

Departmental Reports August 2013

Exhibits

Art Gallery: Fiber Art by Valerie Rodelli

Main Floor Display Cases

1 case: Summer Reading for Youth; September is Library Card Sign Up Month

1 case: Summer Reading for Adults/Teens; Summer Science Mondays

Book Displays

Readers Services Displays

Books

Heroes and Warriors in Fiction

London Calling

If you Like Tess Gerritsen...

Spotlight on British Royalty

Music

New Music

Farm Fresh

Movies

New Movies

Delicious Destinations

Teen

There and Back Again

High School Summer Reads

New Fiction for Teens

Reference Services Display

Travel the Universe

Reference Services - Mini Display

August - Currently Hot Books

Youth Services – Child Book Display

Back in the Swim

Building Services

August 2013

Submitted by: Sabri Kecici, Director Building Services

- We kept the lawn trimmed and picked up trash on the grounds
- Assisted Northwest Town replacing broken fan on the chiller
- 3M Security Systems moved the Checkpoint panels back 3 feet from the front entry door of the library to avoid interference with false alarms
- Mario's Tree Service provided a quote for removal and trimming of two infected dying ash trees in front of the Library
- Received three proposals for paving of the east lot and crack-filling of the front driveway from Pavement Systems Inc, JSI Ltd, and Maul Paving
- Hansen's Landscaping installed new brick paving with flare in Mary Hart Garden bench area
- We continued daily building maintenance and spot cleaning of carpeting

Information Technology

August 2013

Submitted by: Lucia Khipple, Director Information Services

- Troubleshooting/Maintenance of Sonic Wall Internet Filter
- Troubleshooting of gmail email with staff
- Further training of gmail email
- Performed updating on Server
- Fax machine troubleshooting in Receiving
- Cleaned Fax machines and Administration copier
- Repaired Reference Desk Xerox printer
- Updated PCs in Special Services and Administration
- Updated PCs in Walkup & Lab
- Replaced 2 PCs in the Lab
- Replaced 1 PC in the Walkup area
- Troubleshooting of scanners in Walkup area
- Troubleshooting of Administration PCs
- Replaced Business Managers PC
- Ran Ethernet cable to YS Program Room
- Set-up PC for upcoming internet resource presentations in YS Program Room
- Updated and uploaded new employee handbook & library policy manual
- Corrected the library listing on Yelp! website
- Updated webpage for Fall newsletter
- 2014 Budget prep
- Program Set-up
- Assisted with 159 patrons
- Assisted with 192 staff issues

Readers Services

August 2013

Submitted by: Mary Constance Back, Director Readers Services

Book Discussions

Books and Bagels

No discussion this month

Morning Book Break

No discussion this month

Just Desserts: Evening Book Group

No discussion this month.

- The Adult and Teen Summer Reading Clubs were completed this month. 128 adults and 43 teens participated. Each teen read an average of 6.86 books while each adult read an average of 8.42 books over the course of the program.
- Weeding of the fiction collection continued.
- Weeding of the fiction audio cassette collection continued.

Reference Services

August 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.

Special Services

August 2013

Submitted by: Sharon Montague, Director Special Services

The fall newsletter has been completed and has been mailed to area homes and businesses. Posters and fliers for fall programming are in progress.

We are also working on the Library Card Sign Up Month promotion publicity in September which includes a display case, banner on the library's exterior, giveaway for children signing up for a new card, and the raffle of an iPod Nano and Kindle Fire HD for all patrons.

Program Statistics:	144
Antarctica: Cruising Across the Circle	28
iPhone & iPad Basics	40
Arts Alive Concert: <i>Classical - Baroque Jokes</i>	43
Movie: Oz the Great and Powerful	
Tuesday	15
Friday	18

Special Services cont'd

Volunteer Hours:	46.0	In-House Printing:	3,270
Doris Botes	9.0	Riso Duplicator	1,950
Annie LeFevre	1.5	Xerox Color Qube	1,320
Katherine Kinney	8.5		
Donna Thompson	27.0		

Technical Services

August 2013

Submitted by: Steve Rossi, Technical Services Director

We held several interviews this month to fill the vacant position in our department.

Statistical review:

WorldCat Searches	2,003
WorldCat Updates	719
WorldCat Exports	712
WorldCat deletions	789
MMM MARC records added	380

Generated and printed nine system reports for Staff weeding and inventory projects.

A patch was installed on the Innovative server to allow the system to handle the expansion of the OCLC control number. A programming change was necessary to support the new OCLC prefix.

The video cleaning system which was used to clean VHS tapes has been sold for parts. The TapeChek 490 was sold to RTI, the same company which originally sold us the unit.

Several Staff attended the RAILS Technical Services Group Forum at the Indian Trails Public Library. This forum provides information on current happenings within the technical services field as well as networking opportunities.

Youth Services

August 2013

Submitted by: Lucia Khipple, Director Youth Services

We have finished a very successful summer. The summer Reading Clubs had a better than 5% increase in numbers of hours read by the group over last year. This summer Rolling Meadows kids read over 5,642 hours! Youth Services staff enjoyed listening to reports of favorite books read by many enthusiastic readers. Our 27 Junior High aged volunteers, supervised by Darlene Eiffes, were a delightful group. Summer Science Monday continued to be a grand success culminating in a display of team designed inventions that were in the display case in Adult Services. The experiment to build Upstairs/Downstairs programs has built momentum. The latest was "Destination Antarctic" in which Jack Rositer-Munley and Dan Mauller were able to incorporate the new Youth Service iPad into the investigations. As we get ready for another busy school year, Darlene, with the help of Special Services has created a terrific new teacher handout explaining the services we provide to Rolling Meadows students through their teachers. We sent out 1 teacher bag.