

Departmental Reports September 2019

Exhibits

Art Gallery: Photography by James Hojnacki

Main Floor Display Cases

1 case: September is Library Card Sign-up Month

1 case: Genealogy Collection/Resources & Roots

Book Displays

Readers Services Displays

Adult Fiction

Fall in Love

Library Reads

How about them Apples

New DVD's

Fall in Love

Brand New Documentaries

Display: Literature in Translation

Remembering Dorothea Benton Frank

New Teen Fiction

Are you ready for back to school?

RMHS Summer Reads #RMHS Reads

Brand new CD's/The Music Room

Roll over Beethoven

New Audio Fiction Books

Literature in Translation

Reference Services Displays

Football

National Sewing Month

Find Your Next Good Read

Reference Services - Mini Display

Learn a New Trick

Youth Services Display

1000 Books before Kindergarten

Building Services

September 2019

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds.
- Program set-ups were done in the Community Room.
- Many lights and ballasts inside and outside of the building were replaced.
- The shrubs were pruned and weeds pulled around the building.
- Spot cleaned chair upholstery in the Board Room and Community Room.
- The paper towel dispenser in the second floor restroom was repaired.
- The gutters were cleaned.
- Cleaning and paper supply were ordered and received.
- Many pot holes around the building were repaired.
- JGC Services Inc., inspected the backflow devices.
- CPCI Fire and Security Systems completed the installation of the new fire panel.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

September 2019

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

- Updating of the Servers and website was performed.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Gathered quotes for the 2020 budget.
- Staff PCs were updated in Admin, AS, BS, Circulation, TS, SS, and YS. The monthly update chart is working well. We have been updating from Windows 10 vers. 1809 to Windows 10 vers. 1903
- We have continued shifting staff PCs from Office 2010 to Microsoft Office 2016.
- The lockdown software had new firmware (#69) installed on all patron PCs and Public Desks.
- Installed new firmware for the camera server. Upgraded firmware for cameras.
- Upgraded all 28 patron PCs in Reference & YS to Solid State Hard Drives and rebuilt all of the Walkups & Youth PCs to the newest version of Windows 10, vers. 1903 platform.
- We upgraded all 17 patron laptops from regular hard drives to SSD (Solid State Drives).
- All 3 Circulation Desk PCs had new Solid State Drives installed and were rebuilt.
- The PC that manages all of our locked down PCs (patron/staffed desks) had a new SSD installed and was rebuilt.
- **We upgraded our PC sign-up process from paper forms to an automated system.** The new system manages our 2 dedicated Scanning Stations, our 4 new Express Stations, our Regular use Stations in Reference and the 8 PCs in the Youth area. With the new system, we are able to offer more secure internet sessions for patrons – each patron PC has all patron data wiped after each user's session is completed. The system keeps all user statistics and we no longer need to count daily users!

- EnvisionWare provided training for the Reference & Youth Staff for the PC Reservation software.
- A PC was built that manages our PC Reservation system.
- Dave, Steve and Mike worked on the bid paperwork necessary to purchase the Community Room's new sound system.
- A lot of internal cleaning was performed on the Reference Walkup PCs.
- The staff laptop for Special Services, was upgraded with a new SSD, an upgrade to Windows 10, the USB card and track pad were replaced.
- Troubleshooting of the sound system in the Community Room was performed.
- Printer/toner usage stats were collected for September.
- Online program sign-up for September had 27 patrons & an overall total 1,770!
- Stats for September's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for September.
- We did the setup & teardown for the City Market event.
- The YS Program Room was re-configured for a day into a temporary computer lab with 24 PCs for a YS Minecraft program.
- Assisted 5 patrons with using our eReader app Digital Library (Overdrive).
- Assisted with 344 patrons & 418 staff issues.

Readers Services

September 2019

Submitted by: Mary Constance Back, Readers Director and Robin Schroeder

September Book Clubs

Books and Bagels

Thursday, September 5, 2019

Eleanor Oliphant is Completely Fine

By Gail Honeyman

Led by Carrie DeMoss

Morning Book Break

Tuesday, September 10, 2019

Eleanor Oliphant is Completely Fine

By Gail Honeyman

Led by Carrie DeMoss

Just Desserts

Tuesday, September 24, 2019

Educated: A Memoir

By Tara Westover

Led by Robin Schroeder

Our Readers Advisory Department is hosting A Book Lover's Celebration on Thursday, October 17th from 12:00 to 1:30 p.m. Get recommendations for great Reads from the Readers' Advisory staff while you enjoy a light lunch. Space is limited, please register early! We have 52 patrons signed up with a total set at 60.

Reference Services

September 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 and “Tech Tuesdays”, Nana Herron hosted Coloring Club and the Real to Reel Book/Movie Club, and Lauren Van Dyke hosted the Genealogy Club, Resources & Roots. Nana Herron also represented the library at the City Market.

In other Department news, Sue Montgomery has organized another group of great “Vikes” volunteers for the Fall of 2019!

Lastly, many thanks to Mike and the library’s IT Department as new reservation software was installed on all public internet computers. The software has been a wonderful addition - both patrons and staff think it is great!

Special Services

September 2019

Submitted by: Sharon Montague, Special Services Director

We continue to work on publicity items for fall programs and events. Planning has begun for next year’s 60th Anniversary Celebration.

Program Statistics:

Tuesday Movie: Penguins	3
Friday Movie: Penguins	10
Lady Catherine and the Real Downton Abbey	34
Android Smartphones and Tablets	19 estimated
Arts Alive Concert – Dave Rudolf: Singer/Songwriters	66 estimated

Volunteer Hours **40.75**

Anne LeFevre 3.75

Katherine Kinney 7.5

Donna Thompson 29.5

VIKES Volunteer Hours:

There were no Vikes in September.

In-House Printing: **1,800**

Riso Duplicator 780

HP PaperWide 1,020

Technical Services

September 2019

Submitted by: Steve Rossi, Technical Services Director

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	2,420
WorldCat updates	612
WorldCat exports	620
WorldCat deletions	1,130
Collection/Added	n/a
Collection/Deleted	n/a

Generated and printed 4 system reports for Staff weeding and inventory projects.

68 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. Teresa, Julie, and I attended the LACONI Technical Services Acquisitions Round-Up hosted by the Tinley Park Public Library.

I attended the Heritage and Personnel Committee meetings held here at the library.

Youth Services

September 2019

Submitted by: Lucia Khipple, Youth Services Director

Finally, we have the Summer Reading Statistics to report. Overall, we had 781 kids join summer Reading. Well over 50 percent met their reading goals. We had increases in the Read to Me and Readers II (Grades 6-8) groups. Rolling Meadows schools didn't offer Summer School this summer, so we lacked their participation that we've had in years past. Considering we didn't have our program room space for the first half of the summer, these numbers are quite good.

Our Summer Reading Jr. High volunteers volunteered 257.25 hours.

We also had Harper Promise students volunteer 279.5 hours over June, July and August.

We have begun all our regular programs.

Laura Garcia and Nana Herron will represent the Library at the last City Market of the season.

We sent out 14 teacher bags.