

February 2018

Exhibits

Art Gallery: John Green – Pen and Ink

Main Floor Display Cases

1 case: 17th Annual Dr. Seuss Celebration

1 case: Celebrate Black History Month

Book Displays

Readers Services Displays

Brand New Fiction

Read a Likes

Romance Fiction/ Break-up Fiction

New DVDs

Romantic Comedies

Black History Month

Brand New Documentaries

New Teen Fiction

New Year, New You

And They Lived Happily Ever After (Fairy Tale Fiction)

Mini Display

Black History Month

Reference Services Display

It's Madness (basketball)

Reference Services - Mini Displays

Birding

Crockpot Cooking

Civil War

Youth Services Display

1000 Books before Kindergarten

Building Services

February 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 ballasts inside and outside of the building were replaced.
- Program set-ups were done in the Community Room.
- Assisted General Mechanical on installation on side stream filters in HVAC System.
- Assisted JGC Services on repair and replacement of an ejector pump corroded draining pipe
- Repaired ejector pump #1 contact relay damaged after power outage.
- Spot cleaned chair upholstery in the Board Room.
- The sump pump in the YS area was checked and maintained.
- Air Filter Engineers changed HVAC filters on the lower level and 2nd floor equipment room.
- Kone Inc., provided Inspection and periodic maintenance on the elevator and dumbwaiter.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

February 2018

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

- Updating of the Servers was performed.
- Updating the website was performed as necessary.
- 23 webpages were rebuilt to reflect the 2018 Spring Newsletter.
- 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 in the Reference area.
- The SonicWall 2400 firewall security device was replaced due to End-of Support Life status. A new SonicWall 2650 firewall security device was configured & installed with total down-time of 5 seconds. With this newer advanced device, at no additional cost, we now have a faster internet speed.
- A dying back-up battery device at the Circulation Desk was replaced and a spare was purchased.
- The Ethernet & phone cables were re-done at the Welcome Desk.
- The Electronic Bulletin Board PC at the Welcome Desk was replaced due to age.
- Old Board Minute SD Cards were erased.
- Deleted staff files were recovered using the Replay software on the Server.
- Servers & printers were checked for operating problems, then repaired due to a power outage.
- 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.
- Patron PCs in the Adult & Youth area were updated and cleaned.
- Computer class laptops were cleaned and updated.
- The Admin Office printer had internal cleaning performed.

Information Technology cont'd ...

- The YS Office copier had internal cleaning performed.
- Staff PCs in Adult Services were cleaned & spyware/malware checks were performed.
- Troubleshooting of the sound system in the Community Room was performed.
- Printer/toner usage stats were collected for February.
- Online program sign-up for February had 55 patrons, grand total - 1176!
- Stats for February's Wireless Printing usage were collected; patrons/staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for February.
- Program set-ups done for Adult Programs & Outside Organizations using the Community Room.
- Assisted 4 patrons with MyMedia Mall.
- Assisted with 179 patrons & 241 staff issues.

Readers Services

February 2018

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, February 1, 2018

Nobody's Fool DVD & Everybody's Fool (Novel)

By Richard Russo

Led By Carrie DeMoss

Morning Book Break

Tuesday, February 13, 2018

The Radium Girls: The Dark Story of America's Shining Women

By Kate Moore

Led By Carrie DeMoss

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.
- The Cliff Notes collection was shelf-read.
- Annual weeding of the Periodical collection continued.
- Adult and Teen Summer Reading planning continued.
- Tax forms have arrived.
- The winner of the "Love is in the Air" basket was Denise W. Including the winner, there was a total of 130 entries.

Reference Services

February 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 the Four Seasons Book Club, Lauren Van Dyke hosted the Genealogy Club, Resources & Roots and Sue Montgomery hosted Let's Talk Travel: Italy.

Lastly, with the outstanding help of Robin Pittenger, we are busy with another tax season!

Special Services

February 2018

Submitted by: Sharon Montague, Special Services Director

The spring newsletter was completed. Publicity for spring programming is in progress. We are also working on preparations for the annual YS Dr. Seuss Celebration scheduled for March 3rd, and the Volunteer Luncheon on Friday, April 20.

Program Statistics:	162
Save on Your Utility Bills – Citizens Utility Board	15
Arts Alive Concert: The Highs and Lows of Musical Duos	94
A Night at the Oscars – Benson/Guire	30
Movie: <i>Victoria & Abdul</i>	
Tuesday	17
Friday	6

Volunteer Hours:	49.75
Doris Botes	7.0
Katherine Kinney	13.75
Donna Thompson	27.0
Kevin Vane	2.0

Vikes Volunteer Hours:

There were no Vikes in February.

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

Technical Services

February 2018

Submitted by: Steve Rossi, Technical Services Director

A new piece of equipment was installed on the network which greatly sped up the login time of the Millennium software. Several new locations codes have been added to the system.

Statistical review:

WorldCat searches	3,666
WorldCat updates	962
WorldCat exports	965
WorldCat deletions	2,046
Collection/Added	1,856
Collection/Deleted	994

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

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

Youth Services

February 2018

Submitted by: Lucia Khipple, Youth Services Director

February is the month we typically spend a lot of effort getting ready for our annual Seuss Celebration. Laura Garcia and Julie Farris hosted the Lincoln Story League here at RML. Laura Garcia also presented a story-time at the F.I.N.D.P.I. (Family Involvement Nurturing Development Prevention Initiative) program) and took 1000 Books before Kindergarten reports at the EPNRC (East Park Neighborhood Resource Center). She also attended the Rolling Meadows Partners meeting to encourage low income and immigrant families to participate in community resources. This group includes: District 214, 211, 15, 54, ECDEC (Early Childhood Development Enrichment Center), Harper College, Rolling Meadows Park District, Rolling Meadows Chamber of Commerce, Rolling Meadows Police Department, Palatine Opportunity Center, Alderman Joe Gallo, local Churches and also the F.I.N.D.P.I.

We sent out 17 book bags in February.