

Departmental Reports
October 2018

Exhibits

Art Gallery: Photography by Steve Bogaerts

Main Floor Display Cases

1 case: Student Photo display: Rolling Meadows High School

1 case: Student Photo display: Fremd High School

Book Displays

Readers Services Displays

Brand New Fiction

Frightfully Good Reads

Vampires & Witches & Werewolves, Oh My!

New DVDs

Tales of Terror

Thrills & Chills

Brand New Documentaries

Mini Display

Orange Covers Fiction

New Teen Fiction

Something Wicked This Way Comes

Forbidden Fruit

Brand new CD/ The Music Room

Roll over Beethoven!

Halloween Sounds

New Audio Fiction Books

Reference Services Displays

Halloween

Wonders of the Natural World

Reference Services - Mini Displays

Strange and Spooky

Tricks and Treats

Youth Services Display

1000 Books before Kindergarten

Building Services

October 2018

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash around the building.
- Many lights and ballasts inside and outside of the building were replaced.
- The drinking fountain in Youth Services was repaired.
- The paper towel dispenser on the main floor restroom was repaired.
- Program One Inc. cleaned all the outside windows of the building.
- Spot cleaned chair upholstery in the Board Room and Reader Services areas.
- The shrubs were pruned and watered.
- AcculightUSA completed installation of the new L.E.D. parking lot and wall pack lights.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

October 2018

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

- Updating of the Servers Staff PC's and website was performed.
- Troubleshooting of the phone system and voicemail system was performed as necessary.
- 2 deleted staff files were recovered using the Replay software on the Server.
- Cleaned and updated all iPads in YS.
- Better Ethernet cable has been run to each of our Wi-Fi Access Points to deliver a stronger signal.
- Parking Lot cameras were re-configured after the outside lights were changed to LED lighting.
- Installed additional Hard Drives for the camera system.
- Worn-out 20 year old Ethernet cables in Tech Services are being replaced.
- A broken phone line was repaired in the TS office.
- Performed troubleshooting of the phone at the Welcome Desk.
- Patron PCs in the Reference area were updated, dismantled, and scrubbed.
- Computer class laptops were cleaned and updated.
- Our database webpage had links corrected.
- Troubleshooting of the sound system in the Community Room was performed.
- Troubleshooting of the HR laptop was performed.
- Troubleshooting of the Circulation Notices Printer was performed.
- A staff PC in the Administration office was rebuilt after updating issues occurred.
- Tested cables for PA system for possible shorts in the wiring.
- An internal cleaning and part of a maintenance kit were installed on the Ref Desk color printer.
- Researching and gathering quotes for the new Windows Server.
- Ethernet conduit was swapped out and painted to match the others at the Reference Desk.
- Printer/toner usage stats were collected for October.
- Stats for October's Wireless Printing usage were collected; patrons and staff were assisted as needed.

Readers Services

October 2018

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, October 4, 2018

Lucky Boy

By Shanthi Sekaran

Led by Carrie DeMoss

Morning Book Break

Tuesday, October 9, 2018

Lucky Boy

By Shanthi Sekaran

Led by Carrie DeMoss

Teen Book Club

Friday, October 26, 2018

Something Wicked This Way Comes

By Ray Bradbury

Led by Robin Schroeder

Programs and Activities

- Weeding of the Fiction collection continued.
- Multiple copies of fiction were weeded.
- Weeding of the Music CD collection continued.
- Readers Advisory Staff presented its 19th Annual Book Lovers Day program on October 18, 2018. There were 60 people in attendance.

Reference Services

October 2018

Submitted By: Jennifer Collette, Director Reference Services

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 Nana Herron hosted the Four Seasons Book Club. Also this month, Lauren Van Dyke hosted the Genealogy Club, Resources & Roots, and Sue Montgomery hosted Let's Talk Travel.

Special Services

October 2018

Submitted by: Sharon Montague, Special Services Director

We completed the fall program publicity. The winter newsletter is in progress.

As Library Historian, Ashley continues to work on compiling a list of the Library Board Trustees from 1959 to the present.

Program Statistics:	109
Instagram and Snapchat - Mike Gershbein	9
Australia and New Zealand - Linda Kerr	canceled by presenter
Movie: <i>Won't You Be My Neighbor?</i>	
Tuesday	7
Friday	6
Arts Alive Concert - Claude Bourbon: Spanish & Folk Guitar	58
McHenry's Tales of the Interred - Lauren Mellien	29 (estimated)

Volunteer Hours:	57.25
Katherine Kinney	9.25
Annie LeFevre	1.5
Vinnie Sluga	3.0
Donna Thompson	43.5

Vikes Volunteer Hours:

There were four Vikes volunteers who worked a total 38.5 hours in October.

In-House Printing:	2,025
Riso Duplicator	1,420
HP PaperWide	605

Technical Services

October 2018

Submitted by: Steve Rossi, Technical Services Director

Statistical review:

WorldCat searches	2,885
WorldCat updates	1,084
WorldCat exports	1,094
WorldCat deletions	1,117
Collection/Added	2,022
Collection/Deleted	1,533

Technical Services cont'd ...

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

30 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 18 books with damaged spines have been repaired; these items have been placed back into our Collection.

Youth Services

October 2018

Submitted by: Lucia Khipple, Youth Services Director

Youth Services regular programs continue this month.

We hosted local author Mike Petrik who grew up in Rolling Meadows as he read his recently published book, *Sammy's Spooktacular Halloween*. He had a nice audience and the families also enjoyed the story as well as an interactive drawing game.

Laura Garcia, Julie Farris and Brooke Cusmano attended the Lincoln Story League meeting at the Arlington Heights Library.

Laura also attended the Rolling Meadows Partners meeting.

We sent out 27 teacher bags.