

Departmental Reports July 2017

Exhibits

Art Gallery: Photography by Gary Swiontek

Main Floor Display Cases

1 case: Summer Reading Club for Youth: Get a Clue... At the Library!

1 case: Summer Reading Clubs for Adults and Teens: Get a Clue... At the Library!

Book Displays

Readers Services Displays

Books

Police Procedurals
Super Sleuths

Teens

RMHS Summer Read Books

Movies

Brand New Documentaries

(Please note most of the displays are down due to renovations in the west wing)

Reference Services Displays

No displays for June

Reference Services - Mini Displays

No displays for June

Youth Services Display

1000 Books before Kindergarten

Building Services

July 2017

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 of the building were replaced.
- We picked up broken branches and cleaned out storm drains after the storms.
- We started dismantling the magazine shelving in the Reference area.
- Cleaning and paper supplies were ordered and received.
- Zimny Landscaping completed their work: planting shrubs and flowers, and also mulching beds in front of the Library.
- The lawn treatment Service Agreement with TrueGreen was renewed.
- We are receiving job applications for the part-time maintenance position.
- Kone Inc., provided inspection and maintenance on the elevator and dumbwaiter.
- Global Facility Solutions provided daily janitorial service.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

July 2017

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- The UPS battery was replaced for the Servers.
- Troubleshooting of the voicemail system was performed as necessary.
- Troubleshooting of the phone system was performed as necessary.
- An ATC phone technician removed damaged phone lines in the Reference area and started 3 new lines; the phone and voicemail systems were reconfigured.
- Pipes in the ceiling of the Reference area were traced down to the Maintenance area, making it easier for new voice & data lines to be run.
- New voice lines were run from the patch panel in Maintenance to the new Reference Desk location.
- Staff PCs were updated in Administration, Adult Services, Youth Services, Special Services and Circulation.
- A new multi-function printer was purchased & installed in the IT office.
- Internal cleaning of the Graphics Xerox printer was performed.
- An iPad was repaired in the Youth Services area.
- Patron PCs in the Adult & Youth area were updated and cleaned.
- Measurements & diagraming of the new PC walkup area in Reference was done to determine where holes should be drilled in the floor for data & electrical needs.
- 2 new electrical boxes were installed for the Reference Desk data & voice lines.
- Computer class laptops were cleaned and updated.
- PAC station PCs were cleaned and had updates installed.

- A Staff PC in Adult Services was trouble-shooted to repair error messages.
- Ethernet cables in the floor & walls of the West wing were completely removed (500 ft.) and recycled.
- Further tracing of every Ethernet line in the building was done to prepare for rewiring the entire Network wiring closet.
- A new Ethernet line was run for installation of a new camera in the West Wing.
- In the process of obtaining an EZProxy server which allows patrons to login remotely for database access.
- Gathered quotes & planned for the 2018 Information Technology budget.
- Printer/toner usage stats were collected for July.
- Online program sign-up for July had 21 patrons, grand total -1002.
- Stats for July's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for July.
- The Youth Service program room was re-configured for a day into a temporary computer lab for the Youth Service Minecraft program.
- Program set-up was done for a Youth Service program, a few Adult programs and outside organizations using the Community Room, Board Room & Youth Service Program Room.
- Assisted 3 patrons with MyMedia Mall.
- Assisted with 161 patrons & 170 staff issues.

Readers Services

July 2017

Submitted by: Mary Constance Back

Book Discussions

Just Desserts Evening Book Discussion

Tuesday, July 25, 2017

All the Light We Cannot See

By Anthony Doerr

Led by Robin Schroeder

Programs and Activities

- The Adult and Teen Summer Reading Programs began on June 12, 2017. There are currently 120 Adults and 21 Teens participating.
- The Welcome Desk display "Let's Plan a Murder Mystery Weekend!" ended. Patrons entered to win one of two different mystery-related prize packs. All the materials in the packs were related to the Summer Reading Program theme. Our winners for these prize packs were Russell J. and Erin B., out of a total of 142 entries. The current display is also linked to the annual Summer Reading Program. "Let's Plan a 007 Weekend!" has a James Bond theme.

- On July 22, Lucy Latourette and Carrie DeMoss represented the library at the Farmers and Food Trucks Summer Event. 10 Adults signed up for the Summer Reading Program, 4 Library Cards were issued, and 53 Entries were placed in the raffle.
- The entire DVD collection—Fiction and Nonfiction—was shifted.
- Weeding of the DVD collection continued.
- Weeding of the Fiction collection continued.
- Weeding of the Music CD collection continued.

Special Services

July 2017

Submitted by: Sharon Montague, Special Services Director

We have finished summer program posters and fliers and are now working on the fall program slate. We've even gotten a head-start on next year's Summer Reading Club: ***Libraries Rock!***

The fall newsletter is in progress and is scheduled to be mailed to area homes and business around August 23rd.

Program Statistics:

131*

Movie: *The Fate of the Furious*

Tuesday

5

Friday

5

A Solar Eclipse is Coming – Michelle Nichols

41

Arts Alive Concert: *Dave Rudolf's British Invasion*

60 est*

Circling the Lake – Nancy McCully

20 est*

Volunteer Hours: **40.0**

Doris Botes 9.0

Katherine Kinney 5.0

Annie LeFevre .5

Vinnie Sluga 2.0

Donna Thompson 23.5

Vikes Volunteer Hours:

There are no Vikes in the summer months.

In-House Printing: **4,565**

Riso Duplicator 1,570

Xerox Color Qube 2,995

Reference Services

July 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 The Four Seasons Book Club, and Lauren Van Dyke hosted the Resources & Roots Genealogy Club.

Technical Services

July 2017

Submitted by: Steve Rossi, Technical Services Director

We are keeping busy in technical services and with summer in full swing, it's always a good time to work on the back log of materiel and problem items.

Statistical review:

WorldCat searches	2,616
WorldCat updates	1,069
WorldCat exports	1,071
WorldCat deletions	991
Collection/Added	1,086
Collection/Deleted	810

- Generated and printed 3 system reports for Staff weeding and inventory projects.
- 94 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation.
- I attended the Library of Congress subject heading workshop at the Des Plaines Public Library.

Youth Services

July 2017

Submitted by: Lucia Khipple, Youth Services Director and Mike Mraz

Summer Reading has kept us very busy! We have 37 eager Junior High volunteers helping us take reports and award reading rewards.

We are also enjoying working with many Harper Promise Volunteers from our area High Schools, who volunteer in order to receive tuition grants from Harper College once they graduate. The number of hours required for students increases as they progress in school. They too are a delightful enthusiastic group. Darlene has worked with our area schools bringing Summer Reading to the Summer School students.

On July 18th, Kevin Farris performed in the Community Room.

13 book bags were sent out in July.