

Departmental Reports January 2019

Exhibits

Art Gallery: Watercolor by Cheryl Calderon

Main Floor Display Cases

2 cases: Friends' Old Fashioned Winter Village

Book Displays

Readers Services Displays

Books

Brand New Fiction
Chi-Town Stories
Windy City Writers
Music

Mini Display

Books from the 'Burbs

Movies

New DVDs
Second City on the Silver Screen
Brand New Documentaries

Teen

New Teen Fiction
What Book is on Your Bucket List?
2019 Reading Challenge

Music

Brand New CDs/ the Music Room

New Audio Fiction Books

Winter, a Lingering Season

Reference Services Displays

Winter
Mary Oliver
Happy New "You"
Actually, It's Not *That* Cold

Youth Services Display

1000 Books before Kindergarten

Building Services

January 2019

Submitted by: Sabri Kecici, Building Services Director

- We kept the front of the Library and walks clean of snow and ice.
- Many lights and ballasts inside the Library were replaced.
- Program set-ups were done in the Community Room.
- The paper towel dispenser in the second floor restroom was repaired.
- Window blinds in the Reference area were repaired.
- A broken humidifier in the Community Room was repaired.
- Side stream filters on the HVAC system were replaced.
- Spot cleaned chair upholstery in the Board and Community Rooms.
- Global Facility Solutions provided daily janitorial service.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

January 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.
- Installed new firmware for the camera server.
- Upgraded firmware for cameras.
- Cleaned camera domes.
- We are currently replacing worn-out 20-25 year old Ethernet cables in the Adult Services offices.
- We are currently replacing worn-out 20-25 year old Ethernet cables in the Youth Services area.
- A phone line was replaced and installed in a better location in the Reference Director's office.
- Replaced phone & Ethernet ports at the Readers Advisory Desk, cleaned up excess wiring as well.
- Performed troubleshooting of the phone at the Welcome Desk.
- Patron PCs in the Reference area were updated.
- Our database webpage had links corrected.
- Fading 10 year old monitors were replaced in the Special Services office.
- Troubleshooting of the sound system in the Community Room was performed.
- Alternative Business Suppliers cleaned and serviced the Administration copier.
- The old server back-up system was replaced with a similar back-up system called Rapid Recovery.
- Quickbooks 2019 has been purchased and has been installed on Admin PCs.
- The copy room patron print station was rebuilt.
- Each PC in the building is getting BIOS and driver updates in preparation installing Windows 10.
- New firmware was installed on the Page-Wide printers in the YS office & SS office

Information Technology cont'd ...

- The large format printer in the SS office was troubleshooted for connection & performance issues. New software was located and installed that fixed both issues.
- The Print station desk in the YS area was dismantled to install a cord cover and all wires underneath were replaced and cleaned up. New ethernet lines were replaced at the printer station as well.
- New ethernet lines were installed at the Readers Desk and YS office.
- The bulletin board PC at the Readers Desk was replaced and a larger monitor was installed.
- Printer/toner usage stats were collected for January.
- Online program sign-up for January had 29 patrons - an overall total - 1,509.
- Stats for January's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for January.
- Assisted 3 patrons with MyMedia Mall.
- Assisted with 160 patrons & 240 staff issues.

Readers Services

January 2019

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, January 3, 2019

The Circle (novel and movie)

By Dave Eggers

Led by Carrie DeMoss

Morning Book Break

Tuesday, January 8, 2019

The Circle (novel and movie)

By Dave Eggers

Led by Carrie DeMoss

Programs and Activities

- Weeding of the Fiction Collection continued.
- Weeding of the Music CD Collection continued.
- The Paperback Collection was weeded.
- Summer Reading Program planning began.
- The Periodical Collection was weeded.
- Tax season has begun.

Reference Services

January 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. We're also gearing up for another income tax season!

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 and the Real to Reel Book Club.

Lastly, starting this month, Wendy Freeman will begin offering all public Desk Staff interlibrary loan training.

Special Services

January 2019

Submitted by: Sharon Montague, Special Services Director

We removed and stored the holiday decor. We are finishing up the publicity for winter programming. The spring newsletter is in progress. The 18th annual Seuss Celebration is around the corner - preparations have begun!

Program Statistics:	164
Bullet Journaling – Audrey Ko	19
Blues 101 – Fruitland Jackson	19
Vietnam War – Jim Gibbons	21
Arts Alive Concert - Ron & Sandie: Tribute to Bobby Darin	85
Movie: <i>Christopher Robin</i>	
Tuesday	13
Friday	7

Volunteer Hours:	45.25
Katherine Kinney	11.25
Donna Thompson	32.5
Annie LeFevre	1.5

VIKES Volunteer Hours:

One VIKES student worked 2.0 hours in January.

In-House Printing:	1,770
Riso Duplicator	845
HP PaperWide	925

Technical Services

January 2019

Submitted by: Steve Rossi, Technical Services Director

The fiscal close has been run on the acquisition database and the fund codes have been rolled over for the new fiscal year. The Innovative calendar has been updated to reflect the library closed dates for 2019.

Statistical review:

WorldCat searches	2,578
WorldCat updates	944
WorldCat exports	963
WorldCat deletions	1,022
Collection/Added	1,282
Collection/Deleted	1,664

Generated and printed 4 system reports for Staff weeding and inventory projects.

35 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 10 books with damaged spines have been repaired; these items have been placed back into our Collection.

I attended the webinar “The Fix is in MARC fixed fields” presented by the Cataloging Maintenance Center (CMC).

Youth Services

January 2019

Submitted by: Lucia Khipple, Youth Services Director

Youth Services offered some unique programs during scheduled no school days. In honor of Dr. Martin Luther King Jr., we had a program called “Kindness Stories” and for S.T.E.M. (Science, Technology, Engineering and mathematics) programming, we offered a program called “Slime Factory.” Both programs were lots of fun and attracted a good audience.

We also hosted the Lincoln Story League.

We are grateful for our hearty patrons who continue to seek us out during the frigid temperatures.

January is always an exciting time for Youth Services when ALA announces the Youth Media Awards.

We sent out 13 teacher bags.