

## **Departmental Reports January 2016**

### ***Exhibits***

**Art Gallery:** Pamela Larson, Photography and Painting

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

**2 cases:** Friends' Annual Old Fashioned Winter Village

### ***Book Displays***

#### **Readers Services Displays**

##### **Adult Fiction**

Brand New Fiction

Library Reads for 2015

What Book is on your Bucket list?

##### **Teen Fiction**

Brand New Fiction for Teens for December and January

Dystopian/ Post-Apocalyptic Fiction

##### **Movies**

Full-Grown Fairy Tales

New Non-Fiction DVDs

##### **Music**

New Music

Smooth Jazz

##### **Mini Display**

Goodreads Choice Awards Best of 2015

#### **Reference Services Displays**

What's in the Stars this Year?

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

Books to Help Make a Great Year

Books that Deserve a Second Chance

#### **Youth Services Display**

Cold Outside? Craft Inside.

## **Building Services**

January 2016

Submitted by: Sabri Kecici, Building Services Director

- The front and back of the Library walks were kept clean from ice and snow
- Two new storage shelves were installed in Youth Services
- Repaired/fastened wooden shelves in Youth Services area
- Many lights and ballasts inside the building were replaced
- Spot cleaned chair upholstery in the Reference and Reader Services area
- The folding closet door in Readers Advisory office was repaired
- Received a proposal from Great Lakes Elevator Service, Inc. on annual code-required testing of elevator/dumbwaiter
- Kone Inc. provided periodical inspection and maintenance on elevator/dumbwaiter
- Global Facility Solutions provided vinyl tile stripping and waxing
- Flooring Management Group provided quarterly carpet cleaning
- Continued standard daily building maintenance and spot cleaning of carpets

## **Readers Services**

January 2016

Submitted by Mary Constance Back, Readers Services Director

## **Programs and Activities**

### **Books and Bagels**

Thursday, January 7, 2016

Into the Beautiful North (The Big Read)

By Luis Alberto Urrea

Led by Carrie DeMoss

### **Morning Book Break**

Tuesday, January 12, 2016

Into the Beautiful North (The Big Read)

By Luis Alberto Urrea

Led by Carrie DeMoss

### **Just Desserts**

Tuesday, January 26, 2016

The Storied Life of A. J. Fikry

By Gabrielle Zevin

Led by Robin Schroeder

- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Summer Reading Program planning was completed.

## **Readers Services cont'd ....**

On December 26, 2015, Readers Services said goodbye to Deb Kaczmarek. Deb was a valuable member of the Readers Services Team for almost three years. Her knowledge and dedication have not only benefited the Library Staff but the residents of Rolling Meadows as well.

On January 5, 2016, Readers Services welcomed Readers Services Associate Lucy Latourette to the Department.

## **Reference Services**

January 2016

Submitted By: Jennifer Collette, Reference Services Director

This month, the Reference Staff began 2016 with our regular tasks of ordering, shelving, weeding and staffing of the Reference desk. We're also preparing for another tax season.

## **Information Technology**

January 2016

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

- Testing of the **Rolling Meadows Library** app was done and errors in coding are being corrected. The app should be available to patrons by February 1<sup>st</sup>.
- A few databases preventing patrons from logging into them from outside the Library were re-coded.
- Server updates were performed.
- A website URL check was done and the broken links were fixed.
- Updating the website was performed as necessary.
- 1 PAC station in YS was upgraded from XP to a newer PC with Windows 7.
- A broken port connecting the sound system to the projector system in the Community Room was replaced after breaking.
- The new security cameras have been adjusted/tweaked for better performance.
- iMac #1 had another new logic board (motherboard) installed at the Apple store.
- Troubleshooting of the Postage PC was done due to postage rate changes and software up-dates.
- Patron PCs were updated in the Walk-Up, Lab & YS area.
- Staff PCs were updated in the Adult Services and Administration Office.
- Printers were relocated to better fit user printing needs in the Building Services office, Reader's Services, Director's office, Periodicals desk, and the Adult Service's office.
- A new HP color laser printer was installed for Patrons in the YS area.
- Reconfiguring of the patron print release systems was done in YS.
- Reference copier & pay station repairs were performed.
- The RMLIB002 server was removed completely from service to allow for the installation of the new RMLIB005 print server.

## Information Technology cont'd ....

- A new KVM (server viewing system) was installed and 195 feet of old/outdated technology cables were up-dated.
- Printer/Toner usage stats were collected for January.
- Online program sign-up for January had 14 sign-ups.
- General maintenance was done on the Print Management database on the Server.
- WiFi maintenance and data collection was performed.
- Faxing at the Reference Desk was restructured to use the laser printer purchased in 2015 and to allow room for tax season paperwork.
- Program set-up was done for a few Adult & YS programs and outside organizations using the Community Room.
- Assisted 3 patrons with MyMedia Mall.
- Assisted with 192 patrons & 254 staff issues.

## Special Services

January 2016

Submitted by: Sharon Montague, Special Services Director

The holiday décor was removed. Failing lights on our pre-lit trees forced us to add new LED lights in preparation for next Christmas.

The Spring Newsletter is in progress. We continue to work on posters and fliers for February programming. The Volunteer Luncheon is in the works and planning for Summer Reading has begun!

<b>Program Statistics:</b>	<b>152</b>
Our Lady of Angels School Fire	84
Starting Off the Year on the Right Foot	13
Arts Alive Concert: <i>Dave Rudolf's Beach Party</i>	30
Movie: <i>Mission Impossible Rogue Nation</i>	
Tuesday	9
Friday	0
Order in the House	16 est.

<b>Volunteer Hours:</b>	<b>33.0</b>
Katherine Kinney	6.0
Donna Thompson	27.0

<b>In-House Printing</b>	<b>2,670</b>
Riso Duplicator	1,885
Xerox Color Qube	785

## **Technical Services**

January 2016

Submitted by: Steve Rossi, Technical Services Director

The Millennium calendar has been updated to reflect the closed dates for 2016.

The adult CD-ROMs have been re-cataloged and are no longer interfiled with the non-fiction book collection.

Testing of the Boopsie mobile library app is still in progress, and most of the online databases are now up and running.

### **Statistical review:**

WorldCat searches	2,067
WorldCat updates	978
WorldCat exports	975
WorldCat deletions	830
Collection/Added	1,039
Collection/Deleted	1,288

Generated and printed 6 system reports for Staff weeding and inventory projects.

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

I attended the RAILS Technical Services Networking Group, hosted by the St. Charles Public Library. I also attended the following webinars: Zproxy, hosted by OCLC, Space Planning without the Space: Re-imagining your Existing Library presented by Anders Dahlgren & Joseph Huberty, hosted by RAILS.

## **Youth Services**

January 2016

Submitted by: Lucia Khipple, Youth Services Director

The New Year brings us back to a regular and vigorous programming schedule. The mini Winter Reading Club is also up and running. New storage shelves were installed and organized, thanks especially to Maintenance and Mike Mraz.

Julie Farris attended the Lincoln Story League at the Mt. Prospect Library. We sent out 19 teacher bags