

# Departmental Reports

## July 2012

### Exhibits

**Art Gallery** - Mixed Media by Min Ja Lah

### **Main Floor Display Cases**

**1 case:** Summer Reading Club for Youth: Reading is So Delicious!

**1 case:** Summer Reading Club for Adults and Teens: Reading is So Delicious!

### Book Displays

#### **Readers Services Displays**

##### **Adult Fiction**

You've Been Served (Legal)

Cooking Up Romance

Juicy Reads (Glitz & Glamour)

Bringing Home the Bacon

##### **Music**

New CDs

Red Solo Cup

Blue Collar Comedy

Cocktails and Happy Hour

"It's delightful, it's delicious, it's de-lovely"- Cole Porter

##### **Movies**

New Movies

Farm Fresh

At the Boiling Point- Family Dramas

Delicious Destinations

##### **Teen Fiction**

High School Summer Reading

Hungry for a New Series

#### **Reference Services Display**

London 2012

Reading Is So Delicious

#### **Reference Services - Mini Display**

Food and Travel

History of American Cooking

#### **Youth Services – Child Book Display**

Learn a New Language – Make New Friends

## **Building Services**

July 2012

Submitted by: Sabri Kecici, Director Building Services

We kept the lawn trimmed and picked up trash on the ground.

Several Trees and shrubs around the building were pruned.

We replaced many lights inside and outside the building.

Thompson Elevator Inspection Service Inc. inspected the elevator and dumbwaiter.

MGM Mechanical Contracting Plumbing Services inspected the Backflow Devices.

JSI Ltd. completed sealcoating and striping of the Library's parking lots.

We assisted Northwest Town in replacing the broken Compressor #2 on the chiller.

Sheetz Landscaping installed the walkway for the Mary Hart Garden using Unilock Canterbury bricks.

We continued standard daily building maintenance and spot cleaning of the carpets.

## **Information Technology**

July 2012

Submitted by: Lucia Khipple, Director Information Technology

- Updated Walkup PCs
- Updated Lab PCs
- Updated Youth Services PC
- Updated all desk PCs
- Updated Webpage
- Network troubleshooting
- Replaced PC in Tech Services
- Investigated alternative Email solutions for the Library
- Assisted with Administration Copier repair
- Attained quotes for new Administration Copier
- Replaced Receiving Room Copier
- Repaired/re-installed Lab PCs
- Repaired Walkup PC due to water damage
- Assisted with 115 Patrons
- Assisted with 120 Staff issues
- Prepared e-rate documentation

## **Reference Services**

July 2012

Submitted By: Jennifer Collette, Director Reference Services

This month, the Reference Staff has busy with our regular tasks of ordering, shelving, weeding and staffing of the Reference Desk.

The Reference Staff also completed the development of "e-reader help sheets" for patrons (and staff). These helps sheets focus on the Kindle, the iPad, and the Nook, as well as My Media Mall. These sheets will be very helpful as we assist patrons with downloading e-books to their devices.

## Readers Services

July 2012

Submitted by: Mary Constance Back, Director Readers Services

## Book Discussions

### Books and Bagels

No discussion this month

### Morning Book Break

No discussion this month

## Just Desserts: Evening Book Group

Tuesday, July 24, 2012

*The Art of Racing in the Rain* by Garth Stein

- The Adult and Teen Summer Reading Clubs are in full swing. There are currently 156 adults and 48 teens signed up.
- Weeding of the fiction collection continued.
- Weeding of the fiction audio cassette collection continued. The entire collection was shifted.
- The Book Club Kit collection was reorganized due to its growth in size.

## Special Services

July 2012

Submitted by: Sharon Montague, Director Special Services

With the frenzy of summer reading nearly over, we've been busy designing posters and fliers for our remaining summer programs. We've also begun work on the fall newsletter and publicity items for the fall program slate.

### Program Statistics:

**130**

Arts Alive Concert: Loose Change & Friends

*Along the Crooked Road*

60

Movie: **Big Miracle**

Tuesday Matinee

25

Friday Night at the Movies

5

How to Disagree Without Being Disagreeable

15

Gene Kelly's 100<sup>th</sup> Birthday Tribute!

25 estimated

### Volunteer Hours: **46.75**

Katherine Kinney 9.5

Annie LeFevre 2.5

Donna Thompson 34.75

### In-House Printing: **8,187**

Riso Duplicator 7,924

Xerox Color Qube 263

## **Youth Services**

July 2012

Submitted by: Lucia Khipple, Director Youth Services

Summer Reading is almost over. Data will be forthcoming, but it's been a great summer. One of the highlights had to have been the "Bubble Man" who performed July 26<sup>th</sup>. We had a terrific crowd of 200 happy spectators. Though Summer Reading will be over, our regular programs will continue until we have a week off and then continue with our regular schedule and getting ready for the beginning of school.

We delivered 22 teacher bags.