

Departmental Reports November 2013

Exhibits

Art Gallery: Ink on Rice Paper by Lidia Rozmus

Main Floor Display Cases

2 cases: Student Art Display: Jewelry from Beginner and Intermediate
Metalsmithing, District 211 Continuing Education Classes

Book Displays

Readers Services Displays

Adult Fiction

Fiction for Foodies

Guests like Fish, begin to smell after Three Days

If you like Nicholas Sparks

Spotlight on Doctor Who

Movies

New DVDs

Nutty as a Fruitcake

Music

New CDs

Classical Masterpieces

Teen Fiction

Brand New Fiction for Teens for October & November

Hungry for a New Series

Reference Services Display

JFK 50th Anniversary

Reference Services - Mini Displays

World Vegan Month

Coping With the Holidays

Youth Services – Child Book Display

The Eternal Water Cycle of Life

Building Services

November 2013

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the ground
- The gutters and storm drains were cleaned
- The leaves in front of the Library and around the building were raked
- We removed the speed bumps from the front driveway of the Library
- Eight new tables for the Reference area were assembled
- We replaced many lights inside and outside of the building
- Public Works replaced the damaged parking lot light pole in the west parking lot
- FE Moran Fire Protection provided inspection on the fire sprinkler system
- Received quotes and signed agreement to replace the existing emergency phone in the elevator with one auto dial ADA (American Disabilities Act) compliant emergency phone.
- Flooring Management Group, Inc. provided quarterly carpet cleaning
- We continued standard daily building maintenance and spot cleaning of carpets

Information Technology

November 2013

Submitted by: Lucia Khipple, Information Technology Director

- Installed new projector for programs in Community Room
- Audit of surge protectors for recalled units. Ordered free replacements
- Updated laptops
- Performed updating on Server
- Troubleshooting with Adult Service PCs
- Updated PCs in Tech Services, Special Services and Administration
- Troubleshooting PCs in Tech Services
- Troubleshooting printer in Tech Services
- Updated PCs in Walkups & Lab
- Disinfected all keyboards in building
- Updated PCs in Adult Services
- Troubleshooting/replaced PC/keyboard in Administration Office
- Updated webpage with new newsletter
- Cleaned up website files
- Program Set-up
- Assisted with 210 patrons
- Assisted with 190 staff issues

Readers Services

November 2013

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books & Bagels

Thursday, November 7, 2013

Night Circus by Erin Morgenstern

Led by Carrie DeMoss

Morning Book Break

Tuesday, November 12, 2013

Wild by Cheryl Strayed

Led by Carrie DeMoss

Just Desserts

Tuesday, November 19, 2013

Defending Jacob by William Landay

Led by Robin Schroeder

In addition to our daily activities, the following projects continued:

- Weeding of the fiction collection
- Weeding of the music collection
- Weeding of the audio book collection

Reference Services

November 2013

Submitted By: Jennifer Collette, Reference Services Director

This month, the Reference Staff has been busy with our regular tasks of ordering, shelving, weeding and staffing of the Reference Desk. Since the year is quickly coming to a close, we are focusing on spending.

Mary Millis is winding down another successful Fall session of the Vikes program.

Special Services

November 2013

Submitted by: Sharon Montague, Special Services Director

Posters and fliers for the winter program slate are in progress. The winter newsletter was mailed to area homes on November 21.

The last week of the month was spent decking the halls for the holiday season.

Special Services cont'd

Program Statistics:	96
Holiday Entertaining	19
Arts Alive Concert: <i>Dr. Kimm Hollis Plays His Favorites</i>	60
Movie: <i>Iron Man 3</i>	
Tuesday	8
Friday	9

Volunteer Hours:	52.75
Doris Botes	11.0
Annie LeFevre	.5
Katherine Kinney	7.5
Donna Thompson	33.75

In-House Printing:	3,570
Riso Duplicator	3,036
Xerox Color Qube	534

Youth Services

November 2013

Submitted by: Lucia Khipple, Youth Services Director

Youth Services is deep into regular Fall programming and planning the upcoming winter activities. Our Dr. Seuss Celebration will fall early this year as well. It is also the Fall publishing wave and our emphasis on purchasing materials.

We sent out 28 teacher bags.