

Wilmette Public Library Director's Report – July 19, 2022

Library Activities for June-July 2022

Anthony Auston, Director

Strategic Plan Progress Updates

The Board and Leadership Team met for a Strategic Planning Retreat on Thursday, March 10, 2022 to officially kick off the next phase of the Library's strategic planning. From late April through May 6, the Library conducted a community survey collecting feedback, which is currently being compiled and reviewed to help inform the next Strategic Plan. In the coming weeks, staff, trustees, and our community will continue to 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>) continued to guide us through fiscal year 2021-2022.

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

StoryWalk returned to Vattmann Park in June. The story was *The Fort* by Laura Perdue. Visitors to the monthly Hibbard Park Storywalk strolled through *The Rescuer of Tiny Creatures* by Curtis Manley.

Outreach Librarian Ruth Bell made two deliveries of books and activity kits to area preschools and made nine visits to Wilmette Park District and A Joyful Noise preschool summer camps to present storytime and Summer Reading Club to 89 children and teachers. Participating camps receive free picture books and complete a reading log together as a group through the summer.

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

John Amundsen attended the June Wilmette/Kenilworth Chamber of Commerce Power Networking Breakfast on June 9, the first such event with newly-appointed Executive Director Cathy Voight. Representatives of 13 businesses, organizations, and institutions in Wilmette and Kenilworth were in attendance. John shared information on the library's four new business databases, as well as an overview of the library services to the local business community - including the library card for businesses based in the District. John also met in person with the new Director, who is receptive and supportive of continuing the Chamber's partnership with the Library to highlight services to local businesses and organizations.

On June 21, local business owner Dennis Bryant, who runs a franchised branch of Optimum Fitness 7, met with John Amundsen to get a tour and an overview of the Library's business

services and a demonstration of resources. Mr. Bryant had attended the June 9 Chamber Breakfast and worked with John to set up the visit. Following his visit, Mr. Bryant immediately signed up for a Business Card, singling out the potential uses of resources like Gale DemographicsNow, Data Axle, and Statista as a primary motivation to sign up.

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

The Library of Things Committee took a field trip to three area libraries (Elmhurst, Arlington Heights, and Indian Trails [Wheeling]) to see their circulating collections of items. The committee worked to create a purchase list to meet the budgeting goals as the fiscal year drew to a close. Digital Services Assistant Manager Linnea Lundberg also made progress with scanning user guides, creating check-in procedures, photographing items, and creating procedural documentation for the Library of Things.

Objective 3.3: Beginning April 2019, develop intergenerational opportunities for youth and adults to work together on a shared goal.

Krista Hutley collaborated with Jennifer Lee of Youth Services to hold a Pokemon Go Friends Fest for all ages, with a scavenger hunt, Pokemon button-making, and other activities. Weather forced the outdoor event to move inside, so not all of the prepared activities could be done (such as a short walk to the park to do a Pokemon raid), 40 kids, teens, and adults participated.

Objective 4.3: Beginning October 2019, implement emerging technologies and provide curated digital resources to improve the user experience.

Digital Services Manager Lauren Kelly drafted and submitted a proposal to update and extend 3D printing services for patrons.

Lauren also worked with Adult Services Manager Jill McKeown to take over management of the online subscription research resources. Lauren is working to ensure the resources are up to date, contact information with vendors is updated, as well as to align product invoices to usage statistics.

Objective 4.4: By December 2019, equip staff with professional development tools and leadership opportunities, and support individual paths for career growth

From June 22-28, John Amundsen traveled to Washington, DC to attend the 2022 ALA Annual Conference. While there, John attended sessions focusing on business services, adult learning in libraries, DEI, as well as met with vendors and government organizations offering resources - most of which free of charge - available to promote consumer education, financial literacy, and business patron support. Additionally, John gained exposure to and made connections with national-level member groups focused on business services.

Digital Services staff participated in several professional development sessions in June, including: Interview Training, Gender 101 Training, LACONI Digital Shred workshop, and ILA Noon Network: Balancing Equity and Freedom in Collection Development Policies. The interview training was an important topic for both Linnea and Lauren to grow professionally and have the necessary skills and knowledge to conduct interviews for open department positions and move through the hiring process for onboarding two new employees.

Objective 5.2: Beginning November 2018, improve internal library communications and interactions across the organization.

Lauren Kelly and Linnea Lundberg worked together to digitize, centralize, and organize vital departmental documentation. This project made the relevant information more current and easily findable. It was especially important to complete this organizational project in advance of two new staff members coming on board, so onboarding could be seamless for our new employees.

Welcome Desk & Shelving

This month marks one year since we transitioned the Switchboard operation into the Welcome Desk. What started as just a small utilitarian desk has become quite a popular community hub with patrons coming in the library.

Welcome Desk staff greeted 5,698 patrons in June, and directed another 882 people to various locations in the library. We answered over 1,600 general calls to the library, routing the majority (650 callers) to Adult Services.

We checked in 59,011 items on the AMH this month. This count has been steadily going up every month. In February, there were 28,889 and it's been steadily growing since then.

Starting last July, Shelving staff completed the repackaging of the CD collection, and throughout the year we have transformed the Media Room. The CDs were shifted, we replaced shelving and made more room for the movies, and we relabeled all of the Television Series items. The audiobooks were weeded, and just this month we were able to shift them so there are only a few titles on the bottom shelf, with the long-range goal of discontinuing use of this "shelf". It will be much easier for staff and patrons alike not to have to bend down to look for them.

Shelving staff finished the shelf "reading" project on the lower level this month. In the 900s area we were able to shift the books enough to give all of the shelving along the North and West walls extra space. Items from the bottom shelves were shifted upwards, making it much easier to see what's on the shelves, resulting in a neater appearance too.

In the past few months we have welcomed back High School Work Study Programs. This month we have a new student from Cove School. Zach is helping to shelve the DVDs; he is a great worker and really enjoys helping us two mornings a week.

Collections

Digital

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

Collection	April	May	June
eAudiobooks	2839	4843	5778
eBooks	2291	2646	2948
eMagazines	60	26	31
Hoopla items	927	945	937
Monthly total:	6117	8460	9694

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

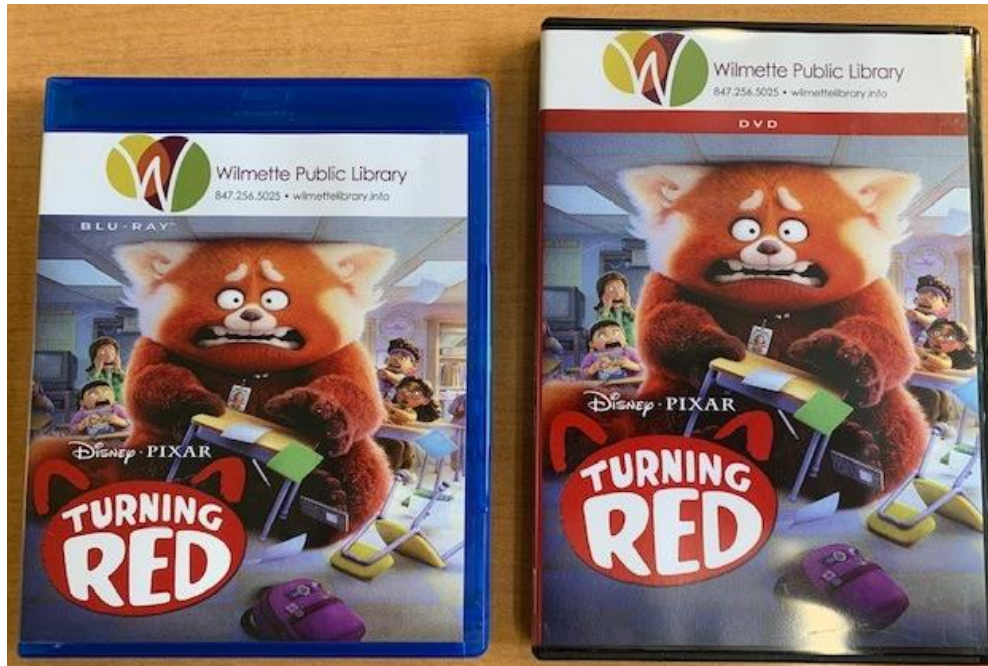
Collection	April	May	June
Hoopla	517	1019	918

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

Physical

Jillian McKeown continues to do a deep analysis and weed of the Adult Fiction section, which has nearly completed. She, along with Mary Dormin in Shelving, is pulling the books, and will move onto analyzing all of the Mystery and Suspense titles in Storage for circulation and quality. The goal is to look at all of the adult Mystery and Suspense books in the collection, weeding out what isn't circulating, replace damaged copies, purchasing more of the popular titles, and to move all M/S titles from Storage into the Circulating collection for ease of access.

The library is now receiving WPL branded movies, TV shows, and documentaries from vendor Midwest Tape. This eliminates the need for staff to repackage items, add barcodes, and call numbers. DVDs and Blu-rays will now come in more distinct packaging, and large series are broken out into single season cases.



June was a busy month in Technical Services with the end of the fiscal year and the preparation for and transition to EDI ordering via the Acquisitions Module in Polaris, our ILS. We are proud of this team for working so diligently on this project. It's complicated, there are a lot of details to iron out, and a lot of troubleshooting to fine tune the workflow. EDI ordering required the cooperation of staff from across the organization and everyone has been helpful as we work through the many aspects of this project. Both Youth and Adult Services have been flexible about needing to use a new organizational framework for managing their carts on the suppliers' websites.

Matt Womack has worked very hard preparing for EDI ordering, via the Acquisitions Module, with our primary book and AV vendors, Baker & Taylor and Midwest Tape. Matt, Shanti D'Costa, Jacintha D'Silva, and Jessica Thomson worked through the details of ordering and cart management on the supplier side, and talked about the technical details needed on the Polaris side. The group met with Grayslake library staff, who have experience with this system, to understand the workflow and with CCS regarding set up issues and process management.

Shanti D'Costa and Jacintha D'Silva cancelled all outstanding pre-publication orders in Baker and Taylor, and re-created them to resubmit once EDI ordering is possible on July 5. This is a significant aspect of the project and will take them both some time to process, but greatly improve efficiencies and reporting for the new fiscal year and going forward.

Jessica Thomson worked with CCS and the Public Services managers to make all materials available to Wilmette patrons for 7 days before filling holds from other CCS libraries due to the new CCS Resource Sharing Policy.

Several new items for the Library of Things project are making their way through the cataloging and processing workflows. Laura Krimsin has been processing the unique individual items for this collection.

Technical Services Statistics

Full summary of materials added in the past three months:

Collection	April	May	June
Adult Fiction	543	558	582
Adult Non-fiction	648	462	481
Teen Fiction	39	38	43
Teen Non-fiction	6	3	9
Youth Fiction	518	578	782
Youth Non-fiction	87	134	101
Adult Magazines	615	496	523
Youth Magazines	52	34	24
Adult Multimedia	162	234	276
Youth Multimedia	37	101	91
Other	60	41	120
Monthly total:	2767	2679	3032

Full summary of items withdrawn in the past three months:

Collection	April	May	June
Adult Fiction	751	1305	960
Adult Non-fiction	297	578	596
Teen Fiction	5	2	5
Teen Non-fiction	0	22	13
Youth Fiction	290	606	167
Youth Non-fiction	9	29	21
Adult Magazines	560	571	475
Youth Magazines	2	1	1
Adult Multimedia	773	1725	35
Youth Multimedia	31	8	393
Other	2	3	1
Monthly total:	2720	4850	2667

Technical Services set 29 boxes to Better World Books and 15 boxes to Discover Books.

Circulation

This month circulation staff finished updating and replacing the cases in the videogame collections. The new magnetic locking cases are an ergonomic upgrade to our process; now staff simply slides the cases open rather than gripping and forcefully pressing downward to unlock. We switched out nearly 800 cases in this popular collection.

ILL staff have received several requests for new book clubs and are now up to 18 book clubs! In the beginning of 2022, we serviced 11 clubs ranging from neighborhood clubs, senior centers, historical society, and more.

Circulation Statistics of Note

We continue to see familiar names utilizing our Parking Lot Pickup service. In June, we saw 61 appointments, with 32 repeat patrons. Over the course of FY21-22, we saw 1,145 patrons picking up materials, program materials, and book club reads through this service.

The library welcomed 222 new library card users with 40 of them coming from online applications.

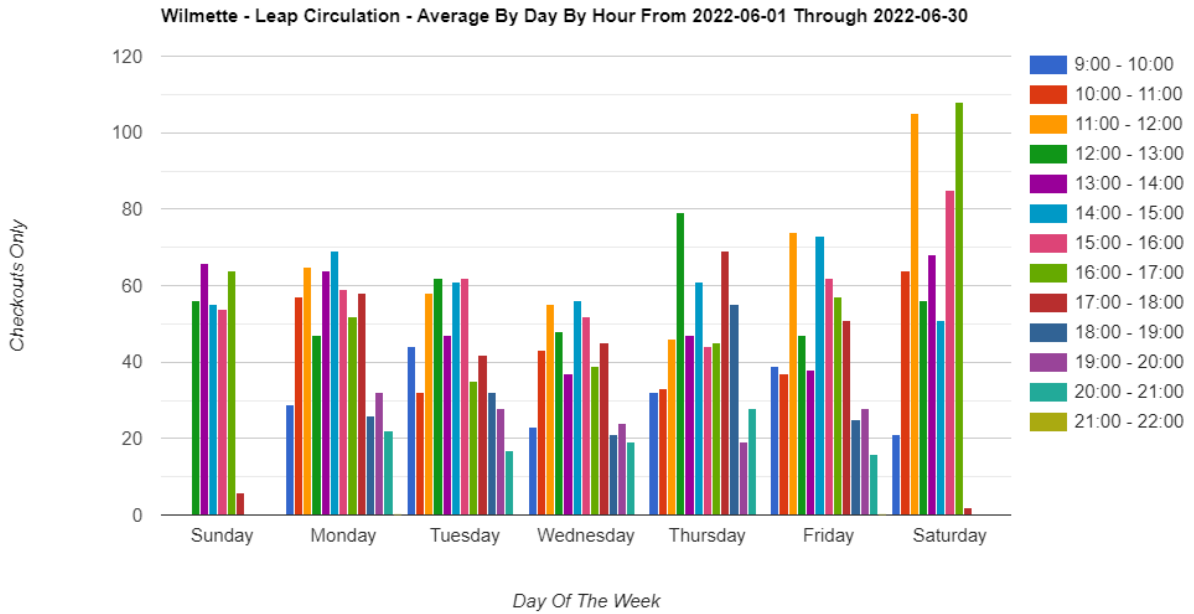
Circulation staff processed 7,117 items for holds that were checked out at our library. ILL staff sent out 3,283 items to other CCS libraries. Outside of CCS, ILL sent 132 items throughout the state of Illinois, and 58 items to other locations around the continental US. Over the course of FY21-22, we requested 43,068 items from other CCS libraries to fill holds, and supplied 46,526 items to other CCS libraries.

This month we added 60 more circulating tote bags into the collection for checkout. The tote bag collection was first made available for check out in 2018, with 150 bags. The library now has 540 available for patrons, with a lifetime circulation of 21,472.

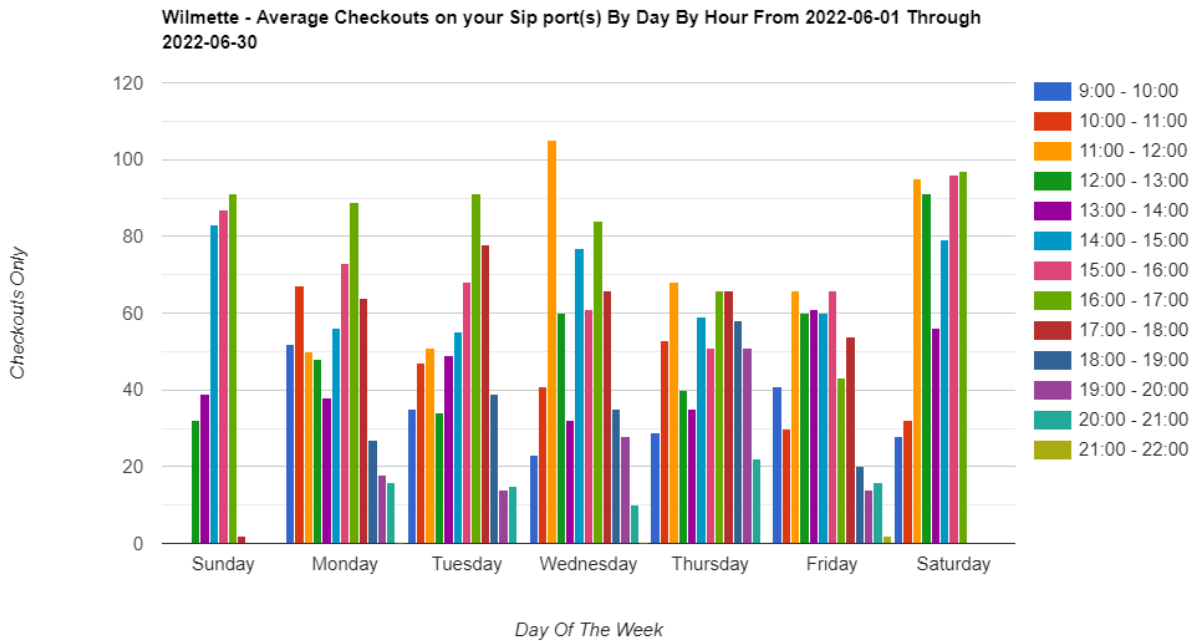
The library welcomed visitors from throughout Chicagoland over the course of the fiscal year to check out resources. While these numbers only reflect a one-time visit, the circulation of items show that many came back multiple times. Wilmette and Kenilworth residents are obviously our leading patron base, but other visitors include: Evanston (1699), Winnetka-Northfield (326), Glenview (154), Chicago (150), Skokie (97), and many more.

Of the 13,285 library cards that have been active in the last three years, 10,202 were used for physical materials from June 2021 to June 2022, which is 76.8% of our Wilmette cardholders. 44% of our registered cardholders have used the library in the past month.

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



The next graph shows the average checkouts over the course of the month at our checkout stations.



Year-to-date circulation statistics, and a 4 year comparison, are appended to this report.

Summer Reading Club 2022

Get off the beaten path this summer and explore new worlds with our Summer Reading Clubs! Our reading clubs for all ages are a great way to expand your reading, connect with the library community, and make sharing books part of your routine. Adults, teens, and children of all ages can [join a Summer Reading Club](#) running through August 31.



Summer Reading Clubs are open to all! Reading Clubs are generously funded by the [Friends of the Wilmette Public Library](#).



Adult Services

EvaAnne Johnson organized a House History workshop on Saturday, June 25. She invited back Julia Johnas, a researcher and former librarian who gave a virtual presentation last year about the same topic. Julia and Eva worked together to expand the virtual presentation into an in-person workshop where attendees could start researching their home using materials from the library's Local History Room.

Eva selected some useful and frequently used resources for the workshop, including our Sanborn Atlas, Sidwell Atlas, maps of the village from the 1870's to the 1990's, a telephone directory, ownership indexes, reference books about residential architecture and the history of Wilmette, architectural surveys of Wilmette, and laptops to access our Local History Digital Collection. Attendees were especially interested in the Sanborn maps, which are very detailed and in color, and would show the footprint of their house, including water sources and porches, in 1914-1936. They were also interested in the ownership indexes, which helped them trace the ownership of their property from 1936-1962.

There was a lot of interest in the program, and 21 people, including both teens and retirees, attended the workshop. Their homes were spread all across the village of Wilmette, and had been built between the 1890's and 1965. Some residents had just purchased their homes in the last couple years, and others had lived in their homes for over 60 years. All of them learned something new about their homes! Several attendees expressed that they're excited to come back to visit the Local History Room in the future to explore more of our resources. One patron wrote that the workshop "was a lot of fun!" Several other patrons were interested but unable to attend, and hoped that it would be offered again in the future.



In preparation for the workshop, EvaAnne Johnson added over 550 pages of clippings from building journals, real estate listings, and newspaper articles to our House History binders. Many of the clippings were provided by the presenter, Julia Johnas, who saved the clippings while conducting research on local Wilmette homes, and Eva supplemented these clippings by saving more clippings from the *Wilmette Life*. The expanded binders were used extensively during the House History workshop and will be consulted for many years to come.

Krista Hutley worked with Angela Lyonsmith of Kids Create Change, an artist educational nonprofit in Evanston, to decorate the Teen Room for LGBTQ+ Pride Month. They hung rainbow banners from the ceiling and drew an inspiring quotation across the chalkboard, set up a community fiber art project with a loom and colorful thread and pom-pom makers, and set up a LGBTQ+ book display. The decorations were well-received by library staff and the Wilmette community.

Librarians Katy Jacob and Jenny Klein led a book discussion of *Orlando* by Virginia Woolf for the Library's Classics & Contemporary Book Group. Afterwards, participants thanked the leaders for the lively discussion.

Adult Services Statistics of Note

In June, the study rooms were checked out a total of 188 times, which is nearly double last

month's usage, which was 97 in May 2022. The study rooms are especially popular with high school students and tutors.

In 2020/2021, we answered 24,498 questions at all the service desks on the first floor, including the Readers' Assistance/Recent Arrivals Desk, the Circulation Desk, and the Technology Center Desk. In FY 2021/2022, the desks answered a total of 33,924 questions!

Youth Services

Our Summer Reading Club is underway! Children of all ages can log their daily reading or complete literacy-boosting activities to earn free books. They can pick up a reading log in Youth Services or download one online. Starting June 20, kids started visiting the Summer Reading Club booth in Youth Services to show progress on their log (available [online](#)), talk about their favorite books, and check out the week's activity in the Nature Exploration Station. Youth Services Assistant Manager Lisa Bigelow transformed the beloved booth into a tree this year! Children have been delighted to visit the staff and teen volunteers in the booth tree to talk about what they are reading.

When kids visit the library they can also cast a vote for the Big Library Takeover! Summer Reading Club participants will choose who will take over the library for a special, silly weekend in September: Butterflies, Bees or Spiders? The kids will decide!

The Library is one of the participating sites in the Historical Museum's Scavenger Hunt, which began on Sunday June 12. When players find a hidden envelope in the library, staff mark their game board. Participants who find Postmaster McDaniel's envelope at ten or more locations receive a coupon for a free ice cream cone from Homer's Ice Cream. Players who find Postmaster McDaniel's envelope at fifteen or more locations receive a coupon for a free small pizza at Lou Malnati's and are entered into a raffle with prizes donated by Central Station Coffee & Tea, Lawrence Deans, and Wilmette Bicycle & Sports Shop.

Youth Services Programs

Youth Services presented 40 programs in June, which were attended by 1,554 people!



Early Childhood Programs

Youth Services presented 19 storytimes in June which were attended by 509 patrons. These programs included Babytime, Family Storytime, and Beyond the Story for grades K-2. We also offered seven concerts and a yoga class for small children which were attended by 695 people.

<u>Date</u>	<u>Name</u>	<u>Attendance</u>
6/1	Wiggleworms Party!	162
6/3	YogiBees Preschool Class	62
6/4	Dreamtree Shakers concert	34
6/8	Music and Movement with Little Parade	134
6/8	Music and Movement with Little Parade	21
6/11	Little Concert: Little Miss Ann	149
6/18	Little Concert: Todd Downing	75
6/25	Little Concert: Bill Brickey	58

School Age Programs

Youth Services offered 12 programs for school age children in June, which were attended by 338 people.

<u>Date</u>	<u>Name</u>	<u>Attendance</u>
6/9	K-9 Reading Buddies of the North Shore	12
6/14	Garden Art	9
6/15	Made in the Shade: Skeeters Skedaddle!	14
6/16	K-9 Reading Buddies of the North Shore	20
6/16	Lotus Lantern	14
6/17	Blue Block Afternoons	12
6/18	SRC Kickoff Justin Roberts	150
6/23	K-9 Reading Buddies of the North Shore	23
6/25	Pokemon Go Friends Fest	44
6/29	Made in the Shade: DIY Lawn Jenga	2
6/30	Fireworks Wall Hanging	15
6/30	K-9 Reading Buddies of the North Shore	23

Summer Reading Club Kickoff Concerts

On Saturday, June 4, families celebrated the start of Summer Reading Club with a concert on the Library Lawn. 150 people danced and grooved with four-time GRAMMY nominee Justin Roberts and his band and enjoyed free snow cones!



Little Miss Ann and her fiddler performed for 149 people on the Lawn on Saturday, June 11 as part of our new Little Concert series.



During the storytime break, Little Parade sang their original songs in English and Spanish in the Library Auditorium for the under 5 crowd. 155 people attended their two sessions.



On June 1, a Wiggleworms teacher from the Old Town School of Folk Music entertained 162 people on the Library Lawn, one of our most highly attended events ever!



Our Imagination Playground appeared on the Lawn for Blue Block Afternoons on select Fridays. Block play is great for developing STEAM skills and creativity.



Maker Appointments

Staff from Youth Services hosted 22 Maker Appointments, which were attended by 56 patrons. We also offered a new service, Tie-Dyeing by appointment. 38 patrons attended and all appointments were filled.

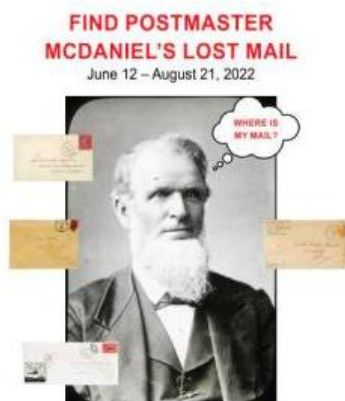
Feedback and Observations:

- “She was so excited about her experience last time that she immediately wanted to schedule another appointment with her friend!”
- “My niece was begging me for weeks to come back! I’m so happy we could come.”
- Two girls insisted on coming to their appointment after the tornado warning. They had been at home all day and had been looking forward to it and didn’t want to miss out!
- We helped several families with end-of-the-year projects for classmates and teachers. One patron brought in heat transfers to make t-shirts for her daughter and her classmates graduating from McKenzie. We helped her use the vinyl cutter to make designs to iron on the t-shirts.
- “She just moved here and was grateful we had a sewing machine she could use.”

Book Displays

Youth Services curated displays of books to highlight Pride month with the many picture books, nonfiction, and novels we have in the collection. We also displayed books about the origins of Juneteenth and heroes of the Reconstruction period.

Special Projects



The Library is one of the participating sites in the Historical Museum's Scavenger Hunt, which began on Sunday June 12. When players find a hidden envelope in the library, staff mark their game board. Participants who find Postmaster McDaniel's envelope at ten or more locations receive a coupon for a free ice cream cone from Homer's Ice Cream. Players who find Postmaster McDaniel's envelope at fifteen or more locations receive a coupon for a free small pizza at Lou Malnati's and are entered into a raffle with prizes donated by Central Station Coffee & Tea, Lawrence Deans, and Wilmette Bicycle & Sports Shop.

Youth Services Librarian Sheri Reda wrote a staff blog post for Pride Month on where families can find great books and support: <https://www.wilmettelibrary.info/posts/pride-resources-all-year>

Youth Services acquired a new cart to move program supplies around the building. It was named Baby Bluega, with stickers designed on the vinyl cutter.



Communications and Events Programs

Jennifer Bartel planned a mix of virtual and on-site programs to suit a range of interests and allow the community to attend programs in a variety of ways.

Virtual Programs:

- 6/14: At Home Film discussion: *June Again*; 5 patrons
- 6/23: Needle Felted Cats with Natasha Lehrer Lewis; 30 patrons
- 6/28: Armchair Travels Presents: Armchair Tour of the Solar System; 39 patrons

On-Site Programs:

- 6/9: Armchair Travels: Sheboygan, Who Knew? With Theresa Goodrich; 17 patrons
- 6/10: Friday Night Jazz Concert with Bobby Lewis, Petra van Nuis & Bobby Lewis; 87 patrons
- 6/13: Yoga class with Yogaview; 9 patrons
- 6/16: International Film Screening: *Human Capital*; 5 patrons
- 6/22: 50-Minute *Hamlet* with Shakespeare Project of Chicago; 75 patrons
- 6/23: Armchair Travels: Destination Heartland with Cynthia Clampitt; 15 patrons



We were excited to bring back two of the community's favorite presenters, The Shakespeare Project of Chicago and Petra Van Nuis and Bobby Lewis. Both events brought in huge crowds on the lawn, showing that our outdoor adult programs can be successful and that we are ready to welcome back our long running, big draw performers. We were also thrilled to have the Petra/Bobby concert featured in the Chicago Tribune. They are a huge draw in the Wilmette community and we have loved hosting them annually for many years. A copy of the article is appended to this report.

June Communications

In June, staff began planning our communications for the coming months. Using information and data gained from the community survey, we were able to implement immediate small tweaks to our communications and being planning longer-range communications initiatives. After a busy spring, June gave us a bit of time to reflect and plan for our busy upcoming fall season.

We also focused on promoting our popular summer reading clubs, which launched in June. The summer mailer arrived in homes at the end of May, and we worked to provide signage for all of our departments to promote the reading clubs within the building too. As we have in years past, we provided all staff with our own WPL-designed and branded t-shirts, which has been a great way to promote the clubs through word-of-mouth marketing.



We also took advantage of this brief lull to do a signage audit of the library, and began to take down and replace outdated/temporary signage. Sarah Rose updated signs for various departments and created signage for the new and different ways that we are using the building these days. We are also working to implement new software for the digital signs that are located throughout the building in order to use them more effectively.

Email and Social Media

Email newsletter statistics from June:

- 80,803 Sends
- 1,941 clicks

The most clicks were for promotions for Summer Reading Clubs, a post promoting job openings at the library, the Community Survey Summary, and the Shakespeare Project of Chicago's 50-minute *Hamlet*.

Highlights from our Social Media in June

We have been experimenting with Reels, a short form video on Instagram that is favored by the promotional algorithm. Reels can be found on our Instagram page @wilmettelibrary.



[View insights](#)

[Boost Post](#)



Liked by [jillie__mae](#) and 43 others

wilmettelibrary A peek into a busy week at the library! Kids concerts, summer reading kickoff, a well-stocked hot picks shelf, and lots of reading!

June 10



[View insights](#)

[Boost Post](#)



Liked by [huntleyareapl](#) and 47 others

wilmettelibrary 🌈🌈🌈🌈🌈🌈🌈 Our Teen Room is a rainbow explosion in honor of pride! Teens can stop by the room and help create the rainbow weaving project.



[View insights](#)

[Boost Post](#)



Liked by [jillie__mae](#) and 51 others

wilmettelibrary The summer reading club reporting booth is open for business! Kids can stop by to report their reading, pick out a book to keep, and vote on their pick for the Big Library Takeover! 🌈📖🗳️

Digital Services

Digital Services staff presented the following virtual and on-site programs and classes in June:

- 6/1: Cyber Security (Linnea Lundberg), In Person, 1 attendee
- 6/8: Google Search Operators (Linnea Lundberg), In Person, 1 attendee
- 6/15: Google Calendar (Linnea Lundberg), In Person, 1 attendee
- 6/23: Google Applications (Alex Barzallo), In Person, 4 attendees
- 6/29: Cyber Security (Linnea Lundberg), Virtual, 7 attendees

Throughout the month, as part of their Lauren met with various department managers to get an overview of their departments. They met with Jill McKeown (AS), Andrea Vaughn Johnson (YS), Fred Wallace (IT), Kim Hegelund (Circulation), Janet Piehl (YS), John Risko (Finance), Patsy De Vuono (Shelving), Jessica Thompson (TS), Mike Boone (HR), and Sarah Beth Brown (C&E).

Technology

Christine Hightower and Fred Wallace cross-trained throughout the month in preparation for Fred's retirement at the end of June. The IT Manager job description was updated and advertised; we hope to have the position filled by the end of the summer.

Christine placed tickets with CVI to create profiles for our new staff and helped troubleshoot any issues they had using their accounts.

Fred updated all of the Mobile Beacon Hotspots to be compatible with T-Mobile. Christine inventoried and labeled the new hotspots for the Library of Things and for staff use. As the older hotspots were returned, we marked them as withdrawn from the IT inventory. Christine also interfaced with Sarah Rose to create the instruction manual for them.

To better manage our recently updated collection of circulating and program-use-only iPads, Christine created JamfNow and Threat defense accounts and successfully linked the Jamf server with the Apple business manager account. She also worked with our CDW-G sales rep to troubleshoot adding the devices to Apple Business manager.

Human Resources

Recruiting

Digital Services

We welcome Ethan Herdrich (he/him) to the Digital Services team as our new full-time Digital Services Associate. Ethan comes to us with 5 years of similar experience at Skokie Public Library where he worked as a Digital Literacy Specialist/Experiential Learning Specialist. During his time there, Ethan not only assisted patrons navigate through

computer and software-related issues, but he also supervised guided learning spaces that provided a variety of STEM-related topics, and developed adult and youth programs focusing on digital media. Ethan is also self-employed as a Video Artist where he creates live video accompaniment with live bands and directs and edits music videos. Ethan's first day was Thursday, July 7.

We are also delighted to announce that we have hired Finn dos Santos (they/them) to the Digital Services team as our new part-time Digital Services Assistant. For the last 5 years, Finn served as a Research/Archival Assistant for a private client who had amassed a large body of print, video and audio materials. Finn was instrumental in digitalizing and curating archival collections, as well as preserving and cataloging collections of archival video and audio materials. They also provided a lot of one-on-one technical support via troubleshooting and one-on-one instruction. Finn's first day will be Friday, July 22.

Circulation

I am excited to share the news that we have hired Julia Heslin (they/them) as our new part-time Circulation Assistant. Julia is no stranger to the Circulation Department as they worked for over a year and a half as a Circulation Assistant at Arlington Heights Memorial Library. Julia just completed with Associate's Degree and is starting at NEIU in the fall where they plan on earning an English degree. After their Bachelor's Degree, Julia plans to pursue a degree in Library Science. Their first day will be Wednesday, August 17.

Information Technology

With the retirement of IT Manager Fred Wallace, we are currently recruiting for an IT Manager. In addition to our website and RAILS, we have posted the position on Indeed, NPO.net, and have shared a posting on LinkedIn. We unfortunately haven't seen a lot of activity on this opening, so we will need to extend the July 8 deadline.

Youth Services

With the upcoming retirement of Youth Services Librarian Alice Joseph, slated for this fall, we are in the process of creating a posting for a new School Engagement Librarian. This full-time opportunity will not only provide readers advisory, collection development and programming services, but will also carry on Alice's legacy as School Outreach Liaison.

Policies

Family Bereavement Leave

On June 9, Governor Pritzker signed the Family Bereavement Leave Act (FBLA), which provides up to two weeks of unpaid bereavement leave for the loss of a child. This law, which applies to employers with 50 or more employees, takes effect on January 1, 2023. The law provides up to 10 days of unpaid leave, and expands the definition of a

“qualified family member” for whom an employee may request bereavement leave. In addition, the law allows employees to use leave in conjunction with the loss of a pregnancy, failed adoption, failed surrogacy, failed fertility treatments, negative fertility diagnosis, and stillbirth.

The FBLA expands the scope of why an employee may take unpaid leave, but it does not grant additional leave outside of an employee’s Family and Medical Leave Act (FMLA) rights. Once an employee has exhausted their 12 weeks of FMLA, they are not entitled to an extension of leave or to additional bereavement leave. This is on the list of polices to update/add into our Employee Handbook.

Overtime Rule Update

The Department of Labor recently announced that proposed amendments to the overtime rule will likely take place in October of his year. The proposed rule will recommend how to implement the exemption of executive, administrative and professional employees from the minimum wage and overtime requirements.

High on the list of DOL’s priorities will be adjusting the minimum salary threshold, which is currently at \$35,568. Another item on the proposed list is the implementation of an automatic annual or periodic increase to the salary level by an economic indicator so that the amount will automatically increase without the DOL having to take formal action each time.

Special Projects

Library Survey

The results from the 2022 Public Library survey administered by HR Source, have released. The survey contains data from 134 libraries, and reports base pay compensation for 63 library-specific positions, which is broken-out by budget, population served, and employment size. The survey also contains employee benefits information. We can use this data to benchmark your our current practices, and stay competitive with the market.

COVID-19

While the recent news that children 6 months and older are now eligible to receive vaccinations is promising, reports of positive cases are steadily on the rise. As a result, we have decided to extend the Emergency Sick Leave benefit for staff who need to isolate or quarantine due to COVID-19-related issues. We have extended this benefit through the end of September 2022, and will reassess the need for its continuation at that time. We continue to follow all CDC recommendations concerning quarantine and isolation guidelines and all other safety procedures and protocols.

Select Staff Meetings & Workshops

Since 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. Each quarter, the overwhelming majority of staff attend multiple developmental webinars and are actively 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:

Events:

6/1: Rotary Club of Wilmette Harbor Trivia Night (Anthony Auston, Michael Boone, Patsy deVuono, Jessica Thomson)

6/22-28: American Library Association Annual Conference, Washington DC
(John Amundsen, Jillian McKeown)

Webinars:

6/7: CCS webinar “Import Profiles and Reports” (Jessica Thomson)

6/10: Gender 101 Training (Lauren Kelly)

6/13: ILA Noon Network: Balancing Equity and Freedom in Collection Development Policies – virtual webinar (Linnea Lundberg)

6/22: SWAN Libraries: Niche Academy Demo (Linnea Lundberg)

6/24: LACONI Technology Section Presents: Digital Shred Workshop (Linnea Lundberg)

Meetings:

6/2: CCS ILL Technical Meeting (Kim Hegelund, Amy Jung, Louise Neidorf)

6/2: Maker Appointment Training on Sewing Machines and Metal Stamping (Linnea Lundberg)

6/8: Library of Things Field Trip to Elmhurst, Indian Trails and Arlington Heights libraries (LoT Committee)

6/9: Wilmette/Kenilworth Chamber of Commerce Networking Event (John Amundsen)

6/10: Zoom meeting with Grayslake Public Library – Polaris acquisitions set up and workflow discussion (Shanti D’Costa, Jacintha D’Silva, Jessica Thomson, Matt Womack)

6/10: Baker and Taylor representative Curt Leppard visited TS to work through EDI ordering issues (Shanti D’Costa, Jessica Thomson, Matt Womack)

6/14: Meeting with Rachel Fischer from CCS about EDI ordering and Baker & Taylor website (Rachel Fischer and Matt Womack)

6/15: LACONI Circulation Meeting (Kim Hegelund)

6/16: Readers' Advisory Interest Group Meeting - Short Stories (Rachel Garcia)6/24: Web Reports Training with Courtney Volny (Winnetka-Northfield) (Kim Hegelund)

6/27: CCS Resource Sharing Policy discussion (Jessica Thomson, Debra Wicshmeyer CCS)

Wilmette Public Library Monthly Statistics For 6/2022	
Total Checkins	21,395
Checkout Stations	16,550
Leap Checkout and Renewal	15,154
Circ Checkout and Renewal	19
Total Checkouts	31,723
Auto-renewal	22,196
Power PAC Renewal	469
Leap Checkout and Renewal	274
Checkout Stations	246
Third party renewal	104
Total Renewals	23,289
Number of your Library's items checked out system-wide	31,739
Holds Placed through your interface	6,077
Holds placed for/by your patrons	6,445
Holds Held	7,117
Holds Checked out	6,221
Holds Cancelled	0
Holds Unclaimed	1,131
Number Of Items Currently Out	28,112
Count of physical patron records at beginning of 05/2022	14,703
Minus Patron records physically deleted	171
Minus Patron records that moved out of library district	6
Plus Patron records physically added	207
Plus Patron library was changed from some CCS library to "Wilmette"	10
Count of physical patron records at end of 05/2022	14,743
Minus In-House and Test Cards	46
Minus Expired Cards	178
Unexpired Patrons on file	14,519
Leap Registration at Wilmette	167
PAC Registration	40

07/01/2022

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 06/2022**

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
AV equipment	25	28	0	28	28	0	0	1.12
Bag	558	434	305	739	739	0	0	1.32
Blu-ray	1,443	214	134	348	380	32	54	0.24
Blu-ray New	90	171	4	175	175	0	11	1.94
Book	170,789	20,447	17,427	37,874	39,429	1,555	2,071	0.22
Book Hot	1,174	1,561	5	1,566	1,569	3	0	1.33
Book New	5,530	2,995	1,672	4,667	5,492	825	394	0.84
Boxset	0	11	7	18	18	0	11	0.00
Cassette	60	0	0	0	0	0	0	0.00
CD	16,514	623	479	1,102	1,326	224	196	0.07
CD Audiobook	5,868	358	273	631	706	75	54	0.11
CD Audiobook New	182	102	59	161	192	31	11	0.88
CD New	385	142	78	220	260	40	8	0.57
DVD	18,553	2,126	1,251	3,377	3,640	263	295	0.18
DVD New	380	584	38	622	641	19	42	1.64
eAudiobook	60,890	0	0	0	0	0	0	0.00
eBook	84,909	0	0	0	0	0	0	0.00
eMagazine	4,349	0	0	0	0	0	0	0.00
Equipment	18	191	5	196	196	0	0	10.89
eReader	4	1	0	1	1	0	0	0.25
Game	1	1	0	1	1	0	0	1.00
ILL Material	0	76	4	80	80	0	1	0.00
Kit	0	0	4	4	4	0	0	0.00
Laptop	1	0	0	0	0	0	0	0.00
Large Print	7,558	418	325	743	861	118	50	0.10
Large Print New	285	71	29	100	164	64	11	0.35
Magazine	4,524	260	568	828	828	0	4	0.18
Magazine New	272	1	0	1	1	0	0	0.00
Map	2	1	1	2	2	0	0	1.00
Mobile Hotspot	22	19	0	19	19	0	0	0.86
MP3 Audiobook	0	1	10	11	11	0	1	0.00
Multimedia Kit	28	2	5	7	7	0	1	0.25
Newspaper	739	0	0	0	0	0	0	0.00
Online Resource	18	0	0	0	0	0	0	0.00
Other	2	4	2	6	6	0	3	3.00
Playaway	2,318	395	259	654	683	29	24	0.28
Playaway Audio New	62	29	28	57	60	3	2	0.92
Record	1,580	0	0	0	1	1	0	0.00
Scores / sheet music	0	0	1	1	1	0	0	0.00
Seasonal AV	325	12	0	12	12	0	0	0.04
Seasonal Book	2,408	76	0	76	77	1	0	0.03
STEAM equipment	21	5	0	5	5	0	0	0.24
STEAM Kit	15	7	0	7	7	0	0	0.47
VHS	149	0	0	0	0	0	0	0.00
Videogame	949	353	316	669	669	0	19	0.70
Videogame New	0	4	0	4	4	0	4	0.00
Totals	393,000	31,723	23,289	55,012	58,295	3,283	3,267	0.14

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

07/01/2022

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 06/2022**

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	46,626	5,524	2,962	8,486	9,430	944	746	0.18	2,753
Magazines	4,919	189	362	551	551	0	4	0.11	337
Multimedia	40,109	3,579	1,878	5,457	6,112	655	677	0.14	1,759
Nonfiction	69,792	4,128	3,959	8,087	9,034	947	769	0.12	3,709
Online	142,231	0	0	0	0	0	0	0.00	0
Other	627	749	313	1,062	1,062	0	1	1.69	287
Teen Fiction	2,550	524	376	900	971	71	87	0.35	340
Teen Multimedia	57	6	7	13	13	0	3	0.23	2
Teen Nonfiction	376	43	61	104	111	7	11	0.28	59
Teen Online	3,072	0	0	0	0	0	0	0.00	0
Youth Fiction	45,138	13,428	10,249	23,677	24,163	486	717	0.52	9,947
Youth Magazines	616	73	207	280	280	0	0	0.45	207
Youth Multimedia	8,659	1,541	1,062	2,603	2,665	62	61	0.30	996
Youth Nonfiction	23,329	1,927	1,853	3,780	3,891	111	191	0.16	1,800
Youth Online	4,863	0	0	0	0	0	0	0.00	0
Youth Other	36	12	0	12	12	0	0	0.33	0
Totals	393,000	31,723	23,289	55,012	58,295	3,283	3,267	0.14	22,196

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

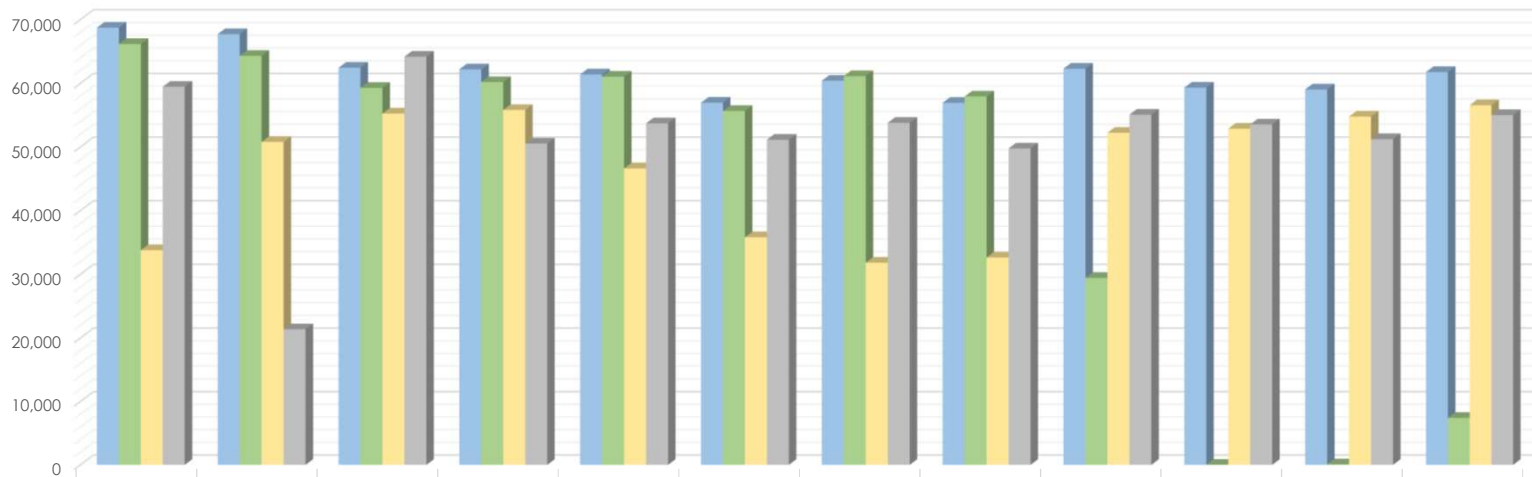
Lender is where the Item Owing Library = YOUR LIBRARY and the Station_Library not = Item_Library

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

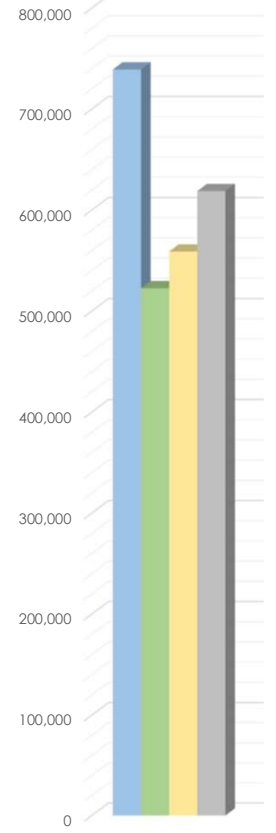
Circulation Trends the Past 4 Years Fiscal Year Comparison

2018/19 2019/20 2020/21 2021/22



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2018/19	68,740	67,729	62,444	62,202	61,400	56,962	60,403	56,946	62,305	59,323	59,032	61,771
2019/20	66,182	64,303	59,292	60,195	61,037	55,668	61,130	57,932	29,435	28	87	7,422
2020/21	33,804	50,795	55,261	55,820	46,631	35,822	31,822	32,640	52,239	52,875	54,781	56,560
2021/22	59,462	21,368	64,184	50,538	53,720	51,141	53,798	49,767	55,073	53,537	51,235	55,012

Fiscal Year Comparison Year End Totals



2018/19 2019/20
2020/21 2021/22

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	6	0	0	11	55
Culture Grams	0	1	2	0	2	2	13	1	1	0	5	4	31
Facts on File	5	0	0	12	16	16	34	7	8	7	7	5	117
First Search	34	15	70	31	47	47	41	53	38	47	38	113	574
Gale Databases (ex. InfoTrac)*	79	14	27	81	25	25	71	47	19	26	26	42	482
Legal Forms	0	2	1	1	0	0	2	5	0	15	0	4	30
Novelist	39	22	51	201	98	98	91	34	32	38	28	31	763
PebbleGo	0	0	1	1	0	0	1	1	0	2	2	19	27
Reference USA^	46	21	27	29	22	22	31	37	23	17	19	14	308
World Book Reference Center	3	0	3	1	9	9	4	2	2	5	6	4	48
PERIODICALS													
Chicago Tribune	72	82	67	132	255	255	110	218	105	157	172	248	1,873
Chicago Tribune-Historical	273	159	181	491	262	262	315	135	190	159	489	361	3,277
Consumer Reports	87	64	90	70	89	89	112	65	75	66	100	51	958
Consumers' Checkbook	15	5	10	5	9	9	7	5	10	11	13	17	116
InfoTrac	9	3	9	4	0	0	5	1	6	4	4	5	50
Lexis Nexis	44	58	95	85	24	24	61	42	53	52	51	49	638
Mergent	0	0	0	0	1	0	19	23	6	10	13	6	
Morningstar	38	33	12	26	22	22	21	35	11	31	41	27	319
New York Times	38	45	46	19	41	41	50	46	36	191	252	196	1,001
New York Times-Historical	15	43	31	9	49	49	63	31	14	121	17	10	452
Newspapers.com	127	42	291	30	230	230	699	14	109	187	90	19	2,068
Press Reader	385	167	201	109	300	300	339	731	702	530	766	798	5,328
Proquest-Research Library	80	63	93	124	132	132	206	136	176	124	123	123	1,512
S&P NetAdvantage	180	139	20	6	340	0	73	253	261	260	93	28	1,653
Weiss Ratings	3	2	9	24	4	4	13	28	10	5	4	5	111
GENEALOGY													
Ancestry Plus	122	132	154	95	99	99	125	35	36	34	44	35	1,010
Heritage Quest	7	3	4	12	7	7	8	10	12	10	9	19	108
Fold3	0	0	0	0	0	65	52	23	48	6	32	29	255
HOMEWORK/STUDY													
Brainfuse	51	6	94	168	14	14	74	12	10	53	167	327	990

Gale Courses	4	0	1	0	2	2	1	1	3	0	1	0	15
Lynda Library	16	109	46	93	25	25	56	31	32	40	49	68	590
Mango Languages	39	21	33	37	51	51	62	24	38	45	57	59	517
Mosio - Chat/Text reference help	54	77	120	59	38	38	47	36	33	34	59	42	637
Muzzy Languages	0	0	0	0	2	2	9	102	4	2	0	1	122
Niche Academy	153	71	58	69	31	31	72	38	41	81	38	46	729
Email Reference	29	16	16	19	10	10	30	13	16	19	23	17	218
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	1,392	1,332	1,369	1,229	15,889
Kanopy	766	627	777	882	982	982	1,052	774	745	722	735	703	9,747
Digital Library of Illinois-eBooks	6,748	7,612	7,032	7,067	7,422	7,422	8,151	6,645	7,897	7,638	8,798	7,351	89,783
Digital Library of Illinois-eAudiobooks	3,851	3,820	3,556	2,718	3,797	3,797	3,910	3,480	4,044	4,037	4,408	4,305	45,723
Tumblebooks	25	3	16	66	97	97	48	23	48	52	16	15	506
Appointments	17	18	20	33	9	9	20	12	2	17	13	5	175
Subtotal Librarian Interface	100	111	156	111	57	57	97	61	51	70	95	64	1,030
Subtotal E-Book/AV Use	12,585	13,431	12,622	12,027	13,673	13,673	14,613	12,326	14,128	13,798	15,339	13,608	161,823
Total (All)	14,637	14,846	14,500	14,072	15,929	15,653	17,546	14,601	16,294	16,187	18,177	16,441	188,805
WEB SITE													
Visits (all)	15,585	12,301	15,347	15,752	15,752	13,775	16,611	13,505	14,599	15,251	15,450	17,261	181,189
Unique Visitors	7,987	7,296	8,612	8,579	8,579	7,310	8,269	6,965	7,627	8,192	8,149	8,995	96,560
Pageviews	26,255	19,288	23,714	31,329	31,329	24,085	28,615	23,602	24,735	25,375	26,106	28,959	313,392
PowerPAC (public catalog)-Visits	13,227	9,310	12,563	12,209	12,209	11,588	13,821	11,687	12,599	11,496	11,626	12,131	144,466
Library App	825	725	697	1,400	1,400	1,182	1,370	1,564	3,662	2,306	3,220	3,795	22,146
#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; Twain's Author Serie													
^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													