

Departmental Reports December 2016

Exhibits

Art Gallery: Charlotte Digregorio's Haiku Poetry accompanied by Graphics, Painting and Photography

Main Floor Display Cases

2 cases: Friends' Winter Village

Book Displays

Readers Services Displays

Adult Fiction

Brand New Fiction

Holiday Fiction

Holiday Gift Giving Ideas

Teen Fiction

Brand New Fiction for Teens for November and December

Holiday Fiction for Teens

New DVDs

Holiday DVDs

Holiday Performances (Non-Fiction)

New CDs

Holiday Music

Mini Display

Not another Holiday Display

Reference Services Display

All's Well That Ends Well

Reference Services - Mini Displays

Holiday Treats

Stressed Out

Youth Services Display

1000 Books before Kindergarten

Building Services

December 2016

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 and outside of the building were replaced.
- Cleaning and paper supplies were ordered and received.
- Spot cleaned chair upholstery in the Reference and Reader Services areas.
- Many new chair mats were installed at the public desks and in some offices.
- The loose laminating on top of the book shelves in Youth Services was re-fastened.
- Program One Inc., cleaned all outside windows of the building.
- Kone, Inc., and Thompson Elevator Inspection Service performed the annual code required testing on both the elevator and dumbwaiter.
- The Rolling Meadows Fire Department made their annual fire inspection.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

December 2016

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.
- Fixed several PCs that were having problems updating Anti-Virus definition files.
- Staff PCs were updated in AS, YS, SS and the Administration Office.
- The patron iMacs were updated & cleaned.
- A battery UPS unit at the Circ desk began dying; a new unit was configured & installed.
- General maintenance was performed on the printers at the Readers Advisory Desk, Adult Services & Reference Desk
- The WiFi Access Point in the Readers Advisory area began dying, SonicWall sent out a replacement & RMA for the old device. The new one was configured and installed.
- The Wireless router in the Community Room was troubleshooted & updated.
- The power supply/fan was replaced on the PC at the Welcome Desk that supports the Events Schedule monitor.
- Printer/toner usage stats were collected for December.
- Patron PCs in the Lab and Walk-Up areas were updated.
- Online program sign-up for December - 19 patrons; total for the year – 416; grand total 739!
- Stats for December's Wireless Printing usage were collected; patrons/staff assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for December.
- Program set-up was done for the Board Meeting.
- Assisted 6 patrons with MyMedia Mall.
- Assisted with 110 patrons & 94 staff issues.

Readers Services

December 2016

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

Book Discussions

Books and Bagels

Thursday, December 1, 2016

In Cold Blood: A True Account of a Multiple Murder and Its Consequences

By Truman Capote

Led by Carrie DeMoss

Morning Book Break

Tuesday, December 13, 2016

In Cold Blood: A True Account of a Multiple Murder and Its Consequences

By Truman Capote

Led by Carrie DeMoss

Programs and Activities

- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- The CD collection was weeded.
- The Spanish collection was weeded.
- Holiday displays were assembled.
- Tax forms have arrived!

Reference Services

December 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.

Nana Herron hosted the Coloring Club.

Special Services

December 2016

Submitted by: Sharon Montague, Special Services Director

We decorated the Library for the holiday season while continuing to work on posters and fliers for upcoming programming.

The holiday concert was terrific, but attendance was a bit of a disappointment due to the first major snowstorm of the season.

Program Statistics:	127
Holiday Canapés and Hors d'oeuvres with Susan Maddox	39
Arts Alive Concert: <i>BG Encore! Holiday Concert</i>	52
Movie: <i>Florence Foster Jenkins</i>	
Tuesday	19
Friday	3
Christmas in Chicago – Dave Clark	11
Chicago's Mayor Richard J. Daley – Jim Gibbons	3

Volunteer Hours: 59.75

Doris Botes	13.5
Katherine Kinney	10.25
Donna Thompson	36.0

Vikes Volunteer Hours: 0.0

There were no student volunteers in December

In-House Printing: 1,817

Riso Duplicator	350
Xerox Color Qube	1,467

Technical Services

December 2016

Submitted by: Steve Rossi, Technical Services Director

We finally received a replacement backup tape drive. The new drive has been installed and tested. We have taken back the process of running the daily backups to tape from Innovative Staff.

New collection codes have been added to the system in preparation for the change to the DVDs from 3 days to 7 days.

We have changed the ITYPE on 7,782 DVDs items to reflect the new loan rules.

Technical Services cont'd

Statistical review:

WorldCat searches	1,772
WorldCat updates	862
WorldCat exports	857
WorldCat deletions	628
Collection/Added	1,408
Collection/Deleted	2,020

Generated and printed 7 system reports for Staff weeding and inventory projects.

Youth Services

December 2016

Submitted by: Lucia Khipple, Youth Services Director

Thanks to Special Services, we had a very child friendly candy cane Christmas that kids loved.

We finished off the year with adding in some new book circulation incentives. These include Book Bundles and Book BINGO. These are selections of books tied with ribbons to make it easy for parents of our youngest patrons to check out the best book choices quickly. So far, we have had good feedback.

Seuss planning begins next month. Preliminary Summer Reading planning continues.

We've sent out 12 teacher bags.