

Wilmette Public Library Director's Report – March 15, 2022

Library Activities for February-March 2022

Anthony Auston, Director

Strategic Plan Progress Updates

The Board and Leadership Team will meet for a Strategic Planning Retreat on Thursday, March 10, 2022 to officially kick off the next phase of the Library's strategic planning. In the coming months, the Library will be collecting feedback and preparing to draft the next Strategic Plan. Staff, Trustees, and our community will review past performance and evaluate future opportunities. We'll reflect on emerging trends, conduct environmental scanning, meet together to learn about our operations and aspirations, and develop tools, questionnaires, and opportunities for community engagement and listening sessions. Stay tuned for more updates about this exciting process to build upon our legacy as we imagine our Wilmette Public Library of the future. Our current Strategic Plan (<https://www.wilmettelibrary.info/about>) will continue to guide us through fiscal year 2021-2022.

The year-end summary of progress towards our Strategic Plan goals, covering November 2020 through December 2021, was appended to the January 18, 2022 Director's Report.

Objective 1.1: Beginning October 2018, expand provision of library materials and programs outside of the established library facility.

Youth Services has recently partnered with the Wilmette Park District's after school clubs to provide a rotating set of high interest books to the children at their three locations at Centennial Recreation Complex, Romona Elementary School, and McKenzie Elementary School. There are about 70 kids in the program ranging from kindergarten through 4th grade.

In February, Youth Services Librarian Ruth Bell made 20 deliveries of picture book kits to area preschools. Picture book kits are themed collections of picture books delivered in a canvas tote bag.

Visitors to Hibbard Park last month strolled through our February Storywalk, *Once Upon a Winter Day*. In this picture book by Liza Woodruff, a child finds a story in nature.



Objective 1.3: By April 2020, host public forums for residents to explore and discuss community-wide issues or topics.

The One Book, Everyone Reads committee is very excited to unveil the Library's slate of supporting programs for our 2022 selection, *Three Girls from Bronzeville* by Dawn Turner, around March 11. Programs include three librarian-led book discussions, a virtual walking tour of the Bronzeville neighborhood, a dramatic portrayal of Ida B. Wells, and a Blues 101 lecture and concert just to name a few. Like years past, the Library is partnering with The Book Stall to sell copies of the book including 50 copies with signed bookplates. The One Book team is looking forward to a successful series and author event.

Objective 1.4: Explore ways to connect local government, non-profits, businesses, and individuals with relevant community resources.

On February 12, the Village of Wilmette kicked off its Sesquicentennial year with Winterfest. Several drop-in activities were held at the library in conjunction with Winterfest. The vent drew nearly 1,000 patrons to the library, making it our busiest day since Maker Fest 2020. Special activities in Youth Services included ice lantern making, an interactive indoor Storywalk of the picture book *The Snowy Day* by Ezra Jack Keats, a snowflake papercraft, and a surprise visit from everyone's favorite ice queen (see the Youth Services report on page 10 for more on our second floor activities that day). Local History & Genealogy Librarian EvaAnne Johnson created a timeline trivia game based on interesting events in Wilmette's history where history buffs of all ages were invited to guess the year that particular events occurred. If they guessed correctly (or within the right decade), they earned points to win WPL swag. Over 80 patrons dropped by to play the game that afternoon, including many kids. Some kids were very interested in learning more about some familiar places in town, families enjoyed working together to guess the correct year of the event, and several adults remarked that the game brought back some nice memories of growing up in Wilmette. The laminated cards and game board will likely make more appearances at other Sesquicentennial events this year.

At the invitation of the Wilmette/Kenilworth Chamber of Commerce, John Amundsen presented a webinar on February 9 highlighting the library's services to the local business community and demonstrated select databases.

Objective 2.1: By July 2018, create a "Library of Things" that circulates non-traditional library items.

Digital Services Associate Linnea Lundberg made progress on the Library of Things team's latest Ghost Hunting Kit project (including an EMF meter and digital recorder), and helped staff prepare for an upcoming program to promote it.

Objective 3.2: Beginning January 2019, create and adapt library services to accommodate the needs of people living with disabilities.

With COVID numbers in retreat, staff re-evaluated some of our precautionary and safety measures and began removing the acrylic shields from service desks around the library to facilitate better communication between patrons and staff.

Objective 3.4: By August 2019, develop a comprehensive plan to integrate diversity into library programming, services, and staff.

Youth Services partnered with Technical Services to make changes to how some holiday books are labeled. All of our books that were labeled “Chinese New Year” were relabeled “Lunar New Year” to include all the countries that celebrate. Similarly, books that were categorized as “Mardi Gras” were re-cataloged to be with other Carnival celebrations under an inclusive “Carnival” label.

Local language teacher Ling Liu presented Mandarin-English Bilingual Storytime on Saturday, February 12 to four children who enjoyed stories, songs, and fun in Mandarin and English.

Welcome Desk

Welcome Desk staff connected with 4,524 patrons this month. They distributed 92 masks without incident prior to the relaxation of the mask mandate on February 28. Patrons continue to express interest about individual Study Rooms, which are due to reopen in March. We saw an uptick in inquiries about book donations, fielding 99 calls on this topic this month.

Collections

Digital

Popular genealogy research database Ancestry.com has decided to pull back remote usage to all libraries, resulting in slightly lower usage statistics this month. Patrons continue to have access on-site. Remotely, we continue to offer Heritage Quest and Fold3, and we're also encouraging patrons to contact EvaAnne Johnson for additional research assistance.

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

Collection	December	January	February
eAudiobook Overdrive	722	540	708
eBook Overdrive	2102	1300	1102

eMagazine Overdrive	124	40	80
Hoopla items	893	950	950
Monthly total	3841	2830	2840

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

Collection	December	January	February
Hoopla	292	1039	269

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

Physical

Full summary of materials added in the past three months:

Collection	December	January	February
Adult Fiction	391	415	419
Adult Non-fiction	648	775	437
Teen Fiction	22	36	29
Teen Non-fiction	5	5	1
Youth Fiction	501	668	535
Youth Non-fiction	132	151	170
Adult Magazines	525	457	594
Youth Magazines	32	38	16
Adult Multimedia	168	155	153
Youth Multimedia	53	70	32
Other	31	61	59
Monthly total	2508	2831	2445

Full summary of items withdrawn in the past three months:

Collection	December	January	February
Adult Fiction	227	547	458
Adult Non-fiction	281	398	403
Teen Fiction	2	3	2
Teen Non-fiction	3	30	0

Youth Fiction	563	335	617
Youth Non-fiction	358	1622	552
Adult Magazines	487	980	619
Youth Magazines	2	359	0
Adult Multimedia	127	19	86
Youth Multimedia	198	128	15
Other	2	1	11
Monthly total	2250	4422	2763

Technical Services staff sent 28 boxes of withdrawn books to Better World Books.

RFID Project

In February, 17,545 items were processed on the AMH. Staff has been handling an average of twelve bins from ILL every morning, along with the regular book drops from the remote and parking lot bins.

With the transition to RFID on the self-checkout stations, staff are being trained on tagging hold materials coming from area libraries that do not use RFID. This process will offer a simplified checkout process, no longer requiring patrons to look for and scan barcodes of materials. Instead, patrons can simply place material on the self-checkout station surface and watch the titles gratifyingly show-up on the screen as checked out.

Reference materials are in the process of being inventoried, barcoded, tagged with new RFID tags. Shelves Mary Dormin has been manually processing these items, placing barcode stickers in them and tagging them. This process replicates the current practices for all circulating materials and gives staff the capability of scanning item barcodes into the database.

Circulation

ILL staff is delighted to be working with 15 local book clubs, and possibly a handful more, that have shown interest in collaborating with the library for their materials.

Each quarter the circulation department participates in counting all materials that leave the library, as per the Illinois State Library (ISL) requirement. Amy Jung submitted daily counts of physical materials and the transit bins leaving Wilmette.

ILL Coordinator Louise Neidorf has submitted the state required yearly ILLINET ILL Statistical Survey. Annually, the State Library prepares and distributes the ILLINET ILL Statistical Survey in order to collect statewide interlibrary loan and reciprocal borrowing transaction data. The data collected is compared and analyzed for use within Illinois. In addition, local libraries can view their own interlibrary loan statistics online.

The monitoring of interlibrary loan and reciprocal borrowing traffic that flows seamlessly from library to library is paramount in measuring and evaluating the, (1) number of requests initiated, filled, and unfilled; (2) methods of requesting as borrowers and lenders; (3) impact of resource sharing options (interlibrary loan and reciprocal borrowing); (4) effectiveness of statewide delivery; (5) trends that provide direction for addressing statewide needs, initiatives, and programs; and, (6) collaborative efforts of every individual Illinois library as a proactive partner in sharing resources throughout the multi-type Illinois library community.

https://www.ilsos.gov/departments/library/libraries/ill_survey.html

Special Projects

We are excited to announce that the final portion of our RFID project went live on Friday February, 25. Patrons using our self-checkout machines will discover the process is much easier now that the RFID feature is enabled. Simply scan your card, place your materials on the RFID pad - and go! See our informative video to help promote this new feature:

<https://www.youtube.com/watch?v=8SzROmWOakg> (Big thanks to Linnéa Lundberg, Kim Hegelund, Peter Sandstrom, and Jessica Thomson and family for their contributions to this special video project)

What does this mean?

When a patron places roughly 3-4 items on the self-checkout pad, the RFID tag will automatically register, checking out the materials. This means no more searching for a barcode, just lay the item down and voilà it will register on the checkout menu.

What happens if there is no RFID tag or the item does not register?

Patrons still have the ability to use the barcode feature to check out on the machine. When the material is returned, the AMH (automated material handler), will sort this item to our exceptions bin and staff can affix a tag to the material, or address the issue.

What are those new little flyers in some of the material?

Circulation staff are placing a RFID-tagged flyer with special non-damaging tape in materials from other libraries that do not use RFID. This tag is activated with the item's barcode to allow for an easy/consistent checkout experience, eliminating the guesswork when a patron picks up their hold and uses self-checkout. We don't want patrons guessing if they need to scan barcodes or just lay the material on self-checkout; this added feature will create a seamless transaction for patron.



Circulation Statistics of Note

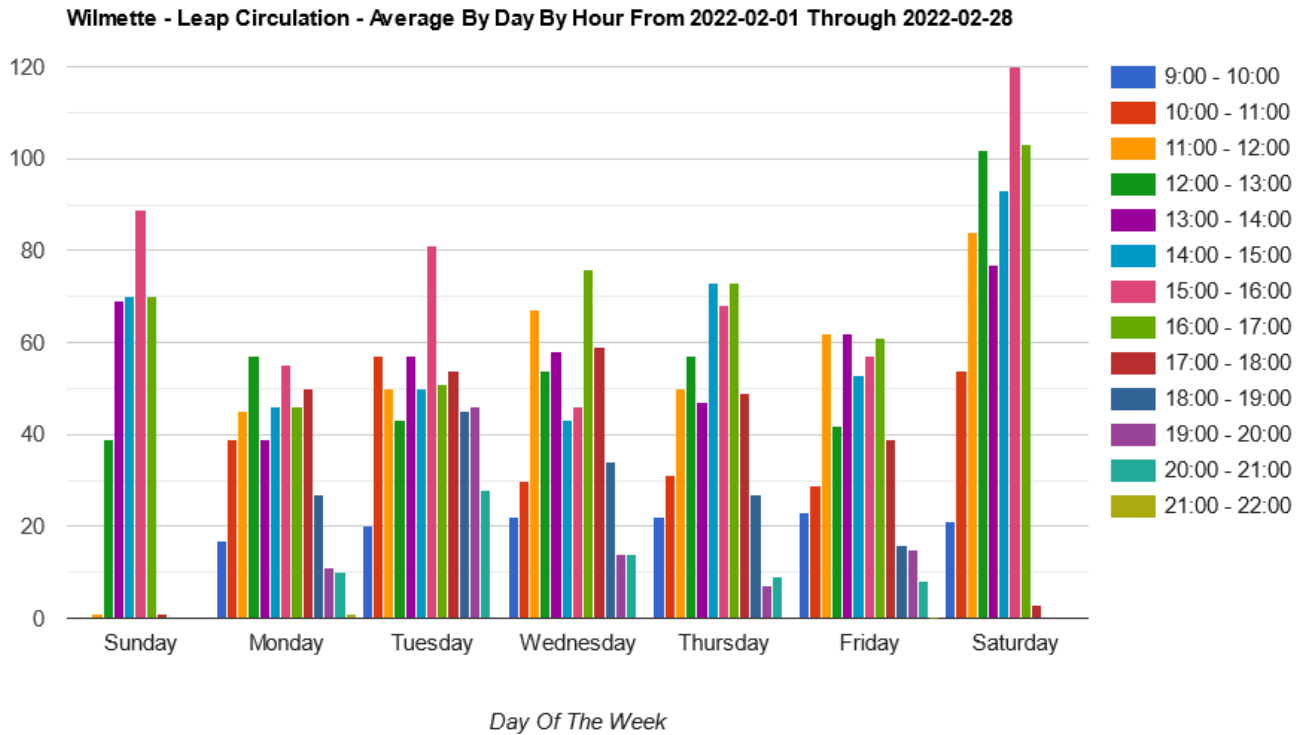
The Library welcomed 191 new patrons this month, and of those 36 used our online library card application system. Our partnership of issuing library cards to new students in District 39 has resumed for Fall 2022 registrations. The process entails registering the new student and providing them with a welcome note and a bookmark.

Parking Lot Pickup had 101 appointments, 59 individual patrons and 42 repeat patrons. The service is staying consistent each month we regular patrons utilizing the service.

Total monthly circulation continues trending positively to past benchmarks, and is comparatively strong at this point in the pandemic to national trending. We're currently at about 88% of our prior monthly average total checkouts.

Circulation	2022	2021	2020	2019
February	49,767	32,640	57,932	56,946
January	53,798	31,822	61,130	60,403

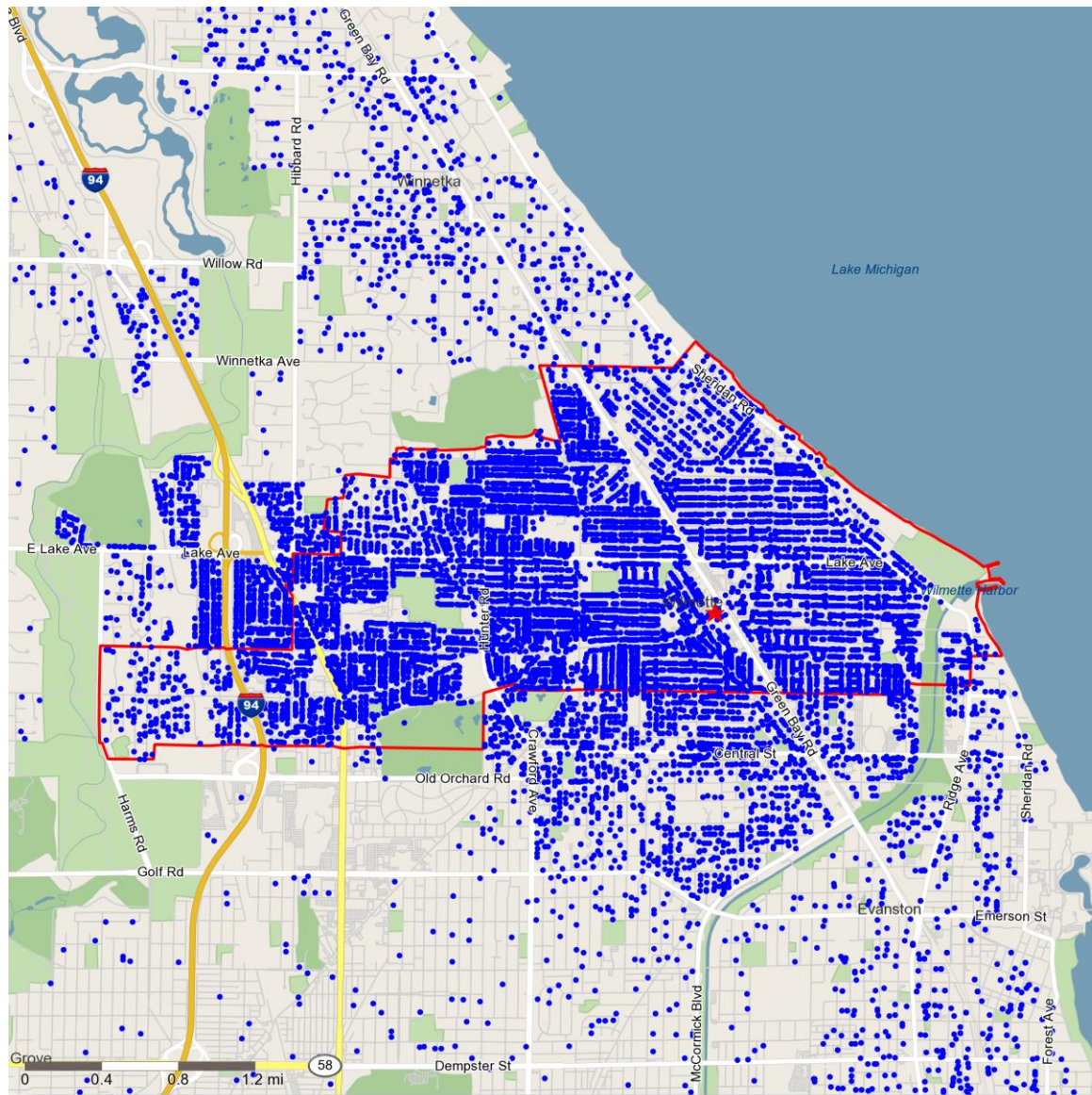
The below bar graph depicts the average circulation over the course of the month by hour.



The Library has 14,380 cards registered, including new users like our D39 cards, patrons accessing digital platforms from home, Kenilworth patrons, and those who physically visit the

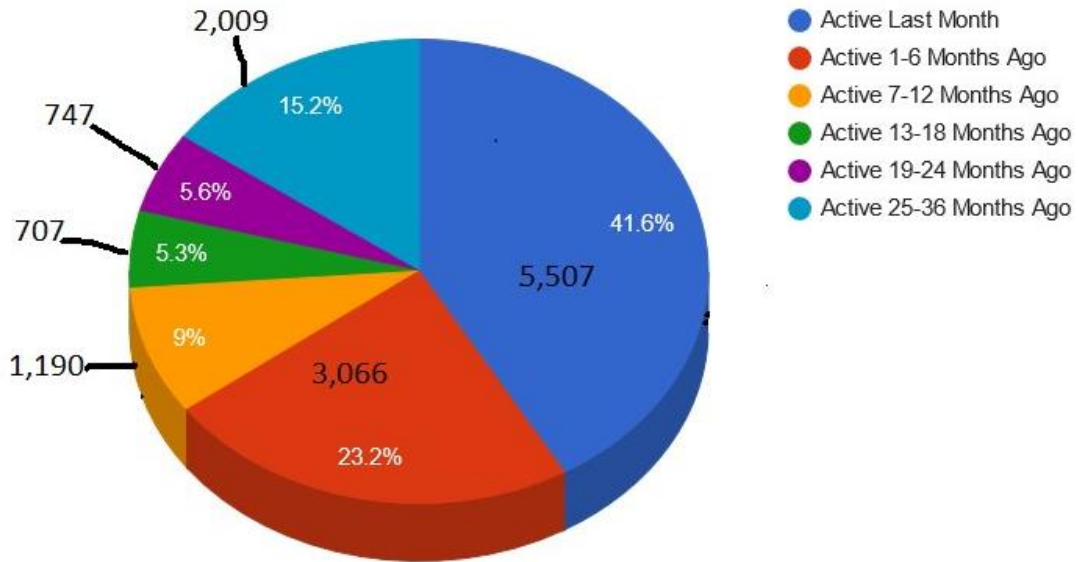
library. The US Census Bureau shares that as of 2019 there were 9,717 households in Wilmette with an average of 2.79 persons in that household. It appears that there is at least one library card in just about every household.

By plotting our registered cardholders on a local map using GIS data, it is remarkable seeing how deeply the Library reaches into our community and surrounding area. On the map below, every blue dot marks an address with at least one active Wilmette Public Library card. The red boundary line includes our service areas of Wilmette and Kenilworth, and shows our reach into neighboring communities including north Evanston and Winnetka.



The pie chart below gives a picture of how many patrons have utilized the library accessing physical materials over a period of months. Of the 13,226 library cards that have been active in the last three years 9,763 were used for physical materials from February 2021 to February 2022 which is 67.9% of our Wilmette card holders.

Wilmette - Patrons By Last Activity Date As Of End-Of-Day Last Month



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

Adult Services

The Adult and Teen Winter Reading Clubs closed at the end of the month with 19 teen and 134 adult participants. Staff reports that multiple patrons enjoyed their \$15 e-gift cards to The Book Stall and enthusiastically shared what they had been reading this winter. We're grateful to the Friends of the Wilmette Public Library for their continued sponsorship of this program.

Business Librarian John Amundsen relocated consumer information, including *Consumer Reports*, *Chicago Consumers' Checkbook*, J.D. Power car value guides, and consumer education handouts from the Federal Trade Commission to a new table in the reference area, complete with new signage, a reading lamp, and chair.

The Quiet Study Room officially reopened in February for the first time since March 2020. This space had been used as a staff office and project area for the Shelving team during the RFID project.

This month, EvaAnne Johnson finished indexing the backlog of articles and obituaries from the *Wilmette Beacon*. Indexing the newspapers had been paused during the pandemic. She indexed the remaining 4 newspaper issues from the *Wilmette Beacon*. The page headers on the Local History Digital Collection sites have been updated: <https://history.wilmettelibrary.info/search>.

With the ILA Intellectual Freedom Committee, Suzanne Arist co-moderated an interview with Kristin Pekoll, Assistant Director of ALA's Office of Intellectual Freedom and author of

Beyond Banned Books: Defending Intellectual Freedom Throughout Your Library. The recording is available through ILA's Noon Network: <https://www.youtube.com/watch?v=QhioHMAAL-4>.

Cataloging Librarian/Technical Service Assistant Manager Matt Womack began working at the Adult Services desk this month. This will be a weekly recurring shift as part of his regular duties in an effort to help him better understand how staff and patrons access the collections, in support of his Technical Services duties.

Teen Services

Teen Librarian Krista Hutley held two in-person programs for teens this month. One was a Dungeons & Dragons game and one was a Maker program on making stickers with the Silhouette Cameo. Attendance for both was small but invested.

Youth Services

Winter Reading Club

Our annual Winter Reading Club for all ages concluded on February 28. This winter 187 children completed 20 days of reading and literacy activities and chose a free book to keep. One parent shared how much her family enjoyed our new and improved Winter Reading log. She said her kids "really enjoyed coloring all the different animals instead of just ticking off a box" to mark that they read that day. <https://www.wilmettelibrary.info/winter-reading-club>

Winterfest



As part of Wilmette Winterfest on Saturday, February 12, the Library joined the Village in celebrating Wilmette's 150th anniversary. Special activities in Youth Services included ice lantern making, an interactive indoor Storywalk of the picture book *The Snowy Day* by Ezra Jack Keats, a snowflake papercraft, and a surprise visit from everyone's favorite ice queen.

A happy patron stopped by a week later to thank us for Winterfest. The parent said it was "a lovely afternoon" and expressed admiration for the way we converted *The Snowy Day* into an indoor StoryWalk. Her toddler especially enjoyed the snowman building activity. "He could have made snowmen from felt pieces all day long!"





Stick Together Collaborative Art Project

Throughout January and February, visitors to Youth Services added square stickers to our Stick Together poster. Slowly the image was revealed to be a snowflake! A local preschool teacher was very impressed. She commented that this activity requires fine motor skills, color, letter, and pattern recognition, practicing delayed gratification, AND it's a community project!

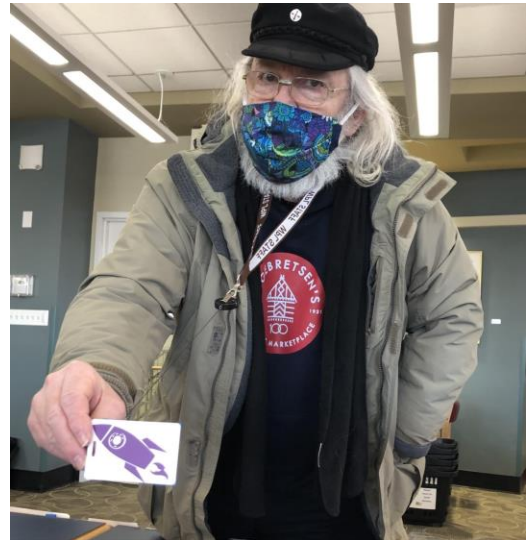


Maker Appointments

Youth Services and Adult Services librarians led 18 Maker Appointments attended by 46 patrons and staff members in February. This included eight staff members, some accompanied by family members, who gave Maker Appointment staff practice using the tools and technology. Some of the items they made were a house for a model railroad, vinyl stickers for a key card, and buttons. Patron projects included lots of metal stamping, buttons, and competitive WeDo robotics. One patron commented: "That was so much fun!" and signed up for another appointment after she returned home.

Shelver Peter Sandstrom learned how to make a vinyl sticker for his key card in his Maker Appointment. Find out more, and make an appointment, on the Maker web page:

<https://www.wilmettelibrary.info/services/makers>



Youth Services Programs

Early Childhood Programs

Youth Services librarians presented 19 virtual storytimes in February which were attended by 191 children and caregivers. These programs included Babytime, Family Storytime, Big Kid Storytime, Mandarin-English Bilingual Storytime, Love and Friendship Storytime, and Pajama Storytime.

School Age Programs

- 2/10: 2nd and 3rd Grade Book Discussion – 13 children in grades 2-3 discussed *Cakes in Space* by Philip Reeve and made a craft together.
- 2/16: STEAM Lab: Paper Circuits – 13 children in grades K-3 made paper circuits using batteries and lights.
- 2/21: Jewel Case Upcycle! – 15 kids in grades 3-6 transformed CD jewel cases into colorful mirrors.
- 2/23: Knotted Necklace – Using simple twine, 6 kids in grades 3-6 learned to make nautically inspired necklaces.
- 2/23: Graphic Novel Book Club – 11 participants in grades 4-6 discussed *Katie the Catsitter* by Colleen A. F. Venable, and made their own comic book art.

Book Displays

In February, Youth Services highlighted picture books about winter sports, winter animals, and hibernation as well as tigers to celebrate the Lunar New Year. Books about food and cooking

were displayed in the Junior High Room. On our hallway display shelves we featured heroes in Black History as well as books about Black health and wellness. Children's book author and illustrator Ashley Bryan passed away February 4, and we displayed many of his books to celebrate his legacy.



Other Department News

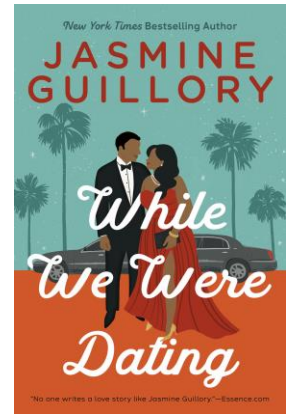
Cataloging Librarian Carly Stauss began working at the Youth Services desk. This will be a weekly recurring shift as part of her regular duties in an effort to help her better understand how staff and patrons access the collections, in support of her Technical Services duties.

Communications and Events Programs

- 2/2: Pre-Civil War Quilts with Connie Martin, 91 patrons on Zoom
- 2/3: Armchair Travels Presents: Spanish Cuisine with Chef Susan Maddox; 41 patrons on Zoom
- 2/8: At Home Film Discussion: *Woman in Gold*; 7 patrons on Zoom
- 2/15: Meal Planning & Recipe Organization with Kristyn Slick- virtual; 43 patrons
- 2/17: International Film Screening: *Complicity*; 8 patrons- in person
- 2/17: Armchair Travels: Scotland with Barbara Sugden & Ron Vargason; 11 patrons- in person
- 2/23: Armchair Travels: Life in East Germany with Anette Isaacs; 52 patrons on Zoom

February was a month full of programs and program planning. Much of the month was spent beginning to think about how our future calendars will look as we balance virtual and in-person programs. With the end of the mask mandate, we are starting to think long-term of how we will bring back in-person programs, allocate spaces in the building, and balance the needs of various departments in the available spaces. Over the past two years, our needs, plans, and ideas have drastically changed, and we are now starting the process of incorporating these ideas into our long-range program planning.

We also devoted a good amount of our planning effort to two major 2022 initiatives: the Village of Wilmette Sesquicentennial and our upcoming One Book, Everyone Reads series. Jennifer Bartel has worked on scheduling a number of programs for both of these series, and we are looking forward to rolling them out over the next several months. We also hosted the first two Illinois Libraries Presents programs in January and February, as part of a large consortium of libraries working together to bring high-quality authors to libraries across the state. We hosted Silvia Moreno-Garcia in January and Jasmine Guillory in February, and look forward to a full slate of author events through the rest of the pilot season, which ends in June.



EDI Program Goals in February

February is Black History Month, and we honored the month in a number of ways. We created a dedicated space on our website to provide context and information for the month and to showcase the programs that we are hosting. Programmatically, we hosted a Pre-Civil War Quilts program exploring codes that American slaves put in quilt patterns to show routes in Underground RR, and The Folded Map Project looks at the same address on South and North sides of Chicago to show the effect of institutional racism like redlining. Both the Classics & Contemporary and Novels @ Night book groups featured black authors whose books discuss issues of race in America.

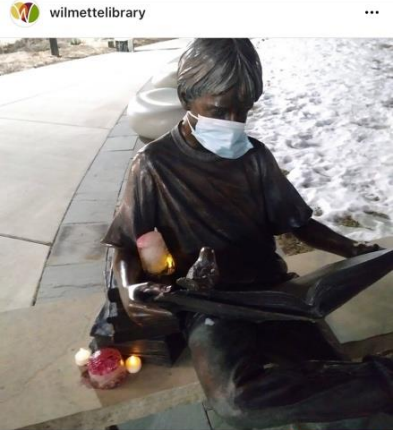
Email and Social Media:

In February, we used Constant Contact, our email marketing platform, to share news and promote a number of initiatives. We sent out Events emails, News emails, Youth Services emails, and an e-newsletter targeted at our small business community.

Email newsletter statistics from February:

- 64,780 Sends
- 33,529 Opens
- 95% Desktop, 5% mobile
- 1,145 clicks (the most clicks were generated by interest in the self-checkout/RFID promotional video created by Digital Services and Circulation)

Highlights from our Social Media in February



wilmettelibrary

View insights Boost Post


Liked by jillie__mae and 53 others

wilmettelibrary Beautiful ice lanterns lit up the Library Lawn last night! Thanks to everyone who came to Winterfest and helped to make these icy creations.

View all 2 comments

jillie__mae These look so good!

February 15




wilmettelibrary

View insights Boost Post

Liked by wkchamber and 26 others

wilmettelibrary There are just 10 days left in our Winter Reading Clubs! Stop by and stock up on books for the weekend, and make sure to report your reading to win a great prize! Full details: [wilmettelibrary.info/wrc](https://www.wilmettelibrary.info/wrc)

February 18



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View insights Boost Post

Liked by klsuen and 41 others


wilmettelibrary One week ago this time, we were celebrating Winterfest at the library! Thank you to everyone who came out to help us celebrate... more

View 1 comment

February 19

Wilmette Public Library
Published by Sarah Beth Brown · February 26 at 1:06 PM

We've updated our self-checkout machines, and now they are easier than ever to use! Using the RFID technology that staff added to our collection in 2021, the self-checkout machines can now check out multiple items at one go. The process is essentially the same, just a little speedier. Check out our introductory video, and give it a try next time you're at the library!
<https://www.youtube.com/watch?v=8SzROmWOakg>




YOUTUBE.COM
An Update to Our Self-Checkout Machines
We've updated the self-checkout machines at Wilmette Public Library! See how it works and t...

384 People reached 21 Engagements Boost post

8

Wilmette Public Library
Published by Sarah Beth Brown · February 28 at 4:27 PM

We're hiring! We're looking for an enthusiastic, innovative, and high-performing individual to lead and manage our Digital Services Department. Sound like you? Check out the full job description and find application information here: <https://www.wilmettelibrary.info/node/973>



We're Hiring!
Wilmette Public Library

530 People reached 42 Engagements ↑ +1.3x higher Distribution score Boost post

Technology & Digital Services

CVI delivered and configured 6 new laptops; they have Microsoft Office 2016, Teams and Zoom installed on them. Another 4 laptops were configured for use in Maker Appointments.

Assistant Director Leah White met with and shadowed each member of the Digital Services team to learn more about the department and the staff's various tasks. The Digital Services Manager position was updated and posted on the Library's website and RAILS job list.

Christine Hightower trained with IT Manager Fred Wallace for her recent promotion to IT Assistant.

In preparation for in-person events starting up again, Christine trained DS Assistants Annabella Irvine and Alex Barzallo on the procedures for setting up events. We are very excited to have the new DVD player for upcoming events.

Facilities

Facilities and Safety Manager Marcos Levy coordinated with our Construction Manager and contractors in preparation for the fire safety system re-inspection in March. The Library will have a delayed opening on Friday, March 11 to complete the extensive inspections and testing. Staff will use this opportunity to review our safety plan and evacuation procedures as well as run a fire drill with the new fire alarm system.

Our prior fire safety contractor removed their radio systems for the fire and burglar systems.

Colley Elevator replaced the battery backup for our elevators. The battery provides power to lower the elevator cars to the lowest floor in the event of power outages.

Ostrander Construction replaced the remaining ceiling tiles that were damaged from construction, and also replaced the Auditorium fire exit door.

Human Resources

Recruiting

Recruiting remains at the forefront of our HR activities. Here is a list of our current efforts:

Digital Services

HR Manager Mike Boone has been working with Assistant Director Leah White to update the job description and posting for the Digital Services Manager position. The deadline to apply is March 25, 2022; we are hopeful that we will attract some qualified and talented applicants for this role.

Linnéa Lundberg has accepted a new full-time **Digital Services Associate** position in the Digital Services Department. In this role, Linnéa will continue to deliver quality customer service and technical assistance to our patrons and staff at the DS Service Desk, as well

as plan and facilitate digital services classes. Linnéa will also assist in the creation of digital media content for the Library. Linnéa started at the Library in May of 2021 as our part-time Software Training Specialist. Linnéa has proven to be an instrumental team player in maintaining the operational flow of the department during this past year. We also tapped into Linnéa's creative side as she helped to create the recent and popular RFID instructional video. Linnéa officially transfers into this new role on Monday, March 6, 2022.

Circulation

We have recently hired **Kate Jordan** as a new **Substitute Circulation Assistant**. Kate currently works as a Circulation Clerk at the Evanston Public Library, and has for the last 11 years. Kate also serves as the Director of Operations & Communication at Unity of the North Shore church. Kate's first date will be Monday, March 7, 2022. We have hired **Angela McCarver** as a **Substitute Circulation Assistant** as well. Angela currently works at Indian Trails Public Library where she has been a Circulation Assistant for the past year and a half. Angela also worked for 5 years as a Library Technical Assistant at the Kansas City Public Library. Angela's first day will be April 11, 2022.

Volunteers

We have been receiving several inquiries regarding volunteer opportunities at the Library. Since the pandemic we have put our Volunteer efforts on the backburner, but as the numbers start to decline, we may look at restarting this program. In particular, we have received inquiries from high school and college students looking for volunteer opportunities for the summer. Currently, the only departments that use volunteers are Youth Services who use teen volunteers for their Summer Reading Club program, and Adult Services who may use teen volunteer for some of their gaming programs.

Training

HR Conference

On March 24, 2022, HR Manager Mike Boone will attend the **All-Together HR Conference** sponsored by HR Source. This virtual HR Conference will cover topics such as effective communication strategies, employee engagement and retention, and post pandemic employment fallout.

Special Projects

Staff Vaccination Policy

Our Vaccination and Testing Policy went into effective on February 1, 2022, and staff were very receptive and cooperative in providing their vaccination status by January 28, 2022.

COVID-19 Guidelines

Masks Optional/Recommended – While the statewide mask mandate was lifted on Monday, February 28, and the Library adopted the same for both patrons and staff, we are still adhering to most of our safety protocols and procedures:

- We are encouraging staff to wear masks, and are asking staff who choose to not wear a mask, to be flexible and accommodating if they are in a closed-room meeting with staff who do choose to continue to wear masks.
- We are also continuing to adhere to all of our other safety procedures and protocols in regards to positive cases, exposure cases, and individual experiencing symptoms. We are following CDC guidelines regarding isolation and quarantine circumstances.
- We are also continuing to have staff sign in to the Staff Break room, and requiring staff to sign in for any large gathering events.
- We have offered all staff a variety of N95 masks to try, and we still have a small inventory left if staff want to try a different type for fit and comfort.

CCDH Disclosures

Illinois recently enacted the Consumer Coverage Disclosure Act, which requires Illinois employers to provide a disclosure to employees regarding how our group health plan compares with the essential health benefits under the Illinois benchmark plan. The WIN Association has put together these documents for us so I will be distributing those to benefits-eligible staff in the next day or so. Going forward this will be distributed to new hires who are benefits eligible and to all staff at Open Enrollment periods.

EDI Training Initiatives

As part of our Equity, Diversity, and Inclusion (EDI) efforts, HR Manager Mike Boone has been working with Hadeis Safi from Lurie Children's Hospital of Chicago to schedule their Gender 101 Training session for staff. This training focuses on providing an understanding of gender identity and the definition of terms used, and clarifying proper and welcoming behavior in the workplace. We have identified a couple of possible dates in April, and we are trying to determine if this will be in-person or virtual.

Staff Appreciation Apparel

We are working again with LL Bean to offer apparel items that we offered to all staff last spring to new hires since that time. As part of our staff recognition and appreciation efforts, we offered staff last spring the option to select an item of apparel with our logo on it, and it was well received. HR Manager Mike Boone has been working with Graphic Artist Sarah Rose to put the order form together again, and this will go out to staff who were hired from July 2021 to present.

Select Staff Meetings & Workshops

Since the pandemic shifted our operations in March 2020, nearly all staff have been meeting virtually with one another weekly, regularly with their teams, hosting or participating in Zoom

meetings, and keeping up with professional reading and training. The overwhelming majority of staff have attended multiple developmental webinars and are cultivating new skills. The modified/remote environment has been especially conducive to professional engagement and future planning for the “new normal” of the foreseeable future. Staff have hosted and attended dozens of programs and developmental workshops on a diverse range of topics, including:

Training:

On February 23, Krista Hutley attended part one of a two-part Upstander training through RAILS, designed to help library staff create more welcoming and inclusive spaces by recognizing and challenging implicit biases and “standing up” when witnessing behavior that does the opposite (such as calling out microaggressions, etc.) She has signed up for the second part.

- 2/2: Graphic Novels for All (Jennifer Lee)
- 2/3: Collection HQ - DEI Analysis Module (Lisa Bigelow, Jennifer Lee)
- 2/9: Booklist Webinar: Steminist Reads (Alice Joseph)
- 2/22: CCS Simply Reports Training (Kim Hegelund)
- 2/23: The Charmm'd Foundation Leadership Academy...Self-Awareness Through DISC (Andrea Vaughn Johnson)
- 2/24: RAILS: Supporting Positive Outcomes in Library Communities: Focus on Equity & Inclusion (Diane dos Santos)
- 2/26: ALA President & Treasurer Candidates Forum (Alice Joseph)

Webinars:

- 2/7: The International Federation of Library Associations Local History & Genealogy section Webinar: New ways to approach the fields of local history and genealogy (EvaAnne Johnson)
- 2/8: PLA Webinar: Strategic Planning (Jessica Thomson)
- 2/9: Baker & Taylor Webinar – Dismantling Racial Inequity in the Workplace and Diversity in Collection Management (Jessica Thomson)
- 2/9: Chamber Webinar - Lunch & Learn webinar on library resources (John Amundsen)
- 2/10: How to Make Poetry Exciting and Relevant for Teens Webinar (Krista Hutley)
- 2/22: CCS Level up with Simply Reports webinar (Carly Stauss, Jessica Thomson)
- 2/23: LWV Book Discussion Program (John Amundsen)
- 2/26: Reframing History: A Conversation at National Museum of American History (American Association for State and Local History) (EvaAnne Johnson)

Meetings:

- 2/3: Library of Things Committee Meeting (Kim Hegelund, Linnea Lundberg, Jillian McKeown, Janet Piehl, Jessica Thomson)
- 2/7: LACONI Meeting (Kim Hegelund)
- 2/7: Incoming RAILS BIG Chair Meeting (John Amundsen)

- 2/9: Village of Wilmette's Sesquicentennial Planning Committee (EvaAnne Johnson, Jennifer Bartel)
- 2/10: Young Adult Services Forum Professional Development Meeting (Krista Hutley)
- 2/10: RAILS Business Interest Group Quarterly Meeting (John Amundsen)
- 2/11: Tea with Anthony - Virtual All-Staff Meeting (42 attendees live, also recorded)
- 2/14: Best Fiction for Young Adults committee meeting (Krista Hutley)
- 2/17: ILA Reporter Advisory Committee Monthly Meeting (John Amundsen)
- 2/18: RAILS Technical Services Networking Group (Carly Stauss, Jessica Thomson, Matt Womack)
- 2/22: Tea with Anthony - Virtual All-Staff Meeting (51 attendees live, also recorded)
- 2/23: CCS CAMM Technical Group Meeting (Carly Stauss, Jessica Thomson, Matt Womack)
- 2/23: SCORE North Cook & Lake Counties - Planning Meeting (John Amundsen)
- 2/24: CCS ILL Technical Group Meeting: (Kim Hegelund, Amy Jung)
- 2/24: Visit to Skokie Public Library renovated Studio & Children's Department (Ruth Bell & Janet Piehl)
- 2/25: First Annual ILA Forum Open House (Krista Hutley)

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Attachments: Circulation Statistics by Collection, Circulation Statistics by Material Type, Digital Resource Statistics

03/01/2022

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 02/2022**

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
AV equipment	20	18	0	18	18	0	0	0.90
Bag	506	405	227	632	633	1	0	1.25
Blu-ray	1,395	176	123	299	333	34	48	0.21
Blu-ray New	67	96	2	98	101	3	3	1.46
Book	171,124	17,632	16,954	34,586	35,974	1,388	2,209	0.20
Book Hot	1,179	1,081	168	1,249	1,249	0	0	1.06
Book New	5,969	2,661	1,695	4,356	5,160	804	349	0.73
Boxset	0	13	18	31	31	0	13	0.00
Cassette	61	0	0	0	0	0	0	0.00
CD	16,908	626	370	996	1,193	197	77	0.06
CD Audiobook	7,959	218	287	505	573	68	38	0.06
CD Audiobook Hot	1	0	0	0	0	0	0	0.00
CD Audiobook New	223	109	65	174	202	28	7	0.78
CD New	258	135	83	218	254	36	12	0.84
DVD	18,685	1,971	1,358	3,329	3,618	289	328	0.18
DVD Hot	1	0	0	0	0	0	0	0.00
DVD New	358	409	31	440	488	48	21	1.23
eAudiobook	49,752	0	0	0	0	0	0	0.00
eBook	83,769	0	0	0	0	0	0	0.00
eMagazine	4,180	0	0	0	0	0	0	0.00
Equipment	14	2	0	2	2	0	0	0.14
eReader	3	0	0	0	0	0	0	0.00
ILL Material	0	48	6	54	54	0	3	0.00
Kit	0	14	0	14	14	0	14	0.00
Laptop	1	0	0	0	0	0	0	0.00
Large Print	7,137	290	259	549	633	84	25	0.08
Large Print Hot	1	0	0	0	0	0	0	0.00
Large Print New	306	65	41	106	158	52	5	0.35
Magazine	4,123	251	440	691	691	0	11	0.17
Magazine New	262	2	0	2	2	0	0	0.01
Map	1	0	0	0	0	0	0	0.00
Mobile Hotspot	10	10	0	10	10	0	0	1.00
Multimedia Kit	28	2	1	3	4	1	2	0.11
Newspaper	514	0	1	1	1	0	0	0.00
Online Resource	27	0	0	0	0	0	0	0.00
Other	0	1	0	1	1	0	1	0.00
Playaway	2,350	221	237	458	476	18	9	0.19
Playaway Audio New	69	29	14	43	57	14	3	0.62
Record	1,579	2	2	4	5	1	0	0.00
Scores / sheet music	0	2	3	5	5	0	2	0.00
Seasonal AV	319	8	0	8	8	0	0	0.03
Seasonal Book	1,940	232	3	235	236	1	4	0.12
Special Collection	0	2	3	5	5	0	2	0.00
STEAM equipment	21	8	0	8	8	0	0	0.38
STEAM Kit	15	6	1	7	7	0	0	0.47
Tablet	2	2	0	2	2	0	0	1.00
VHS	149	0	0	0	0	0	0	0.00
Videogame	1,005	266	362	628	628	0	25	0.62
Totals	382,291	27,013	22,754	49,767	52,834	3,067	3,211	0.13

03/01/2022

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 02/2022**

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	48,052	4,150	2,814	6,964	7,691	727	615	0.14	2,656
Magazines	4,418	189	302	491	491	0	11	0.11	279
Multimedia	42,376	3,177	1,975	5,152	5,843	691	529	0.12	1,832
Nonfiction	69,322	3,669	4,027	7,696	8,620	924	802	0.11	3,742
Online	129,391	0	0	0	0	0	0	0.00	0
Other	556	485	233	718	719	1	3	1.29	209
Teen Fiction	2,610	215	381	596	635	39	68	0.23	365
Teen Multimedia	86	6	13	19	19	0	2	0.22	13
Teen Nonfiction	381	71	89	160	167	7	31	0.42	89
Teen Online	3,224	0	0	0	0	0	0	0.00	0
Youth Fiction	44,396	11,691	9,595	21,286	21,780	494	818	0.48	9,332
Youth Magazines	479	64	138	202	202	0	0	0.42	138
Youth Multimedia	8,890	1,099	964	2,063	2,108	45	64	0.23	918
Youth Nonfiction	22,961	2,183	2,222	4,405	4,544	139	268	0.19	2,148
Youth Online	5,113	0	0	0	0	0	0	0.00	0
Youth Other	36	14	1	15	15	0	0	0.42	0
Totals	382,291	27,013	22,754	49,767	52,834	3,067	3,211	0.13	21,721

Electronic Services to Patrons: July 2021 - June 2022

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
GENERAL REFERENCE													
Children's Literature	5	0	15	2	0	0	16	0	0	0	0	0	38
Culture Grams	0	1	2	0	2	2	13	1	0	0	0	0	21
Facts on File	5	0	0	12	16	16	34	7	0	0	0	0	90
First Search	34	15	70	31	47	47	41	53	0	0	0	0	338
Gale Databases (ex. InfoTrac)*	79	14	27	81	25	25	71	47	0	0	0	0	369
Legal Forms	0	2	1	1	0	0	2	5	0	0	0	0	11
Novelist	39	22	51	201	98	98	91	34	0	0	0	0	634
PebbleGo	0	0	1	1	0	0	1	1	0	0	0	0	4
Reference USA^	46	21	27	29	22	22	31	37	0	0	0	0	235
World Book Reference Center	3	0	3	1	9	9	4	2	0	0	0	0	31
PERIODICALS													
Chicago Tribune	72	82	67	132	255	255	110	218	0	0	0	0	1,191
Chicago Tribune-Historical	273	159	181	491	262	262	315	135	0	0	0	0	2,078
Consumer Reports	87	64	90	70	89	89	112	65	0	0	0	0	666
Consumers' Checkbook	15	5	10	5	9	9	7	5	0	0	0	0	65
InfoTrac	9	3	9	4	0	0	5	1	0	0	0	0	31
Lexis Nexis	44	58	95	85	24	24	61	42	0	0	0	0	433
Mergent	0	0	0	0	1	0	19	23					
Morningstar	38	33	12	26	22	22	21	35	0	0	0	0	209
New York Times	38	45	46	19	41	41	50	46	0	0	0	0	326
New York Times-Historical	15	43	31	9	49	49	63	31	0	0	0	0	290
Newspapers.com	127	42	291	30	230	230	699	14	0	0	0	0	1,663
Press Reader	385	167	201	109	300	300	339	292	0	0	0	0	2,093
Proquest-Research Library	80	63	93	124	132	132	206	136	0	0	0	0	966
S&P NetAdvantage	180	139	20	6	0	0	73	253	0	0	0	0	671
Weiss Ratings	3	2	9	24	4	4	13	28	0	0	0	0	87
GENEALOGY													
Ancestry Plus	122	132	154	95	99	99	125	35	0	0	0	0	861
Heritage Quest	7	3	4	12	7	7	8	10	0	0	0	0	58
Fold3	0	0	0	0	0	65	52	23	0	0	0	0	140
HOMEWORK/STUDY													
Brainfuse	51	6	94	168	14	14	74	12	0	0	0	0	433
Gale Courses	4	0	1	0	2	2	1	1	0	0	0	0	11
Lynda Library	16	109	46	93	25	25	56	31	0	0	0	0	401

Mango Languages	39	21	33	37	51	51	62	24	0	0	0	0	318
Mosio - Chat/Text reference help	54	77	120	59	38	38	47	36	0	0	0	0	469
Muzzy Languages	0	0	0	0	2	2	9	102	0	0	0	0	115
Niche Academy	153	71	58	69	31	31	72	38	0	0	0	0	523
Email Reference	29	16	16	19	10	10	30	13	0	0	0	0	143
WPL Tech Classes - Attendees	0	0	0	0	0	0	0	0	0	0	0	0	0
WPL Proctored Exams	0	0	0	0	0	0	0	0	0	0	0	0	0
E-BOOKS/AV													
Hoopla	1,178	1,351	1,221	1,261	1,366	1,366	1,432	1,392	0	0	0	0	10,567
Kanopy	766	627	777	882	982	982	1,052	774	0	0	0	0	6,842
Digital Library of Illinois-eBooks	6,748	7,612	7,032	7,067	7,422	7,422	8,151	6,645	0	0	0	0	58,099
Digital Library of Illinois-eAudiobooks	3,851	3,820	3,556	2,718	3,797	3,797	3,910	3,480	0	0	0	0	28,929
Tumblebooks	25	3	16	66	97	97	48	23	0	0	0	0	375
Appointments	17	18	20	33	9	9	20	12	0	0	0	0	138
Subtotal Librarian Interface	100	111	156	111	57	57	97	61	0	0	0	0	750
Subtotal E-Book/AV Use	12,585	13,431	12,622	12,027	13,673	13,673	14,613	12,326	0	0	0	0	104,950
Total (All)	14,637	14,846	14,500	14,072	15,589	15,653	17,546	14,162	0	0	0	0	120,962
WEB SITE													
Visits (all)	15,585	12,301	15,347	15,752	15,752	13,775	16,611	13,505					118,628
Unique Visitors	7,987	7,296	8,612	8,579	8,579	7,310	8,269	6,965					63,597
Pageviews	26,255	19,288	23,714	31,329	31,329	24,085	28,615	23,602					208,217
PowerPAC (public catalog)-Visits	13,227	9,310	12,563	12,209	12,209	11,588	13,821	11,687					96,614
Library App	825	725	697	1,400	1,400	1,182	1,370	1,564	0	0	0	0	9,163
#Facts on File includes: FactsOnFile; Issues & Controversies; Today's Science; World Almanac for Kids; World News Digest													
*Gale Databases include: Business Insights; Directory Library; Literature Resource; Small Business Resource Center; Virtual Reference Library; Twayn's Author Se													
^Reference USA includes: Residential; Business/Employers; Healthcare; Canadian; New Business; New Movers/Home; Consumers/Lifestyles													
**Subtotal E-Books/AV Use is Hoopla through Appointments													
Subtotal Librarian Interface is Mosio Text/Chat, reference email and appointments total													