

Departmental Reports September 2017

Exhibits

Art Gallery: Photography by Gary Swiontek

Main Floor Display Cases

1 case: September is National Library Card Sign-up Month

1 case: Rolling Meadows Park District Renegade Hockey

Book Displays

Readers Services Displays

New DVD's

Terrific Television

Brand New Documentaries

New Teen Fiction

RMHS Summer Read Books

Smells like Teen Spirit/Teen Sports

Brand New CD's

Movie Soundtracks & Musicals

Readers Services - Mini Display

September is Library Card Sign-up Month

Reference Services Display

Fall into a Good Book

Reference Services - Mini Displays

Whole Grains Month

Fascinating Science

Youth Services Display

1000 Books before Kindergarten

Building Services

September 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.
- The drinking fountain on the lower level was repaired.
- The main air intake vents were cleaned.
- The hand dryer on the main floor men's washroom was repaired.
- The gutters and storm drains were cleaned.
- Cleaning and paper supplies were ordered and received.
- The new grass and flowers have been watered daily.
- JGC Services Inc. provided inspection on the backflow device.
- Gen Power, Inc. provided inspection and maintenance on the back-up generator.
- We continued daily building maintenance and spot cleaning of carpets.

Information Technology

September 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, AS, YS, TS, SS, and Circulation.
- Performed troubleshooting & general maintenance on vending machine in the West Wing.
- Rebuilt an iPad in the YS area.
- Cleaned & updated all iPads.
- Patron PCs in the Adult & Youth area were updated and cleaned.
- Computer class laptops were cleaned and updated.
- PAC station PCs were cleaned and updates installed in YS/Readers Services areas.
- In process of obtaining an EZProxy server allowing patrons to login remotely for database access.
- Printer/toner usage stats were collected for September.
- Online program sign-up for September had 15 patrons, grand total was 1037!
- Stats for September Wireless Printing usage were collected; patrons/staff assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for September.
- YS program room re-configured for a day into temporary computer lab for YS Minecraft program.
- Program set-up was done for Adult programs/Outside Organizations using the Community Room.
- Assisted 8 patrons with MyMedia Mall.
- Assisted with 160 patrons & 174 staff issues.

Readers Services

September 2017

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, September 7, 2017

A Gentleman in Moscow by Amor Towles

Led by Carrie DeMoss

Morning Book Break

Tuesday, September 12, 2017

A Gentleman in Moscow by Amor Towles

Led by Carrie DeMoss

Just Desserts Evening Book Discussion

Tuesday, September 26, 2017

The Nightingale by Kristin Hannah

Led by Robin Schroeder

Book Lover's Day took place on Thursday, September 21, 2017. 60 patrons attended.

Reference Services

September 2017

Submitted By: Jennifer Collette, Reference Services Director

The Reference Staff is still settling into our new space! We have also 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 Creative Coloring Club and Jump Start Your Job Search at the Library, and Lauren Van Dyke hosted the Resources & Roots Genealogy Club.

Special Services

September 2017

Submitted by: Sharon Montague, Special Services Director

We are working on posters, fliers, and news rotators for the fall programming.

Program Statistics:	203
Old Time Radio/American Songbook – Steve Darnell	11
Book Lover's Day	62
Arts Alive Concert: Magical Music of Disney	81
Movie: <i>King Arthur: Legend of the Sword</i>	
Tuesday	9
Friday	4
Truman and the Bomb – Gary Midkiff	36

Volunteer Hours: 56.0 **In-House Printing 2,798**

Doris Botes	4.0	Riso Duplicator	2,360
Katherine Kinney	8.75	Xerox Color Cube	438
Annie LeFevre	2.25		
Vinnie Sluga	4.0		
Donna Thompson	33.0		
Kevin Vane	4.0		

Vikes Volunteer Hours:

5 volunteers worked a total of 14 hours

Technical Services

September 2017

Submitted by: Steve Rossi, Technical Services Director

Statistical review:

WorldCat searches	2,716
WorldCat updates	1,250
WorldCat exports	1,245
WorldCat deletions	1,009
Collection/Added	1,877
Collection/Deleted	1,616

Generated and printed 3 system reports for Staff weeding and inventory projects.

42 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation. 9 books with damaged spines have been repaired; these items have been placed back into our collection.

I attended an Innovative Customer Operations 3rd Quarter update webinar here at the library.

Youth Services

September 2017

Submitted by: Lucia Khipple, Youth Services Director

It has been an especially demanding first month of school. Darlene Eiffes sent out our annual teacher packets listing the library services to teachers and since then she has hosted a large number of class visits. Parents have come on their own to help their children become familiar with the library for school success. All regularly scheduled story-times have been going on as well as a celebration of the silly and very popular Captain Underpants book series. Laura Garcia was able to attend a group of community leaders who wish to coordinate services to our Spanish speaking population. Finally, we have compiled the Summer Reading statistics for Youth Services: 759 participants

505 (66%) completed the entire program, a 9% increase from the previous year.
5,571 hours read, a 27.5% increase over the previous year.

We sent out 34 book bags were sent out in September.