

## Library Administrator's Report November, 2014

Staff from the Adult/YA and Children's Departments visited showrooms to view furniture. There were several meetings additional meetings regarding the building renovation. Department heads began registering their staff and doing overview programs for Sirsi Dynix training for the SWAN upgrade in April.

### Library Programs and Services

**Children's:** Book Magic, 3 sessions; 58  
School's Out Lego Club; 22  
Make an Ornament; 62  
Krafty Kidz; 8  
Homeschool LEGO Club; 10  
International Storytime – Spanish; 4  
ECRR Early Literature Parent Workshop, 3 sessions; 14  
Goodrich Family Reading Night with Sheri Daun-Bedford; 300  
"Send Letters to Injured Marines", 80 letters

**Young Adult:** **GOAT** (Group of Advising Teens); 22  
Practice ACT; 11

**Adult:** Affordable Care Act: DuPage County Health Dept; 11  
eBay 101; 45  
NaNoWriMo (National Novel Writing Month), 2 sessions; 20  
Library Needlers; 5  
Big Bands: Kym Frankovelgia; 38  
Computer Classes, 7 classes: Advanced Excel Topics: Formulas; Basic Photo Editing with Picasa; Google Drive & Docs (2 sessions); 11, Intro to PowerPoint 2010, Parts 1 & 2;,  
Advanced Excel Topics: Pivot Tables; 54.  
GPS Apps; 12  
Book Discussions: *Burial Rites* by Kent, *The Daughter of Time* by Tey, *The Rosie Project* by Simson, 29  
Art Display: Downers Grove Artists' Guild  
Downers Grove Artists' Guild Reception; 25

**Services:** Reference Questions: 2235 Adult/YA and 1100 Children's  
Public PC Sessions: 4081 Adult/YA and 542 Children's  
Interlibrary Loans Received: 3561  
Outreach Visits: 9  
Volunteer Hours: 11.5 from Community Service, 145.25 from Adults, 6.5 from YA

**Displays:** Adult/YA Department: *National Novel Writing Month; What About Bob?; What's Going On?; Thanksgiving*

Children's: *Picture Book Month; Wild and Wacky Calendar; Native American Heritage Month; Family Stories Month; Veterans' Day; Election Day; Gobble Up Some Good Books; Give a Hoot for Historical Fiction; Owls Non-Fiction; Drawing Non-Fiction; Fall; Owls Picture Books; Interactive Books*

### Staff Development and Training

**Adult:** Brenda O'Brien - RASIG, Books Set in Low Countries: RAILS  
- Baker & Taylor TS360 webinar  
Jeanne Jesernik - Lynda.com: Chrome and Publisher 2010  
- Serving Teens Anywhere in the Library, Schaumburg PL  
Beth VanOpDorp - Overdrive READ webinar  
- Lynda.com: Word 2010

<b>Circulation:</b>	George Kalinka	- Sirsi Dynix Training
	Julie Lombardo	- SAM/SWAN consortium meeting at RAILS, Burr Ridge
<b>Tech Services:</b>	Amy Weiss	- LACONI Middle Manager Workshop: Employment Law, Poplar Creek PL
		- Circulation Advisory Committee Meeting at RAILS, Burr Ridge
		- LACONI Tech Services Section on A/V workflow, Naperville
		- SLUI Annual Meeting, Des Plaines
<b>Children's</b>	Patsy Horner	- Technical Services Networking Group, Forest Park
	S.Daun-Bedford	- LACONI Tech Services Section on A/V workflow, Naperville
	Kelly Girard	- YS Managers Meeting, Palos Heights
		- NWYS/CLASS joint meeting, Berwyn
		- Conference call with CSLP Nominating Committee
<b>Admin.</b>	Elizabeth Burns	- Webinar: Baker & Taylor TS360 training
	Kate Lehman	- Webinar: Booklist's Scoop on Series Nonfiction
	Shireen Tyberg	- Webinar: Developing Makerspace
	S. McNeil-Marshall	- LACONI ComiCon in a Box
	Patti Naisbitt	- 4 Rotary Meetings
		- Village Board Meeting on Levy
		- SWAN SAM Meeting, RAILS
		- SWAN Committee Meeting of the Whole, RAILS
		- SWAN Ambassador Visits to River Forest PL and McCook PL
		- Visits to LFI in Northbrook and Merchandise Mart to see furniture
		- Sirsi-Dynix Mentor Online Training

Circulation for the month of November was 49,866, a 4% decrease from November, 2013.  
Registered borrowers total 22,501 which is 68.2% of the jurisdictional population.  
People/Door Count for the month: 39,438