

Departmental Reports July 2013

Exhibits

Art Gallery: Fiber Art by Valerie Rodelli

Main Floor Display Cases

1 case: Summer Reading for Youth: Have Book – Will Travel!

1 case: Summer Reading for Adults and Teens: Have Book – Will Travel!

Book Displays

Readers Services Displays

Adult Fiction

Hot Ticket
RML's Excellent Adventure
Don't Go There! Horror
Honeymoon Suite
On the Road (Audiobooks)
Travel Sized (Paperbacks)

Teen Fiction

High School Reads
New Teen Fiction
Travels through Time

Movies

Foreign Correspondence
Pack up your Troubles in Your Old Kit Bag and Smile, Smile, Smile
Planes, Trains & Automobiles

Music

Life is a Highway
London Calling
New CDs

Reference Services Display

Tools for Travel

Reference Services - Mini Displays

July - Currently Hot Books (both displays)

Youth Services – Child Book Display

Youth Summer Reading Club: Have Book -Will Travel!

Building Services

July 2013

Submitted by: Sabri Kecici, Director Building Services

- We kept the lawn trimmed and picked up trash on the grounds
- Assisted Northwest Town repairing compressor #2 in A/C cooling system
- JGC Services Inc., tested four backflow devices in the plumbing system
- We helped the Friends of the Library move books from the garage to the Community Room for the book sale
- The drinking fountain on the upper level was repaired
- The bushes were trimmed
- The downspout next to the Staff entrance was repaired
- We continued daily building maintenance and spot cleaning of the carpeting

Information Technology

July 2013

Submitted by: Lucia Khipple, Director Information Technology

- Completed transformation to gmail for all staff email accounts
- Moved all staff emails from old bluehost email to new gmail email provider
- Changed all staff passwords for increased security purposes
- Repaired 14 Staff PCs due to server/security/password issues
- Troubleshooting of gmail email with staff
- Changed website to work with gmail (i.e. FOIA (Freedom of Information Act) requests, ask a librarian, may we suggest, circulation notices, and employment applications)
- Performed updating on Server
- Updated printer software of Circulation Director's printer
- Updated printer software in Tech Services
- Replaced dead printer in Tech Services
- PC cleaning/updating at Circulation Desk
- Updated PCs in Adult Services, Circulation, Special Services, Building Services, Tech Services and Administration
- Updated PCs in YS, Walkup & Lab
- Replaced power supply in PC at Readers Advisory Desk
- Troubleshooting of scanners in Walkup area
- Troubleshooting/repair of Reference Desk Xerox Printer
- Xerox Maintenance/Troubleshooting in Tech Services, Adult Services & Reference Desk
- Dealt with email/spam issues
- Program Set-up
- Assisted with 165 patrons
- Assisted with 238 staff issues

Readers Services

July 2013

Submitted by: Mary Constance Back, Director Readers Services

Book Discussion

Evening Book Group

July 23, 2013

East of Eden by John Steinbeck

Led by Robin Schroeder

- The Fiction Weeding project continued. Several sections of the fiction collection were shifted.
- Multiple copies of DVDs were weeded.
- The Adult and Teen Summer Reading Clubs began on June 17, 2013. This year's theme is Have Book, Will Travel! Business has been booming at the Readers Advisory Desk. There are currently 126 adults and 43 teens participating.

Reference Services

July 2013

Submitted By: Jennifer Collette, Director Reference Services

This month, the Reference Staff has been busy with our regular tasks of ordering, shelving, weeding and staffing of the Reference Desk.

Nana Herron hosted the Four Seasons Book Club; eleven participants attended. In addition, Lauren Van Dyke will host a cookbook discussion group, Culinary Conversations, on Wednesday, July 31. This group is scheduled to meet four times per year.

Special Services

July 2013

Submitted by: Sharon Montague, Director Special Services

Special Services received an Honorable Mention at the *LLAMA/PRMS* (Library Leadership and Management Association/Public Relations and Marketing Section) *PRXchange Best of Show Awards* for the 2012 summer reading brochure for children, designed by Jamie Marscin. Jamie and Sharon Montague attended the ALA Conference in Chicago on June 30th to accept the award. This is the second year that we have entered our summer reading brochure into this competition. Our 2011 brochure received a Best of Show award.

The fall newsletter is in progress. We continue to make posters and fliers for the remaining summer programs and are gearing up for Library Card Sign-Up Month in September.

Program Statistics:	177
Arts Alive: <i>UltraSound Barbershop Quartet</i>	91
Armchair Tour of the Solar System	42
The Castles and Lochs of Scotland	44

Volunteer Hours:	56.75
Doris Botes	15.5
Annie LeFevre	3.0
Katherine Kinney	5.75
Donna Thompson	32.5

In-House Printing:	6,465
Riso Duplicator	5,352
Xerox Color Qube	1,113

Technical Services

July 2013

Submitted by: Steve Rossi, Technical Services Director

Summer is traditionally a slower time in technical services with other departments dealing with summer reading programs. This allows us to catch up on any cataloging backlog and work on other special projects.

Statistical review:

WorldCat Searches	2,047
WorldCat Updates	833
WorldCat Exports	877
WorldCat deletions	492
MyMedaMall MARC records added	740

Generated and printed six system reports for staff weeding and inventory projects. Several staff attended the WILIUG (Wisconsin/Illinois Innovative Users Group) conference held at the Moraine Valley Community College. This conference provides networking opportunities and training with other libraries using Innovative software. I participated in a webinar hosted by Midwest tape on services they can offer the library for processing A.V. material.

Youth Services

July 2013

Submitted by: Lucia Khipple, Director Youth Services

It's been a terrific month. We've had lots of activity with the Summer Reading Club and summer programs. One of the most popular is Summer Science Mondays. We've also had lots of camp and summer school group visits to Youth Services. Of course, we are now deep into fall planning as well. We sent out 7 teacher bags.