

## Departmental Reports September 2016

### Exhibits

**Art Gallery:** Paper and Mixed Media by Barbara Burt

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

**1 case:** September is Library Card Sign-Up Month

**1 case:** Awesome Autumn Book Display

### Book Displays

#### **Readers Services Displays**

##### **Adult Fiction**

First Responders Appreciation Day is September 27

Murder and Mayhem in the Middle Ages

If You like Clive Cussler

##### **Teen Fiction**

Brand New Fiction for Teens for August and September

Are You Ready for Back to School?

Rolling Meadows High School Summer Reads

##### **New DVDs**

Movies So Bad They're Good

Make the Most of Yourself (Non-Fiction)

##### **New CDs**

The Greatest #1 Hits

##### **Mini Display**

Hispanic Heritage Month

#### **Reference Services Display**

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

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

Land that We Love

Late Summer Getaway Ideas

Working Women

Need Help Organizing

#### **Youth Services Display**

1000 Books before Kindergarten

## **Building Services**

September 2016

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds.
- We picked up broken branches and cleaned out the storm drains following the storms.
- Assisted Kone, Inc. on inspection & maintenance of elevator and dumbwaiter.
- The elevator pit was cleaned.
- Many lights and several ballasts inside and outside the building were replaced.
- We started dismantling the movable shelving in the Circulation area.
- Fire & Security Systems, Inc. inspected the fire and burglar system.
- Global Facility Solution provided daily janitorial service.
- We continued standard daily building maintenance and spot cleaning of carpets.

## **Information Technology**

September 2016

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- All patron laptops were updated & cleaned.
- CallOne came out and switched the library to a new PRI router that should limit outages.
- AT&T engineers came out to the library to upgrade our internet service.
- Staff PCs were updated & cleaned in Circulation, AS, YS, SS and the Administration Office.
- A new maintenance kit and internal cleaning was performed on the Administration copier.
- A damaged circuit board was repaired on the printer at the Reader's Advisory desk.
- Printer/toner usage stats were collected for September.
- Patron PCs in the Lab and Walk-Up areas were updated and cleaned.
- Online program sign-up for September had 64 sign-ups, total sign-ups are now 678.
- Stats for Wireless Printing usage were collected; Patrons & Staff were assisted as needed.
- Research & calculations were done to select a projector to be installed on the ceiling in the Board Room.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for September.
- Program set-ups were done for Adult Services, Youth Services and outside organizations using the Community Room.
- Assisted 4 patrons with MyMedia Mall.
- Assisted with 190 patrons & 261 staff issues.

## **Readers Services**

September 2016

Submitted by: Mary Constance Back, Readers Services Director

### **Programs and Activities**

Book Discussions

#### **Books and Bagels**

Thursday, September 8, 2016

The Nightingale

By Kristin Hannah

Led by Carrie DeMoss

#### **Morning Book Break**

Tuesday, September 13, 2016

The Nightingale

By Kristin Hannah

Led by Carrie DeMoss

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

Tuesday, September 27, 2016

A Man Called Ove

By Fredrik Backman

Led by Robin Schroeder

- The Fiction collection continues to be weeded and shifted.
- Weeding of the DVD collection continued.
- Weeding of the Music CD collection was completed.
- The Readers Advisory Blog: *We're More Than Just Good Books* was added to the webpage.
- Preparation and planning for Book Lover's Day is in full swing.

## **Reference Services**

September 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, Anne Jefferson instructed numerous Computer Classes and Nana Herron hosted two Coloring Clubs and represented the library at the City of Rolling Meadows Farmers and Food Trucks event.

Lastly, I am pleased to announce that Lauren Van Dyke hosted the inaugural meeting of a new reference program/group named Resources & Roots. This monthly program focuses on informing patrons what the library has to offer to genealogists. Anne Anderson also assisted with program.

## Special Services

September 2016

Submitted by: Sharon Montague, Special Services Director

We continue to work on posters and fliers for upcoming programming.

We helped coordinate décor and refreshments for the Staff Service Awards on September 29th.

### Program Statistics: **143**

The Planets... and Pluto with Michelle Nichols 24

Arts Alive Concert:

*Andrew Carpenter: Classical Sax* 75

Movie: ***The Jungle Book***

Tuesday 5

Friday 4

World War I with Gary Midkiff 35

### Volunteer Hours: **45.0**

Doris Botes 10.5

Katherine Kinney 5.5

Annie LeFevre 1.5

Donna Thompson 27.5

### In-House Printing **2,602**

Riso Duplicator 1,980

Xerox Color Qube 622

### Vikes Volunteer Hours: **16.0**

There were six student volunteers in September.

## Technical Services

September 2016

Submitted by: Steve Rossi, Technical Services Director

The backup tape drive on the Innovative server is not working correctly. The company will be sending out a replacement drive. Until the new drive arrives, backups will be performed online by Innovative Staff.

The dual access for TitleSource and TitleSource360, Baker & Taylor's new acquisition software, has ended. We are now fully moved over to the new version of the software.

### Statistical review:

WorldCat searches 2,586

WorldCat updates 592

WorldCat exports 582

WorldCat deletions 1,517

Collection/Added 1,492

Collection/Deleted 1,315

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

Generated and printed 4 system reports for Staff weeding and inventory projects.  
63 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation.

We had about 90 young children tour the Department, and learn more about technical services as part of a school class visit. They were here taking a behind the scenes tour of the library, hosted by the Youth Services Department.

I attended the Development, and Heritage Committee meetings, held here at the library.

## **Youth Services**

September 2016

Submitted by: Lucia Khipple, Youth Services Director

School is well under way. Darlene Eiffes has been extraordinarily busy with class visits, book talks and library tours. She has been assisted in great tours by Donna Naymola in Circulation and Steve Rossi in Technical Services. The students loved visiting behind the scene areas of the Library.

Laura Garcia and Laura Schmidt celebrated Hispanic Heritage Month by holding Sabor Hispano-Family Fun Nights, the first of which was in mid-September. They examined different countries with Hispanic Heritages, this time focusing on Panama. Everyone learned a lot!

Laura Garcia also represented the Library at the EPNRC (East Park Neighborhood Resource Center) Health and Wellness Fair and had the immediate success of brand new visitors to the Library, with whom she made contact at the Fair.

All the ongoing programming has seen new people attending.

Lastly, Laura Garcia and Nana Herron represented the Library at the last Farmers & Food Trucks event of the year and finally enjoyed some nice weather!

We've sent out 20 teacher bags.