

Departmental Reports September 2018

Exhibits

Art Gallery: Drawings by Joseph A. Burlini

Main Floor Display Cases

1 case: September is Library Card Sign-Up Month

1 case: Quilting Display by the Rolling Meadows Quilters

Book Displays

Readers Services Displays

Brand New Fiction

Apple of your Eye: Staff Picks

New DVDs

Pick of the Crop

Brand New Documentaries

Mini Display

Red Covers Fiction

New Teen Fiction

Staff Picks

Forbidden Fruit

RMHS Summer Reads

Brand New CD/ the Music Room

Roll over Beethoven!

Reference Services Displays

Look Into Photography

Reference Services - Mini Displays

Exotic Cooking: Have You Tried These?

Youth Services Display

1000 Books before Kindergarten

Building Services

September 2018

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash around the building.
- Many lights and ballasts inside and outside of the building were replaced.
- Program set-ups were done in the Community Room.
- A stall lock was replaced in the first floor handicapped women's bathroom.
- The paper towel dispenser in the woman's restroom on the first floor was adjusted
- The gutters and storm drains were cleaned.
- The dumbwaiter pit was cleaned.
- Air Filter Engineers changed HVAC filters on lower level & second floor equipment room.
- JGC Services Inc. provided inspection on the backflow devices.
- JGC Services Inc. installed a new sump pump in the Youth Services area and also rerouted the PVS pipe in the exterior stair well.
- Flooring Management Group provided quarterly carpet cleaning.
- We continued daily standard building maintenance and spot cleaning of carpets.

Information Technology

September 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 Fall Newsletter.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Staff PCs were updated in Admin, AS, YS, TS, SS, and Circulation.
- 2 deleted staff files were recovered using the Replay software on the Server.
- Cleaned & updated all iPads in YS.
- Installed new firmware for the camera server.
- Began replacing worn-out 20 year old Ethernet cables in Tech Services.
- Re-configured a TS printer to free up certain IP addresses for camera installation.
- Performed troubleshooting of the phone at the Welcome Desk.
- Patron PCs in the Reference area were updated, dismantled, and scrubbed.
- Computer class laptops were cleaned and updated.
- Several staff PCs in Adult Services were cleaned & spyware/malware checks were performed.
- A monitor was replaced at the Circulation Desk.
- A new UPS battery backup unit was installed for the Notification& Renewal ILS Servers.
- Our database webpage had links corrected.
- Troubleshooting of the HR laptop was performed.
- Troubleshooting of the Circ Notices Printer was performed.
- The hard drive for the Welcome Desk Bulletin Board was replaced.

Information Technology cont'd ...

- Replaced aged & broken hardware on the AS Office Workstations.
- The print release payment station in YS was repaired.
- Printer/toner usage stats were collected for September.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for September.
- Assisted 3 patrons with MyMedia Mall.
- Assisted with 184 patrons & 241 staff issues.

Readers Services

September 2018

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, September 6, 2018

The Book That Matters Most

By Ann Hood

Led by Carrie DeMoss

Morning Book Break

Tuesday, September 11, 2018

The Book That Matters Most

By Ann Hood

Led by Carrie DeMoss

Just Desserts

Tuesday, September 25, 2018

A Gentleman in Moscow

By Amor Towles

Led by Robin Schroeder

Teen Book Club

Friday, September 28, 2018

The War of the Worlds

By H. G. Wells

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 Music CD Collection continued.
- The DVD Fiction Collection was weeded and shifted.
- The DVD TV Collection was weeded and shifted.
- The Foreign Film Collection was shifted.
- Book Lover's Day planning continued.

Reference Services

September 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 and Nana Herron hosted the Creative Coloring Club, the Real to Reel Discussion Group, and Jump Start Your Job Search. Also this month, Lauren Van Dyke hosted the Genealogy Club, Resources & Roots, and Sue Montgomery hosted the inaugural Ted Talks Tuesdays!

Special Services

September 2018

Submitted by: Sharon Montague, Special Services Director

We continue to work on posters and fliers for fall programming.

Program Statistics: 129

World Wildflower Tour - Glenn Adelson	19
Autumnal Wreaths - Barbara Ottolilno	15
Movie: <i>Won't You Be My Neighbor?</i>	
Tuesday	20
Friday	18
Arts Alive Concert: Jimin Yun/Nazar Dzhuryn classical piano and cello	57

Volunteer Hours: 48.5

Doris Botes	2.0
Katherine Kinney	10.25
Annie LeFevre	.75
Donna Thompson	35.5

Vikes Volunteer Hours:

There were four Vikes volunteers who worked a total 14.25 hours in September.

In-House Printing: 2,165

Riso Duplicator	1,790
HP PaperWide	375

Technical Services

September 2018

Submitted by: Steve Rossi, Technical Services Director

The library was in the process of removing a large number of DVD security cases that were no longer needed. I was able to find a couple of libraries from down state that were able to use them. Jennifer Jacobsen-Wood from the Alpha Park Public Library picked up about 800 cases and Liza Hickey from the Peoria Public Library picked up 2,800 cases.

Statistical review:

WorldCat searches	3,458
WorldCat updates	1,154
WorldCat exports	1,159
WorldCat deletions	1,426
Collection/Added	1,645
Collection/Deleted	956

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

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

Teresa, Sarah, and I attended the Un-Conference presented by Technical Services LACONI group and hosted by the Elk Grove Public Library.

Youth Services

September 2018

Submitted by: Lucia Khipple, Youth Services Director

We are in regular school season mode. Darlene Eiffes has had lots of class visits. We are seeing lots of new kids who are beginning readers. To better meet their needs, we have re-classified our Beginning Reader Collection. It should be a lot easier for kids to find just the right book to read. Come down to Youth Services to see what a Zebra book is!

The 1000 Books before Kindergarten Program remains strong. We are running out of room for all the stars.

We sent out 22 teacher bags.