

Departmental Reports
January 2020

Exhibits

Art Gallery: Watercolors by Moon Ja Park

Main Floor Displays: Friends' Winter Village

Book Displays

Readers Services Displays

Books

Best of 2019

2020 Best Year Ever

Music

New Music

Namaste Awhile

Movies

New DVDs

2020 Best Year Yet

New Documentaries

Audiobooks

New Audiobooks

Best of 2019

Teen

New Year, New You

Walking in a Winter Wonderland

Mini Display

Winter is Warm Blankets and Large Books

Reference Services Displays

New Year, New You

Tea

Eyes

Numbers, Statistics

Youth Services Display

1000 Books before Kindergarten

Building Services

January 2020

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 of the building were replaced.
- Program set-ups were done in the Community Room.
- Two new LED light samples for the proposed retrofit light project were installed in the Adult Services area.
- The emergency light in the Community Room was repaired.
- Spot cleaned upholstery in the Readers Services area and the Community Room.
- The wooden security gates in the main lobby were tightened.
- The drinking fountain on the upper level was repaired.
- The Service Agreement for our lawn treatment with True-Green was renewed.
- Global Facility Solutions provided daily janitorial service.
- We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

January 2020

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

- Updating of the Servers was performed.
- Updating of the website was performed as necessary.
- The website had a few upgrades to make it easier to use on mobile devices.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Staff PCs were updated in Admin, AS, BS, Circulation, TS, SS, and YS.
- Steve & I attended a phone conference regarding our upcoming migration from Millennium to Sierra in March.
- One monitor was replaced in the Walkup PC area.
- The postage machine had an update installed to reflect the postage rate increase.
- One staff PC in AS Office had the hard drive replaced.
- The lockdown software had some troubleshooting performed.
- Installed new firmware for the camera server.
- Upgraded firmware for cameras.
- 2 new humidifiers were added to the wifi network to track performance.
- 2 New PCs were built for the Scanning Stations in Reference.
- We are preparing to deploy new PCs to the Kids Zone area in Youth Services.
- New PCs at the Circulation Desk & in the Circulation Workroom were built & deployed.
- Ruth in Admin, Jennifer & Michael in Reference received new PCs.
- Lucia in YS received a new staff PC as well.
- Solid State Hard Drive upgrades were installed for 4 AS staff PCs.
- The Reference Desk PC was rebuilt.
- The notices printer in the Circulation backroom was cleaned internally.

- A new Ethernet cable was run to the copy center to make it easier to program & track maintenance on the Reference copier.
- ABS installed a new copier for Administration.
- The old Administration copier was moved to the YS office and reconfigured for YS staff use.
- The YS Copier was moved to the Reference area for patron use after it was reprogrammed. The current Reference copier was removed from service.
- Printer/toner usage stats were collected for January.
- Online program sign-up for January had 40 patrons & an overall total 1,964.
- Stats for January's Wireless Printing usage were collected.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for January.
- Assisted 2 patrons with using our eReader app Digital Library (Overdrive).
- Assisted with 209 patrons & 335 staff issues.

Readers Services

January 2020

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

Book Discussions

Books and Bagels

Thursday, January 9, 2020

Sweetness at the Bottom of the Pie

By Alan Bradley

Led by Carrie DeMoss

Morning Book Break

Tuesday, January 14, 2020

Sweetness at the Bottom of the Pie

By Alan Bradley

Led by Carrie DeMoss

Just Desserts

Tuesday, January 28, 2020

Good Neighbor: The Life and Works of Fred Rogers

By Maxwell King

Led by Robin Schroeder

- Weeding and shifting of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the paperback collection continued.
- Summer Reading planning began.

Reference Services

January 2020

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 also wished Mila Bryan a happy retirement and welcomed a new librarian, Michael Ikonnikov.

In addition, Anne Jefferson instructed numerous computer classes and Nana Herron hosted Coloring Club and the Real to Reel Book/Movie Club.

Lastly, we are also preparing for tax season and the census.

Special Services

January 2020

Submitted by: Sharon Montague, Special Services Director

We continue to work on posters and fliers for winter programming. A 60th anniversary display is in progress. The spring newsletter is being finalized.

Program Statistics:	185
America's Eight Greatest Presidents – Gary Mitkiff	32
Arts Alive Concert: Music of Willie Nelson – Steve Justman	67
Tuesday Movie: <i>Downton Abbey</i>	23
Swedish Death Cleaning – Jeanne Roppolo	28
Friday Movie: <i>Downton Abbey</i>	8
Philip Marlowe, My Friend Irma, Bob & Ray – Radio Players West	27

Volunteer Hours	44.0
Doris Botes	3.0
Spirro Botes	2.0
Anne LeFevre	.75
Katherine Kinney	9.75
Donna Thompson	28.50

VIKES Volunteer Hours:

There were three VIKES volunteers who worked 14.5 hours in January.

In-House Printing:	3,950
Riso Duplicator	360
HP PaperWide	3,590

Technical Services

January 2020

Submitted by: Steve Rossi, Technical Services Director

The Innovative calendar has been updated to reflect the closed dates for 2020.

The Millennium server has been upgraded to the newest release in anticipation for the migration to Sierra.

Working with Innovative Staff on the migration from Millennium to Sierra software, our target Go Live date is Monday March 16th.

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	2,209
WorldCat updates	860
WorldCat exports	866
WorldCat deletions	845
Collection/Added	1,365
Collection/Deleted	1,223

Generated and printed 6 system reports for Staff weeding and inventory projects.

67 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 7 books with damaged spines have been repaired; these items have been placed back into our Collection.

I attended a Heritage committee and an LED lighting planning meeting held here at the library.

Youth Services

January 2020

Submitted by: Lucia Khipple, Youth Services Director

This January, we tried a bunch of new ideas for this month.

Our Winter Reading Challenge, and our Math Scavenger Hunt were successful.

We did several other “one off” programs to help kids remember reading this winter. We’ve also added some different types of storytime programs to entice families to the library.

We continue to gear up for the Seuss celebration.

We sent out 17 teacher bags.