

## **Departmental Reports April 2014**

### **Exhibits**

**Art Gallery:** Photography by Carl Jalowiec

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

**1 case:** Kimball Hill Elementary Student Artwork

**1 case:** Rolling Meadows Park District – RM Renegade Hockey

### **Book Displays**

#### **Readers Services Displays**

##### **Adult Fiction**

Like the Trees, We are Visitors, Guests of the Earth  
Recommended by You! Library Patron's Top Rated Titles  
If You Like...George R. R. Martin  
Spotlight on...The Grapes of Wrath

##### **Teen Fiction**

Brand New Fiction for Teens for March and April  
Young Adult Fiction: Teen Novels for Readers of All Ages

##### **Movies**

Fans of Downton Abbey

##### **Music**

Rainy Days and Mondays; Soft Sounds for Springtime

#### **Reference Services Display**

National Car Repair Month

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

Take Me Out To The Ball Game!  
Looking Good For 450! (Shakespeare Display)

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

Spring!

## **Building Services**

April 2014

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on Library grounds
- The lawn mowers were prepared for summer
- Many lights and several ballasts were replaced inside and outside of the building
- We used Quick-rate Hydraulic Water-Stop Cement to stop water flowing from the concrete wall in the Youth Services area
- We accepted and signed the Goodfellas Construction Company proposal/contract for repairing the foundation leak, removal & disposal of steel loading dock, two bollard posts and sidewalks outside Receiving Area
- Assisted Kone, Inc. repairing the Dumbwaiter
- Renewed the Service Agreement with Illini Power Products for the Emergency Generator
- We repaired all potholes on driveways and parking lots
- Continued standard daily building maintenance and spot cleaning of carpet

## **Information Technology**

April 2014

Submitted by: Information Technology Director Lucia Khipple and Mike Mraz

- Updated Server
- Updated Building IT Equipment Inventory
- Updated Website as necessary
- Troubleshooting Printer at Reference Desk
- Troubleshooting Printer at Administration copier
- Updated PCs in Administration and Youth Services
- Installed 1 new PC in Youth Services
- Updated PCs in Walkups & Lab
- General cleaning of PCs at Circulation Desk
- Replaced scanner portion of Printer at Reference Desk
- Replaced Audiobook Cover Printer in Tech Services
- Replaced dead Hand Scanners in Adult Services & Tech Services
- Disinfected all Keyboards at public PC terminals
- Kept daily Wi-Fi stats for April
- Reference Copier & Printing Station maintenance
- Troubleshooting My Media Mall with 2 patrons
- Program Set-up
- Assisted with 190 patrons
- Assisted with 220 staff issues

## **Readers Services**

April 2014

Submitted by: Mary Constance Back, Readers Services Director

## **Books & Bagels**

Thursday, April 3, 2014

Rabbit Redux by John Updike

Led by Carrie DeMoss

## **Morning Book Break**

Tuesday, April 8, 2014

The Things They Carried by Tim O'Brien

Led by Carrie DeMoss

## **Just Desserts**

Tuesday, April 22, 2014

The Great Gatsby by F. Scott Fitzgerald

Led by Robin Schroeder

In addition to our daily activities, the following projects continued:

- The new Television Series have arrived. Soon after, 11 new bins arrived to accommodate the growing collection. The series have a check out period of one week. We have received much positive feedback from patrons.
- Weeding of the fiction collection continued.
- Weeding of the movie collection continued.

## **Reference Services**

April 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. Also, Jennifer Collette presented the program *Starting a Small Business* and Mary Millis presented the program *Finding Company Information*.

## **Special Services**

April 2014

Submitted by: Sharon Montague, Special Services Director

It's been another busy month in Special Services. Along with fulfilling printing requests and designing posters and fliers for upcoming programming, we have also worked on the following projects:

- Annual Volunteer Luncheon
- Summer newsletter
- Summer Reading: logos, signs, décor, forms, poster/fliers, and the YS brochure

We are pleased to welcome the new Program Coordinator, Stephanie Driscoll.

<b>Program Statistics:</b>	<b>177</b>
Need Help Organizing?	32
Arts Alive Concert: <i>Norman Lee</i>	52
Movie: <i>Blue Jasmine</i>	
Tuesday	8
Friday	15
Creative Containers	16
Volunteer Luncheon	54

<b>Volunteer Hours:</b>	<b>87.75</b>
Doris Botes	28.0
Annie LeFevre	1.75
Katherine Kinney	16.0
Donna Thompson	42.0

<b>In-House Printing:</b>	<b>3,618</b>
Riso Duplicator	2,902
Xerox Color Qube	716

#### **Technical Services**

April 2014

Submitted by: Steve Rossi, Technical Services Director

The system partition on the Millennium server, that houses the patron records, was nearing its limit. We had to run a patron purge to free up space. We ran a patron purge, using the data criteria given to us by the circulation department.

#### **Statistical review:**

WorldCat Searches	2,969
WorldCat Updates	995
WorldCat Exports	1,005
WorldCat deletions	1,394
MMM MARC records added	423

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

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

Our volunteer Katherine, along with Teresa, and I, attended the volunteer appreciation luncheon. I also attended the bylaws, and personal committee meetings.

## **Youth Services**

April 2014

Submitted by: Lucia Khipple, Youth Services Director

We are deep into getting ready for Summer Reading. It should be a wonderfully busy summer. The theme this year is: "Into Books and Out of This World!"

Darlene represented us at the Early Childhood Celebration at Forest View in Arlington Heights, which showcased area services to young children.

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

We sent out 23 teacher bags.