

Departmental Reports **August 2014**

Exhibits

Art Gallery: Photography by Tiffany Whisler

Main Floor Display Cases

1 case: Origami by Alysse

1 case: Summer Reading Club for Adults and Teens: Paws to Read

Book Displays

Readers Services Displays

Adult Fiction

Best in Show: Staff Picks

Fresh Picks

British Invasion/Be British/Keep Calm and Carry On

Left-Handedness

George R. R. Martin Read-a-likes

Truth about Cats and Dogs

Who's in the Doghouse: Janet Evanovich

Teen Fiction

Dog Days of Summer (New Teen Fiction)

High School Summer Reads

You Can't Teach an Old Dog New Tricks

Movies

Remembering Robin Williams/Lauren Bacall/James Garner

Down the Rabbit Hole

Music

New Music

Cat Scratch Fever (1970s)

Reference Services Display

Back To School or Starting School

Reference Services - Mini Displays

Happiness Happens Month

Perfect Time for A Short Getaway

Youth Services – Child Book Display

Graphic Novels

Building Services

August 2014

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- Many lights and ballasts inside and outside the building were replaced
- Assisted Commercial Carpet Consultants replacing the stained carpet in Youth Services
- The bushes were trimmed
- Masonry Management Solutions, Inc. completed tuck- pointing on entire building
- Tuck pointers also removed existing paver brick near the Staff entrance and reinstalled to a level appearance
- Global Facility Solutions provided vinyl tile stripping and waxing
- All VAV air filters were cleaned
- Kone Inc. provided inspection and periodic maintenance on the elevator and dumbwaiter
- We continued standard daily building maintenance and spot cleaning of carpets

Readers Services

August 2014

Submitted by: Mary Constance Back, Reader's Services Director

August 10, 2014, marked the end of the Adult and Teen Summer Reading Programs Paws to Read. Both programs marked an all-time high for the department.

Statistics are as follows:

Adult

Participation: 222

Total books read: 1232

Average number of books read per adult: 5.5

This marked **an increase of over 58% above last year's total participation** of 128 adults.

Teen

Participation: 91

Total books/movies/music: 478

Average number of items per teen: 5.5

This marked **an increase of over 100% above last year's total participation** of 43 teens.

In addition to our regular Department activities:

- Carrie DeMoss, Homebound Services Coordinator, gave an educational presentation at the August 5, 2014, Library Board Meeting.
- Weeding of the Fiction collection continued.
- Weeding of the Large Print collection continued.
- Part of the Music collection was shifted.

Reference Services

August 2014

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. In addition, Lauren Van Dyke wrapped up teaching the Summer computer classes. Lauren happily filled in as substitute instructor while the search was under way for a new instructor.

Anne Jamieson, our new computer instructor, will start the instruction of the Fall classes in September.

Information Technology

August 2014

Submitted by: Lucia Khipple, Information Technology Director and Mike Mraz

- Rebuilt webpages to show Fall Newsletter information
- Updated Server
- Updated website as necessary
- Troubleshooting Printer in Adult Services
- Troubleshooting YS Patron PC
- Troubleshooting PAC stations in Reference area
- Performed maintenance on Administration Copier
- Assisted patrons with MyMediaMall issues
- Updated PCs in Administration, Youth Services & Adult Services
- Updated PCs at Readers, Reference, Youth & Circulation Desks
- Updated PCs in Walkups & Lab
- Updated YS public PCs
- General cleaning of PCs at Circulation Desk
- Disinfected all keyboards at public PC terminals
- Troubleshooting of printer pay stations after power outages
- Reference Desk printer maintenance
- Reference Print Center Printer maintenance
- Troubleshooting of Wi-Fi System
- Relocated YS iPads at completion of summer reading
- Kept daily Wi-Fi Stats for August
- YS Printing Pay Station maintenance
- Program Set-up
- Performed document recovery on the server to recover deleted staff files
- 2015 Information Technology Budget preparation
- Assisted with 180 patrons
- Assisted with 191 staff issues

Special Services

August 2014

Submitted by: Sharon Montague, Special Services Director

The Summer Reading Clubs are finished. We were pleased to hear of the success of this year's reading clubs, and hope that the achievement was due in part to the immense effort of Special Services Staff in making each club inviting to its designated age levels.

The fall newsletter has been mailed to area homes and we are working on September program posters and fliers.

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|---------------------------------------|------------|
| Program Statistics: | 122 |
| Arts Alive Concert: <i>Mike Basin</i> | 55 |
| Mapping the Past | 6 |
| Movie: <i>Monuments Men</i> | |
| Tuesday | 17 |
| Friday | 16 |
| eBay 101: Selling Basics | 28 |

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|-------------------------------|--------------------------------|
| Volunteer Hours: 49.75 | In-House Printing 3,334 |
| Doris Botes 11.0 | Riso Duplicator 2,504 |
| Katherine Kinney 12.0 | Xerox Color Qube 830 |
| Annie LeFevre 1.25 | |
| Donna Thompson 25.50 | |

Technical Services

August 2014

Submitted by: Steve Rossi, Technical Services Director

We were all disappointed with the recent retirement of longtime employee Sue Chen. Sue has been our acquisition person for the past 24 years, she will be hard to replace. Sue decided the time was right to travel and explore other interests.

I'm happy to announce that Julie Mester will be taking over the acquisition duties. Julie has been cataloging our adult non-fiction material and before that was part of the Circulation Department. I'm positive Julie will have no problem handling her new duties.

Statistical review:

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|------------------------|-------|
| WorldCat searches | 2,101 |
| WorldCat updates | 947 |
| WorldCat exports | 949 |
| WorldCat deletions | 673 |
| MMM MARC records added | 309 |

Generated and printed 3 system reports for staff weeding and inventory projects.

78 DVDs from our collection have been cleaned, repaired, and placed back into circulation.

Youth Services

August 2014

Submitted by: Lucia Khipple, Youth Services Director

Summer Reading is over. It was a successful summer. Numbers were about steady from last year. Regular programming continues. All Staff is getting ready for the changes the school year brings to our Department. School visits will begin and school use patterns will start up.

We sent out 2 teacher bags.