

Departmental Reports March 2015

Exhibits

Art Gallery: Photography by Wayne Parkin

Main Floor Display Cases

1 case: Kimball Hill Elementary Student Artwork

1 case: Crochet Guild: March is National Crochet Month

Book Displays

Readers Services Displays

Books Make Mine a Cozy Mystery
Pack Your Imagination and Travel
If You Like Diane Mott Davidson

Music New CDS
Everything Classical!

Movies New DVDs
Irish Films

Teen New Teen Fiction for February and March
My Kind of Town: Chicago Fiction and Authors

Readers Services - Mini Display

Child's Play: Children's Authors Who Are Also Successful Adult Authors

Reference Services Display

Ready For Green!

Reference Services - Mini Displays

Little Bit Irish
Dig Into Your Family History

Youth Services – Child Book Display

Cave Paintings

Building Services

March 2015

Submitted: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice
- A new shelf in the Friends closet was installed
- We replaced several lights and ballasts inside and outside of the building
- Received quotes from Mario's Tree Service for removal of an infected ash tree and trimming of limbs on three locust trees
- We added one new section of shelving in Youth Services
- MCC Electric Inc, installed two electric baseboard heaters
- A concrete pad/base for the new split A/C unit outside the building was installed
- A crew from MG Mechanical worked on removing the disabled chiller
- We continued standard daily building maintenance and spot cleaning of carpets

Information Technology

March 2015

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

- Updated Server
- Tweaked Network Symantec Anti-Virus Software
- Website was updated with Spring 2015 Newsletter
- Webinars were set-up for HR & Reference Database Training/Exploration
- Bill acceptor was cleaned on the YS Print Release Station
- Troubleshooting of Print Stations in reference
- Bill acceptor for the copier in Reference was cleaned
- Electronic Bulletin Board was built to advertise upcoming programming on Upper Level for Arts Alive Concert
- A new PAC06 in Reader Advisory area was built with the updated PWB 3.0 software
- Repairs were made to the vending machine coin acceptor
- The new Postal System Upgrade was planned out for roll-out
- Worn-out keyboards & mice were replaced for all the patron PCs in YS
- Replaced 1 of the patron PCs in YS, the rest to be replaced shortly

March was a very busy month for online program sign-up with 112!

Online Sign-up type	December 2014	January 2015	February 2015	March 2015	Totals
Adult Programming	2	1	2	17	22
Arts Alive concerts	12	5	28	17	62
Computer Classes	1	11		26	38
Employment Programs		3		1	4
Seuss AM			2	42	44
Seuss PM				9	9
Totals	15	20	32	112	179

Information Technology, cont'd ...

- The iPads in YS were removed for the Seuss event, updated and re-installed afterwards
- Patron PC Desk #8 in YS was repaired to make it moveable for wall access
- Troubleshooting of java updates & Millennium reports on PCs in Adult Services & Reference Desk
- Built a new PC in the Reference Lab area
- Worn-out keyboards were replaced in the Reference Lab
- The proposal for ceiling installation of a projector in the Community Room was received & approved for installation
- Malware removal was performed on an Ask Me Desk PC
- PCs were updated in the Reference Lab area
- PCs were updated in the Walk-Up Lab area
- After a lot of troubleshooting, 2 new PCs were installed in Special Services
- New updated Riso Printer software was installed on the PCs in Special Services
- Troubleshooting of java updates & the Riso Printer in Special Services
- Troubleshooting of Printers in the building was done after power spikes occurred
- New PC was built in Tech Services to go with the new scanner that was installed to begin digitizing statistical back files
- Built a new PC for the YS Workroom
- Updated PCs in Admin Office
- Updated YS Office PCs
- Updated PCs in Circulation Backroom
- Updated PCs in Tech Services
- Updates PCs in Adult Services
- Scanner troubleshooting was done in the Reference Lab and Walk-Ups PCs
- The IT Office cage was cleaned out for easier storage
- The IT Office has started preparing for the new A/C unit being installed by Building Services
- The projector in the YS Program Room was trouble-shooted twice
- A PC was built for use with the new Postage System Upgrade
- A new mounted monitor, label printer, PC & switch were installed in the Receiving Room to be used for the new Postage System upgrade
- The new Postage System was configured for building use and some basic training was done with staff
- Paper feed rollers were cleaned on the Xerox printers in Adult Services Printer & at the Reference Desk
- The print rollers were inspected and cleaned on the HP printer in the Walkup area
- The Admin copier was repaired by ABS after a software glitch
- Performed Packet Monitoring for the Network to resolve speed issues and potential device conflicts
- Troubleshooting of fax machines for patron usage
- Troubleshooting of the network Printer Management software was performed
- Troubleshooting of phone system/voicemail system

Information Technology, cont'd ...

- Troubleshooting Wi-Fi system as needed
- Kept Wi-Fi statistics for March
- Updating of the Reference database webpages continued
- Program set-up
- Assisted 7 patrons with MyMedia Mall
- Assisted with 229 patrons & 211 staff issues

Readers Services

March 2015

Submitted by: Robin Schroeder, Readers' Services Associate

Programs and Activities

Books and Bagels

Thursday, March 5, 2015

Dear Life: Stories

By Alice Munro

Led by Carrie DeMoss

Morning Book Break

Tuesday, March 10, 2015

A Constellation of Vital Phenomena

By Anthony Marra

Led by Carrie DeMoss

Just Desserts Evening Book Discussion

Tuesday, March 24, 2015

The Husband's Secret

By Liane Moriarty

Led by Robin Schroeder

- Continued planning for Summer Reading
- Reviewed Cliff's Notes Collection
- Began Weeding Adult Paperback Collection

Reference Services

March 2015

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, we are also answering the many questions regarding tax forms. Lastly, we are happy to participate in the Vikes program via Fremd High School and have welcomed our latest group of student volunteers.

Special Services

April 2015

Submitted by: Sharon Montague, Special Services Director

We are working on posters and fliers for upcoming programming. Plans are underway for the Volunteer Luncheon scheduled for Saturday, April 25.

Program Statistics:	166
Arts Alive Concert: <i>Shamrock Ragsters</i>	84
Myths and History of the Great Highland Bagpipes	28
Amazing Adventures of Bertha Benz	22
Movie: <i>Theory of Everything</i>	
Tuesday	25
Friday	7

Volunteer Hours:	48.0
Katherine Kinney	6.0
Doris Botes	6.5
Donna Thompson	34.0
Annie LeFevre	1.5

Vikes Hours: **52.5***
*February and March Hours

In-House Printing	5,807
Riso Duplicator	4,557
Xerox Color Cube	1,250

Technical Services

March 2015

Submitted by: Steve Rossi, Technical Services Director

A new scanner was installed in the department. We plan to start to digitalize the statistical back files in the department along with processing manuals for easy retrieval and searching online.

<u>Statistical review:</u>	
WorldCat searches	3,626
WorldCat updates	1,157
WorldCat exports	1,158
WorldCat deletions	1,879
Collection/Added	1,770
Collection/Deleted	1,185

Technical Services, cont'd ...

Generated and printed 4 system reports for staff weeding and inventory projects.

78 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation.

Several staff (Julie, Lynne, Sarah) attended an informational meeting on member benefits presented by IMRF held at City Hall. Teresa and I took a behind the scenes tour of the Lyric Opera and Chicago Symphony, Orchestra Hall. We viewed the CSO library and the Rosenthal archives collection.

I attended the Innovative Interfaces Technical Services Managers meeting held at the Skokie Public Library, and RDA Serials Cataloging, held at the Schaumburg Library. I also attended the following meetings held at the library, Bylaws Committee, Personal Committee, and the chiller replacement pre-construction meeting.

Youth Services

March 2015

Submitted by: Lucia Khipple, Youth Services Director

Yes! Another successful Seuss celebration completed. We had an attendance of over 600 happy people. One patron remarked it was “the best Seuss party ever!” Big thanks go out to all our volunteers, celebrity readers and especially Special Services for all their help.

Now we return to regular programs and getting ready for summer Reading.

Laura Garcia and Julie Farris attended the Lincoln Story League at the Park Ridge Public Library.

We sent out 21 teacher bags.