

## **Departmental Reports April 2015**

### **Exhibits**

**Art Gallery:** Robert Cobb, acrylic

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

**2 cases:** City of Rolling Meadows 60<sup>th</sup> Anniversary

### **Book Displays**

#### **Readers Services Displays**

##### **Books**

Adult Fiction

April in Paris

A Charming Woman Doesn't follow the Crowd...She is Herself

If You Like Robert Parker

##### **Teen Fiction**

New Teen Fiction for March and April

Modern Day Shakespeare

##### **Movies**

New DVDs

Foreign Film Focus

##### **Music**

New CDs

Bee's Knees

##### **Mini Display**

Baseball: The Best Game in the World

#### **Reference Services Displays**

April Showers Bring May Flowers

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

April Showers Bring May Flowers

Stress Awareness Month

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

Cave Paintings created in Pre School Storytime

## Building Services

April 2015

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- The lawn mowers and tractor were tuned up and prepared for summer
- Many lights and several ballasts were replaced inside and outside of the Library
- Eight portable A/C units were installed inside the Library
- Assisted Northwest Town on installing the new Split Ductless A/C in the IT office
- Renewed the Service Agreement with Tru-Green for lawn treatment
- We are receiving job applications for a maintenance part-time open position
- We repaired potholes in the east parking lot
- Global Solutions provided daily janitorial service
- Continued standard daily building maintenance and spot cleaning of carpets

## Information Technology

April 2015

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

- Updated Server
- Licensing & Updating for the Symantec Anti-Virus Software was troubleshooted & completed
- Website was updated as necessary
- Bill acceptor was cleaned on the Reference Walk-Up Print Release Station
- Catalog Station, PAC03 in Reference had a new monitor & keyboard installed for visually impaired patrons
- The new Postal System PC was troubleshooted
- Staff training & Instructions were made for the new Postal System PC in Receiving
- Program set-up/assistance for the Legislative Update program earlier in the month
- Replaced 5 of the patron PCs in YS

### Online program sign-up for April had 10 sign-ups

Online Sign-up type	Dec 2014	Jan 2015	Feb 2015	Mar 2015	April 2015	Totals
Adult Programming	2	1	2	17	3	25
Arts Alive concerts	12	5	28	17		62
Computer Classes	1	11		26	7	45
Employment Programs		3		1		4
Seuss AM			2	42		44
Seuss PM				9		9
<b>Totals</b>	15	20	32	112	10	189

- Patron laptops were updated
- A new battery was installed for the UPS that supports the phone renewal system PCs.
- Troubleshooting of java updates & Millennium reports on Staff PCs in Circulation
- Rebuilt 2 PCs in the Reference Lab after registry errors occurred
- The Reference Desk had 2 new PCs built & installed
- The Ask Me Desk had a new PC built & installed
- Cabling & installation on a new projector in the Community Room was installed by Global Service Technicians
- Instructions were created & some Staff have been trained on using the new projector
- Internal cleaning of PCs was completed on PCs in the Lab, Walk-Up area and in Adult Services Workroom
- PCs were updated in the Reference Lab area and Walk-Up Lab area
- A new hard drive was installed and roller cleaning was completed on the Admin copier by ABS
- Troubleshooting of Printers in the building was done after power spikes occurred
- Updated PCs in Admin Office, YS Office, Tech Services, Adult Services and Circ Backroom
- Scanner troubleshooting was done in the Reference Lab and Walk-Ups PCs
- The IT Office had a new built-in A/C unit installed by Building Services & Northwest Town
- General maintenance was performed and the maintenance kit was replaced on the Xerox printer at the Reference Desk
- The new "Book a Monthly Adventure" recommendations online form was debugged/tested and rolled out to the Readers Advisory webpage.
- Troubleshooting on the Xerox printer in Adult Services after ink spilled internally is currently underway.
- The Xerox printer available for YS patron printing was disassembled and the camshaft was repaired after cracking.
- The Print Release System for YS was adjusted while the Xerox printer was being repaired so printing operations were not disrupted for YS patrons
- Troubleshooting of fax machines for patron usage
- Repaired Ethernet cables in YS patron area after excessive use
- A new phone was installed at the Circ Desk
- A failed hard drive on the server was removed and a new one was built & installed. No data loss occurred.
- The external hard drive our server back-ups are stored on was cleaned out for additional space
- Troubleshooting Wi-Fi system as needed
- Kept Wi-Fi statistics for April
- Updating of the Reference database webpages continued
- Program set-up
- Assisted 2 patron with MyMedia Mall
- Assisted with 177 patrons & 193 staff issues

## **Readers Services**

April 2015

Submitted by: Mary Constance Back, Director Readers Services

### **Book Discussions**

#### **Books and Bagels**

Thursday, April 2, 2015

The Invention of Wings

By Sue Monk Kidd

Led by Carrie DeMoss

#### **Morning Book Break**

Tuesday, April 14, 2015

The Round House

By Louise Erdrich

Led by Carrie DeMoss

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

Tuesday, April 21, 2015

I am Malala

By Malala Yousafzai

Led by Robin Schroeder

### **Other Department Activities:**

- Planning for Adult and Teen Summer Reading programs continued
- The Adult Paperback Collection was weeded

## **Reference Services**

April 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:

- Librarian Anne Jefferson is our new computer instructor, replacing Anne Jamieson who resigned this month
- Reference Staff survived another tax season
- Nana Herron hosted the Four Seasons book club with 14 members in attendance!
- Lauren Van Dyke and Jennifer Collette hosted an Ancestry.com workshop

## Special Services

April 2015

Submitted by: Sharon Montague, Special Services Director

We are working on posters and fliers for upcoming programming and the summer newsletter is nearing completion. Preparations for the Volunteer Luncheon on Saturday, April 25<sup>th</sup> were completed and the event was a success.

<b>Program Statistics:</b>	<b>233</b>
Legislative Update/League of Women Voters	58
Arts Alive Concert: <i>Charles Billington, piano</i>	72
Fearless Food Gardening	16
Dave Rudolf's Beach Party	11
Movie: <i>Interstellar</i>	
Tuesday	13
Friday	9
Volunteer Luncheon	54

**Volunteer Hours: 49.25                      Vikes Hours 22.0                      In-House Printing: 2,690**

Katherine Kinney	9.25	Four volunteers	Riso Duplicator	1,975
Doris Botes	7.0		Xerox Color Qube	715
Donna Thompson	32.0			
Annie LeFevre	1.0			

## Technical Services

April 2015

Submitted by: Steve Rossi, Technical Services Director

We have started what we're calling a "Shelf Renewal" project in the department. When time permits, staff will go into the collection and select a range of material that has recently been weeded. Then working with these items, we will cross check the material in the database, looking for errors, and physically checking the item for wear. The objective of this project is to make the items more retrievable and attractive to both the staff and the patron.

### Statistical review:

WorldCat searches	2,156
WorldCat updates	1,111
WorldCat exports	1,108
WorldCat deletions	652
Collection/Added	1,414
Collection/Deleted	1,520

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

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

I attended the following meetings held at the library, Bylaws Committee and Personnel Committee.

## **Youth Services**

April 2015

Submitted by: Lucia Khipple, Director Youth Services

We are receiving a record number of requests for class visits this year! We will also be hosting visits from the Pre-School classes from Conyers Learning Academy. This makes for a very crowded and busy department. Darlene Eiffes, School Services Coordinator and Julie Farris are running these visits. Regular programming has been successful, in addition to a STEM (Science, Technology, Engineering and Math) architecture program and a Day of the Child Celebration with bilingual singer Alina Celeste. Summer planning is almost complete.

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

We sent out 29 teacher bags.