

Departmental Reports
June 2014

Exhibits

Art Gallery: Photography by Carl Jalowiec

Main Floor Display Cases

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

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

Book Displays

Readers Services Displays

Adult Fiction

Cat's Pajamas

Curiosity Killed the Cat

Early Bird Catches the Worm

Get Along Little Doggies

Rare Breed

Roll Over and Play Dead

Who's in the Doghouse: Robert B. Parker

Best of Show: Westerns

Teen Fiction

Dog Days of Summer

High School Summer Reads

TBF: Teen's Best Friend

Movies

Sports

Fast and the Furriest

Music

Bee's Knees

Reference Services Displays

Cats vs. Dogs

Reference Services - Mini Display

Paws to Read!

Youth Services – Child Book Display

Into Books & Out of this World!

Building Services

June 2014

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- The gutters and storm drains were cleaned
- Many lights and ballasts inside and outside the building were replaced
- A new outlet for charging Smartphones and Tablets in Youth Services was installed
- Two slat-wall display units, one inside and the other outside the Community Room, were installed
- We received three proposals for paving, striping, crack filling of the staff lot and also, installation of two permanent speed bumps on the driveway in front of the Library
- Zimny Landscaping added new sod along the sidewalks, added bark mulch, and replaced old withering plants
- Kone Inc, provided inspection and periodic maintenance on the elevator and dumbwaiter
- We continued standard daily building maintenance and spot cleaning of carpets

Information Technology

June 2014

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

- Updated Server
- Updated website as necessary
- Troubleshooting phone system during outages
- Troubleshooting Printer in Adult Services
- Troubleshooting PAC (public access computer) stations
- Assisted patrons with My Media Mall issues
- Updated PCs in Administration, Youth Services, Adult Services, Circulation
- Updated PCs in Walkups & Lab
- Updated YS public PCs
- General cleaning of PCs at Circulation Desk
- Disinfected all keyboards at public PC terminals
- Updated website hosting information
- Youth Service Printer repairs
- Reference Desk printer repairs
- Replaced power supply on Welcome Desk Electronic Bulletin Board PC
- Reference Print Center Printer repairs
- Circulation Workroom Printer repairs
- Troubleshooting of Wi-Fi System
- Troubleshooting Inter Library Loan PC

- Kept daily Wi-Fi Stats for June
- Reference Copier & Printing Station maintenance
- YS Printing Station maintenance
- Relocated YS iPads to make room for summer reading
- Program Set-up
- Board member PC/email assistance
- Assisted with 223 patrons
- Assisted with 230 staff issues

Readers Services

June 2014

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, June 5, 2014

People of the Book by Geraldine Brooks

Led by Carrie DeMoss

Morning Book Break

Tuesday, June 10, 2014

Year of Wonders: A Novel of the Plague by Geraldine Brooks

Led by Carrie DeMoss

No Just Desserts meeting in June

In addition to our regular department activities:

- The Adult and Teen Summer Reading Programs, Paws to Read, began on June 16, 2014. There are currently 82 adults and 41 teens signed up.
- Weeding of the fiction collection continued.
- Weeding of the paperback collection began.
- On June 11, 2014, Mary Constance Back attended My Media Mall for Librarians at the Elgin Public Library.

Reference Services

June 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, Lauren and Jennifer hosted a library tour for the students of Northwest Suburban College.

Special Services

June 2014

Submitted by: Sharon Montague, Special Services Director

We completed the mass amounts of printing and decorating for the Summer Reading Clubs. The youth theme is: Into Books and Out of This World! And the adult/teen theme is: Paws to Read. We are also working on posters and fliers for our summer programming.

Program Statistics:	143
Arts Alive Concert:	
<i>Navy Band Great Lakes- Brass Ambassadors</i>	90
4 th of July Barbeque: Beyond the Basics	16
Movie: <i>Saving Mr. Banks</i>	
Tuesday	15
Friday	10
What You Need to Know About Social Media	12 est.

Volunteer Hours: 55.25

Doris Botes	7.5
Katherine Kinney	14.25
Donna Thompson	33.5

In-House Printing: 20,900

Riso Duplicator	19,289
Xerox Color Qube	1,611

Technical Services

June 2014

Submitted by: Steve Rossi, Technical Services Director

This month we relabeled the DVD TV series collection. It seems the green overlay was much too dark when the DVDs were set in the shelving bins. A new light yellow label will now be used on the TV DVD series.

Statistical review:

WorldCat searches	3,128
WorldCat updates	1,007
WorldCat exports	995
WorldCat deletions	1,483
MMM MARC records added	486

Generated and printed 4 system reports for staff weeding and inventory projects.

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

I attended the following committee meetings bylaws, heritage and personal this month.

Youth Services

June 2014

Submitted by: Lucia Khipple, Youth Services Director

Summer Reading is here! The Jr. High Volunteers have been trained. The Reading Club has begun and the programs are underway. It looks like it will be a busy and successful summer.

Darlene Eiffes visited Willow Bend School for a Parent/Child reading night to get everyone excited about Summer Reading just before the end of the school year.

We sent out 1 teacher bag.