

Departmental Reports February 2019

Exhibits

Art Gallery: Watercolors by Moon Ja Park

Main Floor Display Cases

1 case: 19th Annual Dr. Seuss Celebration

1 case: Rolling Meadows Library: Celebrating 60 Years

Book Displays

Readers Services Displays

Books

Good Things Come to Those Who Bake
Mardi Gras
African American History Month

Music

New Music
Mardis Gras: Jazz and Zydeco

Movies

I'm in the Mood for Love
And the Oscar Goes to...
May the Best Team Win

Teen

Rom Coms

Reference Services Displays

Valentine's Day
Weird Holidays
Responsible Pet Ownership
Black History Month
Facts, Almanacs

Youth Services Display

1000 Books before Kindergarten

Building Services

February 2020

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice.
- Many lights and ballasts inside the Library were replaced.
- Program set-ups were done in the Community Room.
- The split A/C coils in the IT office were cleaned.
- Side stream filters on the HVAC system were replaced.
- The paper towel dispenser in the second floor restroom was repaired.
- A broken cabinet in staff lounge was repaired.
- New shelving in the Friends closed area was installed.
- Ice melt was ordered and received.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

February 2020

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 2020 Spring Newsletter.
- A page was added on the website, giving a timeline for the library's 60th anniversary.
- A portable sound system was put together for the anniversary kick-off on Feb. 16th.
- The website had a few upgrades to make it easier to use on mobile devices.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Staff PCs were updated in Admin, AS, BS, Circulation, TS, SS, and YS.
- Worked with Innovative migrating to Sierra for our new ILS. Part of the upgrade involved upgrading the catalog website to a more secure connection by adding a SSL certificate.
- Links throughout the website are being updated to direct users to the new secure catalog address.
- The digital screen at the Reader's Desk was switched out. A new arm was installed.
- One monitor was replaced in the Walkup PC area.
- The PCs in the Kid's Zone had the PCs removed and a major cleaning was performed.
- We have completed the new PC installations for patron PC areas installing 12 new PCs for patron use. These PCs use a M.2 card which is 5x faster than the Solid State Drives that were installed on Patron PCs last year.
- Replaced older PCs in Reference area with newer PCs that were just replaced in the Youth area.
- We have been able to re-use the SSD (solid state hard drives) purchased last year for patron PCs to make staff PCs 5x faster than the regular hard drives that we were using. We will be re-allocating the extra memory from old PCs as well.
- Most of the older PCs from Reference will be replacing aging Staff PCs, PAC stations and Print Release Stations.

- The lockdown software had some troubleshooting performed.
- Upgraded and installed new firmware for the camera server.
- Reference & Youth Services had upgraded cameras installed. The older cameras were re-used to replace older cameras in other areas.
- A new overhead door counter and networked software was installed at the front entrance.
- Printer/toner usage stats were collected for February.
- Online program sign-up for February had 50 patrons & an overall total 2,014!
- Collected stats for February's Wireless Printing usage; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for February.
- The Program Room was set-up as a computer lab for an Internet Safety program.
- Assisted 8 patrons with using our eReader app Digital Library (Overdrive).
- Assisted with 253 patrons & 358 staff issues.

Readers Services

February 2020

Submitted by: Mary Constance Back, Readers Services Department

Book Discussions

Books and Bagels

Thursday, February 6

Next Year in Havana

By Chanel Cleeton

Led by Carrie DeMoss

Morning Book Break

Tuesday, February 11, 2020

Next Year in Havana

By Chanel Cleeton

Led by Carrie DeMoss

Programs and Activities

- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Summer Reading Program planning continued.

Reference Services

February 2020

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, Job Searching at Your Library and The Four Seasons Book Club, Lauren Van Dyke hosted Resources and Roots and Sue Montgomery hosted Ted Talks and Let's Talk Travel.

Special Services

February 2020

Submitted by: Sharon Montague, Special Services Director

The newsletter was mailed to area homes and businesses. We've begun working on posters and fliers for spring programs.

Our first 60th anniversary event was held on February 16 and was well attended. We have begun preparations for the ice cream social that will kick-off summer reading this year.

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| Program Statistics: | 281 |
| The Oscars – Dann Gire & Raymond Benson | 28 |
| Kiddieland Remembered – Cheryl Brown | 19 |
| Arts Alive Concert: Love & Marriage – Matt & Cynthia Gruel | 87 |
| 60 th Anniversary Reception | 126 |
| Tuesday Movie: <i>Where'd You Go Bernadette</i> | 17 |
| Friday Movie: <i>Where'd You Go Bernadette</i> | 4 |

| | |
|------------------------|--------------|
| Volunteer Hours | 52.75 |
| Doris Botes | 12.0 |
| Spirro Botes | 1.0 |
| Anne LeFevre | .75 |
| Katherine Kinney | 8.5 |
| Donna Thompson | 30.5 |

VIKES Volunteer Hours:

There were five VIKES volunteers who worked 34.5 hours in February.

| | |
|---------------------------|--------------|
| In-House Printing: | 3,861 |
| Riso Duplicator | 3,296 |
| HP PaperWide | 565 |

Technical Services

February 2020

Submitted by: Steve Rossi, Technical Services Director

The Sierra migration is going as scheduled. Our server was moved to its new location, which did result in some planned downtime. We are currently in the "Data Seeding" portion of the migration, which is moving the data from our Millennium server to the Sierra server. There is no downtime associated with the data seeding part of the migration.

The library purchased an SSL certificate for the WebPAC. This was a requirement for moving to the Sierra system. The SSL certificate, when installed on a web server, activates the padlock and the https protocol and allows secure connections from a web server to a browser.

The library celebrated the kickoff of its 60th Anniversary. A historical timeline of library events is posted on the library website.

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 | 3,667 |
| WorldCat updates | 1,060 |
| WorldCat exports | 1,064 |
| WorldCat deletions | 1,790 |
| Collection/Added | 870 |
| Collection/Deleted | 1,562 |

Generated and printed 6 system reports for Staff weeding and inventory projects.

42 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 8 books with damaged spines have been repaired; these items have been placed back into our Collection.

I attended a Heritage Committee meeting held here at the library.

Youth Services

February 2020

Submitted by: Lucia Khipple, Youth Services Director

This month, we finished our regular storytime schedule and then all our once monthly programming. Now the focus is getting ready for the Seuss event.

Laura Garcia had a record month for programming as well as Community Outreach. She attended a SPARK (Spanish Programming and Resources for Kids) meeting at McHenry Library, The Rolling Meadows Partnership meeting at the RM Park district, and along with Angel Pfeiffer, attended the Lincoln Story League at the Schaumburg District Library.

We sent out 17 teacher bags.