

Departmental Reports December 2019

Exhibits

Art Gallery:

Pen and Ink by John Green

Main Floor Display Cases:

1 case: Friends' Old Fashioned Winter Village

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Book Displays

Readers Services Displays

Books/Movies/ Music

Seasons Readings

Make it a Hallmark Holiday

Tis the Season

Reference Services Displays

Holiday Hosting/Entertaining/Decorating

Human Rights

Soup!

Youth Services Display

1000 Books before Kindergarten

Building Services

December 2019

Submitted by: Sabri Kecici, Building Services Director

- The walks and front of the Library 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.
- Three new LED lights samples for the proposed retrofit light project were installed in the Reference area.
- The main air intake vents and rooms were cleaned.
- The hand dryer in the Youth Services area was repaired.
- The outside book drop was cleaned and waxed.
- Two new Venta humidifiers were installed in the Community Room.
- The elevator pit was cleaned.
- Electrical, cleaning and paper supplies were ordered and received.
- Kone, Inc. and Thompson Elevator Inspection Services performed the annual code-testing required for both elevator and dumbwaiter.
- We continued daily building maintenance and spot cleaning of carpets.

Information Technology

December 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.
- Pentegra Systems installed the new sound system, new speakers and replaced all cables in the Community Room.
- Pentegra Systems trained Steve, Lucia & Mike on how to use the new system.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Purchased the new Phone Notification & Renewal by Phone PC for next year's ILS upgrade.
- Staff PCs were updated in Admin, AS, BS, Circulation, TS, SS, and YS.
- A new monitor was installed for the Tech Services Director's office.
- The Wi-Fi Access Point in the Reader's Advisory Area was replaced.
- The small signage monitor & PC were removed from the Welcome Desk.
- One monitor was replaced in the Walkup PC area.
- One monitor and mounting arm were installed in the YS Office.
- Shifting of the staff PCs from Microsoft Office 2013 to Microsoft Office 2016 continues.
- The lockdown software had some troubleshooting performed.
- Upgraded and installed new firmware for the camera server.
- 2 new humidifiers were added to the wifi network to track performance.
- We are preparing to deploy new PCs to the Walkup PC area in Reference.
- We are preparing to deploy new PCs to the Kids Zone area in Youth Services.
- Several of the YS PCs will be reused to replace aging PCs in the Reference Walkup area.
- We are preparing to deploy new PCs at the Circulation Desk & in the Circulation Workroom.

- A new networked receipt printer was installed in the Circ Backroom.
- New Ethernet cables were run from IT to Circ for the new receipt printer & networked printer.
- Troubleshooting of one of the scanning stations in the Walkup area was performed.
- The damaged print station bill & coin acceptor and pay station in YS was repaired.
- ABS has been contacted about purchasing a new copier for Administration; they will assist in moving the current Admin copier to the YS Office, the current YS Copier will be moved to the Reference area for patron use. The current Reference copier will be removed from service.
- Printer/toner usage stats were collected for December.
- Online program sign-up for December had 91 patrons, 443 signups for 2019 & an overall total 1,923!
- Stats for December's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system/stats were collected for December - 51,474 Wi-Fi sessions in 2019.
- The YS Program Room was re-configured for a day into a temporary computer lab with 24 PCs for a YS Minecraft program.
- Assisted 3 patrons with using our eReader app Digital Library (Overdrive).
- Assisted with 281 patrons & 329 staff issues.

Readers Services

December 2019

Submitted by: Mary Constance Back, Readers' Services Director

Programs and Activities

Book Discussions:

Books and Bagels

Thursday, December 5, 2019

The Library Book

By Susan Orlean

Led by Carrie DeMoss

Morning Book Break

Tuesday, December 10, 2019

The Library Book

By Susan Orlean

Led by Carrie DeMoss

- Weeding and shifting of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the Paperback collection began.

Reference Services

December 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

December 2019

Submitted by: Sharon Montague, Special Services Director

The library was decorated for the holidays. Staff worked on posters and fliers for winter programming. Plans for the kickoff 60th anniversary event in February are in progress.

Program Statistics:	126
Arts Alive Concert - Jazz Spectrum: Holiday Concert	79
Making a List - Charles Troy	22
Tuesday Movie: <i>Blinded by the Light</i>	7
Laura Ingalls Wilder Christmas Memories – Laura Keyes	14
Friday Movie: <i>Blinded by the Light</i>	4

Volunteer Hours	42.25
Anne LeFevre	1.5
Katherine Kinney	9.25
Donna Thompson	31.5

VIKES Volunteer Hours:

There were six VIKES volunteers who worked 28 hours in December.

In-House Printing:	1,270
Riso Duplicator	820
HP PaperWide	450

Technical Services

December 2019

Submitted by: Steve Rossi, Technical Services Director

Anitha Kumar a student getting her LTA certificate from the College of DuPage visited our office to ask questions and talk about the workflow within our department.

The Acquisitions module funds have been rolled over for the new calendar year.

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	1,807
WorldCat updates	983
WorldCat exports	991
WorldCat deletions	223
Collection/Added	1,847
Collection/Deleted	1,675

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

38 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.

Teresa, Julie, and I attended the RAILS: Technical Services Networking Group hosted by the Fountaindale Public Library.

I also attended the Heritage committee held here at the library.

Youth Services

December 2019

Submitted by: Lucia Khipple, Youth Services Director

All of the December programming has kept the Department hopping. We've added a small winter reading challenge and a drop in math related scavenger hunt in addition to holiday family crafts and a STEM program, how to Build an Elf Trap and Noon Year's Eve Party. This is all in addition to all regularly planned story times and some new story times as well. Now we gear up for the Seuss celebration.

Laura Garcia presented a last minute program for families from the EPNRC.

We sent out 12 teacher bags.