

Departmental Reports
March 2018

Exhibits

Art Gallery: John Green – Pen and Ink

Main Floor Display Cases

1 case: Northern Illinois Chapter of the Crochet Guild of America

1 case: Get Ready for Spring – gardening books display

Book Displays

Readers Services Displays

BOOKS

Brand New Fiction

Read a Likes

St Patrick's Day/Spring/Easter Fiction

MOVIES

New DVDs

Past Oscar Winners

Make 'Em Laugh

Brand New Documentaries

MUSIC

Brand new CD

TEEN

New Teen Fiction

And They Lived Happily Ever After (Fairy Tale Fiction)

Worlds of Wonder (Science Fiction)

Road Trips

MINI DISPLAY

And the Winner is...

Reference Services Displays

March Madness

Reference Services - Mini Displays

Tiny Books

Youth Services Display

1000 Books before Kindergarten

Building Services

March 2018

Submitted by: Sabri Kecici, Building Services Director

- The front of the library and walks were kept clean of snow and ice.
- Many lights and ballasts inside and outside of the building were replaced.
- Program set-ups were done in the Community Room.
- The side stream filters in the HVAC system were replaced.
- Applications for the Weekend Maintenance open position were received.
- Chillers and split A/C coils were cleaned.
- The contract for security gates with Bibliotheca was renewed.
- Assisted F. E. Moran, Inc. in replacing the worn outside bell on the Sprinkler System.
- Assisted Kone Inc., on replacing the broken ceiling fan inside the elevator.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

March 2018

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 2018 Spring Newsletter.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Staff PCs were updated in Admin, AS, YS, TS, SS, and Circulation.
- Deleted staff files were recovered using the Replay software on the Server.
- Performed troubleshooting & general maintenance on the vending machine in the West Wing.
- Rebuilt an iPad in the YS area.
- Cleaned & updated all iPads in YS.
- Rebuilt 2 PCs for the public Walk-Up PC area.
- Performed cleaning of network cameras.
- Installed new firmware for each of the network cameras & camera server.
- Ran new Ethernet cable to YS & Readers Advisory areas for network camera installation.
- Installed network camera in YS area.
- Performed troubleshooting of the phone at the Welcome Desk.
- Patron PCs in the Adult & Youth area were updated and cleaned.
- Computer class laptops were cleaned and updated.
- The YS Office copier had internal cleaning performed.
- Staff PCs in Adult Services were cleaned & spyware/malware checks were performed.
- Troubleshooting of the sound system in the Community Room was performed.
- In July 2016, a claim was submitted for a LCD Monitor Antitrust Recovery Lawsuit. We received a settlement check for \$2,088.

- Printer/toner usage stats were collected for March.
- Online program sign-up for March had 90 patrons, grand total - 1266!
- Stats for March's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for March.
- Assisted with the set-up & running of the Dr. Seuss Celebration.
- Provided assistance for the election judges as needed.
- The YS program room was re-configured for two days into a temporary computer lab for the YS Minecraft programs.
- Program set-up done for Adult programs & outside organizations using the Community Room.
- Assisted 5 patrons with MyMedia Mall.
- Assisted with 172 patrons & 261 staff issues.

Readers Services

March 2018

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, March 1, 2018

Hillbilly Elegy

By J. D. Vance

Led By Carrie DeMoss

Morning Book Break

Tuesday, March 13, 2018

Beartown

By Fredrik Backman

Led by Carrie DeMoss

Just Desserts

Tuesday, March 27, 2018

The Readers of Broken Wheel Recommend

By Katarina Bivald

Led by Robin Schroeder

Programs and Activities

- Weeding of the Fiction collection continued.
- Multiple copies of Fiction and DVDs were weeded.
- Annual weeding of the Fiction DVD collection continued.
- Weeding of the Music CD collection continued.
- Weeding of the Paperback collection continued.
- Annual weeding of the Periodical collection continued.
- Adult and Teen Summer Reading planning continued. The winner of the Dr. Seuss Day Family Fun Gift Basket was Colleen H.
- Including the winner, there was a total of 145 entries.

Reference Services

March 2018

Submitted by: Jennifer Collette, Reference Services Director

No report submitted for March 2018.

Special Services

March 2018

Submitted by: Sharon Montague, Special Services Director

We are working on posters and fliers for spring programming, Volunteer Luncheon preparations, and planning for the upcoming Summer Reading Clubs.

Program Statistics:	215
Movie: <i>Wonder</i>	
Tuesday	12
Friday	15
Six Wives of Henry VIII – Martina Mathison	46
Arts Alive Concert: The Chairman’s Board – Peter Oprisko	112
Women’s Self Protection – Pat Collins	30

Volunteer Hours:	72.25
Doris Botes	16.5
Katherine Kinney	9.75
Donna Thompson	45.0
Kevin Vane	1.0

Vikes Volunteer Hours:
There were no Vikes in March.

In-House Printing:	8,525
Riso Duplicator	7,915
Xerox Color Qube	610

Technical Services

March 2018

Submitted by: Steve Rossi, Technical Services Director

The Department is keeping busy with all the materials being ordered from Baker & Taylor. We are also making good progress on the back log of materials ordered direct from other vendors.

Statistical review:

WorldCat searches	2,059
WorldCat updates	951
WorldCat exports	957
WorldCat deletions	678
Collection/Added	1,657
Collection/Deleted	1,266

Generated and printed 2 system reports for Staff weeding and inventory projects.

99 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation.

I attended the following meetings held at the library: Bylaws, Personal, and Planning Committees.

Youth Services

March 2018

Submitted by: Lucia Khipple, Youth Services Director

The Seuss Celebration was a big success. We continue to clean up and evaluate it, looking for ways to improve it next year. This month, we continue all regular programs after Seuss and are preparing for a packed week of Spring Break programs.

Laura Garcia attended the Rolling Meadows Partners meeting to encourage low income and immigrant families to participate in Community resources. They plan a celebration for mid-May. This group includes: District 214, 211, 15, 54, ECDEC (Early Childhood Development Enrichment Center), FIND PI (Family Involvement Nurturing Development Prevention Initiative), Harper College, Rolling Meadows Park District, Rolling Meadows Chamber of Commerce, Rolling Meadows Police Department, Palatine Opportunity Center, Alderman Joe Gallo, and local Churches.

We sent out 17 book bags in March.