

**Wilmette Public Library Director's Report – August 16, 2022**  
**Library Activities for July-August 2022**  
Anthony Auston, Director

**Strategic Plan Progress Update**

The Board and Leadership Team met for a Strategic Planning Retreat in spring 2022 to launch the next phase of the Library's strategic planning. From late April through early May, the Library conducted a community survey collecting feedback, and shared [the results of the survey](#) in June.

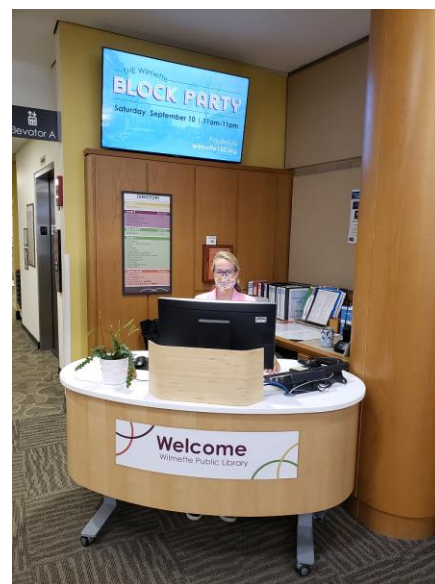
This summer, the Library is conducting its second survey of this planning process. Focusing this time on spaces in the library building, the Library will also conduct in-person and virtual meetings to further collect feedback on this topic. In the coming weeks, staff, trustees, and our community will 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.

A comprehensive overview of this year's strategic planning timeline, survey results, and a review of our 2018-2021+ plan's accomplishments are appended to the August 16, 2022 Board of Library Trustees packet of materials. Stay tuned for more updates about this exciting process as staff and trustees work to build upon our legacy as we imagine our Wilmette Public Library of the future.

**Welcome Desk**

Welcome Desk staff answered a little over 1500 phone calls in July. Adult Services continues to receive the most calls with 649. Circulation is next with 395. By contrast, the Technology Center received just 39 phone calls this month; by observation, most patrons come in to meet with Digital Services staff in person. A number of our in-person directions are asking about the Technology Center. Welcome Desk staff answered 882 directional questions. This month staff reported that they helped more patrons find their hold materials and directed program attendees where to find their event. Overall, staff greeted 5,698 patrons - and even gave out 59 masks. This service point continues to prove to be a great addition.

Staff are evaluating a new location for the patron comment box; it's somewhat obscured behind staff since the addition of the Welcome Desk.



## Collections

In July, we added a karaoke machine, a pickleball set, 2 pairs of adult colorblind glasses, 1 set of youth colorblind glasses, 3 portable DVD players, and 5 portable CD players into circulation for the Library of Things. Many of the items ordered last fiscal year have arrived, been cataloged, and are starting to circulate to patrons. Staff are updating our website and catalog holdings with pictures of our new items, and will be promoting the collection with in-house posters. Laura Krimsin and Emma Standard worked together to laminate the instruction manuals for several new Library of Things items.



Acquisitions staff, Shanti D’Costa and Jacintha D’Silva, began EDI ordering via the Acquisitions Module on July 5. As of July 29, they created 140 purchase orders and have 2,612 items on order. Matt Womack has been integral in assisting with the process, documentation, troubleshooting, and encouragement.

Technical Services staff are updating the month labels for new materials from stickers to tape, which will make the process of “de-newing” materials easier and cleaner and result in better appearing materials in the main stacks. The current “new” stickers are very sticky and sometimes hard to get off the books, leaving a sticky residue; the new tape aims to solve this.

## Digital

Digital Services Manager Lauren Kelly worked to update many aspects of our online subscription research resources in July. They updated the website with new product logos and ensured URL links to resources were current and correct. They also added a new resource, Newspaper Archive, to the website. This month Lauren also renewed Gale Directory Library and Gale eBooks, products that had languished and become outdated. A new affordable subscription model made these resources fresh and relevant. Lauren is working with Jill to investigate adding AP Stylebook and Newsbank as digital resources for our patrons.

July 2022 was the first month Digital Services provided usage statistics based on newly proposed metrics and data alignment. Digital Services Manager Lauren Kelly worked with Adult Services Manager Jill McKeown and Finance Manager John Risko to get all the necessary information to enact these changes. The new metrics are a more accurate indication of how our resources are being used by our patrons. These data points also align with what information is required by IPLAR, meaning that obtaining numbers for next year’s report will be much easier.

Some Highlights:

- Consumer Reports had 958 page views in July. Last year averaged 80 logins per month.
- PressReader had 645 issues read. The most read publication was the *Chicago Tribune*, with 75 issues opened.

- LinkedIn Learning showed the most popular courses this month were on the topic of Microsoft Excel - “Excel Essential Training,” “Excel: Advanced Formulas and Functions,” and “QuickBooks and Excel” were the top 3 most popular courses on the platform.

This month we had 12,835 checkouts through OverDrive. Of these, 7391 (57.58%) were eBooks, 4729 (36.84%) were eAudiobooks, and 711 (5.54%) were digital magazines.

Wilmette Public Library had the 6<sup>th</sup> highest number of circulations in the ECC Consortium, of which there are 138 members. This is especially impressive because WPL ranks 27<sup>th</sup> highest in size of population. This indicates our library is performing well above our peer libraries in digital circulation per capita.

The top 5 e-titles by checkout were:

1. *The Girl in His Shadow* by Audrey Blake (eBook) - 77 (this was OverDrive’s “Big Library Read” selection for July)
2. *Book Lovers* by Emily Henry (eBook) - 59
3. *The Lincoln Highway* by Amor Towles (eBook) - 44
4. *The Paris Apartment* by Lucy Foley (eBook) - 43
5. *The Paris Apartment* by Lucy Foley (eAudio) - 42

The most popular e-magazines were:

1. The Economist - 70
2. Us Weekly - 51
3. The New Yorker - 50

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

Collection	May	June	July
eAudiobooks	4843	53	3560
eBooks	2646	2948	5035
eMagazines	26	31	0
Hoopla items	945	937	904
<b>Monthly total:</b>	<b>8460</b>	<b>3969</b>	<b>9499</b>

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

Collection	May	June	July
Hoopla	1019	918	<b>817</b>

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

### Technical Services Statistics

Full summary of materials added in the past three months:

Collection	May	June	July
Adult Fiction	558	582	526
Adult Non-fiction	462	481	399
Teen Fiction	38	43	20
Teen Non-fiction	3	9	1
Youth Fiction	578	782	306
Youth Non-fiction	134	101	59
Adult Magazines	496	523	435
Youth Magazines	34	24	33
Adult Multimedia	234	276	339
Youth Multimedia	101	91	18
Other	41	120	53
<b>Monthly total:</b>	<b>2679</b>	<b>3032</b>	<b>2189</b>

Full summary of items withdrawn in the past three months:

Collection	May	June	July
Adult Fiction	1305	960	293
Adult Non-fiction	578	596	488
Teen Fiction	2	5	0
Teen Non-fiction	22	13	1
Youth Fiction	606	167	289
Youth Non-fiction	29	21	19
Adult Magazines	571	475	788
Youth Magazines	1	1	5
Adult Multimedia	1725	35	995
Youth Multimedia	8	393	21
Other	3	1	0
<b>Monthly total:</b>	<b>4850</b>	<b>2667</b>	<b>2899</b>

### Circulation

The library welcomed 341 new library card users, with 47 of them coming from online applications. About 40% of our new cardholders (comprising 138 kids), originated from our partnership with school district 39. The kids were sent a bookmark and a newsletter of all the resources provided by Youth Services.

Circulation staff processed 6,008 items for holds that were checked out at our library. ILL staff sent out 3,962 items to other CCS libraries for holds. Outside of CCS, ILL sent 119 items throughout the state of Illinois, and 66 items to other locations around the continental US.

We continue to see familiar names utilizing our Parking Lot Pickup service. In July, we saw 37 appointments, and of those 22 repeat patrons.

Of the 13,309 library cards that have been active in the last three years 10,278 were used for physical materials from July 2021 to July 2022 which is 77.2% of our Wilmette card holders.

<b>Wilmette Public Library Monthly Statistics For 7/2022</b>	
<b>Total Checkins</b>	<b>33,260</b>
Checkout Stations	14,539
Leap Checkout and Renewal	16,985
Circ Checkout and Renewal	24
<b>Total Checkouts</b>	<b>31,548</b>
Auto-renewal	26,887
Power PAC Renewal	686
Leap Checkout and Renewal	315
Checkout Stations	220
Third party renewal	86
<b>Total Renewals</b>	<b>28,194</b>
<b>Number of your Library's items checked out system-wide</b>	<b>31,656</b>
Holds Placed through your interface	5,883
Holds placed for/by your patrons	6,259
Holds Held	6,008
Holds Checked out	5,235
Holds Cancelled	1109
Holds Unclaimed	765
<b>Number Of Items Currently Out</b>	<b>33,368</b>
Count of physical patron records at beginning of 05/2022	14,743
Minus Patron records physically deleted	134
Minus Patron records that moved out of library district	10
Plus Patron records physically added	330

Plus Patron library was changed from some CCS library to "Wilmette"	13
Count of physical patron records at end of 05/2022	14,942
Minus In-House and Test Cards	46
Minus Expired Cards	200
<b>Unexpired Patrons on file</b>	<b>14,696</b>
Leap Registration at Wilmette	283
PAC Registration	47

Year-to-date circulation statistics 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 and Teen Services

In July, Adult Services staff answered 8,243 reference questions in-person, on the phone, or over email. Staff helped 27 patrons with one-on-one appointments ranging from genealogy, business to help with using ebooks and online resources. Study room usage nearly doubled from May (97 patrons), to July (190).

#### July Programs:

- City of Immortals: Père-Lachaise Cemetery, Paris with author Carolyn Campbell (Virtual); 35 patrons
- Teen Non-Required Reading Club; 4 patrons
- Teen Take & Make: Wood Slice Painting; 24 patrons

- Top 10 Questions to Ask Your Financial Planner; 17 patrons
- Classics & Contemporary Book Discussion; 16 patrons
- Novels @ Night Book Discussion; 6 patrons
- Murder We Read; 1 patron
- History of Wilmette's Village Center; 43 patrons

Business Librarian John Amundsen attended the 2022 Midwest Business Librarians Summit at Purdue University in West Lafayette, Indiana on July 13, joining around 30 other business-focused librarians from public, academic, corporate, government, and special libraries and institutions. The Summit featured 15 "lightning" sessions from librarians, as well as demonstrations from database vendors. He took away many valuable ideas, including information on the Federal Reserve Bank of St. Louis' Data Literacy for Librarians and numerous programming ideas for businesses and students.

John is working with Digital Services Manager Lauren Kelly to explore developing online live and recorded sessions highlighting our business resources, including resource-specific sessions delivered by vendor trainers for patrons as well as research-skills focused recorded presentations to be made available to patrons and staff alike to give an overview of the basics of business reference and research.

While at ALA annual, John signed up for "Grow with Google," an initiative which provides access to curated and developed presentations on a variety of topics for small businesses and job seekers, including marketing, website best practices, and upskilling - all free to use. He will be working on developing a series of programs over the next year on a variety of topics in both business support and job search.

Our July Classics & Contemporary discussion of *The Promise* was well-received. A patron afterwards asked to speak further about the book since she was leading her personal book club discussion on the same title. Rachel Garcia was able to share some valuable resources and insights with her and she was grateful.

Teen librarian Krista Hutley had two teens (siblings) register for her Non-Required Reading Book Club. While they were setting up outside, the two teens recognized another teen who was hanging out on one of the benches waiting for a friend, and they convinced them to join the club too! The four teens and Krista had a lively discussion over books they've enjoyed this summer and more.

## **Youth Services**

Young readers have been steadily turning in their reading logs at the Summer Reading Club booth in July. Children of all ages log their daily reading or complete literacy-boosting activities to earn free books. In this month's Nature Exploration Station, visitors found games, books, and take-home activities about mushrooms and camping. Visitors completed a second Stick Together poster and we posted a third one on our bulletin board for children to complete.

Our longtime children's librarian Alice Joseph retired on August 5. Over the 24 years Alice served the families of Wilmette, thousands of children got to know her through school visits and library tours, and she was a staple behind the desk and at summer reading events. We will miss her here at the library, and are excited for her next chapter.



July and August's Vattmann Park Storywalk story is *Little Wolf's First Howling* by Laura McGee Kvasnosky. Visitors to Hibbard Park are strolling through *Big Tree Down* by Laurie Lawlor

Outreach Librarian Ruth Bell made 12 deliveries of books and activity kits to area preschools. She also visited Wilmette Park District and A Joyful Noise preschool summer camps 18 times in July to present storytime and Summer Reading Club to 240 children and teachers. Participating camps receive free picture books and complete a reading log together as a group through the summer.

Library visitors stacked and arranged lake bricks and rocks into different patterns in the Maker Garden in July. We have received a lot of positive comments about the Maker Garden and the creativity of our staff in providing engaging, hands-on activities every month.



## Summer Reading Club Family Picnic

On the evening of Thursday, August 4, families celebrated the start of Summer Reading Club with a concert on the Library Lawn. 77 people enjoyed a show featuring Jason the Juggler and a dance troupe from Skunkworks Dance of Wilmette. Attendees also enjoyed ices from the Kona Ice Truck courtesy of the Friends of the Wilmette Public Library.



## **Youth Services Programs**

Youth Services presented 49 programs in July which were attended by 1261 people.

## Early Childhood Programs

Youth Services librarians presented 28 storytimes in July, which were attended by 828 patrons. These programs included Babytime, Family Storytime, and Beyond the Story for grades K-2. We also offered our last Little Concert with Wendy and DB which was attended by 80 people.

<u>Date</u>	<u>Program</u>	<u>Attendance</u>
7/5	Family Storytime	19
7/5	Family Storytime	8

7/5	Beyond the Story	8
7/6	Family Storytime	37
7/6	Family Storytime	33
7/7	Babytime	40
7/7	Babytime	14
7/9	Little Concert: Wendy and DB	80
7/12	Family Storytime	34
7/12	Family Storytime	20
7/12	Beyond the Story	12
7/13	Family Storytime	71
7/13	Family Storytime	38
7/14	Babytime	60
7/14	Babytime	17
7/19	Family Storytime	31
7/19	Family Storytime	23
7/19	Beyond the Story	6
7/20	Family Storytime	37
7/20	Family Storytime	14
7/21	Babytime	50
7/21	Babytime	12
7/26	Family Storytime	54
7/26	Family Storytime	29
7/26	Beyond the Story	8
7/27	Family Storytime	49
7/27	Family Storytime	25
7/28	Babytime	50
7/28	Babytime	29

School Age Programs

Youth Services offered 13 programs for school age children in July which were attended by 228 people.

<u>Date</u>	<u>Name</u>	<u>Attendance</u>
7/6	Andertoons: SPACE FIGHTS (grades 1-3)	16
7/6	Andertoons: SPACE FIGHTS (grades 4-8)	11
7/7	Camp Half-Blood (grades 3-4)	13
7/7	Camp Half-Blood (grades 5-8)	10
7/7	K-9 Reading Buddies of the North Shore	23
7/14	K-9 Reading Buddies of the North Shore	22
7/18	YogiFireflies Class	22
7/20	Plant a Seed	14
7/21	Nature Journals	10
7/21	K-9 Reading Buddies of the North Shore	24

7/27	Andertoons: Draw Your Own Coloring Book	17
7/27	Andertoons: Creative Cartooning	21
7/28	K-9 Reading Buddies of the North Shore	25

All Ages Programs

Staff hosted 6 programs for people of all ages in July which were attended by 125 people.

7/10	Chess Club	14
7/15	Blue Block Afternoons	17
7/17	Chess Club	16
7/24	Family Maker: Cardboard Build	45
7/29	Blue Block Afternoons	15
7/31	Chess Club	18

Maker Appointments

In July, the Library hosted 28 Maker Appointments. 92 children, teens, and adults attended. Here are a few highlights reported by staff:

- Patrons made buttons and magnets with homemade artwork and cut-outs; tried Lego WeDo for the first time and LOVED it!
- Patrons made buttons and magnets. This group was two cousins and their dads. Fun!
- Patrons made a 3D crab, buttons (they brought their own designs), print & cut stickers for honey, necklace charms.
- Patrons made locker magnets, pre-designed vinyl stickers.

Book Displays

Youth Services curated displays of books to highlight the wonders of nature to tie in with this year’s Summer Reading Club theme, Read Beyond the Beaten Path.

Special Projects

Jennifer Lee created a bookmark to promote the online resources the library offers to help children to master new languages: Mango, BBC’s Muzzy, Scholastic Teachables, and Tumblebook Library.



## Communications and Events Programs

### In person

- 7/5: Gentle Chair Yoga with Yogaview of Wilmette; 9 patrons
- 7/14: Armchair Travels: A Walk Through Westminster with John Gowing ; 14 patrons
- 7/15: Jazz Concert with Diane Delin Quartet; 31 patrons
- 7/18: Relaxing Watercolor for Adults with Audrey Ra; 26 patrons
- 7/28: Armchair Travels: Cuisine of South and Central Americas; 8 patrons

### Virtual

- 7/7: Thai Inspired Grilling with Kristyn Slick; 17 patrons
- 7/12: At Home Film discussion: Embrace of the Serpent; 7 patrons
- 7/20: Art of Paul Cezanne with Jeff Mishur; 82 patrons

With the start of the new fiscal and programming year, Jennifer Bartel began planning for fall. She is working on updated statistical tracking, which will make program evaluation and reporting easier and more seamless. She is also working on training procedures for Communico, our public calendar software, and Zoom, where we host our virtual programs.

We're continuing our collaborative programming partnership with Illinois Libraries Present (ILP), and are in the process of launching an exciting new partnership with the Family Action Network (FAN) this fall.

- ILP kicks off its new programming year in September with Marlee Matlin. We were thrilled to be a member of ILP's 6-month pilot program earlier this year, and are looking forward to a full year of programming for 2022-23 with the first official season of this partnership. We are excited to bring this big name activist and actress to our community in this event that aligns with Deaf Awareness Month.
- Our FAN partnership is brand new for this year, and will allow us to bring the full power of the FAN programming calendar to the Wilmette community in alignment with the library's programming goals. We are an official sponsor for FAN this year, and will be presenting select FAN programs to our audience. We hope to expand the reach of this partnership by hosting supporting programs and discussions around select speakers.

## July Communications

We worked on a number of projects in July and early August to prepare us for an active fall calendar. The team's biggest project was interviewing candidates for a new role in Communications & Events: the communications coordinator. The scope of the department has grown immensely over the past several years, and we are excited to bring on a new team member to help with patron-facing communications. This role will focus on social media, email newsletter communications, photography and video management, and coordinating communications and projects across departments.

We also began work on the September/October newsletter, which will arrive in homes the last week of August. As our programming has increased over the past year, we have incorporated design tweaks to accommodate all of the programs we are hosting this fall. In addition to featuring our full slate of programs, this issue will also promote Wilmette 150, Library Card Signup Month, and Hispanic Heritage Month.

Graphic Artist Sarah Rose worked on a number of cross-departmental design projects in July. We have ordered new promotional swag for events, updated a number of print items to reflect our current services, and worked on a number of projects for Youth Services, including a new Riddle Walk that will debut in September.

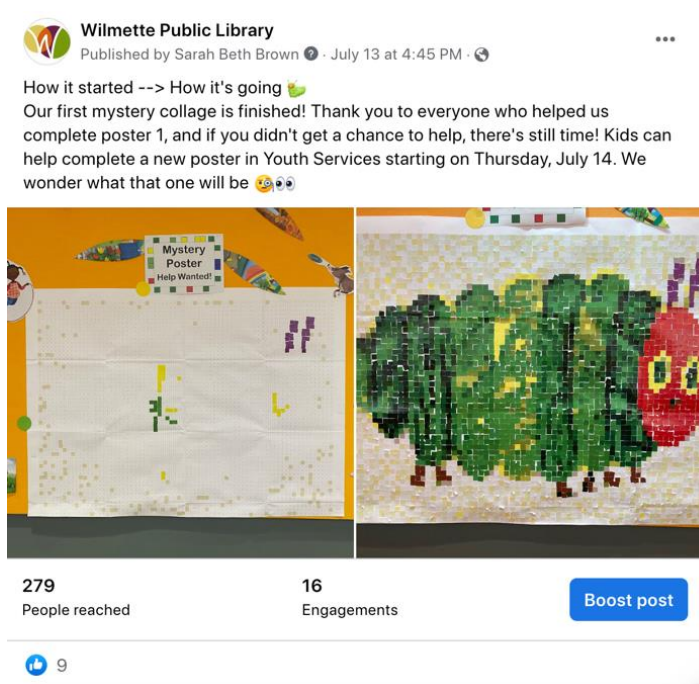
### Email and Social Media

Through July, we used our email communications to share information about programs, summer reading clubs, and the pop-up book sale hosted by the Friends of the Library.

Email newsletter statistics from July:

- 67,809 Sends
- 1,173 clicks. The most popular clicks were for:
  - Financial Planning event on July 19
  - The Art of Paul Cezanne on July 20
  - History of Wilmette’s Village Center on July 26
  - Summer Reading Club information

### Highlights from our Social Media in July



## Digital Services

Digital Services July programs:

- 7/6: Google Search Operators (virtual); 8 patrons
- 7/16: Maker Appointments; 3 sessions, 10 patrons
- 7/20: Cyber Security; 3 patrons
- 7/21: Google Applications; 3 patrons
- 7/30: Maker Appointments; 2 sessions, 8 patrons

Assistant Manager Linnea Lundberg improved and streamlined the department's programming procedures. She created a "Welcome to DS Programming" document that serves as a complete overview for both current staff and new hires. Linnea also created a Communico Report Template to be able to run program attendance statistics for the department quickly and accurately.

Digital Services Manager Lauren Kelly created a Teams site for Electronic Resources and shared it with relevant departments. This serves as a centralized location for all information about our online resources, including statistics, budgeting information, vendor contacts, and instructions for obtaining monthly usage.

Manager Lauren Kelly worked with Anthony and IT Assistant Christine Hightower to change some settings on the patron computers, managed by Envisionware. Computers no longer time-out after 10 minutes of inactivity, as this was causing some patrons to unintentionally lose their work. Lauren also gained access to the reporting module for PC Reservation, and can now see data about how patron computers in the building are being used.

Lauren worked with Anthony to order additional 3D printers and accessories, and is hoping to implement enhancements to this service for patrons this fall. Lauren also worked with Christine to finalize the list of multimedia creation software being loaded onto the new iMac that will soon be coming in to the Technology Center.

## Facilities

### HVAC

In July, our HVAC systems were scheduled for regular preventative maintenance. It was discovered our largest roof top unit was running on half capacity because of a faulty motor controller. Despite the reduced system capacity, the building was still cool/comfortable due to a number of other factors which is why the failure wasn't initially noticed. Adding this system to the building automation system (BAS) will help with future diagnosis and system up-time. The replacement Panasonic compressor for the VRF units was ordered and installed, and a spare unit was also provisioned to minimize the downtime if one of the remaining 2 units fail.

## Elevator Inspection

In July, we successfully passed our annual Category 1 (CAT 1) elevator inspection, which included tests of all safety devices, all cables used for suspension, compensation, and governors; the entire hoistway; clearances; alarms, communication devices and emergency lighting; and general housekeeping (the machine room, pit, top of the car). The inspection also included elevator fire service (FAID), which is the first reaction of the elevator to its ambient sensors. Sensors in the building send a signal to the elevator that heat or smoke has been detected. The elevator will pause with the doors open for a few seconds at whatever floor it's on. The doors will close and it will slowly begin nudging down to let people on the elevator know it is being moved down to the recall floor. If the recall floor is where the sensors were activated (where a fire is detected), it will move to an appropriate alternate floor. Once at the floor, it will stop and open the doors. The elevator will still operate, but no longer respond to calls for service from any other floor. It will remain in this position until it's returned to normal service after all the smoke and heat alarms have been reset.

## Fire Inspection

Having completed a complete fire system renovation in 2021, Facilities Manager Marcos Levy made the decision to have all equipment associated with "Fire" to be inspected in the same month annually (July) for convenience and consistency. This set of inspections includes all associated components (audio/visual, smoke, CO<sup>2</sup>, sprinklers, extinguishers, Fire Department connections, and the alarm panel. The library passed these inspections.

## **Human Resources**

### Retirements

Alice Joseph retired from her Youth Services Librarian position after almost 25 years of service at Wilmette Public Library. Alice initially started at the Library in October of 1991 as a part-time Children's Reference Librarian. Alice left in 1993 to pursue other opportunities, but returned in 1999 as a Full-time Youth Services Librarian. A few years later, Alice added School Liaison to her list of responsibilities, where she promoted Library programs and services while networking with teachers and school librarians to ensure that our collections and services met the needs of our student community. Alice also served as our Coordinator of Teen Volunteers for our Summer Reading Club Program. A voracious reader of children's literature, Alice was selected to participate on the Steering Committee of the Monarch Award, the statewide book award for young readers. Alice was also instrumental in creating fun and engaging programs such as the K-9 Reading Buddy Program, Lego Club, Stuffed Animal Sleepover, and book clubs for elementary students. Alice's experience, dedication, dependability, and certainly her love for pandas will be missed! Alice's last day was August 5. Please join us in wishing Alice all the best on her retirement!

## Recruiting

### **Communications & Events**

We are excited to announce that we have hired Lydia Fair as our new Content Coordinator for the Communications and Events team. Earning a BA in Communication Arts with a concentration in Integrated Visual Media, Lydia spent the last year and a half as a Freelance Social Media Manager and Graphic Designer for a client who promoted animal rescue. She also created and scheduled on-brand social media content, including graphics and creative copy for 11 national restaurant clients. In this newly created, full-time role, Lydia will promote and support our Library events and initiatives by creating exciting and creative content for a variety of print and digital communication platforms. Lydia's first day will be September 6, and we are very excited to have Lydia's background and talent join the team.

### **Information Technology**

HR Manager Mike Boone has pre-screened and scheduled interviews for two candidates for the IT Manager position. The interviews are scheduled for August 15, and the first round interview team consists of Executive Director Anthony Auston, Assistant Director Leah White, and Digital Services Manager Lauren Kelly.

### **Youth Services**

HR received around a dozen qualified applicants for the School Engagement Librarian position. This outreach specialist will ensure that our programs and resources are meeting the needs of the schools. Youth Services Manager Andrea Vaughn Johnson has identified 3 candidates from the pool that we will be prescreening before we start with the in-person interview process.

### **Adult Services**

After Adult Services Manager has assessed the staffing needs of her department, we will be posting for a part-time Adult Services Librarian with an emphasis on Languages. This 20+ hour per week position will not only provide reference and reader's advisory services, but will focus on providing research skills and resources on foreign languages.

### **Facilities**

We are happy to report that Safety Monitor Al Frumkin has moved to full-time status effective August 1. Al has served in the capacity of Safety Monitor on a part-time basis at the library for the past 21 years. During that time, Al worked diligently monitoring the floors to ensure the safety of both patrons and staff, setting up the auditorium for



numerous programs, and quickly responding to any complaints/situations that arose during his shifts. Al is known to pitch in wherever needed and has assisted the Facilities team with various projects including a camera installation setup, technology troubleshooting, and also helped out at the Youth Services “Take Apart” program. In this new full-time capacity, we will continue to benefit from Al’s extensive experience, strong work ethic, and dependability.

## Benefits

### **Open Enrollment 2023**

On July 27, HR Manager Mike Boone and Finance Manager John Risko attended our annual Healthcare Benefits Renewal meeting hosted by WIN Administration. Some of the main takeaways from this live webinar are as follows:

- Open Enrollment for 2023 is scheduled for 10/31/22 - 11/14/22.
- No major plan coverage changes for medical, dental, and eye care benefits other than all the medical plans will now cover infertility diagnosis and treatment effective 1/1/2023.
- Medical premiums will increase 4% next year, dental has no increase.

### **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. Staff continue to attend 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:

7/7: Innovative webinar Acquisitions workflow in Leap (Jessica Thomson)

7/7: RAILS LCSH Webinar part 1 (Carly Stauss)

7/8: Sex Ed and Public Libraries: A Conversation with Rakisha Kearns-White and Cory Silverberg (Sarah Jo Zaharako)

7/11: CPR / AED Training from Village of Wilmette (Linnea Lundberg)

7/11: Graphic Novels: Teaching Up to their Potential (Jennifer Lee)

7/13: 2022 Midwest Business Librarians Summit @ Purdue University (John Amundsen)

7/13: JAMF Onboarding (Christine Hightower)

7/15: LACONI Technical Services Unconference (Jessica Thomson)

7/15: Middle Managers Roundtable (Jillian McKeown)

7/15: RAILS MakerSpace Networking Group meeting (Linnea Lundberg)

7/18: Gender Equity Training from Lurie Children's Hospital (Ruth Bell)

7/20: CCS SCRAP Meeting (Jessica Thomson)

7/20: Collection HQ Training Meeting (Jillian McKeown, Suzanne Arist)  
7/20: ILA Orientation for member leaders (Krista Hutley)  
7/20: ILA Orientation for committee members (John Amundsen)  
7/25: Get Down with Graphic Novels (Jennifer Lee)  
7/26: Chamm'd Meeting (Jillian McKeown)  
7/26: WiFi Network Upgrade Planning (Anthony Auston, Christine Hightower, CVI)  
7/27: Ready Set Read!, Ed2Go, Oakton Community College (Diane dos Santos)  
7/27: Wilmette 150 Planning Committee Meeting (EvaAnne Johnson)  
7/28: Silhouette Studio, Cameo4 Stickers tutorial (Diane dos Santos)  
7/29: Dewey Decimal training (Carly Stauss, Jessica Thomson)  
7/29: Grow with Google (John Amundsen)  
7/29: RAILS Dewey Webinar part 1 (Carly Stauss)

08/01/2022

**Wilmette Public Library District  
Activity At Wilmette Library Stations  
Monthly Statistics For 07/2022**

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
AV equipment	27	28	0	28	28	0	0	1.04
Bag	560	395	372	767	767	0	0	1.37
Blu-ray	1,442	237	108	345	375	30	51	0.24
Blu-ray New	91	151	2	153	157	4	7	1.68
Book	171,093	20,560	21,425	41,985	43,417	1,432	1,897	0.25
Book Hot	1,122	1,453	7	1,460	1,463	3	0	1.30
Book New	5,518	2,849	1,974	4,823	5,478	655	358	0.87
Boxset	0	8	7	15	15	0	8	0.00
Cassette	60	0	0	0	0	0	0	0.00
CD	15,983	565	531	1,096	1,315	219	108	0.07
CD Audiobook	5,888	343	340	683	744	61	35	0.12
CD Audiobook New	198	90	77	167	187	20	7	0.84
CD New	407	120	90	210	244	34	14	0.52
DVD	18,263	2,241	1,439	3,680	3,966	286	254	0.20
DVD New	436	521	51	572	591	19	18	1.31
eAudiobook	63,193	0	0	0	0	0	0	0.00
eBook	87,450	0	0	0	0	0	0	0.00
eMagazine	4,349	0	0	0	0	0	0	0.00
Equipment	29	200	2	202	202	0	0	6.97
eReader	4	1	0	1	1	0	0	0.25
Game	2	0	1	1	1	0	0	0.50
ILL Material	0	51	1	52	52	0	2	0.00
Laptop	1	0	0	0	0	0	0	0.00
Large Print	7,465	407	328	735	834	99	39	0.10
Large Print New	345	97	55	152	206	54	8	0.44
Magazine	4,548	293	554	847	847	0	2	0.19
Magazine New	272	1	0	1	1	0	0	0.00
Map	1	0	1	1	1	0	0	1.00
Mobile Hotspot	13	13	0	13	13	0	0	1.00
MP3 Audiobook	0	0	5	5	5	0	0	0.00
Multimedia Kit	28	1	3	4	4	0	0	0.14
Newspaper	468	0	0	0	0	0	0	0.00
ON-ORDER	0	1	0	1	1	0	1	0.00
Online Resource	18	0	0	0	0	0	0	0.00
Other	1	0	2	2	2	0	0	2.00
Playaway	2,347	382	350	732	754	22	10	0.31
Playaway Audio New	70	31	35	66	73	7	2	0.94
Record	1,580	4	0	4	17	13	0	0.00
Scores / sheet music	0	1	0	1	1	0	1	0.00
Seasonal AV	325	9	0	9	9	0	0	0.03
Seasonal Book	2,422	59	0	59	59	0	0	0.02
Special Collection	0	3	1	4	4	0	3	0.00
STEAM equipment	21	6	0	6	6	0	0	0.29
STEAM Kit	15	5	1	6	6	0	0	0.40
VHS	149	1	1	2	2	0	0	0.01
Videogame	960	420	428	848	850	2	26	0.88
Videogame New	0	1	3	4	4	0	1	0.00
Totals	397,164	31,548	28,194	59,742	62,702	2,960	2,852	0.15

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

08/01/2022

**Wilmette Public Library District  
Activity At Wilmette Library Stations  
Monthly Statistics For 07/2022**

<b>Collection</b>	<b>Number Of Items</b>	<b>Local Charges</b>	<b>Local Renewals</b>	<b>Total</b>	<b>Total + Lender</b>	<b>CCS ILL Lender</b>	<b>CCS ILL Borrower</b>	<b>Ratio</b>	<b>Auto Renewal</b>
Fiction	46,858	5,686	3,265	8,951	9,765	814	706	0.19	3,087
Magazines	4,643	220	354	574	574	0	2	0.12	350
Multimedia	39,453	3,398	2,122	5,520	6,182	662	499	0.14	1,980
Nonfiction	69,704	4,021	4,451	8,472	9,349	877	748	0.12	4,187
Online	147,090	0	0	0	0	0	0	0.00	0
Other	634	687	373	1,060	1,060	0	2	1.67	340
Teen Fiction	2,570	453	548	1,001	1,051	50	120	0.39	524
Teen Multimedia	57	8	11	19	19	0	2	0.33	11
Teen Nonfiction	376	62	69	131	142	11	18	0.35	64
Teen Online	3,065	0	0	0	0	0	0	0.00	0
Youth Fiction	45,156	13,212	13,152	26,364	26,758	394	552	0.58	12,637
Youth Magazines	644	74	201	275	275	0	0	0.43	196
Youth Multimedia	8,654	1,717	1,343	3,060	3,114	54	43	0.35	1,290
Youth Nonfiction	23,369	1,999	2,303	4,302	4,400	98	160	0.18	2,221
Youth Online	4,855	0	0	0	0	0	0	0.00	0
Youth Other	36	11	2	13	13	0	0	0.36	0
<b>Totals</b>	<b>397,164</b>	<b>31,548</b>	<b>28,194</b>	<b>59,742</b>	<b>62,702</b>	<b>2,960</b>	<b>2,852</b>	<b>0.15</b>	<b>26,887</b>

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

Product	Metric Captured	Category	July	August	September	October	Total	Cost per Use	Cost of Product
Brainfuse	Database Usage	Online Learning	108				108	\$ -	
CLCD: Children's Literature	Results	General Reference	85				85	\$ 11.88	\$ 1,010.00
Consumer Reports	Page Views	General Reference	948				948	\$ -	
Consumers' Checkbook	Logins	General Reference	8				8	\$ 56.25	\$ 450.00
CreativeBug	Total Views	Online Learning	82				82	\$ 10.98	\$ 900.00
DLIL eBooks	Checkouts	eBooks / AV	7391				7391		
DLIL audiobooks	Checkouts	eBooks / AV	4729				4729	\$ 0.76	\$ 9,225.33
DLIL magazines	Checkouts	Periodicals	711				711	\$ 1.51	\$ 1,072.59
Encyclopedia Britannica	Documents + Media	General Reference	28				28	\$ -	
Facts on File	Total Views	General Reference	24				24	\$ -	
Find My Past	Total Views	Genealogy	0				0	#DIV/0!	
FirstSearch (OCLC)	Total Searches	General Reference	484				484	\$ -	
Gale Courses	Enrollments	Online Learning	0				0	#DIV/0!	
Gale Business Insights: Global	Retrievals	Business / Finance	2				2	\$ 2,830.37	\$ 5,660.73
Gale Business: Demographics Now	Retrievals	Business / Finance	0				0	#DIV/0!	
Gale Business: Entrepreneurship	Retrievals	Business / Finance	1				1	\$ 4,242.04	\$ 4,242.04
Gale Business: Plan Builder	Retrievals	Business / Finance	0				0	#DIV/0!	
Gale Directory Library	Retrievals	General Reference	0				0	#DIV/0!	\$ 3,500.00
Gale eBooks	Retrievals	General Reference	0				0	#DIV/0!	\$ 3,500.00
Gale General One File	Retrievals	General Reference	5				5	\$ 2,099.23	\$ 10,496.15
Gale Legal Forms	Retrievals	General Reference	0				0	#DIV/0!	\$ 4,392.19
Gale Literature Criticism	Retrievals	General Reference	0				0	#DIV/0!	
Gale Literature Resource Center	Retrievals	General Reference	0				0	#DIV/0!	
Gale Literature: Dictionary of Literary Biography	Retrievals	General Reference	0				0	#DIV/0!	
Gale Literature: Lit Finder	Retrievals	General Reference	0				0	#DIV/0!	
Gale Literature: Scribner Writer Series	Retrievals	General Reference	0				0	#DIV/0!	
Gale Literature: Something about the Author	Retrievals	General Reference	0				0	#DIV/0!	
Gale Literature: Twayne's Author Series	Retrievals	General Reference	0				0	#DIV/0!	
Gale UDeMy	Lectures Completed	Online Learning	44				44	\$ -	
Hoopla	Circulations	eBooks / AV	1260				1260	\$ 1.99	\$ 2,506.89
Kanopy	Plays	eBooks / AV	793				793	\$ 1.39	\$ 1,100.00
LexisNexis (NexisUni)	Retrievals	Periodicals	146				146	\$ -	
LinkedIn Learning	Total Videos Viewed	Online Learning	116				116	\$ -	
Mango Languages	Total Sessions	Online Learning	46				46	\$ 74.19	\$ 3,412.80
Mergent Archives	Pages Viewed	Business / Finance	5				5	\$ -	
Mergent Intellect	Pages Viewed	Business / Finance	31				31	\$ 271.35	\$ 8,412.00
Morningstar	Record Views	Business / Finance	34				34	\$ -	
Muzzy	Sessions	Online Learning	2				2	\$ -	
Newspaper Archive	Total Page Views	Periodicals	3				3	\$ 1,460.67	\$ 4,382.00
Niche Academy	Total Views	Online Learning	30				30	\$ -	
Novelist	Total Requests	General Reference	175				175	\$ -	
Oxford English Dictionary	Total Item Investigations	General Reference					0	#DIV/0!	\$ 1,578.27
Pebblego and Pebble Go Next	Article Views	General Reference	1				1	\$ -	
PressReader	Issues Opened	Periodicals	645				645	\$ 11.31	\$ 7,292.38
ProQuest: Ancestry Library Edition	Total Documents	Genealogy	525				525	\$ 3.22	\$ 1,692.50
ProQuest: Chicago Tribune	Total Documents	Periodicals	277				277	\$ -	
ProQuest: Chicago Tribune Historical	Total Documents	Periodicals	111				111	\$ 37.73	\$ 4,188.39

ProQuest: CultureGrams	Total Pages Viewed	General Reference	26				26	\$ 51.50	\$ 1,339.00
ProQuest: Fold3	Total Documents	Genealogy	10				10	\$ 122.67	\$ 1,226.73
ProQuest: Heritage Quest	Total Documents	Genealogy	27				27	\$ 25.63	\$ 692.00
ProQuest: Newspapers.com	Total Documents	Periodicals	55				55	\$ 108.69	\$ 5,977.99
ProQuest: New York Times	Total Documents	Periodicals	80				80	\$ 62.67	\$ 5,013.22
ProQuest: New York Times Historical	Total Documents	Periodicals	20				20	\$ 211.25	\$ 4,225.00
ProQuest: Research Library	Total Documents	Periodicals	143				143	\$ 35.81	\$ 5,120.34
ProQuest: Wall Street Journal	Total Documents	Periodicals	447				447	\$ 2.18	\$ 974.79
Record Information Service (Public Record)	Total Visitors	General Reference					0	#DIV/0!	
Reference Solutions (Reference USA)	Total Searches	Business / Finance	90				90	\$ 94.00	\$ 8,460.00
Scholastic Teachables	Documents	General Reference	182				182	\$ -	
S&P Net Advantage	Total Usage	Business / Finance	43				43	\$ -	
Statista	Result Clicks	Business / Finance	4				4	\$ -	
Tumblebooks	Book Views	eBooks / AV	25				25	\$ -	
Value Line	Searches	Business / Finance					0	#DIV/0!	
Weiss Ratings	Page Views	Business / Finance	8				8	\$ 349.38	\$ 2,795.00
Who's Who (Oxford University Press)	Total Item Investigations	General Reference					0	#DIV/0!	\$ 2,005.83
World Book	Content Views	General Reference	0				0	#DIV/0!	\$ 1,930.00
OTHER									
App	Sessions		1477						
Website	Sessions		15,897						

Category and Product	Metric Captured	July	August	September	October	Total
<b>General Reference</b>						
CLCD: Children's Literature	Results	85				85
Consumer Reports	Page Views	948				948
Consumers' Checkbook	Logins	8				8
Encyclopedia Britannica	Documents + Media	28				28
Facts on File	Total Views	24				24
FirstSearch (OCLC)	Total Searches	484				484
Gale Directory Library	Retrievals	0				0
Gale eBooks	Retrievals	0				0
Gale General One File	Retrievals	5				5
Gale Legal Forms	Retrievals	0				0
Gale Literature Criticism	Retrievals	0				0
Gale Literature Resource Center	Retrievals	0				0
Gale Literature: Dictionary of Literary Biography	Retrievals	0				0
Gale Literature: Lit Finder	Retrievals	0				0
Gale Literature: Scribner Writer Series	Retrievals	0				0
Gale Literature: Something about the Author	Retrievals	0				0
Gale Literature: Twayne's Author Series	Retrievals	0				0
Novelist	Total Requests	175				175
Oxford English Dictionary	Total Item Investigations	0				0
Pebblego and Pebble Go Next	Article Views	1				1
ProQuest: CultureGrams	Total Pages Viewed	26				26
Public Records / Check Illinois	Total Visitors	0				0
Scholastic Teachables	Documents	182				182
Who's Who (Oxford University Press	Total Item Investigations	0				0
World Book	Content Views	0				0
<b>Periodicals</b>						
DLIL magazines	Checkouts	711				711
LexisNexis - NexisUni	Retrievals	146				146
Newspaper Archive	Total Page Views	3				3
PressReader	Issues Opened	645				645
ProQuest: Chicago Tribune	Total Documents	277				277
ProQuest: Chicago Tribune Historical	Total Documents	111				111
ProQuest: Newspapers.com	Total Documents	55				55

ProQuest: New York Times	Total Documents	80			80
ProQuest: New York Times Historical	Total Documents	20			20
ProQuest: Research Library	Total Documents	143			143
ProQuest: Wall Street Journal	Total Documents	447			447
<b>Genealogy</b>					
Find My Past	Total Views	0			0
ProQuest: Ancestry Library Edition	Total Documents	525			525
ProQuest: Fold3	Total Documents	10			10
ProQuest: HeritageQuest	Total Documents	27			27
<b>Online Learning</b>					
Brainfuse	Database Usage	108			108
CreativeBug	Total Views	82			82
Gale Courses	Enrollments	0			0
Gale Udemy	Total Videos Viewed	44			44
LinkedIn Learning	Total Videos Viewed	116			116
Mango Languages	Total Sessions	46			46
Muzzy	Sessions	2			2
Niche Academy	Total Views	30			30
<b>Business / Finance</b>					
Gale Business Insights: Global	Full Text Retrievals	2			2
Gale Business: Demographics Now	Retrievals	0			0
Gale Business: Entrepreneurship	Full Text Retrievals	1			1
Gale Business: Plan Builder	Retrievals	0			0
Mergent Archives	Pages Viewed	5			5
Mergent Intellect	Pages Viewed	31			31
Morningstar	Record Views	34			34
Reference Solutions	Total Searches	90			90
S & P Net Advantage	Total Usage	43			43
Statista	Searches	4			4
Value Line	Searches	0			0
Weiss Ratings	Page Views	8			8
<b>eBooks / AV</b>					



DLIL eBooks	Checkouts	7391			7391
DLIL audiobooks	Checkouts	4729			4729
Hoopla	Circulations	1260			1260
Kanopy	Plays	793			793
Tumblebooks	Book Views	25			25
<b>OTHER</b>					
App	Sessions	1477			1477
Website	Sessions	15897			15897