

**Departmental Reports**  
**June 2019**

**Exhibits**

**Art Gallery:** Watercolors by Nancy Wedow

**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**

First Name Basis

Library Reads

Show Me the Money

**New DVD's**

Doris Saves the Day/Rock Around the Clock

Show Me the Money

Brand New Documentaries

**New Teen Fiction**

Read the Movies/Watch the Book

RMHS Summer Reads/RMHS Reads

Audio File Sync Downloadable Books for Summer

**Brand New CD's**

The Music Room

**Audiobook Appreciation Month**

New Audio Fiction Books

**Reference Services Displays**

Showtime

TV and Movies

**Reference Services - Mini Displays**

Big Fun - Little Books

Summer Picnics

**Youth Services Display**

One Thousand Books before Kindergarten

## **Building Services**

June 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.
- The walls in the Adult Services work room were repaired and cleaned.
- Two offices in the west wing were painted.
- Program set-ups were done in the Community Room.
- Spot cleaned chair upholstery in the Board Room and Community Room.
- A broken dehumidifier in the Community Room was repaired.
- The old newspaper delivery box was removed from the rear of the building.
- Carpet Outlet, Inc. completed the installation of carpeting and cover base in the Adult Services work room and also two Department Director offices.
- We continued standard daily building maintenance and spot cleaning of carpets.

## **Information Technology**

June 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.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- 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. The monthly update chart is working well.
- 32 New Ethernet & voice lines were run into the Adult Services offices to replace every data & voice line, we ran around 3700 feet of Ethernet cable.
- New locations for data/voice ports were installed for almost every work station in Adult Services.
- Installed support brackets from IT to Adult Services.
- Once the construction wrapped up, we moved all the PCs in the AS temporary office back into the regular AS Office. We have been troubleshooting & reinstalling the PCs as well.
- The Readers Advisory Desk PC was replaced due to problems freezing.
- Updated the new Wireless Classroom laptops.
- The new Cisco Meraki Networking Switch had a firmware update installed.
- We have continued shifting staff PCs from Office 2010 to Microsoft Office 2013.
- Windows 10: One-on-one training with several staff was done.
- Installed new firmware for the camera server.
- Installed new versions of the camera software app, we went from the 2017 app to the 2019 app.
- Upgraded firmware for cameras.
- Cleaned camera domes.
- All of the prep-work is done to install the camera for the front walkway.
- Nine new Ethernet lines were run to the YS Kids PC area.

- We are currently removing extra Ethernet cables in the Youth Services patron area.
- Performed troubleshooting of the phone at the Welcome Desk.
- 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 June.
- Online program sign-up for June had 27 patrons & an overall total 1,665!
- Stats for June's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for June.
- Assisted 2 patrons with MyMedia Mall.
- Assisted with 344 patrons & 387 staff issues.

## **Readers Services Department**

June 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 Summer Reading Program is in full swing.

#### **Summer Reading participants:**

223 Adults

34 Teens

### **Reference Services**

June 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. In addition, Nana Herron hosted Coloring Club and the Real to Reel book/movie discussion group. Lastly, Lauren Van Dyke hosted the genealogy club, Resources & Roots.

**May 2019 Reference Report** (not included in last month's report due to a computer glitch):

Anne Jefferson instructed numerous computer classes, Nana Herron hosted Coloring Club, Lauren Van Dyke hosted the Genealogy Club, Resources & Roots, and Sue Montgomery hosted Let's Talk Travel: New England.

Sue Montgomery attended Reaching Forward and a LACONI program on Weeding and Collection Development and Lauren Van Dyke represented the Library at the Community Information Exchange at Harper College.

## **Special Services**

June 2019

Submitted by: Sharon Montague, Special Services Director

Summer reading decorations were completed. We continue to work on publicity for the remaining summer programs.

<b>Program Statistics:</b>	<b>109</b>
Essential Oils – Dawn Duffy	10
Tuesday Matinee: <i>Isn't It Romantic</i>	11
Friday Night Movie: <i>Isn't It Romantic</i>	3
Arts Alive Concert: Multiplicity	66
Freewheeling in Ireland – John Lynn	18 (estimated)
Advocating for Our Family - Terri Dreher, R.N.	1 (estimated)
<b>Volunteer Hours</b>	<b>36.5</b>
Katherine Kinney	4.5
Donna Thompson	32.0

## **VIKES Volunteer Hours:**

There were no Vikes in June.

<b>In-House Printing:</b>	<b>2,398</b>
Riso Duplicator	1,465
HP PaperWide	933

## **Technical Services**

June 2019

Submitted by: Steve Rossi, Technical Services Director

The Library digital media consortium My Media Mall has changed names. The URL in the MARC record, which directs the user to the digital download needed updating. Over 32,000 MARC records were updated using global update. A generic download icon has also replaced the My Media Mall icon in the public WebPac.

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

Workers from Alliance Moving returned the office furniture from storage and reassembled the units in anticipation of the Adult Services staff move back to their office space.

**Statistical review:**

WorldCat searches	2,970
WorldCat updates	1,025
WorldCat exports	1,030
WorldCat deletions	1,118
Collection/Added	1,076
Collection/Deleted	1,280

Generated and printed 3 system reports for Staff weeding and inventory projects.

107 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 9 books with damaged spines have been repaired; these items have been placed back into our Collection.

I attended the weekly construction update meeting held here at the Library with representatives from L.J. Morse, DLA Architects, and Library staff along with an LED lighting planning meeting. I also attended the following in-house Committee meetings: Bylaws, Development and Personnel.

**Youth Services**

June 2019

Submitted by: Lucia Khipple, Youth Services Director

Youth Services is deep into summer Reading. So far, participation has been very active and program registrations have been filling up rapidly. We have Rolling Meadows Park District campers and lots of families coming in to fill up their summer hours especially with the weather being so miserable.

Laura Garcia presented two children's programs with the BPAC (Bilingual Parents Action Committee) at the EPNRC (East Park Neighborhood Resource Center).

We also represented the Library at the city Block Party. For once, it was a beautiful evening weather-wise; Steve Rossi was my able partner this time. We engaged with well over 300 people, signing them up for all the Reading Programs, issuing new Library cards and telling them about our terrific programs and services.

We sent out 3 teacher bags.