

Departmental Reports July 2019

Exhibits

Art Gallery: Photography by James Hojnacki

Main Floor Display Cases

1 case: Summer Reading Club for Youth: *It's Showtime at Your Library*

1 case: Summer Reading Club for Adult and Teen: *It's Showtime at Your library*

Book Displays

Readers Services Displays

Brand New Fiction

Sunny Days

Library Reads

Word on the Street

New DVD's

Thanks for the Memories

Brand New Documentaries

New Teen Fiction

Read the Movie/Watch the Book

RMHS Summer Reads #RMHS Reads

Audio File Sync Downloadable Books for Summer

Brand new CDs/The Music Room

Good Vibes

New Audio Fiction Books

It's Showtime in Audiobooks

Reference Services Displays

BBQ, Salads, Cool Treats!

It's A Great Time to Get Going! (Travel)

It's Show Time

Reference Services - Mini Display

Big Fun – Little Books

Youth Services Display

1000 Books before Kindergarten

Building Services

July 2019

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.
- The shrubs were pruned and weeds pulled around the building.
- The paper towel dispenser in the second floor restroom was repaired.
- All air supply vents were cleaned.
- The chillers and split A/C coils were cleaned.
- Two new doorbell transmitters at the rear entrance of the building were installed.
- Rubber-made floor baseboards were installed in the North Expansion area.
- Thompson Elevator Inspection Services performed the annual code-required testing on both the Elevator and Dumbwaiter.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

July 2019

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

- Updating of the Servers was performed.
- Updating of the website was performed as necessary.
- Website links were changed to redirect patrons to our new eBook provider.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Gathered quotes for the 2020 budget.
- A firmware update was installed on all locked-down Windows 10 machines.
- Staff PCs were updated in Admin, AS, BS, Circulation, TS, SS, and YS.
- After a power outage in June, the voicemail server died. The entire server had to be replaced.
- A new PC & monitor mount was installed in the AS Office.
- A PC was rebuilt for the AS office, a Reference area PAC was also rebuilt.
- Updated the new Wireless Classroom laptops.
- The new Cisco Meraki Networking Switch had a firmware update installed.
- We continue shifting staff PCs from Office 2010 to Microsoft Office 2013.
- The lockdown software had new firmware installed on all patron PCs and Public Desks.
- Installed new firmware for the camera server.
- Installed new versions of the camera software app from the 2017 app to the 2019 app.
- Upgraded firmware for cameras and cleaned camera domes.
- All of the prep-work was done for installing the camera for the front walkway.
- A SSD (Solid State Drive) has been installed on a staff PC at the Reference Desk.
- A SSD was installed on a PC in Special Services and the PC was completely rebuilt.

- We are rotating some networked & un-networked printers between the Ref Desk, Tech Services, both AS Director's offices and the Ask Me Desk.
- We are currently removing extra Ethernet cables in the Youth Services patron area.
- We diagrammed all the new AS Office phone lines and have begun removing the old phone lines.
- Patron PCs in the Reference area were updated.
- Troubleshooting of the sound system in the Community Room was performed.
- Printer/toner usage stats were collected for July.
- Online program sign-up for July had 71 patrons & an overall total of 1,736!
- Stats for July's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for July.
- The YS Program Room was re-configured for a day into a temporary computer lab with 24 PCs for a YS Minecraft program.
- Assisted 3 patrons with MyMedia Mall.
- Assisted with 385 patrons & 390 staff issues.

Readers Services

July 2019

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions:

Books and Bagels

Thursday, June 6, 2019

The Great Alone

By Kristin Hannah

Led by Carrie DeMoss

Morning Book Break

Tuesday, June 11, 2019

The Great Alone

By Kristin Hannah

Led by Carrie DeMoss

Programs and Activities

- The fiction collection was refreshed to make room for new acquisitions.
- The Summer Reading Program continues to keep us busy this month.
- Current Summer Reading participants:

262 Adults

48 Teens

Mary Constance Back served on the ILA Readers' Advisory Service Award Committee, sponsored by the Adult Reading Round Table. The award recognizes excellence in the planning, development, and delivery of readers' advisory service to adults and teens.

Reference Services

July 2019

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. Anne also hosted “Tech Tuesdays” our new drop-in service for library technology related questions. Nana Herron hosted Coloring Club and the Four Seasons Book Group. And, Lauren Van Dyke hosted the Genealogy Club, Resources & Roots, and Sue Montgomery hosted Ted Talks.

Lastly, the Reference Department welcomed a new staff member, Cheryl Sampson. Cheryl replaces Laura Comastro as the new roaming customer service representative.

Special Services

July 2019

Submitted by: Sharon Montague, Special Services Director

We continue to work on publicity for the remaining summer programs. The fall newsletter is in progress.

The Apollo 11 program was very well attended. The presenter was a local resident who drew quite a crowd. The Daily Herald published a nice article about the presenter prior to the program which also increased interest in our program.

Program Statistics:	234
50th Anniversary of Apollo 11 Moon landing – Bob Davidson	154
Arts Alive Concert - Randy Walker: Motown Review	51
50th Anniversary of Woodstock – Dan Milano	13
Freewheeling in Ireland – John Lynn	13
Advocating for Our Family - Terri Dreher, R.N.	3

Volunteer Hours	50.25
Anne LeFevre	3.75
Katherine Kinney	8.5
Vinnie Sluga	1.0
Donna Thompson	37.0

VIKES Volunteer Hours:

There were no Vikes in July.

In-House Printing:	2,411
Riso Duplicator	1,721
HP PaperWide	690

Technical Services

July 2019

Submitted by: Steve Rossi, Technical Services Director

Sarah has been working on the “shelf renewal” project in the biography selection of the adult collection. The shelf renewal project consists of checking the item for wear, replacing the Mylar jacket, and updating the MARC record to make the items better retrievable.

The library social media pages have been updated, Facebook and Twitter, to reflect the current programs and events happening throughout the building.

Statistical review:

WorldCat searches	2,293
WorldCat updates	769
WorldCat exports	771
WorldCat deletions	807
Collection/Added	1,270
Collection/Deleted	1,472

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

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

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

Youth Services

July 2019

Submitted by: Lucia Khipple, Youth Services Director

At the end of June, we said a fond good bye to Elaine Sugent after over 30 years of service to Youth Services. That was a bitter sweet celebration. We welcomed Wictoria Kozlowska, a recent Notre Dame graduate who is bilingual in Polish.

Youth Services is still deep into Summer Reading and summer programs. We are so happy to have the program room back again. Participation continues to be good. We continue to have Rolling Meadows Park District campers and lots of families coming in to fill up their summer hours.

Laura Garcia continues to present children’s programs at the EPNRC. (East Park Neighborhood Resource Center).

The City Market was cancelled this month due to extreme heat.

We sent out 2 teacher bags.