

## Departmental Reports August 2016

### Exhibits

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

### **Main Floor Display Cases**

**1 case:** Youth Summer Reading: *Read for the Win!*

**1 case:** Adult and Teen Summer Reading Club: *Get in the Game: Read!*

### Book Displays

#### **Readers Services Displays**

##### **Adult Fiction**

Marry, Date or Dump?

Ouija Board: Supernatural

Brand New Fiction

##### **Teen Fiction**

Brand New Fiction for Teens for July and August

Game of Life: Life Skills

High School Reads

##### **New DVDs**

JUNO: Foreign Films

Are You Smarter than a 5<sup>th</sup> Grader? Non-Fiction DVDs

##### **New CDs**

Dance, Dance Revolution: 70's and 80's Rock

##### **Mini Display**

Olympic Games

#### **Reference Services Display**

Sports

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

Travel

Sports and Fitness

Micro-histories; Food and Objects

Micro-histories; Time and Place

#### **Youth Services Display**

1000 Books before Kindergarten

## **Building Services**

August 2016

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds.
- Several lights and ballasts inside and outside the building were replaced.  
Spot cleaned and vacuumed upholstery in the Reference and Readers Services areas.
- Program set-ups were done for adult programs and outside organizations.
- A leaking faucet in the Staff restroom was replaced.
- We installed a new layer of mulch/chips on the flower beds surrounding the building.
- Metro Door & Dock, Inc. provided inspection/maintenance on the main floor security rolling grills.
- Mario's Tree Service removed four dead/infected emerald ash borer trees on the west side of the building.
- Continued standard daily building maintenance and spot cleaning of carpets.

## **Readers Services**

August 2016

Submitted by: Mary Constance Back, Readers Services Director

## **Programs and Activities**

- The Adult and Teen Summer Reading programs concluded on August 8, 2016.  
140 Adults and 30 teens participated this year.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- The moveable shelving was emptied; display supplies were reorganized.

## **Reference Services**

August 2016

Submitted By: Jennifer Collette

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.

## **Information Technology**

August 2016

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- Eighteen webpages were rebuilt to reflect the 2016 Fall Newsletter.
- All patron laptops were updated and 2 were rebuilt.

- Troubleshooting of the phone system; repairing phones not being able to be answered where they needed to be.
- 1 PC in the Walk-Up area was rebuilt.
- A T-1 internet line was installed by AT&T as part of the new phone provider upgrade.
- The Welcome Desk had a new monitor installed to better suit their needs.
- The monitor at the Print Station in YS was replaced due to age/malfunctioning.
- A monitor in the Walk-Up area was replaced after unrepairable blurring occurred.
- A monitor cable was replaced at the Reference Desk after it was damaged.
- Staff PCs were updated & cleaned in Circulation, AS, YS, SS and the Administration Office.
- With assistance from Maintenance, the reference pay station was adjusted to accept dollar coins due to jamming of coins.
- Printer/toner usage stats were collected for August.
- Patron PCs in the Lab and Walk-Up area were updated and cleaned.
- Online program sign-up for August had 13 sign-ups, total sign-ups are now 614.
- Stats for August's Wireless Printing usage were collected; assisted patrons & staff.
- Wiring (and cleaning) under the Reference Desk was re-done and secured to avoid damage.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for August.
- Program set-up was done for several Adult programs, Youth programs and outside organizations using the Community Room.
- Assisted 3 patrons with MyMedia Mall.
- Assisted with 165 patrons & 214 staff issues.

## Special Services

August 2016

Submitted by: Sharon Montague, Special Services Director

The fall newsletter was completed and mailed to area homes and businesses. We continue to work on posters and fliers for upcoming programming.

### Program Statistics:

	<b>69</b>
Games Not Played: Chicago's Olympic Bid	2
How to Get the Most from Your Digital Camera	0 (canceled due to presenter illness)
Arts Alive Concert:	
<i>Robbie Malkowski – Greatest Hits of Judy Garland</i>	52
Movie: <b>Race</b>	
Tuesday	8
Friday	7

### Volunteer Hours: **69.0**

Doris Botes	12.5
Katherine Kinney	11.5
Donna Thompson	45.0

### In-House Printing: **2,718**

Riso Duplicator	2,164
Xerox Color Qube	554

### Vikes Volunteer Hours: **0.0**

There were no student volunteers in August.

## **Technical Services**

August 2016

Submitted by: Steve Rossi, Technical Services Director

An update of the patron data base was completed this month on the Millennium system to clear up space on the Innovative server. Several Staff completed training sessions/webinar's on using various portions of TitleSource360, Baker & Taylor's new acquisition software.

### **Statistical review:**

WorldCat searches	2,032
WorldCat updates	733
WorldCat exports	734
WorldCat deletions	827
Collection/Added	1,473
Collection/Deleted	2,228

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

55 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation. 6 damaged spines have also been repaired and those items have been placed back into circulation.

Teresa, Lynne, Sarah, and I attended the RAILS Technical Services Networking meeting hosted by the Wauconda public library. I also attended a Planning Committee meeting, held here at the library.

## **Youth Services**

August 2016

Submitted by: Lucia Khipple, Youth Services Director

The Youth services Summer Reading Club has been completed! We will still award prizes to families who haven't had the chance to make it to the Library, up until September 1<sup>st</sup>. We will have statistics compiled shortly after.

Laura Garcia and Darlene Eiffes hosted another large group of Campers from the East Park Neighborhood Resource Center (EPNRC) where they discovered the Netherlands at the Library.

School began early this year so, despite feeling like summer, we are seeing Fall work patterns.

The Farmers & Food Truck events continue for two more opportunities to mingle with the public outside of the library.

We've sent out 11 teacher bags.