

Departmental Reports May 2017

Exhibits

Art Gallery: Oil/watercolor by Steven Schroeder

Main Floor Display Cases

1 case: CHAMPS (Christian Homeschool Art & Music Program) student artwork

1 case: Matryoshka Doll display by local resident

Book Displays

Readers Services Displays

Adult Fiction

Beach Fiction: Take Me to the Ocean/Take Me to the Sea

Teen Fiction

Brand New Fiction for Teens

DVDs

Mothers in the Movies

Super Hero Films

Mini Display

Hot Reads

America's Pastime: Kickin' Country

Motherly Love: Sirens of Song

In the Theaters in 2017: Movie Music

Remembering 007 Roger Moore

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

Reference Services Displays

No displays for May

Reference Services - Mini Displays

No displays for May

Youth Services Display

1000 Books before Kindergarten

Building Services

May 2017

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on Library grounds.
- Many lights and ballasts inside and outside of the building were replaced.
- The gutters were cleaned.
- A new four port USB outlet in the Youth Services Department was installed.
- Three vandalized/broken walk lights on the east side of the building were repaired.
- Kone, Inc. inspected both the elevator and dumbwaiter.
- Global Solution provided daily janitorial service.
- Continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

May 2017

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- 23 webpages were rebuilt to reflect the 2017 Summer Newsletter.
- 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.
- Patron PCs in the Adult & Youth areas were updated and cleaned.
- A new PC was built for the Reference Director's office.
- PAC station PCs were cleaned and had updates installed.
- A PC in Special Services had defective RAM. RAM issued and replaced.
- Counter reset on Epson poster printer on internal page in Graphics.
- A Staff PC in AS was trouble-shooted to repair error messages.
- Troubleshooting on Reference Desk PC was done along with malware/spyware removal.
- The Ethernet cables in the Computer Walk-Up Area were removed (400 Ft.) and recycled.
- Additional (3000) Ethernet cable was purchased for installation in the renovated West wing.
- In process of purchasing screens for new meeting rooms and new CCTV for the West wing.
- An additional iPad was purchased and being built for patron use in the YS area.
- In process of obtaining an EZ Proxy server which allows patrons to login remotely for database access.
- Maintenance was performed on the Administration copier along with internal cleaning.
- The Wi-Fi access point in the East wing was swapped out after freezing issues.
- Printer/toner usage stats were collected for May.
- Online program sign-up for May had 40 patrons, grand total is 928.
- Stats for May's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for May.

Information Technology cont'd

- 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 3 patrons with MyMedia Mall.
- Assisted with 194 patrons & 241 staff issues.

Readers Services

May 2017

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, May 4, 2017

Being Mortal: Medicine and What Matters in the End

By Atul Gawande

Led by Carrie DeMoss

Morning Book Break

Tuesday, May 9, 2017

Being Mortal: Medicine and What Matters in the End

By Atul Gawande

Led by Carrie DeMoss

Just Desserts Evening Book Discussion

Tuesday, May 23, 2017

Creativity, Inc.: Overcoming the Unseen Forces that Stand in the Way of True Inspiration

By Ed Catmull

Led by Robin Schroeder

Programs and Activities

- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Summer Reading program planning continued.
- Farmers and Food Trucks efforts were coordinated.
- The Welcome Desk display “Let’s Plan a “Honey D” Weekend!” ended. There were a total of 73 entries.
- On Friday, May 5th, Anne Anderson, Annette Cooke, Carrie DeMoss, and Lucy Latourette attended the annual Reaching Forward Conference.

Reference Services

May 2017

Submitted By: Jennifer Collette, Reference Services Department

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, Sue Montgomery participated in a Community Information Exchange at Harper College, Nana Herron hosted the Coloring Club and Lauren Van Dyke hosted the Resources & Roots Genealogy Club and represented the library at the Rolling Meadows Farmers and Food Trucks.

Special Services

May 2017

Submitted by: Sharon Montague, Special Services Director

Summer Reading has been our main focus. We are also working on posters and fliers for the summer program slate. Thanks to the generosity of the Friends, we were able to order some adorable t-shirts (created by Jackie Rojas) as a Youth Summer Reading prize again this year. We also ordered custom imprinted beach balls (created by LoriAnne Nelson) as a give-away for the city's Farmers and Food Trucks events.

Program Statistics:	199
Annual Volunteer Luncheon	54
Wreck of the Edmund Fitzgerald – Rochelle Pennington	31
History of Superheroes – Mike McCann	6
Movie: <i>La La Land</i>	
Tuesday	23
Friday	15
Arts Alive Concert: <i>Mark Dvorak's Tribute to Pete Seeger</i>	70

Volunteer Hours:	72.75
Doris Botes	12.0
Katherine Kinney	12.25
Annie LeFevre	1.5
Danielle Linville	10.0
Vinnie Sluga	3.0
Donna Thompson	34.0

Vikes Volunteer Hours: 0

In-House Printing:	20,085
Riso Duplicator	19,335
Xerox Color Qube	750

Technical Services

May 2017

Submitted by: Steve Rossi, Technical Services Director

A new location collection code has been added to the system for New Young Adult materials. Three ranges of shelving have been relocated as part of the remodeling project which involved a large shifting project moving over 9,000 volumes.

Statistical review:

WorldCat searches	1,886
WorldCat updates	882
WorldCat exports	881
WorldCat deletions	574
Collection/Added	1,808
Collection/Deleted	2,434

Generated and printed 8 system reports for Staff weeding and inventory projects. 61 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation. 12 books with damaged spines have been repaired and those items have been placed back into the collection.

Teresa, Julie, Lynne and I attended the RAILS Technical Services Networking Group, held at the Fountaindale Public Library in Bolingbrook.

Teresa and Lynne attended the opening of the newly renovated Indian Trails Public Library and took a tour of the Technical Services Department.

I also attended a Development Committee meeting held within the Library.

Youth Services

May 2017

Submitted by: Lucia Khipple, Youth Services Director

Summer Reading is just around the corner. Spring brings class visits and Summer Reading planning. Darlene has had an amazing Spring with a full schedule of class visits.

Laura Garcia and Julie Farris attended the Lincoln Story League at the Gail Borden District Library.

We sent out 15 teacher bags.