

**Library Administrator's Report  
January, 2014**

Program participants had to brave the elements this month to just get to the building for activities and check out materials. Some statistics are noticeably lower. Pam Whitt and Beth Van Opdorp gave presentations on their areas to the Library Board at the January Board meeting. In addition to the Media On Demand ebook consortium to which we already belong, WPL began offering access to E-Read Illinois, the RAILS ebook consortium being funded by the Illinois State Library.

**Library Programs and Services**

**Children's:**

Baby Lapsit\* I and II, 9 sessions; 125  
 Toddler Time, 8 sessions; 123  
 Storytime, 15 sessions; 94  
 Drop-In Storytime, 3 sessions; 24  
 Chicago Wolves Reading Club; 52  
 Spanish Storytime\*\*, 2 sessions; 6  
 International Storytime – Spanish; 9  
 No School Brown Bag Movie; 7  
 No School Lego Club; 12  
 Community Resource Center\*, 1 session; 9  
 Krafty Kidz; 9  
 1000 Books Before Kindergarten; 12 additional; 133 total in the program  
 HomeSchool E-Blast  
 \*One Baby Lapsit I, two Baby Lapsit II, a Toddler Time and a Resource Center program were cancelled due to severe weather.  
 \*\*Spanish Storytime was cancelled after two weeks due to low registration and attendance.

**Young Adult:**

**GOAT** (Group of Advising Teens) Meeting; 18  
 Practice ACT; 13  
 Teen Photo Contest

**Adult:**

iPad iPhone Basics; 58  
 Affordable Care Act; 22  
 Limitations (Music); 62  
 Tax Update with Judi Strauss; 34  
 Understanding Your Dreams; 22  
 Library Needlers; 5  
 Learn How to Download Library ebooks; 8  
 Digital Magazines; 1  
 Book a Librarian; 2  
 Book Discussions: *City of Scoundrels* by Krist, *Power of Habit* by Duhigg, and Crime Readers Club title: *Crocodile Bird* by Rendell; 22  
 Computer Classes: Intro to Word (2 sessions); Intermediate Word (2 sessions); Intro to Power Point (Parts 1 and 2); Intro, Intermediate, and Advanced Topics in Excel; Intro to Publisher; Get the Most out of the Library Website; Google Expert; 71  
 Art Display: "Faces of Volunteerism in Dupage County" - Giving Dupage

**Services:**

Reference Questions: 2251 Adult/YA and 900 Children's  
 Public PC Sessions: Adult, 3758 and Children's, 391  
 Interlibrary Loans Received: 4492  
 Outreach Visits: 10  
 Volunteer Hours: 12 from Community Service; 117.25 from Adults; 1.5 from YA

**Displays: Adult/YA Department:** *Building Community; Winter Olympics in Sochi; Elizabethan Fiction; Staff*

*Favorites*

**Children's:** *Fantastical Creatures; National Puzzle Day; Winnie the Pooh Day; Early Literacy; Chinese New Year; Blizzard of Biographies; Newbery and Caldecott Winners; Animal Tracks Fiction Display; Winter Olympics; Winter; Pets; Bears.*

**Staff Development and Training**

The half-day Staff In-Service on January 24 included a discussion of the new Concealed Carry law in Illinois and a brief film detailing what to do in case of an "Active Shooter" in the workplace. These topics were discussed by Sergeant William Hoogland from the Woodridge Police Department. Staff also heard from a representative of the Library's Employee Assistance Program, to which all staff, part-time and full-time, have access. Six staff members were recognized with certificates for their long-term service anniversaries in 2013. They are: Kay Kohut and Denise Murray, 10 years; Jo Bulin and Linda Montalvo, 15 years; Julie Lombardo, 20 years; and Brenda O'Brien, 25 years.

Additional staff development opportunities are listed below.

- Adult:** George Kalinka - E-Read Illinois Advisory Committee Meeting, RAILS  
 - Westwood College Tour and Meeting with 2 faculty members  
 Chris Keefe - Webinar Overcoming Tough Presentation Situations  
 - Westwood College Tour and Meeting with 2 faculty members  
 Dawn Walden - Webinar on Axis 360 (the platform for E-Read Illinois)  
 Brenda O'Brien - Ancestry.com: Tips for Successful Searching, Webinar  
 Joel Meisenheimer - Webinar on Axis 360  
 Denise Murray - Westwood College Tour and Meeting with 2 faculty members  
**Children's:** S. D-Bedford - Trending Tween Programming @ NWYS meeting, Hinsdale PL  
 - CLASS Meeting; spoke on CLSP, summer reading program  
 - YS Managers Meeting, Orland Park  
 Elizabeth Burns - Cross-training in Technical Services Dept.  
 - Trained on Baker & Taylor ordering software  
 Kate Lehman - KinderCare Open House  
 - Wellness Council Meeting, CRC  
**Circulation:** J. Lombardo - SWAN Circulation Advisory Meeting, RAILS  
 - SWAN Tech Users Group, RAILS  
**Administration:** SMM - 3 Rotary meetings  
 - SWAN Committee of the Whole Meeting, RAILS  
 - LIMRiCC Board Meeting, Woodridge  
 - Village Administrator's Lunch  
 - Library Directors of Western Suburbs Lunch, Indian Prairie  
 - Westwood College Tour and meeting with 2 faculty members  
 Pat Harwood - HR Roundtable, Tinley Park PL  
 Kay Kohut - Westwood College Tour and Meeting with 2 faculty members

**Library Operations**

Circulation for the month of January was 51,468, down 7% from January, 2013. (Lower circulation figures partially a result of dangerously cold and snowy conditions and program cancellations in Children's.) Registered borrowers number 22,334 which is 67.7% of the jurisdictional population. People/Door Count for the month: 35,881 (versus 37,386 last January)