

Departmental Reports

February 2017

Exhibits

Art Gallery: Lynnea Semasko – oil and watercolor

Main Floor Display Cases

1 case: Dr. Seuss Celebration – Saturday, March 4

1 case: Black History Month

Book Displays

Readers Services Displays

Adult Fiction

Brand New Fiction

You Had Me At... Intriguing First Lines

Escape to the Sun!

If You Like Nicholas Sparks ...

Teen Fiction

Brand New Fiction for Teens for January and February

Heart vs. Break

New DVDs

Oscar Winning Movies

That's Amore! Non-Fiction DVDs

New CDs

Honoring Black History Month

Mini Display

Don't Judge a Romance by its Cover

Reference Services Display

Books on Ice

Reference Services - Mini Displays

Retirement

Women in STEM

Youth Services Display

1000 Books before Kindergarten

Building Services

February 2017

Submitted by: Sabri Kecici, Building Services Director

- The walks and front of the Library were kept clean of snow and ice.
- Many lights and ballasts inside and outside of the building were replaced.
- The Emergency Light in the Community Room was replaced.
- Two Fire Alarm pull covers were installed in the Community Room.
- Entry codes for the new Reference Librarian were installed.
- Quotes were received for installation of a new water valve on the west side of the building
- Metro Door and Dock inspected all main floor security grills.
- Continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

February 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.
- 18 webpages were rebuilt to reflect the 2017 Spring Newsletter.
- 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.
- PAC station PCs were cleaned and had updates installed.
- The Reference copier had the Fuser Unit & Developer Unit replaced.
- General maintenance and a new maintenance kit were installed on the AS office Xerox.
- General maintenance and new rollers were installed on the SS office Xerox printer.
- Several new hard drives were configured and installed on PC's at the Welcome Desk, Adult Services and Readers Advisory Desk.
- The RAM was increased on PCs in the Special Services office.
- The WiFi Access Point in the YS area began dying, SonicWall sent out a replacement & RMA for the old device. The new one was configured and installed.
- Printer/toner usage stats were collected for February.
- Patron PCs in the Lab and Walk-Up areas were updated.
- Online program sign-up for February had 35 patrons, grand total - 801!
- Stats for February's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for February.
- Program set-up was done for the Dr. Seuss program in Youth Services plus some Adult programs and outside organizations using the Community Room.
- Assisted 2 patrons with MyMedia Mall.
- Assisted with 101 patrons & 115 staff issues.

Readers Services

February 2017

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, February 2, 2017

Did You Ever Have a Family?

By Bill Clegg

Led by Carrie DeMoss

Morning Book Break

Tuesday, February 14, 2017

Secret Daughter

By Shilpi Somaya Gowda

Led by Carrie DeMoss

Programs and Activities

- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- The Music CD collection was weeded and shifted.
- Weeding and shifting of the Large Print collection continued.
- The call number panels were updated to match the books in the stacks.
- The Adult and Teen Summer Reading program request was prepared for Special Services. The 2017 theme is Get a Clue...at Your Library! Adult and Teen bookmarks, quizzes, and a scavenger hunt was created.
- The newspaper procedure was reviewed and revised for uniformity.

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 Mardi Gras Weekend." Patrons entered to win a Mardi Gras prize pack that included wearables for the celebration, music to get into a Fat Tuesday mood, and the first season of the Emmy award winning TV series Treme. Our winner for the Mardi Gras prize pack was Liza S., out of a total of 37 entries.

Our current display is "Let's Plan an Oscar Party Weekend." Enter to win a popcorn bucket filled with Academy Award movies, books, and some treats to snack on while watching the show!

Every month, Reader's Advisory puts out different displays in the area surrounding our desk.

Readers Services cont'd ...

For us, it's a fun way to tie in the materials we love to the specific month or season! Anything that is on the cubes can be checked out, just like anything else in the library!

"You Had Me At..." located on the left book cube, is a display of fiction with intriguing first lines. Much like our "Blind Date with a Book" of the past, this display showcases the book's first line instead of the cover of the book to entice readers.

"A Change is Gonna Come: Honoring Black History Month," located on the CD display cube, is music from African-American artists throughout the evolution of music. From Scott Joplin and ragtime to Jay-Z and rap, come sample the various eras of African-American music.

"Don't Judge a Romance by its Cover," located on our corner display, is a wide selection of romantic fiction. Check out the accompanying Billboard slideshow!

The fiction film wall has Oscar winning films of the past, to get you in the mood for the ceremony on Feb. 26th. The nonfiction film wall, "That's Amore," features documentaries on romantic locations and more for Valentine's Day.

Check out the slideshow below for photos of each of these displays.

We encourage you to come in and check out these displays for yourself; you can always take something home!

Reference Services

February 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 instructed numerous computer classes, Nana Herron hosted the Coloring Club and Four Seasons Book Club and Lauren Van Dyke hosted the Resources & Roots Genealogy Club.

In other news:

- We are fully stocked with tax forms in anticipation of another busy tax season (many thanks to Robin Pittenger for doing a great job in procuring and organizing the tax forms for us!)
- We welcomed a new group of Vikes volunteers for the Winter/Spring semester.
- Our new librarian, Sue Montgomery, started her career at RML on Monday, February 28th.

Special Services

February 2017

Submitted by: Sharon Montague, Special Services Director

The Spring Newsletter was completed and mailed to area homes. We are working on publicity for spring programming.

Plans for the Volunteer Luncheon are underway. This year's event is scheduled for Saturday, May 6th from 12:30p.m. - 2:30 p.m.

Program Statistics:	127
Medicare Basics – Bruce Mancherian	21
Arts Alive Concert:	
<i>American Country Music: Steve Justman</i>	65
Movie: <i>Queen of Katwe</i>	
Tuesday	14
Friday	11
Art Appreciation 101 – Jeff Mishur	16

Volunteer Hours: 85.75

Doris Botes	11.5
Katherine Kinney	11.25
Danielle Linville	14.0
Vinnie Sluga	4.0
Donna Thompson	45.0

Vikes Volunteer Hours: 21.75

There were 4 student volunteers in February.

In-House Printing: 6,810

Riso Duplicator	6,080
Xerox Color Qube	730

Technical Services

February 2017

Submitted by: Steve Rossi, Technical Services Director

The Department is continuing with the "Shelf Renewal" project as time permits, Staff will go into the collection and select a range of material that has recently been weeded. Then working with these items, we will cross check the material in the database, looking for errors, and physically checking the item for wear.

Neil Bruns, from Warehouse Direct, was at the library to demonstrate the Quartet SMART Kapp digital dry-erase board.

Technical Services cont'd ...

Statistical review:

WorldCat searches	3,634
WorldCat updates	758
WorldCat exports	760
WorldCat deletions	2,292
Collection/Added	1,312
Collection/Deleted	1,720

Generated and printed 11 system reports for Staff weeding and inventory projects.

64 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.

Teresa, Julie, Sarah and I attended the RAILS Technical Services Networking Group, held at the Mt. Prospect Public Library.

I attended a webinar on I.T. Security for Libraries; a 3 part series, Part 1: Securing your Library, Part 2: Dark Web and Anonymity, both presented by Brian Pichman.

I also attended the bid opening for the garden lounge remodeling project at the DLA offices in Itasca.

Youth Services

February 2017

Submitted by: Lucia Khipple, Youth Services Director

February is usually all about getting ready for Dr. Seuss in addition to our regular program schedule. By the end of February, we are almost completely ready for the Seuss event to begin.

Laura Garcia and Julie Farris attended the Lincoln Story League at the Poplar Creek Public Library.

We sent out 23 teacher bags.