

Departmental Reports July 2018

Exhibits

Art Gallery: Drawings by Joseph A. Burlini

Main Floor Display Cases

1 case: Summer Reading Club for Youth: Libraries Rock!

1 case: Summer Reading Club for Adults & Teens: Libraries Rock!

Book Displays

Readers Services Displays

Brand New Fiction

Road Trippin' Fiction

New DVDs

Book Movies that Rock

Brand New Documentaries

Mini Display

Laughing in the Purple Rain (purple covers)

New Teen Fiction

Take me to the Beach (beach reads)

RMHS Summer Reads

Rolling Meadows Library Rocks!

Audio File Sync Teen Books

Brand new CD/ The Music Room

Roll over Beethoven!

New Audio Fiction Books

Audiobooks Rock!

Reference Services Displays

Masquerade

National Hot Dog Month

National Grilling Month

National Ice Cream Month

Reference Services - Mini Displays

True Books That Read Like Fiction

Happy Birthday, Beatrix Potter!

Youth Services Display

1000 Books before Kindergarten

Building Services

July 2018

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the ground
- Many lights and ballasts inside and outside of the building were replaced.
- Program set-ups were done in the Community Room.
- Spot cleaned chair upholstery in the Board Room and Community Room.
- Cleaning and paper supplies were ordered and received.
- The shrubs were pruned and weeds pulled around the building.
- We are receiving quotes for tuck-pointing and parking lot paving repairs.
- Assisted Air Filter Engineers with changing HVAC filters on lower and upper floors.
- Kone, Inc. and Thompson Elevator Inspection Services performed the annual code- required testing on both the elevator and dumbwaiter.
- We continued daily building maintenance and spot cleaning of the carpets.

Information Technology

July 2018

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

- Updating of the Servers was performed.
- Updating of the website was performed as necessary.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Staff PCs were updated in Administration, AS, YS, TS, SS, and Circulation.
- Ethernet ports & cables were replaced for the Circulation Backroom desks. Desks were taken apart and thoroughly cleaned as well. Phone ports were replaced as well. Everything is labeled correctly now.
- A new Ethernet cable was run to the TS Director's office and new ports were installed for the Ethernet & phone connection.
- Cleaned & updated all iPads in YS.
- Current Technologies was out to prepare a quote for parking lot camera installation.
- Installed new firmware for the camera server.
- Performed troubleshooting of the telephone at the Welcome Desk.
- Patron PCs in the Adult & Youth area were updated, dismantled, and cleaned.
- Computer class laptops were cleaned and updated.
- Internal cleaning of the Administration copier was performed.
- Staff PCs in Adult Services were cleaned & spyware/malware checks were performed.
- Our database webpage had links corrected and a new page was made for eLibrary materials.
- Troubleshooting of the sound system in the Community Room was performed.
- The Xerox printer in the YS office died after six years and was replaced with a newer technology HP multi-function printer that should last much longer and will save around \$900 on ink per year.
- The center desk area of the YS office was removed for heavy duty cleaning then re-installed. Ethernet ports were replaced & labeled on the center desk area as well.

- LED lights were added for display purposes to the Readers Advisory area & Reference area.
- The postage machine was backed up and had a software upgrade installed.
- Gathered quotes & decided on planned equipment replacement for the 2019 budget.
- Began testing hardware in preparation for the upgrade to Windows 10 next year.
- Printer/toner usage stats were collected for July.
- Online program sign-up for July had 17 patrons, grand total - 1387!
- Stats for July's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for July.
- The Community Room was re-configured for two days into a temporary computer lab with 18 PCs for the YS Minecraft programs.
- Assisted 4 patrons with MyMedia Mall.
- Assisted with 184 patrons and 276 staff issues.

Readers Services

July 2018

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Just Desserts Evening Book Discussion

Tuesday, July 24, 2018

Before the Fall

By Noah Hawley

Led by Robin Schroeder

Teen Book Club

Friday, July 27, 2018

The Absolutely True Diary of a Part-Time Indian

By Sherman Alexie

Led by Dan Mauller and Robin Schroeder

Programs and Activities

- Weeding of the Fiction Collection continued.
- Multiple copies of Fiction were weeded.
- Weeding of the Music CD Collection continued.
- The Large Type Collection was weeded and is in the process of being shifted.
- Adult and Teen Summer Reading is going strong. There are currently 218 Adults and 29 teens (total)

Reference Services

July 2018

Submitted By: Jennifer Collette, Reference Services Director

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 Four Seasons Book Group, and Lauren Van Dyke hosted the Genealogy Club, Resources & Roots.

Special Services

July 2018

Submitted by: Sharon Montague, Special Services Director

We worked on the publicity items for August programming. The fall newsletter is in progress.

Program Statistics:

118

Eliza Hamilton – Lynn Rymarz	12 (carryover from June)
William Hazelgrove: Al Capone/Chicago World's Fair	26
Movie: <i>Jumanji: Lost in the Jungle</i>	
Tuesday	14
Friday	13
Arts Alive Concert: Mike Basin: International Music	37
Vagabonding Around the World – Brian Michalski	16

Volunteer Hours: 64.5

Doris Botes	14.0
Katherine Kinney	4.0
Annie LeFevre	3.0
Vinnie Sluga	1.0
Donna Thompson	42.5

Vikes Volunteer Hours:

There were no Vikes in July.

In-House Printing: 2,565

Riso Duplicator	1,840
HP PaperWide	725

Technical Services

July 2018

Submitted by: Steve Rossi, Technical Services Director

A new item status was added to the Millennium system to help identify ILL items marked for holds. Adjustments were made to the Innovative Millennium tabs on the staff Circulation menu bar.

Technical Services cont'd

Statistical review:

WorldCat searches	2,566
WorldCat updates	1,193
WorldCat exports	1,192
WorldCat deletions	922
Collection/Added	2,270
Collection/Deleted	1,557

Generated and printed 6 system reports for Staff weeding and inventory projects.

39 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 13 books with damaged spines have been repaired; these items have been placed back into our Collection.

Youth Services

July 2018

Submitted by: Lucia Khipple, Youth Services Director

We've had record numbers for our regular programming that we haven't seen since the early 1990's.

Summer Reading continues to be very success as we wind down to the last days. The t-shirts have been a big hit, as they always have been. We look forward to the end of the Summer tallies to see if it was, in fact, as busy as we feel it's been!

Harper Promise Students continue to come in to volunteer. It looks like we will have close to 45 volunteers from that program this summer.