

## **Library Administrator's Report May, 2013**

The month of May is always full of school visits to promote our Summer Reading Program and includes much planning on the part of staff for all the programs that go hand-in-hand with that two-month-long effort. It is also the end of one fiscal year and the beginning of another, which this year meant the Business Manager had to wrap up two different accounting systems. Reupholstering of all the pull-up chairs in the Adult Department and the refinishing of the Lobby benches was completed.

### **Library Programs and Services**

**Children's:** Summer Reading Program School Visits, 60 presentations to Districts 66, 68 and St. Scholastica; 3430 students

**Young Adult:** Summer Reading Program School visits, 6 schools in Districts 66 and 68; 230 students  
**GOAT Meeting** (Group of Advising Teens); 11  
Practice ACT; 14

**Adult:** Medicare 101; 48  
Library Needlers; 6  
Get Connected: Facebook; 2  
Get Connected: Library Apps; 2  
Book Discussions: *Cat's Table* by Ondaatje; *Unbroken* by Hillenbrand; and *Open Season* by C.J. Box; 26  
Computer Classes - 9 classes: Intro to Powerpoint 1 and 2, Intro to Publisher, Intro to Excel, Intermediate Excel (2 sessions), Basic Photo Editing with Picasa (2 sessions), Advanced Topics in Excel; 72  
Volunteer Appreciation Luncheon; 26  
Art Display: John Wiet, Digital Photography  
Meet the Artist Reception; 35

**Services:** Reference Questions: 2215 Adult/YA and 1070 Children's  
Public PC Sessions: 6708 Adult/YA and 473 Children's  
Interlibrary Loans Received: 4791  
Outreach Visits: 8  
Volunteer Hours: 33.5 from Community Service, 163 from Adults, 13.5 from YA

**Displays:** Adult/YA Department: *Young Adult Award Winning Books*; *National Barbecue Month*; *National Mental Health Month*; *National Train Month*; *Military Month/Memorial Day*

Children's: *Lobby Window*; *Bears on a Camping Trip*; *Books are in Bloom*; *Babies: Human and Animal*; *Thanks for the Memories*; *High Seas Adventures*; *Memorial Day*; *Cinco de Mayo*; *Mother's Day*; *Armed Forces Day*; *Asian-Pacific American Heritage Month*; *Severe Weather Awareness*; *National Bike Month*

### **Staff Development and Training**

Several staff members attended the Reaching Forward Conference in Rosemont on May 3. This conference is a one-day educational opportunity with a cross-section of programs for various areas of work and levels of library support staff. Attending were : Cindy Tardy-Jones, Rose Velkovich, and Sharada Kamath from Technical Services; Kate Lehman from Children's; and Nancy McQuirk, Lizz Williston, Lisa Jones, Heidi DeLaby and Edita Dirzys from Circulation. Reports from attendees are attached.

**Adult:** Brenda O'Brien - Cookbooks Webinar  
-3 Big Read Meetings

	Beth Van Opdorp	- Booklist SF/Fantasy Webinar
	Chris Keefe	- Zinio Webinar
		- 5 Choices to Extraordinary Productivity Webinar
	Pam Whitt	- Booklist SF/Fantasy Webinar
		- Worldshare ILL Borrowing, RAILS
		- Worldshare ILL Overview for IL Libraries, RAILS
<b>Children's</b>	S. Daun-Bedford	- NWYS Meeting on STEM Programming, Woodridge PL
	Mary Ann Steinhaus	-District 68 Common Core Meeting, Jefferson JH
		- NWYS Meeting on STEM Programming, Woodridge PL
	Shireen Tyberg	- Hooking Reluctant Readers with Middle Grade Series; webinar
		-Worlds of the Imagination: What's New in Science Fiction and Fantasy; webinar
	Kate Lehman	- Hooking Reluctant Readers with Middle Grade Series; webinar
<b>Circulation:</b>	Julie Lombardo	- SWAN Technology Users Group, RAILS
		-SWAN Circulation Advisory Committee Meeting, RAILS
		- Circulation Managers Meeting, Eisenhower PL
	Jack Palowski	- Circulation Managers Meeting, Eisenhower PL
<b>Tech Services:</b>	Amy Weiss	- LACONI Tech Services Networking Meeting, Arlington Heights PL
		-LACONI Technical Services Section Planning Meeting, Indian Trails PL
		- SWAN Technology Users Group, RAILS
<b>Admin.</b>	S. McNeil-Marshall	- 4 Rotary meetings (inc. presentation by U.S. Rep Bill Foster)
		-SWAN Committee of the Whole Meeting, Burbank
		- Zone 1 Administrators Lunch, Indian Prairie
		- Town Center Steering Committee Meeting, Village Hall
		- LIMRiCC Board Meeting, Woodridge PL
	Kay Kohut	- Marketing for Everyone; webinar
		- Excel Training
		- 2 Big Read Meetings
		- LACONI Best of the Best Program; Ela PL

### **Library Operation**

Circulation for the month of May was 51,900 down 2% over May, 2012. Registered borrowers number 22,412 which is 68% of the jurisdictional population.

People and Door Counter: 45,375