

Departmental Reports

October 2017

Exhibits

Art Gallery: Photography by Tiffany Whisler

Main Floor Display Cases

1 case: Rolling Meadows High School student photos

1 case: Fremd High School student photos

Book Displays

Readers Services Displays

Books

Fall into a Good Book
Haunted Horror Novels
Vampire Fiction
Witches: Magical Reads

Music

Brand New CDs

Movies

New DVDs
Horror Films
Brand New Documentaries

Teen

New Teen Fiction
RMHS Summer Read Books
Terrifying Teen Thrillers

Mini Display

Remembering Tom Petty
Kazuo Ishiguro: Nobel Prize in Literature Winner for 2017

Reference Services Displays

Get Jazzed About Reading
Eat Your Veggies
Scare Up A Good Read
Whole Grains Month
Fascinating Science

Youth Services Display

1000 Books before Kindergarten

Building Services

October 2017

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds.
- Many lights and several ballasts inside and outside of the building were replaced.
- The loose wooden security gates in the main lobby were tightened.
- Two book displays in the Adult Services area were installed.
- We welcomed James Hall as our new part-time Maintenance Staff.
- The shrubs were pruned and the weeds pulled out around the building.
- The chillers and split A/C coils were maintained.
- A broken two port USB outlet in Youth Services was replaced.
- Global Solutions provided daily janitorial service.
- Continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

October 2017

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

- Updating of the Servers was performed.
- Updating the website was performed as necessary.
- Troubleshooting of the phone system was performed as necessary.
- Staff PCs were updated in Admin in six Departments.
- Performed trouble-shooting & general maintenance on the vending machine in the West Wing.
- Rebuilt an iPad in the Youth Service area.
- Cleaned & updated all iPads.
- Patron PCs in the Adult & Youth area were updated and cleaned.
- Computer class laptops were cleaned and updated.
- The Admin copier had internal cleaning performed.
- Current Technologies came out and installed the new security camera.
- Custom cord covers were cut, painted & installed at the Reference Desk to protect the cords and allow the desk to have multiple entrances.
- Three Ethernet stations in Reference had Ethernet outlets & plugs installed and are working now.
- Permanent HDMI & laptop cables were installed in the meeting rooms.
- New databases were added to the Reference page.
- Two new Ethernet cables were run to the Ask Me Desk to make it easier to print at the desk and print receipts for book bags from various staff PCs.
- Began testing our new EZProxy server to allow patrons to login remotely for database access.
- Printer/toner usage stats were collected for October.
- Online program sign-up for October had 27 patrons, grand total is 1064!
- Stats for October's Wireless Printing usage were collected; patrons & staff were assisted as needed.

- Troubleshooting of the Wi-Fi system as needed. Stats were collected for October.
- 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 few Adult programs & Outside Organizations using the Community Room.
- Assisted 4 patrons with MyMedia Mall.
- Assisted with 145 patrons and 191 Staff issues.

Readers Services

October 2017

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Tuesday, October 10, 2017

The Rosie Project by Graeme Simsion (Suburban Mosaic Selection)

Led By Carrie DeMoss

Morning Book Break

Thursday, October 12, 2017

The Rosie Project by Graeme Simsion (Suburban Mosaic Selection)

Led By Carrie DeMoss

Programs and Activities

- The Welcome Desk display was “Let’s Plan an Oktoberfest Weekend!” It had a prize pack of books and other Oktoberfest gear for the celebration of that boisterous fall festival. The winner for this prize pack was Mark B., out of a total of 86 entries!
- The current display is “Let’s Plan a Monster Mash weekend!” It has a prize pack of horror films and novels in a big bowl for Halloween candy, with some spooky surprises. Weeding of the Fiction collection continued.
- Weeding of the Music CD collection continued.
- The paperback collection was weeded.

Reference Services

October 2017

Submitted By: Jennifer Collette, Reference Services Director

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.

Special Services

October 2017

Submitted by: Sharon Montague, Special Services Director

The winter newsletter was completed and submitted for printing. We completed publicity for the Friends' Fall Book Sale and have begun work on winter program posters and fliers.

Program Statistics:	169
One Pot Meals – Susan Maddox	46
The Haunting – William Pack	19
Arts Alive Concert: Small Forest	48
Movie: <i>Going In Style</i>	
Tuesday	14
Friday	13
Medicare 101 – John Larson	29

Volunteer Hours:	80.75
Doris Botes	13.0
Katherine Kinney	15.0
Annie LeFevre	1.5
Vinnie Sluga	4.0
Donna Thompson	42.5
Kevin Vane	4.75

Vikes Volunteer Hours:	In-house Printing	1,492
6 volunteers worked a total of 61.75 hours	Riso Duplicator	1,015
6 volunteers worked a total of 61.75 hours	Xerox Color Qube	477

Technical Services

October 2017

Submitted by: Steve Rossi, Technical Services Director

<u>Statistical review:</u>	
WorldCat searches	3,042
WorldCat updates	1,183
WorldCat exports	1,192
WorldCat deletions	986
Collection/Added	1,934
Collection/Deleted	2,153

Generated and printed 8 system reports for Staff weeding and inventory projects.
60 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation.
10 books with damaged spines have been repaired; these items have been placed back into our collection. I attended an Innovative webinar "Simplify ILS system & security management with Innovative's cloud hosting services here at the library.

Youth Services

October 2017

Submitted by: Lucia Khipple, Youth Services Director

It has been an especially demanding first month of school.

Darlene Eiffes finished the Fall visits for our local schools this month.

Laura Garcia has had great success introducing the 1,000 Books before Kindergarten program to preschoolers at the FIND Program at the EPNRC (East Park Neighborhood Resource Center). She has also continued participating in the Rolling Meadows Collaboration Meetings to promote our services and best practices for outreach to our Hispanic Community.

Laura and Julie Farris attended the Lincoln Story League at the Glenside Public Library.

We sent out 24 book bags were sent out in October.