

Departmental Reports
December 2015

Exhibits

Art Gallery – Calligraphy Show

Main Floor Display Cases

2 cases: Friends’ Annual Old Fashioned Winter Village

Book Displays

Readers Services Displays

Adult Fiction

Seasons Readings
Brand New Fiction
Gift Giving Ideas

Teen Fiction

Brand New Fiction for Teens for November and December
Christmas Fiction

New DVDs

Holiday DVDs
Not another Holiday Movie Display

New CDs

Sounds of the Holiday

Mini Display

Not another Holiday Book Display

Reference Services Display

Handmade Heartfelt Gifts

Reference Services - Mini Display

Exceptional 2015 Audio Books

Youth Services Display

Cold Outside? Craft Inside!

Building Services

December 2015

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice
- The main air intake vents and room were cleaned
- Many lights and ballasts inside and outside the building were replaced
- Assisted Northwest Town repairing control panel of supply fan unit #1
- Assisted IT running cables for three new security cameras
- Air filters were ordered and received
- Electrical, cleaning and paper supplies were ordered and received
- Thompson Elevator Inspection Service tested and inspected the elevator and dumbwaiter
- We continued standard daily building maintenance and spot cleaning of carpets

Readers Services

December 2015

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

Books and Bagels

Thursday, December 3, 2015

Ordinary Grace

By William Kent Krueger

Led by Carrie DeMoss

Morning Book Break

Tuesday, December 8, 2015

Orphan Train

By Christina Baker Kline

Led by Carrie DeMoss

- Weeding of the Fiction collection continued. Multiple copies of fiction were weeded.
- Multiple copies of DVDs were weeded.

Reference Services

December 2015

Submitted By: Jennifer Collette, Reference Services Director

This month, the Reference Staff wrapped up 2015 with our regular tasks of ordering, shelving, weeding and staffing of the Reference Desk. The Reference Staff also completed a year of successful programming: computer classes, book discussions and business, career, and company information seminars.

Information Technology

December 2015

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



- The first version of the **Rolling Meadows Library** app was completed by Boopsie! It is available for Android users currently and for Apple users shortly.
- Updating of the Server was performed.
- 1 PAC station in YS was upgraded from XP to a newer PC with Windows 7
- All of the cables used with Community Room projector or for sound were organized and labeled for easier use
- With assistance from Sabri & Joe, Ethernet cables were run from various locations to the IT office for the installation of the new security cameras.
- The installation of 3 security cameras was completed.
- A 2nd iMac was purchased for patron use/teaching with staff
- iMac #1 had a new logic board (motherboard) installed at the Apple store
- Troubleshooting of the Postage PC was done after a power spike/outage, it is working again now.
- Troubleshooting & a complete rebuild of the PC in IT was done after a power spike/outage.
- 4 - APC Battery Back-up UPS devices were purchased & installed to prevent power-spike/outage related damage to PCs for Julie Tang, Steve, Sharon & Mike.
- Patron PCs were updated in the Walk-Up, Lab & YS area
- Staff PCs were updated in AS and YS
- A PC in the AS office was built to replace a PC with a defective motherboard
- A bad network port into the Director's office was repaired
- Printer/Toner usage stats were collected for December
- Online program sign-up for December had 30 sign-ups, the total for our first year of online sign-ups was 323!

Online Sign-up type	12.2014	1.2015	2.2015	3.2015	4.2015	5.2015	6.2015	7.2015	8.2015	9.2015	10.2015	11.2015	12.2015	Totals
Adult Programming	2	1	2	17	3	2	1	3	2	6	3	4	12	58
Arts Alive Concerts	12	5	28	17		4	11	7		22	2	2	6	116
Computer Classes	1	11		26	7		12	4	2	8	2	1	12	86
Employment Programs		3		1										4
YS Programs			2	51			3	3						59
Totals	15	20	32	112	10	6	27	17	4	36	7	7	30	323

- General maintenance was done on the Print Management database on the Server
- Troubleshooting of the Wi-Fi system as needed & stats were collected for December
- Program set-up was done for Adult programs and outside organizations using the Community Room
- Assisted 1 patron with MyMedia Mall
- Assisted with 60 patrons & 80 staff issues

Special Services

December 2015

Submitted by: Sharon Montague, Special Services Director

We decorated the library for the holidays and completed posters and fliers for upcoming programming.

Program Statistics:	82
Peggy Garvin: Holiday Centerpieces	16
Goofy for Gingerbread	9
Arts Alive Concert:	
<i>Celebrate the Holidays with Chris Colletti</i>	44
Movie: <i>Ant-Man</i>	
Tuesday	7
Friday	6

Volunteer Hours:	57.75	In-House Printing:	2,945
Doris Botes	8.0	Riso Duplicator	2,540
Katherine Kinney	9.25	Xerox Color Qube	405
Annie LeFevre	1.5		
Donna Thompson	39.0		

Technical Services

December 2015

Submitted by: Steve Rossi, Technical Services Director

A new fund code has been added to the Innovative system. This new code was needed for the new non-fiction Top of the Charts collection.

The Boopsie app is now available for those with Android phones. The app should be available within a few weeks for those with Apple devices.

A UPS (Uninterruptible Power Supply) has been added to the PC located in my office. This will allow the PC to be safely powered off in case of a power outage, or power spike in the building.

Statistical review:

WorldCat searches	2,569
WorldCat updates	995
WorldCat exports	1,001
WorldCat deletions	919
Collection/Added	1,647
Collection/Deleted	1,272

Generated and printed 4 system reports for Staff weeding and inventory projects.

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

Youth Services

December 2015

Submitted by: Lucia Khipple, Youth Services Director

We had a lively December despite many people taking holidays and colder weather. Programs continue to be well attended. During the break in programming, Staff are planning for the Winter Reading club and all the regular upcoming programs, including Dr. Seuss.

Our Department looked beautifully festive thanks to Special Services.

Laura Garcia and Julie Farris attended the Lincoln Story League at Algonquin Public Library.

We sent out 5 teacher bags.