

Departmental Reports November 2015

Exhibits

Art Gallery – Calligraphy Show

Main Floor Display Cases

1 case: Rolling Meadows Renegade Hockey

1 case: November is Autism Awareness Month

Book Displays

Readers Services Displays

Adult Fiction

Feast of Books

If You Like...Nicholas Sparks

Final Approach

Teen Fiction

Brand New Books for Teens for October and November

Some Things to be Thankful For

New DVDs

New Non-Fiction DVDs

War Films

New CDs

Music is Food for the Soul

Mini Display

Spotlight on Thanksgiving

Reference Services Display

Seasons Feedings

Reference Services - Mini Displays

Veteran's Day

Native American Heritage Month

National Book Awards

Youth Services Display

Pumpkin Patch

Building Services

November 2015

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice
- We replaced several lights and ballasts inside and outside the Library
- Air filters were ordered and received
- The gutters and storm drains were cleaned
- The elevator pit was cleaned
- Program One Inc., cleaned all outside windows of the building
- Flooring Management Group Inc., provided quarterly carpet cleaning
- 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

November 2015

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

- Updating of the Server was performed
- Website programing info pages were built for the winter newsletter
- 3 PAC stations in Reference were upgraded from XP to newer PCs with Windows 7
- Different server versions were installed and tested for a future Printer Server installation
- Research for iMac purchase was done and an iMac was purchased for evaluation/teaching with staff
- Patron PCs were updated in the Walk-Up, Lab & YS area
- Staff PCs were updated & cleaned in Administration, Building Services, SS, TS, AS and YS
- The phone system had some reconfiguring done with the addition of the HR office
- New phone outlets were installed in the Administration office to correct issues
- Extended ports were installed in the Administration Office to allow for new filing cabinet installation
- Printer/Toner usage stats were collected for November
- Online program sign-up for November had 7 sign-ups, the total for online sign-ups was 293.
- New Color Laser Printers were installed and networked in the Tech Services Office and at the Reference Desk
- The Xerox printer at the Reference Desk was moved into Adult Services for staff use
- The Reference Desk Color Printer and the Print Release System were re-connected after troubleshooting the drivers
- Troubleshooting of the Postage PC and IT printer were done after a power outage - they are working again

- The scanning process for Patrons in the Reference Lab and Walk-Ups was made much easier!
- General maintenance was done on the Printer Management database on the Server
- Troubleshooting of the Wi-Fi system as needed & stats were collected for November
- Program set-up was done for Adult programs and outside organizations using the Community Room
- Assisted 5 patrons with My Media Mall
- Assisted with 215 patrons & 182 staff issues

Readers Services

November 2015

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

Book Discussions

Books and Bagels

November 5, 2015

The Martian

By Andy Weir

Led by Carrie DeMoss

Morning Book Break

November 10, 2015

The Martian

By Andy Weir

Led by Carrie DeMoss

Just Desserts Evening Book Discussion

Tuesday, November 17, 2015

Into the Beautiful North (Big Read Selection)

By Luis Alberto Urrea

Led by Robin Schroeder

- Weeding of the Fiction Collection continued.
- Weeding of the DVD Collection continued.

Our annual Book Lover's Day was a great success. There were 54 people in attendance.

Reference Services

November 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.

Special Services

November 2015

Submitted by: Sharon Montague, Special Services Director

We are working on program posters and fliers for the winter slate. The winter newsletter has been mailed to area homes and businesses.

Our program highlight this month was a presentation by Gary Midkiff. He spoke on Greatest Presidential Decisions and received rave reviews by all who attended. We hope to have him back in the future.

Monthly Program Attendance:	108
Gary Midkiff: Greatest Presidential Decisions	29
Arts Alive Concert: Bel Sonore Chamber Ensemble	44
Cyndee Schaeffer: Mollie's War	15 estimated
Movie: <i>Furious</i>	
Tuesday	12
Friday	8

Volunteer Hours: 56.25	In-House Printing: 4,021
Katherine Kinney 7.75	Riso Duplicator 2,480
Doris Botes 6.0	Xerox Color Cube 1,541
Donna Thompson 40.50	
Annie LeFevre 2.0	

Vikes Hours: 8.0 (three volunteers)

Technical Services

November 2015

Submitted by: Steve Rossi, Technical Services Director

A new color laser printer has been installed in the Department, replacing the Xerox color printer which was unable to be repaired.

The Technical Services online procedures manual has been updated. When completed, Staff will have access online to all the procedures within the Department.

Statistical review:

WorldCat searches	2,470
WorldCat updates	936
WorldCat exports	937
WorldCat deletions	1,117
Collection/Added	1,999
Collection/Deleted	1,298

Generated and printed 2 system reports for Staff weeding and inventory projects.

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

Teresa, Julie, and I attended the WILIUG (Wisconsin/Illinois Innovative Users Group) meeting held at the Skokie Public Library.

I attended the webinar “Beyond MARC: IBFRAME and the Future of Bibliographic Data” presented by Emily Nimsakont, hosted by RAILS (Reaching Across Illinois Library System).

Youth Services

November 2015

Submitted by: Lucia Khipple, Youth Services Director

We had our annual Dia de los Muertos (Day of the Dead) program and once again it was a lovely success. We had a full room and received many compliments afterward.

Laura Garcia and Darlene Eiffes represented the Library at Willow Bend School Diversity Night. They presented a participation song and hosted a table with library card applications and program brochures. There were over 300 people in attendance.

We sent out 30 teacher bags.