

**Departmental Reports
June 2017**

Exhibits

Art Gallery: Oil/Watercolor by Steven Schroeder

Main Floor Display Cases

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

1 case: Adult/Teen Summer Reading Club: **Get a Clue... At the Library**

Book Displays

Readers Services Displays

New DVDs

War Films

Mini Displays

Hot Reads
RMHS Summer Read Books
Curl up with a Cozy Mystery
Mayhem at the Manor
Police Procedurals

(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

June 2017

Submitted by: Sabri Kecici, Building Services Director

- The lawn was kept trimmed and trash removed on Library grounds.
- Many lights and ballasts inside and outside of the building were replaced.
- The chillers and split A/C coils were cleaned.
- The shrubs were pruned and weeds pulled out around the building.
- The storm drains were cleaned.
- A leaking urinal was repaired in the Staff bathroom on the first floor.
- Kone, Inc. and Thompson Elevator Inspection Services, Inc. performed the annual code-required testing on the elevator and dumbwaiter.
- Global Solutions provided daily janitorial service.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

June 2017

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- Troubleshooting of the voicemail system was performed as necessary.
- Troubleshooting of the phone system was performed as necessary.
- Staff PCs were updated in Admin, AS, TS, YS, SS, and Circulation.
- After an attempted repair of the Admin printer, a new multi-function printer was purchased & installed.
- City of RM was out and installed a new connection for the payroll system that connects to the city.
- Internal cleaning of Graphics Xerox printer.
- Patron PCs in the Adult & Youth area were updated and cleaned.
- Motherboard and hard drive testing was performed on a Circulation Desk PC to troubleshoot some issues
- Computer class laptops were cleaned and updated.
- 3 new Ethernet lines were run to the AS office to replace a switch in there.
- PAC station PCs were cleaned and had updates installed.
- A Staff PC in AS was trouble-shooted to repair error messages.
- Ethernet cables in the floor & walls of the West wing were completely removed (600 ft) and recycled.
- Tracing of every Ethernet line in the building was done to prepare for rewiring of the entire Network wiring closet.
- Researched LED screens for the new meeting rooms, 2 were then purchased.
- Current Technologies was out to give a quote for a CCTV for the West wing.
- In the process of obtaining an EZProxy server to allow patrons to login remotely for database access.
- Maintenance was performed on the Admin copier along with internal cleaning.
- Research was done to replace the SonicWall Router/Filter at the beginning of next year as it will reach End of Support Life.
- Gathered quotes & planned for the 2018 IT budget
- Printer/toner usage stats were collected for June.

- Online program sign-up for June had 53 patrons, grand total - 981!
- Stats for June's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for June.
- The YS program room was re-configured for a day into a temporary computer lab for the YS Minecraft program.
- Program set-up was done for a YS program, a few Adult programs and outside organizations using the Community Room, Board Room & YS Program Room.
- Assisted 5 patrons with MyMedia Mall.
- Assisted with 187 patrons & 221 staff issues.

Readers Services

June 2017

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, June 1, 2017

Georgia: A Novel of Georgia O'Keefe

By Dawn Tripp

Led by Carrie DeMoss

Morning Book Break

Tuesday, June 13, 2017

Flight of Dreams

By Ariel Lawhon

Led by Carrie DeMoss

Programs and Activities

- The Adult and Teen Summer Reading Programs began on June 12, 2017. There are currently 104 Adults and 15 Teens participating.
- The Welcome Desk display "Let's Plan a Beach Party Weekend!" ended. The winner for this prize pack was Glenda D., out of a total of 77 entries. The current display is linked to the beginning of our annual Summer Reading Program. "Let's Plan a Murder Mystery Weekend!" has two different mystery-related prize packs that can be won. All the materials in the packs are related to the Summer Reading Program theme of "Get a Clue...at the Library!"
- On June 25, Lucy Latourette represented the library at Farmers and Food Trucks. A total 118 people stopped by the booth. She signed up ten people for summer reading: 8 adults and 2 teens.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the Music CD collection continued.

Reference Services

June 2017

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, Nana Herron hosted the Coloring Club and Lauren Van Dyke hosted the Resources & Roots Genealogy Club. Lastly, Nana Herron visited the exhibits hall at ALA.

Special Services

June 2017

Submitted by: Sharon Montague, Special Services Director

We continue to work on posters and fliers for the summer programming. Fall program planning is in progress.

Program Statistics:	219
Cooking with Chef Cherise: Classic Italian	36
Arts Alive Concert: <i>Peter Oprisko Celebrates Dean Martin</i>	79
100 Things to Do in Chicago – Molly Page	46
What are Your Old Coins and Gold & Silver Jewelry Worth? Dave Ekstrom	32
Movie: <i>Hidden Figures</i> Tuesday	19
Friday	7

Volunteer Hours:	81.25
Doris Botes	14.0
Katherine Kinney	12.25
Annie LeFevre	.5
Danielle Linville	2.0
Vinnie Sluga	6.0
Donna Thompson	46.5

Vikes Volunteer Hours:

There are no Vikes in the summer months.

In-House Printing:	3,432
Riso Duplicator	2,580
Xerox Color Qube	852

Technical Services

June 2017

Submitted by: Steve Rossi, Technical Services Director

Danielle, the student volunteer from District 214, who was assisting in the Department has completed her time here. We were happy to have Danielle for the last few months and we wish her well with her future goals.

Statistical review:

WorldCat searches	3,572
WorldCat updates	1,031
WorldCat exports	1,028
WorldCat deletions	1,938
Collection/Added	2,179
Collection/Deleted	1,819

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

24 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation. 5 books with damaged spines have been repaired and those items have been placed back into the collection.

I attended the following Staff Committee meetings held within the library, Bylaws and Personal.

Youth Services

June 2017

Submitted by: Lucia Khipple, Youth Services Director

Summer Reading is here! 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 a tuition grant 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 offering Summer School for students. Along with their teacher's, they participate in our Summer Reading Program, a win-win arrangement.