

Departmental Reports July 2016

Exhibits

Art Gallery: Paper and Mixed Media by Barbara Burt

Main Floor Display Cases

1 case: Youth Summer Reading Club: Read for the Win!

1 case: Adult and Teen Summer Reading Clubs: Get in the Game – READ!

Book Displays

Readers Services Displays

Adult Fiction

Rock'em Sock'em Robots: Family Dramas

Life: The Stages of Life

Chance: New Books

Community Chest: Staff and Patron Picks

Teen Fiction

Brand New Fiction for Teens for June and July

Twister: Teen Angst and Emotions

High School Reads

New DVDs

BINGO: Movie Titles That Start with B, I, N, G, and O

The Big Bang Theory: Science Non-Fiction DVDs

New CDs

Spin the Bottle: Decades Music

Kick the Can: Country Music

Mini Display

Science and Nature

Reference Services Displays

Midsummer Night's Dream

Science and Religion, Spirituality and Faith

Reference Services - Mini Displays

Love and Relationships

Politics and American History

Youth Services Display

1000 Books before Kindergarten

Building Services

July 2016

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the library grounds.
- Many lights and ballasts inside and outside the building were replaced.
- Flooring Management Group, Inc. provided quarterly carpet cleaning.
- First Fence, Inc. installed a security fence and emergency exit gate at the east wing of the library
- RG Stamping completed crack filling and stripping of the parking lots and drive ways. The concrete was grinded down on all high spots of curbs and sidewalks.
- We received and approved Mario's Tree Service proposal for the removal of four dead infected emerald ash borer trees.
- We continued daily standard building maintenance and spot cleaning of carpets.

Information Technology

July 2016

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

- Updating of the Server was performed.
- Updating the website was performed as necessary.
- Patron laptops were updated & cleaned.
- Staff PCs were updated/cleaned in Circulation, AS, YS, TS, SS and Administration Office.
- Reference copier & printer pay station cleaning was performed & internal mechanism cleaning due to humidity.
- Printer/toner usage stats were collected for July.
- Patron PCs in the Lab and WalkUp area were updated and cleaned.
- The printer in the backroom of Circulation was repaired.
- Online program sign-up for July had 19 sign-ups. Total sign-ups are now 601.
- Stats for July's Wireless Printing usage were collected - patrons & staff assisted as needed.
- Gathered quotes for 2017 IT budget.
- Two staff files were recovered using our server backup software.
- Several Ethernet plugs were replaced in the Youth Computer Area and the wall-mounted Ethernet Keystone box was replaced due to damage. All ports were relabeled afterward.
- The iMacs in the WalkUp computer area had several major updates installed, and were reconfigured to deal with connection problems.
- The wiring underneath the Reader's Advisory desk was re-done and secured to avoid damage. Cleaning underneath the desk was also performed.
- The new PRI for the phone system is being configured.
- We are preparing for new internet service to be installed in the beginning of August.
- Assisted 5 patrons with MyMedia Mall.
- Assisted with 179 patrons & 219 staff issues.

Readers Services

July 2016

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

Just Desserts Evening Book Discussion

Tuesday, July 26, 2016

The Unlikely Pilgrimage of Harold Fry

By Rachel Joyce

Led by Robin Schroeder

- The Adult and Teen Summer Reading Programs continue.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.

On July 26, 2016, Dorianne Johnson joined the Readers Services Department as a Receptionist at the Welcome Desk.

Reference Services

July 2016

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, Anne Jefferson instructed numerous computer classes and Nana Herron hosted two Coloring Clubs and the Four Seasons Book Club.

Technical Services

July 2016

Submitted by: Steve Rossi, Technical Services Director

We have started the process of migrating from TitleSource, to the new TitleSource360. This is an upgrade of Baker & Taylor's online acquisition software. The migration will take about 10 weeks to complete, during that time Staff will be using both versions of the TitleSource software.

Statistical review:

WorldCat searches	3,438
WorldCat updates	1,029
WorldCat exports	1,054
WorldCat deletions	1,664
Collection/Added	1,335
Collection/Deleted	1,215

Technical Services cont'd

Generated and printed 2 system reports for Staff weeding and inventory projects.

182 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation. 10 damaged spines have also been repaired and those items have been placed back into circulation.

I attended a Planning Committee meeting, held here at the library. I also attended a meeting with Carrie Matlock, Partner, at DLA Ltd., Architects in Itasca, IL.

Special Services

July 2016

Submitted by: Sharon Montague, Special Services Director

We continue to work on posters and fliers for upcoming programs. Some of our older news rotators are getting a fresh look. And, the fall newsletter is in progress.

Program Statistics:

	132
The Back Roads of Tuscany	18
Arts Alive Concert: <i>The Triumph of Artemisia</i>	58
Movie: <i>Eddie the Eagle</i>	
Tuesday	13
Friday	13
Amelia Earhart	30 estimated

Volunteer Hours: 67.5

Doris Botes	13.5
Katherine Kinney	10.5
Annie LeFevre	1.0
Laura Shaffer	.5
Donna Thompson	42.0

Vikes Volunteer Hours: 0.0

There were no student volunteers in July.

In-House Printing: 3,278

Riso Duplicator	1,480
Xerox Color Qube	1,798

Youth Services

July 2016

Submitted by: Lucia Khipple, Youth Services Director

Summer Reading Club continues. We had lots of groups and lots of happy readers this summer. The t-shirts seem to be a hit. We now have a better grasp on what sizes and numbers we will need for future summers. It's great to see a reader come back to the library wearing their red t-shirt! Kids are reading, kids are crafting and kids are attending programs.

Youth Services has been hopping all month. Fall planning is underway.

We have represented the library at 2 Farmers & Food Truck events. It's worthwhile - but hot!