

Departmental Reports August 2018

Exhibits

Art Gallery: Drawings by Joseph A. Burlini

Main Floor Display Cases

1 case: YS Summer Reading Club/September is Library Card Sign-up Month

1 case: Quilting display by the Rolling Meadows Quilters

Book Displays

Readers Services Displays

Brand New Fiction

Pages from Paradise: Wish You Were Reading
Need To Get Away? (Display and Raffle)

New DVDs

Movies In Paradise
Brand New Documentaries

Mini Display

Beach Fiction

New Teen Fiction

Somewhere On A Beach (beach reads)
RMHS Summer Reads

Brand New CD/ The Music Room

Roll Over Beethoven!

New Audio Fiction Books

Life's A Beach!

Reference Services Displays

Biking/bicycles

Reference Services - Mini Displays

True Books That Read Like Fiction
Happy Birthday, Beatrix Potter

Youth Services Display

1000 Books before Kindergarten

Building Services

August 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 new handle was replaced on the door of the Friends closet.
- The lock on the front door of the library was repaired.
- Window blinds in the Adult Services area were repaired.
- The outside book drop was cleaned and waxed.
- A broken humidifier in the Program Room was repaired.
- Cleaning and paper supplies were ordered and received.
- Global Facility Solutions provided daily janitorial service.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

August 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.
- Internal cleaning of the TS Director's PC & additional RAM was installed.
- 2 deleted staff files were recovered using the Replay software on the Server.
- Cleaned & updated all iPads in YS.
- Current Technologies prepared a quote for the parking lot cameras.
- Installed new firmware for the camera server.
- Performed troubleshooting on the phone at the Welcome Desk.
- Patron PCs in the Adult & Tech area were updated, dismantled, and cleaned.
- Computer class laptops were cleaned and updated.
- Internal cleaning of the Admin copier was performed.
- Several staff PCs in Adult Services were cleaned & spyware/malware checks were performed.
- Our database webpage had links corrected.
- Troubleshooting of the sound system in the Community Room was performed.
- A damaged hard drive was replaced in the Circ Workroom area.
- Troubleshooting of the Circ Notices Printer was performed.
- The hard drive for the Welcome Desk Bulletin Board was trouble-shooted.
- Replaced some aged & broken hardware on the Circ Backroom & AS Office Workstations
- In the process of gathering quotes for the new Windows Server to be purchased before year end.

- Began testing hardware in preparation for our upgrade to Windows 10 next year.
- A power supply was replaced for a patron PC in Reference.
- A new Employee Manual & Policy Manual were indexed for easier use and posted online.
- Printer/toner usage stats were collected for August.
- Online program sign-up for July had 19 patrons, grand total - 1407!
- Stats for August's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for August.
- Program set-ups were done for some Adult programs and Outside Organizations using the Community and Board rooms.
- Assisted 4 patrons with MyMedia Mall.
- Assisted with 192 patrons & 253 staff issues.

Readers Services

August 2018

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Teen Book Club

Friday, August 24, 2018

The Perks of Being a Wallflower

By Stephen Chbosky

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.
- Teen Fiction was weeded.
- The Large Type Collection was shifted.

On August 9, 2018, Mary Constance Back presented the ARRT Leadership Program, "Discussing Graphic Novels and Other Unique Formats" at the Northbrook Public Library. There were 18 people in attendance.

The Adult and Teen Summer Reading programs concluded. Statistics are as follows:

Adult participants = 222

Teen participants = 30

Total participants = 252

Adult Books Read: 982

Adults Read an Average of 4.4 Books Each

Teen Materials Used: 240

Teens Read/Listened/Watched an Average of 8 Items Each

Reference Services

August 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 Lauren Van Dyke hosted the genealogy club, Resources & Roots.

Special Services

August 2018

Submitted by: Sharon Montague, Special Services Director

The newsletter has been mailed to area homes. We have begun making posters and fliers for upcoming programming.

LoriAnne worked on an eye-catching display for Library Card Sign-Up Month. She also designed a banner, drawing slips and drawing box. We are looking forward to another successful campaign.

Program Statistics:	152
Illinois at 200 – William Pack	19
Women of World War II: Barb Warner Deane	32
Movie: <i>Star Wars: The Last Jedi</i>	
Tuesday	2
Friday	10
Arts Alive Concert: Jazz Spectrum	89

Volunteer Hours:	67.5
Doris Botes	10.0
Katherine Kinney	15.25
Annie LeFevre	2.25
Vinnie Sluga	1.0
Donna Thompson	39.0

Vikes Volunteer Hours:

There were no Vikes in August.

In-House Printing:	3,655
Riso Duplicator	3,205
HP PaperWide	450

Technical Services

August 2018

Submitted by: Steve Rossi, Technical Services Director

Statistical review:

WorldCat searches	2,758
WorldCat updates	1,088
WorldCat exports	1,091
WorldCat deletions	1,070
Collection/Added	1,644
Collection/Deleted	2,025

Generated and printed 6 system reports for Staff weeding and inventory projects.

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

11 books with damaged spines have been repaired; these items have been placed back into our Collection.

Youth Services

August 2018

Submitted by: Lucia Khipple, Youth Services Director

Summer is over! At least Summer Reading has come to its conclusion. Sign-ups were increased for all ages with a total of just over 8% increase. Hours read was also up. It felt like it was a very successful summer and it was.

School has already been in session for almost 2 weeks and Youth Services patterns have changed accordingly. We have lots of teachers requesting book bags and visits to the library. Our regular year programming begins this week as well.

Our program 1000 Books before Kindergarten has really gained momentum and is going strong.

We sent out 17 teacher bags this month.