

## Departmental Reports February 2016

### *Exhibits*

**Art Gallery:** Pam Larson - photography and painting

### **Main Floor Display Cases**

**1 case:** Dr. Seuss Celebration

**1 case:** 1000 Books before Kindergarten

### *Book Displays*

#### **Readers Services Displays**

##### **Adult Fiction**

After Oprah...Best Book Club Reads

Mardi Gras Fiction

If You like Stuart Woods

##### **Teen Fiction**

Brand New Fiction for Teens for January and February

February is Black History Month

##### **New Movies**

AFI's Best Movies; 100 Years...100 Movies

New Non-Fiction DVDs

##### **New Music**

I'm in the Mood for Love

##### **Mini Display**

Blind Date with a Book

#### **Reference Services Displays**

Love

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

Hallowed Ground: Sites of African American Memories

Love is in the Air

#### **Youth Services Display**

Cold Outside? Craft Inside.

## **Building Services**

February 2016

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean from snow and ice
- The dumbwaiter pit was cleaned
- Several lights and ballasts inside and outside the building were replaced
- We are receiving job applications for the part time evening position
- The sump pump in the Youth Services area was repaired
- A leaking urinal in the first floor Men's restroom was repaired
- The front driveway lights were repaired
- Continued daily building maintenance and spot cleaning of carpets

## **Information Technology**

February 2016

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

- Updating of the Server was performed.
- A website URL check was done and the broken links were fixed.
- Updating the website was performed as necessary.
- Several webpages were rebuilt to coordinate with the 2016 Spring Newsletter.
- The Online Program Sign-up page was rebuilt to reflect upcoming programs and make it easier to sign-up.
- iMac (#2) has been installed as Walk-Up03 and has been available for patron use for 3 weeks now.
- iMac (#1) has been available to Staff in the Adult Services Office for Staff training. It is now being prepared for patron use in the Walk-Up area.
- 3 PCs in the Reference Walk-Up were rebuilt or replaced with new PCs.
- A new PC was installed at the Ask-Me Desk.
- Patron PCs were updated in the Walk-Up, Lab & YS area.
- The Server Snapshot back-up software was updated to a newer version. A 6 TB Back-Up hard drive was installed.
- Consulted with the Rolling Meadows Police Department regarding the library's security system.
- Malware was removed which prevented circulation notices from being delivered to patrons.
- The cables at the Patron Ethernet Stations were repaired or replaced due to wear.
- Staff PCs were updated in TS, AS, Maintenance and the Administration Office.
- A PAC station PC in Reference was repaired.
- Reference copier & pay station repairs were performed.
- Printer/Toner usage stats were collected for February.

Program Type	Feb. 2016
Arts Alive Concert	6
Adult Programs	10
Computer Classes	4
Seuss AM Session	13
Seuss PM Session	24
<b>Total</b>	<b>57</b>

- Online program sign-up for February had 57 sign-ups.
- General maintenance was done on the Print Management database on the Server.
- Troubleshooting of the Wi-Fi system as needed & stats were collected for February.
- We have been working on our E-rate paperwork for additional funding in 2016 to replace outdated equipment.
- Program set-up was done for a few Adult programs and outside organizations using the Community Room.
- Assisted 5 patrons with MyMedia Mall.
- Assisted with 233 patrons & 290 staff issues.

## **Readers Services**

February 2016

Submitted by: Mary Constance Back, Readers Services Director

## **Programs and Activities**

### **Books and Bagels**

Thursday, February 4, 2016

West of Sunset

By Stuart O’Nan

Led by Carrie DeMoss

### **Morning Book Break**

Tuesday, February 9, 2016

Me before You

By Jojo Moyes

Led by Carrie DeMoss

- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the CD collection continued.
- Weeding of the paperback collection began.
- Summer Reading Program planning resumed.

## Reference Services

February 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 is here and keeping us busy as well! In addition, Anne Jefferson has instructed numerous computer classes and Nana Herron hosted the Four Seasons Book Club.

## Special Services

February 2016

Submitted by: Sharon Montague, Special Services Director

The spring newsletter has been mailed to area homes and businesses. We are now working on posters and fliers for spring programming as well as preparations for the Dr. Seuss Celebration hosted by Youth Services. Plans continue for the Volunteer Luncheon scheduled for Friday, April 8<sup>th</sup>.

### Program Statistics:

	<b>140</b>
A Beginner's Guide to the Golden Age of Radio	24
Arts Alive Concert: <i>Fabulous Frank with Peter Oprisko</i>	68
Movie: <i>Mr. Holmes</i>	
Tuesday	7
Friday	6
Small Things in the Solar System	22 est.
Order in the House	13 carryover from previous month (Total attendance was 29)

### Volunteer Hours: 46.75

Katherine Kinney	9.75
Donna Thompson	36.0
Annie LeFevre	1.0

### Vikes Volunteer Hours: 8.0

Two students volunteered in February

### In-House Printing:

<b>8,954</b>	
Riso Duplicator	8,404
Xerox Color Qube	550

## Technical Services

February 2016

Submitted by: Steve Rossi, Technical Services Director

The tape drive for backing up the Millennium server was going bad and needed to be replaced. Since the equipment is owned by Innovative, they sent us a new tape drive. The new drive was installed, and the old drive was returned to Innovative.

We had a minor issue with the e-mail notifications not being sent by the Millennium system. Working with Innovative and ICN (Illinois Century Network), we discovered the nameserver IP address on the Innovative server needed to be updated. There was also an issue on our network that was corrected to fix the problem.

**Statistical review:**

WorldCat searches	2,169
WorldCat updates	849
WorldCat exports	848
WorldCat deletions	929
Collection/Added	1,522
Collection/Deleted	2,178

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

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

Teresa, Lynne, Julie, Sarah, and I attended the RAILS Technical Services Networking Group, hosted by the St. Charles Public Library.

I attended a Planning Committee meeting held within the library.

**Youth Services**

February 2016

Submitted by: Lucia Khipple, Youth Services Director

Regular programs have kept Youth Services busy. Dan Mauller also presented a S.T.E.M. program this month called The Awesome Power of Lemons and our annual Valentine Creations program.

We are deep into Dr. Seuss celebration preparations.

The mini Winter Reading Club has ended. Thirty five determined readers participated.

Julie Farris attended the Lincoln Story League at the Schaumburg District Library.

We sent out 21 teacher bags.

