

Library Administrator's Report August, 2013

August is usually a bit quieter as staff recovers from summer reading and gears up for Fall programs.

We do have staff news. Sue Kujawa, who has worked in Circulation for over 22 years, retired at the end of August. George Kalinka has been named to the state-wide eRead Illinois Advisory Committee, whose other members include the Illinois State Library Director Anne Craig, the Director of RAILS Dee Brennen, and several others from RAILS and Illinois Heartland Library Systems. George was chosen because of his organization skills in the Media On Demand consortium. Amy Weiss volunteered to be on the ILS (Integrated Library System) Acquisition Task Force Committee, which is one of the Task Forces looking at the options for SWAN's upgrade next year. Because we were an early adopter and one of the largest users of the Millennium Acquisition component, the SWAN Council thought Woodridge would be a good library to be represented on that aspect of the selection process. Vendor demonstrations will take place in early October.

I set up the Marge Carr Memorial Display to be ready for September 1 and provided a book list of the items that her family's donations of \$1000 allowed us to purchase. During late August, we also were named as the recipient of memorial monies from the William Woodruff Family. We have received \$862 from those donations.

Library Programs and Services

Children's: No programs scheduled.

Young Adult: GOAT Meeting; 16
Practice ACT; 19

Adult: Oh, Just Bury Me in the Backyard; 30
Lawns Be Gone: Groundcovers Rule; 57
Library Needlers; 13
Computer Classes: 9 classes (Basic Photo Editing with Picasa; Intro to MS Power Point (2 sessions); Intro to, Intermediate and Advanced Topics in MS Excel; Intro to Publisher; Google Docs; and Advanced Topics in MS Word; 57
Art Display: Lemont Art Guild, mixed media

Services: Reference Questions: 2374 Adult/YA and 792 Children's
Public PC Sessions: 5429 Adult/YA and 507 Children's
Interlibrary Loans Received: 4965
Outreach Visits: 8
Volunteer Hours: 45.5 from Community Service, 128.5 from Adults, 26.75 from YA

Displays: Adult/YA Department: *YA Back To School; World Literature : Your Passport to Great Reading; Books from the Bottom Shelf; Amazing Animals; Animal Stories; International Fiction; Mixed Media Art Books*

Children's: *Lobby Window: On Vacation Lazing on the Beach; Ewwwwww Gross; Severe Weather; American Artist Appreciation Month; Summer; Lego Creations from the Lego Club program; Carnegie Medal Winners for Excellence in Children's Videos; Odyssey Award for Best Audio Book for Children; Royal Reads; Be Sure to Read Adventure Books; 50th Anniversary Display on Martin Luther King's I Have a Dream Speech; Royals and England; Baby Animals.*

Staff Development and Training

The Library's full day Staff In-Service on August 23 was a field trip to Baker & Taylor, our main book jobber, in Momence, IL. It is a huge operation, only one of several sites that deliver all sorts of print

and non-print materials to libraries. The staff there broke us into smaller groups and provided very detailed tours. It was interesting to our staff to find out how much *touching* of each item needs to be done even in a very mechanized age. Scanning in book covers and title pages for online catalogs such as SWAN (quota: 120 an hour), pulling items for libraries from shelves where microbiology textbooks sit next to children's titles, hand-covering books (quota: 60 an hour), and then packing them up for each library and double-checking the order for accuracy all need a human hand. Many staff noticed the quotas and also how people work in rather solitary modes. The employees seem to stay a very long time, however, which means they must like what they do and get rewarded adequately.

The main goal in doing this field trip was a follow-up on the Cross Training program we previously did and to help staff see where the books come from that we then process and circulate.

In addition, the following staff development also took place:

Adult:		Affordable Care Act: What Libraries Need to Know (attended by Jancys, Keefe, Van Opdorp, Murray and McNeil-Marshall; RAILS
	C. Keefe	- Enjoy Your Job, Enjoy Your Life
Children's	S. Daun-Bedford	- RAILS YS Managers Meeting, Skokie PL
		- District 68 LRC Directors Meeting, Goodrich School
		- Kids Read, Too! Meeting, Woodridge PL hosted
	Kate Lehman	- Back to School with Common Core Webinar
	Mary Ann Steinhaus	- Supporting Common Core Webinar
Circulation	Jack Pawlowski	- SWAN Circulation Managers, Woodridge PL hosted
		- On the Front Lines Conference, Springfield (Report Attached)
	Julie Lombardo	- SWAN ILS Circulation Task Force Meeting; Woodridge PL
		- SWAN Circulation Managers, Woodridge PL hosted
Tech Services	Amy Weiss	- RAILS Technical Services Networking Group, Indian Trails PL
		- All Section LACONI Meeting, N. Aurora PL
		- SWAN ILS Task Force Meetings for Acquisition, Reports, and Cataloging; RAILS
Administration:	S. McNeil-Marshall	- 3 Rotary meetings + Mini Triathlon
		- SWAN Committee of the Whole Meeting, Woodridge Hosted
		- New Teacher's Lunch, Chamber of Commerce
		- HK Payroll Training, telephone
		- FY14 Per Capita Grant Application Webinar
		- LIMRiCC Board Meeting, Woodridge
	Pat Harwood	- HK Payroll Training, telephone
	Kay Kohut	- Big Read Committee Meeting

Library Operations

Circulation for the month of August was 56,590, down 1% from August, 2012.

Registered borrowers number 22,666 which is 68.7% of the jurisdictional population.

People Count for the Month: 47,423