

Director's Report/December 2024

Administrative Duties:

- Ballot order has been set for next April's election: 1) Arthetta Reeder, 2) Tiffany Allen-Smith, 3) Vince G. Portlock.

Building:

- I opened up the new parking lot to parking on Election Day (November 5th). We've consistently received positive feedback throughout the month regarding the increased parking for patrons utilizing the library for programs, studying, or checking out materials. Staff have noticed increased floor traffic and patrons staying longer in the building.

Collection:

- Leslie Lovato, the Library's Head of Technical Services, and I met with Brette Dorris, a representative from Ingram, a competitor to Baker & Taylor. B&T has been our primary book vendor for several years but has had difficulty filling high-interest and midlist titles for months now. Ingram offers very competitive terms to B&T: 1) a slightly better discount off titles, a better shipping fee, a lower fee to access full-text reviews for selectors, and unlimited logins to the database, among other terms. The Library isn't locking into a contract with Ingram, and the Library is not breaking a contract with Baker & Taylor. In fact, we may continue to use Baker & Taylor on a limited basis for some items, especially as the Library transitions over to Ingram. However, if the fill rate of the orders can improve, this can **only** improve our customer service for our patrons.

Library Usage:

- Library usage in November 2024 was up significantly compared to November 2023. Physical item circulation increased by **11.5%**, going from circulating 11,811 items (Nov 2023) to 13,191 items in Nov 2024.
- When digital usage is added, circulation increased by **23.5%**, going from 15,934 (Nov. 2023) to 19,689 (Nov. 2024).
- Library cards issued, compared year over year, more than doubled, going up by 132%: 40 cards in November of 2023 to 93 cards in November of 2024.
- Door count increased by 36%, going from 4585 to 6280.

Newsletter:

- The Library will change printers for the February/March newsletter and switch from glossy to matte paper, which will achieve cost savings.

Meetings:

- LIMRiCC Board meeting, external (11/19/24)
- Department Manager's Meeting, Internal (11/20/24)

- Meeting with Ingram Book Rep, External (11/21/24)
- Pinnacle Governing Board, External (11/22/24)
- Illinois Library Association, Legislative Breakfast, External (12/3/24)
- Training on the Ingram database, External (12/5/24)

Technical Services Department Head Report

November 2024

September meetings and events:

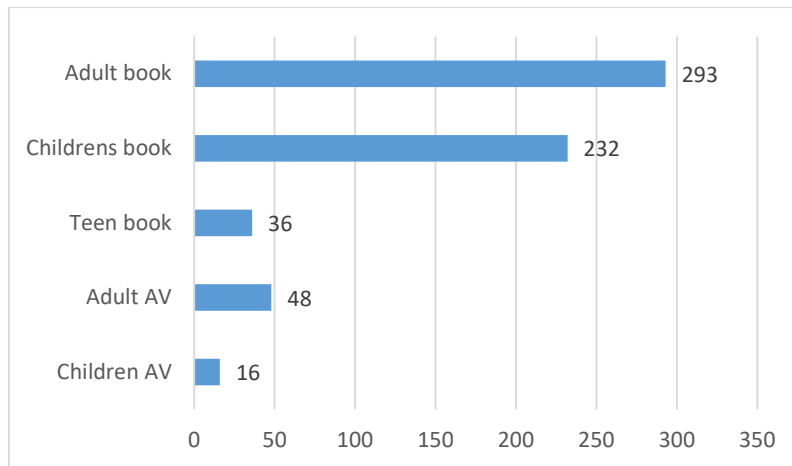
- 11/12 – Webinar: Cataloging Children’s Materials, Tips and Best Practices
- 11/13 – PinTech meeting
- 11/20 – Department Head meeting
- 11/21 – meeting with Ingram rep, Brette Dorris
-

Current projects and news:

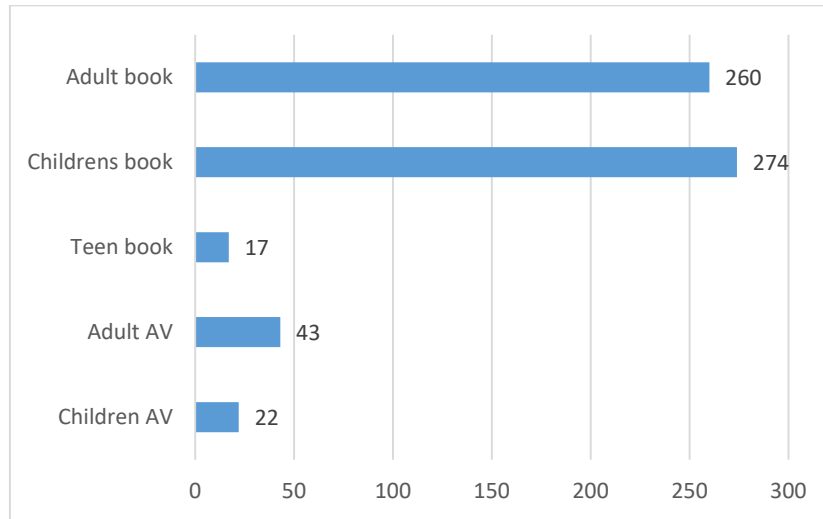
- None

Tech Service Statistics

Items processed, cataloged, and added to the collection in November:



Items ordered in November:

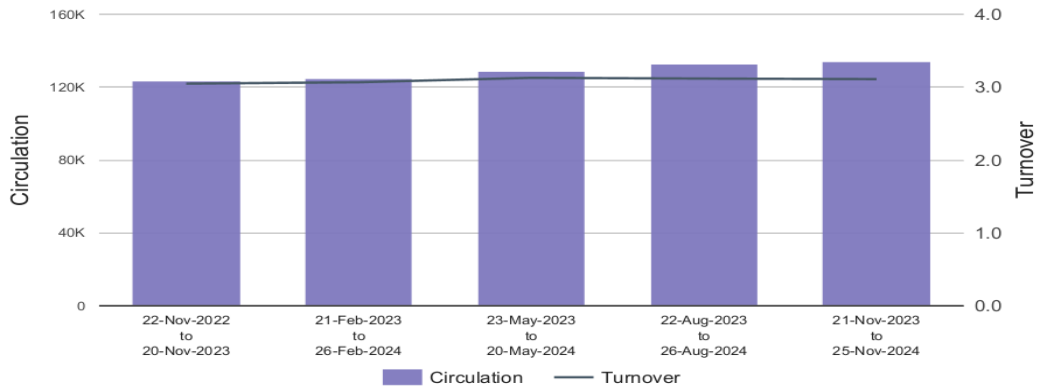


CollectionHQ

Circulation and Turnover

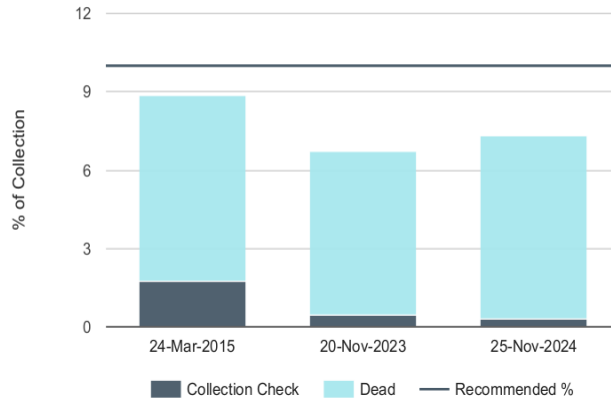
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

Turnover is the circulation during the date range divided by the number of our items.



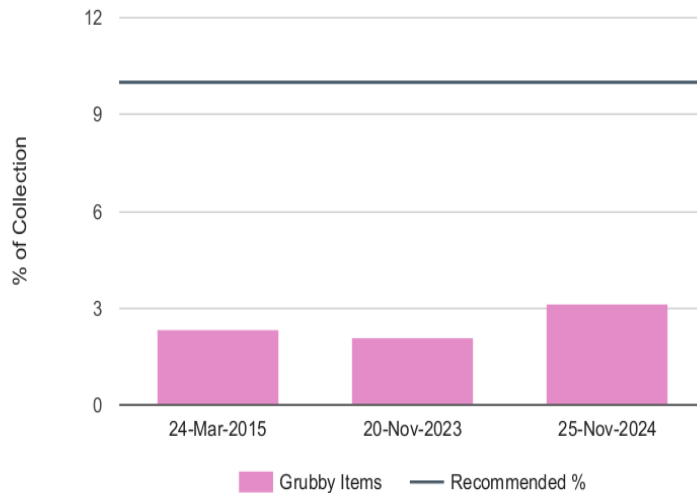
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.33% (0.28% increase from last month). Anything under 10% is considered good.



Grubby Items – All Audiences

*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 3.16% (.01% increase from last month). As with the dead percentage, the goal is to be under 10%.

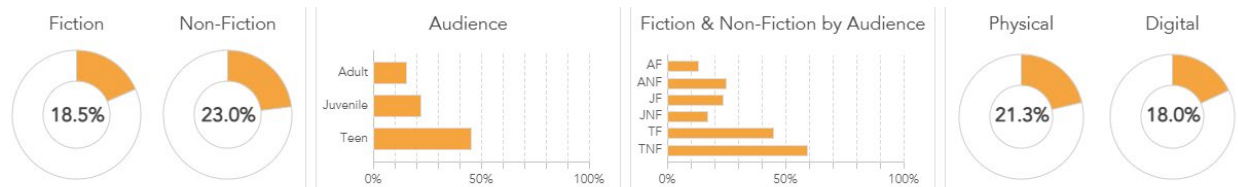


Diversity, Equity, and Inclusion (DEI)

This is a tool that gives us a snapshot of how diverse our collection is in regards to race, gender, culture, etc.

Items Analyzed this month: 90,261

DEI Items: 17,552 (19.4% of our collection ; 0.1% decrease from last month)



DEI Topic	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Teen Fiction	Teen Non-Fiction	Total DEI Items
Unique DEI Items ⓘ	13.1%	24.9%	23.8%	17.2%	45.0%	59.5%	19.4%
> Asian & Pacific Islander	2.0%	1.9%	4.5%	2.1%	9.2%	7.4%	3.0%
Black	3.5%	5.3%	4.6%	4.7%	7.5%	14.0%	4.4%
Disabilities & Neurodiversity	0.5%	1.0%	2.3%	1.2%	3.7%	2.5%	1.2%
Equity & Social Issues	3.6%	8.5%	5.4%	5.6%	10.6%	34.7%	5.3%
Hispanic & Latino	0.7%	0.7%	2.3%	1.5%	3.9%	0.8%	1.3%
Indigenous	0.6%	0.5%	0.7%	1.0%	0.9%	1.7%	0.6%
Mental & Emotional Health	1.3%	8.1%	7.0%	2.7%	12.1%	13.2%	4.2%
Middle Eastern & North African	0.1%	0.5%	0.3%	0.6%	1.0%	0.8%	0.3%
Multicultural	1.1%	0.5%	3.8%	1.4%	10.2%	2.5%	2.2%
> Religion	0.9%	2.1%	1.6%	1.2%	3.2%	5.8%	1.4%
> Sexuality & Gender	2.0%	1.7%	1.4%	0.5%	13.2%	9.9%	2.6%
Substance Abuse & Addictions	0.4%	0.7%	0.1%	0.0%	1.0%	1.7%	0.4%

Respectfully submitted,

Leslie Lovato

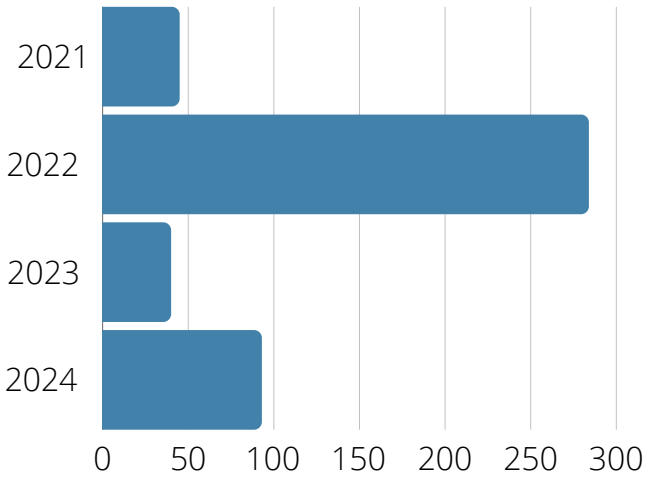
Technical Services Manager

MONTHLY REPORT

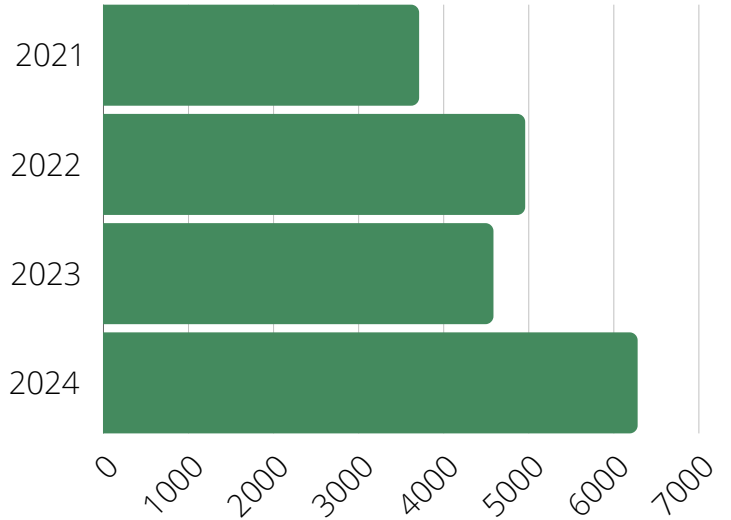
NOVEMBER 2024

JULIE HORNBERGER
CIRCULATION MANAGER

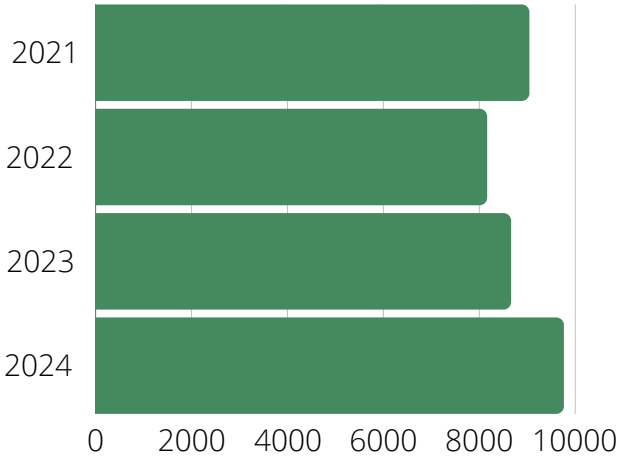
NEW CARDS



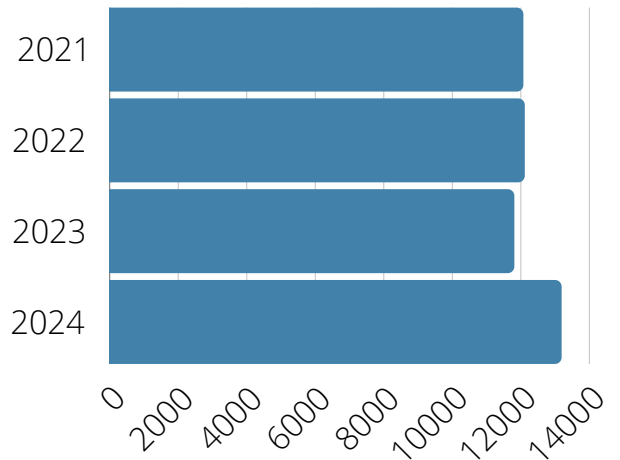
DOOR COUNT



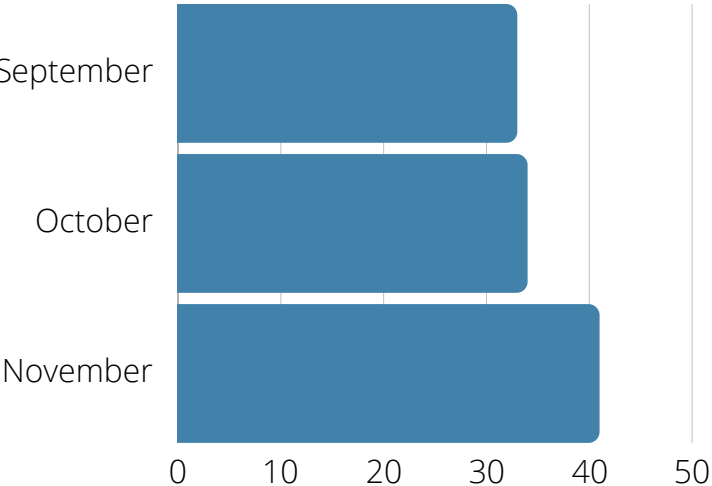
ITEMS CHECKED IN



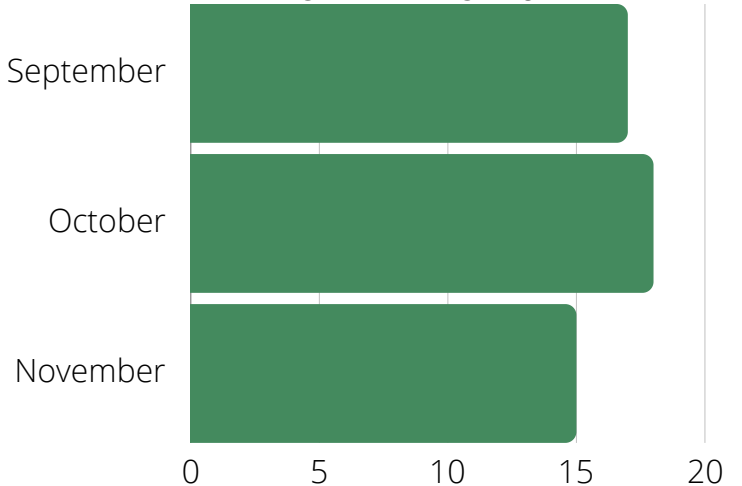
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

November
2024

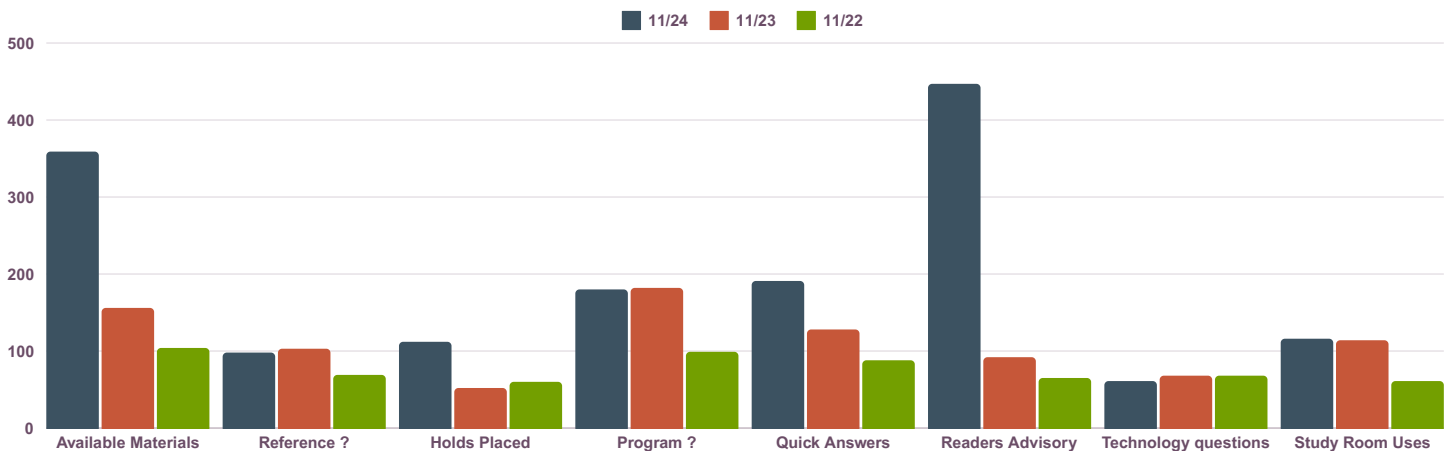
DEPARTMENT UPDATES

- **Play area revamp** - The Kiwanis organization donated one thousand dollars to the Children's Department to help with the play area project.
 - new seating
 - Playhouse
 - TBD additional shelves for the play bins and new signage.
- **DVD collection expansion** - Due to minimal space we purchased additional shelves to expand the collection.
 - two new shelves to shift DVD's & Games
 - spinner shelf for holiday movies.
- **Picture Book Collection Shift**
- **Flutterbee Vendor Meeting** - We met this vendor at the ILA Conference in October and I won a raffle for \$150 free books.
- **Shorewood YMCA Groundbreaking Ceremony**- Strengthening our relationship with YMCA administration to continuing our partnership for the community.



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 11/24

- **265** patrons ask about available materials
- **84** ask general reference questions
- **117** holds were placed
- **162** questions were asked about programs
- **159** quick answers were provided
- **478** reader's advisory
- **64** patrons asked about technology.
- **126** study room reservations.



CHILDREN'S PROGRAMS

28

Active Programs Offered

905

Total Attendance

10

Passive Programs Offered

2041

Total Attendance

Children's Outreach Report November 2024

PreK Storytime's: Age appropriate stories, songs, and fingerplays to promote early literacy skills. Library Promotional materials are printed and shared at each visit. Storytime's will reflect the teachers' lesson plans. Book deliveries are provided using Library materials reflecting teachers' requests.



- **Shorewood Early Learning Center**
 - 3, 4, & 5 Year Old
 - 2 Classrooms
 - 5-7 Staff members
- **Step By Step**
 - 1 & 2 Year Old's
 - 3, 4, & 5 Year Old's
 - 2 Classrooms
 - 3-4 Staff members
- **The Learning Experience**
 - 1 to 2 Year Old's
 - 3, 4, & 5 Year Old's
 - School age children
 - 4 Classrooms
 - 12 Staff members
- **Trinity Christian Preschool**
 - 3 & 4 Year Old's
 - 1 Classroom
 - 2-3 Staff members
- **Troy Cronin Preschool**
 - 3, 4, & 5 Year Old's
 - 12 Classrooms
 - 2-3 Staff members per room

Total Engagement 291

School Partnerships: STPL at School! The Library presence brings themed activities to support curriculum, Library information, and treats!

- Troy 30C Preschool Family Engagement Event "STEM!"**
- Interactive storywalk *Are You Big* by Mo Willems with a measurement activity!
 - Library informationals and treats!

Total Engagement 161

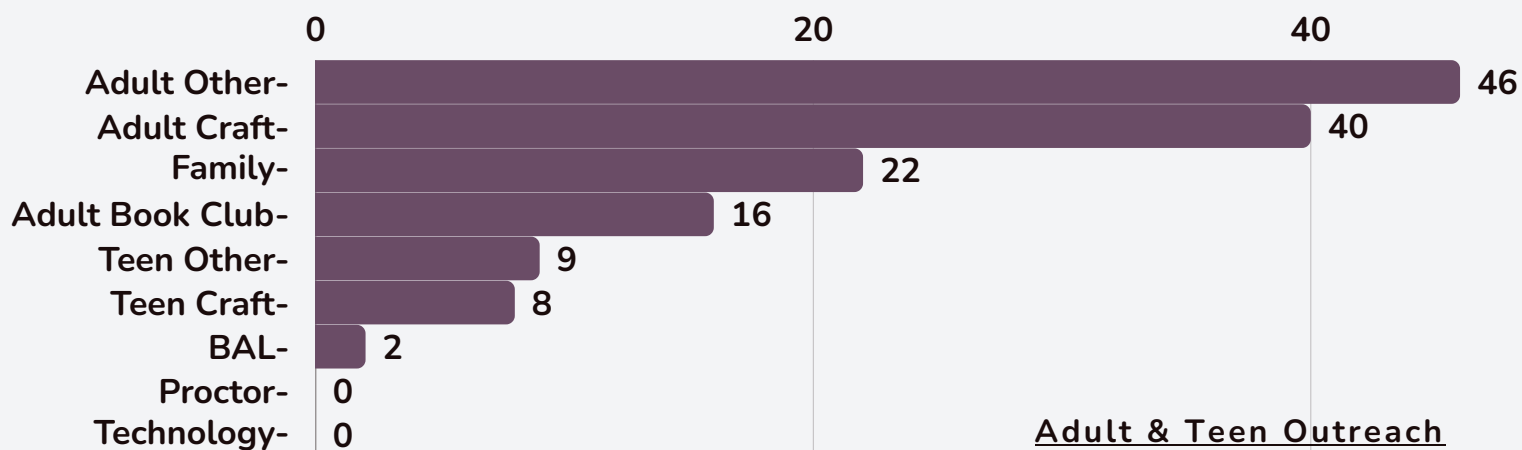
Community Events:

- **In partnership with Kiwanis of Shorewood**, Diaper Drive was successfully wrapped up and Winter Coat Drive will run through February. These collections benefit many local organizations in need. Marketing materials for upcoming Kiwanis events were completed through the Library.
- **SuperHero Storytime** highlights community members who make a positive impact on our lives and our community. November's guests were a Veteran and an Air Traffic Controller. **Total Engagement - 32**
- **Troy Township Partnership** The final storywalk of the season with *If Winter Comes, Tell it I'm Not Here*, by Simona Ciracolo. In addition staff members contributed favorite book, song, and movie quotes. These were shared with scannable links for patrons to put titles on hold.
- The Library also participates in the "Festival of Trees". Our design this year includes mini books & mitten garland. Signage on site will link folks to our event calendar.
- **YMCA Groundbreaking** STPL supports our new YMCA! Maintaining a strong partnership with our presence and continued communication.

ADULT, TEEN, & TECHNOLOGY SERVICES MONTHLY REPORT- NOVEMBER 2024

Rose Nowak - Adult, Teen, & Technology Services Manager

Program attendance breakdown:



Active Programs

Number of Programs: 16
Attendees: 119

Passive Programs

Number of Programs: 5
Total Patrons: 102

Adult & Teen Outreach Snapshot:

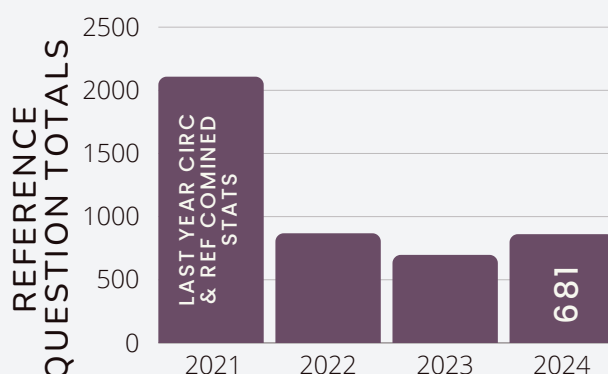
Number of Programs: 10
Total Patrons: 34
Homebound Deliveries: 1

Staff Meetings, Training, Programs, & Events

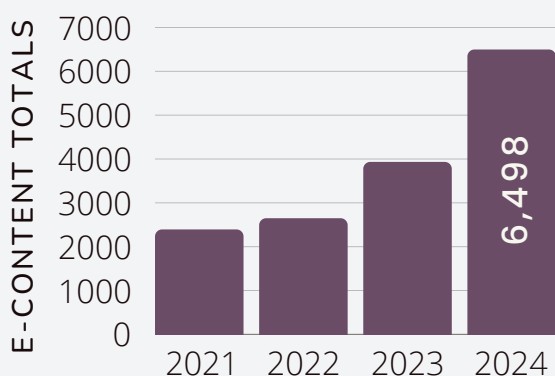
- Rose - Adult, Teen & Technology Manager (7)
 - Programming Meeting
 - Winter Read Meeting
- Anna - Adult & Teen Outreach Coordinator (13)
 - Tree Display @ the Village
 - Alden Estates
- Maren - Adult Programming Coordinator (14)
 - The Office Trivia
 - PinDigital Meeting
- Hailie - Adult & Teen Services Assistant (1)
 - KPOP Fan Night
- Violet - Teen Programming Coordinator (5)
 - Teen Advisory Group
 - Mario Kart Tournament

Reference Stats

- TOTAL: 681
 - Reference: 86
 - Item Availability: 27
 - Reader's Advisory: 64
 - Holds: 58
 - Programs: 41
 - Technology: 189
 - Quick Answer: 216



E-Content



- E-Content Holdings
 - Hoopla: 1,050 items
 - Libby: 5,448 items

ADULT & TEEN OUTREACH REPORT NOVEMBER 2024

Total Teen &
Adult Outreach
Programs/Events:

10

Reoccurring
Programs/Events:

7

Total
Participants:

52

Homebound
Deliveries:

1

Alden Estates: Biweekly visit with book pick-up and drop-off and a craft.

Shorewood Horizons: Biweekly visit with book pick-up and drop-off.

Shorewood Horizons Book Club: Resident's began a holiday book club.

Timbers of Shorewood: Monthly visit with book-pick and drop-off.

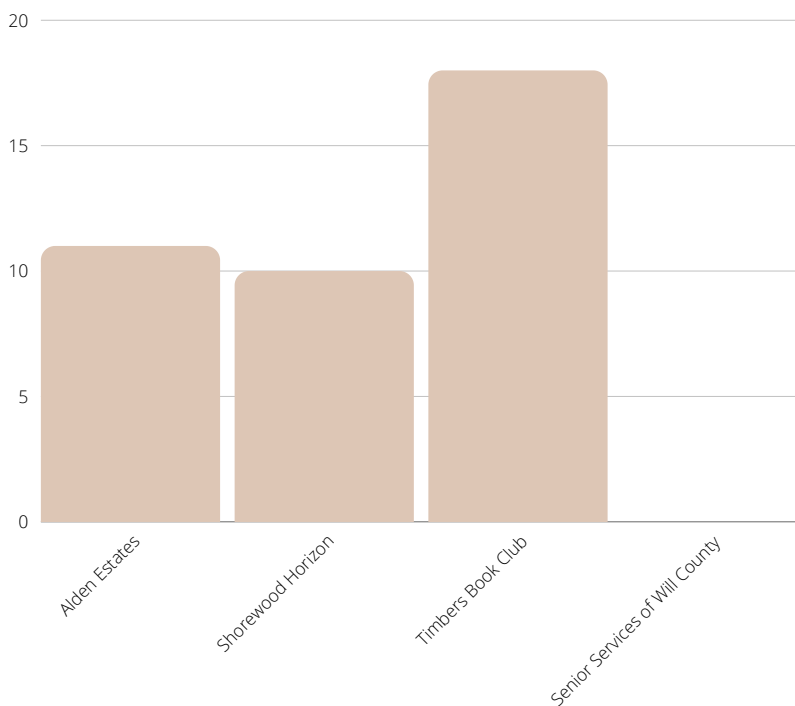
Timbers Book Club: Residents read and discussed *This Tender Land* by William Kent Krueger.

Senior Services of Will County: Monthly visit to help seniors with tech help. This is a joint effort between Luis from Joliet Public Library and I.

Joliet Transition Center: 6 JTC students participate in weekly staff-guided basic training opportunities at the library. They work on checking-in items, shelving, and helping with craft preparation.

Village of Shorewood: Collaborated with Children's Outreach to decorate a Christmas tree at the Village Hall for the Shorewood Holiday Market.

Reoccurring Outreach Visits



How satisfied were you
with your visit today?



Would you like to add a comment
about the quality of your visit?

THE PARKING LOT YOU ADDED
ACROSS THE STREET IS A WONDERFUL
ADDITION TO YOUR LIBRARY FACILITY!
NOT ONLY DOES IT PROVIDE MUCH
NEEDED ADDITIONAL PARKING SPACE
IT IS AN IMPROVEMENT TO THE
NEIGHBORHOOD WITH ALL THE BEAUTIFUL
LANDSCAPING! JOB WELL DONE!

TOM & ROSANNE VOBEN