

**Departmental Reports**  
**December 2018**

**Exhibits**

**Art Gallery:** Photography by Steve Bogaerts

**Main Floor Display Cases:** Friends' Old Fashioned Winter Village

**Book Displays**

**Readers Services Displays**

**Fiction**

Brand New Fiction

All I Want for Christmas is you!

How about a Great Book?

Tis the Season to be Reading

**Movies**

New DVDs

Merry Movies

Brand New Documentaries

**Mini Display**

Deck the Halls/Merry Mischief

**New Teen Fiction**

Snow Days

Staff Picks

**Music**

Brand new CD/ The Music Room

Sounds of the Season

**Audio Books**

New Audio Fiction Books

Winter, a Lingering Season

**Reference Services Display**

Holiday Cooking/Baking

**Reference Services - Mini Displays**

Holiday Cooking/Baking

**Youth Services Display**

1000 Books before Kindergarten

## **Building Services**

December 2018

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice.
- New Purell touch-free hand sanitizers were installed.
- All air supply vents were cleaned.
- The snow blowers and ice melt spreaders were prepared for winter.
- Program set-ups were done in the Community Room.
- Several lights and ballasts inside and outside of the building were replaced.
- Cleaning and electrical supplies were ordered and received.
- All gutters and storm drains around the building were cleaned.
- FE Moran Fire Protection provided inspection of the fire sprinkler system.
- Continued standard daily building maintenance and spot cleaning of carpets.

## **Information Technology**

December 2018

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 Wi-Fi System was reconfigured so staff has easier access to a separate wireless network and relieves the strain of staff using the public wireless network.
- Installed new firmware for the camera server.
- Upgraded firmware for cameras.
- Installed larger Hard Drives for the camera system.
- We are currently replacing worn-out 20 year old Ethernet cables in Tech Services and Youth Services.
- Replacement phone ports were installed at the Readers Advisory Desk.
- Patron PCs in the Reference area were updated.
- Computer class laptops were cleaned and updated.
- Our database webpage had links corrected.
- A broken monitor was replaced in the AS Office. Monitors were upgraded in the IT office.
- Troubleshooting of the sound system in the Community Room was performed.
- Alternative Business Suppliers did internal cleaning on the Admin copier.
- Klarman Consulting was out on Dec. 14 to build the new RMLIB006 Server & rebuild the RMLIB005 Print Server with Windows Server 2016 OS.
- All data was transferred from the RMLIB004 Server to the new RMLIB006 Server.
- During the new server installation, RMLIB003 Server (handled patron print jobs) stopped working, so that entire system had to be rebuilt on the rebuilt RMLIB005 Print Server.

- Our old server back-up system was replaced with a more advanced back-up system called Rapid Recovery.
- A new larger back-up repository was installed to be used with the Rapid Recovery software.
- The old print server was deleted completely and rebuilt.
- Every printer had to be deleted from every User profile on every PC in the building and then the new printer profiles had to be added for every user on every PC in the building.
- Symantec 12 Anti-Virus was uninstalled from every PC and replaced with Symantec 14 Anti-Virus, a newer release.
- Quickbooks 2019 has been purchased and will be installed on Admin PCs shortly.
- Each patron print station had to be rebuilt due to the change in Print Servers.
- The Wireless Printing System was rebuilt and has some extra capabilities.
- New iPads were purchased for the YS area.
- Due to the new server, each PC in the building had to have its DNS Server entry IPs adjusted.
- For 2018, we had 55,195 user sessions on our Wi-Fi system. Approx 15 users/hour.
- Printer/toner usage stats were collected for December.
- Online program sign-up for December had 35 patrons, 387 sign-ups for the year & an overall total 1,480!
- Stats for December's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for December.
- Assisted 5 patrons with MyMedia Mall.
- Assisted with 190 patrons & 445 staff issues.

## **Readers Services**

December 2018

Submitted by: Mary Constance Back, Readers Services Director

## **Book Discussions**

### **Books and Bagels**

Thursday, December 6, 2018

Magpie Murders

By Anthony Horowitz

Led by Carrie DeMoss

### **Morning Book Break**

Tuesday, December 11, 2018

Magpie Murders

By Anthony Horowitz

Led by Carrie DeMoss

## Programs and Activities

- Weeding of the Fiction Collection continued.
- Multiple copies of Fiction were weeded.
- Weeding of the Music CD Collection continued.
- Weeding of the Periodical Collection began.

## Reference Services

December 2018

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 hosted numerous computer classes, Lauren Van Dyke hosted the Getting Started in Genealogy Program, and Nana Herron hosted the Coloring Club.

## Special Services

December 2018

Submitted by: Sharon Montague, Special Services Director

We continue to work on publicity for winter programming.

Plans for the Volunteer Luncheon on May 4, 2019 have begun. Both Legacy Project recipients have been contacted and interviewed by Ashley.

<b>Program Statistics:</b>	<b>130</b>
Julia Child: Her Life in France - Lynn Rymarz	21
Christmas in Williamsburg – Nancy McCully	19
Arts Alive Concert – Festive Singers Holiday Concert	60
Movie: <i>Crazy Rich Asians</i>	
Tuesday	23
Friday	7

<b>Volunteer Hours:</b>	<b>49.0</b>
Katherine Kinney	9.75
Vinnie Sluga	1.0
Donna Thompson	36.0
Annie LeFevre	2.25

## VIKES Volunteer Hours:

There were no VIKES in December.

<b>In-House Printing:</b>	<b>2,945</b>
Riso Duplicator	1,080
HP PaperWide	1,865

## **Technical Services**

December 2018

Submitted by: Steve Rossi, Technical Services Director

### **Statistical review:**

WorldCat searches	2,466
WorldCat updates	995
WorldCat exports	1,019
WorldCat deletions	912
Collection/Added	1,636
Collection/Deleted	1,320

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

96 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.

I attended the bid opening for the North Expansion project at the offices of DLA architects in Itasca, and the bid opening for the Fire Panel Project at the offices of FCSI in Elgin.

## **Youth Services**

December 2018

Submitted by: Lucia Khipple, Youth Services Director

Youth Services regular programs finished this month. We held several programs during the school winter break, including special holiday programs which included an interactive showing of the movie Elf, family holiday craft night and our second annual Noon Year's Eve celebration.

We finished off the year with wrapped bundles of books under our very child friendly Christmas tree. Special thanks to you in Special Services for decorating and setting up our tree.

We sent out 14 teacher bags.