

**Departmental Reports
March 2017**

Exhibits

Art Gallery: Lynnea Semasko – oil and watercolor

Main Floor Display Cases

1 case: Classical Conversations Student Artwork by homeschooled children

1 case: Protecting, Promoting and Proliferating Pollinators

Book Displays

Readers Services Displays

Adult Fiction

- Brand New Fiction
- New Destinations
- Dog Tales and Animal Adventures
- If You like Paula McLain...

Teen Fiction

- Brand New Fiction for Teens for February and March
- Heart vs. Break
- Steampunk

New DVDs

- Well-behaved Women rarely make History
- We Are All Wonder Women! Non-Fiction DVDs

New CDs

- Celebrate Female Artists: Women's History Month

Mini Displays

- Spotlight on Dystopian Fiction
- Book Discussions

Reference Services - Mini Displays

- Volunteers . . . Goodness to Go
- Dog – People Partnerships

Youth Services Display

- 1000 Books before Kindergarten

Building Services

March 2017

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice.
- Many lights and several ballasts inside and outside the building were replaced.
- The split A/C coils and filters were cleaned.
- A section of book shelving in Adult Services area was removed.
- The sump pump in Youth Services area was repaired.
- Paper and cleaning supplies were ordered and received.
- Gen Power, Inc. provided inspection and maintenance on the back-up generator.
- Assisted Air Filter Engineers with changing HVAC filters on the lower and upper floor equipment rooms.
- Kone, Inc. provided inspection and periodic maintenance on the elevator and dumbwaiter.
- Continued daily building maintenance and spot cleaning of carpets.

Information Technology

March 2017

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.
- Lynda.com was added to the Reference database page.
- Troubleshooting of the voicemail system was performed.
- Troubleshooting of the phone system was performed as necessary.
- Staff PCs were updated in AS, TS, YS, SS, Circulation and the Administration Office.
- The patron iMacs were updated & cleaned.
- The print heads were cleaned on the HP large format printer in Graphics.
- PAC station PCs were cleaned and had updates installed.
- RAM that was purchased for an Admin PC was defective and returned via RMA, awaiting the new RAM.
- New staff PCs are in the process of being built for the Admin department.
- Several patron PCs had additional RAM installed.
- One of the Reference Desk PCs was replaced after the motherboard began malfunctioning.
- Patron PCs in the Lab and Walk-Up areas were fully updated to prepare for the Renovation move.
- Two of the PAC stations in the Reader's area were packed up in preparation for the Renovation.
- The iMacs were put into storage in preparation for the move to the Reader's Area during the Renovation.
- In preparation for the Renovation, an Ethernet switch was installed in the Reader's area to handle the temporary patron walk-up computer area.
- 750 feet worth of Ethernet and phone lines were run to the Reader's area to provide more internet access & fax services for patrons.

- All 12 PCs from the Lab were packed up and moved to the Reader's area for the temporary patron PC area. Two more will be added once the Reference area is closed to the public. A new print station was built for the Walk-up computer area.
- Once the Reference area is closed to the public, the remaining PCs will be packed up and placed into Storage.
- A Reference Desk PC & printers were moved to the Reader's area for the Renovation.
- The phones were re-configured to handle the closure of the Reference area and re-directed to the Reader's Desk.
- The Wi-Fi access point will be removed from the Reference area once the area is closed to the public, to prevent damage to the device. It will be relocated to the Circulation area to help handle the additional traffic that will be in the Reader's area during the Renovation.
- One of the iPads in YS was rebuilt.
- An informational page was added to the website to provide information about the RML Expansion.
- Printer/toner usage stats were collected for March.
- Online program sign-up for February had 70 patrons, grand total - 871!
- Stats for March's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for March.
- Program set-up was done for YS Seuss program, a few Adult programs and outside organizations using the Community Room and the Board Room
- Assisted 5 patrons with MyMedia Mall.
- Assisted with 164 patrons & 189 staff issues.

Readers Services

March 2017

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, March 2, 2017

The Golden Son

By Shilpi Somaya Gowda

Led by Carrie DeMoss

Morning Book Break

Tuesday, March 14, 2017

My Name is Lucy Barton

By Elizabeth Strout

Led by Carrie DeMoss

Just Desserts Evening Book Discussion

Tuesday, March 28, 2017

The Phantom of the Opera

By Gaston Leroux

Led by Robin Schroeder

Programs and Activities

- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- The Music CD collection was weeded and shifted.
- After four months and one staff member (MCB) physically shifting the entire Large Type collection, it is finally completed! (P.S. Large Type books are heavy!)
- The Teen collection was moved into its' new home.
- The call number panels were updated to match the books in the stacks.
- An audio fiction themed display has been added to new audio fiction. It currently is fiction featuring Ireland or with Irish authors.
- On March 23, Mary Constance Back co-hosted and moderated the ARRT event: "On the Same Page: How to Plan a Successful Community Reading Program" for Your Library at the Northbrook Public Library.

The speakers were Nancy Pearl Nationally known librarian and author of *Book Lust* and other readers advisory titles; Jennifer Lizak, Coordinator of Special Projects, Cultural and Civic Engagement, Chicago Public Library; Pam Schwarting, Info Services Supervisor, Arlington Heights Memorial Library; and Brittany Hoornaert Smith, Assistant Director and Head of Patron Services, Westmont Public Library.

The event was a culmination of four months of planning including securing a venue, contacting and collaborating with speakers, preparing PR and marketing materials, and organizing a presentation.

- On Wednesday, March 29, Robin Schroeder hosted Internet safety experts from the University of Chicago for an event that will give both teens and parents the tools to keep teenagers safe online.

More than Just Good Books...

The Readers Advisory Blog reflects what the department does on an ongoing basis. Here are some highlights from the month.

The display which has just ended was "Let's Plan a Family Fun Weekend!" Patrons entered to win a prize basket filled with puzzles, books, and games for the whole family. Our winner for the Family Fun prize pack was Mike L., out of a total of 84 entries.

Our current display is "Let's Plan a Luck O' the Irish Weekend!" Enter to win a prize pack with a book by an Irish author and accoutrements for your St. Patrick's Day celebrations!

Reference Services

March 2017

Submitted By: Jennifer Collette, Reference Services Department

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, Nana Herron hosted the Coloring Club and the reference program Jump Start Your Job Search at The Library, and Lauren Van Dyke hosted the Resources & Roots Genealogy Club.

Technical Services

March 2017

Submitted by: Steve Rossi, Technical Services Director

Statistical review:

WorldCat searches	1,775
WorldCat updates	671
WorldCat exports	675
WorldCat deletions	551
Collection/Added	1,897
Collection/Deleted	776

Generated and printed 13 system reports for Staff weeding and inventory projects.

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

I attended a webinar on I.T. Security for Libraries; a 3 part series, Part 3: Disaster Recovery, presented by Brian Pichman. I also attended a Development committee meeting held here at the library.

Youth Services

March 2017

Submitted by: Lucia Khipple, Youth Services Director

Another Seuss celebration is in the record books. Crowd estimates reached around 600. Thanks to everyone who helped, especially in my absence. In March, we held a Block That Bully program sponsored by the University of Chicago to identify and prevent cyber-bullying and how to keep your kids safe on the Internet. We are now on to regular Spring programming and planning for Summer Reading. This years' theme is "Get a Clue at the Library."

Laura Garcia and Julie Farris attended the Lincoln Story League at the Schaumburg District Library. Laura Garcia also attended the BPAC (Bilingual Parents Committee) Workshop to promote Library services.

We sent out 19 teacher bags.