

**Departmental Reports  
March 2016**

**Exhibits**

**Art Gallery:** Photography and Painting by Pam Larson

**Main Floor Display Cases**

**2 cases:** Northern Illinois Chapter of the Crochet Guild

**Book Displays**

**Readers Services Displays**

**Adult Fiction**

Globetrotters: Stories from Near and Far

Light and Literary Reads

If You Like Gillian Flynn

**Teen Fiction**

Brand New Fiction for Teens for February and March

Steampunk

**DVDSs**

Honoring Women's History Month in Fiction and Non-Fiction DVDs

**Music**

Decades

Top Workout Songs

**Multimedia**

Spotlight on Women's History Month

**Reference Services Display**

Beware the Ides of March

**Reference Services - Mini Displays**

Celebrities

Advice

Animals

Business

**Youth Services Display**

1000 Books before Kindergarten

## Building Services

March 2016

Submitted by: Sabri Kecici, Building Services Director

- The front of the library and walks were kept clean from snow and ice
- Several lights and ballasts inside and outside the building were replaced
- A new set of ball wheels on the tractor mower deck were installed
- Paper supplies were ordered and received
- Air filters were changed
- A leaking sink in the 1st floor Men's washroom was repaired
- The landscaping equipment was prepared for the season
- We are in the process of interviewing candidates for the part-time custodial PM position
- A new section of shelving was added in the Adult Services area
- Two new storage shelves were installed in the Youth Services area
- We continued standard daily building maintenance and spot cleaning of carpets

## Information Technology

March 2016

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- A battery for one of the UPS systems in the IT office was replaced.
- Reference database links were checked and updated.
- Both iMacs have been installed in the Walk-Up area and have been available for patron use for 6 weeks.
- Troubleshooting of Mac applications and lockdown software.
- 2 PCs in the Reference Walk-Up were rebuilt.
- All patron PCs in the Walk-Up areas have had additional RAM (Computer Memory) added to keep them operating fast and extend their lifespan of use.
- Patron PCs in the lab & walk-up area had a thorough cleaning inside and outside, along with lots of updates.
- A new PAC station was installed in the Readers Advisory area. The PC was re-installed afterwards.
- Staff PCs were updated in TS, AS, YS and the Administration Office.
- Reference copier & pay station repairs were performed & internal mechanism cleaning.
- Printer/toner usage stats were collected for March.

Program Type	March. 2016	Overall Total (since 2014)
Arts Alive Concert	7	134
Adult Programs	19	94
Computer Classes	8	100
Employment Classes	1	5
YS Programs	0	6
Seuss AM Session	24	81
Seuss PM Session	44	77
<b>Total</b>	<b>103</b>	<b>497</b>

- Online program sign-up for March had 103 sign-ups!
- iPads were removed prior to Dr. Seuss Day. The cases were disassembled, cleaned & re-installed in YS.
- A new line was installed fixing a break in the PA system wiring in YS that kept announcements from being heard.
- Installed 2 projector mounts in the YS Program Room for small class visits and larger audiences.
- A/V & PC cabling was run through the ceiling to two locations in the YS Program Room.
- The PAC station in Readers Advisory was moved to the YS Program Room and re-installed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for March.
- E-rate paperwork was submitted for additional funding in 2016 to replace outdated network equipment.
- Program set-up was done for some Adult programs, Youth programs and outside organizations using the Community Room.
- Assisted with set-up and take-down of Election Day activities.
- Assisted 6 patron with MyMedia Mall.
- Assisted with 221 patrons & 279 staff issues.

## **Reference Services**

March 2016

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. Tax season continues and keeps us busy. In addition, Anne Jefferson has instructed numerous computer classes.

## **Readers Services**

March 2016

Submitted by: Mary Constance Back, Readers Services Director

## **Book Discussions**

### **Books and Bagels**

Thursday, March 3, 2016

Great Gatsby

By F. Scott Fitzgerald

Led by Carrie DeMoss

### **Morning Book Break**

Tuesday, March 8, 2016

The Good Girl

By Mary Kubica

Led by Carrie DeMoss

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

Tuesday, March 22, 2016

Sous Chef: 24 Hours on the Line

By Michael Gibney

Led by Robin Schroeder

## Programs and Activities

- On March 1, 2106, Robin Schroeder did an educational presentation on Teen Services for the Library Board.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- The paperback collection was weeded.
- The music CD collection was weeded and shifted.
- The new DVD collection shelving was expanded with existing shelving.
- The Teen collection was weeded and expanded with existing shelving.
- Planning for Farmers and Food Trucks began.
- A proposal to allow older DVDs to be renewed was created and submitted.

## Special Services

March 2016

Submitted by: Sharon Montague, Special Services Director

A busy Dr. Seuss Celebration in early March kept Special Services Staff on their toes. They printed and cut photos and made extra craft supplies for the two hectic sessions.

The Volunteer Luncheon planning is in the home stretch. Fortunately, we were able to reach and interview both Legacy Project recipients in plenty of time to prepare the posters and presentation slides.

<b>Program Statistics:</b>	<b>227</b>
Chocolate from Around the World	59
Arts Alive Concert: <i>Shamrock Ragsters</i>	98
Movie: <i>The Martian</i>	
Tuesday	20
Friday	12
Meditation: Reducing Stress Through Meditation	38

<b>Volunteer Hours:</b>	<b>61.0</b>
Doris Botes	11.0
Katherine Kinney	8.5
Annie LeFevre	3.0
Laura Shaffer	3.5
Donna Thompson	35.0

**Vikes Volunteer Hours: 65.75**  
Seven students volunteered in March

<b>In-House Printing:</b>	<b>3,830</b>
Riso Duplicator	2,065
Xerox Color Qube	1,765

## **Technical Services**

March 2016

Submitted by: Steve Rossi, Technical Services Director

We have a student volunteer from District 214 helping in the Department. Laura has been working on various projects, she is part of a job placement program at the High School, and will be with the Department until the end of the school year.

I have been working with the Circulation and I.T. Departments to figure out why some patrons are not receiving e-mail notices from the ILS. The problem seems to be sporadic, and with no common theme as to why some patrons are receiving or not receiving electronic notifications.

### **Statistical review:**

WorldCat searches	2,926
WorldCat updates	965
WorldCat exports	958
WorldCat deletions	1,380
Collection/Added	1,897
Collection/Deleted	1,997

Generated and printed 5 system reports for Staff weeding and inventory projects.

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

I attended the Bylaws and Personal Committee meetings held within the Library.

## **Youth Services**

March 2016

Submitted by: Lucia Khipple, Youth Services Director

Dr. Seuss has once again been celebrated in the Youth Services Department. It's always difficult to nail down the number of attendees at this event, but we estimate at least 650 people attended. We had a great group of volunteers this year to make it happen. A good time was had by all and a big thanks to the whole library for everyone's assistance, but especially to Special Services and Mike Mraz for making the day look and run smoothly.

Regular programs have resumed. We can now focus on The 1000 Books before Kindergarten program, the upcoming international celebration of children and books; Dia de los Ninos and summer reading.

Darlene Eiffes visited Adlai Stevenson School for their Family Literacy Night and highlighted our services.

Julie Farris and Laura Garcia attended the Lincoln Story League at the Arlington Heights Public Library. We sent out 26 teacher bags.