

Departmental Reports
August 2017

Exhibits

Art Gallery; Photography by Gary Swiontek

Main Floor Display Cases

1 case: Summer Reading for Adults and Teens/RM Park District Renegade Hockey

1 case: Summer Reading for Youth/September is Library Card Sign up Month

Book Displays

Readers Services Displays

DVDs

Brand New Documentaries

Fiction

Hot Reads
Women in Translation
Month Savoring the End of Summer
Super Sleuths

Teen

RMHS Summer Read Books
Terrifying Teen Thrillers

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

Reference Services Displays

No displays for August

Reference Services - Mini Displays

No displays for August

Youth Services Display

1000 Books before Kindergarten

Building Services

August 2017

Submitted by: Sabri Kecici, Building Services Director

- The lawn was kept trimmed and trash was picked up on the library grounds.
- Several lights and ballasts inside and outside of the building were replaced.
- The magazine shelving in the Reference area was installed.
- A new book shelving display was installed in the Reference area.
- All broken window gear boxes in the Reference computer area were replaced.
- A new layer of mulch was added to some of flower beds around the building.
- The drinking fountain in the upper level was repaired.
- Assisted Kone, Inc. on repairing the elevator door.
- Global Facility Solutions provided daily janitorial service.
- Flooring Management Group, Inc. provided quarterly carpet cleaning.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

August 2017

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

- Updating of the Servers was performed.
- Updating the website was performed as necessary.
- 23 webpages were rebuilt to reflect the 2017 Fall 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, YS, TS, SS, and Circulation.
- Further tracing of every Ethernet line in the building was done as we prepared to rewire the entire Network wiring closet.
- Measurements & diagraming of the new PC walkup area in Ref was done to determine where holes should be drilled in the floor for data & electrical needs.
- PA speakers were tested in the entire building, those not working have been identified and wiring is being check & repaired.
- Every Ethernet cable in the building was labeled with its end-point location and PC assigned to it.
- 3 New Patch Panels were installed in the IT Wiring Closet to replace 20 year old patch panels.
- Every patch panel cable that connects from the new patch panels to the network switches have been replaced or is being replaced. All patch cables were built in-house.
- An electrical cord with a short circuit was identified in one of the main switches and replaced.
- The new large display monitors were mounted in the West Wing meeting rooms, cables were run through the walls to connect to easy plug-ins for patrons.
- A PC program to monitor the health of the meeting room monitors was installed and configured.
- A camera mount was painted and mounted in the West Wing above the Ref Desk for the CCTV installation.

- Current Technologies came out and setup the new CCTV for the West Wing area.
- An updated PoE (Power over Ethernet) switch was installed for the CCTV system.
- The switch that sends the Internet from the Router & Firewall to the WiFi & network switches was replaced. Cabling as well.
- Received training on the programming, troubleshooting & general maintenance of the vending machine in the West Wing.
- The new voice lines were tested & activated prior to the West Wing dedication.
- 20 patron PCs were rebuilt and deployed prior to the move back to the West Wing.
- 2 print station PCs were re-configured and deployed prior to the move back to the West Wing.
- 5 PAC station PCs were rebuilt and deployed prior to the move back to the West Wing.
- New Ethernet cables were run for 2 PAC stations and 3 future Ethernet stations in the Ref area.
- The Reference Desk was rebuilt for a new configuration and majorly cleaned.
- New electrical wiring, data & voice cables were run for the Ref Desk. Some LED display lights were installed as well.
- 2 Reference Desk PCs were re-configured & deployed prior to the move back to the West Wing.
- 1 Reference Desk PC was rebuilt after hard drive issues occurred.
- Heavy duty cleaning of Ref PCs was done & all keyboards were replaced prior to the dedication.
- 42 new Ethernet lines terminated and added to the library's network.
- The temporary WiFi in Circ was removed & installed closer to the Garden Lounge area for better wireless coverage.
- The Print system was re-configured to deal with the re-opening of the West Wing.
- Re-configuring the phones at the Staffed desks was done, to get all the voice lines directed back to their correct locations.
- Internal troubleshooting of the vending machine after some glitches were identified.
- The Readers Advisory Desk was re-configured after all of the Ref Desk PCs and printers were removed.
- PAC stations on the East Wing had their Ethernet plug-in boxes replaced and relabeled due to wear.
- The Ethernet plug-in box under the Circ Desk was replaced & labeled due to age & wear.
- The temporary switch & Ethernet lines run in the East Wing for the renovation have been removed from the ceiling.
- Repaired an iPad in the YS area.
- Installed the new iPad in YS after summer reading ended. Cleaned 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 had updates installed in YS and the Readers area.
- 4 scanners for Patron use were re-installed in the West Wing.
- In the process of obtaining an EZProxy server to allow patrons to login remotely for database access.
- Gathered quotes & planned for the 2018 IT budget.
- Printer/toner usage stats were collected for August.

- Online program sign-up for August had 20 patrons, grand total is 1022!
- Stats for August's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for August.
- 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 10 patrons with MyMedia Mall.
- Assisted with 211 patrons & 284 staff issues.

Readers Services

August 2017

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

- The Adult and Teen Summer Reading Programs ended on August 6, 2017.

The final totals are as follows:

Adults

118 participants

632 books read

Average of 5.36 book reads

Teens

18 participants

70 books read

Average of 3.89 books read

35 quizzes were completed and turned in.

- The Welcome Desk display was "Let's Plan a 'Wise Guys' Weekend!" Patrons entered to win two different packs of prizes. This concluded our Summer Reading Program tie-in raffles, which were a great success! Our winners for these prize packs were Lora S. and Jerelyn K., out of a total of 132 entries!
- Book Lover's Day preparation continued.
- Weeding of the Fiction collection continued.
- Weeding of the Music CD collection continued.
- On August 20, the renovation of the West Wing was completed. Therefore, efforts began in the East Wing to get things up and running for our patrons.

Reference Services

August 2017

Submitted By: Jennifer Collette, Reference Services Director

The Reference Staff is settling into our new space! We are very happy with the finished project and have had many great compliments from patrons about the new space.

Reference Staff has 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 Coloring Club, and Lauren Van Dyke hosted the Resources & Roots Genealogy Club.

Special Services

August 2017

Submitted by: Sharon Montague, Special Services Director

The fall newsletter has been completed and mailed to area homes. We've been working on posters and fliers for the new program slate and updating the library display boards for fall.

The reopening of the West Wing and the newly renovated space was well attended with good feedback.

Program Statistics:	312
The Hindenburg Disaster – Jim Gibbons	25
The Orphan Train – Clark Kidder	49
Arts Alive Concert: Jimin Jun/Yoahn Kwon: 4 Hands Piano	70
Movie: <i>Gifted</i>	
Tuesday	30
Friday	18
West Wing Renovation Grand Opening	120

Volunteer Hours:	53.50
Doris Botes	11.25
Katherine Kinney	12.25
Annie LeFevre	1.0
Vinnie Sluga	5.0
Donna Thompson	24.0

Vikes Volunteer Hours:

There are no Vikes in the summer months.

In-House Printing:	2,915
Riso Duplicator	2,315
Xerox Color Qube	600

Technical Services

August 2017

Submitted by: Steve Rossi, Technical Services Director

As part of the remodeling and renovation of the west wing area, a large number of reference materials have been reprocessed and placed into the regular circulating collection.

Statistical review:

WorldCat searches	2,079
WorldCat updates	947
WorldCat exports	940
WorldCat deletions	740
Collection/Added	1,980
Collection/Deleted	1,622

Generated and printed 8 system reports for Staff weeding and inventory projects.

77 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation. 17 books with damaged spines have been repaired; these items have been placed back into our collection.

Teresa, Julie, and I attended the RAILS Technical Services Networking Group hosted by the Indian Trails District Library in Wheeling.

I worked the library booth at the “Farmers & Food Trucks City Markets” held in the Rolling Meadows City Hall parking lot.

Youth Services

August 2017

Submitted by: Lucia Khipple, Youth Services Director

We have just finished Summer Reading. We have not yet compiled our statistics, but we do know it was a great summer. There is rarely a break in Youth Services, but there is a break in the regular story time series to give Staff a chance to plan and prepare. During that break, we offer some of our twice monthly programs like Sensory StoryTime and 1,2,3 Music and More, our bilingual program. Class visits are right around the corner.

8 book bags were sent out in August.