

## Departmental Reports October 2016

### Exhibits

**Art Gallery:** Charlotte Digregorio's Haiku Poetry accompanied by Graphics, Painting and Photography

### **Main Floor Display Cases**

**1 case:** Rolling Meadow High School Student Photos

**1 case:** Fremd High School Student Photos

### Book Displays

#### **Readers Services Displays**

##### **Adult Fiction**

Holiday Pot Luck

Sarcasm in Fiction

If You Like John Grisham

##### **Teen Fiction**

Brand New Fiction for Teens for September and October

October is National Bullying Prevention Month

Rolling Meadows High School Summer Reads

##### **New DVDs**

Halloween Horror

October is National Adopt-A-Pet Month (Non-Fiction)

##### **New CDs**

Guitar Greats!

##### **Mini Display**

Spotlight on Epicurean Mysteries

#### **Reference Services Display**

. . . . If They Don't Win it's a Shame . . . (baseball)

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

Information and Hope (Breast Cancer)

This October - The Chicago Cubs!

#### **Youth Services Display**

1000 Books before Kindergarten

## **Building Services**

October 2016

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds.
- Many lights and ballasts were replaced inside and outside the Library.
- Dismantling of the movable shelving was completed.
- We are receiving quotes for the carpeting in the movable shelving area.
- The gutters were cleaned.
- A bracket and screen for the Board Room Projector were installed.
- The shrubs were pruned and weeds pulled around the building.
- Cleaning supplies were ordered and received.
- Gen Power, Inc. provided inspection and maintenance on the back-up generator.
- JGC Services, Inc. provided inspection on the backflow devices.
- We continued daily building maintenance and spot cleaning of carpets.

## **Information Technology**

October 2016

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- Patron laptops were updated & cleaned.
- AT&T came out and installed fiber jumper cables as part of the upgrade to our internet service.
- An internet switch was installed on the second floor to add an additional ethernet port in the Board Room & Community Room.
- Video & audio cables were run in the Board Room & wall outlets added for the projector installation.
- A new ceiling mounted projector and screen were installed in the Board Room. Some training has been done with this new projector.
- Troubleshooting with the Phone Renewal System, Innovative server and Voicemail systems was done after performance issues.
- Contacted AT&T to deal with spam problems that was stopping the delivery of emails to patrons.
- Dealt with Bluehost, our website provider, to resolve an issue with website performance.
- Fixed several PCs that were having problems updating Anti-Virus definition files.
- The phone outlets at the Reader's Advisory desk were replaced due to damage.
- Staff PCs were updated in Circulation, Circ Desk, AS, YS, SS and the Administration Office.
- A new Battery back-up (UPS) was installed for the Internet & Phone Routers.
- Printer/toner usage stats were collected for October.
- Patron PCs in the Lab and Walk-Up area were updated and repaired.
- Online program sign-up for September had 28 sign-ups, total sign-ups are now 706!

- Stats for October's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for October.
- Program set-up was done for some Adult programs, Youth programs and outside organizations using the Community Room.
- Assisted 5 patrons with MyMedia Mall.
- Assisted with 182 patrons & 229 staff issues.

## **Readers Services**

October 2016

Submitted by: Mary Constance Back, Readers Services Director

## **Programs and Activities**

### **Books and Bagels**

Thursday, October 6, 2016

The Book of Unknown Americans

By Cristina Henriquez

Led by Carrie DeMoss

### **Morning Book Break**

Tuesday, October 11, 2016

The Book of Unknown Americans

By Cristina Henriquez

Led by Carrie DeMoss

- Weeding of the Fiction collection continued.
- Fiction A-D was weeded and shifted.
- Moveable storage was cleaned and organized.
- Weeding of the DVD collection continued.
- Book Lover's Day planning continued. The event will take place on October 27th. There are currently 55 patrons registered. Update to follow in the November monthly report.

## **Reference Services**

October 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. In addition, Reference Staff hosted the following programs:

Computer Classes (Anne Jefferson)

Resources & Roots (Lauren Van Dyke)

Coloring Club, Four Seasons Book Club, Jump Start Your Job Search (Nana Herron)

Nana Herron also participated in Book Lover's Day.

## Special Services

October 2016

Submitted by: Sharon Montague, Special Services Director

The Library Cardholder Appreciation Raffle came to a close at the end of September. Two winners were drawn on Monday, October 3<sup>rd</sup>. There were over 2,900 entry slips that were collected over the 28 day period. The Circulation Desk staff did a great job collecting and keeping track of the entries. The promotion would not be possible without their help!

We continue to work on posters and fliers for upcoming programming. We are assisting with the Book Lover's Day luncheon program on October 27th.

<b>Program Statistics:</b>	<b>218</b>
Illinois Ghosts and the Afterlife	49
Arts Alive Concert:	
<i>Claude Bourbon: Medieval &amp; Spanish Blues Guitar</i>	50
Movie: <i>Captain America: Civil War</i>	
Tuesday	6
Friday	5 estimate
The Essential Great Chicago Fire	33
The Value of Recycling	15
Book Lover's Day	60 estimate

### **Volunteer Hours: 42.5**

Doris Botes	6.5
Katherine Kinney	9.0
Donna Thompson	27.0

### **Vikes Volunteer Hours: 32.0**

There were six student volunteers in October.

### **In-House Printing: 3,520**

Riso Duplicator	3,020
Xerox Color Qube	500

## Technical Services

October 2016

Submitted by: Steve Rossi, Technical Services Director

We are still waiting for a replacement backup tape drive for the Innovative Server. Until the new drive arrives, backups are still being performed online by Innovative Staff.

## **Technical Services cont'd .....**

### **Statistical review:**

WorldCat searches	2,376
WorldCat updates	1,085
WorldCat exports	1,082
WorldCat deletions	893

Generated and printed 3 system reports for Staff weeding and inventory projects.

We have repaired 9 damaged spines. Those items have been placed back into circulation.

## **Youth Services**

October 2016

Submitted by: Lucia Khipple, Youth Services Director

All regular programs along with a very full class visit schedule have kept Youth Services on our toes all month.

Laura Garcia represented the Library at Family Reading Night for Latino Families at Central Road School.

We are making plans for all upcoming programs and have several new programs in the works. Preliminary Summer Reading planning is underway as well.

We've sent out 16 teacher bags.