

Departmental Reports August 2019

Exhibits

Art Gallery: Photography by James Hojnacki

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

Adult Fiction

I was made for Sunny Days

Library Reads

State your Name/ State Fiction

Sweet Home Chicago

New DVDs

State your Name movies

Brand New Documentaries

Mini Display

Life's A Beach

Remembering Toni Morrison 1931-2019

New Teen Fiction

I Will Survive/ Dystopian Fiction

RMHS Summer Reads #RMHS Reads

Brand new CDs/The Music Room

Good Vibes

New Audio Fiction Books

Life's A Beach

Reference Services Displays

It's Showtime at Your Library

Reference Services - Mini Displays

Woodstock 50th - Anniversary

Make History

Remembering Toni Morrison

Youth Services Display

1000 Books before Kindergarten

Building Services

August 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.
- The hand dryer in the main floor wash room was repaired.
- The Purell touch free hand sanitizer in the Reference area was repaired.
- Window blinds in Adult Services area were repaired.
- Cleaning and electrical supplies were ordered and received.
- All gutters and storm drains around the building were cleaned.
- The sump pump in Youth Services was checked and serviced.
- Air Filter Engineers changed the HVAC filters on the lower level and second floor.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

August 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.
- 23 webpages were rebuilt to reflect the 2019 Fall Newsletter.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Gathered quotes for the 2020 budget and have been planning for projects for next year.
- Staff PCs updated in Admin, AS, BS, Circulation, TS, SS, and YS. The monthly update chart is working well. We have begun updating from Windows 10 vers. 1809 to Windows 10 vers. 1903
- New PC & monitor mounts were installed in the YS Office.
- Updated the new Wireless Classroom laptops.
- The ADF (automatic document feeder) port was replaced on the patron copier in Reference.
- The Feed Roller, Separation Roller & Pickup Roller were replaced on Tray 1 & Tray 2 on the Admin copier.
- Patron PCs in the Reference area were updated.
- We have continued shifting staff PCs from Office 2010 to Microsoft Office 2016.
- The lockdown software had new firmware (#62) installed on all patron PCs and Public Desks.
- Installed new firmware for the camera server.
- Installed new versions of the camera software app going from the 2017 app to the 2019 app.
- Upgraded firmware for cameras and cleaned camera domes.
- Coordinated with Maintenance to get the camera for the front walkway installed.
- A SSD (Solid State Hard Drive) was installed on a PC in Special Services. The PC was rebuilt.
- The Reference Desk now has all the SSDs installed and rebuilt.

- We are rotating some networked & un-networked printers between the Ref Desk, Tech Services, both AS Director's offices and the Ask Me Desk.
- We diagramed all the new AS Office phone lines and have begun removing the old phone lines.
- We have begun upgrading the patron PCs in Reference to Solid State Hard Drives.
- We are preparing the patron PCs, Reference Desk & Ask Me Desk for an upgrade that will make patron PC sign-up a lot easier, allowing statistics to be kept by the network automatically and be paper-less!
- Internal cleaning was performed on the Reference Walkup PCs.
- Troubleshooting of the sound system in the Community Room was performed.
- Printer/toner usage stats were collected for August.
- Online program sign-up for August had 7 patrons & an overall total 1,743!
- Stats for August's Wireless Printing usage collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for August.
- 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 2 patrons with MyMedia Mall.
- Assisted with 394 patrons & 369 staff issues.

Readers Services

August 2019

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

- The fiction collection was refreshed to make room for new acquisitions.
- The Summer Reading Programs kept us busy!
- A total of 267 Adults and 49 Teens participated.
- The rest of the month was spent covering the desks and interviewing.

Readers Services welcomes two new Readers Services Associates to the team:

Jolinda Pacay and Susan Ciano.

Reference Services

August 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 Lauren Van Dyke hosted the genealogy club, Resources & Roots.

Special Services

August 2019

Submitted by: Sharon Montague, Special Services Director

The fall newsletter has been distributed to area homes and businesses. We are now working on publicity items for fall programs and events.

Program Statistics:	100
Arts Alive Concert – Classical Piano: Jimin Yun and Minji Kwon	43
Tuesday Movie: Captain Marvel	1
Friday Movie: Captain Marvel	7
Film Noir	26
Mary Shelley’s Frankenstein	23

Volunteer Hours	40.0
Anne LeFevre	2.25
Katherine Kinney	7.25
Vinnie Sluga	1.0
Donna Thompson	29.5

VIKES Volunteer Hours:

There were no Vikes in August.

In-House Printing:	3,006
Riso Duplicator	1,560
HP PaperWide	1,446

Technical Services

August 2019

Submitted by: Steve Rossi, Technical Services Director

A change made to the Patron Blocks Table in Millennium, moving the maximum numbers of holds a patron can place in the system from 10 to 30 holds.

Teresa and Sarah have both been working on several database clean-up jobs, along with continued work on the Shelf Renewal project.

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	2,325
WorldCat updates	542
WorldCat exports	551
WorldCat deletions	1,025

Collection/Added	713
Collection/Deleted	1,448

Generated and printed 10 system reports for Staff weeding and inventory projects.

20 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.

Teresa, Julie and I attended the RAILS Technical Services Networking Group held at the Arlington Heights Library.

Youth Services

August 2019

Submitted by: Lucia Khipple, Youth Services Director

August brings the end of all our summer programming.

School started unusually early this year on August 14, so by the end of this month school is in full swing. This changes a lot of our focus in Youth Services.

In July, we welcomed Wictoria Kozlowska knowing that she could be offered a full time teaching job. She was offered a position, but decided to stay with us for a greatly reduced schedule. She will still be able to conduct a bilingual Polish storytime. To make up the additional hours, Angel Pfeiffer has joined Youth Services.

The City Market was hosted this month by Brian Phelps and Dori Johnson.

I hope to have summer reading statistics compiled by the end of the month.

We sent out 15 teacher bags.