

Departmental Reports January 2017

Exhibits

Art Gallery: Lynnea Semasko – oil and watercolor

Main Floor Display Cases

2 cases: Friends' Old Fashioned Winter Village

Book Displays

Readers Services Displays

Adult Fiction

Brand New Fiction

Library Reads for 2016

A Blizzard of Books

If You Like James Patterson...

Teen Fiction

Brand New Fiction for Teens for December and January

Chill Out with a Good Book

New DVDs

New Year, Fresh Start!

Fresh Starts and New Beginnings for 2017

New CDs

Best Music of 2016

Mini Display

Best Books of 2016

Reference Services Display

I Don't Remember The Title, But The Cover Was Blue.

Reference Services - Mini Displays

2017- A New Year Means New Resolutions!

Women Pioneers in STEM Fields

Retirement Ahead

Youth Services Display

1000 Books before Kindergarten

Building Services

January 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 ballasts inside of the building were replaced.
- Assisted Northwest Town repairing heating VAV unit in Reader Advisory.
- The dumbwaiter pit was cleaned.
- The Emergency Light in Board Room was replaced.
- Event set-ups were done for the Community Room.
- Many buzzing/flickering lights over DVD bins in Y/S area were repaired.
- Flooring Management Group provided quarterly carpet cleaning.
- Global Solutions made their daily janitorial cleaning.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

January 2017

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- Troubleshooting of the voicemail system was performed.
- A new webpage was built to share information about the upcoming renovation/expansion.
- Fixed several PCs that were having problems updating Anti-Virus definition files.
- Staff PCs were updated in AS, YS, SS and the Administration Office.
- Updated the HR laptop & backed-up documents for Wendy Freeman to use offsite.
- The patron iMacs were updated & cleaned.
- PAC station PCs were cleaned and had updates installed.
- The Reference copier key pad was disassembled & cleaned due to buttons sticking.
- General maintenance was performed on printers at the RA Desk, Adult Services & Ref Desk.
- A new hard drive was ordered, configured & installed for TS Director's PC.
- A newer PC was built to replace the power supply/hard drive on the Friends Book Shop PC.
- PCs in the Adult Services office were internally cleaned.
- Troubleshooting & re-installment of software on a scanner in Graphics.
- The postage meter was changed to reflect the new rates and the PC was also updated and repaired due to several updating issues.
- Alternative Business Solutions cleaned the Reference copier and replaced the fuser.
- 2 Staff PCs were backed-up; troubleshooting was done to fix user profile corruption issues.
- 16 laptops were updated, cleaned and Minecraft software installed for a YS program.
- A PC was built for the Community Room to teach the Minecraft computer program.
- Printer/toner usage stats were collected for January.
- Patron PCs in the Lab and Walk-Up areas were updated.
- Online program sign-up for January had 27 patrons, grand total - 766!

Information Technology cont'd...

- Stats for January's Wireless Printing usage were collected; patrons and staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for January.
- Program set-ups were done for a large YS program, a few adult programs and outside organizations using the Community Room.
- Assisted 4 patrons with MyMedia Mall.
- Assisted with 161 patrons & 149 staff issues.

Readers Services

January 2017

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, January 5, 2017

Modern Romance

By Aziz Ansari with Eric Klinenberg

Led by Carrie DeMoss

Morning Book Break

Tuesday, January 10, 2017

Modern Romance

By Aziz Ansari with Eric Klinenberg

Led by Carrie DeMoss

Just Desserts Evening Book Discussion

Tuesday, January 24, 2017

Give and Take

By Adam Grant

Led by Robin Schroeder

Programs and Activities

- In an effort to encourage patrons to discover the many ways they can benefit from the library collection, we have implemented small, themed raffles in conjunction with our regular displays at the Welcome Desk. This promotes all areas of the library collection and also encourages patrons who don't have a library card to get one! Each display also includes bookmarks for patrons on how to create their own unique, themed experiences at home with library materials. Patrons can take the bookmarks as well. Each display will run approximately 2 weeks. Currently, Rolling Meadows patrons can enter to win a relaxing spa package. They are encouraged to check out items from the display but do not need to do so in order to win.

Readers Services cont'd...

- Our new DVD checkout terms have taken effect and patrons appear to be thrilled! Many patrons have expressed great pleasure in being able to put their names on hold for television series. In conjunction with this change, we have created a small display area to highlight our new Nonfiction DVDs.
- Adult and Teen Summer Reading program planning continued.
- Planning and scheduling for the Farmers and Food Trucks event began.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- The Music CD collection was weeded and shifted.
- The Cliff Notes Collection was shelf read and organized.
- Finally, we are extremely fortunate to have a retired Reference Librarian as a volunteer! Doris Botes has just completed shelf reading the entire fiction collection and is currently working on the Large Type collection.

Reference Services

January 2017

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, Nana Herron and Lauren Van Dyke hosted the following Reference Department programs:

Computer Classes

Coloring Club

Jump Start Your Job Search

Resources & Roots.

Lastly, full-time librarian Mary Millis retired and we are interviewing for her replacement.

Special Services

January 2017

Submitted by: Sharon Montague, Special Services Director

What goes up, must come down. The holiday decorations were removed and stored until next year.

The Legacy Project honorees have been contacted and interviewed. Ashley is busy compiling and editing the information in anticipation of the Volunteer Luncheon on Saturday, May 6th.

Program Statistics:

Staying Positive in a Negative World – Tom Kens

178

16

Special Services cont'd...

Arts Alive Concert: <i>Charles Billington: Classical Piano</i>	57
Movie: Sully	
Tuesday	33
Friday	16
The Beatles Studio Years – Rich Rodriguez	36
Baking Yeast Breads - Chef Cherise Slattery	20

Volunteer Hours: 49.0

Doris Botes	12.0
Katherine Kinney	9.0
Vinnie Sluga	1.0
Donna Thompson	27.0

Vikes Volunteer Hours: 0.0

There were no student volunteers in January.

In-House Printing: 3,294

Riso Duplicator	2,840
Xerox Color Qube	454

Technical Services

January 2017

Submitted by: Steve Rossi, Technical Services Director

We have a student volunteer from District 214 helping in the Department. Danielle has been working on various projects, she is part of a job placement program at the high school, and will be with the Department until the end of the school year.

Statistical review:

WorldCat searches	2,273
WorldCat updates	790
WorldCat exports	791
WorldCat deletions	1,092
Collection/Added	1,011
Collection/Deleted	2,048

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

76 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation. 10 books with damaged spines have been repaired and those items have been placed back into the collection.

I attended a mandatory pre-bid meeting held here at the library for the addition and remodeling project.

Youth Services

January 2017

Submitted by: Lucia Khipple, Youth Services Director

After the holidays we begin work in earnest to prepare for the annual Dr. Seuss program.

In addition, all our regular programs are back up and running including several special programs. We introduced two book checkout programs: Book BINGO and Book Bundles. We also had a presentation of a STEM (Science Technology Engineering and Math) program on the popular computer game Minecraft.

January is the month the American Library Association announces its Children's Media awards and we will be highlighting those award winning materials.

Julie Farris attended the Lincoln Story League Meeting at the Mount Prospect Public Library.

We sent out 21 teacher bags.