

Departmental Reports September 2015

Exhibits

Art Gallery - Nancy Wedow, Watercolor and Charcoal

Main Floor Display Cases

1 case: National Library Card Sign-up Month

1 case: Art Work by Lori Couve

Book Displays

Readers Services Displays

Adult Fiction

New! Paperback Fiction

Teachers in Fiction

If You Like...Brad Meltzer

Celebrating Seniors in Fiction

Teen Fiction

New Teen Fiction for August and September

Are You Ready for Back to School?

High School Summer Reads

Movies

New DVDs

Non-Fiction DVDs of Interest to Seniors

Forever Young

Music

New CDs

Expressions of Nature

Reference Services Display

What's The Buzz (National Honey Month)

Reference Services - Mini Displays

Happy Cat Month

Books for a Better Life

Youth Services Display

Welcome Fall

Building Services

September 2015

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- Many lights and several ballasts inside and outside the building were replaced
- The gutters were cleaned
- A new set of tires were installed on the trailer
- The shrubs were pruned and weeds pulled out around the building
- Paper and cleaning supplies were ordered and received
- Assisted Air Filter Engineers changing HVAC filters on lower and upper floor equipment rooms
- JGC Services, Inc. provided inspection on the backflow devices
- JGC Services, Inc. repaired one of the existing 770 DCDA devices
- The west lot paving was completed
- Gen Power, Inc. provided inspection and maintenance on the back-up generator
- We continued daily building maintenance and spot cleaning the of carpets

Information Technology

September 2015

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

- Updated Server
- The Wi-Fi login process was cleaned up and made easier to use
- Website was updated as necessary
- 2 new PCs was installed in the Reference Lab area & 1 in the Adult Services office
- Patron PCs were updated in the Walk-Up, Lab & YS area
- The copier in the YS backroom had a new fuser installed by ABS
- Printer/Toner usage stats were collected for September
- Online program sign-up for September had 36 sign-ups, the total for online sign-ups is 279!
- A PC in the Walk-Up area had a failed hard drive replaced and the PC was rebuilt
- A PC inventory was completed for the entire building
- Troubleshooting with the city was done to correct remote payroll processing problems
- A fix-it file was created (in-house) to fix a remote payroll processing problem
- A laptop was created for in-building use for a Special Needs patron
- Issues with the Envisionware print release system were resolved
- Scanner troubleshooting was done in the Reference Lab and Walk-Up PCs
- General maintenance was done on the Xerox printer at the Reference Desk
- Troubleshooting of the Wi-Fi system as needed

- Wi-Fi statistics were collected for September
- Program set-up for Adult programming
- Assisted 4 patrons with My Media Mall
- Assisted with 149 patrons & 161 staff issues

Readers Services

September 2015

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

Books and Bagels

Thursday, September 3, 2015

The Narrow Road to the Deep North

By Richard Flanagan

Led by Carrie DeMoss

Morning Book Break

Tuesday, September 8, 2015

A Man Called Ove

By Fredrik Backman

Led by Carrie DeMoss

Just Desserts

Tuesday, September 22, 2015

The Girl on the Train

By Paula Hawkins

Led by Robin Schroeder

In addition to daily tasks, the Department focused on the following activities this month:

- The Readers Services Department (along with Youth Services) represented the Library at the Farmers and Food Truck Event on Saturday, September 26th.
- Our library card promotion project with District 214 was completed. The purpose was to encourage teens to register for a library card. According to the data, the page advertising libraries had 854 visits since April 1, 2015. District 214 deemed this a success and concluded that the results indicate there is real interest on the behalf District 214 parents on getting their teen a library card.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the Audio Fiction collection was completed.
- Preparation for Book Lover's Day began.

Reference Services

September 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, Jennifer Collette hosted a “Starting a Small Business”.

Special Services

September 2015

Submitted by: Sharon Montague, Special Services Director

Posters and fliers for fall programming are nearly complete. We have been working on a logo for the new Boopsie app, as well as the Teachers’ Packet to advertise our services to pre-schools, elementary, and junior high schools.

Program Statistics:	141
Arts Alive Concert: <i>Jazz Spectrum: Swing’s the Thing</i>	87
Conservation @ Home	13
Movie: <i>Love & Mercy</i>	
Tuesday	11
Friday	13
Chicago Music Scene of the 1960’s and 1970’s	17

Volunteer Hours:	63.5
Katherine Kinney	9.5
Doris Botes	15.5
Donna Thompson	38.25
Anne LeFevre	.25

Vikes Hours: **8.0**

In-House Printing:	3,180
Riso Duplicator	2,200
Xerox Color Qube	980

Technical Services

September 2015

Submitted by: Steve Rossi, Technical Services Director

I worked on several reports for the director, to determine the work rate of items within certain areas of the collection, based on circulation figures and collection size. These reports will be helpful to determine spacing needs for future remodeling, and weeding projects.

We have successfully transferred a test load of MARC records to BOOPSIE. When the application is completely up and running, transactional MARC records will be sent on a weekly basis.

Statistical review:

WorldCat searches	3,379
WorldCat updates	922
WorldCat exports	929
WorldCat deletions	1,534
Collection/Added	1,531
Collection/Deleted	1,265

Generated and printed 12 system reports for Staff weeding and inventory projects.

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

Teresa Dudek and I attended the webinar “Introduction to MarcEdit” presented by Emily Nimsakont, hosted by RAILS (Reaching across Illinois Library System). Sarah Krause and Lynne Manning attended “Cataloging Fundamentals” presented by Richard Stewart and Joy Anhalt, hosted by LACONI Technical Services.

Youth Services

September 2015

Submitted by: Lucia Khipple, Youth Services Director

School is well under way and YS is once again filled with class visits and students of all ages. Storytimes continue to be well attended. The new faces we saw in August have continued to come to storytime.

Laura Garcia joined the Adult Services librarians at the last Farmers and Food Trucks event for the year.

We sent out 32 teacher bags.