POPLAR CREEK PUBLIC LIBRARY DISTRICT

Main
1405 S. Park Avenue
Streamwood, IL 60107

Sonya Crawshaw Branch
4300 Audrey Lane
Hanover Park, IL 60133

MEETING OF THE BOARD OF TRUSTEES OF
POPLAR CREEK PUBLIC LIBRARY DISTRICT

Date: October 19, 2017
Time: 7:00 p.m.
Place: Mercedes A. McGowen Board Room

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. President's Report:

5. Public Forum – Questions concerning agenda

6. Request a Motion to accept agenda as presented

7. Secretary's Report – Secretary Porter

   A. Motion-Minutes of Regular Board Meeting – September 26, 2017
   Request the Board approve the minutes of the Regular Board Meeting of September 26, 2017 as presented.

   B. Motion-Minutes of Public Hearing – September 26, 2017
   Request the Board approve the minutes of the Public Hearing of September 26, 2017 as presented.

   C. Correspondence

8. Treasurer's Report – Treasurer McCreary

A. Motion – Approval of Semi-Monthly Expenditures
Request the Board to approve the semi-monthly expenditures in the amount, $586,581.62 from September 19, 2017 through October 13, 2017.

B. Business Manager's Report – Sue Haisan

9. Executive Director's Report - Debra Stombres
Guest Manager – Peggy Maiken, Materials Services Manager

10. Teen Advisory Report – Student Trustee Condrea

11. Current Business:

A. Present a Resolution for the estimate of the amount of a tax levy in compliance with the requirements of the truth in taxation act, fiscal year 2018 no. 17-03

B. Request the Board to adopt resolution no. 17-03 estimating the annual tax levy for PCPLD for fiscal year 2018

C. Update on Fall "Coffee with the Trustees" in October – Debra Stombres

12. New Business

A. Employee Holiday Luncheon Information

B. Discussion/Decision on the Engberg Anderson Proposals

C. Presentation and discussion of unusual library items (Ron)

D. Demonstration of library resources (Kris)

E. Request the Board to approve closing the library for Staff Luncheon at 12:00 p.m. on Friday December 8th

13. Public Forum – Questions concerning library

14. Comments/Topics for November Board Meeting

15. Adjournment

Request the Board to adjourn to regular meeting of November 16, 2017.

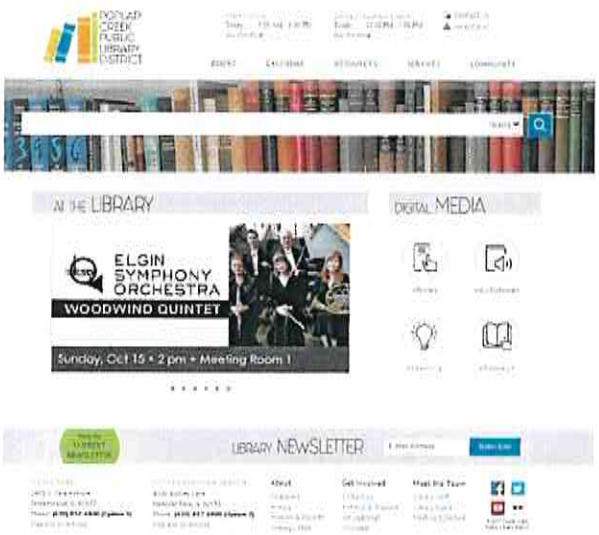
Librarian's Report—October Meeting, 2017

PERSONNEL -- September

- Retiring the end of of the year and currently going on leave of absence, Janice Beckman, Marjorie Taylor, Rose Mudra and Pat Lloyd
- September 11 Jennifer Kaap joined the Children's Services Department as a part-time Children's Programmer
- Peggy Maiken joined us as the Materials Services Manager on September 18th

PROJECTS/EVENTS

- After months of planning and development, we migrated from the MAGIC consortium to the Polaris system and went live on September 28th. The transition was quite smooth considering all it entails. We will continue to improve our use of this new system.
- This month was the annual open insurance enrollment period. Our rates increased only slightly over last year and we are able to offer the same plans to our staff and stay within our budget.
- In the month of September all staff and board members completed the list of requirements needed to complete the next per capita grant application. This included all staff and board members watching an archived security webinar entitle, "Managing Challenging Patrons" as well as reviewing Illinois library standards.
- After many months of work by Kris, Brian and their website committee, the new site went live on September 18th.



MEETINGS and ACTIVITIES – Debra Stombres, Executive Director

- September 1 BookSite Webinar demonstration for recommended book lists
- September 5, 18 Debra' held director's meetings
- September 5 Debra attended a Kiwanis breakfast meeting
- September 5 Several staff assisted in a major shifting of Government Documents materials

- September 6-8 Final Audit work completed
- September 6, 12, 21, 27 Weekly Polaris phone meetings with the Polaris project implementation manager
- September 7 Debra and Elizabeth Drennan attended a U46 kindergarten readiness demonstration at Gail Borden library
- September 11 Debra, Ron and Kris attended the 9/11 Memorial Service in Streamwood
- September 12, 14 Open enrollment meetings
- September 15 We held a luncheon celebration for Alex Katsion just before he took time off for his wedding and honeymoon
- September 15, 19, 20, 25 and 26 Web based, live Polaris Training for multiple staff.
- September 19 We held a welcome luncheon for Peggy Maiken before the monthly Executive Committee Meeting
- September 21 Debra participated as a panelist for a Laconi presentation on workplace and interviewing attire, held at the Schaumburg Public Library
- September 22 Kris and Debra attended the anniversary golf outing luncheon of the Village of Streamwood
- September 25 Debra held a Leadership Team meeting
- September 26 The regular meeting of the PCPLD board of trustees (not held on the normal night)
- September 27 Pot Luck retirement party for Janice Beckman
- September 28 Debra and Kris attended the Bartlett area chamber annual Steak Fry
- September 29 Retirement party for Rose and Marjorie

Deputy Director of Public Services – Kristine Kenney

- September 1 Arranged and attended the Booksite demonstration
- September 5 Training for Vadim and Jill on the new PCPLD website
- September 6 Training for Lisa Fabris on the new PCPLD website
- September 6 Training for the Branch on Polaris and the new photocopier
- September 13 Hannah and Kris visited the KI showroom at Merchandise Mart
- September 13 Held a Website Committee meeting
- September 14 Held a Public Desk Services meeting
- September 15 Attended the Streamwood Chamber of Commerce Open House
- September 21 Attended the Bartlett Area Chamber Membership Committee meeting
- September 22 Offered training for the new photocopiers
- September 29 Conducted staff exit interview

Deputy Director of Support Services – Ron Pauley

- With the wonderful assistance of IT Manager Brian Ormond, launched the online portal Maxwell Health on 9/1/17 for September Cafeteria Plan Open Enrollment Period
- Arranged 4 Open Enrollment Informational Sessions for staff for 9/12 & 9/14 with Assured Partners representative Ismael Ortiz. 40 out of 50 eligible staff attended!
- Updated the tri-fold "Summary of Employee Benefits" for New Employee Packets reflecting our new logo and 2018 Group Plan choices/monthly employee deductions
- Updated our COBRA insurance information rates per contract with Basic to reflect Group Plan Benefits 2018
- Updated our BasicPacific HSA renewal rates, effective 10.1.17 for plan implementation and payroll purposes
- Onboarded one new part-time employee and one full-time employee

- Closed Open Enrollment, and with much difficulty, and assistance of Sue Haisan, ran batch reports for Maxwell Health for 10/1/17 Group Plan implementation
- Received check for $227.67 from ThriftBooks for discarded items
- Completed following Compliance Dashboard activities: Cafeteria Plan-Education; Other Nondiscrimination Acts-Notices; Medicare Part D-Notices
- Conducted two exit interviews related to retirement leave plan

Sonya Crawshaw Branch – Janice Beckman

- I will be retiring on September 29. Steven Zanfardino will begin training as the new Branch Coordinator in September.

Reference Services Department – Paulette Harding

- Steven Zanfardino's last day as Reference Services' Assistant Department Head was September 30, 2017; he is now the Branch Coordinator. He and Vadim have been tutoring and mentoring staff as the Library switched to the new Polaris system.
- The Interlibrary Loan staff: Teresa Montesano and Pat Lloyd moved their workstations to the Circulation Desks in the new Reference Services' work area.
- Deborah Andrew, Kathleen Ryczek, and Vadim Seyfer have all moved their workstations into the former Technical Services area.
- Kathleen DeInstalled the Strickland art gallery on 9/5 and installed the Segraves gallery on 9/9. She also installed the Maldonado Display case gallery on 9/15.
- This month, all government documents have been removed from the former Government Documents public service area. Items have either been moved to the nonfiction area, moved to the electronic storage range or are discarded or in the process of discard. I also finished our yearly zero based item selection profile; lowering our selection rate. The new profile begins October 1st; the start of the Government's fiscal year.
- DISCARDS: 10594 TOTAL ITEMS ADDED: 782

Popular Materials Department – Jill Berrill

- September 7 Blanca attended the "Good Morning Networking Bartlett Chamber"
- September 14 Blanca had a table at the Community Health and Wellness Expo, over 160 people came by
- September 16 Blanca had a table at the Hanover Park Market @ the Metra, over 150 people came by
- September 28 Blanca attended the DuPage Pads annual library meeting

Teen Services Department – Hannah Sloan

- Hannah attended a meeting at the Elgin Community College in prep for the Career Fair next month
- Hannah met with Jennifer Kowaczek (Tefft/Canton Librarian) and with Robina Button (Streamwood High Librarian) and went back to Streamwood to talk to two teachers about the Crazy College Simulator (simulates a year of college in 40 mins).
- Hannah went to the KI showroom with Kris to look at furniture for the teen space.
- Racha set up a passive boggle game

Technical Services Coordinator – Cassidy Fontana

- Set up ability to add and delete OCLC holdings through OCLC's Collection Manager (previously the MAGIC consortium was in charge of contracting a company to do this).
- Chose an authority control service, Polaris ZMARC, now that we're standalone. Prior to this our consortium contracted MARCIVE. We will still be using MARCIVE to automatically add Lexile/Accelerated Reading information, as Polaris does not provide that service. This combination is more inexpensive than using MARCIVE for everything, and is more efficient because we don't need to export records to Polaris; they have direct access to our catalog.
- All of TS has moved into our new workroom now!

Adult Dept. Stats:	Reference Questions	Tech Questions	Directional and Other Questions
Ref Desk	688	47	226
Reader's Advisory Desk	308	38	213
AV/Media Desk	229	368	110
Children's Desk	545	83	227
Teen Desk	257	138	99
Ask Me Desk	336	94	334
Branch	54	92	34
TOTALS	**2417**	**860**	**1243**
	IPLAR:	**3277**	

Training Hours by Department	
Reference Services	13.75
Popular Materials	16.5
Teen Services	6.5
Branch	22.5
Children's Services	15.5
Reception	3
IT Services	10
Materials Services: Tech Services	20
Materials Services: Circulation	39.5
Maintenance	0
Marketing	1
Admin/Business	41

Meeting Room STATS

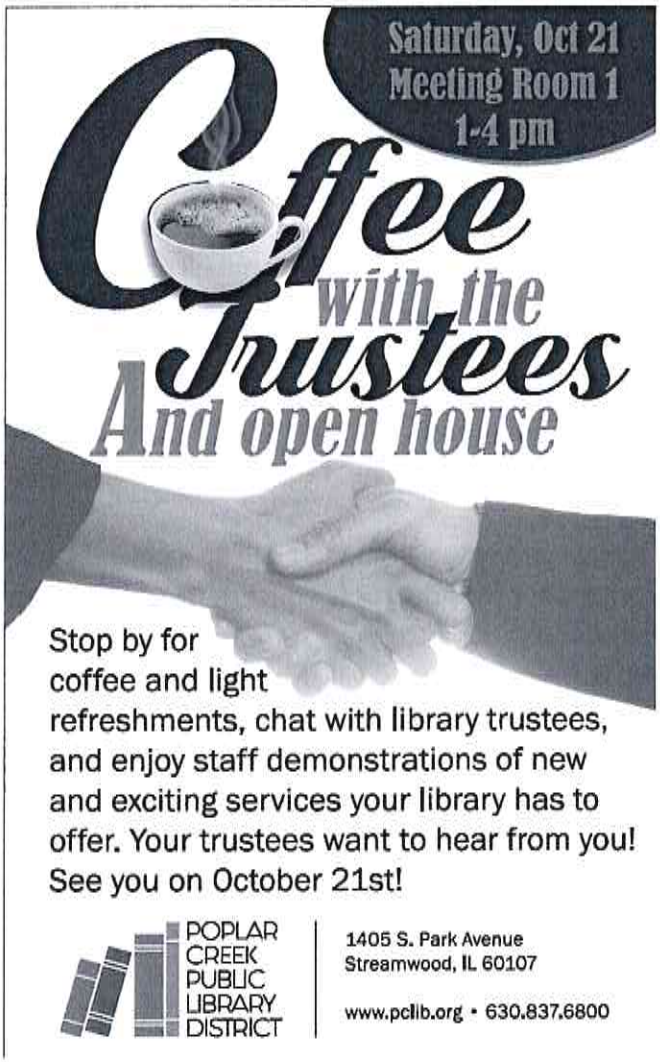
Maintenance did 60 Room Setups
Room Use
By Staff -- 42
By Outside groups – 24
RA Study Room Uses – 273
Teen Study Room Use -- 91
Children's Study Room Use - 49

Public Relations/Adult Programming – Mary Hauserman

MISC DEPARTMENT INFO:

- **CLASSES/PROGRAMS/EVENTS:** Completed 8 programs/classes/events in September (including senior programming & Family Concert Series). Working on booking programs/classes for Dec/Jan/Feb newsletter (SNEAK PEEK: Decorate a Gingerbread House (family event), Family Concert Series Presents: Random Ringers Handbell Choir Holiday Concert, Introduction to Felting, *Heroes on the Air* presented by Radio host Steve Darnell, Picasso Painting classes and more!) Had successful Hispanic Heritage Month programs including Make & Take Talavera Tiles & A Taste of Azteca Bakery. Thank you to Blanca Stephens for her assistance!
- **NEW LOGO-LETTERHEAD/ENVELOPES/BUSINESS CARDS:** Received new letterhead/envelopes (sent some to Branch as well). Business cards on order and should receive by early to mid-October.
- **ADS:** Ad for Family Concert Series appeared in Streamwood & Hanover Park Examiners. Had 100 patrons turn out for the advertised concert, Grupo Folklorico Quetzal. I will continue to advertise Family Concert Series this way. Streamwood Fall Sports book ad is out (see attached). The *Coffee with the Trustees* event will also have an ad placed in the paper (see attached).
- **NEWSPAPER:** Submitted weekly "Connections" to Examiner. I've now been in contact with Joe Hyland the new journalist for the Examiner, and have given him a list of upcoming programs/events to possibly cover. He said he will contact me if he needs more info. Submitted classes/programs to Daily Herald's events calendar (SpinGo). I found a new website (ArtsDuPage.org) where we can further promote presentations, movies, classes, music and craft classes, and art exhibits. I plan to start advertising beginning in October, as soon as we are approved.
- **VILLAGE NEWSLETTERS:** Submitted Nov/Dec info to Village of Streamwood newsletter and the Hanover Park newsletter.
- **PARTIES:** Planned parties for staff members: Alex Katsion/Wedding, Janice Beckman/Retirement, Marjorie Taylor & Rose Mudra/Retirement.
- **MEETINGS:** Attended the following meetings:
  9/13/17 – Website Committee meeting
  9/19/17 – Executive Staff meeting

Public Relations/Adult Programming – Mary Hauserman



Ad for Streamwood/Hanover Park Examiner

MAKE & TAKE TALAVERA TILE
9/13/17

A TASTE OF AZTECA BAKERY
9/26/17

FAMILY CONCERT SERIES
PRESENTS:
GRUPO FOLKLORICO QUETZAL
9/24/17

Children's Services Department – Elizabeth Drennan

September in the Children's Department

- The Greenbrook Action Plan: Elsa and Mayra attended Greenbrook's Curriculum Night on September 13. Also, we reached out to Mandy Aubry, the principal at the Early Childhood Education Center, to promote our services and offer up some partnership ideas. She said she'd take the information back to her teachers and get feedback from them.
- Marjorie Taylor retired after 10+ years in the Children's Department.
- With the new school year, outreach started up again and tours have begun to visit the library. Lisa has done an excellent job coordinating many, many schedules to begin the outreach season.
- Hilda and Diane began meeting with our colleagues from Gail Borden PL and Bartlett PL to begin question selection for the new BOB season that starts in October.

Shannan's Programs: Fig. 1: Milkshake Fig. 2: Pizza Day Fig. 3: Indoor Bubbles & Chalk

Lauren's Programs: Fig. 1: Boxes Storytime Fig. 2: Fortune Cookie Fig. 3: Teddy Bear Sleepover

Goodbye to Miss Marjorie: Fig. 1: Cards from Greenbrook Montessori Fig. 2: Goodbyes from Mrs. Muellers Home Daycare **irony... this was Marjorie's first outreach visit as well as her last outreach visit**

First tour of the school year: Parkwood 4th grade

In September: Mary Megan Kalvig had a capacity crowd during Drop-In Craft Night:

September's Craft

October's Craft:

Inhouse Programs				
Date	Program Name	Staffed by	# of occurances	Total Attendance
	Proctoring	Scott Casper	1	1
	Programming and Marketing			
9/12, 26/2017	Pins & Needles	Mary Hauserman & volunteer	2	21
9/13/2017	Talavera Tile - Make & Take	Mary Hauserman, Blanca Stephens, & volunteer	1	12
9/18/2017	Picasso at PCPL: Peacock	Mary Hauserman & volunteer	1	23
9/20/2017	Movies, Munchies & More: How to Tal	Michaelle Stewart	1	1
9/20/2017	Fall Color in Illinois	Volunteer	1	42
9/24/2017	Family Concert Series: Grupo Folklorico Quetzal	Mary Hauserman	1	100
9/26/2017	A Taste of Azteca Bakery	Mary Hauserman & Blanca Stephens	1	48
		Totals:	**8**	**247**
	Branch			
9/5/2017	Traveling Word of Reptiles	L. Orsini	1	40
9/17/2017	Pre-school Story Time	L.Orsini	1	12
9/12/2017	Paws & Read	L. Orsini	1	11
9/14/2017	Pre-school Story time	L. Orsini	1	9
9/19/2017	Family Story Time-Mo Willems	L. Orsini	1	13
9/21/2017	Pre-school story-time – Mo Willems	L. Orsini	1	11
9/26/2017	Family Story time Sports	L. Orsini	1	76
9/28/2017	Pre-school story time-sports	L. Orsini	1	39
		Totals:	**8**	**211**
	Teen Department			
11-Sep	Crafty Teens	Haley	1	14
12-Sep	TAB meeting	Hannah	1	7
18-Sep	Digital Music 101	Tom/Andrew Capone (presenter)	1	2
19-Sep	Life Skills - Letter Writing	Hannah	1	3
20-Sep	Book Talking Teens	Tom	1	2
25-Sep	DIY Lipstick	Haley	1	17
28-Sep	Anime	Tom	1	14
		Totals:	**7**	**59**
Teen cont.	Passive programming	ongoing gaming		484

	Popular Materials Department			
9/7,13, 28	Book Discussions	Lynn Donahue	3	27
10-Sep	Movies @ the Library: Beauty and the	Jill Berrill	1	14
9/12/2017	Drop In Craft (Scarecrow Jar)	Mary-Megan Kalvig	1	19
9/26/2017	Writers Group	Mary Megan Kalvig	1	2
Sep-17	ESL Conversation Group	Lynn Donahue	1	4
		Totals:	**7**	**66**
	Children's Department			
Sep-17	Baby Storytime	Shannan	4	48
"	Toddler Storytime	Shannan	9	216
"	Preschool Storytime	Lauren	13	282
"	Family Storytime	Lauren	4	162
"	Eugenia's Historias	Eugenia	2	27
"	Paws & Read	Diane	2	6
5-Sep	Tweens: Paper Sunflowers	Vynette	1	10
5-Sep	Pizza Day	Shannan	1	28
7-Sep	Tween Advisory Board	Vynette	1	5
8-Sep	Teddy Bear Sleepover	Lauren	2	26
9-Sep	Drop-In Family Storytime	Lauren	1	4
12-Sep	Tweens: Make It with Clay	Vynette	2	29
12-Sep	Milkshake Day	Shannan	1	30
16-Sep	Bubbles & Chalk	Shannan	1	28
18-Sep	Drop-in Messy Art	Lauren	1	36
18-Sep	Yoga for Little Bunnies	Lauren	1	28
19-Sep	Tweens: Science Fun	Vynette	1	7
		Totals:	**47**	**972**

	Reference Services Dept			
9/5/2017	Ultimate Executive Job Search Seminar	Deborah Andrew	1	51
9/7/2017	Route 66 on a Tank of Gas	Scott Casper	1	18
9/12/2017	Reference Services Dept Mtg	Vadim Seyfer	1	8
9/13&14/	One-on-One Technology appts	Vadim Seyfer	2	3
9/14/2017	Linkedin Beginner class	Deborah Andrew	1	2
9/17/2017	12 Reasons to Join a Student Organizat	Steven Zanfardino	1	2
9/17/2017	25 Bizzare Scholarships	Steven Zanfardino	1	8
9/18/2017	Eleven Tips to Launch (Relaunch) Social Media for Your Business	Deborah Andrew	1	2
		Totals:	**9**	**94**
		TOTALS		

Outreach Programs

Date	Program Name/Location	Staffed by	# of occurances	Total Attendance
13-Sep	Registration-Greenbrook	Mayra Gonzalez		2.0
9/7/2017	Senior Center Book Discussion	Michaelle Stewart	1	5
Sep-17	Home Delivery	Michaelle Stewart/Annette Bellino	4	80 items delivered
14-Sep	Community Health and Wellness Expo	Blanca manned a table, and offered a "prize drop"		160
16-Sep	Hanover Park Market @ the Metra	Blanca manned a table		150
	Pre-K & Elementary Outreach	Marjorie	14	185
	Elementary School Outreach	Vynette	4	128
	Elementary School Outreach	Lisa	5	232
	5 institution collections went to 8 locations			
		TOTALS		

Monthly Training Record			
Date	Training Type and Title	Attended/Viewed by	Length of training
	Admin/Finance		
varied	Managing Challenging Patrons archived webinar	Debra, Deborah, Kristine, Ron 1 each	4
varied	Polaris Web Training	Debra, Kris, Ron	33
9/12/2017	Healthcare regulations and compliance	Webinar, Sue Haisan 1.5	1.5
9/21/2017	Midwest Tapes Webinar	Kris	0.5
9/29/2017	Models of Community Engagement	Laconi -- Schaumburg PL, Kris	2
		Total	**41**
	Marketing		
	Managing Challenging Patrons archived webinar	Mary H **Total**	**1**
	Materials Services: Circulation		
varied	Managing Challenging Patrons archived webinar	Sue, Nida, Ana, Alan Mayra, Samantha	6
varied	Leap/Client training	Sue, Audrey, Waheeda, Alan, Cheyenne, Mayra, Andrea, Ana, Tim subtotal	15.5
varied	Polaris Web training	Peggy	15
varied	Polaris Simply Reports	Sue M	**3**
		Total	**39.5**
	Materials Services: Tech Services		
varied	Polaris Web training	Cassidy	16
varied	Polaris Client	Cassidy, Lisa, Kitty, Georgia,	4
		Total	**20**

	Branch		
6-Sep	Polaris training with Kris K	Terry, Lisa, Janice, Monica, Nancy Angela 1 each	6
6-Sep	Copy Machine training with Kris K	Terry, Lisa, Janice, Monica, Nancy Angela 1/2 each	3
varied	Managing Challenging Patrons archived webinar	Terry, Lisa, Janice, Monica, Nancy Angela 1 each	6
varied	Polaris Leap	Lisa, Monica,Terry	7
2-Sep	Lynda.com Word training	Sue Frazer	0.5
		Total	**22.5**
	Reception		
varied	Managing Challenging Patrons archived webinar	Magali, Susie, Mavis **Total**	**3**
	Teen Dept		
varied	Managing Challenging Patrons archived webinar	Tom, Haley, Ismael, Kyle, Racha, Hannah	6
20-Sep	Polaris	Hannah	0.5
		Total	**6.5**
	Popular Materials Dept		
varied	Managing Challenging Patrons archived webinar	Amanda, Weronika, Jill, Lynn, Blanca, Annette, Michaelle, Dalleny, Erin, Mary-Megan	10
5-Sep	Overdrive webinar: Shopping for titles	Jill	0.5
5-Sep	Curating Collections	Jill	0.25
6-Sep	Working with your local adult literacy providers	RAILS: Lynn Donahue	3
19-Sep	Library Journal webinar: Sleeper Hits for the New Year	Lynn Donahue	1
20-Sep	What's new at Ancestry.com	Annette Bellino	0.5
21-Sep	Booklist New Audiobooks webinar	Annette Bellino	0.75
26-Sep	Midwest Tapes webinar: Blu-ray 4K	Jill	0.5
		Total	**16.5**

	Children's Department		
15-Sep	Polaris Training	Elizabeth	3
varied	Managing Challenging Patrons archived webinar	7 people	7
29-Sep	LACONI: Community Engagement	Lisa and Elizabeth/Schaumburg PL	5
21-Sep	Midwest Tapes webinar	Lisa	0.5
		Total	**15.5**
	IT Services Department		
varied	Polaris Web based training	Brian	**10**
	Reference Services Department		
varied	Managing Challenging Patrons archived webinar	Deborah, Kathleen, Vadim	3
9/5/2017	IRS SPEC Post Filing Season Updates/webinar	Paulette Harding / PCPLD	1
9/7/2017	Top Ten Tips for Managing Reference Today/webinar	Kathleen Ryczek/PCPLD	1
9/12/2017	Reference Services Dept Meeting demos (1/2 of mtg)	10 RS staff/PCPLD	0.5
9/20/2017	Polaris training	Paulette, Tereas	4
9/22/2017	Copier in-house training	Paulette Harding/PCPLD	1
9/26/2017	IP Authentication: the New Frontier in Single Sign-on	Vadim Seyfer/PCPLD	0.75
9/26/2017	Introduction to SUDOCS Classification (part 2 of 2)/webinar	Kathleen Ryczek/PCPLD	0.5
9/28/2017	Be an Incubator to Your Business Community/webinar	Deborah Andrew/PCPLD	1
9/28/2017	Government Researching Information Basics/webinar	Kathleen Ryczek/PCPLD	1
		TOTALS	**13.75**

MAINTENANCE REPORT SEPTEMBER 2017

NUMBER OF SET UPS: 60

- Install vent caps for new water heater – Bill
- Check on electric to vending area – Miguel/Bill
- Relocate books in Teen area – Miguel
- Recycle books from Gov-Docs – Miguel
- Repair VAV boxes 11 and 12 in Children's area – Bill
- Relocate data, phone and electric in T/S workroom – Bill/ Brian
- Layout for green roof relocation – Bill
- Opened hot water valve to VAV4 in Children's area – Bill
- Change lights and ballasts in Children's area – Will
- Disassemble racking in Gov-Docs – Miguel/Jesus/Gabe
- Install new carpet in Storytime room – Jesus/Gabe
- Pick up and install cabinets in T/S – Jesus/Gabe/Miguel
- Recycle several loads of scrap metal – Jesus/Gabe/Miguel
- Rewire, adjust and check VAV 11 – Bill
- Sand, patch and paint in T/S workroom – Miguel/Jesus/Gabe
- Repair toilet in 1st floor public Men's room – Miguel
- Meet with contractors on HVAC replacement project – Bill
- Hang frames and sign holders in YA – Miguel
- Relocate green roof on south side roof to accommodate contractors – All
- Repair mirror mounting in public Women's room – Miguel/Gabe
- Hang no smoking signs near bike rack – Bill
- Completed Sloan valve conversion to 3.5 gpf – Bill
- Repair lights in meeting room 2 – Will
- ComEd lighting assessment on conversion to led – Bill/Will
- Demo work surfaces from green mile – Bill/Will
- Patch, paint, install wall shelving on green mile – Jesus/Gabe/Miguel
- Assemble chairs – Will
- Annual PM on Won-Door – Won – Door
- Weekly treatment of east storm pit – Bill
- Disassemble and save shelving from Gov/Docs – Gabe/Miguel

- Move filing cabinets from Gov/Docs to T/S – Miguel
- Repair file cabinet for Lisa Mueller - Bill
- Repair dust buster – Bill
- Clean freezer after pop can exploded – Miguel
- Disconnect electric and data from green mile – Bill
- Patch green mile – Bill/Will
- Clean and organize paint cabinet – Miguel
- Paint bridge – Bill/Will
- Repair leaking toilet – Miguel
- Assist carpet installers – Bill
- Repair communication problems with branch security system – TYCO
- T/S and repair motion sensor zone 37 – Will
- Install wall shelving in green mile – Jesus/Gabe
- Repair chemical pump in east pump room – Bill
- Repair book drop flapper door – Bill
- Disassemble racks from Teen area and store in gaylords – Will/Gabe/Miguel
- Repair sanitizer dispenser – Will
- Pull weeds – All
- Assemble chairs – Will/Miguel
- Repair fire panel communication problem – TYCO
- Fabricate privacy panels for Kris – Bill
- Install and pipe in slop sink in boiler room – Gabe/Miguel/Bill
- Patch and paint various areas – All
- Prep penthouse for HVAC replacement – Bill
- Paint columns in Children's – Gabe/Miguel
- Install new valve and piping in west pump room – Bill
- Replace water heater check valve – DeFranco Plumbing
- Check all exterior doors for proper operation of exit alarms – Will
- Continue with unit heater PM's – Will
- Repair file cabinet for Theresa – Will
- Set up for new procedure to be used during cooking programs – Will/Miguel
- Monthly cleaning of fridges – Will
- Removed display cases – Miguel/Bill/Will
- Check branch water meter for proper operation – Jesus
- Switched upper lighting in Amoeba to 741 lamps – Will

- **Repair faucet – Miguel**
- **Repair main entrance door at branch - Miguel**

Brian Ormond
Technology Report
October 2017

Catalog Migration and Website

Most of the last month focused on going live with the new catalog system and website. We successfully went live with the new website and catalog on Monday, September 18 and Thursday, September 28, respectively.

Both projects are a success and integrate well with each other. The homepage of the new website allows patrons to search and log into the new catalog. Before logging into the catalog patrons are presented with content carousels which are groups of items, such as, new fiction, and their thumbnail image. Patrons can click on that image to be taken to that item's record in the catalog where they can place a hold on it if it's not already on the shelf. If it's on the shelf a patron can choose to have the call number texted to their phone instead of needing to write anything down. These content carousels will be featured on the home page of the new website as well.

When patrons log into the catalog, they have access to features, such as, placing a book on hold, creating reading lists, saving searches, paying fines, and updating account preferences including electronic notifications (texting or emailing) about library items currently checked out or on hold. Patrons can also preregister for a library card through the catalog by submitting an online form and then coming to the library with the proper forms of identification. This helps create an even faster registration process for both patrons and staff.

Along with the catalog migration, we also completed a successful e-book migration. Before the majority of our e-books were being offered from two different companies called OverDrive and 3M. Each company had its pros and cons, but in a survey to patrons, OverDrive was the preferred choice where patrons liked to get their e-books from. So we decided to migrate all the e-books from 3M into the OverDrive system where patrons can conveniently select e-books to checkout from a single location and by using the app from OverDrive that they like the most.

I received positive feedback on the Chrome book demonstration that James Rossel gave and will order Chrome books for the board as soon as possible.