

Departmental Reports April 2019

Exhibits

Art Gallery: Watercolor by Nancy Wedow

Main Floor Display Cases

1 case: Friends of the Rolling Meadows Library

1 case: National Library Week: April 1-14; Gardening: April 15-30

Book Displays

Readers Services Displays

Books

Showers of Brand New Fiction

Great Reads Are Springing Up All Over

April Showers: It's Raining Books

Mini Display

Storms/Weather in Fiction

Movies

New DVDs

Spring Fling

Brand New Documentaries

Music

Brand new CDs/The Music Room

Audio Fiction

New Audio Fiction Books

Audio Books: April Showers

Teen

New Teen Fiction

New Twist on Shakespeare (National Poetry Month)

RMHS Summer Reads

Audio File Sync Downloadable Books for Summer

Will You Go To Prom With Me?

Reference Services Displays

Keep in Touch with Mother Earth

Reference Services - Mini Displays

She Believed She Could So She Did

Youth Services Display

1000 Books before Kindergarten

Building Services

April 2019

Submitted by: Sabri Kecici Building Services Director

- The front of the Library and walks were kept clean of ice and snow.
- Many lights and some ballasts inside the Library were replaced.
- Program set-ups were done in the Community Room.
- The paper towel dispenser in the first floor restroom was repaired.
- The dehumidifiers in the Board and Community Rooms were installed.
- The cable and bracket for the new security camera were installed.
- Spot cleaned chair upholstery in the Board and Community Rooms.
- G & J Services completed the soffit/stucco repair on The East Wing.
- Global Facility Solution provided daily janitorial service.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

April 2019

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

- Updating of the Servers and website was performed.
- 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.
- Contacted Symantec - trouble-shooted Anti-Virus Software Manager, correcting updating issues.
- Contacted Quest – trouble-shooted Rapid Recovery Server Back-up software.
- 3 Circ Desk PCs had firmware upgrades; were rebuilt instead of upgraded to Windows 10.
- Staff PCs were updated in Admin, AS, YS, TS, SS, and Circulation.
- A Windows Update schedule was created to keep all Library PCs as updated as possible.
- We have started preparing for the Windows OS change for Patrons, hoping to perform the PC upgrades/rebuilds during an overnight shift soon, to limit any downtime for patrons.
- We are currently researching the new patron scanners for the 2 patron scanning stations coming to the Reference Walk-up PC area, the tables arrived earlier this month.
- 20 Staff PCs were upgraded to our new Windows 10 Operating System.
- The Windows 10 Operating System was installed; 15 user profiles configured on 6 AS staff PCs.
- Built the new Wireless Classroom laptops.
- Shifting of staff PCs from Office 2010 to Microsoft Office 2013 continues.
- The YS Program Room was re-configured for two days into a temporary computer lab with 14 PCs for the YS Minecraft programs.
- The YS Program Room has been converted to the temporary AS Workroom for the duration of the North Expansion Project. 6 PCs, 2 Printers, and the basics of the AS Office were brought downstairs.
- Remaining PCs and printers were labeled and placed into storage for construction.
- The ILL PCs and printer were moved into Tech Services.

- Phones were reconfigured for ILL staff & select AS staff.
- One-on-one training with several staff was done.
- The Multi-Function Printer at the Ref Desk had a back-up done then a firmware upgrade.
- We have begun building the new staff iPad and 3 YS patron iPads.
- Installed new firmware for the camera server.
- Upgraded firmware for cameras and cleaned camera domes.
- With assistance from Sabri, Ethernet cable was run to the staff parking lot, the rear camera has now been mounted and is operational.
- We are currently removing 20-25 year old Ethernet cables in the Adult Services offices.
- Diagramed phone connections for the AS office; ports will be moved/reconfigured.
- We are almost done removing old/non-functional Ethernet cables from the Tech Services 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.

Readers Services

April 2019

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, April 4, 2019

Educated by Tara Westover

Led by Carrie DeMoss

Morning Book Break

Tuesday, April 9, 2019

Educated by Tara Westover

Led by Carrie DeMoss

Just Desserts

Tuesday, April 23, 2019

The Old Man and the Sea by Ernest Hemingway

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.
- Weeding of the Periodical collection continued.
- Weeding of the Paperback collection was completed.

Reference Services

April 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. Another income tax season has wrapped up, too.

In addition, Anne Jefferson hosted numerous computer classes, Lauren Van Dyke hosted the Resources and Roots Genealogy Club, Nana Herron hosted the Coloring Club and the Four Seasons Book Group, and Sue Montgomery hosted Ted Talks Tuesdays.

Also, Lauren Van Dyke represented the library at the City Of Rolling Meadows Business and Community Showcase.

Special Services

April 2019

Submitted by: Sharon Montague, Special Services Director

The newsletter was finalized and sent to the printer for early release. We are finishing up preparations for the annual Volunteer Luncheon. Summer Reading preparations are underway. Very busy days are ahead.

Program Statistics:	109
AAC: Mick Archer – The Beatles	58
Credit Scores and ID Protection – Karen Chan	6
Tuesday Matinee: <i>Aquaman</i>	6
Friday Night Movie: <i>Aquaman</i>	8
Sharing Native American Culture: Kim Sigafus McIver	31

	56.75
Katherine Kinney	8.25
Annie LeFevre	3.0
Vinnie Sluga	2.0
Donna Thompson	43.50

VIKES Volunteer Hours:

There were no Vikes in April.

In-House Printing:	4,110
Riso Duplicator	2,860
HP PaperWide	1,250

Technical Services

April 2019

Submitted by: Steve Rossi, Technical Services Director

A new location code was added to the system. The new code was needed for an additional category in the adult CD collection.

Labeled and took pictures of the Adult Services workstations. The labels and pictures will assure that the workstations are returned to the correct location when moved back from storage and reassembled by the movers.

Statistical review:

WorldCat searches	3,774
WorldCat updates	745
WorldCat exports	762
WorldCat deletions	2,179
Collection/Added	2,068
Collection/Deleted	1,635

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

50 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.

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; Personal, Bylaws, and Development.

Youth Services

April 2019

Submitted by: Lucia Khipple, Youth Services Director

Youth Services celebrated Dia de los Ninos at the end of this month. This day, celebrated in most of the world, celebrates all children. We combine it with reading. We are gearing up for school class visits and of course, preparations for Summer Reading.

We also held a new program this month called Toddler STEM. (Science Technology Engineering & Math) Brooke Cusmano presented scientific principles to little people and their adults in a simple hands- on way. This program is also a nice complement to our Sensory Storytimes which also include similar hands on activity.

Outreach was also full on our calendars, with simultaneous events for Community Business City Tables co- hosted with Reference, a District 15 STEM Fair at Carl Sandburg Jr. High and an Open House at Kimball Hill School.

Darlene Eiffes presented a program to Rolling Meadows residents from Thomas Jefferson School 5th graders on our 24/7 e-materials available to them. Laura Garcia attended or presented programs to many different groups this month, including: Week of the Young Child Expo for District 214, District 15 B-Pac (Bilingual Parents Action committee) presentation, EPNRC FIND PI (Family Involvement Nurturing Development Prevention Initiative) storytime & 1000 Books Before Kindergarten presentation, and meetings with Latino Service Providers Network and Rolling Meadows Partnership.

Laura attended Lincoln Story League Meeting at the Wauconda Area Library.

We sent out 27 teacher bags.