

## Library Administrator's Report March, 2015

**Re-Discover**, our joint community reading and discussion program, is off and running in its slightly changed format and name.

Building renovation revisions were made so that a second round of bids could be requested. The notice for this was posted in the Bugle on March 11, with a walk-through, contractors meeting at the Library on March 18<sup>th</sup>.

Julie Lombardo hosted a group of staff from the DeKalb Public Library. They wanted to see our self-check and dispensing units in action and discuss the benefits of this technology for their library.

### Library Programs and Services

**Children's:** Baby Lapsit I and II, 1 session; 57  
 Toddler Time, 3 sessions; 51  
 Storytime, 4 sessions; 36  
 Drop-In Storytime, 1 session; 11  
 Spanish Storytime, 1 session; 10  
 International Storytime: French; 22  
 1000 Books Before Kindergarten; 5 additional; 268 total in the program  
 Krafty Kidz; 7  
 Brown Bag Movie; 22  
 School's Out – LEGO Club; 15  
 Interactive Display: Make Friends with a Book; 47  
 Homeschool LEGO Club; 6  
 Headstart storytime & Library Info; 7  
 ELL tour from schools; 90  
 Park District Kids Squad: Murphy and Meadowview; 75

**Young Adult:** GOAT Meeting; 20

**Adult:** Check Out E-books; 3  
 Book a Librarian; 1  
 iPad Basics; 8  
 Passive Programming: Puzzle Table; 6  
 Great Decisions: League of Women Voters; 70  
 Library Renovation Overview: 2 sessions; 19  
 Artists Reception; 20  
 Rep. Ron Sandack Mobile Office Hours (Lobby); 12  
 Library Needlers; 7  
 Medicare 101; 32  
 ReDiscover: Senior Home Sharing; 25  
 ReDiscover: Creating a Habitat for Birds and Butterflies; 26  
 ReDiscover: Greening Your Home; 10  
 ReDiscover: Lee Murdock Music Program; 77  
 Pneumonia Vaccinations: Walgreen's Clinic, 2 sessions; 10 (additional 24 patrons with questions about vaccines/health)  
 Book Discussions: *Lisette's List* by Susan Vreeland, *At Home* by Bill Bryson, and Crime Readers *The Broken Shore* by Peter Temple.; 33  
 Computer Classes: Getting Started with Windows 8.1, 2 sessions; Intro to Word; Intermediate Word; Discover the Cloud with Google Drive; 29  
 Art Display: Holly Tyson/Tina Tyson-Dunne Library Art Show; Photographs/Prints

**Services:** Reference Questions: 2372 Adult/YA and 1115 Children's  
 Public PC Sessions: 5442 Adult/YA and 676 Children's  
 Interlibrary Loans Received: 4018

Outreach Visits: 10  
Volunteer Hours: 41 from Community Service, 151 from Adults

**Displays:**     **Adult/YA Department:** *Cosmic Horror: HP Lovecraft Display; Sail into Spring: Books and More about the Sea; What's Going On?; ReDiscover: Celebrating Home*  
**Children's:** *Amelia Bloomer List: Women's History; Women's History Month; Irish/American Heritage Month; Dragon Stories; Royal Reads; Spring Picture Books; Books to Tickle Your Funny Bone*

### **Staff Development and Training**

All Departments continued Sirsi/Dynix training to prepare for the SWAN migration. Total hours of training for March was 107.5, with the department breakdown following:

- Adult staff: 12 hours
- Children's staff: 37 hours
- Circulation staff: 30
- Tech Services staff: 28.5 hours

<b>Adult:</b>	George Kalinka	- Technology Users Group, SWAN
	Brenda O'Brien	- RASIG, Discussed books set in Russia and Soviet Union, RAILS
		- "Your Next Big Reads", Webinar
	Pam Whitt	- Member Update-Overlay Project, RAILS
	Denise Murray	- Graphic Design for Non-Designers, Skokie PL
<b>Tech Services</b>	A. Weiss	- Technical Services LACONI program on RDA Serials Cataloging, Schaumburg Library
		- LACONI TSS Planning Committee Meeting
<b>Circulation:</b>	Julie Lombardo	- Presenter at 2 Sirsi/Dynix Holds Management Training sessions, Downers Grove and Oak Lawn PL
		- Circulation Mentors Debriefing Meeting, RAILS
<b>Administration:</b>	S. McNeil-Marshall	- 5 Rotary meetings/events
		- SWAN Administrators Quarterly, RAILS
		- RAILS Update Session on Resource Sharing and Overlay, RAILS
	Patti Naisbitt	- District 68 English Language Learners Tour
		- Quilt Project/Flickr Software Tool

### **Library Operations**

Circulation for the month of March was 50,426, down 7% from March, 2014.  
Registered borrowers number 22,433 which is 68% of the jurisdictional population.  
People/Door Count for month: 41,230