

Departmental Reports October 2014

Exhibits

Art Gallery: Mixed Media by Elizabeth Graehling, aka Graehound

Main Floor Display Cases

1 case: Fremd High School Student Photos

1 case: Rolling Meadows High School Student Photos

Book Displays

Readers Services Displays

Adult Fiction

Happy Birthday, Author!
If You Like...Danielle Steel
Spotlight on Dance
Spotlight on the Western
Vampires, Werewolves & Zombies, Oh My!

Teen Fiction

Brand New Books for Teens for September and October
Did You Know...October is National Bullying Prevention Month
What are You Afraid of?

Movies

On Halloween, Strange Sights are Seen

Music

Graveyard Grooves

Reference Services Displays

Orange (Autumn Theme-Books With Orange Covers)

Reference Services - Mini Displays

Go Hog Wild!
Photographer Appreciation Month

Youth Services – Child Book Display

Graphic Novels

Building Services

October 2014

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on Library grounds
- The leaves in the front of the Library and around the building were raked
- We replaced several lights and ballasts inside and outside the building
- Ten Fire Extinguisher signs were installed
- Three Speed Bump signs were installed
- Spot cleaned chair upholstery in Reference and Reader Services area
- Gen Power Inc. provided maintenance on the back-up generator
- Kone Inc. provided inspection and periodic maintenance on the elevator and dumbwaiter
- Global Facility Solutions provided daily janitorial service
- We continued standard daily building maintenance and spot cleaning of carpets

Information Technology

October 2014

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

- Updated Server
- Updated website as necessary
- Debugging & defragmenting was performed on the server
- Website Links were all verified this month
- Attended the Recycling Event held at RM public works, 127 items were recycled at the event
- AppAssure (Server Back-Up) Software was updated
- Online Program Sign-up webpage was created to be used in 2015
- Prep work for new version of Print Release Software upgrade was done
- Rebuilt YS patron Desk
- Rebuilt YS patron PC
- Relocating of PAC unit PC in Reference
- Troubleshooting Ethernet switch in Reference area
- Reference Desk printer maintenance was performed
- Reference Area copier maintenance was performed and new kit installed
- New firmware was installed on all the Xerox printers
- Scanner calibration was performed on printers in IT, TS, AS, Ref Desk
- Reference desk PCs were updated and cleaned
- Troubleshooting issues with Millenium Reports & Java
- Updated 10 PCs in Adult Services
- Debugged 10 PCs in Adult Services

- Updated PCs in Admin Office
- Debugged and cleaned PCs in Admin Office
- Updated YS Office PCs
- Debugged & cleaned YS Office PCs
- Updated PCs in Circulation Back-room
- Updated & debugged YS Desk PCs
- Updated PCs in Special Services
- Debugged & cleaned PCs in Special Services
- Updated & debugged PC at Welcome Desk
- Printer maintenance on Welcome Desk printer
- Updated & debugged PCs in Tech Services
- Updated 9 laptops for Wireless Classroom
- Debugged & cleaned 9 laptops
- Replaced 1 PC in Lab area
- Replaced 1 PC in Walkup area
- Replaced Tech page PC
- Replaced 2 staff PCs in Adult Services
- Collected WiFi Stats for October
- Troubleshooting of Adult Services Xerox Printer
- Program set-up
- Assisted with 182 patrons
- Assisted with 221 staff issues

Readers Services

October 2014

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

Books and Bagels

October 2, 2014

Tears of the Desert: A Memoir of Survival in Darfur

By Halima Bashir with Damien Lewis

Led by Carrie DeMoss

Morning Book Break

October 14, 2014

Tears of the Desert: A Memoir of Survival in Darfur

By Halima Bashir with Damien Lewis

Led by Carrie DeMoss

Book Lover's Day

October 30, 2014

Led by Mary Constance Back, Anne Anderson, Annette Cooke, Carrie DeMoss, and Robin Schroeder

Report to follow in November

Reference Services

October 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, Reference Staff hosted the following programs for patrons:

Four Seasons Book Club (Fall Session)

Jump Start Your Job Search

Special Services

October 2014

Submitted by: Sharon Montague, Special Services Director

We are finishing up the publicity items for fall programming and have started on the winter slate. The winter newsletter is in progress.

Program Statistics:	206
Illinois Ghosts and the Afterlife	47
Movie: <i>Bears</i>	
Tuesday	11
Friday	9
Arts Alive Concert: <i>Oktoberfest – the Happy Wanderers</i>	87
Jane Addams: Worthy Choices	17
Book Lover's Day	35 estimate

Volunteer Hours: 71.5

Doris Botes	9.0
Katherine Kinney	27.5
Annie LeFevre	1.0
Donna Thompson	34.0

In-House Printing 6,120

Riso Duplicator	5,670
Xerox	450

Technical Services

October 2014

Submitted by: Steve Rossi, Technical Services Director

The entire department went to visit the Gail Borden library this month. We started with a tour of the Rakow branch, built in 2009, features a popular materials collection housed by subject matter with mostly outward facing shelving. They also have a unique system for checking out DVDs, music, and video games all being dispensed from an automated unit located outside of the building making the collection available for customers 24 hours a day.

We then made our way to the Main library located about 5 miles from the branch. There we had a guided tour of the entire building, including a sneak peek of their new digital media lab and had the opportunity to speak with Robert Moffett, the Director of Technical Services. We discussed several issues including, Sierra, RDA, Digital Imaging, and overall workflow within the department.

Statistical review:

WorldCat searches	4,873
WorldCat updates	1,086
WorldCat exports	1,089
WorldCat deletions	3,175
MMM MARC records added	385

Generated and printed 6 system reports for staff weeding and inventory projects.

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

Youth Services

October 2014

Submitted by: Lucia Khipple, Youth Services Director

October has been a very busy month with programs. Darlene Eiffes has had a large number of class visits from our local schools. Julie Farris has visited many of our local preschools and Laura Garcia had the opportunity to visit the Early Childhood program at the East Park Neighborhood Resource Center (E.P.N.R.C.). All of our regular programming is also on its regular schedule and planning for it is ongoing.