

Departmental Reports

April 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 Collection by local resident

Book Displays

Readers Services Displays

Adult Fiction

Library Reads

Teen Fiction

Brand New Fiction for Teens

New DVDs

Celebrate Jazz Appreciation Month (April)

Mini Display

Hot Reads

April Showers

Smooth Jazz

(Please note: most of the displays are down due to renovations of the West Wing)

Reference Services Displays

No Displays for April

Reference Services - Mini Displays

No Displays for April

Youth Services Display

1000 Books before Kindergarten

Building Services

April 2017

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 new chiller coils were cleaned.
- The lawn mowers and tractor were tuned up and prepared for summer.
- The chair upholstery in the Community Room and Reader Services areas were spot cleaned.
- Flooring Management Group, Inc. provided annual carpet cleaning the high traffic areas and walk-off mats.
- Global Solution provided daily janitorial service.
- Continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

April 2017

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

- Updating of the Server was performed.
- A website URL check was done and the broken links were fixed.
- Updating the website was performed as necessary.
- Troubleshooting of the voicemail system was performed including defragmenting the hard drive.
- Troubleshooting of the phone system was performed.
- A phone was replaced in the Circulation backroom.
- Staff PCs were updated in AS, TS, YS, SS, and Circulation.
- PAC station PCs were cleaned and had updates installed.
- New staff PCs were built and deployed in the Administration office.
- Several Staff desk PCs had additional RAM installed.
- A Staff PC in AS was trouble-shooted to repair error messages.
- A network port went bad for a printer in the AS office. It was redirected to a functioning port.
- A Reference Desk PCs was transferred to a rolling desk to be used in the aisles of the Reference area during construction.
- A broken sound port was replaced on one of the patron walk-up PCs.
- Additional Ethernet cables were run from the Ethernet switch in Reader's Services to the new patron PC stations.
- 2 additional PCs from the Walk-up area were packed up and moved to the Reader's Services area for the temporary patron PC area.
- The remaining PCs in the Reference area were packed up and placed into storage.
- The Ethernet cables in the walls in the Computer Lab were completely removed (400 feet) and recycled due to age and no longer needed in that location.

- 79 pieces of outdated and dead equipment (PCs, printers, monitors & a server) were recycled through AVA Recycling of Addison, IL.
- The Wi-Fi access point was removed from the Reference area and relocated to the Circulation area.
- Printer/toner usage stats were collected for April.
- Online program sign-up for April had 17 Patrons, grand total - 888!
- Stats for April's Wireless Printing usage were collected; Patrons & Staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for April.
- 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 2 patrons with MyMedia Mall.
- Assisted with 169 Patrons & 214 Staff issues.

Readers Services

April 2017

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, April 6, 2017

The Sisters Brothers

By Patrick deWitt

Led by Carrie DeMoss

Morning Book Break

Tuesday, April 11, 2017

The Marriage of Opposites

By Alice Hoffman

Led by Carrie DeMoss

Just Desserts Evening Book Discussion

Tuesday, April 25, 2017

Our Souls at Night

By Kent Haruf

Led by Robin Schroeder

Programs and Activities

- Weeding of the Fiction collection continued. Multiples copies were weeded for space.
- Weeding of the DVD collection continued. Multiples copies were weeded for space.
- Summer Reading program planning continued.
- Book Lovers Day planning began.

On Wednesday, March 29th, our Teen department hosted the program Block the Bully. Internet safety experts from the University of Chicago presented information for both teens and parents the tools to keep teenagers safe online. There were six people in attendance.

Reference Services

April 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. We also survived another income tax season! 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.

Special Services

April 2017

Submitted by: Sharon Montague, Special Services Director

We are in the throes of summer reading planning. The summer newsletter is nearly complete and will be submitted to the printer by the end of the month.

Program Statistics:	123
Movie Memories – Bob Burton	15
Power Vegetable Gardening – Mark Lyons	16
Movie: <i>Arrival</i>	
Tuesday	14
Friday	1
Arts Alive Concert: <i>It's My Party</i> – Laura Freeman	52
Cleopatra, the Last Pharaoh of Egypt – Martina Mathisen	25 estimated

Volunteer Hours:	59.0
Doris Botes	7.0
Katherine Kinney	6.0
Danielle Linville	4.0
Vinnie Sluga	6.0
Donna Thompson	36.0

Vikes Volunteer Hours: 12.25

There were 2 student volunteers in April.

In-House Printing: 4,936

Riso Duplicator	4,280
Xerox Color Qube	656

Technical Services

April 2017

Submitted by: Steve Rossi, Technical Services Director

Statistical review:

WorldCat searches	2,245
WorldCat updates	1,159
WorldCat exports	1,158
WorldCat deletions	589
Collection/Added	1,349
Collection/Deleted	1,082

Generated and printed 5 system reports for Staff weeding and inventory projects.

Rolling Meadows Library Technical Services hosted the Innovative Technical Services Managers' meeting. This is a group of other libraries in the area that are using the Innovative software.

I also attended the Bylaws and Personnel Committee meetings.

Youth Services

April 2017

Submitted by: Lucia Khipple, Youth Services Director

- Spring brings class visits and Summer Reading planning.
- Laura Garcia and Julie Farris attended the Lincoln Story League at the Elmhurst Public Library.
- We sent out 26 teacher bags.