

Departmental Reports November 2018

Exhibits

Art Gallery: Photography by Steve Bogaerts

Main Floor Display Cases

1 case: Rolling Meadows Park District Renegade Hockey

1 case: Artwork of LoriAnne Nelson

Book Displays

Readers Services Displays

Brand New Fiction

Cozy up to a Good Mystery

Thankful Grateful Blessed

Remembering Stan Lee & William Goldman

New DVDs

Dinner and a Movie

Who You Calling a Turkey

Brand New Documentaries

Mini Display

Food Fiction

New Teen Fiction

Gobble up a Good Book

Strong Teen Women

Brand new CD/ The Music Room

Roll Over Beethoven!

New Audio Fiction Books

A Quiet Joy

Reference Services Display

Home of the Free Because of the Brave

Reference Services - Mini Display

Thanksgiving

Youth Services Display

1000 Books before Kindergarten

Building Services

November 2018

Submitted by: Sabri Kecici, Building Services Director

- We kept lawn trimmed and picked up trash around the building.
- Many lights and ballasts inside and outside of the building were replaced.
- Program set-ups were done in the Community Room.
- A new lock cylinder was replaced on the Youth Services door.
- The outside book drop was cleaned and waxed.
- Humidifiers were installed for winter in the Community and Board Rooms.
- Cleaning and paper supplies were ordered and received.
- The sump pump in Youth Services was checked and serviced.
- The split A/C Coils in the IT office were cleaned.
- Air Filter Engineers changed the HVAC filters on the lower level and the second floor equipment.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

November 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.
- 23 webpages were rebuilt to reflect the 2018 Winter Newsletter.
- Troubleshooting of the phone system and voicemail system was performed as necessary.
- Staff PCs were updated in Admin, AS, YS, TS, SS, and Circulation.
- Cleaned and updated all iPads in YS. Moved and secured iPads for Christmas tree in YS.
- Better Ethernet cable has been run to each of our Wi-Fi Access Points to deliver a stronger signal.
- The Wi-Fi System was reconfigured.
- New firmware for the camera server was installed.
- Troubleshooting of Hard Drives for the camera system.
- Replacing worn-out 20 year old Ethernet cables in Tech Services.
- Replacing worn-out 20 year old Ethernet cables in the Youth Services office.
- Replacement phone ports were installed in the TS office.
- Performed troubleshooting at the Welcome Desk phone
- Patron PCs in the Reference area were updated.
- Computer class laptops were cleaned and updated.
- Database webpage had links corrected.
- Troubleshooting of the sound system in the Community Room was performed.
- Alternative Business Suppliers reset a sensor and replaced a worn out fuser on the Reference Patron copier.
- The Administration copier was cleaned internally.

- Researching Operating System software for the new Windows Server to be installed in December.
- Repaired Voicemail Server “Controller Failure” problem.
- Printer/toner usage stats were collected for November.
- Online program sign-up for November had 16 patrons, grand total is - 1445!
- Stats for November’s Wireless Printing usage were collected.
- Troubleshooting of the Wi-Fi system as needed.
- Stats were collected for November.

Readers Services

November 2018

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Morning Book Break

Tuesday, November 13, 2018

Everything I Never Told You

By Celeste Ng

Led by Carrie DeMoss

Books and Bagels

Thursday, November 15, 2018

Everything I Never Told You

By Celeste Ng

Led by Carrie DeMoss

Just Desserts

Tuesday, November 27, 2018

A Murder for the Books

By Victoria Gilbert

Led by Robin Schroeder

Teen Book Club

Friday, November 30, 2018

Turtles All the Way Down

By John Green

Led by Robin Schroeder

Programs and Activities

- Weeding of the fiction collection continued.
- Multiple copies of fiction were weeded.
- Weeding of the music CD collection continued.

Reference Services

November 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 and Nana Herron hosted the Coloring Club.

Special Services

November 2018

Submitted by: Sharon Montague, Special Services Director

The winter newsletter has been mailed to area homes and businesses. We have started working on publicity for winter programs.

The library was decorated for the holidays in late November.

Program Statistics:

	138
Never Forget: Remembering the Holocaust – Anette Isaacs	20
Arts Alive Concert – Small Forest	84
Movie: <i>Ocean's 8</i>	
Tuesday	6
Friday	2
Mind Games – William Pack	13 (estimated)
Holiday Door Swag – Peggy Garvin	13 (estimated)

Volunteer Hours: 40.0

Katherine Kinney	6.0
Vinnie Sluga	1.0
Donna Thompson	33.0

In-House Printing 1,865

Riso Duplicator	1,425
HP PaperWide	440

Vikes Volunteer Hours:

Three Vikes volunteers worked a total 12.0 hours in November.

Technical Services

November 2018

Submitted by: Steve Rossi, Technical Services Director

Statistical review:

WorldCat searches	2,990
WorldCat updates	1,219
WorldCat exports	1,231
WorldCat deletions	847
Collection/Added	1,499
Collection/Deleted	910

Technical Services cont'd

Generated and printed 9 system reports for Staff weeding and inventory projects.

62 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 18 books with damaged spines have been repaired; these items have been placed back into our Collection.

Teresa, Julie, Sarah, and I attended the program “21st Century Cataloging” presented by LACONI Technical Services and hosted by the Schaumburg Public Library.

Youth Services

November 2018

Submitted by: Lucia Khipple, Youth Services Director

Youth Services regular programs continue this month. We held several programs during the Thanksgiving break from school. We always see an increase of readers' advisory questions after parent teacher conferences.

We are gearing up for our Winter programming story as well.

Laura Garcia attended the Rolling Meadows Partners meeting.

Laura and Darlene attended Willow Bend School International Night held at Conyers Learning Academy.

We sent out 16 teacher bags.