

Departmental Reports October 2013

Exhibits

Art Gallery: Ink on rice paper by Lidia Rozmus

Main Floor Display Cases

1 case: Rolling Meadows High School Student Photo Display

1 case: Fremd High School Student Photo Display

Book Displays

Readers Services Displays

Adult Fiction

Horror Fiction

If You Like Mary Higgins Clark

Small Quick Reads

Spotlight on...The Cold War

Movies

New DVDs

Fresh Kills

Music

Rap Music...Poetry with a Beat

Musical Costume Party

Teen Fiction

Brand New Fiction for Teens for September/October

October is National Bullying Prevention Month

Reference Services Display

Views of War and Returning Home: Books by service members and veterans

Reference Services - Mini Displays

Time Spent With Cats Is Never Wasted

Perfect Time for a Quick Getaway

Youth Services – Child Book Display

Back in the Swim!

Building Services

October 2013

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the ground
- We replaced several lights and ballasts inside and outside the building
- A new outlet for charging Smartphones and Tablets in Youth Services was installed
- Gen Power Inc, provided maintenance on the back-up generator
- Kone Inc, provided inspection and periodic maintenance on the elevator and dumbwaiter
- We contacted and received a proposal/quote for replacing the Library's roof
- Global Facility Solutions provided daily janitorial service
- We continued standard daily building maintenance and spot cleaning of carpets

Information Technology

October 2013

Submitted by: Lucia Khipple, Information Technology Director

- Troubleshooting of Sonic Wall Internet filter
- Attended 2 Electronics Recycling Events to dispose of old equipment
- Updated laptops
- Performed updating on Server
- Repaired Adult Services Xerox printer
- Replaced Welcome Desk printer
- Updated PCs in Tech Services, Special Services and Administration
- Updated PCs in Walkups
- Worked on set-up of new iPads for YS
- Troubleshooting of Phone System
- Full cleaning of PCs in Adult Services
- Updated PCs in Adult Services
- Replaced PC at Reader's Advisory desk
- Troubleshooting of payroll software on Administration PC
- Updated webpage as necessary
- Program Set-up
- Assisted with 196 patrons
- Assisted with 175 staff issues

Reference Services

October 2013

Submitted By: Jennifer Collette, Reference Services Director

This month, the Reference Staff has been busy with our regular tasks of ordering, shelving, weeding and staffing of the Reference Desk. We also readied ourselves for the opening of the Affordable Care Act on October 1st.

Reference Services cont'd

Nana Herron hosted the Four Seasons Book Club on Wednesday, October 16th. The group discussed *Breaking Night: A Memoir of Forgiveness, Survival, and My Journey from Homeless to Harvard*.

Readers Services

October 2013

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, October 3, 2013

Submission by Amy Waldman

Led by Carrie DeMoss

Morning Book Break

Tuesday, October 8, 2013

Submission by Amy Waldman

Led by Carrie DeMoss

Just Desserts Evening Book Discussion

Tuesday, October 22, 2013

Killing Lincoln: The Shocking Assassination that Changed America Forever

by Bill O'Reilly and Martin Dugard

Led by Robin Schroeder

- The Book Lover's Day program took place on October 17, 2013. The speakers were Mary Constance Back, Anne Anderson, Annette Cooke, Carrie DeMoss, and Robin Schroeder. 49 people were in attendance.
- Weeding of the fiction collection continued.
- Weeding of the music collection continued.
- Multiple copies of DVDs were weeded as necessary to make space for new acquisitions.

In addition, Lauren Van Dyke will host our food-focused book group, Culinary Conversations, on Wednesday, October 10th. The group will be discussing the "Not Your Mother's" cookbook series.

Special Services

October 2013

Submitted by: Sharon Montague, Special Services Director

Fall programs are winding down. Work has begun on the winter newsletter and the winter slate of programs.

Special Services cont'd

Program highlights for October include: the well-attended Oktoberfest concert and Meet Jacqueline Kennedy program that was co-sponsored with the RM Historical Society.

Program Statistics:	247
You Can Brew It!	7
Arts Alive Concert: Oktoberfest – Die Musikmeisters	115
Book Lover's Day	36
Movie: <i>Star Trek: Into Darkness</i>	
Tuesday	3
Friday	8
Meet Jacqueline Kennedy	48
Chicago's Sweet Candy History	30

Volunteer Hours:	61.75	In-House Printing:	5,502
Doris Botes	16.0	Riso Duplicator	4,050
Annie LeFevre	2.0	Xerox Color Qube	1,452
Katherine Kinney	9.75		
Donna Thompson	34.0		

Technical Services

October 2013

Submitted by: Steve Rossi, Technical Services Director

Statistical review:

WorldCat Searches	1,499
WorldCat Updates	630
WorldCat Exports	633
WorldCat deletions	570
MMM MARC records added	324

Generated and printed six system reports for staff weeding and inventory projects.

A new collection code was added to the millennium system. The code, used for Caldecott award books, will help patrons find these books easier.

We started using a new tape to designate items that are NEW. This new tape will streamline the processing, making it just a bit faster getting the new material out to our patrons.

The entire department, along with other library staff, had the opportunity to visit the Ryerson and Burnham libraries and take a behind the scenes tour of the library operations. Housed in the Art Institute of Chicago, we also had the chance to tour the Museum exhibits.

Technical Services cont'd

I attended "Revamping Your Online Presence" presented by LACONI (Library Administrators Conference of Northern Illinois) and hosted by the Skokie Public Library. I also attended a webinar "RDA (Resource, Description & Access) Implantation Experience" presented by OCLC (Online Computer Library Center, Inc.).

Youth Services

October 2013

Submitted by: Lucia Khipple, Youth Services Director

Youth Services is back to full Internet capacity for kids and all regular and special programming running. Darlene Eiffes and Julie Farris have both had their class visits up in full swing.

Darlene Eiffes and Laura Garcia represented the Library at the Willow Bend School Multicultural Night.

Laura Garcia and Julie Farris attended the Lincoln Story League meeting at the Arlington Heights Public Library.

Laura Garcia attended a meeting regarding services to the Hispanic Community at the EPNRC (East Park Neighborhood Resource Center).

We sent out 28 teacher bags.