

## **Departmental Reports**

### **May 2015**

#### **Exhibits**

**Art Gallery:** Robert Cobb, Acrylics

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

**1 case:** City of Rolling Meadows 60<sup>th</sup> Anniversary

**1 case:** Historical Society: Fashions from 60 years ago

#### **Book Displays**

##### **Readers Services Displays**

##### **Adult Fiction**

National Photo Month: Capturing the Moment

Plant Yourself in a Good Book

If You Like Jodi Picoult

##### **Teen Fiction**

New Teen Fiction for April and May

Will You Go to Prom With Me?

High School Summer Reads

##### **Movies**

New DVDs

War Films

The Real War: Non-Fiction

##### **Music**

New CDs

Laugh Out Loud

##### **Mini Display**

Honoring Those Who Serve

##### **Reference Services Display**

Explore Art and Artists

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

Books You Don't Want to Miss

Icons from Hollywood's Golden Age

##### **Youth Services – Child Book Display**

Cave Paintings created in Pre-School Storytime

## **Building Services**

May 2015

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- Many lights and some ballasts were replaced inside and outside of the Library
- Four new portable A/C units were installed inside the Library
- Paper and cleaning supplies were ordered and received
- The gutters and storm drains were cleaned
- Zimny Landscaping replaced old declining plants with 20 new flowering plants and installed bark mulch
- Kone Inc. provided inspection and periodic maintenance on the elevator and dumbwaiter
- Air Filter Engineers changed all the air filters on the Lower level and 2<sup>nd</sup> floor equipment room
- Continued standard daily building maintenance and spot cleaning of carpets

## **Information Technology**

May 2015

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

- Updated Server
- Website was updated as necessary
- Bill acceptor was cleaned on the Reference Walk-Up Print Release Station
- The new Postal System PC was trouble-shooted
- Rebuilt/updated 12 webpages to reflect the 2015 Summer Newsletter programs
- Replaced remaining 2patron PCs in YS
- **Online program sign-up for May had 6 sign-ups**
  - Patron laptops were updated
  - 3 new PCs were installed in the Walk-Up area
  - 2 New PCs were installed in the Adult Services Backroom
  - A new PC was installed at the Reader's Advisory Desk
  - Troubleshooting of java updates & Millennium reports on Staff PCs in Adult Services
  - Internal cleaning of PCs was completed on PCs in the Lab & Walk-Up area
  - PCs were updated in the Reference Lab area
  - PCs were updated in the Walk-Up Lab area
  - Resolved login errors & update issues with QuickBooks program on PCs in Admin Office
  - Troubleshooting of the VPN payroll server connection between the city & library
  - Updated PCs in Admin Office
  - Updated YS Office PCs
  - Updated PCs in Circulation Backroom
  - Updated PCs in Tech Services
  - Updates PCs in Adult Services

## **Information Technology cont'd ....**

- Updated PCs in Building Services
- Tracked the temperature of the server on hotter days to prevent operational issues from occurring
- The website host contract was renewed
- An email outage occurred due to the website host renewal/update process.
- During the email outage, the website was updated to reflect the email outage
- Lost E-mails were recovered for the Director.
- The PAC station licenses were renewed and individually updated on the PAC stations
- Scanner troubleshooting was done in the Reference Lab and Walk-Ups PCs
- General maintenance was done on the Xerox printer at the Reference Desk
- Troubleshooting of fax machines for patron usage
- Troubleshooting Wi-Fi system as needed
- Kept Wi-Fi statistics for May
- 20 hours spent building the new Reference database webpages in May
- Program set-up for YS & Adult programming
- Holiday closing prep was performed on the website and phones for Memorial Day
- Assisted 4 patron with My Media Mall
- Assisted with 231 patrons & 215 staff issues

## **Readers Services**

May 2015

Submitted by: Mary Constance Back, Readers Services Director

## **Programs and Activities**

### **Books and Bagels**

Thursday, May 7, 2015

*Transatlantic*

By Colum McCann

Led by Carrie DeMoss

### **Morning Book Break**

Tuesday, May 12, 2015

*The Aviator's Wife*

By Melanie Benjamin

Led by Carrie DeMoss

### **Just Desserts Evening Book Discussion**

Tuesday, May 19, 2015

*Longbourn*

By Jo Baker

Led by Robin Schroeder

On May 8, 2015, Annette Cooke, Carrie DeMoss, Raisa Habib and Robin Schroeder attended the Reaching Forward all-day library conference in Rosemont, IL.

- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the Music CD collection continued.
- Summer Reading Planning continued.

## Special Services

May 2015

Submitted by: Sharon Montague, Special Services Director

Summer Reading preparations have meant some busy days, and more ahead.

The newsletter was completed and mailed to area homes. We are now feverishly working on publicity for upcoming programming.

<b>Program Statistics:</b>	<b>119</b>
Arts Alive Concert: <i>BG Singers Encore!</i>	72
Hidden Memory with Anne Shimojima	11
The Essential Houdini with William Pack	8
Movie: <i>Unbroken</i>	
Tuesday	8
Friday	20

<b>Volunteer Hours:</b>	<b>47.0</b>	<b>In-House Printing:</b>	<b>8,165</b>
Katherine Kinney	9.0	Riso Duplicator	7,765
Doris Botes	8.0	Xerox Color Qube	400
Donna Thompson	29.0		
Annie LeFevre	1.0		

**Vikes Hours: 8.0**

Two of the four volunteers had hours this month.

## Technical Services

May 2015

Submitted by: Steve Rossi, Technical Services Director

The library hosted the (Reaching Across Illinois Libraries System) RAILS Technical Services Networking Group this month. The group meets quarterly and is hosted at different libraries throughout the region.

### Statistical review:

WorldCat searches	2,305
WorldCat updates	796
WorldCat exports	799
WorldCat deletions	888
Collection/Added	1,466
Collection/Deleted	639

## **Technical Services cont'd ....**

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

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

Teresa Dudek, Lynne Manning, Julie Mester, Sarah Krause, and I all attended the RAILS Technical Services Networking Group.

I attended the following meetings held at the library: Heritage Committee and Personnel Committees.

## **Youth Services**

May 2015

Submitted by: Lucia Khipple, Youth Services Director

Youth Services has been awash with visitors this month. With hundreds of children from the Early Childhood Programs visiting and hundreds of students from local area schools combined with all our regularly scheduled story-time programs, our Department has been bursting at the seams. Julie Farris coordinated the early childhood visits and Darlene Eiffes conducted all the school visits and did an outstanding job! Summer planning is entering the final stage. Special Services have designed logos, fliers, decorations and recording sheets with fantastic results. We're looking forward to an amazing summer with our theme, Every Hero Has a Story.

Laura Garcia and Julie Farris attended the Lincoln Story League at the Gail Borden Library.

We sent out 10 teacher bags.