

## Departmental Reports April 2016

### Exhibits

**Art Gallery:** Tobi Abrams - acrylics & pastels

#### **Main Floor Display Cases**

**2 cases:** Northern Illinois Crochet Guild

### Book Displays

#### **Readers Services Displays**

##### **Adult Fiction**

April Showers; Bring Mayflowers  
Speak to Me: Autism Awareness Month  
If You Like Danielle Steel  
Showers of New Books for Spring

##### **Teen Fiction**

Brand New Fiction for Teens for March and April  
Modern Day Shakespeare  
Batman vs. Superman Graphic Novels

##### **Movies**

Dance Like No One is Watching (Fiction)  
High Five if you're an Animal Lover (Non-Fiction)

##### **Music**

Decades  
Sounds of Planet Earth

#### **Reference Services Display**

400 Years of Shakespeare

#### **Reference Services - Mini Displays**

Crime  
Culture  
Espionage  
Education

#### **Youth Services Display**

1000 Books before Kindergarten

## **Building Services**

April 2016

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds.
- Several lights and ballasts inside and outside the building were replaced.
- The split A/C coils and filters were cleaned.
- Spot cleaned the chair upholstery in the Reference and Readers Services areas.
- We are receiving estimates for East Wing fire exit improvements.
- We welcomed Attila Gombar as our new Evening Maintenance Staff.
- Flooring Management Group Inc., provided quarterly carpet cleaning.
- The gutters and storm drains were cleaned.
- Kone, Inc. provided inspection/periodic maintenance on the elevator and dumbwaiter.
- Metro Door and Dock, Inc. provided inspection/maintenance on the 1<sup>st</sup> floor security rolling grills.
- Total Fire & Safety, Inc. provided inspection/maintenance on the fire extinguishers.
- We continued standard daily building maintenance and spot cleaning of carpets.

## **Information Technology**

April 2016

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- The firmware for the security cameras was updated.
- Reference database links were checked and updated.
- In April, several planned outages were planned with ComEd. Preparing devices / recovery.
- Patron laptops were updated.
- The postage system PC was updated with a new version; troubleshooting was performed.
- Staff PCs were updated in Circulation, AS, YS, Maintenance and Administration Office.
- An Ethernet & phone line connection were reconnected in the Administration Office.
- Reference copier & pay station repairs were performed & internal mechanism cleaning.
- Printer/toner usage stats were collected for April.
- Online program sign-up for April had 11 sign-ups; total sign-ups is now 508.
- An iPad in YS was removed, repaired, cleaned and returned to usage.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for April.
- E-rate paperwork was submitted for additional funding in 2016 to replace outdated network equipment.
- E-rate submissions were reviewed. We are working on choosing a network provider.
- Program set-up was done for some Adult programs and outside organizations using the Community Room.
- Assisted 3 patrons with MyMedia Mall.
- Assisted with 188 patrons & 203 staff issues.

## **Readers Services**

April 2016

Submitted by: Mary Constance Back, Readers Services Director

### **Book Discussions**

#### **Books and Bagels**

Thursday, April 7, 2016

Circling the Sun

By Paula McLain

Led by Carrie DeMoss

#### **Morning Book Break**

Tuesday, April 12, 2016

The Passion of Artemisia

By Susan Vreeland

Led by Carrie DeMoss

#### **Just Desserts Evening Book Discussion**

Tuesday, April 26, 2016

By Pete Fromm

Led by Robin Schroeder

### **Programs and Activities**

- On April 12, 2016, Robin Schroeder and Donna Naymola represented the Rolling Meadows Library at District 214's Newcomer Center. They spoke about the library, the services offered, and issued cards to the student in Rolling Meadows.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- The paperback collection was weeded.
- The Cliff's notes collection was weeded and updated.
- The music CD collection was weeded and shifted.

Please note: Due to multiple staff illness/emergency absence last month, some of the statistics for homebound delivery were not reported. As a result, the figures have been included in this month's report.

## **Reference Services**

April 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. We also survived another tax season!

## Reference Services cont'd ....

In addition, Anne Jefferson has instructed numerous computer classes and Nana Herron hosted the Four Seasons Book club with 16 attendees, as well as the Coloring Club. Lastly, Mary Millis attended PLA (Public Library Association) in Colorado.

## Special Services

April 2016

Submitted by: Sharon Montague, Special Services Director

We continue to work on posters, fliers, and website news rotators for upcoming programs. Summer Reading items including the youth summer brochure and handouts for the adult/teen program are in progress.

The Hawaiian themed Volunteer Luncheon held on April 8 was well-attended.

<b>Program Statistics:</b>	<b>248</b>
The Beatles Performing Years: 1957-1966	27
Volunteer Luncheon	63
Meet Marie Antoinette	51
Arts Alive Concert: <i>Classical Piano - Mark Valenti</i>	60
Movie: <i>Bridge of Spies</i>	
Tuesday	30
Friday	17

<b>Volunteer Hours:</b>	<b>55.25</b>
Doris Botes	11.50
Katherine Kinney	9.75
Annie LeFevre	0.5
Laura Shaffer	3.5
Donna Thompson	30

**Vikes Volunteer Hours: 39.5**  
Six students volunteered in April.

<b>In-House Printing:</b>	<b>2,680</b>
Riso Duplicator	1,430
Xerox Color Qube	1,250

## **Technical Services**

April 2016

Submitted by: Steve Rossi, Technical Services Director

We started a recycling effort in the Department. When audio books are weeded from the collection, the Department will reclaim the nicer, gently used audio book cases. We have already reclaimed 170 cases. These cases will mostly be used to repair older audio books.

We received 4 new and much needed desk chairs. The previous desk chairs, all over 20 years old, were in desperate need of replacing, the fabric was worn and ripped and the hydraulic mechanisms no longer functioned correctly.

### **Statistical review:**

WorldCat searches	4,203
WorldCat updates	1,000
WorldCat exports	1,003
WorldCat deletions	2,465
Collection/Added	1,555
Collection/Deleted	3,254

Generated and printed 18 system reports for Staff weeding and inventory projects.

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

Our volunteer Katherine and I attended the Volunteer Appreciation Luncheon. I attended the By-laws, Personal, and Heritage Committee meetings held within the library. I also attended a webinar titled "WorldCat Cataloging Partners (PromptCat)" hosted by OCLC.

## **Youth Services**

April 2016

Submitted by: Lucia Khipple, Youth Services Director

We have finally gotten back to normal after the Seuss Celebration.

Regular programming is ongoing and many of our neighboring schools are having reading festivals and open houses celebrating literacy. Darlene Eiffes and Laura Garcia represented the library at the "Celebration of the Week of the Young Child" which is hosted by all the area ECDEC (Early Childhood Developmental Enrichment Center) programs. It was held in the Forest View Center in Arlington Heights and had over 800 people in attendance.

Darlene is planning for the spring school class visits. One of which is a huge assembly at Willow Bend School.

## **Youth Services cont'd ....**

We are all getting ready for Summer Reading. This year's theme is "Read for the Win."

Julie Farris and Laura Garcia attended the Lincoln Story League at the Elmhurst Public Library, where Jeanie B. presented a workshop entitled "Music for Young Kids for Non-Musicians". They enjoyed her so much we hired her to perform here this summer.

Laura Garcia also will also attend a meeting of the Northwest Cook Leaders for Family Service Day which will be held May 7th at the E.P.N.R.C. (East Park Neighborhood Resource Center) Plaza.

We sent out 6 teacher bags.