

Departmental Reports January 2018

Exhibits

Art Gallery: Pen and Ink by John Green

Main Floor Display Cases

2 cases: Friends of the Library: Old Fashioned Winter Village

Book Displays

Readers Services Displays

Fiction

Read A Likes

Curl up with a Good Book

Celebrate the New Year with Great Reads!

Movies

From Fiction to Film

Brand New Documentaries

Music

Brand new CDs

Teen

Read the Book/Seen the Movie

New Year, New You

Reference Services Displays

Too Good To Miss

Have Book Will Travel

Woman's History

Stay Calm, Get Organized

Reference Services - Mini Display

Non-Fiction That Reads Like Fiction

Youth Services Display

1000 Books before Kindergarten

Building Services

January 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 some ballasts inside and outside of the building were replaced.
- A toilet seat was replaced in the men's restroom on the main floor.
- Program set-ups were done in the Community Room.
- Spot cleaned chair upholstery in Reference, Readers Services and the Community Room.
- Loose laminating was refastened on top of the book shelves in Youth Services.
- Kone, Inc. inspected the dumbwaiter and also the elevator.
- Global Solutions provided daily janitorial service.
- We continued daily building maintenance and spot cleaning of the carpets.

Readers Services

January 2018

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, January 4, 2018

News of the World

By Paulette Jiles

Led By Carrie DeMoss

Morning Book Break

Tuesday, January 9, 2018

News of the World

By Paulette Jiles

Led By Carrie DeMoss

Just Desserts Evening Book Discussion

Tuesday, January 30, 2018

Small Great Things

By Jodi Picoult

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 began.
- Weeding of the Music CD collection continued.
- Weeding of the Paperback collection continued.
- Annual weeding of the Periodical collection began.
- Adult and Teen Summer Reading planning began.

Reference Services

January 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 Coloring Club, and Lauren Van Dyke hosted the genealogy club, Resources & Roots. Also, Nana Herron hosted the inaugural Real to Reel book/movie club!

Lastly, with the outstanding help of Robin Pittenger, we are preparing for another busy income tax season.

Special Services

January 2018

Submitted by: Sharon Montague, Special Services Director

We continue to work on posters and fliers for upcoming programming. The spring newsletter is nearly complete and should be mailed to Rolling Meadows homes and businesses during the week of February 19.

Planning for this year's Volunteer Luncheon on Friday, April 20 has begun.

Program Statistics:	204
Prohibition – Gary Midkiff	14
Meet Eleanor Roosevelt – Lynn Rymarz	28
Arts Alive Concert: AAC: Three Decades of Big Band	123
Movie: <i>Born In China</i>	
Tuesday	13
Friday	6
Paper Quilling – Karen Guico	20 (est)

Volunteer Hours:	76.0
Doris Botes	8.0
Katherine Kinney	14.5
Vinnie Sluga	3.0
Donna Thompson	46.5
Kevin Vane	4.0

Vikes Volunteer Hours:

There were no Vikes in January.

In-House Printing:	2030
Riso Duplicator	1580
Xerox Color Qube	450

Information Technology

January 2018

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.
- SonicWall replaced the malfunctioning Wi-Fi Access Point on the Upper Level.
- Deleted staff files were recovered using the Replay software on the Server.
- The microfilm reader in Reference was trouble-shooted and repaired.
- An additional printer was installed in the AS office to handle printing Tax Forms for patrons.
- Defective RAM was replaced in a PC in the Special Services office.
- A Jammed laser printer in the AS office was disassembled; 3 solenoids were cleaned & repaired.
- The Postage Meter & PC had a price change update installed.
- 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.
- A new HP color laser printer was configured & installed in the AS office.
- Patron PCs in the Adult & Youth area were updated and cleaned.
- Computer class laptops were cleaned and updated.
- The Reference Desk printer had internal cleaning performed.
- Staff PCs in Adult Services were cleaned and spyware/malware checks were performed.
- Phone charging cords were purchased allowing patrons to check them out and charge devices in the Garden Lounge USB outlets.
- Troubleshooting of the sound system in the Community Room was performed.
- Printer/toner usage stats were collected for January.
- Online program sign-up for January had 28 patrons, grand total - 1121!
- Stats for January's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for January.
- Program set-up was done for some adult programs and outside organizations using the Community Room.
- Assisted 2 patrons with MyMedia Mall.
- Assisted with 154 patrons & 250 staff issues.

Technical Services

January 2018

Submitted by: Steve Rossi, Technical Services Director

The Millennium calendar has been updated to reflect the dates the library will be closed in 2018.

We have been up and running on the hosted server for over a month and I'm happy to report that everything seems to be running smoothly. There is a slight delay in response time every so often, but nothing major that would affect workflow.

Technical Services cont'd

TNS (telephone notification system), and TRS (telephone renewal system) are also up and running with the new hosted server. The TNS & TRS equipment is still housed onsite, both of these systems are running on old outdated equipment. However, we cannot update these systems until we make the move from Millennium to the Innovative Sierra software.

Statistical review:

WorldCat searches	2,266
WorldCat updates	707
WorldCat exports	713
WorldCat deletions	1,152
Collection/Added	1,120
Collection/Deleted	2,564

Generated and printed 5 system reports for Staff weeding and inventory projects.

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

Youth Services

January 2018

Submitted by: Lucia Khipple, Youth Services Director

We are back to business as usual. We are running a mini Winter Club to encourage our patrons to try the Muzzy Language Online Programs. They can earn prizes by telling us about the Muzzy Language they are learning. It runs through February 10th. Regular programming is back in swing. We are preparing for our Dr. Seuss Celebration as we have for the past 16 years!

Laura Garcia hosted a group of women who toured the library from the East Park Neighborhood Resource Center (E.P.N.R.C.).

We sent out 11 book bags in January.