

**Departmental Reports**  
**February 2015**

**Exhibits**

**Art Gallery:** Photography by Wayne Parkin

**Main Floor Display Cases**

**1 case:** Dr. Seuss Celebration

**1 case:** February is Black History Month

**Book Displays**

**Readers Services Displays**

**Books** **Blind Date with a Book**  
If You Like...Tom Clancy  
Love and Romance Fill the Air!

**Music** **I'm in the Mood for Love**  
New CDs

**Movies** **Film Festival Favorites**  
New DVDS

**Teen** **Brand New Teen Fiction for January and February**  
Ladies in Waiting

**Readers Services - Mini Display**

When Desire Turns to Obsession

**Reference Services Display**

Of Saints and Sinners

**Reference Services - Mini Displays**

Health and Medicine  
Abraham Lincoln

**Youth Services – Child Book Display**

Dr. Seuss Celebration

## **Building Services**

February 2015

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice
- The sump pump in Youth Services was repaired
- A new drinking fountain for Youth Services was installed
- Many lights and several ballasts were replaced inside the Library
- Paper and cleaning supplies were ordered and received
- A new humidifier was assembled and installed in the Community Room
- Assisted Northwest Town replacing a three-way water valve in the heating system
- Received a quote from MCC Electric Inc., for installation of six electric baseboards heaters in the Reference area
- Total Fire & Safety Inc, provided inspection on the fire extinguishers
- We continued standard daily building maintenance and spot cleaning of carpets

## **Information Technology**

February 2015

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

- Updated Server
- Updated website for early registration of upcoming Spring Newsletter programs
- **32 patrons signed up online for Adult, Computer & Career programs in February!**
- Updated PCs in Admin Office
- Updated YS Office PCs
- Updated PCs in Circulation Backroom
- Updated PCs in Tech Services
- Updated Building Service PCs
- Updates PCs in Adult Services
- Updates were installed on Walk-Up PCs
- Malware was removed from YS Staff Desk PC
- Built 1 laptop for Special Services use
- Replaced dying network switch in Reference Area for Ethernet stations
- Due to Anti-Virus software updating issues, version 11 was removed from 123 PCs in the building
- A networked version of Symantec Endpoint Protection 12.1 was installed on the server and loaded onto all PCs in the building
- 5 PCs were built and installed in the WalkUp area
- 2 PCs were built and installed in the Lab area
- 1 PC was built for installation in the Adult Services office
- 8 PCs were built and are being installed in the YS kids computer area
- 2 PCs were built and are being installed in the Special Services office
- RAM and graphics cards were installed on the new PCs in Special Services
- Troubleshooting of java updates & Millennium reports on PC in Circulation backroom

## **Information Technology, cont'd**

- Paper feed rollers were cleaned on the Xerox printers in Admin Office and YS patron printer
- Cleaned fans on PAC06 PC in Readers Advisory area
- The print rollers were inspected and cleaned on the HP printer in the Lab area
- The ink loader on the Xerox printer at the Reference Desk was repaired by Xerox.
- 1 Barcode Reader was added in Adult Services for Inter-Library Loan
- Due to a port corruption of the SonicWall firewall, the network became disabled and the entire network was reset
- Rebuilt & re-configured the SonicWall firewall
- Created a backup port for the SonicWall to limit downtime due to corrupt ports
- Re-registered SonicWall device
- 2 PCs were rebuilt in the WalkUp area due to failed Language Package Installation issues
- Performed Packet Monitoring for the Network to resolve speed issues and potential device conflicts
- Trouble-shooting the YS Print Release Station PC
- Trouble-shooting the phone system
- Trouble-shooting the WiFi system
- Kept Wi-Fi statistics for February
- Updated the Reference database webpages
- Trouble-shooting the phone in the HR Office
- Dealt with network issues due to power outage
- Program set-up
- Assisted 4 patrons with MyMedia Mall
- Assisted with 218 patrons and 233 staff issues

## **Readers Services**

February 2015

Submitted by: Robin Schroeder, Readers' Services Associate

## **Programs and Activities**

### **Books and Bagels**

Thursday, February 5, 2015

The Tenth Man

By Graham Greene

Led by Carrie DeMoss

### **Morning Book Break**

Tuesday, February 10, 2015

Calling Me Home

By Julie Kibler

Led by Carrie DeMoss

## Readers' Services cont'd

### Just Desserts Evening Book Discussion - No meeting in February

- Finished weeding the Adult Fiction Collection
- Started weeding the Teen Fiction Collection
- Weeding of the DVD Collection continued
- Continuing to plan Summer Reading Program

## Reference Services

February 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.

- Nana Herron hosted the Four Seasons Book Club. The book discussed was *Mrs. Kennedy and Me* by Frank Hill.
- Anne Jefferson hosted the program *Access the Online Power of Your Library Card*.

## Special Services

February 2015

Submitted by: Sharon Montague, Special Services Director

Posters and fliers for the spring programming are being designed. Planning has begun for the summer reading club decorations and publicity. Volunteer Luncheon planning is also underway. The event is scheduled for Saturday, April 25.

We are pleased to welcome Janet Collins to the Special Services department. She is our new Adult Program Coordinator.

<b>Program Statistics:</b>	<b>143</b>
Memory to the Max	8
Frank Lloyd Wright's Prairie Style	11
Arts Alive Concert: <i>Be My Valentine</i>	99
Movie: <i>Dolphin Tale 2</i>	
Tuesday	11
Friday	14

**Volunteer Hours: 57.5      In-House Printing: 8,466**

Katherine Kinney	10.0	Riso Duplicator	7,816
Doris Botes	18.0	Xerox Color Qube	650
Donna Thompson	29.5		

## **Technical Services**

February 2015

Submitted by: Steve Rossi, Technical Services Director

It seems that more and more new fiction titles are being released as only paperback. We have started to place reinforcements on the corners of these items to prevent tearing and bending. Our goal is to prolong the life of these items, and making the material more attractive to the public. This is a pilot project, one in which we will re-evaluate in 6 months, to determine if the reinforcements are worth continuing.

We have contacted Amazon to have our account setup to be tax exempt. A new law that was passed this year requires Amazon to start collecting state sales tax as of February 1<sup>st</sup> from orders placed within Illinois.

### **Statistical review:**

WorldCat searches	3,060
WorldCat updates	1,128
WorldCat exports	1,115
WorldCat deletions	1,343
Collection/Added	1,737
Collection/Deleted	1,738

Generated and printed 3 system reports for Staff weeding and inventory projects.

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

Several Staff (Steve, Teresa, Lynne, and Julie) attended the RAILS Technical Services Networking Group, held at the RAILS system headquarters in Burr Ridge. I attended the AVID (Audio Visual Information and Discussion) meeting held at the Schaumburg Township District Library. I also attended the following meetings held at the library: The bid opening for the water chiller, Bylaws and Personal Committees.

## **Youth Services**

February 2015

Submitted by: Lucia Khipple, Youth Services Director

Our mini Winter Reading Club, the Wolves Reading Program, is just finishing.

All of our regular programming is about to take a break for preparation of the Seuss festivities. Spring planning continues along with summer reading plans. Dr. Seuss planning enters its final stage.

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

We sent out 15 teacher bags.