

Departmental Reports October 2019

Exhibits

Art Gallery: Pen and Ink Drawings by John Green

Main Floor Display Cases

1 case: Student Photo Contest: Fremd High School

1 case: Student Photo Contest: Rolling Meadows High School

Book Displays

Readers Services Displays

Adult Fiction

Books To Keep You Up At Night

Library Reads

Family Friction

New DVDs

Dastardly DVDs

Brand New Documentaries

Mini Display

Frightfully Good Reads

New Teen Fiction

Killing Me Softly

RMHS Summer Reads #RMHS Reads

Hello Autumn!

Brand New CDs/The Music Room

Halloween Soundtracks

New Audio Fiction Books

Everyone Has A Dark Side

Reference Services Displays

Strange & Spooky

Tricks & Treats

Halloween

Fall For A Good Book

Youth Services Display

1000 Books Before Kindergarten

Building Services

October 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 the building were replaced.
- Program set-ups were done in the Community Room.
- Window blinds in the Reference area were repaired.
- A new fire extinguisher was installed inside the North Expansion.
- The mount and junction box were installed for the Staff parking lot security camera.
- Two Led light fixture samples for the proposed retrofit project were installed.
- The new Fire Alarm Panel and System were inspected.
- IRMA performed their annual Facility inspection.
- Flooring Management Group provided quarterly carpet cleaning.
- We continued standard daily building maintenance and spot cleaning of carpets.

Readers Services

October 2019

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions:

Books and Bagels

October 3, 2019

An American Marriage

By Tayari Jones

Led by Carrie DeMoss

Facilitator selection as fiction companion to Suburban Mosaic Nonfiction Selection *Just Mercy: A Story of Justice and Redemption*

Morning Book Break

October 6, 2019

An American Marriage

By Tayari Jones

Led by Carrie DeMoss

Facilitator selection as fiction companion to Suburban Mosaic Nonfiction Selection *Just Mercy: A Story of Justice and Redemption*

Programs and Activities

- The Fiction Collection was refreshed to make room for new acquisitions.
- Multiple copies of Fiction and DVDs were deleted and given to the Friends of the Library for their next book sale.
- Readers Advisory Staff presented its 21st Annual Book Lovers Day Celebration.
There were 65 people in attendance.

Information Technology

October 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.
- Gathered quotes for the Phone Notification & Renewal by Phone PC for next year's ILS upgrade.
- Staff PCs were updated in Admin, AS, BS, Circulation, TS, SS, and YS.
- We have continued shifting staff PCs from Office 2013 to Microsoft Office 2016.
- The lockdown software had some troubleshooting performed.
- Installed new firmware for the camera server.
- Upgraded firmware for cameras. Cleaned camera domes.
- A new mount and camera were installed in the Staff parking with Sabri's assistance.
- The new Ethernet cable routed up to the Admin Office was activated, new Ethernet lines to the Director's Office, Community Room & Board Room were also run.
- New Voice & Data ports were installed in the Admin Office.
- After weeks of comparing different Digital Signage software, I chose TelemetryTV for the new Electronic Bulletin Board to be installed on the wall of the Circulation Desk.
- Ethernet cable was installed in the ceiling behind the Circulation Desk wall to handle the device & digital screen to be installed.
- Cleaned the Circulation brick wall as we prepare to install the new digital screen.
- We rebuilt two Walkup PCs after some update glitches were noticed.
- We upgraded all 17 patron laptops from regular hard drives to SSD (Solid State Drives).
- I have been weekly contacting Envisionware to fix small glitches & programming issues regarding the PC Reservation System rolled out in September. **Overall it was a smooth transition and we have received positive feedback with the new system!**
- We have been troubleshooting one of the scanning stations in the Walkup area.
- Dave, Steve and Mike reviewed the bids for the Community Room's new sound system.
- Troubleshooting of the sound system in the Community Room was performed.
- ABS was out to troubleshoot & clean the developer unit on the Admin copier.
- The TV in Meeting Room #1 was fixed after the unit was deprogrammed.
- We cleaned out some outdated/ broken devices and around 4000 ft of old removed Ethernet cable.
- Printer/toner usage stats were collected for October.
- Online program sign-up for October had 38 patrons & an overall total 1,808!
- Stats for October's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for October.
- Assisted 4 patrons with using our eReader app Digital Library (Overdrive).
- Assisted with 303 patrons & 429 staff issues.

Reference Services

October 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, Nana Herron hosted Coloring Club and the Four Seasons Book Club, Lauren Van Dyke hosted the Genealogy Club, Resources & Roots and Sue Montgomery hosted Let's Talk Travel and Ted Talks.

Special Services

October 2019

Submitted by: Sharon Montague, Special Services Director

We are finishing up on publicity items for fall programming. The winter newsletter is in progress. Planning continues for the 60th Anniversary Celebration.

Program Statistics:

	211
Arts Alive Concert – Dave Rudolf	10 carry over from Sept.
At the Whistle Stop Canteen – Barb Warner Deane	24
Tuesday Movie: <i>Men in Black: International</i>	5
Friday Movie: <i>Men in Black: International</i>	13
Arts Alive Concert – Jim of a Show: Beckie Menzie & Tom Michael	78
Book Lover's Day Celebration	65
Vampires: Ancient Bogeymen to Romantic Hero – Laura Enright	16 estimated

Volunteer Hours **52.25**

Anne LeFevre	3.0
Katherine Kinney	9.75
Vinnie Sluga	1.0
Donna Thompson	38.5

VIKES Volunteer Hours:

Six volunteers worked 75.5 hours in the months of September and October.

In-House Printing: **2,125**

Riso Duplicator	1,020
HP PaperWide	1,105

Technical Services

October 2019

Submitted by: Steve Rossi, Technical Services Director

A Patron Purge was successfully run on the system. Patron cards that were expired 5 years or more and had fines of \$30 or less were removed from the database.

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

Statistical review:

WorldCat searches	2,131
WorldCat updates	678
WorldCat exports	681
WorldCat deletions	792
Collection/Added	1,616
Collection/Deleted	1,929

Generated and printed 9 system reports for Staff weeding and inventory projects.

125 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.

Teresa, Julie, and I attended the LACONI: Technical Services Acquisitions Round-Up hosted by the Tinley Park Public Library. I attended the WILIUG (Wisconsin/Illinois Innovative Users Group) Fall meeting held at the Milwaukee Public Library, Tippecanoe Branch. I also attended the Heritage, Development and Personnel Committee meetings held here at the library.

Youth Services

October 2019

Submitted by: Lucia Khipple, Youth Services Director

In October we finished celebrating Hispanic Heritage Month and ended with our annual Sugar Skull program celebrating the Day of the Dead. We also completed the fall School visits. Our ongoing storytimes have continued along with some individual programs. We offered a Polish Storytime for the first time, but had no takers, we will try again.

Laura Garcia attended a workshop at Clearbrook titled: Promoting Child Well-Being and Engaging in Early Intervention, which was informative and helpful to our staff especially for all our very early childhood programs.

Our outlines for winter programs are completed - now we plan for the details.

We sent out 17 teacher bags.