

Departmental Reports September 2013

Exhibits

Art Gallery: Fiber Art by Valerie Rodelli

Main Floor Display Cases

1 case: September is Library Card Sign up Month

1 case: Summer Science Monday's projects

Book Displays

Readers Services Displays

Books

Books That Went to Hollywood
A Mystery in History
If You Like Diane Mott Davidson
Banned Books

Music

On the Road
New Music

Movies

Back to School

Teen

Classic YA Reads

Reference Services Display

Harvest Time

Reference Services - Mini Displays

It's A Dog's Life
Popular Cookbooks

Youth Services – Child Book Display

Back in the Swim

Building Services

September 2013

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the grounds
- Air Filter Engineers changed the filters in the lower level equipment room and 2nd floor equipment room
- Fire & Security Systems, Inc. inspected the fire and burglar alarms
- Assisted Commercial Carpet Consultants replacing the bumpy carpet in Youth Services
- Replaced the broken refrigerator in the Staff Lounge
- Northwest Town replaced a leaking relief valve in boiler # 1
- Mario's Tree Service removed two infected dying ash trees in front of the Library and also one on the west side of the library
- JSI Ltd., paved and striped approximately 10,300 square feet in the east parking lot
- and completed crack filling in the front driveway of the Library
- The new Book Return Drop was installed
- We continued daily building maintenance and spot cleaning of the carpeting

Information Technology

September 2013

Submitted by: Lucia Khipple, Information Services Director

- Troubleshooting of Sonic Wall Internet Filter
- Removed patron desks in YS area for carpet removal
- Set-up temporary YS PC Walkup area
- Repaired YS PC Walkup Desks
- Replaced Ethernet cables in YS PC Walkup Area
- Full updates, repairs and cleaning of YS Patron Walkup PCs
- Re-installed YS patron desks & printer station
- Updated laptops
- Performed updating on Server
- Fax machine troubleshooting in receiving room
- Cleaned Fax machines and Administration copier
- Repaired Reference Desk Xerox printer
- Updated PCs in Adult Services, Tech Services, Special Services and Administration
- Updated PCs in Walkup & Lab
- Replaced 1 PC in the Lab
- Replaced 1 PC in the Walkup area
- Troubleshooting of scanners in Walkup area
- Troubleshooting of Administration PCs
- Set-up PC for upcoming internet resource presentations in YS Program Room
- Updated webpage for Fall newsletter
- Program Set-up
- Assisted with 180 patrons and 168 Staff issues

Readers Services

September 2013

Submitted by Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

September 5, 2013

The Orphan Master's Son by Adam Johnson

Led by Carrie DeMoss

Morning Book Break

September 10, 2013

The Light Between Oceans by M. L. Stedman

Led by Carrie DeMoss

- The fiction weeding project continued.
- Weeding of the music CD collection began.
- The audio fiction cassettes were weeded and shifted.
- Preparation for Book Lover's Day began.

Special Services

September 2013

Submitted by: Sharon Montague, Special Services Director

We continue to work on posters and fliers for fall programming.

Crista had a great turnout for the Rock 'n Roll Radio program with Clark Weber this month. Rolling Meadows is full of rock 'n roll fans! In addition to hosting, Crista is busy finding great programs for the seasons ahead.

Program Statistics:	171
Rock 'N Roll Radio with Clark Weber	74
Does Solar Energy Make Cents?	26
Arts Alive Concert: Jose Sandoval's Tribute to Miles Davis	49
Movie: 42	
Tuesday	6
Friday	6
Bulbs for Spring	10 (estimated)

Volunteer Hours:	29.25	In-House Printing	3,759
Doris Botes	12.5	Riso Duplicator	2,804
Annie LeFevre	2.0	Xerox Color Qube	955
Katherine Kinney	5.75		
Donna Thompson	9.0		

Reference Services

September 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.

Mary Millis presented Finding Company Information on September 19th and Jennifer Collette will present Starting a Small Business on September 25th.

We also have hired a new technology page, David Pitak.

Technical Services

September 2013

Submitted by: Steve Rossi, Technical Services Director

I'm happy to announce we have hired Julie Mester to fill the vacant position in our department. Julie previously worked in the circulation department. We welcome her to technical services. Julie will be responsible for cataloging the adult non-fiction material, as well as being back-up for several of the duties that I currently handle.

Statistical review:

WorldCat Searches	2,011
WorldCat Updates	853
WorldCat Exports	851
WorldCat deletions	698
MMM MARC records added	375

Generated and printed three system reports for staff weeding and inventory projects. Christine Colona, from Colibri Systems, gave the department a demo of the new CoLibri book covering system. This is an alternative to the current book jackets that we use. We have a free 30 day trial of Web Dewey from OCLC. This is an electronic version of the printed Dewey Decimal Classification (DDC). The product contains all content from DDC 23, including regular updates, new developments, new built numbers, and additional electronic index terms. We will evaluate the product to see if it is something that would benefit the department.

Youth Services

September 2013

Submitted by: Lucia Khipple, Youth Services Director

Youth Services is back in school mode. We had the carpet replaced in the walk-up internet area, so we had a few less internet users this month. Regular programming is on the scheduled break for a few weeks this month, giving the planers time to gather up plans for the rest of the year and offer some one of a kind programs. This break, we offered programs to highlight our online services including: Bookflix, CultureGrams, Muzzy Online and Google Lit Trips. We

Youth Services cont'd

may offer the same programs in the winter and spring when there is not so much school competition.

- Darlene Eiffes attended the School Service Coordinators meeting at the Mt. Prospect Public Library.
- Laura Garcia and Julie Farris attended the Lincoln Story League meeting at the Prospect Heights Public Library.

We sent out 12 teacher bags.