

Departmental Reports October 2015

Exhibits

Art Gallery: Calligraphy Show

Main Floor Display Cases

1 case: Rolling Meadows High School Student Photos

1 case: Fremd High School Student Photos

Book Displays

Readers Services Displays

Books

A Mystery in History
October Awareness Month
Banned Books Week
Spotlight on Halloween

Movies

Fall Treats
Halloween

Music

Sirens of Song

Teens

Anti-Bullying
It Came From the Back of the Stacks

Upper Level Meeting Rooms

Crochet and Knitting
Pain and Self-Healing
Art/Mixed Media Art
Musicals (CDs and Books)
New Nonfiction

Reference Services Displays

Bullying Prevention Awareness Month
Enjoy the Fall Season

Reference Services - Mini Display

Create A Spooktacular Halloween!

Youth Services Display

Pumpkins and Fall Books

Building Services

October 2015

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- Several lights and ballasts inside and outside the building were replaced
- The new split A/C coils were cleaned
- Spot cleaned chair upholstery in the Community Room and Reference area
- The emergency light in the machinery room was repaired
- Rolling Meadows Fire Department provided annual fire inspection
- Fire & Security Systems, Inc. inspected the fire & burglar system
- RG Stamping Asphalt and Concrete grinded down high spots on the concrete in the front and around the building
- We continued standard daily building maintenance and spot cleaning of carpets

Information Technology

October 2015

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

- Updated Server
- Website was updated as necessary
- Changed configuration of Print Release System to reflect price drop for color printing to \$0.25
- CCTV project quotes & research continued, final quote was just approved by Dave Ruff
- 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 Admin, Building Services, SS, TS, AS and YS
- A new PC was installed in the YS Staff workroom
- Printer/Toner usage stats were collected for October
- Online program sign-up for October had 7 sign-ups, the total for online sign-ups is 286
- Phone line issues in Receiving Room for faxing were troubleshooted and fixed
- Issues with the Envisionware print release system were addressed
- Scanner troubleshooting was done in the Reference Lab and Walk-Ups PCs
- General maintenance was done on the Printer Management database on the Server
- Troubleshooting of the Wi-Fi system as needed & stats were collected for October
- Program set-up for Adult, YS programming and outside organizations using the Community Room
- Assisted 4 patrons with My Media Mall
- Assisted with 171 patron & 163 staff issues

Readers Services

October 2015

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

Books and Bagels

Thursday, October 1, 2015

Peaches for Father Francis

By Joanne Harris

Led by Carrie DeMoss

Morning Book Break

Tuesday, October 13, 2015

Peaches for Father Francis

By Joanne Harris

Led by Carrie DeMoss

- Robin Schroeder gave a tour of our Teen area to Joyce Sevarino, library assistant (to Mike Kic) at Rolling Meadows High School. She also provided her with our newsletter and some flyers of upcoming events. She commented positively on our anti-bullying display for October.
- A survey of Hoopla (digital borrowing platform) use at neighboring libraries was compiled. Statistics include circulation, budget, and use restrictions.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Preparation for Book Lover's Day continued. An update on the event will be included next month.
- On October 16, 2015, Anne Anderson, Carrie DeMoss, Raisa Habib, and Roberta Kobiella attended the Baker and Taylor library field trip.

Reference Services

October 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, Nana Herron hosted the following programs: Jump Start Your Job Search and The Four Seasons Book Club.

Lastly, Mary Millis, Nana Herron, Anne Anderson and Jennifer Collette attended the trip to Baker and Taylor.

Special Services

October 2015

Submitted by: Sharon Montague, Special Services Director

The winter newsletter is in progress. We have also worked on publicity items for the Friend's Fall Book Sale, as well as posters and fliers for November programming. Notepads were made for Book Lover's Day.

Program Statistics:	221
Dennis DeBondt: Very Funny Magic	49
Foot Soldiers Journey for Civil Rights	14
Arts Alive Concert: <i>Oktoberfest – The Happy Wanderers</i>	72
Movie: Monkey Kingdom	
Tuesday	11
Friday	12 estimated
Canada's Eastern Shore	18
Book Lover's Day	45 estimated

Volunteer Hours: 35.5

Katherine Kinney 5.5

Doris Botes 3.0

Donna Thompson 27.0

Vikes Hours: 18.0

(three volunteers)

In-House Printing: 3,510

Riso Duplicator 2,450

Xerox Color Qube 1,060

Technical Services

October 2015

Submitted by: Steve Rossi, Technical Services Director

A full catalog extract has been sent to BOOPSIE, transactional MARC records will be sent on a weekly basis with full extracts run quarterly.

Several members of the Department were able to take a tour of the Baker & Taylor distribution facility in Momence, as part of an educational field trip.

Statistical review:

WorldCat searches 2,180

WorldCat updates 905

WorldCat exports 907

WorldCat deletions 702

Collection/Added 1,378

Collection/Deleted 1,351

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

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

Technical Services cont'd

We had a young man doing volunteer work in the Department. The young man needed to complete 8 hours of community service work. We had him processing materials and getting them ready for cataloging.

Youth Services

October 2015

Submitted by: Lucia Khipple, Youth Services Director

We are enjoying and seeing many happy school groups coming for class visits this fall. Darlene has had an excellent response from teachers with groups of kindergarteners through 5th graders coming to Youth Services.

Laura Garcia and Laura Schmidt presented programs to celebrate Hispanic Heritage month, in addition to our regular programming which continues to see good attendance.

Laura Garcia and Julie Farris hosted the Lincoln Story League meeting this month.

We sent out 10 teacher bags.