her personal Mac laptop.

Linnea had an impromptu 1:1 tutorial with two tween patrons on 3D Design using TinkerCAD. These patrons and their parent came into the Tech Center were interested in the 3D printers in the Tech Center and were inspired to create something to be printed on the machine. Linnea got them set up with accounts and some basic instruction, and the kids dove in head first! They both designed an item to be printed within about an hour.

Tech Center

Lauren worked with IT Manager Michael Pocrnich to install a new printer in the Tech Center that can print double sided pages. Patrons have recently been requesting this option. Hopefully this new device will save on paper consumption while offering patrons increased flexibility for their printing needs.

DMS also got a WiFi hotspot, which will allow staff to troubleshoot patron device issues directly at the Tech Center service desk.

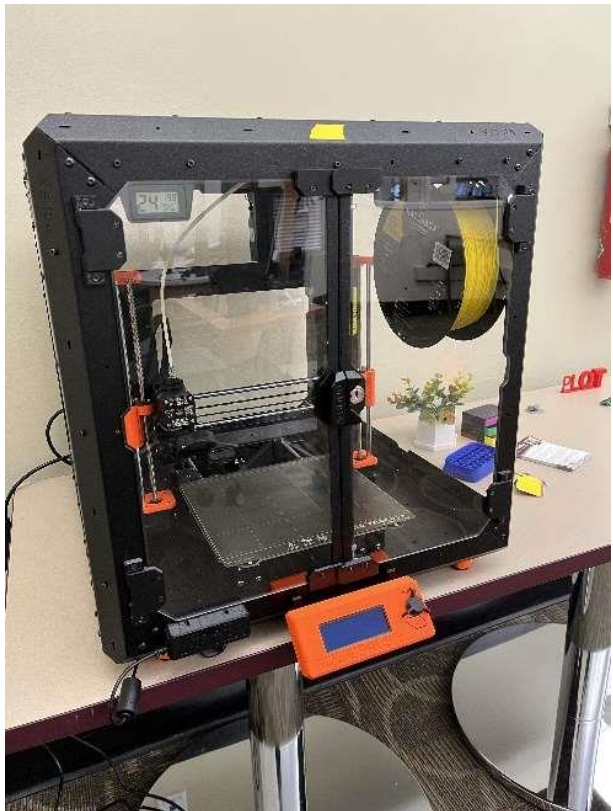
3D Printing

We officially launched 3D Printing in the Technology Center this past November, and the service continues to gain traction. Patrons can submit their designs through a form on the website:

<https://www.wilmettelibrary.info/3dprint>

Some print submissions this month were a result of patrons who participated in a Maker Appointment and wanted to submit more prints beyond what they could complete in the timeframe of the appointment session.

- January Submissions: 28



Communications and Events

January Programs

Virtual

- Tuesday, January 10: At Home Film Series: Driveway; 5 patrons
- Wednesday, January 11: Illinois Libraries Present: Inciting Joy: A Conversation with Ross Gay: 21 patrons
- Thursday, January 12: Armchair Travels: Shipwrecks: Treasures of the Great Lakes with Cal Kothrade; **65 patrons**
- Tuesday, January 17: Hansel and Gretel by Humperdinck with Opera Lovers Lecture Corps; 25 patrons
- Tuesday, January 31: Virtual Tour: The Secret Annex with the Anne Frank Center University of South Carolina; **49 patrons**

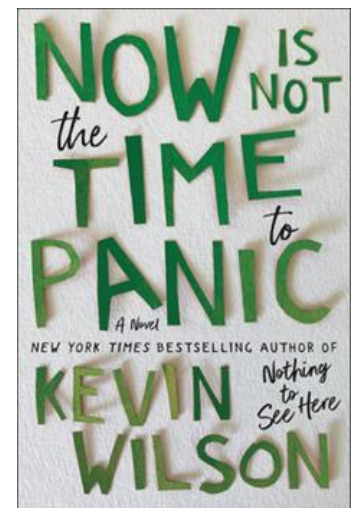
In-Person

- Thursday, January 5: Armchair Travels: Stepping in Illinois History with Nancy McCully; 18 patrons
- Thursday, January 19: International Film: Playground; 5 patrons
- Thursday, January 19: Armchair Travels: All Things British with John Gowing; 21 patrons
- Tuesday, January 24: Finger knitting for Adults; 16 patrons
- Friday, January 27: The Power of Song: A Sing Along Tribute to Pete Seeger with Mark Dvorak; 85 patrons



In addition to these programs, we were pleased to sponsor two programs with the [Family Action Network](#). On January 19, we sponsored *This Beauty: A Philosophy of Being Alive* with Nick Riggle, and on January 26 we sponsored *Awe: The New Science of Everyday Wonder* with Dacher Keltner.

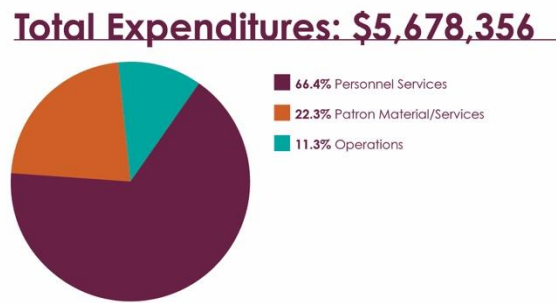
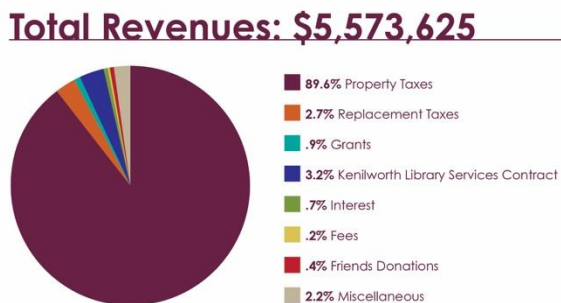
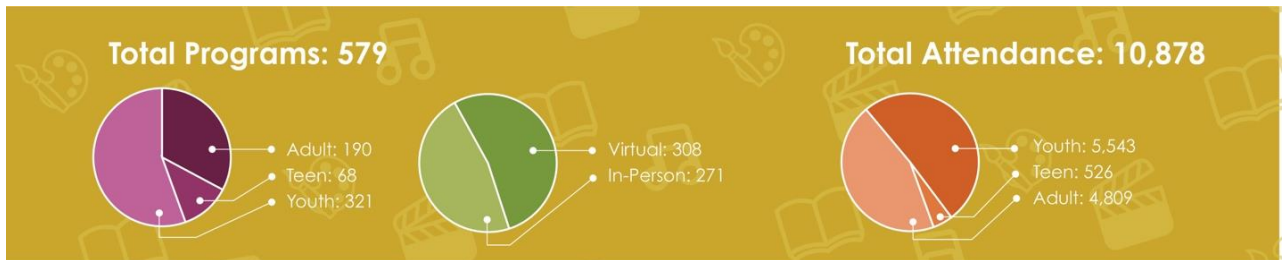
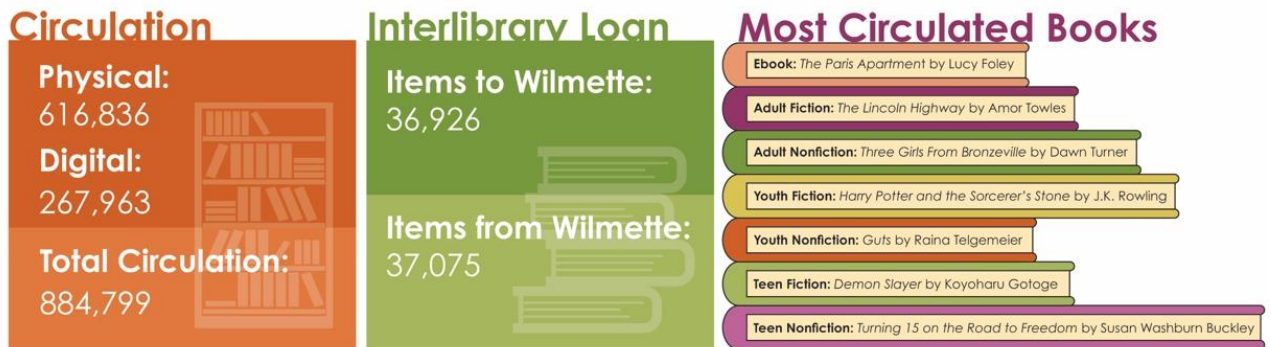
Our major programming push in January was setting up our 2023 One Book, Everyone Reads (OBER) community reading series. We are pleased to share that our 2023 selection is *Now is Not the Time to Panic* by Kevin Wilson. Wilson's latest book, *Panic* explores art, friendship, parenthood, and adolescence. We are excited to share and explore this book with the Wilmette community this spring. Wilson will be speaking virtually to the community on Wednesday, May 11, in conversation with radio personality Alison Cuddy. All members of the C&E department, as well as Jill, Rachel, and Krista from Adult Services, have been deeply involved in this year's OBER series planning. We expect even more members of our staff to join in as the project grows in early spring. More information about programs and publicity will roll out in the coming weeks.



January Communications

Our primary focus in January was the completion and distribution of our [2022 Year in Review](#) report. This report looked back at all of our activities in 2022, with an added emphasis this year on telling our story in numbers and infographics. We highlighted our focus this year on maker and hands-on programming and services, our return to indoor programming for our youngest patrons in the Youth Services department, the new staff and board members who joined our team this past year, our *Library Journal* 5-star recognition, and an overall sense of returning to normal that we embraced in every department. The report was created using Adobe Express, a platform that allows us to create dynamic webpages that attractively present information in concert with photos and links. The online version of the report was distributed via our email newsletter, promoted on our social media channels, and linked to on our website. In addition to the Adobe Express page, we created a one-page handout that was distributed at the Welcome Desk inside the library. As of February 13, the Year in Review report has been viewed more than 730 times.

A few of the charts and infographics Sarah Rose created for this year's report:



In addition to the Year in Review report, we had a busy January getting ready for the coming year:

- Sarah worked with a variety of departments to ensure signage, handouts, and nametags were updated to reflect our current staff and procedures. This includes nametags for volunteers, handouts for the Library of Things, wireless printing cards, and more.
- Sarah created posters promoting the latest Illinois Libraries Presents speaker, Kwame Alexander.
- Sarah updated and replaced all Covid-impacted way finding signs.
- A major, and still ongoing, project for Sarah in January was the creation of displays for the Library of Things. Each item in the LoT will have a unique design in a DVD case to better allow patrons to browse the collection. While this project is not yet complete, it has been a major part of Sarah's workload in January.
- Lydia met with Sarah Jo Zaharako about creating a social story for Youth Services and made a template. The social story will launch in April for Autism Awareness Month.
- Lydia researched and wrote webpage content for Black History Month, as part of our ongoing commitment to sharing information with the community about Heritage Months throughout the year. This year's Black History Month content launched on Feb. 1 and features events at the library and throughout the wider community, book lists, and history and resources to learn more from other organizations.
- Lydia also created social media content for January with a focus on the 2022 Year in Review, Winter Reading Club, and planning posts for Black History Month

Email, Social Media, and Communications

Email newsletter statistics from January:

- 82,043 Sends
- 1,765 clicks

We used our email newsletters to promote our Year in Review report, Winter Reading Clubs, FAN events, and much more. Our most popular clicks were for:

- The calendar of events and the storytimes page – these two items get the most clicks in every newsletter!
- The Year in Review report
- Winter Reading Clubs
- Virtual Tour: The Secret Annex program on January 31
- Shipwrecks: Treasures of the Great Lakes on January 12

Highlights from our Social Media

The emphasis in our social media in January was to promote our major campaigns—the Year in Review and Winter Reading, as well as highlighting many of the great events happening in the library throughout the month.

A few of our more popular posts from the first month of the year:

Wilmette Public Library
January 26 at 12:00 PM · 🌐

Let's take a look back at all we did together in 2022! 🌟 Thanks to you, our library spaces were bustling with activity day after day.

Want to learn more about how you used the library in 2022? Explore the Year in Review report:
<https://express.adobe.com/page/v9VuV5byvLRRR/>

156,720 Library Visits	14,518 Number of Library Cards
49,173 Questions Answered	1,182,768 WiFi Sessions

👍❤️ 17 2💬 1🔗

Wilmette Public Library is at **Wilmette Public Library**.
January 27 at 6:00 PM · Wilmette · 🌐


Look who came to Storytime! 🐾



👍❤️🐾 18

Wilmette Public Library is at **Wilmette Public Library**.
January 31 at 12:00 PM · Wilmette · 🌐

Turn your creative ideas into reality with our new 3D printing service!
Learn More: <https://www.wilmettelibrary.info/.../3d-printing-wilmette...>



👍❤️ 20 1💬

wilmettelibrary
Wilmette Public Library



❤️💬🔗

👤 Liked by jillie__mae and 33 others

wilmettelibrary Yesterday, teachers stopped by for a storyboard and felt-making workshop! ✂️🧶🍷 Appointments with our creative equipment are... more



Liked by jillie__mae and 34 others

wilmettelibrary Spotted at the library ideas to help you de-stress. Check out the self-care books our librarians picked out on the First Floor. Tweens can find... more



Liked by jillie__mae and 25 others

wilmettelibrary Check out the awesome work from this afternoon's finger knitting workshop! Indigo and Violet Studio led the way as we wove yarn into an infinity... more

Information Technology

IT Manager Michael Pocrnich and IT Assistant Christine Hightower completed a range of troubleshooting and system improvements for both the staff and public in January. Projects this month included: researching equipment updates and replacements, workstation and peripheral troubleshooting, relocation, configuration, installation, and network optimization. Throughout the month, the department assisted staff with equipment installation and training, reconfiguring/relocating workstations, coordination with CVI on resolution of open tickets, routine maintenance, equipment cleaning, and other updates.

Michael ordered 9 additional mobile hotspots, 8 for the Library of Things and 1 for Digital & Maker services. Christine labeled and inventoried the new mobile hotspots for IT records and passed the relevant information to Jessica to enter into the catalog. Within a couple weeks these hotspots were in service for a total of 20 for checkout, and for the first time the hotspots had no outstanding holds.

Michael opened a ticket with CVI to update the Public Web Browser on the catalog and database stations. They also updated the database links to go directly to the Library database list. The Youth database station now goes to the K-8 list of e-resources.

Michael worked with Bob from RMC Imaging and CVI to install the Microfilm reader. EvaAnne and Michael received training from Bob on how the two versions (old/new) of the software

worked. Michael worked with CVI to setup the “share to email” function in both versions of the Microfilm software with the email address no-reply@wilmettelibrary.info. CVI setup printing for the microfilm computer to print to the reference desk and set up temporary storage on the desktop for patrons. The new microfilm scanner has a USB slot on the front of it where patrons can plug in a USB stick (travel drive) to save pictures of their scans directly as well.

Michael and CVI installed the new Technology Center printer. CVI made print queues for both black and white and color to print double-sided. The black and white double-sided would not print through the wireless printing portal. Michael worked with EnvisionWare to get the double-sided black and white working through the wireless printing portal. Patrons can now print in Black and White or Color single or double-sided (long edge) in the library or through the wireless printing portal.

CVI renamed the printers in Youth Services, DMS/Circ Office, and the DMS staff printer in Technology center. From now on CVI will add needed printers to staff profiles through group policy so they can be managed from their end. If anyone adds printers manually, the printers will need to be removed manually.

Throughout the month, Michael, Christine, and CVI, tested the HDMI and VGA cables from the stage to the projector. They replaced and tested the HDMI, VGA and Audio cables under the stage. Christine labeled the new cables to help staff identify them while setting up for events. Michael also bought replacement DisplayPort adapters for PCs and an HDMI/VGA to USB-C adapter for Apple/ Windows/ Android devices. Michael plans to purchase another one of these HDMI/VGA to USB-C adapters soon since it worked so well during testing.

Facilities and Safety

Building & Grounds

In further research on the recommendation to replace our current interior backup generator, Cummins provided an estimated cost for a 25 kilowatt generator (5kW more than our current 20kW). There is currently only a \$345 difference in price between the 20kW and 25kW (\$17,155) natural gas generators. For that little bit of cost difference, we are able to get 20% more power output utilizing the same footprint and weight and would have extra capacity to add additional equipment/loads in the future. The equipment currently backed-up by the generator includes: domestic and sanitary pumps, network servers, fire/security system, and emergency lighting. Adding the HVAC system to the generator would require an exterior generator with a larger footprint for size and servicing access. Staff will meet with our capital planning consultants later this month to continue our research and planning before presenting a recommended solution.

Current lead times:

- Generator: 32 weeks
- ATS: 26 weeks (Automatic Transfer Switch)



Interior

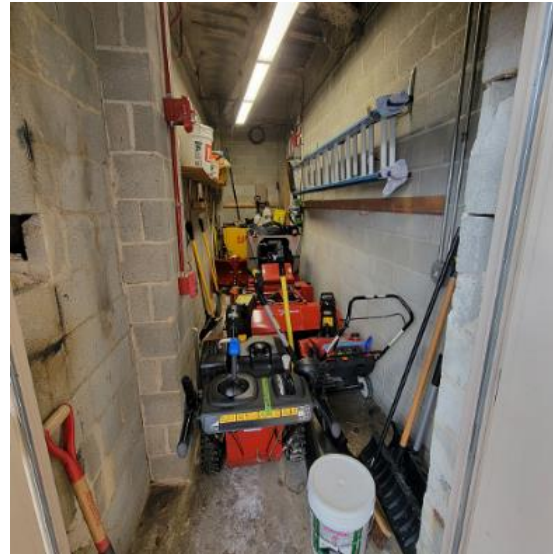


Exterior

While Facilities staff has procured necessary supplies and equipment to better maintain the exterior of the property, our available storage has reached its maximum capacity. We anticipated this condition at the beginning of the fiscal year and budgeted accordingly for an updated storage shed. For efficiency of operations, staff is recommending moving our outdoor equipment to a larger storage shed to provide better accessibility. We have already maximized our current interior storage next to the employee entrance. The current outdoor storage unit cannot accommodate storage for our wheeled machines. A larger storage unit can replace the current one with a ramp.



Current Shed



Interior Building Storage

As our spatial options are limited for a new outdoor structure, we do believe there is a way to utilize the area allotted to the current shed and the adjacent dumpster storage. Staff is reviewing solutions that are both cost-effective and aesthetically complementary to our property and will present a plan in the coming weeks.

Human Resources

Recruiting & Personnel

Adult Services

We are in the interview stage for our Adult Services Manager position. Hopefully by this time next month we'll have announcement about our finalist.

Digital & Maker Services

On January 16, Janet Piehl joined the Digital & Maker Services department, coming from Youth Services. Janet's new title is Digital & Maker Services Librarian. Janet will continue to develop and provide maker and technology programs, and will also serve as a liaison to other departments to identify maker opportunities. This position reorganization made the most sense operationally as maker programs, services, and emerging technology are so intertwined and will continue to grow in the DMS department moving forward.

Additionally, the name of the Digital Services department has been changed to Digital & Maker Services. We are thrilled about these changes and are excited by what the future holds for the department.

Facilities

Aarin Olson (he/him) will be joining Wilmette Public Library as our new full-time Facilities Technician. Aarin brings 12 years of facilities and maintenance experience he gained from his time at Cook Memorial Public Library, where he currently serves as the Facilities Supervisor of their Aspen Drive branch. During his time there, he was a major player in a recent expansion and remodeling project. In addition to his building and grounds maintenance skills, Aarin is security certified, and is also instrumental in their after school program, Homework Zone, where he assists middle school-age students. Aarin's first day will be February 27.

Shelving

We have hired Savannah Teafatiller (she/her), as a new part-time Shelver. Savannah, who is a student at Loyola University, has worked in Circulation at Winnetka-Northfield Public Library, and also had the opportunity to work abroad for Loyola University Libraries in Rome Italy, where she worked as a Circulation Associate for the John Felice Rome Center information Commons. We are excited to have Savannah join our team! Savannah's first day was January 16.

We have also welcomed Cindy Levine (she/her) to the Library as our new Substitute Shelver. A frequent patron of the library, Cindy has a strong connection to the library and community as she currently serves on both Boards for the Friends of the Library as well as the League of Women Voters. Cindy has also served on the Board of Education for the Wilmette Public Schools. A semi-retired professional, Cindy served as Chief

Strategy Officer for a Marketing Consultant firm for many years, and still consults for them on a limited basis. Cindy's first day was February 8.

HR Manager Michael Boone is still in the process of screening candidates for another part-time Shelver position. This position will cover evenings and weekend hours and will average approximately 9-10 hours per week.

Technical Services

Shanti D'Costa was promoted to Technical Services Assistant Manager. Shanti will continue to oversee adult acquisitions and coordinate withdrawing materials from the collection. She will be expanding into daily oversight of the workflow and training staff on new procedures and updates to the acquisitions process.

We have also posted for a Technical Services Assistant, which is responsible for copy cataloging of materials in all formats, reviewing and verifying accuracy of bibliographic records, adding item records to the library catalog, and assigning classification and call numbers to library materials to provide access and discoverability for library patrons and staff. The posting is open through February 24.

Youth Services

We have recently posted and started screening candidates for a part-time Youth Services Associate. This position will cover 2 weekend shifts per month and will pick up extra shifts as needed.

Policy/Procedure

Illinois Paid Leave Legislation

Earlier this month, Governor Pritzker signed a new bill, the Paid Leave for All Workers Act, which will ensure that all employers offer paid benefit time to all employees. This legislation, which is slated to take effect on 1/1/2024, entitles all Illinois employees regardless of full-time, part-time, seasonal or substitute status to earn up to and use 5 days of paid time off. The paid leave will be accrued at 1 hour of paid leave for every 40 hours worked up to a total of 5 days. Some of the particulars of this new act:

Our current policy covers this act in regards to our full-time staff. We need to review our vacation policy and accruals for part-time staff to determine if modifications are needed. The act does not address many questions regarding administration of this benefit so we are waiting for more information before we create or modify our existing policy regarding vacation.

Select Staff Meetings & Workshops

Staff regularly attend conferences and developmental webinars, and are actively cultivating new skills through dozens of programs and workshops on a diverse range of topics, including:

Meetings and Webinars:

- 1/4: The 5 steps to organizing your DNA in 2023 (Legacy Family Tree Webinars) (EvaAnne Johnson)
 - 1/5: Reading Reddit, Wilmette Public Library (Diane dos Santos)
 - 1/10: Meeting with Teens for Press Freedom (Krista Hutley)
 - 1/10: School Facilitators Networking Group (Eti Berland)
 - 1/11: Authors & ARCs, Booklist (Jennifer Lee)
 - 1/11: Proving Identity: Telling Two Same-Named People Apart (Legacy Family Tree Webinars) (EvaAnne Johnson)
 - 1/11: Why Ban Books Virtual Program-Deerfield Public Library (Eti Berland, Rachel Garcia)
 - 1/12: Library of Things Committee Meeting (Kim Hegelund, Linnea Lundberg, Jill McKeown, Janet Piehl, Jessica Thomson)
 - 1/12: 2022 Favorite Picture Books Presentation with Betsy Bird and Brian E. Wilson (Diane dos Santos)
 - 1/13: CCS Circulation Technical Meeting (Kim Hegelund and Mark Cegielski)
 - 1/18: American Experience: Zora Neale Hurston (Diane dos Santos)
 - 1/18: Genealogy and Local History Librarians Networking Group meeting (EvaAnne Johnson)
 - 1/18: Preparing for Challenges: How to be Ready Before You Get One (Andrea Vaughn Johnson, Eti Berland)
 - 1/19: Young Adult Services Forum meeting (Krista Hutley)
 - 1/20: ATLAS Middle Managers Round Table (Jessica Thomson)
 - 1/23-25: Yiddish Book Center "Stories in Exile" Workshop (Rachel Garcia)
 - 1/25: IDEA Committee Meeting (Laura Antolin, Michael Boone, Sarah Beth Brown, Patsy deVuono, Ethan Herdrich, Christine Hightower, Krista Hutley, Katy Jacob, Andrea Vaughn Johnson, Carly Stauss, Sarah Jo Zaharako)
 - 1/26: Charmm'd Peer Advisory Group meeting (Andrea Vaughn Johnson)
 - 1/26: Online with the CMC Linked Data Webinar (Carly Stauss)
 - 1/26: SQL searching in Polaris training (Carly Stauss)
 - 1/27: Selectors Meeting: Collection Policy Review (John Amundsen, Suzanne Arist, Anthony Auston, Eti Berland, Lisa Bigelow, Rachel Garcia, EvaAnne Johnson, Susan Kaplan-Toch, Lauren Kelly, Jennifer Klein, Jennifer Lee, Linnea Lundberg, Jillian McKeown, Janet Piehl, Sheri Reda, Jessica Thomson, Nancy Wagner, Sarah Jo Zaharako)
 - 1/27: Experiential Learning & Maker (ELM) Committee (Kim Hegelund, Ethan Herdrich, Lauren Kelly, Linnea Lundberg, Janet Piehl)
 - 1/30: Association of Professional Genealogists Illinois Chapter Meeting (EvaAnne Johnson)
 - 1/30: Youth Media Awards Press Conference (Eti Berland, Lisa Bigelow, Jennifer Lee, Andrea Vaughn Johnson)
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Attachments:

January circulation statistics by item and material collections; January online resource statistics by title and category

02/01/2023

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 01/2023**

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
AV equipment	46	30	1	31	31	0	0	0.67
Bag	572	470	254	724	724	0	0	1.27
Blu-ray	1,441	227	162	389	422	33	82	0.27
Blu-ray New	100	118	4	122	128	6	13	1.22
Book	172,842	21,701	18,139	39,840	41,667	1,827	2,218	0.23
Book Hot	963	1,215	3	1,218	1,218	0	0	1.26
Book New	5,658	3,164	1,801	4,965	5,642	677	434	0.88
Boxset	0	17	10	27	27	0	17	0.00
Boxset New	1	4	0	4	4	0	3	4.00
Cassette	60	0	1	1	2	1	0	0.02
CD	14,938	655	385	1,040	1,298	258	176	0.07
CD Audiobook	6,004	247	263	510	561	51	56	0.08
CD Audiobook New	216	85	70	155	195	40	10	0.72
CD New	227	93	72	165	189	24	12	0.73
DVD	16,734	2,070	1,627	3,697	3,971	274	360	0.22
DVD New	422	631	81	712	744	32	53	1.69
eAudiobook	64,370	0	0	0	0	0	0	0.00
eBook	79,474	0	0	0	0	0	0	0.00
eMagazine	4,868	0	0	0	0	0	0	0.00
Equipment	35	14	0	14	14	0	0	0.40
eReader	4	3	0	3	3	0	0	0.75
Game	2	1	0	1	1	0	0	0.50
ILL Material	0	67	2	69	69	0	0	0.00
Kit	8	5	2	7	7	0	0	0.88
Laptop	1	0	0	0	0	0	0	0.00
Large Print	7,314	363	273	636	760	124	37	0.09
Large Print New	294	96	56	152	197	45	18	0.52
Magazine	3,787	291	573	864	864	0	1	0.23
Magazine New	260	2	0	2	2	0	0	0.01
Mobile Hotspot	20	17	0	17	17	0	0	0.85
Multimedia Kit	28	2	1	3	3	0	0	0.11
Newspaper	947	0	0	0	0	0	0	0.00
Online Resource	18	0	0	0	0	0	0	0.00
Other	12	270	2	272	272	0	0	22.67
Playaway	2,457	209	302	511	550	39	8	0.21
Playaway Audio New	71	20	22	42	50	8	0	0.59
Record	1,580	0	0	0	2	2	0	0.00
Scores / sheet music	0	2	2	4	4	0	2	0.00
Seasonal AV	246	6	4	10	10	0	0	0.04
Seasonal Book	2,431	317	4	321	323	2	6	0.13
Special Collection	0	0	1	1	1	0	0	0.00
STEAM equipment	25	10	0	10	10	0	0	0.40
STEAM Kit	15	9	0	9	9	0	0	0.60
VHS	148	0	0	0	0	0	0	0.00
Videogame	1,030	407	462	869	908	39	40	0.84
Videogame New	0	4	3	7	7	0	4	0.00
Totals	389,669	32,842	24,582	57,424	60,906	3,482	3,550	0.15

Item Count is where the Item Owning Library = YOUR LIBRARY

Local Charge is where the Station_Library = YOUR LIBRARY

Local Renewal is where the Station_Library = YOUR LIBRARY

Lender is where the Item Owning Library = YOUR LIBRARY and the Station_Library not = Item_Library

Borrower is where the Station_Library = YOUR LIBRARY and Item Owning Library not = Station_Library

02/01/2023

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 01/2023**

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
	1	0	0	0	0	0	0	0.00	0
Fiction	47,552	5,087	2,977	8,064	8,910	846	716	0.17	2,815
Magazines	4,484	173	337	510	510	0	1	0.11	333
Multimedia	38,242	3,572	2,121	5,693	6,423	730	758	0.15	1,969
Nonfiction	69,586	4,910	4,279	9,189	10,273	1,084	935	0.13	3,994
Online	141,105	0	0	0	0	0	0	0.00	0
Other	692	872	259	1,131	1,131	0	0	1.63	236
Teen Fiction	2,644	445	393	838	886	48	124	0.32	386
Teen Multimedia	68	11	14	25	31	6	3	0.37	13
Teen Nonfiction	378	53	47	100	112	12	11	0.26	45
Teen Online	2,990	0	0	0	0	0	0	0.00	0
Youth Fiction	45,454	13,705	10,411	24,116	24,603	487	748	0.53	10,104
Youth Magazines	510	120	236	356	356	0	0	0.70	234
Youth Multimedia	7,376	1,211	1,333	2,544	2,615	71	74	0.34	1,277
Youth Nonfiction	23,906	2,659	2,175	4,834	5,032	198	180	0.20	2,050
Youth Online	4,635	0	0	0	0	0	0	0.00	0
Youth Other	46	24	0	24	24	0	0	0.52	0
Totals	389,669	32,842	24,582	57,424	60,906	3,482	3,550	0.15	23,456

Item Count is where the Item Owing Library = YOUR LIBRARY

Local Charge is where the Station_Library = YOUR LIBRARY

Local Renewal is where the Station_Library = YOUR LIBRARY

Lender is where the Item Owing Library = YOUR LIBRARY and the Station_Library not = Item_Library

Borrower is where the Station_Library = YOUR LIBRARY and Item Owing Library not = Station_Library

The number of Auto Renewals is included in the numbers found in the Renewals Column

Category and Product	Metric Captured	July	August	September	October	November	December	January	Total	Cost per Use	Cost of Product
General Reference											
AP Stylebook	Page Views	x	x	x	4	2	0	0	6	\$ 40.00	\$ 240.00
CLCD: Children's Literature	Results	85	401	0	313	45	0	0	844	\$ 1.20	\$ 1,010.00
Consumer Reports	Page Views	948	664	1046	995	1096	1129	1462	7340	\$ 0.25	\$ 1,838.00
Consumers' Checkbook	Logins	8	6	13	7	2	2	5	43	\$ 10.47	\$ 450.00
Encyclopedia Britannica	Documents + Media	28	48	43	78	119	82	113	511	\$ 1.05	\$ 535.00
Facts on File (Infobase)	Total Views	24	90	16	3	135	0	38	306	\$ 10.44	\$ 3,194.20
FirstSearch (OCLC)	Total Searches	484	1555	669	720	222	194	55	3899	\$ -	\$ -
Gale Directory Library	Retrievals	0	8	0	23	12	0	0	43	\$ 81.40	\$ 3,500.00
Gale eBooks	Retrievals	0	15	8	6	2	0	0	31	\$ 112.90	\$ 3,500.00
Gale General One File	Retrievals	10	20	14	18	9	6	50	127	\$ 82.65	\$ 10,496.15
Gale Legal Forms	Retrievals	0	0	0	11	7	0	0	18	\$ 244.01	\$ 4,392.19
Gale Literature Criticism	Retrievals	0	92	0	0	0	0	40	132	\$ 91.45	\$ 12,071.00
Gale Literature Resource Center	Retrievals	0	14	0	12	44	4	10	84	\$ 38.31	\$ 3,218.00
Gale Literature: Dictionary of Literary Biography	Retrievals	0	8	0	1	8	4	0	21	\$ 22.95	\$ 482.00
Gale Literature: Lit Finder	Retrievals	2	7	0	5	4	3	4	25	\$ 37.20	\$ 930.00
Gale Literature: Scribner Writer Series	Retrievals	0	8	4	2	0	4	0	18	\$ 71.33	\$ 1,284.00
Gale Literature: Something about the Author	Retrievals	0	7	1	0	0	4	1	13	\$ 76.15	\$ 990.00
Gale Literature: Twayne's Author Series	Retrievals	0	8	4	2	0	4	0	18	\$ 106.06	\$ 1,909.00
Novelist	Total Requests	175	128	67	61	51	82	387	951	\$ 1.10	\$ 1,045.00
Oxford English Dictionary	Total Item Investigations	13	6	32	20	13	110	0	194	\$ 8.14	\$ 1,578.27
Pebblego and Pebble Go Next	Article Views	1	9	4	0	8	3	0	25	\$ 79.96	\$ 1,999.00
ProQuest: CultureGrams	Total Pages Viewed	26	88	31	4	37	34	0	220	\$ 6.09	\$ 1,339.00
Public Records / Check Illinois	Total Visitors	219	225	226	230	237	243	246	1626	\$ 0.35	\$ 575.00
Scholastic Teachables	Documents	182	122	72	17	57	5	21	476	\$ 1.96	\$ 931.00
Who's Who (Oxford University Press)	Total Item Investigations	0	0	0	0	0	0	0	0	#DIV/0!	\$ 2,005.83
World Book	Content Views	0	5	12	11	30	19	23	100	\$ 19.30	\$ 1,930.00
Periodicals											
DLIL magazines	Checkouts	711	625	768	689	695	650	878	5016	\$ 0.21	\$ 1,072.59
LexisNexis - NexisUni	Retrievals	146	263	357	206	902	163	128	2165	\$ 2.25	\$ 4,872.00
Newsbank Chicago Community Collection	Full Text Views	x	135	89	34	9	11	11	289	\$ 17.85	\$ 5,160.00
Newspaper Archive	Total Page Views	3	2	125	127	36	48	29	370	\$ 11.84	\$ 4,382.00
New York Times Digital Edition	Usage Sessions	665	590	532	538	533	514	571	3943	\$ 0.58	\$ 2,303.60
PressReader	Issues Opened	645	837	974	1073	811	1089	822	6251	\$ 1.17	\$ 7,292.38
ProQuest: Chicago Tribune	Total Documents	277	218	303	215	163	249	234	1659	\$ 3.47	\$ 5,753.66
ProQuest: Chicago Tribune Historical	Total Documents	111	358	125	216	104	183	383	1480	\$ 2.83	\$ 4,188.39
ProQuest: Newspapers.com	Total Documents	55	189	2	4	198	81	78	607	\$ 9.85	\$ 5,977.99
ProQuest: New York Times	Total Documents	80	62	215	91	63	59	111	681	\$ 7.36	\$ 5,013.22
ProQuest: New York Times Historical	Total Documents	20	13	87	19	2	41	21	203	\$ 20.81	\$ 4,225.00
ProQuest: Research Library	Total Documents	143	64	70	113	142	110	84	726	\$ 7.05	\$ 5,120.34
ProQuest: Wall Street Journal	Total Documents	447	379	427	426	321	408	452	2860	\$ 0.34	\$ 974.79
Genealogy											
Find My Past	Total Views	0	0	7	0	0	0	0	7	\$ 142.14	\$ 995.00
Newsbank Heritage Hub	Full Text Views	x	8	12	13	23	38	11	105	\$ -	\$ -
ProQuest: Ancestry Library Edition	Total Documents	525	2581	1073	433	249	902	547	6310	\$ 0.27	\$ 1,692.50
ProQuest: Fold3	Total Documents	10	3	3	269	119	51	105	560	\$ 2.19	\$ 1,226.73
ProQuest: HeritageQuest	Total Documents	27	77	86	52	27	135	263	667	\$ 1.04	\$ 692.00
Online Learning											
Brainfuse	Database Usage	108	55	64	47	13	23	19	329	\$ 21.19	\$ 6,970.00
CreativeBug	Total Views	82	22	42	118	23	58	138	483	\$ 1.86	\$ 900.00
Gale Courses	Enrollments	0	7	2	3	0	0	1	13	\$ 388.18	\$ 5,046.36

Gale UDemj	Total Videos Viewed	0	123	0	80	27	19	147	396	\$ 13.92	\$ 5,512.50
LinkedIn Learning	Total Videos Viewed	116	100	54	134	61	234	140	839	\$ 8.34	\$ 7,000.00
Mango Languages	Total Sessions	46	91	76	31	45	59	60	408	\$ 8.36	\$ 3,412.80
Muzzy	Sessions	2	3	0	0	0	0	5	10	\$ 170.00	\$ 1,700.00
Niche Academy	Total Views	30	40	19	43	18	19	31	200	\$ 8.45	\$ 1,690.00
Business / Finance											
Gale Business Insights: Global	Full Text Retrievals	10	0	0	42	24	0	3	79	\$ 71.65	\$ 5,660.73
Gale Business: Demographics Now	Retrievals	0	1	0	0	0	2	0	3	\$ 656.25	\$ 1,968.75
Gale Business: Entrepreneurship	Full Text Retrievals	2	0	0	0	0	0	2	4	\$ 1,060.51	\$ 4,242.04
Gale Business: Plan Builder	Retrievals	0	0	0	0	24	0	0	24	\$ 82.03	\$ 1,968.75
Mergent Archives	Pages Viewed	5	1	8	0	2	6	6	28	\$ 40.07	\$ 1,122.00
Mergent Intellect	Pages Viewed	31	31	26	26	68	48	105	335	\$ 25.11	\$ 8,412.00
Morningstar	Record Views	135	38	82	83	404	126	79	947	\$ 7.98	\$ 7,556.00
Reference Solutions	Total Searches	90	47	119	114	152	100	175	797	\$ 10.61	\$ 8,460.00
S & P Net Advantage	Total Usage	43	160	126	127	111	466	134	1167	\$ 10.10	\$ 11,781.00
Statista	Searches	4	0	2	8	12	5	0	31	\$ 419.35	\$ 13,000.00
Value Line	Logins	198	231	268	297	330	393	428	2145	\$ 1.55	\$ 3,330.00
Weiss Ratings	Page Views	8	16	30	25	57	20	22	178	\$ 15.70	\$ 2,795.00
eBooks / AV											
DLIL eBooks	Checkouts	7391	7530	7727	7839	7544	7863	8980	54874		
DLIL audiobooks	Checkouts	4729	4715	4352	4588	4584	4546	5150	32664	\$ 1.85	\$ 161,658.53
Hoopla	Circulations	1260	1287	1182	1213	1273	1342	1367	8924	\$ 1.96	\$ 17,514.92
Kanopy	Plays	793	820	791	775	743	881	977	5780	\$ 1.25	\$ 7,225.00
Tumblebooks	Book Views	25	8	44	15	2	22	10	126	\$ 5.07	\$ 639.20
OTHER											
App	Sessions	1477	1317	1262	1410	1280	1308	1655	9709		
Website	Sessions	15897	15519	14315	15497	15377	15306	19008	110919		

Product	Metric Captured	Category	July	August	September	October	November	December	January	Total	Cost per Use	Cost of Product	NOTES
AP Stylebook	Page Views	General Reference	x	x	x	4	2	0	0	6	\$ 40.00	\$ 240.00	new product
Brainfuse	Database Usage	Online Learning	108	55	64	47	13	23	19	329	\$ 21.19	\$ 6,970.00	
CLCD: Children's Literature	Results	General Reference	85	401	0	313	45	0	0	844	\$ 1.20	\$ 1,010.00	
Consumer Reports	Page Views	General Reference	948	664	1046	995	1096	1129	1462	7340	\$ 0.25	\$ 1,838.00	
Consumers' Checkbook	Logins	General Reference	8	6	13	7	2	2	5	43	\$ 10.47	\$ 450.00	
CreativeBug	Total Views	Online Learning	82	22	42	118	23	58	138	483	\$ 1.86	\$ 900.00	
DLIL eBooks	Checkouts	eBooks / AV	7391	7530	7727	7839	7544	7863	8980	54874			
DLIL audiobooks	Checkouts	eBooks / AV	4729	4715	4352	4588	4584	4546	5150	32664	\$ 1.85	\$ 161,658.53	
DLIL magazines	Checkouts	Periodicals	711	625	768	689	695	650	878	5016	\$ 0.21	\$ 1,072.59	
Encyclopedia Britannica	Documents + Media	General Reference	28	48	43	78	119	82	113	511	\$ 1.05	\$ 535.00	
Facts on File (Infobase)	Total Views	General Reference	24	90	16	3	135	0	38	306	\$ 10.44	\$ 3,194.20	last FY cost
Find My Past	Total Views	Genealogy	0	0	7	0	0	0	0	7	\$ 142.14	\$ 995.00	last FY cost
FirstSearch (OCLC)	Total Searches	General Reference	484	1555	669	720	222	194	55	3899	\$ -		
Gale Courses	Enrollments	Online Learning	0	7	2	3	0	0	1	13	\$ 388.18	\$ 5,046.36	
Gale Business Insights: Global	Searches	Business / Finance	10	0	0	42	24	0	3	79	\$ 71.65	\$ 5,660.73	
Gale Business: Demographics Now	Retrievals	Business / Finance	0	1	0	0	0	2	0	3	\$ 656.25	\$ 1,968.75	
Gale Business: Entrepreneurship	Searches	Business / Finance	2	0	0	0	0	0	2	4	\$ 1,060.51	\$ 4,242.04	
Gale Business: Plan Builder	Searches	Business / Finance	0	0	0	0	24	0	0	24	\$ 82.03	\$ 1,968.75	
Gale Directory Library	Searches	General Reference	0	8	0	23	12	0	0	43	\$ 81.40	\$ 3,500.00	
Gale eBooks	Retrievals	General Reference	0	15	8	6	2	0	0	31	\$ 112.90	\$ 3,500.00	
Gale General One File	Searches	General Reference	10	20	14	18	9	6	50	127	\$ 82.65	\$ 10,496.15	
Gale Legal Forms	Searches	General Reference	0	0	0	11	7	0	0	18	\$ 244.01	\$ 4,392.19	
Gale Literature Criticism	Searches	General Reference	0	92	0	0	0	40	0	132	\$ 91.45	\$ 12,071.00	last FY cost
Gale Literature Resource Center	Searches	General Reference	0	14	0	12	44	4	10	84	\$ 38.31	\$ 3,218.00	last FY cost
Gale Literature: Dictionary of Literary Biography	Searches	General Reference	0	8	0	1	8	4	0	21	\$ 22.95	\$ 482.00	last FY cost
Gale Literature: Lit Finder	Searches	General Reference	2	7	0	5	4	3	4	25	\$ 37.20	\$ 930.00	last FY cost
Gale Literature: Scribner Writer Series	Searches	General Reference	0	8	4	2	0	4	0	18	\$ 71.33	\$ 1,284.00	last FY cost
Gale Literature: Something about the Author	Searches	General Reference	0	7	1	0	0	4	1	13	\$ 76.15	\$ 990.00	last FY cost
Gale Literature: Twayne's Author Series	Searches	General Reference	0	8	4	2	0	4	0	18	\$ 106.06	\$ 1,909.00	last FY cost
Gale UDem	Lectures Completed	Online Learning	0	123	0	80	27	19	147	396	\$ 13.92	\$ 5,512.50	
Hoopla	Circulations	eBooks / AV	1260	1287	1182	1213	1273	1342	1367	8924	\$ 1.96	\$ 17,514.92	
Kanopy	Plays	eBooks / AV	793	820	791	775	743	881	977	5780	\$ 1.25	\$ 7,225.00	
LexisNexis (NexisUni)	Retrievals	Periodicals	146	263	357	206	902	163	128	2165	\$ 2.25	\$ 4,872.00	
LinkedIn Learning	Total Videos Viewed	Online Learning	116	100	54	134	61	234	140	839	\$ 8.34	\$ 7,000.00	
Mango Languages	Total Sessions	Online Learning	46	91	76	31	45	59	60	408	\$ 8.36	\$ 3,412.80	
Mergent Archives	Pages Viewed	Business / Finance	5	1	8	0	2	6	6	28	\$ 40.07	\$ 1,122.00	
Mergent Intellect	Pages Viewed	Business / Finance	31	31	26	26	68	48	105	335	\$ 25.11	\$ 8,412.00	
Morningstar	Record Views	Business / Finance	135	38	82	83	404	126	79	947	\$ 7.98	\$ 7,556.00	
Muzzy	Sessions	Online Learning	2	3	0	0	0	0	5	10	\$ 170.00	\$ 1,700.00	last FY cost
Newsbank Chicago Community Collection	Full Text Views	Periodicals	x	135	89	34	9	11	11	289	\$ 17.85	\$ 5,160.00	
Newsbank Heritage Hub	Full Text Views	Genealogy	x	8	12	13	23	38	11	105	\$ -	\$ -	1yr free trial
Newspaper Archive	Total Page Views	Periodicals	3	2	125	127	36	48	29	370	\$ 11.84	\$ 4,382.00	
New York Times Digital Edition	Usage Sessions + Redemp	Periodicals	665	590	532	538	533	514	571	3943	\$ 0.58	\$ 2,303.60	
Niche Academy	Total Views	Online Learning	30	40	19	43	18	19	31	200	\$ 8.45	\$ 1,690.00	
Novelist	Total Requests	General Reference	175	128	67	61	51	82	387	951	\$ 1.10	\$ 1,045.00	
Oxford English Dictionary	Total Item Investigations	General Reference	13	6	32	20	13	110		194	\$ 8.14	\$ 1,578.27	
Pebblego and Pebble Go Next	Article Views	General Reference	1	9	4	0	8	3	0	25	\$ 79.96	\$ 1,999.00	
PressReader	Issues Opened	Periodicals	645	837	974	1073	811	1089	822	6251	\$ 1.17	\$ 7,292.38	
ProQuest: Ancestry Library Edition	Total Documents	Genealogy	525	2581	1073	433	249	902	547	6310	\$ 0.27	\$ 1,692.50	
ProQuest: Chicago Tribune	Total Documents	Periodicals	277	218	303	215	163	249	234	1659	\$ 3.47	\$ 5,753.66	
ProQuest: Chicago Tribune Historical	Total Documents	Periodicals	111	358	125	216	104	183	383	1480	\$ 2.83	\$ 4,188.39	
ProQuest: CultureGrams	Total Pages Viewed	General Reference	26	88	31	4	37	34	0	220	\$ 6.09	\$ 1,339.00	
ProQuest: Fold3	Total Documents	Genealogy	10	3	3	269	119	51	105	560	\$ 2.19	\$ 1,226.73	
ProQuest: Heritage Quest	Total Documents	Genealogy	27	77	86	52	27	135	263	667	\$ 1.04	\$ 692.00	
ProQuest: Newspapers.com	Total Documents	Periodicals	55	189	2	4	198	81	78	607	\$ 9.85	\$ 5,977.99	
ProQuest: New York Times	Total Documents	Periodicals	80	62	215	91	63	59	111	681	\$ 7.36	\$ 5,013.22	

ProQuest: New York Times Historical	Total Documents	Periodicals	20	13	87	19	2	41	21	203	\$ 20.81	\$ 4,225.00	
ProQuest: Research Library	Total Documents	Periodicals	143	64	70	113	142	110	84	726	\$ 7.05	\$ 5,120.34	
ProQuest: Wall Street Journal	Total Documents	Periodicals	447	379	427	426	321	408	452	2860	\$ 0.34	\$ 974.79	
Record Information Service (Public Record)	Total Visitors	General Reference	219	225	226	230	237	243	246	1626	\$ 0.35	\$ 575.00	last FY cost
Reference Solutions (Reference USA)	Total Searches	Business / Finance	90	47	119	114	152	100	175	797	\$ 10.61	\$ 8,460.00	
Scholastic Teachables	Documents	General Reference	182	122	72	17	57	5	21	476	\$ 1.96	\$ 931.00	
S&P Net Advantage	Total Usage	Business / Finance	43	160	126	127	111	466	134	1167	\$ 10.10	\$ 11,781.00	
Statista	Result Clicks	Business / Finance	4	0	2	8	12	5		31	\$ 419.35	\$ 13,000.00	last FY cost
Tumblebooks	Book Views	eBooks / AV	25	8	44	15	2	22	10	126	\$ 5.07	\$ 639.20	
Value Line	Logins	Business / Finance	198	231	268	297	330	393	428	2145	\$ 1.55	\$ 3,330.00	
Weiss Ratings	Page Views	Business / Finance	8	16	30	25	57	20	22	178	\$ 15.70	\$ 2,795.00	
Who's Who (Oxford University Press)	Total Item Investigations	General Reference	0	0	0	0	0	0	0	0	#DIV/0!	\$ 2,005.83	
World Book	Content Views	General Reference	0	5	12	11	30	19	23	100	\$ 19.30	\$ 1,930.00	
OTHER													
App	Sessions		1477	1317	1262	1410	1280	1308	1655				
Website	Sessions		15897	15519	14315	15497	15377	15306	19008				