

Departmental Reports July 2015

Exhibits

Art Gallery: Nancy Wedow, Watercolor and Charcoal

Main Floor Display Cases

1 case: Youth Summer Reading Club: *Every Hero Has a Story*

1 case: Adult and Teen Summer Reading Clubs: *Read to the Rhythm*

Book Displays

Readers Services Displays

Adult Fiction

Family Affair/Secret Agent Man
Good Vibrations/Killing Me Softly
Purple Rain
Staff Picks
New and Noteworthy

Teen Fiction

I Kissed a Girl (Romances)
High School Summer Reads
SYNC Audio Downloads

Movies

Concert DVDs (NF)
White Christmas/Christmas in July

Music

Sentimental Journey

Reference Services Display

Online Learning

Reference Services - Mini Display

Read To the Rhythm (both)

Youth Services Display

Summer Reading

Building Services

July 2015

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- The shrubs were pruned and weeds pulled around the building
- Zimny Landscaping provided a plan and proposal for work needed to be completed in the front of the Library near the book drop
- Lexington Home contractors completed the storm sewer outfall in the west parking lot
- The damaged/cut underground conduits and power lines were also repaired
- Paper supplies were ordered and received
- The new chiller coils were cleaned
- Flooring Management Group, Inc. provided annual carpet cleaning the high traffic areas and walk-off mats
- Global Solutions provided daily janitorial service
- Continued standard daily building maintenance and spot cleaning of carpets

Information Technology

July 2015

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

- Updated Server
- Website was updated as necessary
- The Postal System PC had updates installed
- Troubleshooting Postal System after updates
- Printer/Toner usage stats were collected for June
- Collected quotes and prepared numbers for 2016 IT budget
- Troubleshooting with Innovative over Millenium Server crash
- **Online program sign-up for July had 17 sign-ups, the total online sign-ups is 239!**

Online Sign-up type	Jan 15	Feb 15	Mar 15	April 15	May 15	Jun 15	July 15	Totals
Adult Programming	1	2	17	3	2	1	3	31
Arts Alive concerts	5	28	17		4	11	7	84
Computer Classes	11		26	7		12	4	61
Employment Programs	3		1					4
YS						3	3	6
Seuss AM		2	42					44
Seuss PM			9					9
Totals	20	32	112	10	6	27	17	239

- A new more powerful wireless router was purchased for the Community Room computer classes
- Configuration & installation was done for the new wireless router in the Community Room
- Each Circulation desk checkout PC was disassembled, cleaned internally/externally & re-installed.
- 2 new wireless mice were installed at the Circ desk
- Welcome desk PC was removed, disassembled, cleaned, updated & re-installed
- 10 Keyboards and mice were steam-cleaned at the Circ desk, Welcome desk, Readers desk, Reference desk and Ask Me desk.
- 3 PCs in Administration were disassembled, cleaned & updated
- 10 keyboards and mice were steam-cleaned for Admin, Adult & Tech services office
- A different fax machine was installed for patron use at the Reference desk
- A new change counter was installed in the Admin office, training was done with it as well
- Built a PC for Building Services after motherboard failure
- Patron laptops were updated
- Troubleshooting Wi-Fi system as needed
- PCs were updated in the Reference Lab area
- PCs were updated in the Walk-Up Lab area
- PCs were updated in the YS Kid's Zone area
- A new monitor was installed at the Reader's Advisory desk
- Xerox Printer in Administration was troubleshooted
- Troubleshooting of the VPN payroll server connection between the city & library
- Updated & cleaned PCs in Tech Services
- Issues with the Envisionware print release system were resolved
- Scanner troubleshooting was done in the Reference Lab and Walk-Ups PCs
- General maintenance was done on the Xerox printer at the Reference Desk
- Slow web speed was fixed and problem PC with malware was fixed
- Issues with ICN/ library network bandwidth speed monitoring website were resolved
- Work order for library network speed was submitted to ICN
- Full Virus scan was performed on the server
- PCs in Special Service were cleaned & updated
- Keyboards & mice were steam-cleaned in Special Services
- Updated & cleaned Maintenance PC
- 2 PCs were dis-assembled & cleaned internally/externally and re-installed
- 2 worn-out phone lines were replaced at the Welcome Desk, phones were cleaned as well
- A dead monitor for PAC02 was removed and replaced
- PAC stations in Reference were cleaned
- The Server had hard drive expansion performed on the Array Controller (installed addition hard drive on Server)
- Hard drive extension was performed on the Array Controller for the Server
- Troubleshooting of SonicWall Wi-Fi antennas freezing was done
- The portal/ firmware was updated for the SonicWall Filter appliance by SonicWall
- Restoration of settings was performed after firmware update for SonicWall appliance
- Kept Wi-Fi statistics for July

- Assembly and online indexing of the updated RML Employee Handbook was completed
- Java updates/troubleshooting were done on the Circulation backroom PCs to allow Millennium reports to work correctly
- Program set-up for YS & Adult programming
- Assisted 8 patrons with My Media Mall
- Assisted with 194 patrons
- Assisted 265 staff issues

Readers Services

July 2015

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

Just Desserts Evening Book Discussion

Tuesday, July 28, 2015

Led by Robin Schroeder

Agatha Christie Reading Round Table: choice of fiction, short story collection or play.

The group discussed their selections and why Christie continues to be the most-read mystery author of our time.

In addition to daily tasks, the Department focused on the following activities this month:

- The Adult and Teen Summer Reading Programs “Read to the Rhythm” are in full swing. There are currently 173 adults and 49 teens participating.

In addition, the Arcadia Theatre in St Charles has generously donated 2 holiday concert packages to the Library to go along with the program’s music theme. As a result, a “Christmas in July” themed display and raffle (complete with holiday music) has been set up at the Readers Advisory Desk and anyone signed up for the Summer Reading Program will receive an entry into the drawing. The purpose is twofold: to reinvigorate the Summer Reading program midway and introduce the reading program to even more patrons who otherwise would not have participated.

- The Readers Services Department (along with Youth Services) represented the Library at the Farmers and Food Truck Event on Saturday, July 25.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the Music CD collection continued.

Reference Services

July 2015

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.

In addition, Nana Herron hosted the Four Seasons Book Group on the evening of July 22nd. Fifteen members attended!

Special Services

July 2015

Submitted by: Sharon Montague, Special Services Director

We continue to create posters and fliers for upcoming programming. The Fall Newsletter is in progress.

Program Statistics:	91
Arts Alive Concert: <i>Robbie Malkowski and Dave Turner</i>	52
Family Stories That Bind	6
Movie: <i>McFarland U.S.A.</i>	
Tuesday	8
Friday	3
Smoky the War Dog	22

Volunteer Hours: 54.75

Katherine Kinney	9.5
Doris Botes	14.0
Donna Thompson	30.0
Anne LeFevre	1.25

Vikes Hours: 0.0

There are no Vikes during summer.

In-House Printing: 1,857

Riso Duplicator	1,062
Xerox Color Qube	795

Technical Services

July 2015

Submitted by: Steve Rossi, Technical Services Director

In preparation for the Summer Friends' of the library book sale, a number of items were withdrawn from our collection. Work continues on the special cleanup projects within the Department.

Statistical review:

WorldCat searches	3,747
WorldCat updates	1,111
WorldCat exports	1,115
WorldCat deletions	1,205
Collection/Added	1,311
Collection/Deleted	641

Generated and printed 5 system reports for staff weeding and inventory projects.
53 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation.

Youth Services

July 2015

Submitted by: Lucia Khipple, Director Youth Services

Summer Reading continues until the end of the month. We've had a delightful summer with excellent reading reports by so many of our patrons. We've also had some of the most outstanding Jr. High volunteers. Statistics will follow after the close of the program. We added some great programs this summer that will likely continue once school is back in session. One of those programs is called Sensory Storytime. It's geared toward children with special sensory needs combined with early literacy skills, but seems to be a big hit with many of our young patrons. We've also continued Super Science and our Talent Show summer programs as well as other summer reading theme related programs. It's been a busy and fun summer.

We sent out 12 teacher bags.