

Departmental Reports

July 2014

Exhibits

Art Gallery: Photography by Tiffany Whisler

Main Floor Display Cases

1 case: Summer Reading Club for Youth: *Into Books and Out of This World!*

1 case: Summer Reading Club for Teen and Adult: *Paws to Read*

Book Displays

Readers Services Displays

Adult Fiction

Best in Show: Staff Picks

Designer Dogs

Dog Tags

Mystery Best in Show

Other End of the Leash (Science Fiction)

Sleeping with the Fishes

Who's in the Doghouse: John Grisham

Teen Fiction

Dog Days of Summer (New Teen Fiction)

High School Summer Reads

Look what the Cat Dragged In/Graphic Novels

Movies

Party Animals

Music

Pets Sounds: Staff Favorites

Reference Services Display

World War I

Reference Services - Mini Display

Paws to Read!

Youth Services – Child Book Display

Into Books and Out of this World

Building Services

July 2014

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- We trimmed the trees on the west side of the building
- After the book sale, the carpet in the Community Room was shampooed
- We spot cleaned the chair upholstery in Reference and Readers Services
- The doorbell was repaired and a new transformer was installed
- JGS Services Inc. tested the backflow devices on the plumbing system
- The main air intake vents and room were cleaned
- Air Filter Engineers changed all HVAC filters on the Lower level and the 2nd floor equipment room
- Goodfellas Construction Company completed the outside Receiving Area concrete work. They removed the disabled loading dock, poured a new side walk and installed a new ramp
- Continued standard daily building maintenance and spot cleaning of the carpets

Information Technology

July 2014

Submitted by: Lucia Khipple, Information Technology Director and Mike Mraz

- Updated Server
- Updated Website as necessary
- Troubleshooting printer in Adult Services
- Troubleshooting YS Patron PC (Computer)
- Troubleshooting PAC (Public Access Computer)stations
- Troubleshooting printer by PAC in Readers Advisory
- Performed maintenance on Administration copier
- Assisted patrons with My-Media-Mall issues
- Updated PCs in Administration, Youth Services & Adult Services
- Updated PCs at Readers, Reference, Youth & Circulation Desks
- Updated PCs in Walkups & Lab
- Updated YS public PCs
- General cleaning of PCs at Circulation Desk
- Disinfected all keyboards at public PC terminals
- Installed printer in Circulation Workroom
- Reference Desk printer repairs
- Reference Print Center Printer maintenance
- Troubleshooting of Wi-Fi System
- Replaced Inter Library Loan PC
- Kept daily Wi-Fi Stats for July

Information Technology cont'd

- Reference Copier & Printing Station Pay Station maintenance
- YS Printing Pay Station maintenance
- Program Set-up
- PC set-up for 2 Staff Webinars
- Board Member email assistance
- Performed document recovery on the Server to recover deleted Staff files
- 2015 IT Budget preparation
- Purchased & Installed New 2-way Radios throughout the library.
- Assisted with 231 patrons
- Assisted with 225 staff issues

Readers Services

July 2014

Submitted by: Mary Constance Back, Reader Services Director

Book Discussions

Books and Bagels

No discussion in July

Morning Book Break

No discussion in July

Just Desserts Evening Book Break

Tuesday, July 22, 2014

Gone Girl by Gillian Flynn

In addition to our regular department activities:

- Weeding of the fiction collection continued.
- The paperback collection was weeded.
- Weeding of the Large Print collection began.
- It has been a busy summer! The Adult and Teen Summer Reading Programs have kept the RA desk hopping all month. This year, we experimented with something new—adding some preliminary sign-up and marketing duties to the Welcome Desk. Raisa Habib has been our secret weapon, drawing more readers to the RA desk than ever before. Who knew she was such a salesperson! We look forward to tallying the reading counts when the program concludes next month. We anticipate participation in the program to be an all-time high and look forward to tallying the reading counts when the program concludes next month.

Reference Services

July 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. In addition, Nana Herron hosted the Four Seasons Book Club. Staff also participated in a webinar; LinkedIn for Librarians.

Special Services

July 2014

Submitted by: Sharon Montague, Special Services Director

We continue to work on posters and fliers for upcoming programs. The fall newsletter is in progress and we are getting ready for Library Card Sign-Up Month in September.

Program Statistics:

108

Arts Alive Concert:

The Limitations

73

Development of Criminology

0 canceled by presenter

Movie: *Secret Life of Walter Mitty*

Tuesday

4

Friday

13

WWI: The War to End All Wars

18

Volunteer Hours: **61.25**

Doris Botes 14.5

Katherine Kinney 11.25

Annie LeFevre 4.0

Donna Thompson 31.5

In-House Printing: **3,029**

Riso Duplicator 2,554

Xerox Color Qube 475

Technical Services

July 2014

Submitted by: Steve Rossi, Technical Services Director

I configured the SIP2 connection to accept data sharing from Baker & Taylor AXIS360 to our Millennium server, allowing each server to talk with one another to perform patron authentication.

A clickable URL has been added in the millennium catalog linking to Zinio for all the periodicals that we currently receive in print. Zinio is an online database offering digital downloads of periodicals.

Technical Services cont'd

Statistical review:

| | |
|------------------------|-------|
| WorldCat searches | 2,623 |
| WorldCat updates | 934 |
| WorldCat exports | 956 |
| WorldCat deletions | 929 |
| MMM MARC records added | 7 |

Generated and printed 6 system reports for Staff weeding and inventory projects.

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

Several Staff visited the Palatine Public Library to see how they process credit card transactions.

I attended a Personnel Committee meeting.

Youth Services

July 2014

Submitted by: Lucia Khipple, Youth Services Director

Summer Reading continues! The reading club and the programs continue to be met with lots of enthusiasm. In addition to our Summer Reading programming, Laura Garcia and Darlene Eiffes presented Explorers Club adventures, using some of our best Youth Services resources to the EPNRC (East Park Neighborhood Resource Center) campers for three sessions this month.

We've had lots of library activity from district 15 summer school classes this month as well.

We sent out 27 teacher bags.