

Departmental Reports September 2014

Exhibits

Art Gallery: Photography by Tiffany Whisler

Main Floor Display Cases

1/2 case: National Library Card Sign-Up Month promotion

1-1/2 cases: Artwork by Leonardo Gonzalez

Book Displays

Readers Services Displays

Books

Education is the Spice of Life

Corsairs, Rapsallions, and Pirates

If You Like Brad Meltzer

Music

In Case You Missed Ravinia...

Movies

Roll of the Dice

Teen

Scary Science Fiction

Multimedia Display

Spotlight on Dance

Reference Services Display

Quilts for Beginners and Experts

Reference Services - Mini Displays

Whole Grains Month

Healthy Aging Month

Youth Services – Child Book Display

Grab a Graphic Novel

Building Services

September 2014

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the library grounds
- We trimmed the trees and bushes around the building
- Fourteen fire extinguisher signs were installed
- Two new Delta chrome touch-less bathroom sink faucets were installed
- The leaves in front of the library and around the building were raked
- Fire & Security Systems, Inc. inspected the fire & burglar system
- Rolling Meadows Fire Department provided annual fire inspection
- RAPCO completed approximately 9,000 square feet of paving, crack-sealing and restriping. They also installed three speed bumps
- We continued standard daily building maintenance and spot cleaning of carpets

Readers Services

September 2014

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

September 4, 2014

A Tale for the Time Being

By Ruth Ozeki

Led by Carrie DeMoss

Morning Book Break

September 9, 2014

The Book Thief

By Markus Zusak

Led by Carrie DeMoss

Just Desserts

September 16, 2014

Light Between Oceans

By M. L. Stedman

Led by Robin Schroeder

In addition to our regular department activities:

- On Tuesday, September 16th, the Just Desserts Book Discussion group celebrated their 50th book with their discussion leader Robin Schroeder.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Planning of Book Lover's Day continued.

Reference Services

September 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:

- Starting A Small Business
- Access The On-Line Power Of Your Library Card
- Uncovering Company Information
- Culinary Conversations

Information Technology

September 2014

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

- Updated Server
- Updated website as necessary
- Website Links were all verified this month
- Converted the newest version of the Employee Handbook into PDF for Staff website
- Performed repairs of 6 printers & 7 PCs after major power outage storm
- Troubleshooting WiFi
- Troubleshooting Sonicwall firewall/filter device
- Removal of dead Sonicwall firewall device
- Installation of replacement Sonicwall firewall/filter/WiFi device
- Performed back-up & firmware update on new Sonicwall device
- Troubleshooting YS Patron PCs
- Replaced Special Services Director defective monitor
- Performed maintenance on Administration Copier
- Assisted patrons with MyMediaMall issues
- Updated PCs in Administration, Youth Services & Adult Services
- Updated PCs at Readers, Reference, Youth & Circulation Desks
- Updated PCs in Walkups & Lab
- Updated YS public PCs
- Replaced 3 PCs in Walkup area
- Replaced 4 laptops in the Wireless Classroom
- General cleaning of PCs at Circulation Desk
- Disinfected all keyboards at public PC terminals
- Replacement of damaged/worn out keyboards and mice was done for the Walk-Up PCs
- Troubleshooting of printer pay stations after power outages
- Reference Desk printer maintenance

- Technical Services Xerox Printer Troubleshooting
- Reference Print Center Printer maintenance
- Updated firmware on YS Xerox color printer to resolve issues
- YS iPad troubleshooting & rebuilding
- Kept daily Wi-Fi Stats for September
- YS Printing Pay Station PC maintenance
- Made repairs to the Staff Lounge vending machine
- Preparation work for City of Rolling Meadows Electronic recycling event coming up
- Prepared proposed Community Room outdated equipment list for removal
- Program Set-up
- Cleaning out IT Cage of outdated technology items
- Assisted with 225 patrons
- Assisted with 218 staff issues

Special Services

September 2014

Submitted by: Sharon Montague, Special Services Director

We continue to work on publicity items for fall programming. The Library Card Sign-Up month promotion has been in full swing with a raffle of two great prizes and a small gift for children who sign up for a new library card in the month of September.

Program Statistics:	109
Seeking Spiceland	7
Movie: <i>Draft Day</i>	
Tuesday	18
Friday	7
Arts Alive Concert: <i>Andrew Carpenter: Flights of Fancy</i>	47
Eclectic Theater: History of Comedy	30

Volunteer Hours:	83.25	In-House Printing	2.270
Doris Botes	17.5	Riso Duplicator	1,520
Katherine Kinney	20.0	Xerox Color Qube	750
Annie LeFevre	.75		
Donna Thompson	45.0		

Technical Services

September 2014

Submitted by: Steve Rossi, Technical Services Director

We welcome Sarah Krause to the Department. Sarah will be cataloging all of the adult non-fiction material along with other projects. The special Children's Book sale for teachers and parents, held by the Friends of the Library, has produced a larger than normal number of carts filled with material tagged for deletion. A big thank you to our volunteer, Katherine Kinney, for all of her help with this project.

Technical Services cont'd

Statistical review:

WorldCat searches	2,265
WorldCat updates	828
WorldCat exports	831
WorldCat deletions	1,053
MMM MARC records added	342

Generated and printed 8 system reports for staff weeding and inventory projects.

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

Youth Services

September 2014

Submitted by: Lucia Khipple, Youth Services Director

School is in full swing and our report reflects that. Darlene Eiffes and Laura Garcia both spoke at two separate Rolling Meadows Rotary meetings this month. Darlene spoke about school services and Laura spoke about Library services to our Hispanic patrons. Both were very well received and answered quite a few questions following their presentations. Darlene has also, with the terrific design from Special Services, distributed the annual teacher flyer outlining services we offer Rolling Meadows students through our local teachers. All of our regular programming is also on its regular schedule and planning for it is ongoing.

Julie Farris and Laura Garcia attended the Lincoln Story League at the St. Charles Public Library.

We sent out 17 teacher bags.