

## **Departmental Reports January 2014**

### **Exhibits**

**Art Gallery:** Photography by Gary Swiontek

#### **Main Floor Display Cases**

**2 cases:** Friends' Annual Winter Village

### **Book Displays**

#### **Readers Services Displays**

##### **Fiction**

Let's Hear it for Debut Authors  
Winter was made for Warm Blankets and Large Books  
If you Like Sue Grafton  
Spotlight in Africa

##### **Movies**

New DVDs  
Sundance Film Festival Films

##### **Music**

New CDs  
Play Me Some Mountain Music: Hill Country and Folk Music

#### **Reference Services Display**

National Hot Tea Month

#### **Reference Services - Mini Displays**

New Gadget, New Gizmo?  
Knit One, Crochet Too

#### **Youth Services – Child Book Display**

Crafts – Make It!

## **Building Services**

January 2014

Submitted by: Sabri Kecici, Building Services Director

- We kept the front of the Library and walks cleaned of snow and ice
- We replaced many lights inside the building and also a few ballasts
- Air Filter Engineers changed all filters in the lower level and 2nd floor equipment room
- Renewed the Service Agreement with 3M Library Systems
- We placed orders and received two pallets of ice melter from True Green
- Global Facility Solutions, Inc. provided vinyl tile stripping and waxing
- Thompson Elevator Inspection Services and Kone, Inc. tested and inspected the elevator and dumbwaiter
- We continued standard daily building maintenance and spot cleaning of carpets

## **Reference Services**

January 2014

Submitted By: Jennifer Collette, Reference Services Director

This month, the Reference Staff has been busy with our regular tasks of ordering, shelving, weeding and staffing of the Reference Desk. We are also gearing up for tax season. In addition, we have done some re-arranging of the Reference area as the new chairs and tables have arrived, courtesy of the Friends of the Library. Also, Nana Herron, Mary Millis, and Jennifer Collette presented the following programs: Job Searching, Finding Company Information, and Starting a Small Business. And, lastly, we have changed the library's computer lab sign-up procedures and will allow non-residents access to the computers in the lab.

## **Readers Services**

January 2014

Submitted by: Mary Constance Back, Readers Services Director

## **Book Discussions**

### **January 2, 2014**

Crooked Letter, Crooked Letter

by Tom Franklin

led by Carrie DeMoss cancelled due to snowstorm (will discuss on 2/6/14 before next meeting starts)

### **January 14, 2014**

Memoirs of an Imaginary Friend

by Matthew Dicks

led by Carrie DeMoss

### **January 28, 2014**

The Forgotten Garden

by Kate Morton

led by Robin Schroeder

## Readers Services cont'd .....

- The paperback weeding continued.
- Music weeding continued.
- Multiple copies of DVDs were weeded and given to the Friends for the Bookshop.

## Information Technology

January 2014

Submitted by: Lucia Khipple, Information Technology Director

- Updated Server
- Installed New UPS battery for Network devices
- Installed new UPS for new Millenium Server
- Installed new Millenium Server
- Network preparation for installation of new Millenium Server
- Troubleshooting Printer at Reference Desk
- Troubleshooting scanners in Reference Walk-up Area
- Troubleshooting with Adult Service PCs
- Updated PCs in Tech Services, Special Services and Administration
- Troubleshooting printers in Tech Services
- Replaced 1 PC in Tech Services
- Updated PCs in Walkups & Lab
- Replaced all 3 monitors at Circ Desk
- Replaced malfunctioning keyboard at Circ Desk
- General cleaning of PCs at Circ Desk
- Disinfected all keyboards at public PC terminals
- Installed new printer in Youth Services Office
- Replaced dying printer in Building Services
- Replaced Inter-Library Loan printer in Adult Services
- Installed new monitors at Readers Advisory Desk & Reference Director's Office
- Mounted remaining iPad in Youth Service area to table
- Troubleshooting iPads in Youth Services
- Reference copier bill changer maintenance
- Youth Services copier Troubleshooting/repairs
- Updated webpage as necessary
- Replaced monitors/keyboards for large print PAC stations in Readers Advisory area
- Installed new lens on new Movie Projector in Community Room
- Troubleshooting/set-up new video camera for Adult Programming
- Troubleshooting My Media Mall with 4 patrons
- Program Set-up
- Assisted with 215 patrons
- Assisted with 250 staff issues

## Special Services

January 2014

Submitted by: Sharon Montague, Special Services Director

We continue to work on posters and fliers for upcoming programming, and the spring newsletter is in progress.

We had a large turnout for the Arts Alive Concert this month. The Broadway Babies were a big hit!

<b>Program Statistics:</b>	<b>132</b>
Downton Abbey: Centuries in the Making	9
Cozy Comfort Foods	18
Arts Alive Concert: <i>Main Street Cabaret: Broadway Babies</i>	94
Movie: <i>The Way Way Back</i>	
Tuesday	6
Friday	5

<b>Volunteer Hours:</b>	<b>52.0</b>	<b>In-House Printing</b>	<b>1,670</b>
Doris Botes	10.5	Riso Duplicator	967
Annie LeFevre	1.25	Xerox Color Qube	703
Katherine Kinney	7.75		
Donna Thompson	32.5		

## Technical Services

January 2014

Submitted by: Steve Rossi, Technical Services Director

The Innovative server was replaced this month. The old server was 5 years old, and could not handle new software upgrades required by Innovative. The process took about 4 hours to complete. We signed a lease agreement with Innovative, spreading out the cost of the server over 4 years.

This month we also installed an upgrade to the Millennium software. The upgrade offers enhancements that we may choose to use in the future, and fixes to bugs found in older releases of the software. This upgrade was needed to keep us current with millennium releases, and also to reduce the price of our yearly maintenance contract from Innovative. The Millennium calendar was updated to reflect the 2014 closed dates.

## Statistical review:

WorldCat Searches	1,782
WorldCat Updates	812
WorldCat Exports	812
WorldCat deletions	563
MMM MARC records added	631

## **Technical Services cont'd .....**

Generated and printed eight system reports for staff weeding and inventory projects.

128 DVDs from our collection have been cleaned, repaired, and placed back into circulation.

Curt Leppart, our sales consultant from Baker & Taylor, stopped in to discuss the services provided, and the new TitleSource 360 product.

## **Youth Services**

January 2014

Submitted by: Lucia Khipple, Youth Services Director

Youth Services is back to regular programming. We are deep into Seuss planning.

Julie Farris attended the Lincoln Story League at the Mt. Prospect Public Library.

We sent out 8 teacher bags.