

## Departmental Reports November 2019

### Exhibits

**Art Gallery:** Pen & Ink by John Green

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

**1 case:** Holiday Crafting

**1 case:** Real to Reel Book Club

### Book Displays

#### **Readers Services Displays**

##### **Books**

It Happened One Thanksgiving

Give Thanks

Library Reads

##### **Music**

Hello Fall

##### **Movies**

Fall Favorites

##### **New DVDs**

New Documentaries

##### **New Teen Fiction**

Hello Autumn

Leaf Through One Of These

##### **Audio Book Display**

Gratitude, A Quiet Joy

#### **Readers Services - Mini Display**

Gobble Up A Good Book

#### **Reference Services Displays**

Thanksgiving

Veterans Day

Thankful, Grateful

Classic Cars

True Adventure Stories

#### **Youth Services Display**

1000 Books Before Kindergarten

## **Building Services**

November 2019

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice.
- Program set-ups were done in the Community Room.
- Many lights and ballasts inside of the building were replaced.
- A new LED light fixture sample for the proposed retrofit light project was installed.
- Snow blowers and ice melt spreaders were prepared for the winter season.
- Humidifiers were installed for winter season in the Community and Board Rooms.
- All gutters and storm drains around the building were cleaned.
- The leaves were raked around the perimeter of the building.
- The split A/C Coils in the IT office were cleaned.
- Side stream filters on the HVAC system were replaced.
- We continued standard daily building maintenance and spot cleaning of carpets.

## **Information Technology**

November 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.
- 23 webpages were rebuilt to reflect the 2019 Winter Newsletter.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Gathered quotes for phone Notification & Renewal by Phone PC for next year's ILS upgrade.
- Staff PCs were updated.
- We have continued shifting Staff PCs from Office 2013 to Microsoft Office 2016.
- Started upgrading Windows 10 version 1903 to the newer version Windows 10 version 1909.
- The lockdown software had some troubleshooting performed.
- Installed new firmware for the camera server and upgraded firmware for cameras.
- Outside cameras were re-adjusted, cases cleaned & weatherproofed prior to the winter weather.
- A new Electronic Display Screen was installed on the wall at the Circulation Desk.
- Two Walkup PCs were rebuilt after some update glitches were noticed.
- Upgraded all 17 patron laptops from regular hard drives to SSD (Solid State Drives).
- Troubleshooting one of the scanning stations in the Walkup area.
- The Community Room A/V Closet was prepared for installation of the new Sound System.
- We installed a Sony Sound System with surround sound speakers in the YS Program Room.
- Printer/toner usage stats were collected for November.
- Online program sign-up for November had 25 patrons & an overall total 1,832!
- Stats for November's Wireless Printing usage were collected.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for November.
- Assisted 4 patrons with using our eReader app Digital Library (Overdrive).
- Assisted with 260 patrons & 314 staff issues.

## Readers Services

November 2019

Submitted by: Mary Constance Back, Readers Services Director

### Book Discussions:

#### Morning Book Break

Tuesday, November 12, 2019

The Widows of Malabar Hill

By Sujata Massey

Led by Carrie De Moss

#### Books and Bagels

Thursday, November 14, 2019

The Widows of Malabar Hill

By Sujata Massey

Led by Carrie De Moss

#### Just Desserts

Tuesday, November 26, 2019

A Christmas Carol

By Charles Dickens

Led by Robin Schroeder

## Reference Services

November 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.

In addition, Anne Jefferson instructed numerous computer classes and Nana Herron hosted Coloring Club.

## Special Services

November 2019

Submitted by: Sharon Montague, Special Services Director

The winter newsletter is on its way to area homes and businesses. We started working on publicity items for winter programming.

### Program Statistics:

Tuesday Movie: <i>Yesterday</i>	7
Sleep Better Now - Kimberly Lemke	14
Friday Movie: <i>Yesterday</i>	12
Arts Alive Concert - In Full Swing: Big Band & Jazz	130
Lincoln and Thanksgiving - Kevin Wood	30

**193**

<b>Volunteer Hours</b>	<b>41.00</b>
Anne LeFevre	3.25
Katherine Kinney	4.25
Vinnie Sluga	1.0
Donna Thompson	32.5

**VIKES Volunteer Hours:**

Four volunteers worked 30 hours in the months of November.

<b>In-House Printing:</b>	<b>3,320</b>
Riso Duplicator	2,710
HP PaperWide	610

**Technical Services**

November 2019

Submitted by: Steve Rossi, Technical Services Director

The WebPAC code has been edited to include access to NoveList Select, which includes enhanced readers advisory information beneficial to both Staff and Patrons.

The Library social media pages Facebook and Twitter have been updated to reflect the current programs and events happening throughout the building.

**Statistical review:**

WorldCat searches	3,373
WorldCat updates	1,184
WorldCat exports	1,189
WorldCat deletions	1,306
Collection/Added	1,475
Collection/Deleted	530

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

34 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 6 books with damaged spines have been repaired; these items have been placed back into our Collection.

**Youth Services**

November 2019

Submitted by: Lucia Khipple, Youth Services Director

We've been planning activities for the "no-school week" of Thanksgiving and the Winter break. All of our regular programs have finished before they start up again the first week of December.

Laura Garcia presented a storytime and took reports for the *1000 Books before Kindergarten* program at the F.I.N.D.P.I. (Family Involvement Nurturing Development Preventive Initiative) at the EPNRC (East Park Neighborhood Resource Center).

We sent out 11 teacher bags.