PLYMOUTH DISTRICT LIBRARY

TO: Plymouth District Library Board

RE: Monthly Report

DATE: February 15, 2019 **6**

FROM: Carol Souchock
Director

January 2019 Statistics:

Circulation – Books & Other	57,584
Circulation – Overdrive Downloads	6,037
Circulation – Hoopla	1,355
Circulation – Flipster (e-Magazines)	660
Circulation – Kanopy (e-movies)	180
Total Circulation	**65,816**
Electronic Access	39,909 sessions to our web site
Public computer use	2,658 hours of use
Wireless use	10,773 sessions
Volunteer Hours	58.5 Teens & 216 Adult = **274.5**
Outside Groups Meeting Room Use	86 Meetings/1004 attendees
PDL Meeting Room Use	58 Programs or Meetings /1277 attendees

Library Programs and Services:

This month we once again participated in Plymouth's Ice Festival by hosting a musical program for adults and a youth activity. This year we hosted national performing jazz artist Cynthia Kaay Bennett and drop in youth fun.   Several programs at our library and other local libraries were cancelled due to extreme weather conditions in late January. The WWII Perspectives: Michigan POW Camps program had a very large number of individuals registered and has been rescheduled to April of 2019. At my request we offered drop in activities for all ages during these cold days including teen gaming and snacks, family games, puzzles for adults, and Lego and art activities for children. I am very proud of the way we support local teens during final exams. We have traditionally hosted Exam Cram here which draws a large crowd of students. We pull all the chairs and tables out of storage and make room throughout the building for our local high school students to study for finals. Last year I observed a need for extending library hours for studying expressed by the parents of PCCS students on social media and asked our teen staff to determine how to best respond to this need. We stayed open late on two evenings to support these students this past month.
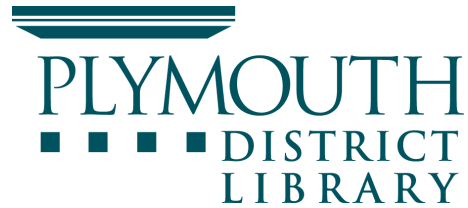
Building and Technology Updates:

Based on our experience in previous years I planned for the extreme weather conditions by setting up emergency water supplies in areas throughout the building and educating staff on the locations of the equipment and how to respond. In addition I personally worked extended hours and brought in a security guard on a couple of the very cold nights to walk the building and monitor the situation. This was done in preparation for the possibility of a fire suppression or water pipe freezing and bursting with the goal of providing a quick response to minimize water damage. While we made it through January of 2019 without damage we unfortunately did sustain damage in the early morning of February 1, 2019.

Director's Activities:

This month my activities focused on:
 Technology:
- Meeting with TLN (The Library Network) regarding the possibility of hiring them to help us roll out new computers for the lab upgrade
- Technology Zoo Wrap Up meeting
- 3D printing education opportunity with technology staff at the Novi Public Library

Community Relations:
- Visited the District Court historical exhibition with the goal of encouraging them to provide greater exposure to this exhibition by displaying it here
- Attended PARC's post-election update to monitor their situation and monitor how the library was brought into the conversation
- Prepared for our upcoming Stella book launch with Carol Champagne and Susan Stoney and the Stella team
- Co-hosted with Susan Stoney a library table at the USA Hockey Star Wars game. We featured photo opportunities with our stand up Star War's characters and engaged with many community members

Library Relations:
- Represented the Plymouth District Library at the Northville District Library's retirement party for director Anne Mannisto
- I look forward to reconnecting with Laura Mancini, Northville's new director.

Continuing Education/Professional Development:
- Attended a Fred Pryor workshop on Emotional Intelligence with another PDL employee

January department reports are attached. All reports are posted on the Library's web page plymouthlibrary.org, and print versions are available in the public meeting packet at Upper Level Reference.

ANNUAL CIRCULATION -- PLYMOUTH DISTRICT LIBRARY

Books and Materials circulation, including in house use and electronic resources

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Change from previous year
JANUARY	84,363	85,759	87,551	88,408	84,739	76,457	76,430	75,399	70,347	67,220	65,816	-2.09%
FEBRUARY	82,946	81,886	85,085	86,994	79,891	76,133	72,587	72,523	64,813	62,271		
MARCH	95,291	93,850	93,960	89,549	90,269	88,531	79,347	79,780	67,406	72,436		
APRIL	87,952	85,582	88,645	84,872	86,178	80,485	68,944	72,663	69,101	65,250		
MAY	83,779	80,664	80,787	79,194	73,298	77,661	69,006	68,816	66,070	61,116		
JUNE	98,465	96,317	93,841	91,929	86,209	89,418	82,853	79,146	74,359	73,759		
JULY	106,219	103,150	98,321	100,719	98,505	97,402	87,997	84,194	77,855	79,361		
AUGUST	102,728	103,073	97,431	94,868	88,896	86,989	85,330	82,568	74,516	76,302		
SEPTEMBER	82,543	80,034	75,596	76,733	71,428	72,392	68,676	67,208	61,033	60,255		
OCTOBER	87,637	84,161	80,382	84,453	75,643	75,774	69,897	69,130	64,490	63,278		
NOVEMBER	86,413	86,823	83,511	80,897	72,172	75,115	71,331	67,397	61,874	61,688		
DECEMBER	79,425	77,680	78,391	71,381	69,208	73,732	66,505	63,327	60,402	57,948		
TOTAL	1,077,761	1,058,979	1,043,501	1,029,997	976,436	970,089	898,903	882,151	812,266	800,884		
Change from previous year	6.30%	-1.74%	-1.46%	-1.29%	-5.20%	-0.65%	-7.34%	-1.86%	-7.92%	-1.40%		

* January 2007 onward includes Overdrive statistics
* January 2015 onward includes Flipster statistics
* May 2015 onward includes in house use statistics
* March 2016 onward include Hoopla statistics
* January 2019 onward include Kanopy statistics

ANNUAL CIRCULATION -- PLYMOUTH DISTRICT LIBRARY

Books and Materials circulation, including in house use

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Change from previous year
JANUARY	84,190	85,237	86,807	86,829	82,673	73,797	72,782	71,050	65,279	60,441	57,584	-4.73%
FEBRUARY	82,711	81,419	84,332	85,254	78,151	73,631	69,080	68,317	60,293	56,056		
MARCH	95,076	93,303	93,207	88,057	88,282	85,865	75,870	75,551	62,496	65,444		
APRIL	87,694	85,011	87,853	83,429	84,216	78,012	65,585	68,416	64,521	59,064		
MAY	83,489	80,116	80,054	77,781	71,366	75,148	65,862	64,760	61,337	54,817		
JUNE	98,207	95,791	93,014	90,287	84,050	86,829	79,334	74,808	69,283	66,881		
JULY	105,928	102,544	97,484	98,891	96,288	94,483	84,204	79,287	72,325	72,135		
AUGUST	102,406	102,483	96,392	92,920	86,533	84,115	81,455	77,935	69,118	69,037		
SEPTEMBER	82,213	79,484	74,575	75,060	69,438	69,792	65,067	62,752	55,956	53,674		
OCTOBER	87,199	83,536	79,383	82,844	73,550	73,078	66,196	64,745	58,982	56,256		
NOVEMBER	86,031	86,248	82,408	79,326	70,246	72,378	67,798	63,067	56,720	55,042		
DECEMBER	78,990	77,079	77,051	69,705	67,092	70,915	62,680	58,703	54,806	50,841		
TOTAL	1,074,134	1,052,251	1,032,560	1,010,383	951,885	938,043	855,913	829,391	751,116	719,688		
Change from previous year	6.90%	-2.04%	-1.87%	-2.15%	-5.79%	-1.45%	-8.76%	-3.10%	-9.44%	-4.18%		

ANNUAL CIRCULATION -- PLYMOUTH DISTRICT LIBRARY

Electronic resources

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Change from previous year
JANUARY	173	522	744	1579	2066	2660	3648	4349	5068	6779	8232	21.43%
FEBRUARY	235	467	753	1740	1740	2502	3507	4206	4520	6215		
MARCH	215	547	753	1492	1987	2666	3477	4229	4910	6992		
APRIL	258	571	792	1443	1962	2473	3359	4247	4580	6186		
MAY	290	548	733	1413	1932	2513	3144	4056	4733	6299		
JUNE	258	526	827	1642	2159	2589	3519	4338	5076	6878		
JULY	291	606	837	1828	2217	2919	3793	4907	5530	7226		
AUGUST	322	590	1039	1948	2363	2874	3875	4633	5398	7265		
SEPTEMBER	330	550	1021	1673	1990	2600	3609	4456	5077	6581		
OCTOBER	438	625	999	1609	2093	2696	3701	4385	5508	7022		
NOVEMBER	382	575	1103	1571	1926	2737	3533	4330	5154	6646		
DECEMBER	435	601	1340	1676	2116	2817	3825	4624	5596	7107		
TOTAL	3627	6728	10941	19614	24551	32046	42990	52760	61150	81196		
Change from previous year	92.11%	85.50%	62.62%	79.27%	25.17%	30.53%	34.15%	22.73%	15.90%	32.78%		

* January 2007 onward includes Overdrive statistics
* January 2015 onward includes Flipster statistics
* March 2016 onward include Hoopla statistics
* January 2019 onward include Kanopy statistics

PC Reservation PC Usage Report

Organized By PC Area

Prepared 2/4/2019

From 1/1/2019 to 1/31/2019
Includes Timeouts, Inactivity, Early Close, Forced Close, Declined Policy

Totals

PC Area	Total Uses	Total Time	Average Session
Dedicated	138	124:27	54.109
Lower Level	289	217:30	45.156
Main Level	98	57:19	35.092
Training Lab	1	0:05	5.000
Upper Level	1914	2259:00	70.815
TOTALS	2440	2658:21	65.369

This report was generated using the EnvisionWare Inc. Reporting Module

Marketing library programs
- AARP Tax Schedule Open Houses – January 7-9
- How to Cook for Teens and Adults – January 10
- Ice Festival: Jazz! – January 12 and Ice Festival Fun – January 13
- Exam Cram – January 19-24
- Audio and Downloadable Great Courses

Community Relations

The fun event of the month was Star Wars Night out at USA Hockey on January 26. Carol Souchock and I had an info table for the many families who were in attendance that night. We promoted our 2019 Star Wars Reads Day, library activities and services. It was a fun night and a great opportunity to share our story with the community.

Know Our Neighbor committee work continues. Several upcoming programs are in the works – dates, times and details to follow.

We again welcomed the Plymouth Democratic Club on Dr. Martin Luther King Jr. day, January 21, for their annual Seats and Feets Drive. They collected new socks and underwear that day and then continued with a drop box in our lobby for the rest of January. These items are distributed locally through the Clothing Bank.

We tried something new this year, to help local seniors schedule their upcoming AARP tax appointments. In the past, these folks called our designated phone line, left their name and number and then a volunteer called them back later to get them on the schedule. This resulted in many frustrating calls back and forth. This year, we held three open houses, January 7-9, where the seniors could come in, have a cup of coffee and a donut, schedule their appointment and walk out of the library with confirmation in hand. It was well worth the effort – as we scheduled 100 of the potential 240 appointments during those sessions. A good time was had by all.

Volunteers
Volunteers continue to provide invaluable help around here. Volunteers generously gave 216 hours during our cold and snowy January, including *many* by our AARP tax appointment scheduler, Sue Wabeke.

Meeting Rooms
January was a pretty typical month for meeting activity.   A sampling of the groups that met here include Courageous Kids, the Woolgatherers Knit Tech Group, West Metro Detroit Spartan Alumni, Miracle League Board of Directors and the Classical Guitar Society of Michigan. Our January use stats shook out as follows:

Outside groups	86 meetings	1004 attendees
PDL groups	58meetings	1277 attendees
Total	144 meetings	2281 attendees

Adult Services Monthly Report January 2019

Adult Programs

A01/03	SCORE One-on-One Consultation	0
A01/07	ELL Conversation Group	12
G01/07	AARP Tax Signup Open House	68
G01/08	AARP Tax Signup Open House	20
G01/08	Contemporary Book Club	13
G01/08	Chess Club	17
G01/09	AARP Tax Signup Open House	15
A01/09	SCORE One-on-One Consultation	0
G01/10	Flipster Digital Magazines	5
A01/12	Ice Festival Music Concert: Jazz!	85
A01/14	ELL Conversation Group	14
A01/14	ELL Reading Group	13
G01/17	Books on Tap	18
G01/18	Let Me Google That for You	21
A01/21	ELL Conversation Group	8
G01/22	Chess Club	6
A01/23	SCORE One-on-One Consultation	1
G01/23	Brown Bag Books	18
A01/24	SCORE One-on-One Consultation	0
G01/26	Film Club	4
A01/28	ELL Conversation Group	6
A01/28	ELL Reading Group	6
A01/28	Needlecrafters	0
A01/29	WWII Perspectives: MI POW Camps	Cancelled
A01/30	SCORE One-on-One Consultation	Cancelled

12 Adult programs, Attendance 145   23 Total programs
11 General programs, Attendance 205   350 Total attendance

Output Measures

Total questions: 1265 (3576 in 12/18, 4930 in 1/18) At Ref desk: 1265 (1085 in 12/18, 1714 in 1/18)
At RA desk: 1770 (1442 in 12/18, 2149 in 1/18) At Youth desk: 891 (738 in 12/18, 826 in 1/18)
Short ref: 2034 (1555 in 12/18, 2300 in 1/18) Extended ref: 410 (295 in 12/18, 363 in 1/18)
Readers Advisory: 94 (82 in 12/18, 126 in 1/18) Programming: 265 (217 in 12/18, 373 in 1/18)
Equipment Assistance: 222 (228 in 12/18, 3351 in 1/18) Computer Instruction: 162 (159 in 12/18, 210 in 1/18)
Envisionware: 338 (332 in 12/18, 363 in 1/18) Directional: 216 (197 in 12/18, 343 in 1/18)
Other: 290 (303 in 12/18, 307 in 1/18) Group Study Rooms: 225 (208 in 12/18, 194 in 1/18)

Flipster Use

January 2019 – 660 total uses (539 in December 2018, 550 in January 2018)

Projects:

Holly Hibner attended the ALA Midwinter Conference in Seattle, WA. Report attached.

American Library Association Midwinter Conference and Meetings
January 26 -29, 2019 in Seattle, WA

<u>**ALA Councilor-at-Large Participation**</u>
I attended three Council Forums and three Council sessions. Actions of interest:

- The Resolutions Committee is working on a way to make deliberation, voting, and Council participation more possible virtually. There was discussion of the feasibility of participation in Council by marginalized, underfunded, and rural libraries, or others not able to participate in the highest echelons of ALA governance.
- Resolution for the Adoption of Sustainability as a Core Value of Librarianship. There was discussion of the practicalities for libraries that do not own or make decisions for their buildings. There was also discussion of airplane travel for conference participation as related to the resolution on electronic voting deliberation. The resolution past as presented, without amendment.
- Resolution on Eliminating Monetary Library Dines as a Form of Social Justice. The discussion focused around whether this is a local issue or a national issue. Those in favor see this as a mechanism by which local Boards can have these discussions and make this decision with resources available to them. Rural libraries and certain municipalities cannot eliminate fines, either because they need the funds to run the library or because the departments that make decisions for the library won't eliminate that funding. Many people support this resolution philosophically but not in reality. Many spoke in support of the resolution as a way to make library service more equitable to those who need library service the most. My feeling is that, if this resolution passes, ALA will strongly encourage and help libraries with resources and information to decide to go fine free, but it does not *require* local libraries to do so. Local decisions still lie with local Boards. This is an issue of EDI (equity, diversity, and inclusion), and I strongly support ALA motions that lead us toward stronger EDI as an institution. I voted to support this resolution so that *if* libraries need support go to in a fine-free direction, that support will exist in our professional association.
- There is a Steering Committee on Organizational Effectiveness that led a discussion on current opportunities and challenges that ALA faces, based on summits, surveys, and "kitchen table conversations" they have held so far. More of these information-sharing and gathering sessions will be held over the next few months.
- Council held a brief, though important and difficult, discussion about racialized aggression. There were apparently several incidents during this conference that were reported as violations of the conference code of conduct, and ALA is being very diligent to address them and go through the proper procedures to do so.

<u>Programs attended</u>
Checking Out YouTube: Using Online Video as a Library Outreach Tool
Presented by Peter Musser and Colleen Thiesen
YouTube videos are embedded easily into Wordpress, email, social media, etc. The presenters recommended using YouTube to share tutorials, reading recommendations, entertainment, and more. They suggested that librarians can use YouTube as a "stepping stone" to other collections in the library, as well as a way to meet patrons where they are – with YouTube as a social media tool. They shared tools like YouTube Creator Academy (creatoracademy.youtube.com), a "How to do mobile video" video (bit.ly/2B2VZEc), and Peter Musser's web site (petermusser.com/YTPL).

What does your community want? Using Google Search Data for Planning and Outreach
This was a presentation of Google's API, which creates a way to find out what the top keywords searched in Google in a geographic location (such as ZIP code). For example, if people in 48170 search for "free events" a lot, the library can embed those words in their site, rather than calling our events "programs." Or, if a location shows "passport application" as a common search term in Google and that's a service the library offers, the library can use metadata to be sure their website is among the top Google results for that search term. The goal is to get the hot keywords to match your library in google. The presenters also talked about how to use Google Ads campaigns to make the library show up as an ad result for certain keywords.

President's Program: Robin Di Angelo
White Fragility: Why it's so hard for white people to talk about racism
This was a fantastic talk! Similar programs are available online at
https://www.youtube.com/watch?v=9Jin7ISV85s and https://www.c-span.org/video/?447421-2/robin-diangelo-white-fragility

Electronic Services
January 2019
2/1/2019
Submitted by
Mary Kelly

Databases/Electronic/Physical Collections:

Feedback from our new launch of Kanopy has been positive. The no waitlist model of both Hoopla and Kanopy mimics well known streaming services such as Netflix. I imagine there will be more vendors packaging materials this way in the future.

Our interns are currently working on assessing the physical book collections in technology and in our Genealogy/Local History.

Technology Training/Programming
Sean is unrolling 2 new classes for the year about *Google Docs* and *Google Drive.* The classes filled almost instantly and the March sessions are also fully booked. I am also rolling out a new course in February called *Technology on the Job*. This class will be geared toward the technology evaluations that many employers are using to screen for skill levels. At the same time I will be doing a quick overview of the Microsoft Office Suite. Having taught Excel for a long time at PDL and at various other institutions, this theme of job focused skills has come up consistently over the years.

The response from the new Google classes is inspiring us to look outside training for the MS Office Suite. We will still offer them, but on a less heavy rotation.

Upcoming
February 2019:
February 18: *Computer Basics1* - Tim
February 20: *Google Drive: Your Storage Space in the Cloud* – Sean
February 25: *Computer Basics2* – Tim
February 26: *Technology on the Job* – Mary
February 28: *Google Docs: Your Office in the Cloud* - Sean

March 2019:
March 6: *Computer Basics1* – Tim
March 13: *Computer Basics2* – Tim
March 14: *Google Drive: Your Storage Space in the Cloud* – Sean
March 21: *Google Docs: Your Office in the Cloud* - Sean
March 30: *Digital Download Day* – Mary and Shauna

Website Development

We have settled on a theme and I have a skeletal website in place. I am culling the basic information and setup from the current Joomla site. I have attached a screen shot of the basic website as it is now. By the time this report is read, we will have installed the pro version and will start seriously getting content in place. I am also writing documentation and standards so we can have a protocol for future content and a retention strategy.

I have attached a screen shot of our new homepage for everyone to get an idea. This is *not* a final version, but it does give an idea of the look and feel of the new theme. This particular theme will give us flexibility and look terrific on mobile devices.

Mary A. Kelly
Electronic Services and Emerging Technologies

Draft of New Home Page for plymouthlibrary.org
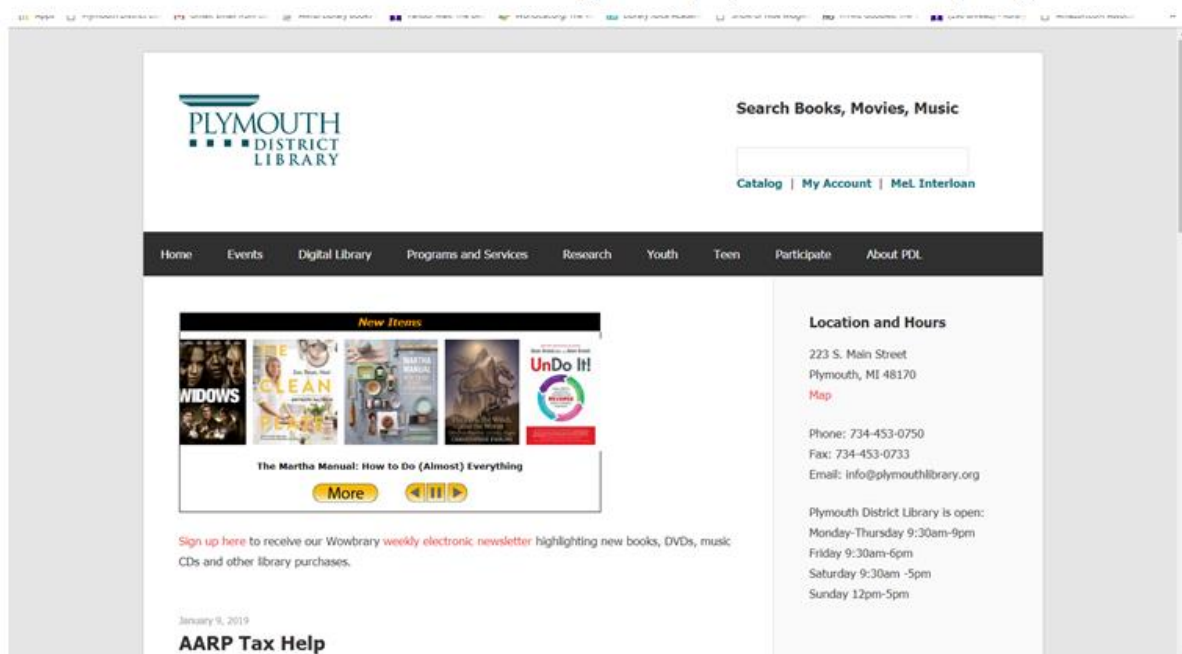
Draft of New Home Page for plymouthlibrary.org (Mobile Device)
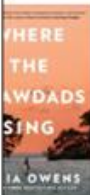
PLYMOUTH
DISTRICT LIBRARY

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New Items

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Sign up here to receive our Wowbrary weekly electronic newsletter highlighting new books, DVDs, music CDs and other library purchases.

Database summary FY 2019	January	
Ancestry unique searches	448	
Consumer Reports	n/a	
Detroit Free Press	11	
Flipster Requests	660	
Flipster Searches	436	
Flipster sessions	596	
Fold3 Library Edition	94	
Gale Courses	12	
Heritage Quest	-	
Lynda Courses	79	
Lynda New Users	13	
Lynda.com -active users	301	
Lynda.com log ins	41	
Mango Languages-sessions	5	
Morningstar Useage (log ins)	n/a	
Morningstar Useage (page views/searches)	n/a	
Novelist Plus sessions	29	
Novelist Requests	57	
Novelist Searches	85	
ProQuest Historical Newspapers: Detroit Free Press (1831-1922)	304	
ProQuest Historical Newspapers: Detroit Free Press (1923-1999)	211	
Reference USA (log ins)	57	
Sanborn Maps	-	
Tumblebooks	5	
Wowbrary Newsletters	2,263	
Wowbrary pages click through to catalog	1,659	
Wowbrary pages viewed	3,931	

E Content, Web, Soc Media 2019

	January 2019	January 2018	% Change
Overdrive			
Overdrive ebooks checked out	3,795	3,490	9%
Overdrive eaudiobooks checked out	2,242	1,607	40%
Overdrive new users registered	82	97	-15%
Overdrive unique patrons	1,224	1,025	19%
LLC items borrowed by PDL	78	n/a	
Streaming			
Hoopla-new patrons	49	98	-50%
Hoopla-number of items used (circ)	1,355	1,132	20%
Kanopy-new patrons	58	n/a	
Kanopy-number of credits used	180	n/a	
Social Media:			
Twitter Followers	2,953	2,901	2%
Instagram Followers	973	n/a	
Facebook Followers	3,158	2,843	11%
Reference Email	89	81	10%
plymouthlibrary.org			
Sessions	39,909	39,659	1%
Users engaged in at least 1 session	20,450	20,948	-2%
Page views	264,708	265,582	0%
m.plymouthlibrary.org (mobile site)			
Sessions	5,643	4,338	30%
Users engaged in at least 1 session	2,977	2,286	30%
Page Views	8,464	5,904	43%

Monthly Report for Teen Activities for January 2019

Teen Programs: **10 Offered   315 total attended**

01/05	Teen Tech Tutors	1 tutor, 4 students
01/05	Animanga	3
01/10	STEM: Eyeballs	8
01/10	How to Cook	38
01/12	Teen Tech Tutors	1 tutor, 2 students
01/15	OLGC class visit (in-house)	28
01/16	OLGC class visit (in-house)	26
01/16	Inclusive Social Group	4
01/19	Teen Volunteer Orientation	4
01/19	Teen Tech Tutors	0 tutors, 1 student
01/19 – 1/24	Exam Cram	185
01/22	Books & Bites	4
01/26	Teen Tech Tutors	1 tutor, 5 students

Outreach   **4 offered   52 total attended**

1/7, 1/8, 1/9, 1/11   School visit to OLGC to present database and research tips   52

Teen Collection Circulation

	Jan '19	Dec '18	% Change Last Month	Jan '18	% Change Last Year
TBOOKPACK	3	2	50%		
TCDBOOK	59	58	2%	105	-44%
TFIC	1464	1371	7%	1300	13%
TGRNOVEL	231	225	3%	271	-15%
THOTREAD	121	86	41%%	78	55%
TMAGAZINE	0	5	-100%	1	-100%
TMANGA	459	554	-17%	501	-89%
TNEWF	154	155	-1%	234	-34%
TNF	247	192	29%	246	0.4%
TSTACKS	76	34	124%		
TSTORAGE	4	5	-20%		
Total	2818	2648		2736	

YA Ebook Circulation
- YA Fiction – 480 (394 in December 2018, 302 in January 2018)
- YA Nonfiction – 7 (5 in December 2018, 12 in January 2018)

Teen Volunteers   58.5 hours
- 4 teens for volunteer orientation = 1 hour each = 4 hours
- 50 hours of shelving and other tasks = 50 hours
- 3 teen computer tutors assisted 12 patrons = 1.5 hours each = 4.5 hours

Projects
We stayed open late on Saturday 1/19 and Sunday 1/20 to provide space for Exam Cram. Students could stay until 9pm on both days to study, use library computers, and collaborate in groups as needed.

Provided 15 copies of book for Plymouth High School student-led book club.

Provided 30 titles to West Media Center based on student requests.

Youth Services Monthly Report
January 2019

Programs:
Baby: 4p, 47j, 51a
Preschool: 15p, 148j, 104a
School age: 9p, 128j, 52a
All ages: 2p, 76j, 65a
Passive programs--Question of the week 68 responses.
                         --legos 27j

Due to two ice events and two days of extreme cold we had to cancel 7 storytimes. We
did offer passive programs of coloring for the little ones and legos for the older children
on the days of extreme cold, for anyone who did brave the cold. The two all ages
programs were for the Ice Festival and for MLK day.

Projects:
Prepared Summer Reading Program
Weeded JDVD, JCD, JER, JPT collections

Staff development and Meetings:
1-7 CC tech meeting
1-9 CC strategic plan meeting
1-10 LB at TLN Youth meeting

Displays:
Mickey Mouse in display in glass case and 8 other displays.

Circulation:

Youth Department	2019	2018
CDs	161	214
Fiction	13,547	12,950
Nonfiction	3,866	4,179
Baby	30	44
DVD	2,891	3,036
Magazines	51	57
Audiobooks	459	550
Puppets	96	102
Videogames	365	488
Total	**21,466**	**21,620**

Technology Support Summary January 2019

<u>Projects:</u>

Continued troubleshooting and managing wireless phone issues.
Completed reassigning IP addresses used by staff subnet DHCP.
Continued planning for updates to the Internet Lab and printing
    software.
Starting planning upgrade of the Sirsi/Dynix server.
Began planning of updates to the History Portal.
Updated servers for the 2019 schedule of closings.

<u>Upgrades:</u>

Finished installing MiCollab client for staff computers.

<u>Replacements:</u>

Purchased and installed new themes for website.

<u>Updates:</u>

Implemented the Tech Zoo for the public.
Ensured there are current backups of critical servers.
Applied security updates to Linux and Windows servers.
Applied security updates to public and staff workstations.
Reviewed and updated several policies in the firewall.

<u>Conferences:</u>

TLN Tech Committee

<u>Technical Services Monthly Report – January 2019</u>

Statistics

Our technical services staff cataloged and processed 1,673 items new to our collection and placed 87 purchase orders in the month of January. Our circulation staff registered 256 new patrons.

For MeL interlibrary loan, we sent 984 items to other libraries, and received 1,366 items for our own patrons.

Katie Page
Technical Services Coordinator