

Departmental Reports November 2017

Exhibits

Art Gallery: Photography by Tiffany Whisler

Main Floor Display Cases

1 case: Strolling Meadows: Photos by Local Photographers Vicki & Mary Sebela

1 case: Epilepsy Foundation of Greater Chicago: National Epilepsy Month

Book Displays

Readers Services Displays

Adult Fiction

Cozy Mysteries

Be Thankful

New Fiction

Thanksgiving Fiction

Mini Display: Friendsgiving

Movies

New DVDs

New Documentaries

Family Friendly Films

Music

New CDs

Teen

New Teen Fiction

Have the Family over for Dinner (Zombie fiction)

Building Services

November 2017

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds.
- Many lights and ballasts inside and outside of the building were replaced.
- The gutters were cleaned.
- Spot cleaned upholstery in Readers Services and Community Room.

- The batteries in four Emergency Lights were replaced.
- City of Rolling Meadows completed the Fire Inspection.
- Program One Inc., cleaned all outside windows of the building.
- Three Christmas trees were set up for holidays.
- Two pallets of ice melt were ordered and received.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

November 2017

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

- Updating of the Servers was performed.
- Updating the website was performed as necessary.
- 23 webpages were rebuilt to reflect the 2017 Winter Newsletter.
- Troubleshooting of the phone system was performed as necessary.
- Started preparing for the Library's transition to the new Millennium server.
- The Circulation Overdue Notices Printer was reconfigured in preparation for the new server.
- The Director's laptop was repaired.
- Staff PCs were updated in Admin, AS, YS, TS, SS, and Circulation.
- Performed troubleshooting & general maintenance on the vending machine in the West Wing.
- Rebuilt an iPad in the YS area.
- Built a Mac Server to oversee the YS iPads
- Cleaned & updated all iPads.
- Patron PCs in the Adult & Youth area were updated and cleaned.
- Computer class laptops were cleaned and updated.
- The Admin copier had internal cleaning performed.
- HP was out to replace a defective fuser unit on the Administration Printer.
- Staff training was done for the TVs in the meeting rooms.
- Staff PCs in Adult Services were taken apart; the insides & fans were cleaned and wiped down.
- Replacement phone lines were installed in the IT office; the old lines were cracking due to wear & age.
- All Ethernet cables to servers in the IT office were replaced due to wear & age.
- Troubleshooting of the sound system in the Community Room was performed.
- LED lights were added for display purposes to the Welcome Desk & Readers Advisory Desk.
- New databases were added to the Reference page.
- Began testing our new EZProxy server to allow patrons to login remotely for database access.
- Printer/toner usage stats were collected for November.
- Online program sign-up for November had 9 patrons, grand total is 1,073!
- Stats for November's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for November.

- 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 162 patrons & 240 staff issues.

Readers Services Department

Submitted by Mary Constance Back

Book Discussions

Books and Bagels

November 2, 2017

Fahrenheit 451

by Ray Bradbury

Led By Carrie DeMoss

Morning Book Break

November 14, 2017

Before We Were Yours

by Lisa Wingate

Led By Carrie DeMoss

Just Desserts

November 28, 2017

Ordinary Grace

by William Kent Krueger

Led by Robin Schroeder

Programs and Activities

- The Welcome Desk display was “Let’s Plan a Downton Abbey Weekend!” It had a DVD prize pack of the Downton Abbey TV series.
- Weeding of the Fiction collection continued.
- Weeding of the Music CD collection continued.
- Weeding of the paperback collection continued.

Reference Department

November 2017

Submitted By: Jennifer Collette

We have also 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 the Coloring Club.

Special Services

November 2017

Submitted by: Sharon Montague, Special Services Director

The winter newsletter was completed and submitted for printing. We completed publicity for the Friends' Fall Book Sale and have begun work on winter program posters and fliers.

Program Statistics:	128
A Grateful Veteran – Tom Kens	8
Arts Alive Concert: Celebrating 25 Years of Encore!	84
Movie: <i>Wonder Woman</i>	
Tuesday	17
Friday	10
Your Money: 12 Months to Take Charge – Karen Chan	9 est.

Volunteer Hours: 54.0

Doris Botes	8.0
Katherine Kinney	6.75
Annie LeFevre	2.25
Vinnie Sluga	3.0
Donna Thompson	32.0
Kevin Vane	2.0

Vikes Volunteer Hours:

4 volunteers worked a total of 25.5 hours

In-House Printing:	4,375
Riso Duplicator	3,715
Xerox Color Qube	660

Technical Services

November 2017

Submitted by: Steve Rossi, Technical Services Director

In preparation for our move of the Innovative server to a hosted system in early December, the Millennium software was upgraded to the newest version available. The Innovative server was also expanded with additional "O" records (these records are used within the acquisition module for ordering material).

Sarah has completed a special project which required changing close to 2,000 items from AYA (Adult Young Adult) to the new designation of TEEN.

Statistical review:

WorldCat searches	3,892
WorldCat updates	1,107
WorldCat exports	1,114
WorldCat deletions	2,014
Collection/Added	1,053
Collection/Deleted	1,015

Generated and printed five system reports for Staff weeding and inventory projects. 150 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation. Seven books with damaged spines have been repaired; these items have been placed back into our collection.

Youth Services

November 2017

Submitted by: Lucia Khipple, Youth Services Director

November has been transformed to “*Dinovember*” in Youth Services this year. We have had dinosaur activities all month, including a “*get-to-know- the –Youth Services collection scavenger hunt*”, Dinosaur crafts, storytimes, and other regular programming focused on Dinosaurs. It’s been great fun. We also celebrated our 14th annual *Dia de los Muertos* program. It has become so successful over the years that we have finally had to break it into two celebrations like the Dr. Seuss celebration. Laura and Julie Farris attended the Lincoln Story League at the Arlington Heights Public Library. Laura attended the monthly Rolling Meadows Collaboration Meeting to promote our services and best practices for outreach to our Hispanic community. She also conducted a storytime and promoted our *1000 Books Before Kindergarten* at the E.P.N.R.C--F.I.N.D program. They have really been reading! They have great representation on our wall of achievement in Youth Services.

We sent out 15 book bags were sent out in November.