

Departmental Reports June 2016

Exhibits

Art Gallery: Pastel & Acrylics by Tobi Abrahms

Main Floor Display Cases

1 case: Youth Summer Reading Club: *Read for the Win!*

1 case: Adult and Teen Summer Reading Club: *Get in the Game READ!*

Book Displays

Readers Services Displays

Adult Fiction

Scrabble: Romance, Horror, Mystery and Westerns

Dungeons & Dragons: Fantasy

Chance: New Books

Community Chest: Staff Picks

Teen Fiction

Brand New Fiction for Teens for May and June

Trouble: Getting in and out of it

High School Reads

New DVDs

Hearts: Romance DVDs

What's My Line? : Non-Fiction

New CDs

Music That You Want Now!

Musical Chairs

Mini Display

Geography

Reference Services Display

Shakespeare Locations

Reference Services - Mini Displays

Health

Humor

Youth Services Display

1000 Books before Kindergarten

Building Services

June 2016

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 the building were replaced.
- The chillers and split A/C coils were cleaned.
- Assisted Temp Control Inc, repairing the chiller.
- Spot cleaned the chair upholstery in the Conference Room and Reference areas.
- Thompson Elevator Inspection Services tested/ inspected the elevator and dumbwaiter.
- Global Solution provided daily janitorial service.
- Renewed the Service Agreement with Bibliotheca + 3M for check point inspection.
- Program One Inc., cleaned all outside windows of the building.
- Continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

June 2016

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- Patron laptops were updated & cleaned.
- Staff PCs were updated in Circulation, AS, YS, TS, SS and the Administration Office.
- Reference copier & pay station cleaning was performed & internal mechanism cleaning due to humidity.
- Printer/toner usage stats were collected for June.
- The copier in the Walk-Up area of Reference had springs replaced and general internal maintenance performed.
- Online program sign-up for June had 45 sign-ups, total sign-ups are now 582!
- Stats for June's Wireless Printing usage were collected; patrons/staff were assisted as needed.
- Repairs were made to the Print Release Station PC in the WalkUp area.
- Gathered quotes for 2017 IT budget.
- Two staff files were recovered using our server backup software.
- A new Ethernet line was run from a switch in Maintenance to the Special Services workroom.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for June.
- E-rate contracts were reviewed and the implementation process is going on now.
- New Internet & Phone provider changeover process has begun and should be completed by August.
- Program set-up was done for some Adult programs, Youth programs and outside organizations using the Community Room.
- Assisted 4 patrons with MyMedia Mall.
- Assisted with 188 patrons & 201 staff issues.

Readers Services

June 2016

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

Books and Bagels

Thursday, June 2, 2016

The Boys in the Boat

By Daniel James Brown

Led by Carrie DeMoss

Morning Book Break

Tuesday, June 14, 2016

The Boys in the Boat

By Daniel James Brown

Led by Carrie DeMoss

- The Adult and Teen Summer Reading Programs began on Monday, June 13, 2016.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.

On May 31, 2016, Readers Services said goodbye to Raisa Habib. We were extremely fortunate to have Raisa as a member of the Readers Services Team for 16 years. Her dedication and consistent presence at the Welcome Desk have not only benefited the Library Staff but the residents of Rolling Meadows as well.

On a positive note, I am extremely pleased to announce that Robin Pittenger has accepted the Full-Time position of Readers Services Associate at the Welcome Desk. Her work at the library over the past 19 years has more than proven her to be an ideal fit for the position. She will begin work in her new capacity on August 1, 2016.

Reference Services

June 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 and Nana Herron hosted two Coloring Clubs.

Special Services

June 2016

Submitted by: Sharon Montague, Special Services Director

The library was decorated and all of the print materials were completed for the Summer Reading Clubs. We are working on posters and fliers for the remaining summer programs.

A programming highlight was the Arts Alive Concert with young pianist Daniel Souvigny. The crowd was so impressed that they gave him a standing ovation!

Program Statistics:	139
The Men of Omaha Beach	29
Arts Alive Concert: <i>Ragtime Piano: Daniel Souvigny</i>	69
Prime Time Health	2
Joshua Chamberlain and Stonewall Jackson	20
Movie: <i>Hail Caesar</i>	
Tuesday	13
Friday	6 estimated

Volunteer Hours: 54.0 **In-House Printing 5,266**

Doris Botes	10.5	Riso Duplicator	3,340
Katherine Kinney	10.5	Xerox Color Qube	1,926
Annie LeFevre	0.5		
Donna Thompson	32.5		

Vikes Volunteer Hours: 0.0 (There were no student volunteers in June)

Technical Services

June 2016

Submitted by: Steve Rossi, Technical Services Director

In addition to our normal work load, the Department is keeping busy working on the shelf renewal project, database cleanup, and other special projects.

Statistical review:

WorldCat searches	7,276
WorldCat updates	917
WorldCat exports	915
WorldCat deletions	1,382
Collection/Added	1,159
Collection/Deleted	1,803

Generated and printed 2 system reports for staff weeding and inventory projects.

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

I attended the Personal, Heritage, and Bylaws Committee meetings held here at the library.

Youth Services

June 2016

Submitted by: Lucia Khipple, Youth Services Director

Summer has begun! Summer Reading Club began with the training of 31 mighty junior high volunteers. Summer Reading Club started immediately after training was completed. Sign up and reporting has been brisk and the numbers so far are good in no small part thanks to the terrific t-shirt prizes purchased for us by the Friends of the Library. We've seen groups of kids attending summer school sessions and lots of Park District Summer Campers. Summer programs are all underway. Youth Services has been hopping.

We sent out 8 teacher bags.