

**Library Director's Report  
September/October 2018**

Information Item #232

George Kalinka, our Head of Adult and Teen Services, is being recognized as a Woodridge Employee of the Year by the Woodridge Intergovernmental Council and the Village of Woodridge. George provides a high level of reference service to our patrons, and leads his entire department in providing expert and friendly service to our entire community. He is a familiar face to many in Woodridge, as he attends community events to help promote the library. George is also a recent graduate of the Woodridge Citizen's Leadership Academy. This year is George's ten year anniversary with the library, which is a fitting benchmark year for him to receive this well-deserved award.

All recipients of the Community Recognition Program will be honored at a dinner on Tuesday, December 4<sup>th</sup>, at 5:30 PM at Seven Bridges Golf Club. I will be attending to represent the Library, and the Library's Intergovernmental Council representative has also been invited to attend.

You may have noticed a decrease in our circulation statistics in September and October. This is because we are now capping the number of renewals at two. A year ago we saw a large increase in our circulation statistics with the start of automatic renewals; now that we have capped our renewal number, we are seeing a corresponding reduction. Until we are comparing time periods with comparable parameters, we will see significant fluctuation in these statistics.

**Library Programs and Services**

**Children's:  
(Sept)**      Baby Lapsit I, 2 sessions, 33  
                  Baby Lapsit II (3 groups), 6 sessions, 110  
                  Toddler Time – 2s + adult (3 groups), 6 sessions, 117  
                  Storytime – 3-5s (3 groups), 6 sessions, 85  
                  Drop-In & Pajama Storytime (2 groups), 4 sessions, 54  
                  Spanish Storytime (1 group), 2 sessions, 34  
                  1000 Books Before Kindergarten – additional, 11  
                  Passive – STEM Kits, 32  
                  Picture Books on Film, 1 session, 5  
                  Superhero Storytime, 1 session, 90  
                  Math Plays, 1 session, 8  
                  Homeschool Lego Club, 1 session, 6  
                  Home Educators Q&A, 1 session, 6

**Children's:  
(Oct)**      Baby Lapsit I, 5 sessions, 96  
                  Baby Lapsit II (3 groups), 15 sessions, 242  
                  Toddler Time – 2s + adult (3 groups), 15 sessions, 266  
                  Storytime – 3-5s (3 groups), 15 sessions, 205  
                  Drop-In & Pajama Storytime (2 groups), 9 sessions, 100  
                  Sensory Storytime, 1 session, 10  
                  Spanish Storytime (1 group), 5 sessions, 61  
                  1000 Books Before Kindergarten – additional, 1  
                  Passive – STEM Kits, 11  
                  Haunted Bingo, 1 session, 13  
                  Brown Bag Movie, 1 session, 14  
                  Picture Books on Film, 1 session, 11  
                  Monster Mash Family Dance Party, 110  
                  Cielito Lindo, 60  
                  Homeschool Lego Club, 1 session, 5

**Adult:  
(Sept)** MAPS (Morton Arboretum Photographic Society) Art Exhibit  
Planning Your Vacation Online, 27  
MAPS Reception, 40  
Hamilton's Women, 55  
Elaine Dame Jazz, 60  
Flu Shot Clinic, 21  
Paper Management: Organizing, 40  
Software Tools Family Research, 11  
Scrabble Club, 2  
Senior Cards & Games, 2 sessions, 24  
Genealogy Help in the Lab, 13  
Coloring for Adults, 6  
Library Needlers, 7  
Movie: Book Club, 15  
Reference USA Lunch & Learn, 32

**Adult:  
(Oct)** Mini-Pumpkin Deco Contest, 150  
Woodridge Artists Exhibit  
Lisle Job Club/1 Session, 4  
Library Needlers, 9  
Adult Coloring, 7  
Senior Cards & Games, 2 sessions, 30  
Friends of the Library Fall Meeting, 4  
Medicare 101, 42  
Woodridge Art Show Receptions, 35  
Powering Your Home with the Sun, 16  
Retirement by Design, 6  
Scrabble Club, 3  
Genealogy Help, 11  
Vann Harris Artifacts/Diversity in Woodridge, 90  
Steve Justman/Johnny Cash, 74  
Indian Street Food Cooking Demo, 28  
DNA Day: Testing Kits, 56

**Teen:  
(Sept)** Teen DIY: Friendship Bracelets, 40  
Anime Club, 7  
Pop-up Makerspace: Sewn Circuits, 19  
High School Volunteer Informational Meeting, 4

**Teen:  
(Oct)** Ghostly Goats Meeting, 7  
Teen DIY: Origami Stars, 20  
Anime Club, 11

**Community Outreach (Sept):** PRC Computer Classes, 5 sessions 15; SSIP Citizenship Test Prep Class, 2 sessions, 52; Voter Registration - SSIP & League of Women Voters, 8; Science Fair Presentation at St. Scholastica, 34

302 lbs of food donated by patrons and \$150 from the Friends donated to the West Suburban Community Pantry as part of the Summer Reading Club

**Community Outreach (Oct):** District 68 Bilingual Library Cards/Tour/Movie, 54; PRC Computer Classes, 5 sessions, 15; SSIP Citizenship Test Prep Class, 5 sessions, 100; Literacy DuPage New Tutor Orientation, 20; Bilingual Night Murphy School, 30; Small Miracles Preschool ST, 3 sessions, 50

**Book Discussions (Sept):** *Jade Dragon Mountain*, by Elsa Hart, 4; *How to Stop Time*, by Matt Haig, 5; *The Force*, by Don Winslow, 15

**Book Discussions (Oct):** *American Fire*, by Monica Hesse, 2; *Girl in Disguise*, by Greer Macallister, 5

**Computer Classes (Sept):** Windows 10, 2 sessions, 12; Windows 10 Tips & Tricks, 11; Introduction to Microsoft Word, 3; Intermediate Microsoft Word, 7

**Computer Classes (Oct):** Introduction to Microsoft Excel, 10; Intermediate Excel, 9; Excel Formulas & Functions, 9; Windows 10 Photos App, 8; Google Photos, 18

### **Services (Sept)**

Reference Questions: 2,655 in Adult/Teen and 738 in Children's  
Public PC Sessions: 2,242 in Adult/Teen and 182 in Children's  
Interlibrary Loans Received: 3,735  
Home Page Views: 31,417  
Study Rooms: 561 in Adult/Teen and 8 in Children's  
Volunteer Hours: 84.75 for Adults  
Notary Services: 3  
Museum Adventure Passes: 19  
Tours: 3  
Meraki Wireless Unique Users: 2,276

### **Services (Oct)**

Reference Questions: 2,732 in Adult/Teen and 735 in Children's  
Public PC Sessions: 2,408 in Adult/Teen and 217 in Children's  
Interlibrary Loans Received: 4,075  
Home Page Views: 30,530  
Study Rooms: 639 in Adult/Teen and 19 in Children's  
Volunteer Hours: 94.75 for Adults  
Notary Services: 7  
Museum Adventure Passes: 26  
Tours: 2  
Meraki Wireless Unique Users: 2,385

### **Displays:**

**Adult/Teen Department (Sept):** Hot Titles You Might Have Missed; Debut Novels; Banned Books; Pirates (Talk Like a Pirate Day); Banned Books (Teen area); Classical Music Month; Incredible Movies

**Adult/Teen Department (Oct):** Paranormal Romance; Halloween Movies; Reading Group Month; Shh...It's a Secret

**Children's (Sept):** Golden Kite Award; Zoo; Colors; Weather; Let's be Creative; Hispanic Heritage; Banned Books

**Children's (Oct):** Owls; Halloween; Willow Creek School; Creepy Reads; Bats; Star Wars; National Homemade Cookies Day; Columbus Day; Fire Prevention Day; Weather; let's Get Creative; Cats; Dogs; Autumn; Things That Go; Battle of the Books 2019

### **Staff Development and Training**

Additional staff development opportunities are listed below.

#### **Adult: (Sept)**

George Kalinka	BlueCloud Analytics Open Lab Training, SWAN Media On Demand Networking Meeting IMRF Meeting
Chris Keefe	Tinkercard for Beginners
Denise Murray	How to Avoid Missteps in the Social Media Minefield IMRF Meeting
Brenda O'Brien	Readers Advisory SIG Meeting

#### **Adult: (Oct)**

Chris Keefe	Excel Basics (Fred Pryor Training Seminar) Excel Beyond the Basics (Fred Pryor Training Seminar)
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	Brenda O'Brien	Booklist Webinar: Book Club Matchmaker
<b>Children's: (Sept)</b>	Jane Malmberg	Children's Plus Book Vendor Meeting IMRF Meeting
	Cristina Bueno	Volunteer Appreciation Luncheon Children's Plus Book Vendor Meeting IMRF Meeting
	Elizabeth Burns	Puttin' on the Hits LACONI Meeting
	Paula Leonard Mary Ann Steinhaus	Children's Plus Book Vendor Meeting Level Up Your Makerspace Children's Plus Book Vendor Meeting IMRF Meeting
<b>Children's: (Oct)</b>	Jane Malmberg	2018 ILA Annual Conference
	Cristina Bueno	CPR Training
	Mary Ann Steinhaus	Citizenship Class
<b>Circulation: (Sept)</b>	Julie Lombardo	SWAN Circulation Advisory Committee Sirsi/Dynix Outreach Module Interest Group Meeting
	Lisa Jones	Volunteer Appreciation Luncheon
	Kay Minniti	Volunteer Appreciation Luncheon
<b>Circulation: (Oct)</b>	Julie Lombardo	Creating Standards for the WorkFlows Outreach Module for SWAN Find More Illinois Information Presentation Circulation Managers Round Table Discussion Group Outreach Users Group Meeting
	Kay Minniti	Team Building Webinar SWAN Circulation Users Group Meeting
	Lisa Jones	SWAN Circulation Users Group Meeting
	Jorie Karum	SWAN Circulation Users Group Meeting
	Dee Thurman	Find More Illinois Information Presentation SWAN Circulation Users Group Meeting
<b>Collection Services: (Sept)</b>	Amy Weiss	LACONI Governing Board Meeting LACONI Technical Services Section: The Cataloging Un-Conference Volunteer Appreciation Luncheon
<b>(Oct)</b>	Amy Weiss	Fall SLUI (SirsiDynix Library User of IL) 2018 ILA Annual Conference SWAN Acquisitions Users Group LACONI Governing Board Meeting
	Cindy Tardy-Jones	SWAN Acquisitions Users Group
<b>Admin: (Sept)</b>	Pam Dubé	iSolved time System Demo IMRF Meeting Levy Presentation Review – Village Hall Rotary Meetings
	Tonya Alexander	iSolved time System Demo (webinar) HR Department of One Roundtable Series How to Manager Conflict and Confrontation Seminar IMRF Meeting
	Deb Fowler	IMRF Meeting Volunteer Appreciation Luncheon
	Pat Harwood	IMRF Meeting Volunteer Appreciation Luncheon

	Patti Naisbitt	Paper Management Interview Woodridge Channel 6 District #68 ELL Director Planning Meeting Volunteer Appreciation Luncheon
<b>Admin: (Oct)</b>	Pam Dubé	Village Board Budget & Levy Study Session Woodridge Art Show Reception Building a Problem Solving Team (webinar) St. Scholastica Dictionary Donation (Rotary) Live and Learn Construction Grant webinar South Suburban Community Pantry volunteering (Rotary)
	Tonya Alexander	HR Roundtable Series for Libraries One Digital 2018 Human Resources Webinar Series: Leave Policies, Practices, and Requirements
	Patti Naisbitt	Marketing 102...Effective Library Marketing

#### **Library Operations (Sept)**

Circulation for the month of September was 58,493 a 3% decrease over September 2017.  
Registered borrowers number 24,950 which is 75.7% of the jurisdictional population.  
People/Door Count for month: 32,766

#### **Library Operations (Oct)**

Circulation for the month of October was 52,984 a 17% decrease over October 2017.  
Registered borrowers number 24,727 which is 75% of the jurisdictional population.  
People/Door Count for month: 36,206