



By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – July 2015
Date: August 1st, 2015

Administrative

- Generated Fiscal Year circulation statistics for Collection Management to help determine budget priorities for 2015/2106. This included circulation by Dewey Number for Non-Fiction and also circulation by Item Type.
- Provided statistics for World Book Online and World Book Kids to help with database renewals.
- Along with Edge Staff, Director Kenney, and Assistant Director Degyanksy, met with Head of Community Policing Lt. Spencer and School Resource Officer Cheeks to go over strategies for limiting incidents in the Edge when the new school year starts.
- Trained Librarian Rasmussen on using the WLS Online Catalog and some of its new features.

Staff Activities - Thanks to librarians Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson , Kathlyn Carroll, Ben Himmelfarb and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.

- Media Specialist Olney attended a webinar “Android Studio”.
- Librarian Duffy took a training course on 3D Printing.

Customer Service:

- Staff conducted 3 Library tours for new ESL students.
- 5 1-1 computer trainings in Spanish, 9 in English.
- 6 Local History queries were answered along with one long, ongoing project with a WP patron.
- 9 English Conversation Groups were held led by Library Staff.
- Staff led 9 technology programs for adults and 4 for teens.

Community Outreach:

- Please see Librarian Perez's Community Outreach report for more details.
- Librarian Himmelfarb continues to post WP Oral Histories to the Library website for the People and Stories project. He has met with and trained potential interviewers and has done Outreach in the Community in support of this project.
- Librarian Rothman gave a presentation on using RefUSA to SCORE counselors.
- Librarian Rothman met with the Young Entrepreneurs group from the Youth Bureau to show resources for creating business plans.
- 2 Homebound deliveries and Librarian Duffy worked with Librarian Kunz to developed a flyer for Library patrons who know someone who is homebound advertising our service.

Programs:

- Please see the Edge Report for the listing of Teen programs this month.
- Business Programs
- Librarian Perez hosted two Latino U programs on College Preparation for Hispanic High School students.
- International Film Festival screened: Italian for Beginners, Mountain Patrol, The Deep, and Pulling Strings.
- Poetry slam and Open Mic with Guest Poet Glazner.
- Hosted a Small Business Administration program on "Business Legal Structures".