

**Departmental Reports
December 2017**

Exhibits

Art Gallery: Photography by Tiffany Whisler

Main Floor Display Cases

2 cases: Friends' Old Fashioned Winter Village

Book Displays

Readers Services Displays

Fiction

Hot off Santa's Sleigh (new fiction)
Holiday Treats (holiday fiction)
Help to Make the Season Bright!

Movies

New DVDs
Holiday Movies
Brand New Documentaries

Teen

New Teen Fiction
Read the Book/See the Movie

Music

Brand New CDs
Have a Cool Yule

Reference Services Displays

Merry and Bright
Too Good To Miss
Legacy of Walt Disney

Reference Services - Mini Display

Holiday Treats

Youth Services Display

1000 Books before Kindergarten

Building Services

December 2017

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice.
- Many lights and ballasts inside and outside of the building were replaced.
- The main air intake vents and rooms were cleaned.
- The hand dryer in the Youth Services washroom was repaired.
- A new power outlet in the Reference area was installed.
- Program set-ups were done in Community Room.
- A new light in the Reference area was installed.
- Electrical, cleaning and paper supplies were ordered and received.
- The outside book drop was cleaned and waxed.
- A broken humidifier in the Community Room was replaced.
- Kone, Inc., and Thompson Elevator Inspection Services performed the annual code required testing on both the elevator and dumbwaiter.
- We continued daily building maintenance and spot cleaning of carpets.

Readers Services

December 2017

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, December 7, 2017

Still Life

By Louise Penny

Led By Carrie DeMoss

Morning Book Break

Tuesday, December 12, 2017

Still Life

By Louise Penny

Led By Carrie DeMoss

Programs and Activities

The Welcome Desk display was “Let’s Plan a Tree Trimming Weekend.” The winner was Kevin C. Including the winner, there were a total of 105 entries.

- Weeding of the Fiction collection continued.
- Multiple copies of fiction and DVDs were weeded.
- Weeding of the Music CD collection continued.
- Weeding of the Paperback collection continued.

Reference Services

December 2017

Submitted By: Jennifer Collette, Readers 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.

Special Services

December 2017

Submitted by: Sharon Montague, Special Services Director

We continue to work on winter program posters and fliers. Publicity for the Dr. Seuss Celebration on Saturday, March 3rd is in progress.

Program Statistics:

	125
Pearl Harbor a Day of Infamy - Robert Mueller	15
Arts Alive Concert: Random Ringers	70
Movie: <i>Spider-Man: Homecoming</i>	
Tuesday	3
Friday	3
The Historic Christmas Tree Ship - Rochelle Pennington	20
Your Money: 12 Months... Your Finances - Karen Chan	14 (amount not reported in Nov.)

Volunteer Hours: 41.75

Doris Botes	3.0
Katherine Kinney	9.75
Annie LeFevre	1.5
Vinnie Sluga	.5
Donna Thompson	24.0
Kevin Vane	3.0

Vikes Volunteer Hours:

There were no Vikes in December

In-House Printing: 570

Riso Duplicator	270
Xerox Color Cube	300

Youth Services

December 2017

Submitted by: Lucia Khipple, Youth Services Director

December is always a fun time for Youth Services. Special services decorated our tree and our pillars are wrapped to look like snowmen. All of the holiday programs were very well attended and the warmer weather never hurts.

Laura Garcia also represented the library at the East Park Neighborhood Resource Center (EPNRC) Women's Club holiday party, which is always a festive event with loads of people.

We have a small break in our regular programming.

We sent out 12 book bags in December.

Technical Services

December 2017

Submitted by: Steve Rossi, Technical Services Director

The Innovated server was successfully moved to a Hosted server. The new server is housed at a data center in Ohio. The move resulted in 4 hours of downtime while files were transferred and DNS entries changed to direct to the new server.

Statistical review:

WorldCat searches	1,789
WorldCat updates	684
WorldCat exports	688
WorldCat deletions	709
Collection/Added	1,495
Collection/Deleted	1,538

Generated and printed 7 system reports for Staff weeding and inventory projects.

110 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation.

Teresa, Lynne, Julie, and Sarah attended the RAILS Technical Services Networking Group held at the Schaumburg Public Library.

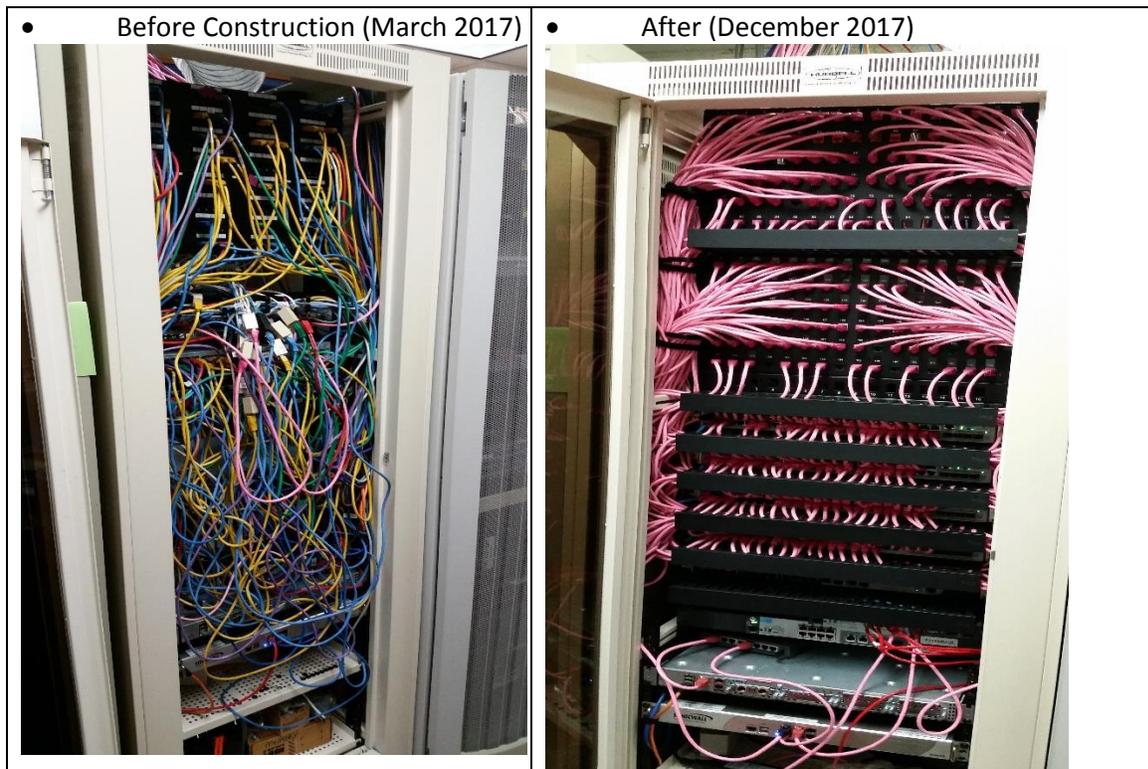
Information Technology

December 2017

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

- Updating of the Servers was performed.
- Updating the website was performed as necessary.
- The Voicemail server hard drive became corrupted, ATC was out to rebuild the server and make a backup copy.
- Troubleshooting of the phone system was performed as necessary.
- Assisted Steve with the changeover to the new remote Millennium server.
- Updated all PAC stations to direct to the new library catalog page.
- Updated all staff PCs with millennium access to allow access to the new server.
- Training for new procedures was done for the Circulation Over-Due Notices Printer.
- A new copy/fax/printer was installed in the Director's Office.
- An additional Ethernet line was run & all Ethernet ports were replaced in the Director's Office.
- Ethernet & phone ports were replaced for the Maintenance Director's desk.
- Troubleshooting of the Maintenance Director's PC & installing a newer printer were performed.
- Staff PCs were updated in Admin, AS, YS, TS, SS, and Circulation.
- Staff training was done for the TVs in the meeting rooms.
- Replacement phone lines were installed in the IT office.

- 4 months after the West Wing Dedication, we have managed to rewire all the switches and get everything labeled correctly in the network wiring closet! **It looks amazing!**



- Performed troubleshooting & general maintenance on the vending machine in the West Wing.
- Cleaned & updated all iPads.
- Patron PCs in the Adult & Youth area were updated and cleaned.
- Computer class laptops were cleaned and updated.
- All Ethernet cables to servers in the IT office were replaced.
- Troubleshooting of the sound system in the Community Room was performed.
- Database pages were checked & updated on the Reference page.
- Tested our new EZProxy server to allow patrons to login remotely for database access.
- Printer/toner usage stats were collected for December.
- Online program sign-up for December had 19 patrons, 354 for the year & a grand total of 1093!
- 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.
- The YS program room was re-configured for a day into a temporary computer lab for the YS Minecraft program.
- Program set-up was done for Adult programs and outside organizations using the Community Room.
- Assisted 4 patrons with MyMedia Mall.
- Assisted with 180 patrons & 278 staff issues.