

## Departmental Reports May 2019

### Exhibits

**Art Gallery:** Watercolor by Nancy Wedow

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

**1 case:** Friends of the Rolling Meadows Library

**1 case:** Where will Summer Take You? – travel collection highlighted

### Book Displays

#### **Readers Services Displays**

##### **Books**

Brand New Fiction

Hometown Heroes

Unsung Heroes

Superheroes

Not All Heroes Wear Capes

##### **Music**

Brand New CDs/The Music Room

##### **Movies**

New DVDs

Superhero Movies

Acts of Valor

Brand New Documentaries

##### **Teen**

New Teen Fiction

Be Your Own Hero

RMHS Summer Reads

Audio File Sync Downloadable Books for Summer

Will You Go to Prom With Me?

##### **Audio Books**

New Audio Fiction Books

Heroes in Audiobooks

##### **Mini Display:**

Villains

#### **Reference Services Displays**

Keep Calm and Get Organized

#### **Reference Services - Mini Displays**

War, Memorial Day

#### **Youth Services Display**

1000 Books before Kindergarten

## **Building Services**

May 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.
- Spot cleaned chair upholstery in the Reference and Adult Services areas.
- The carpets and tile floors were cleaned after the flood in the Youth Services area.
- Assisted Air Filter Engineers with changing HVAC filters on the lower and upper floors.
- The shrubs were pruned and weeds pulled around the building.
- The chillers and split A/C coils were cleaned.
- The entrance canopy light dial time switch was repaired
- Global Facility Solutions provided daily janitorial service.
- We continued daily building maintenance and spot cleaning of carpets.

## **Information Technology**

May 2019

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

- Updating of the Servers was performed.
- 23 webpages were rebuilt to reflect the 2019 Summer Newsletter.
- Updating of the website was performed as necessary.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- The SmartShield lockdown software was trouble-shooted and re-installed.
- The PC that manages all locked-down PCs in the building was replaced.
- A firmware update was installed on all locked-down Windows 10 machines.
- Contacted Quest to troubleshoot our Rapid Recovery Server Back-up software.
- Staff PCs were updated in Admin, AS, BS, Circulation, TS, SS, and YS.
- We worked into the night on May 10<sup>th</sup> to rebuild the Reference Walk-Up PCs. They are now operating on Windows 10. Many thanks to Cesar, Brian, Jennifer & Anne Jefferson.
- New Ethernet lines were run up to the Admin Office as part of the Ethernet cable replacement being done this year. We installed 2 patron scanning stations in the Reference Walk-up PC area.
- All 8 Patron PCs were rebuilt with Windows 10 OS in the YS Kids Zone.
- All 8 Library Catalog PAC Stations were rebuilt with the Windows 10 OS.
- The YS Ask Me Desk Staff PCs were rebuilt with Windows 10 OS.
- Updated the new Wireless Classroom laptops.
- The new Cisco Meraki Networking Switch was configured and installed. The wiring diagram was updated to reflect this installation.
- Continued shifting staff PCs from Office 2010 to Microsoft Office 2013.
- The 25 year old Ethernet cables (approx. 3000 ft.) in the AS Office were removed prior to construction and will be replaced with Cat.6 Ethernet cables.
- The damaged printer from the Reference Desk was repurposed to assist in the printing of the Youth Summer Reading Brochure.

## **Information Technology cont'd ...**

- Windows 10 One-on-one training with several staff was done.
- The Multi-Function Printer at the Ref Desk had a back-up done plus a firmware upgrade.
- 3 new YS patron iPads were installed.
- Installed new firmware for the camera server.
- Upgraded firmware for cameras and cleaned camera domes.
- The Staff Lot camera was installed above the construction area.
- All of the prep-work was done to install the camera for the front walkway.
- We diagrammed the phone connections for the AS office.
- 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.
- Online program sign-up for May had 3 patrons - an overall total 1,638!
- Assisted with 284 patrons & 360 staff issues.

## **Readers Services**

May 2019

Submitted by: Mary Constance Back, Readers Services Director

### **Book Discussions:**

#### **Books and Bagels**

Thursday, May 2, 2019

*The Bear and the Nightingale*

by Katherine Arden

Led by Carrie DeMoss

#### **Morning Book Break**

Tuesday, May 14, 2019

*Stay with Me*

by Ayobami Adebayo

Led by Carrie DeMoss

#### **Just Desserts**

Tuesday, May 28, 2019

*The Stars are Fire*

by Anita Shreve

Led by Robin Schroeder

## **Programs and Activities**

- Weeding of the Fiction collection continued.
- Weeding of the Music CD collection continued.
- Summer Reading Program planning continued.

## Special Services

May 2019

Submitted by: Sharon Montague, Special Services Director

We are furiously finishing up on preparations for the Summer Reading Clubs. The Summer Reading Club brochure for youth has been distributed to area students.

<b>Program Statistics:</b>	<b>129</b>
AAC: Robin Rotella – From Print to Playbill	55
100 Days of Battle – Gary Midkiff	21
Accessible Transportation – Linda Chamberlain	13
Tuesday Matinee: <i>Stan &amp; Ollie</i>	18
Friday Night Movie: <i>Stan &amp; Ollie</i>	5
Amish Life – John Tenuto	17
	<b>43.00</b>
Katherine Kinney	11.25
Annie LeFevre	3.75
Vinnie Sluga	1.0
Donna Thompson	27.0

### VIKES Volunteer Hours:

There were no Vikes in May.

<b>In-House Printing:</b>	<b>33,010</b>
Riso Duplicator	8,510
HP PaperWide	24,500

## Technical Services

May 2019

Submitted by: Steve Rossi, Technical Services Director

Completed the review and update of the TS Department Directors' procedures manual.

A new block has been added to the millennium system preventing patrons from placing holds on items ordered from a specific fund code.

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

### Statistical review:

WorldCat searches	3,146
WorldCat updates	1,334
WorldCat exports	1,338
WorldCat deletions	994
Collection/Added	1,491
Collection/Deleted	1,421

## **Technical Services cont'd ...**

Generated and printed 11 system reports for Staff weeding and inventory projects.

19 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 6 books with damaged spines have been repaired; these items have been placed back into our Collection.

Teresa, Lynne, and Julie attended the 30<sup>th</sup> Annual Reaching Forward Conference held at the Donald E. Stephens Convention Center in Rosemont. Teresa and I attended the annual volunteer luncheon.

I attended the weekly construction update meeting held here at the library with representatives from L.J. Morse, DLA Architects, and Library Staff. I also attended the following in-house Committee meetings: Personnel, and Bylaws.

## **Youth Services**

May 2019

Submitted by: Lucia Khipple, Youth Services Director

Youth Services has had a full calendar in May.

Darlene Eiffes has had nearly 2 class visits a day, each week for the entire month. After one such week, she also managed to drop off the flyers at all the local schools. Simultaneously, all regular storytimes and other programs kept on going. This activity all has gone on without the use of our program room without too much conflict.

We have also been prepping our Summer Reading programs and the 1000s of Summer Reading Flyers collated, folded, stapled and bundled. Thanks to Special Services for all the work and beautiful designs and meeting our crazy deadlines. Thanks too, go out to the ladies of Circulation who helped with lots of folding.

Laura Garcia attended or presented programs to District 15 B-Pac (Bilingual Parents Action Committee), EPNRC FIND PI (Family Involvement Nurturing Development Prevention Initiative) storytime & 1000 Books before Kindergarten presentation, and with Latino Service Providers Network and Rolling Meadows Partnership.

We also represented the Library at the windy, first of the season City Market. Dorianne Johnson was my very able partner in crime and did a terrific job.

We sent out 18 teacher bags.