

Department Reports – April 2022

The furniture is back! All areas have been rearranged with furniture and displays which had been in storage due to the pandemic. Coffee and tea are now available in the staff lounge. We are planning for in person programs to begin in June. Departments collaborated to create and install new displays and lighting. All routine maintenance (general cleaning, spot cleaning carpets, lawn care, trash pickup, etc.) and daily library tasks (ordering, shelving, weeding books; assisting patrons, interlibrary transactions, etc.) were completed successfully. This report will contain the highlight of March thru late April.

Exhibits

Art Gallery: Oil/Watercolor by Lynnea Semasko

Main Floor Display Cases

- 24/7 eLibrary resources for Youth
- 24/7 eLibrary resources for Adults

Readers Services Displays

- Debut Authors
- New Beginnings/Fresh Starts
- Sally Rooney Read-Alikes
- Let Your Library Be Your Passport
- Comedy/Humor
- World of Differences
- Be Your Own Hero Teen display
- RMHS Summer Reads
- Hopeful Reads

Reference Services Displays

- Truly Great Reads
- Garden Planning Time
- Poetry
- Earth Day

Youth Services Displays

- Fantastic Fun Stations
- Children's Day Collaborative Art
- May the Odds be Ever in Your Favor
- Let's Bake Storytime to Go Project & Reads
- Yoga
- Best Picture Books of 2021
- Spring into Reading
- Mujeres Maravillosas
- Ready to Read Book Stacks
- Rhyme Time Tuesday Nursery Rhymes

Building Services

Submitted by: Sabri Kecici, Building Services Director

- Water fountains are back in service. Each water fountain was tested for Legionella Pneumophila (Legionnaires' disease) since they had been shut down for 2 years. All water system tests from the three fountains are negative of undesirable pathogens.
- Replaced sump pump, and IT installed a smart water meter for early detection of water.
- Assisted NFPA-Fire Inspection on inspection of the Fire and Burglar Systems.
- Assisted Total Fire Inc. with annual inspection of the Fire Extinguishers.
- Metro Door and Dock, Inc. provided inspection/maintenance on the main floor security gates.
- The blue hanging cloth over the balcony overlooking the lobby was removed.
- A new battery charger on the Lift was installed.

Information Technology

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

- As of April 20th, Google reported: the Library has had a total of 50 reviews, with a 4.4 rating. In the last 28 days, Google reported we had 30K views of photos of the library (interior & exterior), 291 requests for directions, 135 calls from the Library's Google page, and 564 website visits via Google Search.
- Researched a FOIA information request regarding copier and printing information.
- Identified an issue with our e-book vendor that was allowing non-RML residents to have access to our e-book collection, the issue has been fixed.
- Installed a smart water leak detector in Youth area to allow for early detection of water.
- Testing a new texting service to remind patrons about programs they've registered for.
- Obtained a secondary web domain for the staff web pages and board packet archives in preparation for the new website.
- Computers:
 - Ongoing computer and print server upgrades, maintenance, troubleshooting and RAM upgrades completed.
 - Staff laptops with remote access were updated.
 - PAC (Library Catalog) stations in Reference & Readers were updated to reflect our new Vega Catalog.
 - Updated the firmware for Wi-Fi access points in Reference, Readers & Youth.
 - Installed replacement battery backups in the Admin Office, Library Director's PC and IT Office.
 - Replaced Ethernet cables in the Director's Office. Cable management was done at the Readers, Reference & Welcome Desk.
- Assisted / trained several staff & patrons with the Library's new App.
- Assisted the Executive Director Search Committee with technology for the interview process.
- Assisted in obtaining new periodical covers from the Bloomington Library (approx. value +\$3000)
- Completed the LED lights upgrade in the front lobby, and it now utilizes a smart outlet. The CD display lighting project was completed in Readers.
- Camera upgrade completed in the main lobby, all library cameras were checked for security / firmware updates.
- Performed quarterly safety checks on mounted monitors, TVs and overhead projectors.
- The Library Staff Two-way Radios were checked for maintenance issues and two were repaired.
- Reviewed all library network security: identified issues, researched staff training, updated all staff passwords.

- Handled online program sign-ups, coordinated Zoom & YouTube programming and compiled programming statistics.
- Performed room set-ups for Zoom Book Clubs.
- Started testing / preparing for hybrid programming & concerts this summer.
- Planning to update to the next Windows 10 Operating System (Windows 22H1) in the next few weeks.
- Upgrading to QuickBooks 2021 since support ends for QuickBooks 2019.

Readers Services

Submitted by Mary Constance Back, Readers Services Director,

Programs – Book Discussions via Zoom:

- Books and Bagels,
 - Morning Book Break
 - Just Desserts
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- Planning the 2022-2023 Book Club Season, scheduled dates, evaluating books for selection.
 - Assisted creating packets for the Sow, Grow, & Learn program.
 - Preparing Summer Reading program; staff training, brochure, prizes.
 - Began preparation and selection of titles for potential Book Lover’s Day program.
 - Constructed the RMHS summer Reads Display (newly ordered 75 books).
 - Updated Teen area with TEEN letters to the wall, and series of posters with assistance from Building Services.
 - Began compiling Spanish Films brochure (in English).
 - Provided Home Delivery Service to 25 current patrons and 1 new inquiry. Created master map for HDS route of all patrons, provided monthly deliveries for 11 patrons. Date for HDS July–December 2023 selected.
 - Replaced all periodical binders.
 - Created Welcome and Readers desk training checklists.
 - Trained new employee on the procedures of the Readers Advisory Desk.
 - Attended “ARRT Summer Scares” zoom program.
 - Reviewed several Beanstack training videos in preparation for Summer Reading Challenge virtual set-up. Set-up a Virtual Adult and Teen Summer Challenge in Beanstack app.
 - Attended Novelist Plus Webinar “Crash Course in Historical Fiction”.

Reference Department

Submitted by: Jennifer Collette, Reference Services Director

- Preparing for the transition to in-person departmental programming beginning June 1.
- Prepared and presented the Truly Great Reads: Don’t Know Much About History program – April 26.

Ongoing preparation for the programs:

- Real To Reel book club
- Sow, Grow and Learn With The Library
- Let’s Talk Travel
- Creative Coloring Club

- Cleaned, organized and replaced magazine binders.
- Updated the library job board and community board.
- Prepared Library Aware e-newsletters spotlighting new and notable genre titles.
- Created content for the library’s social media channels.
- Created content for the department’s monitor above the reference desk.
- Read professional journals, literature, and attended related webinar.
- Staff attended webinar “Supporting Genealogists and Historians with HeritageHub”.

Special Services

Submitted by: Sharon Montague, Special Services Director

We have been busy working on posters and fliers for spring programming, as well as the many items needed for this year’s summer reading challenges. Summer reading t-shirts for children, and tote bags for adults/teens have been ordered. We also made 300 notepads for use as prizes.

The new website has been a priority, and Jessica has been doing a very thorough and comprehensive job on content and design. She continues to make good progress.

- The summer newsletter is in progress and should be completed by the end of the month.
- Fliers for adult and youth programs were printed for distribution at the city’s Earth Day event on April 23.
- Attended LACONI meeting “The Future of Virtual Programs: Beyond the Pandemic”.

Programs:

- Movie Music Romance II, Thursday, April 7
- Arts Alive Concert: Steppin’ Out: American Songbook Hits, Matt & Cynthia Gruel, April 10
- Chicago Transit Hikes: A Guide to Getting Out in Nature Without a Car, April 14
- Truly Great Reads: Don’t Know Much About History (REF program), April 26

Volunteer Hours	10.0
Donna Thompson	10.0

In-House Printing:	6,050
• Riso Duplicator	5,050
• HP PaperWide	1,000

Technical Services

Submitted by: Steve Rossi, Technical Services Director

- The Sierra hosted migration was completed successfully. The hosted server was moved from the Ohio-based AWS (Amazon Web Services) to a cloud-based system owned by ProQuest and located in Chicago.
- We had a small problem getting the iTiva system to make outgoing calls. It seems to have been related to the changes made to the new hosting site. iTiva was able to correct the problem and the product is working again as normal.
- The library’s social media pages Facebook, Twitter, and Instagram have been updated to reflect the current programs and events happening throughout the building.

Statistical review:

WorldCat searches	1,392
WorldCat updates	714
WorldCat exports	706
WorldCat deletions	244
Collection/Added	1,081
Collection/Deleted	1,426

- Generated and printed 4 system reports for staff weeding and inventory projects.
- 12 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation.
- 6 books with damaged spines have been repaired; these items have been placed back into our Collection.
- Participated as a member of the executive director search committee. Attended all meetings and interviews for the open Executive Director position held at the library.
- Staff attended webinar “Words Matter: Creating a more inclusive catalog”.
- Attended Innovative Users Group 2022 virtual conference.

Youth Services

Submitted by: Lucia Khipple, Youth Services Director

Participated in the Park District Earth Day Clean Up event on April 23. Shared stories, and had a table with information about the library and the current programs. We are planning the Summer Reading Challenge, “Ocean of Possibilities” which will run June 6-August 14. Participated as a member of the executive director search committee. Attended all meetings and interviews for the open Executive Director position held at the library.

- Set-up Summer Reading Challenge in Beanstack app.
- Prepared Library Aware e-newsletter spotlighting new and notable genre titles for Youth Services.

Virtual or take home projects offered:

- Rhyme Time Anytime
- Storytime to Go (in English & Spanish)
- At Home Craft Activities
- Beyond the Book
- Hunger Games to Go