

Departmental Reports May 2014

Exhibits

Art Gallery:

Photography by Carl Jalowiec

Main Floor Display Cases

2 cases: Rolling Meadows Park District

Book Displays

Readers Services Displays

Adult Fiction

Love in Bloom

Really Scary Stories ... Commitment, Marriage, and Cold Feet

If You Like ... J. R. Ward

Spotlight on ... Motherhood

New Movies

American Heroes

Coming of Age Films

New Music

Rock & Roll Hall of Fame 28th Induction Ceremony

Teen Fiction

Brand New Fiction for Teens for April and May

Be the Best You Can Be

Reference Services Display

The Online Power of Your Library Card

Reference Services - Mini Displays

Gardening

Environmental Sustainability

Youth Services – Child Book Display

Spring!

Building Services

May 2014

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- Many lights and some ballasts were replaced inside and outside the building
- Assisted Northwest Town repairing chiller compressor #3
- Assisted Kone, Inc. in repairing the dumbwaiter
- Global Facility Solutions provided daily janitorial service
- Flooring Management Group, Inc. provided quarterly carpet cleaning
- Global Facility Solutions provided vinyl tile stripping and waxing
- Zimny Landscaping provided a quote for mulching, edging, and planting new flowering bushes
- Continued standard daily building maintenance and spot cleaning of carpets

Readers Services

May 2014

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, May 1, 2014

Behind the Beautiful Forevers: Life, Death, and Hope in a Mumbai Undercity by Katherine Boo

Led by Carrie DeMoss

Morning Book Break

Tuesday, May 13, 2014

Rules of Civility by Amor Towles

Led by Carrie DeMoss

Just Desserts Evening Book Break

Tuesday, May 20, 2014

Saturday Night Widows: The Adventures of Six Friends Remaking Their Lives by Becky Aikman

Led by Robin Schroeder

In addition to the regular department activities:

- Weeding of the fiction collection continued.
- Summer Reading Program planning continued
- Anne Anderson, Annette Cooke, Carrie DeMoss and Raisa Habib attended the Reaching Forward Conference on May 9.
- On May 20, the Just Desserts Evening Book Discussion Group had a special guest participant—the author! She attended the discussion via Skype interview.

Information Technology

May 2014

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

- Rebuilt webpages to show Summer Newsletter information
- Updated Server
- Cleaned out IT office/cage of outdated equipment & paperwork
- Updated website as necessary
- Updated PAC (Public Access Computer) stations and installed new software licenses
- Troubleshooting phone system during outages
- Troubleshooting printer in Adult Services
- Updated PCs in Administration, Youth Services, Adult Services, Tech Services
- Installed 1 new PC in Circulation Director's office
- Replaced hand scanners at Circulation Desk as preventive maintenance
- Updated PCs in Walkups & Lab
- Installed updates to YS AWE (Advanced Work Stations in Education) PC
- General cleaning of PCs at Circulation Desk
- Replaced 2 back-up power supply batteries at Circulation Desk
- Troubleshooting of hand scanners in Tech Services
- Disinfected all keyboards at public PC terminals
- Renewed website
- Cleaned up website files
- Youth Service printer repairs
- Reference Print Center printer repairs
- Troubleshooting of Wi-Fi System
- Troubleshooting Inter Library Loan PC & printer
- Kept daily Wi-Fi stats for May
- Reference Copier & Printing Station maintenance
- Program Set-up
- Assisted with 178 patrons
- Assisted with 206 staff issues

Reference Services

May 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, Anne Jefferson presented a new program for the Reference Department called *Unlock the Online Power of Your Library Card*. The library subscribes to many on-line databases and services and this program is designed to give patrons a survey of what the library has to have to offer "digitally" by simply inputting your library card number.

Special Services

May 2014

Submitted by: Sharon Montague, Special Services Director

We are up to our necks in summer reading club preparations. Plans are to have the library decorated during the first week of June.

Program Statistics:	123
Through the Eyes of Hubble	25
Humor in Song with Sue Fink	21
Arts Alive Concert: <i>Deborrah Wyndham</i>	55
Movie: <i>Captain Phillips</i>	
Tuesday	12
Friday	10 est.

Volunteer Hours:	50.75
Doris Botes	6.5
Annie LeFevre	.75
Katherine Kinney	8.5
Donna Thompson	35.0

In-House Printing:	18,567
Riso Duplicator	17,367
Xerox Color Qube	1,200

Youth Services

May 2014

Submitted by: Lucia Khipple, Youth Services Director

We are still getting ready for Summer Reading. It is class visit season with lots of visits from our area school kids. We will finish up our regular programming with a one week break to gear up for summer.

We celebrated Dia de Los Ninos/ Children's Day with a fantastic puppet show presented by the Plum Crazy Puppets. We also restocked our summer reading prizes at the Scholastic Warehouse book sale.

Laura Garcia represented the Library at the EPNRC (East Park Neighborhood Resource Center) Cinco de Mayo Family Services Day.

Julie Farris and Laura Garcia attended the Lincoln Story League at the Gail Borden Public Library in Elgin.

We sent out 19 teacher bags.

Technical Services

May 2014

Submitted by: Steve Rossi, Technical Services Director

A new display status code has been added to the Millennium system. This new display status will alert staff and patrons of items on display during programming taking place within the building.

Everyone in the department was involved in withdrawing items from the system this month, as there has been a larger than normal amount of items being removed from the collection to make way for new items.

Statistical review

WorldCat searches	3,516
WorldCat updates	1,468
WorldCat exports	1,473
WorldCat deletions	1,303
MMM MARC records added	733

Generated and printed 2 system reports for staff weeding and inventory projects.

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

Several members of the department attended the RAILS Technical Services Networking Group, held at the Schaumburg Public Library.