

## Departmental Reports April 2018

### Exhibits

**Art Gallery:** Stained glass by Karen Meadows

#### **Main Floor Display Cases**

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

**1 case:** Get Ready for Spring: Gardening

### Book Displays

#### **Readers Services Displays**

##### **Fiction**

Brand New Fiction

Read a Likes

April Showers Bring May Flowers (Spring Fiction)

##### **Teen**

New Teen Fiction

New Twist on Shakespeare

Worlds of Wonder (Science Fiction)

April is Financial Literacy Month

##### **Movies**

New DVDs

Water, Water Everywhere

Brand New Documentaries

##### **Music**

Brand New CDs

Liner Notes: Reba McEntire

##### **Mini Display**

Showers of New Spring Books

#### **Reference Services Displays**

Sorry, My Week Is Booked

#### **Reference Service Mini Displays**

The Unexplained

Bees

#### **Youth Services Display**

1000 Books before Kindergarten

## **Building Services**

April 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.
- A new track light in Youth Services was installed.
- The hand dryer in the main floor washroom was repaired.
- The main intake vents and rooms were cleaned.
- The lawn mowers and tractor were tuned up and prepared for summer.
- G&J Services, Inc. completed resurfacing the exterior entry and the entire front canopy facades of the building with Portland cement, 4 oz. of mesh, and a finishing coat. Also painted were the outside skylight facade walls.
- We continued standard daily building maintenance and spot cleaning of carpets.

## **Information Technology**

April 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.
- Troubleshooting of the phone system & voicemail system was performed as necessary, including a voicemail recording time issue.
- A new firmware was installed & tested on the SonicWall security appliance.
- Staff PCs were updated in Admin, AS, YS, TS, SS, and Circulation.
- Deleted staff files were recovered using the Replay software on the Server.
- 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.
- Rebuilt 2 PCs for the public Walk-Up PC area.
- Rebuilt a staff PC in the Adult Services office.
- Performed cleaning of network cameras.
- Installed new firmware for each of the network cameras & camera server.
- Testing of different locations for the camera installation in the RA area.
- Re-directed an ethernet cable to Readers Advisory area for network camera installation.
- Performed troubleshooting of the phone at the Welcome Desk.
- Patron PCs in the Adult & Youth area were updated and cleaned.
- Computer class laptops were cleaned and updated.
- The YS Office copier touch screen was repaired by ABS.
- Staff PCs in Adult Services were cleaned & spyware/malware checks were performed.
- Re-configuring of Staff PCs in Circulation & AS Office.
- Re-configured some of the phones in the AS Office & at the Welcome Desk.

- Troubleshooting of the sound system in the Community Room was performed.
- A Circ Desk PC was removed, heavily cleaned & the monitor was replaced.
- 2 new monitors were installed in the Special Services office.
- Troubleshooting of the HP Z2100 large format printer was performed.
- Cord management at the Reference Desk was completed allowing for 3 walkways at the desk.
- Printer/toner usage stats were collected for April.
- Online program sign-up for April had 19 patrons, grand total -1285!
- Stats for April's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for April.
- The YS program room was re-configured for 2 days into a temporary computer lab for the YS Minecraft programs.
- Program set-up was done for Adult Programs/Outside Organizations using the Community Room.
- Assisted 3 patrons with MyMedia Mall.
- Assisted with 184 patron & 289 staff issues.

## **Readers Services**

April 2018

Submitted by: Mary Constance Back, Readers Services Department

## **Book Discussions**

### **Books and Bagels**

Thursday, April 5, 2018

*The Underground Railroad*

By Colson Whitehead

Led By Carrie DeMoss

### **Morning Book Break**

Tuesday, April 10, 2018

*The Underground Railroad*

By Colson Whitehead

Led by Carrie DeMoss

### **Just Desserts**

Tuesday, April 24, 2018

*When Breath Becomes Air*

By Paul Kalanithi

Led by Robin Schroeder

## **Programs and Activities**

- Weeding of the Fiction collection continued.
- Multiple copies of fiction and DVDs were weeded.
- 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.

## Reference Services

April 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: Adventure. Sue Montgomery and Lauren Van Dyke also represented the library at the City of Rolling Meadows Business & Community Expo!

Reference Staff is also wrapping up another busy income tax season!

## Special Services

April 2018

Submitted by: Sharon Montague, Special Services Director

Summer reading club preparations are in progress. We continue to work on publicity items for spring programming, and the summer newsletter is underway.

We planned and hosted the Volunteer Luncheon. The Legacy Project slides were updated, including verification of dates of service for each honoree.

<b>Program Statistics:</b>	<b>210</b>
Inside Cuba – Libby Hellman	15
Lady Diana, Princess of Wales – Jim Gibbons	27
Movie: <i>Darkest Hour</i>	
Tuesday	24
Friday	17
Arts Alive Concert: Classical Piano – Mark Valenti	76
Volunteer Luncheon	51

<b>Volunteer Hours:</b>	<b>63.00</b>	<b>In-House Printing:</b>	<b>1,460</b>
		Riso Duplicator	790
Doris Botes	15.0	Xerox Color Qube	670
Katherine Kinney	7.25		
Annie LeFevre	.75		
Vinnie Sluga	2.0		
Donna Thompson	36.0		
Kevin Vane	2.0		

## Vikes Volunteer Hours:

There were no Vikes in April.

## **Technical Services**

April 2018

Submitted by: Steve Rossi, Technical Services Director

A new item status has been added to the Millennium system for Youth Services Display material.

Several IP changes for various databases have been submitted to Innovated for whitelisting to gain access to our hosted server.

### **Statistical review:**

WorldCat searches	2,890
WorldCat updates	1,242
WorldCat exports	1,253
WorldCat deletions	970
Collection/Added	1,655
Collection/Deleted	1,260

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

175 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation. 13 books with damaged spines have been repaired; these items have been placed back into our collection.

Teresa and I attended the annual volunteer luncheon along with our volunteer Katherine. I attended the following meeting held at the library; Development Committee.

## **Youth Services**

April 2018

Submitted by: Lucia Khipple, Youth Services Director

Spring break programs proved to be really popular this year. All programs from the movies shown to Mine Craft Mania were well attended. Regular programming for spring continues, as we enter into school visit season, when we hope that many of the classes from our local schools will have a chance to visit the library and have a special program presented to them by Darlene Eiffes.

Laura Garcia represented the library at the Young Child Expo which highlights services for children and families coordinated by ECDEC (Early Childhood Developmental Enrichment Center), FIND PI(Family Involvement Nurturing Development Prevention Initiative) and District 214 Community Education.

Brooke Cusmano attended C2E2 the Comic and Popular Entertainment Conference.

We sent out 25 book bags in April.