

## Departmental Reports June 2015

### Exhibits

**Art Gallery:** Robert Cobb, acrylics

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

**1 case:** Summer Reading for Youth: **Every Hero Has a Story**

**1 case:** Summer Reading for Adults and Teens: **Read to the Rhythm!**

### Book Displays

#### **Readers Services Displays**

##### **Adult Fiction**

Battle Cry of Freedom/ Rake's Song

Mommas Don't Let Your Babies Grow Up to Be Cowboys/Yesterday

Staff Picks/ New and Noteworthy (All June)

##### **Teen Fiction**

New Teen Fiction for May and June

To Infinity and Beyond (Science Fiction)

High School Summer Reads

##### **Movies**

New Movies

Non-Fiction DVDs of concerts

I Will Survive (Disaster movies)

##### **Music**

New Music

Stayin' Alive (Disco)

##### **Mini Desk Display**

Behind Blue Eyes

Big Yellow Taxi

#### **Reference Services Display**

Summer in the Great Outdoors

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

Blackhawks

Read What Your Neighbors are Reading

#### **Youth Services**

Summer Reading, "Every Hero has a Story"

## Building Services

June 2015

Submitted by: Sabri Kecici, Director Building Services

- We kept the lawn trimmed and picked up trash on the Library grounds
- Ten portable air conditioners were disassembled and stored
- The west parking lot lights were repaired
- MG Mechanical, Inc. completed the punch list on the chiller. The final inspection was completed by the village of Rolling Meadows
- A new Toro lawn mower was purchased
- The shrubs were pruned and weeds pulled around the building
- Kone, Inc. and Thompson Elevator Inspection Service, Inc. performed the annual code-required testing on the elevator and dumbwaiter
- The chair upholstery in the Reference and Reader Services areas were spot cleaned
- Global Solutions provided daily janitorial service
- Continued standard daily building maintenance and spot cleaning of carpets

## Information Technology

June 2015

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

- Updated Server
- Website was updated as necessary
- The Summer newsletter information was launched on the website, updates/corrections were made
- Bill acceptor was cleaned on the Reference Walk-Up Print Release Station
- Payment stations in Reference were disassembled & cleaned
- The Postal System PC had updates installed
- The new Postage Rate updates were installed
- The Reference webpage database was completely re-done in a more eye-catching/user friendly way. Check it out if you have the opportunity.
- Built and installed 2 new PAC stations in Readers Advisory
- **Online program sign-up for June had 27 sign-ups**

Online Sign-up type	Jan 15	Feb 15	Mar 15	April 15	May 15	Jun 15	Totals
Adult Programming	1	2	17	3	2	1	28
Arts Alive concerts	5	28	17		4	11	77
Computer Classes	11		26	7		12	57
Employment Programs	3		1				4
YS						3	3
Seuss AM		2	42				44
Seuss PM			9				9
<b>Totals</b>	20	32	112	10	6	27	222

- Patron laptops were updated
- Internal cleaning of PCs was completed on PCs in the Adult Services workroom
- PCs were updated in the Reference Lab area
- PCs were updated in the Walk-Up Lab area
- PCs in Administration were cleaned
- Xerox Printer in Administration was troubleshooted
- YS Copier had a new maintenance kit installed and general internal cleaning was performed
- Troubleshooting of the VPN payroll server connection between the city & library
- Updated YS Office PCs
- Updated PCs in Tech Services
- 4 staff were trained on using the Community Room projector
- Issues with the Envisionware print release system were resolved
- Maintenance kit & general cleaning was done on the Xerox printer in Special Services
- Scanner troubleshooting was done in the Reference Lab and Walk-Ups PCs
- General maintenance was done on the Xerox printer at the Reference Desk
- Calibration of the Xerox printers/scanners was performed in IT, TS & at the Reference Desk
- Troubleshooting of fax machines for patron usage
- Troubleshooting of the Wireless Classroom router was performed
- Troubleshooting Wi-Fi system as needed
- Kept Wi-Fi statistics for June
- 18 hours spent building the new Reference database webpages in June
- Program set-up for YS & Adult programming
- Holiday closing prep was performed on the website and phones for July 4th
- Assisted 7 patron with My Media Mall
- Assisted with 188 patrons & 207 staff issues

## **Readers Services**

June 2015

Submitted by: Mary Constance Back, Readers Services Director

## **Programs and Activities**

### **Books and Bagels**

Thursday, June 4, 2015

*The Lowland*

By Jhumpa Lahiri

Led by Carrie DeMoss

### **Morning Book Break**

Tuesday, June 9, 2015

*Someone*

By Alice McDermott

Led by Carrie DeMoss

- The Adult and Teen Summer Reading Programs began on June 15. The Theme is “Read to the Rhythm”. There are currently 147 adults and 35 Teens participating.
- The Readers Services Department (along with Youth Services) represented the Library at the Farmers and Food Truck Event on Friday, June 19, and Saturday, June 27.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the Music CD collection continued.

## Reference Services

June 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

June 2015

Submitted by: Sharon Montague, Special Services Director

It was a busy month for printing! The summer reading brochure for youth was printed and distributed to each child in the local grade schools. We also completed in-house forms and fliers for all summer reading clubs, upcoming programming, as well as Friends items: July 4<sup>th</sup> bookmarks (for distribution on the parade route) and publicity for the summer book sale.

Summer reading decorations were completed in time for the clubs to begin on June 15.

Participation in the City’s Farmers and Food Trucks event meant a bit of work to get the canopy and signage. A variety of fliers and brochures were provided to publicize our programming, and a new spinner game was acquired. We participated in both June dates and the library’s table was a popular stop residents.

<b>Program Statistics:</b>	<b>87</b>
Arts Alive Concert: <i>Mark Dvorak: American Folk Songs</i>	55
Race to Mackinac with Matt Gallagher	6
Movie: <i>Selma</i>	
Tuesday	5
Friday	3
Flowers for the 4 <sup>th</sup>	18 est.

<b>Volunteer Hours:</b>	<b>44.0</b>	<b>In-House Printing</b>	<b>32,492</b>
Katherine Kinney	8.0	Riso Duplicator	30,397
Doris Botes	9.5	Xerox Color Qube	2,095
Donna Thompson	26.5		

**Vikes Hours: 0.0**

There are no Vikes during summer.

## **Technical Services**

June 2015

Submitted by: Steve Rossi, Technical Services Director

Summer traditionally is a slower time in technical services, with the summer reading programs in full swing, ordering of materials is less frequent. However, we are keeping busy working on the shelf renewal project, database cleanup, and other special projects in the department.

### **Statistical review:**

WorldCat searches	2,422
WorldCat updates	884
WorldCat exports	885
WorldCat deletions	737
Collection/Added	1,636
Collection/Deleted	1,979

Generated and printed 7 system reports for staff weeding and inventory projects.

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

I attended the following meeting: Innovative Stand-Alone Technical Services Managers Networking group held at the Palatine Public Library.

## **Youth Services**

June 2015

Submitted by: Lucia Khipple, Youth Services Director

Summer Reading is here! We had class visits up to the very last day of school and then quickly changed gears to get our Jr. High volunteers trained up and ready for Summer Reading duty. Sign-up seems to be very active and the weather, despite sad for outdoor activity, is great for library programs. Our decorations, custom made by Special Services seems to attract kids beautifully. We also began participating, Adult Services and Youth Services combined, in the Farmers and Food-truck event with the city. Our location, right next to the train ride guaranteed us lots of traffic at our booth. Thanks again to Special Services for making us look spiffy and Maintenance for setting up our tent and equipment.

Darlene Eiffes, Laura Garcia and Elaine Sugent had to opportunity to attend Singing in Story time: how to Add a Musical Element to Books” presented by Alina Celeste our special Bilingual performer for the month of June. She presented her workshop at McHenry Public Library District. They all got some great ideas to incorporate into our programming.

We sent out 13 teacher bags