

**Library Director's Report  
December 2021**

Information Item #5

We had our All Staff Meetings on December 10<sup>th</sup>. The building was closed from 9 - 1 and we took the opportunity to have department meetings and then have a low key, socially distant holiday celebration. There were multiple games, including bingo, and prizes and food. Cassie Gray, our Human Resources Manager, did the bulk of the work and planning for this, and did a very nice job.

We had a workshop on December 8<sup>th</sup> about insurance coverage as it relates to natural disasters, with a focus on the recent tornado in Woodridge. We provided this in conjunction with the Village of Woodridge, and with their assistance in both funding and marketing we had attendance of 74 people, which is outstanding for a topic of this nature. We received some very nice feedback from attendees about the program.

Our book drops have now been moved to the island by the main entrance of the building. There has been very little comment from patrons about the change, which I consider a positive. They are much more visible in their new location, and the traffic flow seems improved. It is a slightly longer trip to empty the book drops, but nothing too cumbersome.

**Library Programs and Services**

**Children's:**

Virtual Programs

Storytime with Santa, 37

Bears Storytime with Miss Mary Ann, 18

Additional Recording Views from Past Programs, 12/1-12/31, YouTube, 72

In-Person Programs

STEM Meet Up - 3D Tree Challenge, 12

Afterschool Art - Van Gogh's Sunflowers, 16

Holiday Sing-Along Saturday, 14

Family Game Night, 100

Lego Free Build, 4

Pop-up Maker Space, 2 sessions, 17

Grinch Fest Week, 400

Grinch Library Craft Stations (6 crafts), 600

Grinch Bingo, 2 sessions, 25

Noon Year's Eve Party, 225

Baby Lapsit I, 3 sessions, 9

Baby Lapsit II, 4 sessions, 45

Toddler Time, 4 sessions, 87

Storytime 3-5s, 4 sessions, 56

Passive - Look for Larry the Library Elf, 294

Passive - Grinch Scavenger Hunt, 254

Building Blocks for Tots, 4 views, 400 packets

Take & Make Crafts, 3 Projects, 250

1000 Books Before Kindergarten, 7

**Adult:**

Virtual Programs

Previously Posted Programs, December YouTube Views, 202

In-Person Programs

Easy Tinkercad: Design an Ornament, 2 sessions, 8

Introduction to Word, 4

Fabric Winter Wreath, 51

Lessons Learned from the Tornado: Insurance Coverage, 74 (126 registrants received e-materials)

Take & Make, Coaster, 73

**Teen:** Take & Make, "Don't Be a Grinch" Kit, 85  
Jefferson Junior High Chorus: Grinch Song Project, YouTube Views, 354

**Virtual  
Community**

**Outreach:** Literacy DuPage ESL Conversation Group, 4 sessions, 17

**Services:**

E-Resources:  
Media on Demand Total: 3,763  
Ebooks: 2,465  
E-Audiobooks: 1054  
Magazines: 244  
Videos: 0  
ERead Illinois/Axis 360: 256  
Ebooks: 124  
E-Audiobooks: 132  
HOOPLA: 546  
Ebooks: 143  
E-Audiobooks: 317  
Videos: 54  
Music: 32  
Kanopy Videos: 314 Plays  
TumbleBooks: 3  
BookFlix: 396  
  
Home Page Views: 23,935  
Curbside Pickup: 117 pickups  
Book Bundles for Children: 19 items  
Interlibrary Loans Received: 2,912  
3D Printer Jobs: 3 - average print time: 1:07:20  
Reference Questions: 2,246 in Adult/Teen and 471 in Children's  
Public PC Sessions: 1,006 in Adult/Teen and 60 in Children's  
Study Rooms: 473 in Adult and 10 in Children's  
Outreach Visits: 5  
Volunteer Hours: 84.5 for Adult  
Museum Adventure Passes: 17  
Aruba Wireless Total Sessions: unavailable CVI working on a technical issue

**Displays:** **Children's Services Department:** Edgar Award (mystery); Hanukkah; National Bake Cookies Day; National Chocolate Candy Day; Kwanzaa; Book into Movie; Winter; Winter Bucket List; Countdown to Christmas Coloring; Ways to Spread Joy; Bears; Marvelous Math; Sweet Dreams; Grinch  
  
**Adult Services Department:** Binge Boxes; Hot Titles You Might Have Missed; Heartwarming Holiday Stories; Let it Snow; Veteran Stories/Veterans Day; Holiday Cooking and Baking; "Best of 2021"  
Teen Book Display; "Never Been Checked Out" Teen Book Display; Holiday Movies

**Staff Development and Training**

<b>Adult/Teen Services:</b>	Chris Keefe	Patron Tech Expectations in 2022, webinar
	Denise Murray	Performance Appraisals that Work, webinar
		Marketing with Infographics, RAILS webinar
<b>Administration:</b>	Pam Dubé	SWAN Quarterly Administrators' Meeting
		Village Tax Levy Board Meeting

Nancy Bandusky  
Matt Hennessy  
Patti Naisbitt

Blackbaud's If You've Got the Time, We've Got the 1099  
Using Emotional Intelligence - Fred Pryor webinar  
Southwest Suburban Immigration Project Meeting

### **Library Operations**

Circulation for the month of December was 37,010 a 1% decrease from December 2020, and a 19% decrease from December 2019. Registered borrowers number 22,966, which is 67.2% of the jurisdictional population. People/Door Count for month: 9,425