

Departmental Reports
March 2019

Exhibits

Art Gallery: Artwork by Cheryl Calderon

Main Floor Display Cases

1 case: Seuss Celebration/library materials on gardening

1 case: About Time: Daylight Savings Time

Book Displays

Readers Services Displays

Brand New Fiction

Long Story Short - Short Story Collections

March Madness

New DVDs

Comedies

Brand New Documentaries

Mini Display

Laugh and the World Laughs at You

New Teen Fiction

Women's History Month/Strong Role Models

RMHS Summer Reads

See the Story--Graphic Novels

Brand new CDs

The Music Room

New Audio Fiction Books

Women's History Month

Reference Services Display

National Craft Month

Reference Services - Mini Displays

She Believed She Could, So She Did

St. Patrick's Day/Ireland

Youth Services Display

1000 Books before Kindergarten

Building Services

March 2019

Submitted by: Sabri Kecici, Building Services Director.

- Library walks were kept clean of snow and ice.
- Program set-ups were done in the Community Room.
- Many lights and ballasts inside the Library were replaced.
- Side stream filters on the HVAC system were replaced.
- The chiller was checked and prepared for the season.
- All air supply vents on the HVAC system were cleaned.
- Gutters and storm drains around the building were cleaned.
- The Community Room was cleaned and carpeting shampooed after the book sale.
- The dumbwaiter pit was cleaned.
- Air Filter Engineer's changed the HVAC filters on the lower level and the second floor equipment.
- We continued standard daily building maintenance and spot cleaning of carpets

Information Technology

March 2019

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

- Updating of the Servers was performed.
- Updating of the website was performed as necessary.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Staff PCs were updated in Admin, AS, YS, TS, SS, and Circulation.
- The Windows 10 Operating System was installed & user profiles configured on 6 staff PCs.
- Started building the new Wireless Classroom laptops.
- Shifting of the staff PCs from Office to Microsoft Office 2013 is in progress.
- One-on-one training with several staff was done.
- New firmware for the camera server was installed.
- A new larger PoE switch for the camera system was installed.
- 2 additional cameras were purchased; one for the front and one for the rear of the building.
- Camera domes were cleaned.
- The West Lot camera was re-installed.
- Worn-out 20-25 year old Ethernet cables are being replaced in the Adult Services office and the Youth Services area.
- Performed troubleshooting of the phone at the Welcome Desk.
- Patron PCs in the Reference area were updated.
- Our database webpage had links corrected. A new database was added allowing us to discontinue our EZ-proxy server for remote database access.
- Troubleshooting of the sound system in the Community Room was performed.
- A RISO tech was out to do general maintenance and repair the RISO duplicator in SS.
- Both staff PCs at the Reference Desk have been rebuilt on the Windows 10 OS.

Information Technology cont'd

- We participated in the Edge 2.0 Assessment allowing us to assess our library's technology programs, services and operations and compare our results with other libraries across North America.
- Printer/toner usage stats were collected for March.
- Online program sign-up for March had 79 patrons & an overall total of 1,619.
- Stats for March's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for March.
- Assisted 3 patrons with MyMedia Mall.

Readers Services

March 2019

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, March 7, 2019

The Alchemist

by Paulo Coelho

Led by Carrie DeMoss

Morning Book Break

Tuesday, March 12, 2019

The Woman in the Window

by A. J. Finn

Led by Carrie DeMoss

Just Desserts Evening Book Group

Tuesday, March 26, 2019

Keep Moving by Dick Van Dyke

& *Little Fires Everywhere* by Celeste Ng

Led by Robin Schroeder

(January meeting canceled due to bad weather)

Programs and Activities

- Weeding of the Fiction Collection continued.
- Weeding of the Music CD Collection continued.
- Summer Reading Program planning continued.
- Weeding of the Periodical Collection continued.

Reference Services

March 2019

Submitted By: Jennifer Collette, Reference Services Director

Reference Staff has been busy with our regular tasks of ordering, shelving, weeding and staffing of the Reference Desk. Also, another income tax season is in full swing!

In addition, Anne Jefferson hosted numerous computer classes, Lauren Van Dyke hosted the Resources and Roots Genealogy Club, and Nana Herron hosted the Coloring Club, the Real to Reel Book Club, and Job Searching at Your Library.

Special Services

March 2019

Submitted by: Sharon Montague, Special Services Director

We are working on publicity for spring programming. Plans for the Volunteer Luncheon on May 4 are in progress. Summer Reading Club planning has begun.

Program Statistics:	208
Chef Michael Maddox: Pie for Pi Day	20
AAC: Trillium St. Patrick's Day Concert	138
Christine Thornton: Women Artists Drawing Workshop	24
Tuesday Matinee: First Man	16
Friday Night Movie: First Man	10

	61.0
Doris Botes	8.5
Katherine Kinney	14.25
Donna Thompson	36.0
Annie LeFevre	2.25

VIKES Volunteer Hours:

Four VIKES student worked 28 hours in January.

In-House Printing:	2,325
Riso Duplicator	1,810
HP PaperWide	515

Technical Services

March 2019

Submitted by: Steve Rossi, Technical Services Director

This month saw the demise of 2 pieces of equipment in the Department. The CD player and the TV/VCR combo both decided to breakdown. They have lasted a long time and served the Department well. We don't plan on replacing either piece of equipment, since we can use the built-in players on the Department's PCs.

Technical Services cont'd

Statistical review:

WorldCat searches	3,416
WorldCat updates	790
WorldCat exports	793
WorldCat deletions	1,629
Collection/Added	1,206
Collection/Deleted	1,522

Generated and printed 5 system reports for Staff weeding and inventory projects.

23 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 9 books with damaged spines have been repaired; these items have been placed back into our Collection.

I attended the webinar “2019 Customer Support Update” presented by Innovative Interfaces Inc.

Youth Services

March 2019

Submitted by: Lucia Khipple, Youth Services Director

Youth Services celebrated Dr. Seuss’s birthday this year with a nice turn out, approximately 550 people including both morning and afternoon sessions. We have since seen a lot of new patrons come to library storytimes as a result. Now that most of the celebration is inventoried and packed away until next year, we get back to regular and Spring Break programming.

We are also preparing to host the Adult Services group in the YS program room for the upcoming 3 months.

Summer Reading is also just around the corner.

Laura Garcia and Brooke Cusmano attended Lincoln Story League at the Poplar Creek Library.

We sent out 20 teacher bags.