

Departmental Reports May 2018

Exhibits

Art Gallery: Stained glass by Karen Meadows

Main Floor Display Cases

1 case: Warm Weather Eating: Grilling, Salads, & Picnics

1 case: Highlighting our Online Databases

Book Displays

Readers Services Displays

Adult Fiction/Brand New Fiction

Readalikes

Thank you for Your Service/Military Fiction

(Several patrons “thank yous” for this display)

Teens/New Teen Fiction

Of Kings and Queens/ Royal Reads

RMHS Summer Reads

Prom/Graduation 2018

Movies

Moms in Movies

War Movies

Brand New Documentaries

Music

Brand new CDs

Audio

Military Fiction

Reference Services Displays

Take A Walk!

Reference Services - Mini Displays

Self-Help

Humor

Youth Services Display

1000 books before Kindergarten

Building Services

May 2018

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds.
- 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 Reader Services areas.
- Program One Inc., cleaned all outside windows of the building.
- Metro Door inspected all main floor security grills.
- Kone, Inc. and Thompson Elevator Inspection Service performed the annual code required testing on both the elevator and dumbwaiter.
- Global Facility Solutions provided janitorial service.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

May 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 Summer Newsletter.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Handset cords were replaced in AS Office due to wear.
- AT&T was out to replace a dead T-1 line phone circuit board & repair a power issue.
- A new firmware was installed & tested on the SonicWall security appliance.
- Staff PCs were updated in Admin, AS, YS, TS, SS, and Circulation.
- A laptop in Administration was rebuilt after several errors appeared.
- Deleted staff files were recovered using the Replay software on the Server.
- Performed troubleshooting, cleaning & general maintenance on vending machine in West Wing.
- Cleaned & updated all iPads in YS.
- Rebuilt 1 PC for the public Walk-Up PC area.
- Performed cleaning of network cameras.
- Installed new firmware for each of the network cameras & camera server.
- Installed network camera in Readers Advisory area.
- Replaced network plugs for all cameras with newer/faster Ethernet plugs.
- Performed troubleshooting of the phone at the Welcome Desk.
- Patron PCs in the Adult & Youth area were updated, dismantled, and cleaned.
- Computer class laptops were cleaned and updated.
- The YS patron print release payment station was repaired.
- The YS Office copier fuser & drum were cleaned.
- Staff PCs in Adult Services were cleaned & spyware/malware checks were performed.

- Tested & re-configured staff PCs in TS, AS, Administration & YS.
- Troubleshooting of the sound system in the Community Room was performed.
- Troubleshooting of the HP Z2100 large format printer was performed.
- The Ref Desk HP MFP printer encountered feeding errors due to humidity. The printer was wiped clean, rebuilt and new firmware was installed.
- The postage machine had maintenance & calibration performed on it.
- Two Ethernet ports were installed in Receiving for the Postage system.
- The 10 year old networked Circulation Notices Printer was replaced.
- The Xerox printer in Special Services died after 6 years and was replaced with a newer technology HP printer that should last much longer and will save money on ink.
- Printer/toner usage stats were collected for May.
- Online program sign-up for May had 13 patrons, grand total -1,298!
- Stats for May's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for May.
- Program set-up was done for a few Adult programs and outside organizations using the Community Room. Room set-up was done in the Board Room for a few programs as well.
- Assisted 4 patrons with MyMedia Mall.
- Assisted with 208 patrons & 347 staff issues.

Readers Services

May 2018

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, May 3, 2018

Small Great Things

By Jodi Picoult

Led By Carrie DeMoss

Morning Book Break

Tuesday, May 8, 2018

Small Great Things

By Jodi Picoult

Led by Carrie DeMoss

Just Desserts

Tuesday, May 22, 2018

1984

By George Orwell

Led by Robin Schroeder

Programs and Activities

- Weeding of the Fiction collection continued.
- Multiple copies of fiction 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 Teen High School Summer Reading Collection was prepared.

Reference Services

May 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 Job Search program, and Lauren Van Dyke hosted the Genealogy Club, Resources & Roots.

Sue Montgomery attended the Reaching Forward Annual Conference.

Special Services

May 2018

Submitted by: Sharon Montague, Special Services Director

This has been a busy month. We have been feverishly working on Summer Reading Club preparations. In addition, posters and fliers for summer programming are in process.

We completed notepads to use as giveaways at the City Market events. Some additional promotional items are on order for the June event.

Program Statistics:

160

Backyard Bird Feeding 101 – Time Joyce	6
Mother’s Day Container Garden – Peggy Garvin	15
Movie: <i>The Greatest Showman</i>	
Tuesday	22
Friday	24
Arts Alive Concert: Multiplicity	64
Route 66 – Dave Clark	29

Volunteer Hours: 66.75

In-House Printing: 33,233

Doris Botes	5.5
Katherine Kinney	12.5
Annie LeFevre	4.25
Vinnie Sluga	2.0
Donna Thompson	41.5
Kevin Vane	1.0

Riso Duplicator	31,773
Xerox Color Cube	720
HP PaperWide	740

Technical Services

May 2018

Submitted by: Steve Rossi, Technical Services Director

A Patron record purge was run on the system; 444 patron records were removed from the database.

A new system printer has been installed on the network for the Millennium server. The old printer was causing more problems than its repair was worth. This printer is used daily to run the circulation notices. The old printer was 10 years old.

The ITYPE for the CD-ROM's in both departments has been changed to allow renewal of these items.

Statistical review:

WorldCat searches	2,917
WorldCat updates	950
WorldCat exports	966
WorldCat deletions	1,332
Collection/Added	1,664
Collection/Deleted	1,472

Generated and printed 8 system reports for Staff weeding and inventory projects.

281 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation. 20 books with damaged spines have been repaired; these items have been placed back into our collection.

Dan Mauller from Youth Services gave two groups of students a tour of the Technical Services department.

Teresa and I attended the annual volunteer luncheon along with our volunteer, Katherine.

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

Youth Services

May 2018

Submitted by: Lucia Khipple, Youth Services Director

May is always a great time in Youth Services. The first Saturday in May is always Free Comic Book Day. We have tons of school and pre-school visits, of all sizes come through, all our regular story-times, programs and activities and getting all the Summer Reading plans finalized. In addition, every organization we work with asks us to participate in the end of the school year programs and information fairs. It was also the opening of the new Rolling Meadows City Market. We are everywhere!

Laura Garcia represented the Library at the BPAC (Bilingual Parent Action Committee) Cultural Night, Fiesta De Mayo at the EPNRC, The FIND-PI program at the EPNRC and a Community Information Exchange sponsored by the Women's Program at Harper College. While the goal of attending these fairs is to get our information out to our public, we also make valuable connections with other service providers in our area and we are then invited to share our information with their clients or students.

All of our Harper Promise Students are finishing up their required hours of the year as well. This year we've had 18 Harper Promise Volunteers.

The Summer Reading Program starts June 4th, our theme is: Libraries Rock!

We sent out 13 book bags in May.