

## Departmental Reports February 2014

### Exhibits

**Art Gallery:** Photography by Gary Swiontek

### **Main Floor Display Cases**

**1 case:** Celebrate Dr. Seuss!

**1 case:** Photography by Wayne Parkin

### Book Displays

#### **Readers Services Displays**

##### **Adult Fiction**

Hail to the Chief

Blind Date with a Book

If You Like John Sandford

##### **Teen Fiction**

New Teen Fiction for January and February

Are You Thirsty for More? (Sequels)

##### **Movies**

New DVDs

Language is Love-Romance around the Globe

And the Oscar Goes To....

##### **Music**

New CDs

Not Just the Blues...Honoring Black History Month

#### **Reference Services Displays**

Armchair Travel

Red

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

50 Years Ago-The Beatles!

2013 Longest Running Bestsellers

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

Celebrate Dr. Seuss at the Library

## **Building Services**

February 2014

Submitted by: Sabri Kecici, Building Services Director

- We replaced several lights inside and outside building and also a few ballasts
- We kept the front of the Library and walks cleaned of snow and ice
- Spot cleaned chair upholstery in the Reference and Reader Services area
- A new electrical switch for motorized window shades was installed
- The sliding door in the Friends Closet was repaired
- We cleaned ice from the gutters to help the water flow in the downspouts
- Assisted Northwest Town in replacing bad burners in boilers
- Kone Inc, provided inspection and periodic maintenance on elevator and dumb waiter
- Global Facility Solutions provided daily janitorial service
- We continued standard daily building maintenance and spot cleaning

## **Readers Services**

February 2014

Submitted by: Mary Constance Back, Readers Services Director

## **Book Discussions**

### **Books and Bagels**

Thursday, February 6, 2014

*The Snow Child* by Eowyn Ivey

Led by Carrie DeMoss

### **Morning Book Break**

Tuesday, February 11, 2014

*In The Shadow of the Banyan* by Vaddey Ratner

Led by Carrie DeMoss

In addition to the department's regular duties, the following projects ensued:

- Weeding of the fiction collection continued.
- Weeding of the music collection continued.
- Weeding of the audio fiction collection continued.
- The Adult and Teen Summer Reading programs were planned.
- Multiple copies of DVDs were weeded as necessary to make space for new acquisitions.
- The Cliff's Notes collection was reviewed and updated.
- Tax forms were made available to the public.

## **Youth Services**

February 2014

Submitted by: Lucia Khipple, Youth Services Director

Youth Services is deep into Seuss preparations. We are deep into Seuss planning. We sent out 16 teacher bags.

## **Information Technology**

February 2014

Submitted by: Lucia Khipple, Information Technology Director

- Updated Server
- Server clean-up of IP addresses
- Updated Building IT Equipment Inventory
- Uploaded new info for website from Spring Newsletter
- Troubleshooting Printer at Ref Desk
- Troubleshooting printers in Tech Services
- Troubleshooting scanners in Reference Walk-up Area
- Troubleshooting with Adult Service PCs
- Updated PCs in Administration and Adult Services
- Installed 1 new PC in Special Services
- Rebuilt 2 PCs in Special Services
- Riso Printer Troubleshooting in Special Services
- Installed 2 new PCs in Tech Services
- Updated PCs in Walkups & Lab
- Installed 2 new PCs in the Walkup Area
- Installed 2 new PCs at the Reference Desk
- Cleaned up cabling at the Reference Desk
- Installed 2 new PCs at the Ask Me Desk
- Cleaned up cables & remounted keyboards at Ask Me Desk
- Replaced malfunctioning keyboards in Walk-Up Area
- General cleaning of PCs at Circ Desk
- Disinfected all keyboards at public PC terminals
- Rebuilt iPads in YS Area
- Kept daily Wi-Fi Stats for Feb
- Router Troubleshooting
- Updated public PCs in YS
- Troubleshooting iPads in YS
- Replaced monitor in Building Services
- Replaced monitors on PAC stations so they all match
- Organized 15 old monitors to be sold by RML Friends
- Attempted repairs on typewriter in Adult Services
- Installed new wireless microphone in Community Room
- Re-organized Staff Supply & Form Cabinets near Circulation Area
- Barcode Hand scanner troubleshooting in Adult Services
- YS & Ref Copier bill changer maintenance

## Information Technology cont'd .....

- YS Copier Troubleshooting/repairs
- Troubleshooting My Media Mall with 3 patrons
- Program Set-up
- Assisted with 275 patrons
- Assisted with 221 staff issues

## Reference Services

February 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. Tax forms have arrived to the joy of Reference Staff and patrons alike. In addition, Nana Herron hosted the Four Seasons Book Club on February 19<sup>th</sup>. Nine people attended.

## Special Services

February 2014

Submitted by: Sharon Montague, Special Services Director

We are preparing posters and fliers for the spring program slate as well as helping with preparations for Youth Services annual Dr. Seuss Celebration.

<b>Program Statistics:</b>	<b>132</b>
Yo Ho Ho and a Bottle of Rum	4
Eerie Similarity between Presidents Lincoln and Kennedy	18
Arts Alive Concert: <i>Diva Montel – Be My Valentine</i>	89
Movie: <b><i>Enough Said</i></b>	
Tuesday	15
Friday	6

<b>Volunteer Hours:</b>	<b>63.75</b>	<b>In-House Printing</b>	<b>10,845</b>
Doris Botes	15.5	Riso Duplicator	9,295
Katherine Kinney	12.75	Xerox Color Cube	1,550
Donna Thompson	35.5		

## Technical Services

February 2014

Submitted by: Steve Rossi, Technical Services Director

A new I-Type and location code were added to the Innovative system this month. These new codes will be used for the new DVD collection of TV series coming soon.

## Technical Services cont'd ....

The local history items on VHS have all been converted to digital format. The original VHS tapes will remain in the local history file, along with the new DVD versions, which patrons can view in-house or checkout if they wish. We also moved several digital files, copies of the Rolling Meadows City newsletter that were housed on ZIP drives and moved those to a more accessible/readable format. These discs will also be housed in the local history collection.

### **Statistical review:**

WorldCat Searches	3,619
WorldCat Updates	921
WorldCat Exports	922
WorldCat deletions	1,983
MMM MARC records added	631

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

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

I attended the following in-house meetings, By-Laws, Personal, and Planning committees.

This month I had the opportunity to meet with Dennis Carter, our new Innovative sales consultant. Dennis replaces Diane Lewin, who has moved into another position within the company.