

## **Departmental Reports November 2014**

### **Exhibits**

**Art Gallery:** Mixed Media by Graehound (Elizabeth Graehling)

#### **Main Floor Display Cases**

**1 case:** Kimball Hill Student Artwork: Dia de los Muertos

### **Book Displays**

#### **Readers Services Displays**

##### **Adult Fiction**

A Harvest of Staff Picks  
Literary Foodie/ Feast for the Senses  
If You Like...Michael Connelly  
Spotlight on...The Holocaust

##### **Teen Fiction**

Brand New Fiction for Teens for October and November  
If You Can't Get Enough -- Hunger Games Readalikes  
Tasty Tidbits/Short Story Collections

##### **Movies**

Beaches and Islands

##### **Music**

International Percussion Month

#### **Reference Services Displays**

Games

#### **Reference Services - Mini Displays**

Vegetarian  
Veteran's Day  
Thanksgiving

#### **Youth Services – Child Book Display**

Graphic Novels

## **Building Services**

November 2014

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of ice and snow
- The snow blowers and ice melt spreaders were prepared for winter
- We replaced several lights and ballasts inside and outside the building
- The elevator pit was cleaned
- The gutters and storm drains were cleaned
- FE Moran Fire Protection provided inspection on the Fire Sprinkler System
- Program One Inc., cleaned all outside windows of the building
- Kone Inc., provided inspection and periodic maintenance on the elevator & dumbwaiter
- We continued standard daily building maintenance and spot cleaning of carpets

## **Information Technology**

November 2014

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

- Updated Server
- Updated website as necessary
- Website Links were all verified this month
- Online Program Sign-up webpage made available to patrons
- Winter newsletter webpages built
- Reference Area copier maintenance was performed
- Troubleshooting issues with Millenium Reports & Java
- Updated PCs in Admin Office
- Cleaned PCs in Admin Office
- Updated YS Office PCs
- Updated PCs in Circulation Back-room
- Updated YS Desk PCs
- Updated PCs in Special Services
- Updated PC at Welcome Desk
- Updated PCs in Tech Services
- Updated Building Service PCs
- Updated 9 laptops for Wireless Classroom
- Cleaned 9 laptops
- Replaced 3 PCs in Lab area
- New PAC terminal software tested for possible 2015 deployment
- Moved Ref Desk Xerox Printer to Adult Services backroom
- Reconfigured Adult Services backroom Xerox printer
- Troubleshooting of printer driver installation errors on RMLIB003 server

- Repaired Printer Management Port errors on RMLIB003 server
- Purchased & Installed new Ref Desk Xerox 8900 printer at Reference Desk
- Ran & installed new fax line for Reference Desk printer
- Troubleshooting Admin Xerox printer
- Troubleshooting of phone/phone line at Circ Desk
- Configured Envisionware print release system for installation of new Reference Desk printer
- Built new Print-Release Terminal for Lab
- Envisionware print release system- software updated to version 4.81 on RMLIB003 server
- Envisionware print release system- software updated to version 4.91 on RMLIB003 server
- Envisionware print release system- performed software hotfixes & re-configured print que
- Rebuilt Print Release terminals for the Walk-Ups, Lab & YS
- Rebuilt Print Release Staff terminals at Reference & Ask Me Desks
- Prep-work for Envisionware mobile printing installation
- Troubleshooting & installation of new power-strips at PAC station desks on Main floor
- YS iPad troubleshooting
- Troubleshooting of phone system
- Changes made to phone system to allow for inclement weather/library closing announcement
- Troubleshooting AT&T MicroCell Booster
- Troubleshooting WiFi system
- Kept WiFi statistics for November
- Program set-up
- Assisted with 210 patrons
- Assisted with 236 staff issues

## **Readers Services**

November 2014

Submitted by: Mary Constance Back, Readers Services Director

## **Programs and Activities**

### **Books and Bagels**

Thursday, November 6, 2014

*Husband's Secret*

By Liane Moriarty

Led by Carrie DeMoss

### **Morning Book Break**

Tuesday, November 11, 2014

*What Alice Forgot*

By Liane Moriarty

Led by Carrie DeMoss

### **Just Desserts Evening Book Break**

Tuesday, November 18, 2014

*Me before You*

By Jojo Moyes

Led by Robin Schroeder

- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the Music CD collection began.

One of the existing computers at the Readers Advisory desk was repurposed into an electronic billboard. It is yet another way for Readers Services to feature materials and programs unique to the Department in a timely and appealing manner. The first subject of our e-billboard: Book Lover's Day. Our slide presentation from the program was used and our recommended reads displayed.

Another successful Book Lover's Day has come and gone. Compliments from patrons continue to pour in, this year more than ever. The ongoing sentiment echoed from patrons has been: "This was your best one yet". I am really proud of the way Readers Services Staff has banded together--not only delivering the actual presentation but setting up the tables and decorations the day before, setting out the food before the program and cleaning up.

### **Reference Services**

November 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. Since the year is quickly coming to a close, we are focusing on spending specifically.

Mary Millis is winding down another successful Fall Session of the Vikes program.

### **Special Services**

November 2014

Submitted by: Sharon Montague, Special Services Director

The winter newsletter was mailed to area homes and businesses. We are working on publicity for winter programming and have begun decorating the library for the holidays.

<b>Program Statistics:</b>	<b>97</b>
Arts Alive Concert: <i>Estrella Piano Duo</i>	52
Introduction to Essential Oils	21
Movie: <i>Edge of Tomorrow</i>	
Tuesday	8
Friday	16

<b>Volunteer Hours: 53.0</b>	<b>In-House Printing 1,752</b>
Doris Botes 17.0	Riso Duplicator 1,252
Katherine Kinney 10.5	Xerox Color Qube 500
Annie LeFevre .5	
Donna Thompson 25.0	

## Technical Services

November 2014

Submitted by: Steve Rossi, Technical Services Director

November traditionally is a slower month for the Department as the end of the year approaches and the book budgets have been all but spent. This allows us to work on special projects and database cleanup. Sarah has been working on the “fuzzy” spine label project.

### Statistical review:

WorldCat searches	2,582
WorldCat updates	1,074
WorldCat exports	1,077
WorldCat deletions	797
MMM MARC records added	419

Generated and printed 5 system reports for Staff weeding and inventory projects.

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

## Youth Services

November 2014

Submitted by: Lucia Khipple, Youth Services Director

November is our annual Dia de las Muertos celebration where kids decorate the traditional sugar skulls and learn all about this Mexican tradition. It’s one of our most colorful annual programs. Darlene Eiffes continued her visits with a record number of classes from our local schools. Brooke Cusmano has had great success with our new Readers Theatre programs and Dan Mauller has had renewed interest in Middle School book discussion groups. It’s been a great month for YS programs. All of our regular programming is also on its regular schedule and planning for it is ongoing.

Julie Farris and Laura Garcia attended the Lincoln Story League at the Evanston Public Library.

We sent out 13 teacher bags.