

**Departmental Reports**  
**December 2014**

**Exhibits**

**Art Gallery:** Mixed media by Graehound (Elizabeth Graehling)

**Main Floor Display Cases**

**2 cases:** Friends' Annual Winter Village

**Book Displays**

**Readers Services Displays**

**Adult Fiction**

Holiday Fiction  
Holiday Gift Giving Ideas  
If You Like John Sandford  
Not another Holiday Display

**Teen Fiction**

New Teen Fiction for November and December  
Baby its Cold Outside

**Movies**

New DVDs  
Holiday Favorites

**Music**

New CDs  
Holiday Multi-Media with CDs and DVDs

**Reference Services Display**

Holiday Crafts/Decorating

**Reference Services - Mini Displays**

Holiday Cookies  
Best Books of 2014  
2014 Great "Listens"

**Youth Services – Child Book Display**

Grab a Graphic Novel

## **Building Services**

December 2014

Submitted by: Sabri Kecici, Building Services Director

- The front of the Library and walks were kept clean of snow and ice
- We replaced several lights and ballasts inside the Library
- A new GFCI outlet in Youth Services was installed
- Air filters were ordered and received
- Ordered and received a new Ramsond Air Conditioner for the IT Department
- Electrical, cleaning and paper supplies were ordered and received
- Spot cleaned the chair upholstery in the Reference and Reader Services area
- Six electric baseboard heaters were ordered and received
- Two new end panels were mounted in the Reader Services area
- Received a quote from Northwest Town for installation of six electric baseboard heaters
- Thompson Elevator Inspection Service tested and inspected the elevator and dumbwaiter
- We continued standard daily building maintenance and spot cleaning of carpets

## **Readers Services**

December 2014

Submitted by: Mary Constance Back, Readers' Services Director

### **Programs and Activities**

#### **Books and Bagels**

Thursday, December 4, 2014

*Spinning Heart*

By Donal Ryan

Led by Carrie DeMoss

#### **Morning Book Break**

Tuesday, December 9, 2014

*The Storied Life of A. J. Fikry*

By Gabrielle Zevin

Led by Carrie DeMoss

- Weeding and shifting of the Fiction Collection continued.
- Weeding of the DVD Collection continued.
- Weeding of the Music CD Collection continued.
- Summer Reading Program Planning continued.

## **Information Technology**

December 2014

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

- Updated Server
- Updated website as necessary
- Online Program Sign-up webpage made available to patrons
- **20 patrons signed up online for programs so far!**
- Reference Area copier maintenance was performed
- Updated PCs in Administration Office
- Updated YS Office PCs
- Updated PCs in Circulation Back-room
- Updated PCs in Tech Services
- Updated Building Service PCs
- New PAC terminal software tested for 2015 deployment
- Fax line was activated for patron use at the Reference desk
- Troubleshooting Administration Xerox printer
- Troubleshooting Reference Desk Xerox printer
- Troubleshooting phone/phone line at Circ Desk
- Cleaned out storage room off of Reference area
- Installed a new phone line for the new Human Resources office
- Built a PC for the Human Resources office
- Reconfigured phone lines for Human Resources office
- Replaced monitors in Building Services
- Replaced monitors in Technical Services
- Envisionware mobile printing service was installed
- YS iPad troubleshooting
- Troubleshooting of phone system
- Changes made to phone system to allow for inclement weather/library closing announcement
- Troubleshooting WiFi system
- Kept WiFi statistics for December
- Program set-up
- Assisted with 95 patrons
- Assisted with 120 staff issues

## **Reference Services**

December 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.

## Special Services

December 2014

Submitted by: Sharon Montague, Special Services Director

We decked the halls and completed posters and fliers for upcoming programming.

<b>Program Statistics:</b>	<b>132</b>
Finding Your Design & Color Personality	16
Holiday Tree Crafting	11
Arts Alive Concert: <i>Celebrate the Holidays: Chris Colletti</i>	96
Movie: <i>Guardians of the Galaxy</i>	
Tuesday	5
Friday	4

<b>Volunteer Hours:</b>	<b>62.25</b>
Doris Botes	9.5
Katherine Kinney	16.75
Annie LeFevre	.5
Donna Thompson	35.5

<b>In-House Printing:</b>	<b>1,879</b>
Riso Duplicator	1,404
Xerox Color Qube	475

## Technical Services

December 2014

Submitted by: Steve Rossi, Technical Services Director

Sarah continued working on the “fuzzy” spine label project.

This was another month where we had a large number of carts filled with weeded items to be deleted.

### Statistical review:

WorldCat searches	3,127
WorldCat updates	985
WorldCat exports	997
WorldCat deletions	1,219
MMM MARC records added	405

Generated and printed 6 system reports for staff weeding and inventory projects.

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

Several staff attended a webinar presented by our EAP (Employee Assistant Program) entitled “EAP Orientation for ALL employees” reviewing current benefits offered, and highlighting new ones.

## **Youth Services**

December 2014

Submitted by: Lucia Khipple, Youth Services Director

In December, we finished our regular programming while we did our preparation for our mini Winter Reading Club “The Wolves Reading Program”. We also launched our Very Ready to Read boxes with reading readiness activities to use in the library. Now it’s time to get ready for the Dr. Seuss celebration.

All of our regular programming is also on its regular schedule and planning for it is ongoing.

Julie Farris and Laura Garcia hosted the Lincoln Story League here at the Library.

We sent out 14 teacher bags.