

Departmental Reports

May 2016

Exhibits

Art Gallery: Tobi Abrams – Acrylics & Pastels

Main Floor Display Cases

2 cases: Kimball Hill Student Artwork

Book Displays

Readers Services Displays

Adult Fiction

Mothers and Daughters

YA Books Adults Will Love

If You Like Lee Child

Teen Fiction

Brand New Fiction for Teens for April and May

Make Mine a Romance

Batman vs. Superman Graphic Novels

New DVDs

Comic Book Heroes

Ordinary Heroes (Non-Fiction)

New CDs

Music That You Want Now!

Bass, Blues, and the Boss

Mini Display

Honoring Those Who Serve

Reference Services Display

Comic Book Day

Reference Services - Mini Displays

Family

Expeditions, Disasters and Adventures

Food and Diet

Fashion, Manners and Customs

Youth Services Display

1000 Books before Kindergarten

Building Services

May 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 gutters and storm drains were cleaned.
- The elevator pit was cleaned.
- The shrubs were pruned and weeds pulled out around the building.
- Assisted Air Filter Engineers changing HVAC filters on lower and upper floor equipment rooms.
- The sump pump in the Youth Services area was repaired.
- Kone, Inc. provided inspection and periodic maintenance on the elevator and dumbwaiter.
- Global Solutions provided daily janitorial service.
- Continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

May 2016

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- Fifteen webpages were rebuilt to reflect the 2016 Summer Newsletter.
- Patron laptops were updated & cleaned.
- Staff PCs were updated in Circulation, AS, YS, TS and the Administration Office.
- A new laptop was configured & installed at the HR desk in the Business Office.
- A new laptop was configured and designated for computer class use, replacing one that died.
- Reference copier & pay station cleaning was performed & internal mechanism cleaning due to humidity.
- Printer/toner usage stats were collected for May.
- The license to lockdown our library catalog look-up PCs was renewed and installed.
- Online program sign-up for May had 29 sign-ups, total sign-ups is now 537!
- A new version of lockdown software was installed on all patron used PCs.
- Stats for May's Wireless Printing usage were collected; patrons/staff were assisted as needed.
- A new Ethernet line was run from a switch in Maintenance to the Special Services workroom.
- A new HP DesignJet Z2100 printer for posters and banners was purchased and installed in the Special Services workroom, to replace the older/mal-functioning printers used before.
- Stats for patron usage of the iMacs in the Walk-Up computer area were kept for May: 57 users
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for May.
- E-rate submissions were reviewed and selections were made.



Information Technology cont'd

- 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 5 patrons with MyMedia Mall.
- Assisted with 192 patrons and 219 staff issues.

Readers Services

May 2016

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Morning Book Break

Tuesday, May 3, 2016

Whiskey and Charlie

By Annabel Smith

Led by Carrie DeMoss

Books and Bagels

Thursday, May 5, 2016

Station Eleven

By Emily St. John Mandel

Led by Carrie DeMoss

Just Desserts Evening Book Discussion

Tuesday, May 24, 2016

American Sniper

By Chris Kyle

Led by Robin Schroeder

Programs and Activities

- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the Paperback collection was completed.
- Summer Reading Planning continued.
- The Book Club Kit collection was weeded and updated.

Raisa Habib has retired from her Welcome Desk position at the Library. We were extremely fortunate to have Raisa as a member of the Readers Services Team for sixteen 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.

Reference Services

May 2016

Submitted By: Jennifer Collette, References 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 the Coloring Club.

Special Services

May 2016

Submitted by: Sharon Montague, Special Services Director

We have been really busy preparing materials for the Summer Reading Clubs that will start on June 13. Summer program posters and fliers are also in the works.

Program Statistics:	169
Barbeque Secrets	24
Devils in the White City and Beyond	26
Best Seat in the House: Diary of a Wrigley Usher	10
Arts Alive Concert: <i>Main Street Cabaret: Movie Musicals</i>	83
Movie: <i>Brooklyn</i>	
Tuesday	19
Friday	7

Volunteer Hours: 84.25

Doris Botes	10.5
Katherine Kinney	12.75
Annie LeFevre	0.75
Laura Shaffer	9.25
Donna Thompson	51.0

Vikes Volunteer Hours: 10.25

Six students volunteered in May.

In-House Printing: 34,921

Riso Duplicator	34,055
Xerox Color Qube	866

Technical Services

May 2016

Submitted by: Steve Rossi, Technical Services Director

OCLC PromptCat, now called OCLC WorldShare, made several changes to how MARC records are delivered & processed. This required us to create all new profiles for the accounts and vendors which we receive MARC records.

Technical Services cont'd

Laura, the student volunteer from District 214 who was helping in the Department, has graduated. We were happy to have Laura for the last few months and we wish her well on her future goals.

Statistical review:

WorldCat searches	3,271
WorldCat updates	1,092
WorldCat exports	1,103
WorldCat deletions	1,664
Collection/Added	1,770
Collection/Deleted	2,581

Generated and printed 13 system reports for Staff weeding and inventory projects.
74 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation.

Teresa, Lynne, and Julie attended the RAILS Technical Services Networking meeting held at the Tinley Park Public Library. I attended the Innovative Technical Services Managers meeting held at the Wheaton Public Library. I also attended the Personal and Bylaws Committee meetings held here at the library.

Youth Services

May 2016

Submitted by: Lucia Khipple, Youth Services Director

All regular programming continues in May.

At the end of April, we celebrated Dia De los Ninos, an international day of honoring children and books. We had a great turn out and saw quite a few new families.

Plans for Summer Reading are well under way.

Julie Farris and Laura Garcia attended the Lincoln Story League at the Gail Borden Public Library District. Laura Garcia and Laura Schmidt represented the library at the EPNRC (East Park Neighborhood Resource Center) Plaza Family Services Day. Our booth was a big hit and Laura and Laura had a wide audience to promote library services.

We sent out 46 teacher bags.