

## Library Administrator's Report September, 2015

Construction on our renovation project officially started September 1. The Board has seen the temporary walls and rented carts with homeless books. We have tried to keep the public apprised of collection locations and services (such as study rooms) that are not available through a variety of social media and website tactics. Patrons are generally pleased with progress being shown.

September was Library Card Sign-Up Month. This year we minimized our PR efforts but still created nice giveaways for new cardholders with leftover book bags and prizes from the Children's Dept. Comparative statistics follow.

Two outreach efforts took place during the month. Four staff members (McNeil-Marshall, Kalinka, Keefe, and Murray) welcomed residents and demonstrated devices at the Sept.10 Woodridge Town Meeting. We also had a very successful day at the District 66 Foundation Community Day on Sept. 26. Kate Lehman from Children's and Patti Naisbitt attended. We estimated attendance at our booth by counting the number of entries into the "Guess the Kisses Number" contest.

Trustee Bloom and I attended the Village's Budget Workshop on September 3 to present the Library's levy request. I am including (**Attachment 1**) the text of my presentation to the Village Trustees. This does not include the PowerPoint slides which may be used at the official village levy presentation in November, but I did stress to village trustees the Library's participation in **The Edge Assessment** and our relatively high score. A staff member in the Village Planning Department recently brought to my attention a copy of an article on **The EDGE Assessment** which appeared in *P.M.*, a monthly periodical put out by ICMA (International City/County Management Association), one of the sponsors and promoters of The **EDGE**. This is **Attachment 2**. It is a very positive article and reinforces that village staff is aware of Library activities.

Several of the statistics I cited in my talk came from information in the Village's 2014 *Community Needs Survey*. The Village generously included questions on Internet and device use in 2014 at my suggestion because I knew we would be asked about public surveys on Internet use in our Edge assessment. **Attachment 3** is the *Community Needs Survey* from 2015 which shows the figures I mentioned.

Finally, I have included an article (**Attachment 4**) on declining circulation statistics which was in the ILA Reporter a month ago. It makes some very interesting points. Circ may be down, but the number of cardholders is up.

### Library Programs and Services

**Children's:** Drop-In Storytime, 2 sessions; 94  
Spanish Storytime, 3 sessions; 57  
1000 Books Before Kindergarten; 2 additional; 308 total in the program

**Young Adult:** Science Fair visit to St. Scholastica School, 2 sessions; 64

**Adult:** Library Card Sign-Up Month Comparison Statistics

2015	183
2014	255
2013	236
2012	181
2011	244
2010	237
2009	263

Free Flu-Shot Clinic co-sponsored by Walgreens; 59

Library Needlers; 10

District 68 English Language Learners Library Card Sign-up Night; 48

Center Cass School District 66 Community Day: Outreach; 100

Passive Program: Name the Bear, September Entries; 236

Passive Program: Puzzle; 3

Book Discussions: *Morning: The Wind is Not a River* by Brian Payton; *Crime Readers: Death at La Fenice* by Donna Leon; *Evening: The Boston Girl* by Anita Diamant; 32

Art Display: Nancy Wu & Susan Bartlett: Mixed Media  
Meet the Artists Reception; 42

**Services:** Reference Questions: 2261 Adult/YA and 1088 Children's  
Public PC Sessions: 3909 Adult/YA and 257 Children's  
Interlibrary Loans Received: 3663  
Outreach Visits: 8  
Volunteer Hours: 6.25 from Community Service, 102 from Adults

**Displays:** Adult/YA Department: *What's Going On?; Pigskin Fiction*

Children's: *Children's Choices Reading List; Labor Day; Patriot Day; Grandparent's Day; Rosh Hashanah; Yom Kippur; Hispanic Heritage Month; Out of this World; Fly Away to Fantasy Land; Space; Birds; Dinosaurs; Monkeys; Banned Books*

### **Staff Development and Training**

- All full-time staff attended the health and life insurance meeting held on Sept. 1 by our broker.
- Amy Weiss, Technical Services Department Head hosted Baker & Taylor Access 360 training with sales representative Curt Leppert. The following WPL selectors were in attendance.  
**Adult:** Chris Keefe, Denise Murray, Brenda O'Brien, Ruta Jancys, Joel Meisenheimer, Beth Van Opdorp  
**Children's:** Kelly Girard, Kate Lehman, Mary Ann Steinhaus, Shireen Tyberg.

<b>Adult:</b>	Denise Murray	- Evanced Migration Q&A Session: SignUp & Spaces Webinar
	Brenda O'Brien	- RASIG meeting: Discussing Books Set in Maine, RAILS
		- Axis 360 App Webinar
	Meagan Hall	- Reader's Advisory Prescription Webinar
	Joel Meisenheimer	- LEARN meeting, Schaumburg PL
	Beth VanOpdorp	- Microsoft Word Tutorial in Learning Express
<b>Circulation:</b>	Julie Lombardo	- SAM Consortia meeting, RAILS
		- SWAN Circulation Advisory Committee meeting, RAILS
		- LACONI Circulation Section workshop: Space, Design and the Circulation Dept.
	Kay Minniti	- LACONI Circulation Section workshop: Space, Design and the Circulation Dept.
<b>Tech Services</b>	Amy Weiss	- LACONI TSS program: Cataloging Fundamentals, Elgin PL
		- LACONI Governing Body meeting
<b>Children's</b>	S.Daun-Bedford	- STEM Literacy of DuPage meeting, DuPage Regional Office of Education, Lombard
		- NWYS meeting, Riverside
		- NWSS Managers meeting, Westchester
		- Evanced Wahoo Webinar
		- ALA session on Makerspaces
		- CSLP Budget & Finance Telephone Meeting
	Kelly Girard	- WebJunction: Storytime Underground: A Peer-Created Community
	Elizabeth Burns	- Booklist's Stellar Series: Nonfiction for Fall 2015 Webinar
		- Booklist's The Scoop on Series Nonfiction: New Titles for Fall 2015
	Shireen Tyberg	- Marvelous Middle Grade Books Webinar
<b>Admin.</b>	S. McNeil-Marshal	- 3 Rotary Meetings
		- SWAN Quarterly Meeting, RAILS
		- SAM SWAN Meeting at RAILS
		- Presented at Village Board Budget Workshop Session
	Patti Naisbitt	- SWAN Reports and Workflows Online Tutorials

Circulation for the month of September was 46,070, a decrease of 10% from September, 2014.  
Registered borrowers number 23,548 which is 71.4% of the jurisdictional population.  
People/Door Count for the month: 37, 401, down from 42,768 a year ago.