

**Departmental Reports**  
**January 2015**

**Exhibits**

**Art Gallery:** Photography by Wayne Parkin

**Main Floor Display Cases**

**2 Cases:** Friends' Winter Village

**Book Displays**

**Readers Services Displays**

**Books**

Spotlighting 50 Great Reads

Cold Night, Large Sweater, Warm Tea, Good Books, Soft Socks and a Box of Chocolates

**Music**

Best CDs of 2014

New CDs

**DVD**

Best DVDs of 2014

New DVDS

**Teen**

Brand New Teen Fiction for January

Teens Overcoming Hardships

**Readers Services - Mini Displays**

Best Books of 2014

If You Like...Sandra Brown

**Reference Services Display**

Keep Calm Get Organized

**Reference Services - Mini Display**

A Long Winter Requires a Good Book

**Youth Services – Child Book Display**

Grab a Graphic Novel

## **Building Services**

January 2015

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice
- A new electrical outlet in the Community Room was installed
- We replaced many lights and several ballasts inside the Library
- The elevator pit was cleaned
- JGS Services provided maintenance on the outside sump pump
- Air Filter Engineers changed HVAC filters on the Lower level and the second floor equipment room
- Kone Inc. provided inspection and periodic maintenance on the elevator and dumbwaiter
- Global Facility Solutions provided daily janitorial service
- We continued standard daily building maintenance and spot cleaning of carpets

## **Information Technology**

January 2015

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

- Updated Server
- Updated website as necessary
- **19 patrons signed up online for Adult, Computer & Career programs in January!**
- Updated PCs in Admin Office
- Updated YS Office PCs
- Updated PCs in Circulation Backroom
- Updated PCs in Tech Services
- Updated Building Service PCs
- The new A/C bid & project details were published on our website
- Circulation Backroom PCs had new monitors installed
- New printer was networked and installed in the Circulation Backroom
- Updates were installed on Walk-Up PCs
- Potential virus/malware was removed from YS Staff PC
- Built 4 laptops for the wireless classroom
- Payroll Remote Access Software was installed on the new PC in the HR office
- Troubleshooting of java updates & Millennium reports on PC in Circulation backroom
- Reconfiguring of Envisionware network printers for patron print release system
- Massive repair job performed on Adult Services Multi-Function Xerox printer, the Process Drive, Drum Maintenance Pivot Plate, Drum Maintenance Camshaft, Transfix Load Module and Stripper Carriage were removed and checked for damages. The Drum

Maintenance Camshaft and Transfix Load Module were badly damaged. Once repaired they were re-installed.

- Re-timed the Drum Maintenance Camshaft on the A.S. Xerox printer
- The Adult Services Xerox Printer fans were thoroughly cleaned out while the printer was completely disassembled
- Reconfigured Adult Services Xerox printer to connect with network again
- Reloaded Office 2010 and troubleshooting/applying of patches to fix Internet Explorer crashes on PC in Adult Services
- Replaced dead monitor on PAC08 station in YS
- Unusable and old toner tanks were sent out to be recycled
- Updated and troubleshooting of a few PCs in the Lab
- The print rollers were inspected and cleaned on the HP printer in the WalkUp area
- The MAC address tables for the wireless classroom were cleaned up
- Barcode Reader Inventory performed and all devices were cleaned
- Barcode Readers were replaced as needed in Tech Services & Adult Services
- Performed firmware update for Xerox 8900 printer at Reference Desk to fix stalling issues
- Firefox and Chrome were trouble-shooted on the Readers Advisory PC
- Installed temporary printer at the Reference Desk to assist staff/patrons with upcoming Tax Season form printing
- UPS battery was replaced for the Router, SonicWall and Switches in the IT Office
- Due to a port corruption of the SonicWall firewall, the network became disabled and the entire network was reset
- Rebuilt & re-configured the SonicWall firewall
- Re-registered SonicWall device
- Received assistance from Illinois Century Network (ICN) on network speed issues
- Performed Packet Monitoring for the Network to resolve speed issues and potential device conflicts
- YS iPad troubleshooting
- Trouble-shooted the YS Staff Xerox printer for damaged ink sticks
- Printed the tax booklets & forms for the Reference Department
- Troubleshooting of phone system
- Re-built 1 laptop for the wireless classroom, due to Registry Errors
- Troubleshooting WiFi system
- Kept Wi-Fi statistics for January
- Server File back-up was performed and moved offsite
- Program set-up
- Assisted 2 patrons with MyMedia Mall
- Assisted with 158 patrons and 189 staff issues

## **Readers' Services**

January 2015

Submitted by: Robin Schroeder, Readers' Services Associate

### **Programs and Activities**

#### **Books and Bagels**

Thursday, January 8, 2015

*Mr. Penumbra's 24-hour Bookstore*

By Robin Sloan

Led by Carrie DeMoss

#### **Morning Book Break**

Tuesday, January 13, 2015

*We are all completely beside ourselves*

By Karen Joy Fowler

Led by Carrie DeMoss

#### **Just Desserts Evening Book Discussion**

Tuesday, January 27, 2015

*Boys in the Boat; Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics*

By Daniel James Brown

Led by Robin Schroeder

- Summer Reading Program Planning continued
- Weeding and shifting of the Fiction Collection continued
- Weeding of the DVD Collection continued
- Weeding of the Music CD Collection continued

### **Reference Services**

January 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.

We are also preparing for tax season. To the dismay of many of our patrons, both the state and the federal governments are sending us less and less tax forms and instructions with each passing tax season. They are encouraging citizens to file electronically. We are doing our best to support our patrons and providing various options to acquire tax forms and instructions.

Lastly, in the month of January, the Reference Department presented the following programs: Uncovering Company Information, Starting a Small Business, Jump Start Your Job Search and Access The Online Power of Your Library Card.

## Special Services

January 2015

Submitted by: Sharon Montague, Special Services Director

The early part of the month was spent removing the holiday decorations from all areas of the library. We continue to work on posters and fliers for upcoming programs and the spring newsletter is in progress.

<b>Program Statistics:</b>	<b>96</b>
The Magical Art of Problem Solving	6
Finding the Novel Inside of You	6
Arts Alive Concert: <i>Sentimental Journey</i>	71
Movie: <i>The Hundred-Foot Journey</i>	
Tuesday	6
Friday	7

<b>Volunteer Hours:</b>	<b>32.5</b>	<b>In-House Printing:</b>	<b>2,175</b>
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Katherine Kinney	8.5	Riso Duplicator	1,630
Annie LeFevre	.5	Xerox Color Qube	545
Donna Thompson	23.5		

## Technical Services

January 2015

Submitted by: Steve Rossi, Technical Services Director

As we start a new year, we have prepared all of the year-end statistical reports. The open/closed calendar for the Millennium server has been updated. A report was generated of all the office supplies that we purchased from Office Depot in calendar year 2014.

Several system reports were produced to facilitate in database cleanup.

We started the process of moving our processing manual and local cataloging standards and practices documentation online.

### Statistical review:

WorldCat searches	3644
WorldCat updates	672
WorldCat exports	661
WorldCat deletions	2,107
Collection/Added	1,519
Collection/Deleted	2,464

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

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

## **Technical Services, cont'd**

I attended the pre-bid meeting for prospective bidders on the water chiller replacement held January 20<sup>th</sup> at the library. I also attended a webinar entitled Beyond FirstSearch WorldCat Discovery and what it means for your Library, presented by OCLC (Online Computer Library Center, Inc.) on January 22<sup>nd</sup>.

## **Youth Services**

January 2015

Submitted by: Lucia Khipple, Youth Services Director

Our mini Winter Reading Club, the Wolves Reading Program is still running. All of our regular programming continues and is ongoing. Spring planning is midway and we are deep into Dr. Seuss planning.

We sent out 14 teacher bags.