

Departmental Reports
March 2014

Exhibits

Art Gallery: Photography by Gary Swiontek

Main Floor Display Cases

1 case: Kimball Hill Elementary Student Art

Note: Main Floor Display Cases were under construction for most of March.

Book Displays

Readers Services Displays

Adult Fiction

All Things Irish (Multi-media display)

Gone Too Soon ... (Authors who passed away in 2013)

If You Like ... Stuart Woods

Spotlight on Julius Caesar

Teen Fiction

Brand New Fiction for March for Teens

Have You Read Ray? Ray Bradbury 1920-2012

Music

New Music

If Music be the Food of Love, Play On! – William Shakespeare Twelfth Night

Movies

New Movies

Meet the Women Who Changed History

Reference Services Display

12 Years a Slave

Reference Services - Mini Displays

Science and Health

Women in Transition

Youth Services – Child Book Display

Celebrate Dr. Seuss at the Library

Building Services

March 2014

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clear of snow and ice
- A new sump pump was installed in Youth Services
- Goodfellas Construction provided a quote on removing the disabled dock lift located outside the Receiving Area and covering the spot with new concrete
- Contacted U.S. Waterproofing Company, Goodfellas Construction and Atlas Restoration LLC regarding the flooding in Youth Services
- Several lights and ballasts inside the building were replaced
- Kone Inc. provided inspection on the elevator and dumbwaiter
- The elevator pit was cleaned
- Global Solutions provided daily janitorial service
- Continued standard daily building maintenance and spot cleaning of carpets

Information Technology

March 2014

Submitted by: Lucia Khipple, Information Technology Director

- Updated Server
- Updated Building Information Technology Equipment Inventory
- Uploaded website as necessary
- Troubleshooting Printer at Reference Desk
- Troubleshooting printer in Adult Services
- Troubleshooting with Adult Service PCs
- Updated PCs in Administration and Youth Services
- Installed 1 new PC in Youth Services
- Updated PCs in Walkups & Lab
- General cleaning of PCs at Circulation Desk
- Replaced dead monitor for Circulation Director's office
- Disinfected all keyboards at public PC terminals
- Rebuilt iPads in Youth Services area
- Kept daily Wi-Fi Statistics for March
- Barcode Hand scanner troubleshooting in Adult Services
- Reference Copier & Printing Station maintenance
- Administration Copier Troubleshooting/repairs
- Installed new Digital signage monitor at Youth Services Ask Me Desk
- Troubleshooting My Media Mall with 4 patrons
- Virtual PLA Conference set-up in Board Room

Information Technology cont'd

- Program Set-up
- Assisted with 198 patrons
- Assisted with 214 staff issues

Readers Services

March 2014

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, March 6, 2014

The Unlikely Pilgrimage of Harold Fry by Rachel Joyce

Led by Carrie DeMoss

Morning Book Break

Tuesday, March 11, 2014

Where'd You Go, Bernadette by Maria Semple

Led by Carrie DeMoss

Just Desserts Evening Book Break

Tuesday, March 25, 2014

Aviator's Wife by Melanie Benjamin

Led by Robin Schroeder

- Weeding of the fiction collection continued.
- Weeding of the music collection continued.
- Weeding of the audio fiction collection continued.
- The Adult and Teen Summer Reading program planning was completed. Material Request was submitted to Special Services.
- Multiple copies of DVDs continued to be weeded as necessary to make space for new acquisitions.

Reference Services

March 2014

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 have also been assisting patrons with tax forms. Reference Staff also attended the virtual PLA conference.

Special Services

March 2014

Submitted by: Sharon Montague, Special Services Director

Summer Reading preparations have begun. We continue to work on posters and fliers for upcoming spring programming.

Volunteer luncheon plans are in full-swing – the event will be held on April 25th.

The main floor display case remodeling is nearly complete.

Program Statistics:	122
Ray Bradbury Chronicles	16
Gluten 101	22
Arts Alive Concert: <i>Trillium</i>	47
Movie: Gravity	
Tuesday	20 estimate
Friday	17

Volunteer Hours: 62.0	In-House Printing: 5,162
Doris Botes 15.0	Riso Duplicator 4,352
Annie LeFevre 1.5	Xerox Color Cube 810
Katherine Kinney 11.0	
Donna Thompson 34.5	

Technical Services

March 2014

Submitted by: Steve Rossi, Technical Services Director

On a suggestion, which came out of our recent audit, I've been working on a system generated report that will verify counts of our manual tracking of statistics for the collections that we hold.

Statistical review:

WorldCat Searches	2,499
WorldCat Updates	785
WorldCat Exports	788
WorldCat deletions	1,224
MMM MARC records added	359

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

64 DVDs from our collection have been cleaned, repaired, and placed back into circulation.

Julie Mester, Lynne Manning, and I were grateful for the opportunity to attend several sessions of the PLA (Public Library Association) video conference this month. This is a wonderful way to discover new ideas without the large expense of travel.

Youth Services

March 2014

Submitted by: Lucia Khipple, Youth Services Director

Our Seuss celebration was a success. We had a good turn out and everything went smoothly.

We've been coping with the flooding in the department with fantastic cooperation from maintenance.

We also had a successful mini Winter Reading Club sponsored by the Chicago Wolves. We had 43 sign ups with active participation. Prizes are supplied by the Wolves and we had 24 winning prizes.

We tried a Mega Storytime to showcase our various storytime programs and have reached a new storytime audience. Storytime attendance has been going up.

We also welcomed Brooke Cusmano to the Youth Services Staff. Brooke has replaced Jack Rossiter-Munley.

We sent out 12 teacher bags.