

**Departmental Reports
December 2013**

Exhibits

Art Gallery: Ink on Rice Paper
by Lidia Rozmus

Main Floor Display Cases

2 cases: Friends' Winter Village display

Book Displays

Readers Services Displays

Fiction

Year's Best Crime Novels
Perfect Ideas for Gift Giving
New Voices 2013

Movies/Music

New
Holiday

Teen

Brand New Fiction
Hunger Games/Catching Fire Read Alikes

Reference Services Display

Celebrate!

Reference Services - Mini Displays

Stress Management
Coping With the Holidays

Youth Services – Child Book Display

Dinosaurs

Building Services

December 2013

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice
- The elevator pit was cleaned
- The snow blowers were prepared for winter
- Many lights and ballasts inside and outside the building were replaced
- A new ceiling light fixture above the copy machine near the Administration Office was installed
- Air filters were ordered and received
- Program One, Inc., cleaned all outside windows of the building
- Fire & Security Systems, Inc. inspected the Fire & Burglar System
- Thompson Elevator Inspection Services tested and inspected the elevator and dumbwaiter
- We continued standard daily building maintenance and spot cleaning of carpets

Readers Services

December 2013

Submitted by: Mary Constance Back, Readers Services Director

Book Discussion

Books and Bagels

December 5

When the Emperor Was Divine by Julie Otsuka

Led by Carrie DeMoss

Morning Book Break

December 10

Hotel of the Corner of Bitter and Sweet by Jamie Ford

Led by Carrie DeMoss

In addition to the day to day activities of the department, the following projects ensued:

- The Fiction Audio cassette collection was weeded.
- The Fiction Audio CD collection was weeded.
- Options for DVD shelving were investigated in anticipation of the possibility of adding DVD television series to the collection.
- Weeding of the music CDs continued.

Reference Services

December 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. In addition, we are finishing up spending our materials budget and preparing for 2014.

Information Technology

December 2013

Submitted by: Lucia Khipple, Information Technology Director

- Replaced recalled surge projectors
- Troubleshooting with Adult Service PCs
- Updated PCs in Tech Services, Special Services and Administration
- Troubleshooting PCs in Tech Services
- Replaced 1 PC in Tech Services
- Updated PCs in Walkups & Lab
- Disinfected all keyboards in building
- Updated PCs in Adult Services/ Youth Services
- Replaced monitor in Special Services
- Updated webpage as necessary
- Replaced movie projector in Community Room
- Program Set-up
- Assisted with 194 patrons
- Assisted with 216 staff issues

Special Services

December 2013

Submitted by: Sharon Montague, Special Services Director

We worked on posters and fliers for January and February programming and finished decorating the library for the holidays.

The new (and improved) building dedication plaque was completed and installed.

Program Statistics:

	144
Behind the Scenes at Marshall Fields	32
Holiday Tangles: A Drawing Workshop	6
Arts Alive Concert: <i>Holiday Spectacular with Jazz Spectrum</i>	98
Movie: <i>Man of Steel</i>	
Tuesday	3
Friday	5 est.

Special Services cont'd

Volunteer Hours: 55.75

Doris Botes	13.5
Annie LeFevre	4.0
Katherine Kinney	6.75
Donna Thompson	31.5

In-House Printing: 1,055

Riso Duplicator	395
Xerox Color Qube	660

Technical Services

December 2013

Submitted by: Steve Rossi, Technical Services Director

Mike Morey, Library Service Consultant from OCLC stopped by to introduce himself. Mike was recently assigned the state of Illinois as one of his areas to represent. We discussed current and new services offered by OCLC.

Statistical review:

WorldCat Searches	1,900
WorldCat Updates	970
WorldCat Exports	974
WorldCat deletions	611

MMM MARC records added 523

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

Youth Services

December 2013

Submitted by: Lucia Khipple, Youth Services Director

Youth Services is finishing off regular programming. We got our first Youth Services iPad up and running - it is slowly gaining attention. Our Department looks beautifully decorated, thanks to Special Services.