

Departmental Reports

August 2015

Exhibits

Art Gallery: Nancy Wedow, watercolor and charcoal

Main Floor Display Cases

1 case: Youth Summer Reading Club: *Every Hero Has a Story*

1 case: Adult and Teen Summer Reading Clubs: *Read to the Rhythm*

Book Displays

Readers Services Displays

Adult Fiction

Moonlight Serenade/I Fall to Pieces
Little Tiny Song/Sound of Your Voice
Staff Picks/New and Noteworthy
Red, Red Wine/Pink Houses

Teen Fiction

Marvel Summer Graphical Novels
High School Summer Reads
SYNC Audio Downloads

Movies

Concerts (Nonfiction)
You Lost that Loving Feeling

Music

You ought to be in Pictures (Movie Soundtracks)

Reference Services Displays

Based On the Book (Nonfiction Books Made Into Movies)

Reference Services - Mini Displays

Comedy Stars
History by the Numbers

Youth Services Display

Summer Reading: Every Hero has a Story

Building Services

August 2015

Submitted by: Sabri Kecici, Building Services Director

- We kept the lawn trimmed and picked up trash on the Library grounds
- Zimny Landscaping completed their work; planting shrubs and flowers in front of the Library
- The new shrubs and flowers have been watered daily
- Several lights and ballasts inside and outside the building were replaced
- Spot cleaned chair upholstery in Reference and Reader Services area
- The sump pump in Youth Services area was repaired
- A leaking urinal in the first floor Staff restroom was repaired
- The storm drains were cleaned
- Kone, Inc. provided inspection and periodic maintenance on the elevator and dumbwaiter

Information Technology

August 2015

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

- Updated Server
- Website was updated as necessary
- The Fall Newsletter information was launched on the website, updates/corrections were made
- In the beginning stages of the Apple iOS Development Program for the Boopsie app
- A new PC was installed in the Reference Lab area
- 3 HP LaserJet P3015 printers were purchased and installed to replace the troublesome & aging printers that were used for patron printing in the Reference & YS Computer Lab areas
- Re-configuration of the Print Release System was performed for installation of the new printers in the Reference and YS areas
- Thanks to Maintenance, a new wall-mounted Print Release Station was installed in the Reference Lab. The new station is much easier to use while standing and is visible all the way from the Reference Desk.
- PCs were updated in the YS, Reference Lab & Walk-Up areas
- The table from the Lab Print Station was moved to the Readers' Advisory area to replace the wooden desks where the large print keyboards & monitor PAC stations were previously.
- The excess Ethernet cords behind the Readers' Advisory PAC stations were cleaned up and a network plug-in box was installed.
- Paper processing rollers were replaced on the Xerox printers in Admin & Special Services



- Also thanks to Maintenance, the 2 PAC Stations in YS were torn out and replaced with wall-mounted desks/PC units.
- Both PAC PCs in YS were cleaned and re-configured to fit on the new desks
- A new more modern PAC station was installed in Reference
- The print release station in the Walk-Up area was disassembled & cleaned due to jamming
- The iPads for the YS area were re-installed after the Summer Reading program ended
- The phone at the Welcome Desk had troubleshooting done
- The patron copier in the Reference area was cleaned and had a new maintenance kit installed
- Online program sign-up for August had 4 sign-ups, the total for online sign-ups is 243!
- Troubleshooting Wi-Fi system as needed & kept stats on usage for August
- Program set-up for YS & Adult programming
- Assisted 9 patrons with My Media Mall
- Assisted with 177 patrons & 230 staff



Readers Services

August 2015

Submitted by: Mary Constance Back, Readers Services Director

Programs and Activities

In addition to daily tasks, the Department focused on the following activities this month:

- The Adult and Teen Summer Reading Programs “Read to the Rhythm” ended on August 9th. 186 adults and 51 Teens participated.
- The Readers Services Department (along with Youth Services) represented the Library at the Farmers and Food Truck Event on Saturday, August 22nd.
- Weeding of the Fiction collection continued.
- Weeding of the DVD collection continued.
- Weeding of the Music CD collection continued.
- Planning for Book Lover’s Day began.

Reference Services

August 2015

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, Anne Jefferson hosted the program “Access the Online Power of Your Library Card”.

Special Services

August 2015

Submitted by: Sharon Montague, Special Services Director

We have been working on posters and fliers for fall programming. The Fall newsletter has been mailed to local residents and businesses.

Program Statistics:	114
Arts Alive Concert: <i>Mike Basin: International Music</i>	55
Mearra, Selkie from the Sea with Linda Smith	12
Movie: <i>Second Best Exotic Marigold Hotel</i>	
Tuesday	13
Friday	17
Women's Self Defense	17 est.

Volunteer Hours:	45.25
Katherine Kinney	5.75
Doris Botes	12.0
Donna Thompson	27.0
Anne LeFevre	.5

Vikes Hours: **0.0**
There are no Vikes during summer.

In-House Printing:	2,488
Riso Duplicator	1,400
Xerox Color Qube	1,088

Technical Services

August 2015

Submitted by: Steve Rossi, Technical Services Director

A small leak was discovered, which caused minor water damage in our office. The Maintenance Department is working to find the source of the leak.

We met with representatives from Warehouse Direct, a local office supply dealer. They went through the list of supplies that we ordered from various vendors in the past year and found that they could offer us comparable supplies at a deeper discount.

<u>Statistical review:</u>	
WorldCat searches	1,998
WorldCat updates	1,043
WorldCat exports	1,049
WorldCat deletions	262
Collection/Added	1,834
Collection/Deleted	2,257

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

26 DVDs/CDs from our collection have been cleaned, repaired, and placed back into circulation.

I attended the webinar “The Accidental Cataloger: Tips and tools to help you use the rules” presented by RAILS.

Youth Services

August 2015

Submitted by: Lucia Khipple, Youth Services Director

Summer Reading has finished. School has just begun. We offered some of our regularly scheduled Storytime programs in August, which is traditionally a slow month. . We’ve seen lots of new faces attending, so it looks like this was a good experiment. We look forward to seeing them again once school starts. It’s been a busy and fun summer but now, we’re back into school mode.

We had 759 kids join summer reading this year. They read over 4,100 hours. We also had 34 Jr. High volunteers.

We sent out 11 teacher bags.