

**Departmental Reports
June 2018**

Exhibits

Art Gallery: Stained glass by Karen Meadows

Main Floor Display Cases

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

1 case: Adult and Teen Summer Reading Club: **Libraries Rock!**

Book Displays

Readers Services Displays

Brand New Fiction

Readalikes

High Octane Reads

New DVDs

Movies & Soundtracks That Rock

Brand New Documentaries

Mini Display

Pink Cadillac (pink covers)

Yellow Submarine (yellow covers)

New Teen Fiction

Take me to the Ocean (Beach Reads)

RMHS Summer Reads

Rolling Meadows Teens Got Talent

Audio File Sync Teen Books

Brand new CDs

The Music Room

New Audio Fiction Books

Audiobook Appreciation Month

Reference Services Displays

Meet Someone New – Read A Biography

Books For Grads!

Summer Reading Display - Geology

Reference Services - Mini Displays

Decorating

Self-Help

Youth Services Display

1000 Books before Kindergarten

Building Services

June 2018

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the grounds.
- Many lights and ballasts inside and outside of the building were replaced.
- Program set-ups were done in the Community Room.
- The gutters were cleaned.
- New window blinds were installed in the Director's office.
- The hand dryer in the Youth Services washroom was repaired.
- The outside book drop was cleaned and waxed.
- Loose laminating on top of the book shelves in Youth Services was re-fastened.
- The chillers and slit A/C coils were cleaned.
- The sump pump in Youth Services was checked and maintained.
- Side stream filters on the HVAC system were replaced.
- Air Filter Engineers changed HVAC filters on the lower level and second floor equipment.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

June 2018

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

- Updating of the Servers was performed.
- Updating of the website was performed.
- Troubleshooting of the phone system & voicemail system was performed.
- A new firmware was installed and tested on the SonicWall security appliance.
- Staff PCs were updated in Administration, AS, YS, TS, SS, and Circulation.
- Deleted staff files were recovered using the Replay software on the server.
- Performed troubleshooting, cleaning and general maintenance on vending machine in west wing.
- Cleaned and updated all iPads in YS.
- Performed cleaning of network cameras.
- Installed new firmware for each of the network cameras & camera server.
- Performed troubleshooting of the phone at the Welcome Desk.
- Patron PCs in the Adult and Youth area were updated, dismantled, and cleaned.
- Computer class laptops were cleaned and updated.
- Replaced an aging network switch that allows the internet to work.
- The YS Office copier fuser and drum were cleaned.
- Staff PCs in Adult Services were cleaned and spyware/malware checks were performed.
- Troubleshooting of the sound system in the Community Room was performed.
- Troubleshooting of the HP Z2100 large format printer was performed.
- Maintenance and calibration were performed on the postage machine.
- Printer/toner usage stats were collected for June.

Information Technology cont'd

- Online program sign-up for June had 72 patrons, grand total – 1370.
- Stats for June's Wireless Printing usage were collected; Patrons and Staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for June.
- Program set-ups were done for some Adult Programs and Outside Organizations using the Community and Board rooms.
- Assisted 3 patrons with MyMedia Mall.
- Assisted with 180 patrons & 239 staff issues.

Readers Services

June 2018

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, June 7, 2018

Women in the Castle

By Jessica Shattuck

Led By Carrie DeMoss

Morning Book Break

Tuesday, June 12, 2018

Women in the Castle

By Jessica Shattuck

Led by Carrie DeMoss

Teen Book Club

Friday, June 29, 2018

Better Nate than Ever

By Tim Federle

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 Fiction DVD Collection continued.
- Weeding of the Music CD Collection continued.
- Weeding of the Paperback Collection continued.
- Adult and Teen Summer Reading program began. The theme is Libraries Rock. There are currently 174 Adults and 21 Teens - a total of 195—participating in Summer Reading.

Reference Department

June 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 Real to Reel book/movie discussion group, and Lauren Van Dyke hosted the genealogy club, Resources & Roots.

Special Services

June 2018

Submitted by: Sharon Montague, Special Services Director

Summer reading clubs are up and running. We are currently working on the publicity items for July and August programming.

Program Statistics:	178
The Endurance – Michelle Pennington	19
America’s First Ladies – Gary Midkiff	27
Movie: <i>The Post</i>	
Tuesday	14
Friday	13
Arts Alive Concert: Steve Justman: Johnny Cash Tribute	80
Eliza Hamilton – Lynn Rymarz	25 (estimated)

Volunteer Hours: 50.0

Doris Botes	8.0
Katherine Kinney	6.5
Annie LeFevre	1.5
Vinnie Sluga	2.0
Donna Thompson	32.0

Vikes Volunteer Hours:

There were no Vikes in June.

In-House Printing: 5,606

Riso Duplicator	4,756
HP PaperWide	850

Technical Services

June 2018

Submitted by: Steve Rossi, Technical Services Director

During June and July with summer reading programming in full swing, this is traditionally a slower time in technical services. This allows us to catch up on any cataloging backlog and work on other special projects within the department.

Statistical review:

WorldCat searches	2,398
WorldCat updates	883
WorldCat exports	891
WorldCat deletions	1,211
Collection/Added	1,518
Collection/Deleted	1,015

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

49 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 14 books with damaged spines have been repaired; these items have been placed back into our Collection.

I attended the WILIUG (Wisconsin/Illinois Innovative Users Group) spring 2018 conference hosted by the Poplar Creek Public Library, the My Media Mall annual meeting via Webinar, and attended the following meetings held at the library: Bylaws and Personnel.

Youth Services

June 2018

Submitted by: Lucia Khipple, Youth Services Director

Though it's only mid – June, we are having a terrific summer. All our programs and summer reading are off to a great start with lots of enthusiastic readers. To coincide with our Summer Reading theme, our Library is Rocking!

We hosted a well-attended program with musicians from Macaroni Soup. Their music is always a story-time favorite and so it was easy to promote!

Harper Promise Volunteers continue to apply and volunteer hours in Youth Services.

We are now well over 30 volunteers, in addition to our 30 Jr. High Summer reading Volunteers.