Annual Report
2019-2020

Celebrating Community, Innovation, and Ideas
Very little of the following will be the usual report of library activity. Though the first eight months of this fiscal year ran pretty normally, the last quarter of the year was beset by the challenges of the COVID-19 pandemic.

Working with the other libraries in our area, both our partner institutions in the Municipal Library Consortium and St. Louis County Library, we developed plans and coordinated closures. We first closed our doors after business hours March 16. Nobody at that time knew how long the closure would last. A few libraries throughout the state were offering curbside pickup service, but they reported disappointing numbers of takers, and some of them ceased even that service within a few weeks. Like most libraries in the state, Webster Groves Public Library did not furlough any employees during this time. Full-time employees continued to draw their salary, and we paid part-time people based on the average number of hours they had worked over the previous few months.

On May 18, full-time staff returned to work to prepare for offering curbside service. While early experiments in this service had not been successful, by this time people in general were used to the fact that if they wanted service at all, it would be curbside. However, that week we had an employee who had to leave work with a fever, and we once again closed down pending test results for COVID-19. Those results were negative and we continued with our plans to reopen for curbside service. We began on Monday, May 25. While business was steady, it was not as overwhelming as we expected.

Meanwhile, we began to plan for the second phase of our reopening, which would be to allow people into the building. They could come in and select library materials to check out, or use computers for limited-half-hour appointments, but nothing else. Chairs were put away, newspapers were not available, water fountains were covered. We were not offering auxiliary services like passport acceptance, test proctoring, story times, etc. For the next several weeks, there was a fairly steady stream of library users, some busy times, but we
never reached a maximum occupancy peak. (We have estimated our maximum occupancy at 36; in practice, we rarely had more than 15 people in the building at a time.) Staff all wore masks, we had Plexiglas shields in place at service desks, and we required all patrons to also wear masks. We had a few people who groused about wearing a mask, but little incident surrounding the requirement.

Obviously, many numbers are down for this fiscal year. Circulation of all physical items is greatly down, as is attendance at children’s and adult programs—which were non-existent for the last quarter of the year. If anything is to be expected, it is that our numbers for digital media are up. We made efforts to ensure that people who had not had a library card with us before could get one, so they could at least check out eBooks, audiobooks, and digital magazines. Many people availed themselves of this during our closure.

On the more positive side, we received a grant from the State Library to purchase new staff computers and new laptops for our computer instruction lab, as well as to enhance the Wi-Fi in the building. Staff from Adult and Children’s services worked together to apply for a grant to get a Charlie Cart, a mobile kitchen which was developed to provide nutrition and food instruction to young people. Sadly, many of the planned programs using the Charlie Cart are in abeyance, pending being able to fully open and provide such services again.

The Children’s Room ran a number of very well-attended events. The holidays saw our 3rd annual Sensory Friendly Santa event and our ever-popular Gingerbread House Contest. We had a celebration of the Lunar (Chinese) New Year, which brought in more than 100 participants, and German Story Time, which was presented in German and English. In January, we had the Different Dynamics Sensory Friendly Bucket Drumming program, which filled two sessions to capacity. Many other spring programs were cancelled, both in Children’s Services and Adult Services.

There were several changes in our board of trustees this year. In September, Bob Hart resigned his post and was replaced by Leanne Waugh. In May, Nancy Marshall reached the end of her term, and Andrew Rushing opted not to renew his term. They were replaced by Ed Scholl and Janey Worthington. Our City Council Liaison Bud Bellomo did not seek a new term on the Council, and he was replaced as liaison by Karen Alexander.

_______________________________________
Tom Cooper, Director
Webster Groves Public Library
Board of Trustees
(as of July 1, 2019)

Nancy Marshall, President—Appointed January, 2011; Term expires May 2020
556 Baker Avenue      Phone: 314 968-1845
Email: nmarshall8@gmail.com

Joan Esserman, Vice President—Appointed September, 2012; Term expires May, 2021
415 Newport Avenue    Phone: 314 603-1312
Email: Jme415@sbcglobal.net

Justin Hauke, Secretary Treasurer—Appointed May, 2015; Term expires May, 2021
120 Tulip Avenue       Phone: 314 550-7432
Email: jhauke@gmail.com

Bethany Curtis—Appointed June, 2013; Term Expires May, 2022
602 Tuxedo Boulevard   Phone: 314 792-3102
Email: Bethany.s.curtis@sbcglobal.net

Jenine Harris—Appointed February, 2019; Term expires May, 2020
33 Chestnut Hill Lane  Phone: 314 497-7352
Email: harrisj@wustl.edu

Andrew Rushing—Appointed May, 2014; Term expires May, 2020
23 Plant Avenue        Phone: 314 478-4970
Email: andrew.c.rushing@gmail.com

Sherry Taylor—Appointed May, 2019; Term Expires May, 2022
721 N. Forest Avenue   Phone: 314 961-9559
Email: shercurt@gmail.com

Tess Thompson—Appointed June, 2018; Term expires May 2021
418 Florence Avenue    Phone: 314 262-6371
Email: tessthompson@hotmail.com

Leanne Waugh—Appointed September, 2019; Term expires May, 2022
23 Chestnut Hill Lane  Phone: 314 918-8666
Email: lbev1@yahoo.com

Tom Cooper, Library Director
Phone: 314 961-3784 (Library) or email: tcooper@wgpl.org
Webster Groves Public Library
Staff

FULL TIME

Tom Cooper: Library Director
Michelle Batterson: Interlibrary Loans, Reference Assistant
Anne Bone: Technical Services, Reference Assistant
Caitlin DeRoy: Children’s Room Assistant; Teen Coordinator; Cataloging
Jeraca Fite: Reference Assistant
Michelle Haffer: Head of Youth Services, Cataloging
Debbie Ladd: Adult Services Librarian
Tina Lombardi: Circulation Assistant, Purchasing
Tim Nix: Systems Administrator, Reference/Circulation Assistant, A/V Cataloging
Katie Rahmoeller: Children’s Room Assistant
Paige Shaw: Head of Circulation; Shelving Supervisor; Periodicals

PART TIME

Bessie Betts: Processing
Erica Donermeyer: Circulation Assistant
Nathan Epps: Student Shelver
Edward Flynn: Student Shelver
Mary Gordon: Circulation Assistant
James Hunter: Shelver
Jeremiah Johnson: Circulation Assistant
Tyler Johnson: Circulation Assistant
Lizzy Koenig: Student Shelver
Bob Langenberg: Groundskeeper
Emily LeBaube: Circulation/Children’s Room Assistant
Phyllis Luckett: Children’s Room Assistant
Suzanne Masters: Circulation/Reference Assistant
David Morrison: Circulation/Reference Assistant
Samuel Pey: Circulation Assistant
Laura Putnam: Shelver
Sheila Stock: Circulation Assistant
Judi Viox: Circulation Assistant
Tucker Wienke: Circulation Assistant
Mallory Young: Circulation Assistant
### Circulation of Library Materials

**July 1, 2019 - June 30, 2020**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult Non-fiction</strong></td>
<td>25,078</td>
<td>32,346</td>
<td>-7,268</td>
</tr>
<tr>
<td>Periodicals</td>
<td>4,162</td>
<td>5,702</td>
<td>-1,540</td>
</tr>
<tr>
<td>Adult Fiction</td>
<td>47,242</td>
<td>60,525</td>
<td>-13,283</td>
</tr>
<tr>
<td><strong>TOTAL ADULT PRINT CIRCULATION</strong></td>
<td><strong>76,482</strong></td>
<td><strong>98,573</strong></td>
<td><strong>-22,091</strong></td>
</tr>
<tr>
<td>Juvenile Non-fiction</td>
<td>9,557</td>
<td>11,458</td>
<td>-1,901</td>
</tr>
<tr>
<td>Young Adult Non-fiction</td>
<td>2,604</td>
<td>2,626</td>
<td>-22</td>
</tr>
<tr>
<td>Periodicals</td>
<td>396</td>
<td>870</td>
<td>-474</td>
</tr>
<tr>
<td>Parent/Teacher</td>
<td>484</td>
<td>490</td>
<td>-6</td>
</tr>
<tr>
<td>Easy/Beginning Readers</td>
<td>30,156</td>
<td>39,884</td>
<td>-9,728</td>
</tr>
<tr>
<td>Juvenile Fiction</td>
<td>22,103</td>
<td>26,867</td>
<td>-4,764</td>
</tr>
<tr>
<td>Young Adult Fiction</td>
<td>5,172</td>
<td>6,683</td>
<td>-1,511</td>
</tr>
<tr>
<td><strong>TOTAL JUVENILE PRINT CIRCULATION</strong></td>
<td><strong>70,472</strong></td>
<td><strong>88,878</strong></td>
<td><strong>-18,406</strong></td>
</tr>
<tr>
<td><strong>TOTAL PRINT CIRCULATION</strong></td>
<td><strong>146,954</strong></td>
<td><strong>187,451</strong></td>
<td><strong>-40,497</strong></td>
</tr>
<tr>
<td>Videos</td>
<td>0</td>
<td>6</td>
<td>-6</td>
</tr>
<tr>
<td>DVDs/Blu-rays</td>
<td>30,305</td>
<td>41,431</td>
<td>-11,126</td>
</tr>
<tr>
<td>CDs (Books on Disc)</td>
<td>4,296</td>
<td>6,907</td>
<td>-2,611</td>
</tr>
<tr>
<td>CDs (Music)</td>
<td>4,997</td>
<td>6,678</td>
<td>-1,681</td>
</tr>
<tr>
<td>Video Games</td>
<td>303</td>
<td>276</td>
<td>27</td>
</tr>
<tr>
<td>Microforms</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Records</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL AUDIO-VISUAL CIRCULATION</strong></td>
<td><strong>39,904</strong></td>
<td><strong>55,301</strong></td>
<td><strong>-15,397</strong></td>
</tr>
<tr>
<td><strong>COMPUTER CHECKOUTS</strong></td>
<td><strong>6,387</strong></td>
<td><strong>8,904</strong></td>
<td><strong>-2,517</strong></td>
</tr>
<tr>
<td><strong>ELECTRONIC MEDIA CHECKOUTS</strong></td>
<td><strong>42,292</strong></td>
<td><strong>35,534</strong></td>
<td><strong>6,758</strong></td>
</tr>
<tr>
<td><strong>TOTAL CIRCULATION OF ALL MEDIA</strong></td>
<td><strong>235,537</strong></td>
<td><strong>287,190</strong></td>
<td><strong>-51,653</strong></td>
</tr>
</tbody>
</table>

### Annual Circulation Per Capita

<table>
<thead>
<tr>
<th></th>
<th>2019-2020</th>
<th>2018-2019</th>
<th>Gain (Loss)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANNUAL CIRCULATION PER CAPITA</strong></td>
<td><strong>10.26</strong></td>
<td><strong>12.55</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Reciprocal Lending

<table>
<thead>
<tr>
<th></th>
<th>2019-2020</th>
<th>2018-2019</th>
<th>Gain (Loss)</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Louis City</td>
<td>3,525</td>
<td>4,775</td>
<td>-1,250</td>
</tr>
<tr>
<td>St. Louis County</td>
<td>19,123</td>
<td>23,253</td>
<td>-4,130</td>
</tr>
<tr>
<td>St. Charles City/County</td>
<td>100</td>
<td>58</td>
<td>42</td>
</tr>
</tbody>
</table>

### Interlibrary Loans

<table>
<thead>
<tr>
<th></th>
<th>2019-2020</th>
<th>2018-2019</th>
<th>Gain (Loss)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items Loaned</td>
<td>197</td>
<td>243</td>
<td>-46</td>
</tr>
<tr>
<td>Items Received</td>
<td>441</td>
<td>552</td>
<td>-111</td>
</tr>
</tbody>
</table>

### Registration of Patrons

<table>
<thead>
<tr>
<th></th>
<th>Juvenile</th>
<th>Adult</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td># Cardholders as of 6/30/2019</td>
<td>2,145</td>
<td>13,227</td>
<td>15,372</td>
</tr>
</tbody>
</table>
# COLLECTION STATISTICS
## July 1, 2018—June 30, 2019

<table>
<thead>
<tr>
<th>LIBRARY HOLDINGS</th>
<th>2020-06-30</th>
<th>2019-06-30</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOOKS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Collections</td>
<td>23,006</td>
<td>22,194</td>
</tr>
<tr>
<td>Young Adult Collections</td>
<td>3,551</td>
<td>3,294</td>
</tr>
<tr>
<td>Adult Collections</td>
<td>56,286</td>
<td>52,208</td>
</tr>
<tr>
<td><strong>COMPACT DISCS—Music</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Collections</td>
<td>257</td>
<td>246</td>
</tr>
<tr>
<td>Adult Collections</td>
<td>3,843</td>
<td>3,819</td>
</tr>
<tr>
<td><strong>COMPACT DISCS—Books</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Collections</td>
<td>387</td>
<td>379</td>
</tr>
<tr>
<td>Young Adult Collections</td>
<td>186</td>
<td>179</td>
</tr>
<tr>
<td>Adult Collections</td>
<td>2,000</td>
<td>1,910</td>
</tr>
<tr>
<td><strong>VIDEOS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Collections</td>
<td>176</td>
<td>163</td>
</tr>
<tr>
<td>(includes video games)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Collections</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td><strong>DVDs (and Blu-Rays)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Collections</td>
<td>1,086</td>
<td>1,030</td>
</tr>
<tr>
<td>Adult Collections</td>
<td>5,269</td>
<td>4,726</td>
</tr>
<tr>
<td><strong>MICROFORMS</strong></td>
<td>124</td>
<td>124</td>
</tr>
</tbody>
</table>

Serial/Periodical Subscriptions: Approximately 130 titles
Webster Groves Public Library
DISBURSEMENTS
July 1, 2019—June 30, 2020

Operating Funds/Checking Account at 06/30/2020

PAYROLL 570,924.58
FICA/MEDICARE 42,878.27
HEALTH INSURANCE 78,034.50
PENSION 25,646.00
GROUP LIFE/DISABILITY INSURANCE 1,976.88
DIRECTOR’S LIFE POLICY 675.5
WORKERS COMPENSATION INSURANCE 2,148.00
BOOKS 84,473.89
REFERENCE MATERIALS 16,335.49
AUDIO 29,505.89
VIDEO 10,263.55
SERIALS 9,918.36
INTERLIBRARY LOAN 6,016.37
PHOTOCOPIER 4,535.88
GAS 7,565.00
ELECTRICITY 23,212.20
WATER 2,769.39
SEWER 1,534.85
TELEPHONE 7,321.93
BUILDING SUPPLIES 4,418.38
CLERICAL SUPPLIES 10,984.43
POSTAGE 4,125.52
BUILDING & GROUNDS 52,429.65
AUTOMATION 48,753.39
SECURITY 1,216.80
EQUIPMENT 11,866.77
PROFESSIONAL SERVICES 27,370.45
INSURANCE 11,524.33
CONFERENCES/MEETINGS 1,248.38
DUES 775
SPECIAL EVENTS 13,896.47
GRANTS
REFUNDS 164.79
FRIENDS 7,264.73
STAFF ORDERS 1,663.53
PATRON GIFTS 313.16
TAXES TRANSFERRED (to Bond Redemption Account) 450,000.00

TOTAL DISBURSEMENTS: ($1,573,752.31)
WEBSTER GROVES PUBLIC LIBRARY
Summary Receipts and Disbursements
July 1, 2019 - June 30, 2020

OPERATING FUNDS/CHECKING ACCOUNT

BALANCE: US Bank Operations/Checking Account as of July 1, 2019 $1,248,331.14

RECEIPTS:
- TAXES $1,593,417.73
- Missouri State Aid-Technology Grant 8,946.74
- State of Missouri A&E Payment 16,064.03
- Friends Support 7,522.79

COUNTER RECEIPTS:
- Gifts 2,499.86
- Fines/Paid Materials 9,338.78
- Copies/Faxes 4,292.92
- Book Cart Sales 1,241.50
- Passports 20,895.00
- Miscellaneous 11,092.19
- Credit Card Clearing Diff. (0.01)

TOTAL RECEIPTS: 1,675,311.53

TOTAL DISBURSEMENTS: (1,135,146.11)

TAXES TRANSFERRED TO DEBT SERVICE ( )

BALANCE: US Bank Operations/Checking Account as of June 30, 2020 $1,788,496.56

US BANK DEBT SERVICE/BOND REDEMPTION ACCOUNT

BALANCE: at July 1, 2019 $737,939.72

RECEIPTS:
- Taxes Transferred from Operating Funds ( ) -
- IRS Interest Credit from Build American Bonds (8/6/19) 45,937.38
- IRS Interest Credit from Build American Bonds (1/28/20) 24,066.23
- IRS Tax Rebate -

TOTAL RECEIPTS: -

DISBURSEMENTS:
- Debt Service Payment (8/23/19) (128,426.43)
- Debt Service Payment (3/12/20) (406,482.75)

BALANCE: at June 30, 2020 273,034.15

PER CAPITA OPERATING FUND STATISTICS

Expenses: 49.75
TAX Income: 69.82
Total Income: 73.42