

Combined Reports from all Departments
at the
Morristown & Morris Township Library
for the period
May – December 2010

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CHILDREN'S DEPARTMENT ACTIVITIES POST EXPLOSION

The children's department was busy and accomplished many goals while the library was closed. Our first major project was planning and implementing a full summer program. We actually introduced new programs this summer. Meeting in the Sunday School rooms of St. Peter's Church, we conducted 109 programs with 890 attendees over a six week period in July and August. We had craft/storytimes for younger children, craft programs for older children, book discussion groups for grades 2 through grades 12, young writer's workshops, and lunchtime storytimes in Macculloch Hall's gardens. The preparation for this was enormous. We needed to adapt the space to our needs and bring our materials into St. Peters. We selected books based on popularity and reading list requirements to bring over from the main library to both St Peters and to the library satellite at 88 South. We used the lists to make additional purchases to guarantee the availability of these required titles. Purchases were made for the Bookmobile collection to create another place for children to find these titles. We needed to pack and move a browsing collection for general reading. Picture books, easy readers, and chapter books were also brought to both locations. The logistics of a summer program require a lot of early preparation and planning. Schedules and calendars must be made and distributed. Crafts had to be planned, supplies purchased and materials prepared. Books had to be selected and obtained (requiring trips to other libraries since ours became unavailable at some point). Books for book discussion groups had to be chosen, ordered and organized. We had to develop an online system for registration since we had no telephone service in the church. This meant checking our email daily and

responding to all registrants and requests for further information. We then had to develop a way for the books to be distributed. This meant having someone at a predetermined location at a predetermined time. Technology had to be tested and installed—printers, internet access, Skype for some type of communication with 88 South, circulation printers, etc. Once this was done we were actually able to conduct the programs. Consequently once the programs ended and we had access to the main building again, we had to move everything back across the street. All things considered we thought the summer program was very successful.

While most of the children's staff was working on summer programming, a few other members of our staff were working on projects to help clean up and maintain the library databases. Staff members worked on the patron maintenance report making sure library cards were entered correctly. Others worked on the lost report to make sure lost materials were properly recorded.

Members of the children's department maintained the collection at 88 South. Materials returned at Morris County needed to be shelved and organized at the satellite location. The daily returns were handled and placed where they could be found.

Upon returning to the main building, we took on the task of evaluating the entire children's collection. We appraised each title for physical condition and accurate content. Titles with outdated and incorrect information (Pluto as a major planet, country books that were no longer current, books explaining outdated technology, etc.) were discarded and new materials purchased to fill the void. Books in poor physical condition were discarded and replaced with updated titles. Classic children's titles (i.e. Dr. Seuss, Marc Brown, Donald Crews, C. S.

Lewis, etc.) were replaced with new editions. Normally it would take us years to do such an extensive evaluation and it would have been done one small collection at a time. We were able to do the audio-visual collection, the periodical collection, the non-fiction collection, the fiction collection, the Young Adult collection, the easy readers, the picture books, the holiday books, and the foreign language collection.

The children's department helped move all of the collections that came from the reference room and the circulation area. The reference books needed to be placed in shelf order and moved to storage shelves in the basement. Over 360 boxes needed to be organized and relocated. The new fiction and non-fiction titles from the circulation area also needed to be organized and shelved. These were placed on large orange crates for easy patron use. Newer titles were brought over from the satellite to be integrated with those titles. Newer titles older than 9 months, needed to be converted from new book status to regular shelf status. This required changing their location in the computer as well as physical changes to the book's processing. The foreign language and large type books also needed transferring to new locations as did the adult biography collection. Several thousand books had to be moved before this was completed.

Once these collections had been taken care of we moved on to the integration of storage materials. Many of our returned items were stored in Burlington County until we were able to accommodate them at the Main Building. Over 80 large boxes were returned containing materials from every department. The children's materials have all been shelved but not without having to shift every book to make room. Most libraries are never faced with having all of their materials back at the same time. This created a shelving nightmare. Collections

were shifted and moved to ensure the entire collection would be available upon reopening. Shelves needed to be relabeled after everything was moved.

Our staff was instrumental in adapting the adult fiction collection shelves for the reintegration of those titles to the main fiction collection. They needed to move every book and adjust every shelf height to make the books fit in their designated areas. Once done shelving all of the materials from storage, they shelf read the entire collection to make sure everything was in its proper place.

Another essential project towards reopening was to make sure all of the computers and printers (staff and public) were working and hadn't been damaged in the explosion. Children's staff members helped our technical expert update, maintain and install whatever was needed to make sure the equipment all worked.

In addition to these activities we continued working on more conventional tasks. Book reviews were read and new materials purchased. Storytimes and future YA programs were planned and organized. We pursued professional development through many means. We took classes in excel and publisher. We attended professional meetings and represented the library at a variety of places. We met with the school librarians and with student groups at the high school. We presented at Barnes and Noble's Educator's Day, and attended a seminar at the Dodge Foundation. Staff members assisted our Bookmobile driver on her runs and helped to run the Director's Book Club. Our new young adult librarian was able to visit other libraries to observe their collections and programs and exchange ideas.

One of the more exciting projects we worked on was the redesign of the library website. Both children's and young adult will have newly created webpages. We

worked with our reference department to develop new formatting and creating new content for this endeavor.

Book reviews were written, suggested lists of recommended websites were composed, and blogs begun. We look forward to this being ready for public viewing.

Throughout the time we were closed, the children's department completed a tremendous amount of work. We were able to complete projects that normally would have taken us years as well as working with the rest of the library to staff to ready the building and the collections for reopening.

Arlene Sprague

Head of Children's Department

Dec. 14, 2010

Circulation Staff Work Log May 3, 2010-Present

Daily and Monthly Duties: All Staff

- **All Staff Worked At The Morris County Library In Shifts:** Our deliveries were sent to this location so we could process our patron's holds, and they could request and pick up items without interruption. Circulation staff delivered the staff reserves. We also discharged all of our returns and transported them to another location when we were able. Many staff kept these returns in their home until we could find a temporary location. Once items coming in slowed, we cut our shifts down to one. We still try to go daily. This will go on till we open at our library building.
- **All Staff Covered Shifts At Our Temporary Library On 88 South Street, Helping Patrons:** So our patrons could have access to some of our collection and be able to communicate with some of the staff we opened at a building across the street from the library on June 28. We were open 7 days week, and staff worked in three hour shifts. The staff covered the circulation desk checking out, discharging returns, and giving out library cards and answering circulation questions.
- **All Staff Attended Department and General Staff Meetings:** At these meetings we discussed what was currently happening with the library.
- **All Staff Checked Their E-Mail Every Day:** Because we were working in different locations, and since our phones were not always available we relied heavily on communicating by e-mail. Here I sent staff notes from meetings and relayed important information, and I sent my reports to the Library Director, Mrs. Norton.
- **All Staff Kept A Log Of What They Did From May 3 To The Present.** They have handed the reports in, and these will be added to their Personnel files.

Projects and Reports: All Circulation Staff Worked On One or More of The Following

- **Patron Card Count Project:** We counted each registration card we had on file to get an accurate number of how many members we have in our data base. There was a discrepancy in our count and the system count. I wrote a report with conclusions for our director, Mrs. Norton.
- **Comma Patron Report:** This report was created to get ready for an upgrade. The system was changing our format for entering names and contact information. Staff had to check each name to make sure last and first names were put in correctly with a comma. This way future reports would run smoothly. We also used this procedure to check other contact information.
- **Patron Expired Report:** This is a system purge is sent once a year. Patrons' library cards have to be expired for two years to be included in this report. Libraries are given a block of time to renew the cards if they choose to do so. This report is used to check other information as well. Staff checks the registration date and renews cards based on our criteria. Staff also checks to

see if they have registration on file and places a note on the patron's card if they do not. We also review fines.

- **Alphabetizing Patron Cards:** After our patron card count was completed. It was thought it would be a good project to make sure cards were placed back correctly. Several staff members were assigned to complete this project.
- **Moving The Reference Books To Their Temporary Location In The Library:** The Circ staff helped co-workers move the Reference collection down stairs into the archives room. This involved unpacking, sorting and putting on book trucks to be transported downstairs and shelved. Other staff broke down boxes as they were emptied.
- **Moving Library Items From Staff Homes To Our Temporary Location At 88 South Street:** As mentioned earlier in this report many staff members were keeping library materials in their homes. Once a place was rented we transported most of the items to this location unpacking, sorting and shelving them on the large mobile book trucks. We also packed books that could not fit in our temporary location and had them moved to the storage location in Burlington, New Jersey.
- **Once Staff Were Able To Enter the Library We Started To Move Some Of The Collection Back:** We wanted to be prepared when we opened, so we started the process of moving some of the books back over to the library. We moved all of the non-fiction. The books were boxed up at the temporary location and transported over to main library. They were unpacked, sorted and shelved.
- **We Emptied All The Boxes Of New Books From The Circ Room And Converted Them And Shelved Them:** As was done with the non-fiction books we wanted to get our new books shelved in the fiction area of our library so our patrons have access to them. This involved several steps. First we unpacked books and separated them by date. If they were at least a year old they were put on trucks to be converted to older stacks; then they were shelved. The new books that were not converted were shelved on the large mobile trucks in the non-fiction area. The Circ staff helped with the shelving and converting and breaking down boxes.
- **The Biographies Were Unpacked and Moved Out Of the Gallery and Shelved In the Archives Room Down Stairs.** We wanted to have access to our biographies. Once we could get into the gallery we had the biographies moved, and we unpacked, sorted and put them on trucks and shelved them down stairs in the archives room. Some staff members broke down boxes.
- **Over At The Temporary Library We Converted New Books To Old Stacks So We Could Make Room For New Acquisitions:** This involved several steps. Some circ staff would pull the books that needed to be converted, and the other circ staff would convert the books. The books were then moved to the library and shelved. Then the new acquisitions would be moved to the front of the temporary library for browsing.
- **We Had Our Books Moved Out Of Storage In Burlington New Jersey And Had Them Delivered To Our Library.** To help prepare for the opening of the Library the books were moved from

Burlington to our library. These books were unpacked, sorted and shelved. Some staff members broke down boxes.

Daily Duties, Reports and Individual Projects

Ruth A. Bensley: Supervisor

- ❖ Every day I wrote a report for the Library Director, Mrs. Norton.
- ❖ Once a month I wrote a report for the Library Board Meeting and forwarded the report to the Library Director, Mrs. Norton.
- ❖ I attended weekly Department meetings and sent notes to the circ staff via e-mail.
- ❖ I communicated with the Circulation Staff to inform them of current information about the library.
- ❖ I designated jobs and reports to Circulation staff.
- ❖ I met with the circulation staff monthly to fill them in on building information and to discuss what they need to be working on. We did a round table to share with one another what they were all doing or any concerns they may have.
- ❖ I attended Circulation Committee meetings to discuss what was going on with our consortium, and I shared this information with the other staff members at our weekly department heads meeting and also with the circulation staff.
- ❖ I set a monthly schedule for the circulation staff.
- ❖ I took an Excel class, Beginner and Advanced, to help create reports and projects in a more efficient manner. I created several spread sheets for Mrs. Norton utilizing my new skills.
 - ✚ I created a spread sheet to help keep better track of staff vacation and personal time.
 - ✚ I created an inventory of what we had in our circulation office; front desk and my desk to see what needs to be replaced.
 - ✚ I created a spread sheet with the amount of money owed on our temporary cards so Mrs. Norton can make a decision on whether we need to make changes in the lending policy regarding these members.
 - ✚ I also created a spread sheet of my findings from our patron card count. We wanted to make sure our count was accurate.
 - ✚ I also created a spread sheet showing my findings from a claims return report of how many items patrons stated they returned at the time of the explosion and how many were found.
- ❖ To help media staff I typed up a set of instructions on how to enter new member data.
- ❖ I wrote evaluations for the circulation staff and met with them individually.
- ❖ I started to come up with ideas for increasing library membership spoke with Mrs. Norton about them.
- ❖ In two hour shifts while workers cleaned the main library, I fielded questions and kept an eye on the building.
- ❖ I wrote an article about how to sign up for a library card for a future Friends' News letter.

- ❖ I keep a folder of patron issues from the time of the explosion and go through it periodically. I clear the items when I can and discard the ones that have been resolved.
- ❖ I order circulation supplies when needed.
- ❖ I created a lesson plan to teach non circulation staff the basic and advanced circulation functions using our computer program Workflows, covering tasks from checking out to entering new members.
- ❖ I created a book mark to put on top of our book shelf outside the temporary library to help entice people to come in.
- ❖ I typed this staff work log using individual lists from circulation staff.

Employee number 1:

- ❖ She contacted our regional office to cancel our deliveries.
- ❖ Each day she checked both the Circulation and inter-library loan e-mail accounts to answer patron's or other library's questions.
- ❖ She completed her goal for 2010. She alphabetized a list of libraries outside of Morris County that are part of the Open Borrowing lending program.
- ❖ She changed the voice mail messages for the library when needed.
- ❖ She printed out the title list to see what items our patron's were requesting. If we owned the item, she placed a hold on it. Once the item was returned, she went into our computer system and matched up the copy to our patron and sent the item to another library so our patron could pick it up.
- ❖ She also worked from home when we were not open at our library or temporary library.
- ❖ She helped pack up items at Morris County Library for offsite storage.
- ❖ She helped pick up items at Madison Public Library and also helped another staff member process them so they could be shelved.
- ❖ She asked a data base manager from our system to run a list of what our patrons had on hold and were in the building at the time of the explosion. She went over the list. If the items were ours, She marked them missing. This would allow our patron to obtain a copy from another library. If the items were ours, She would place a copy level for another item. She would notify the owning library of the situation. Once we were allowed access into our circ room, she was able to find all the books and send them back to the library.
- ❖ She printed out the in-transit list. She looked on the shelves at the library and found a number of the items were not there. She thought many of the items may be in storage. Once the books came back from storage and were shelved she found most of the items.
- ❖ She also checked the in-transit list from other libraries. She matched them up to the date of the explosion. These items may have been in the sorting room the morning of the explosion. She typed a list of these items. She will check with the owning libraries, to have them check their shelves, if not there she will have them submit a bill for replacement cost.
- ❖ She assisted her supervisor Ruth Bensley teaching one of the basic circulation courses and all of the advanced classes.

- ❖ She also removed the books from one display case and put them back on the shelves.
- ❖ When Ruth Bensley was on vacation she wrote and submitted the reports to Mrs. Norton with the time sheets.
- ❖ She is also putting together a sorting room to process our deliveries. Laying out the furniture, making labels, ordering supplies, rounding up bins to put packing supplies in and organizing.
- ❖ She is compiling a list of office supplies we lost in the explosion and submitting an order to our office manager Joanne.
- ❖ She also worked on the mismatched patron report making sure our library cards were coded correctly so we get the circulation credit.
- ❖ She took Cardio-Pulmonary Resuscitation/ Automated External Defibrillator training.
- ❖ She also attended Planning Council Meetings that discussed issues about our library consortia Morris Automated Information Network. She relayed the information to our Library director, Mrs. Norton.

Employee number 2:

- ❖ When his co-worker was on vacation he processed the online library cards.
- ❖ He is updating the best seller's brochure to put out when the library reopens.
- ❖ He is working on his goal for 2010 to be completed by December 20th. It is a brochure he is creating for our patrons on a subject of his choice.
- ❖ He assisted in teaching staff members about using Workflows program relating to circulation functions.
- ❖ He photographed relevant images at the Morristown Library after the explosion. He forwarded the pictures to the staff member, who is compiling the photos for the archives.
- ❖ He sat and guarded the door at the main library, fielding questions from workers.
- ❖ He alphabetized several of the patron files.

Employee number 3:

- ❖ She is re creating lists that were in her patron maintenance binder.
- ❖ She is re creating her Open Borrowing labels.
- ❖ She is working with her patron registrations daily, typing, checking information and filing them.
- ❖ She helped teach one of the basic Circulation classes.
- ❖ She responded to online library card requests.
- ❖ She completed her goal for 2010. It was going through the student library card file checking to make sure cards were current and seeing if any money was owed and forwarded the information to her Supervisor Ruth Bensley. This information was given to the Director Mrs. Norton.
- ❖ She alphabetized some of the patron files.

Employee number 4:

- ❖ She worked on overdue notices, checking them in the computer to see if any items were returned. Once we had access to the building and books came back from storage she checked the shelves.
- ❖ She attended two Publisher classes, and utilizing her skills she created a brochure on crock pot cooking.
- ❖ She worked on one part of her goal for 2010 which was the crock pot brochure. This project will be finalized and handed in by December 20th.
- ❖ Using Word she created a list of instructions on how to process a lost library item. This she did from home.
- ❖ With other staff she helped pack up items for storage that were at Morris County Library.

Employee number 5:

- ❖ She covers most evenings and some Saturdays at our temporary library covering the Circulation desk assisting patrons.
- ❖ She is working on her goal for 2010 which was to complete ten pages of the expired patron report by December 20th.

This involves:

- ✚ Looking up the patron's name to see if they have a registration on file.
- ✚ If they do not, a note has to be placed on their record.
- ✚ Most cards have to be renewed in the system depending on the date.
- ✚ Fines have to be reviewed. Depending on date and the amount of the fine it will either be removed or kept. Other libraries are alerted of their overdue fines if they exceed a certain amount.

Employee number 6:

- ❖ She took two Publisher classes. Utilizing her skills she is creating a travel brochure. This will be completed by December 20th.
- ❖ The travel brochure is also her goal for 2010.
- ❖ She covered our Saturdays at the temporary location from 10-2 assisting patrons.
- ❖ Employee number 6 is also part of Reference staff.

Sincerely Submitted by

Ruth A. Bensley
Circulation Head

Reference and Reader's Advisor Accomplishments

May – Dec 2010

Though the library building was closed to the public, the Reference librarians and Reader's Advisor staff used this 8-month period to accomplish a variety of professional tasks. In addition to these special projects, the staff was able to keep up with day-to-day duties and work in the public area at our 88 South Street location. We also participated in several projects generated by the explosion itself, including book-moving, inventory, record removal and setup of several temporary spaces. The following are specific Professional Accomplishments and Projects Generated by the Explosion that were carried out during this period by our staff members.

Professional Accomplishments

Design and Development of a New Library Website

Two Reference librarians had just begun work on a complete redesign of the library website. We had hired a vendor and had started the design process when the library was suddenly closed and our workspace was lost.

Working first out of the room in St. Peter's Church and each other's homes, and then in the 88 South St. annex and the new wing of the building, we continued the long process of designing the site, developing content, selecting and testing functionality for each page and learning to edit the site. This involved hours of telephone conferences and meetings with our vendor and discussions and meetings with all library departments. Because our library is large and includes the North Jersey History & Genealogy Center, the site is complex and rich with material. We hope to finish it in early 2011 so that our newly opened library will feature a state-of-the-art website with a brand new look.

Weeding Fiction and Nonfiction Collections

Once the staff was able to enter the library building in late August, we realized that this would be a perfect time to methodically weed our fiction and nonfiction collections. Reference librarians and Reader's Advisors helped with the enormous task of going through all of the fiction collection and a large part of the nonfiction collection. Armed with the annual "dusty book list" generated by OLIS, we were able to discard hundreds of old unused books to make way for the newer items. Weeding involves careful consideration and cannot be done without knowledge of the collection and our community, so the lengthy process continued throughout the fall months and involved many of our staff members.

Collection Development

Even though the library was essentially closed, we never stopped reading reviews and developing our book orders. We can't afford to stop this crucial process because we would be missing out on purchasing materials that our public demands. While working in the church and at home the Reference librarians were able to read reviews online. We purchased new order forms to replace the supply lost

in the explosion and began generating order lists. After we opened the annex, we began placing the accumulated orders so that our collection would remain vital and current. Working out of the cramped space at 88 South to open boxes, process orders and ready them for cataloging was a challenge, but we managed to do it.

The Reference librarian who purchases books for our popular Russian language collection used this time to seek out other libraries that purchase Russian materials in large numbers. He is using their holdings to help him find high demand Russian titles for our collection.

The Reference librarian who purchases Spanish language books has had to recreate the Spanish collection as most of the volumes had to be discarded after the explosion. She has spent time researching publishers and library catalogs to revive our Spanish collection.

Many of our English As A Second Language and Adult Reader books were also discarded after the explosion and a Reference librarian has spent time ordering new titles to fill in the collection.

Some Reference materials were also lost in the explosion and the Head of Reference has begun updating the collection by expanding our Reference Ebook collection. These reference books will be available to our patrons online from the library and from home, thus creating a reference collection that can be used anywhere there is an Internet connection.

Continuing Education and Development of New Skills

Reference librarians and Reader's Advisors took advantage of this period to share skills, teach each other and participate in classes and webinars. While housed in St. Peter's Church, several librarians began to create classes to educate their fellow staff members. Reference librarians taught classes in Publisher (Beginning and Advanced) and Excel (Beginning and Advanced). The RA staff and Reference staff took advantage of these classes as well as the classes in Workflows taught by the Circulation Dept.

They learned to create brochures, flyers and spreadsheets and had the time to develop projects for themselves using their new skills.

In addition to our own classes, we all signed up for numerous webinars. Staff members attended over 30 webinars ranging from training in our eBook service to legal resources, health resources, new technology and training in individual subscription databases owned by our library. The webinars generated interest in various topics and sparked some really creative thoughts about what we could do for the public when the library reopens.

Two Reference librarians used this time to purchase 3 different types of eBook readers and learn in detail about their features, drawbacks and usability with our Overdrive subscription to downloadable eBooks. They are creating a class for our public explaining the different types of eBook readers and how they can be used with Overdrive. Since eBook readers will be hot gifts this holiday season, we hope to offer the program soon after we open again.

Reader's Advisors and other nonprofessional staff took this opportunity to upgrade skills in Photoshop and Publisher. They created several new bibliographies on topics of interest to our public. Fiction and nonfiction books are featured in these colorful handouts that will guide our patrons to some great reading.

Staff members also attended conferences and workshops offered by NJLA, HRLC and the State Library such as the Adult Services Forum, Libraries and the Judiciary and Healthy Aging at the Library.

Public Outreach and Programming

Though we had no meeting room to offer programming, some staff members were so interested in presenting programs that they were able to use the two local churches to keep the library in the public eye.

One of our librarians had been planning to present a series of Career Workshops. They were actually scheduled to begin in May and, of course, had to be cancelled. She was able to book space at St. Peter's Church and began the whole organizing process over again. She presented a successful series of four Career Workshops in Sept. and Oct. featuring professional career advisors as speakers. The series was funded by the Friends of the Library and brought in over 100 attendees.

Two of the Reader's Advisors volunteered to run the Director's Book Club in order to keep that special group going while the library was closed. They booked space at the Presbyterian Church Parish House and have kept the monthly group going – even bringing in several new members.

One Reference librarian took this opportunity to set up and fine tune a Facebook page for the library. She kept it up-to-date with news about the library closing, the opening of our South St. annex and photos. She also sent out our email EventsLetter to our patrons with news, updates and program announcements. Another staff member was responsible for updating our current website with news, program announcements and helpful information for our patrons.

A Reference librarian worked with a local printing firm to create a new outdoor banner to announce our opening when it happens. We have also created large posters through Staples announcing the location of the annex at 88 South St. Signage has been important for reaching out to our public.

Staffing the 88 South Street Location

Our best source of outreach was the storefront location at 88 South St. across from the library. Reference librarians staff one of the desks during all opening hours. They answer reference questions, assist patrons in placing holds to be picked up at other locations, help with charging out materials and keep our smiling faces before the public – who never tire of asking us when we will be open again.

Ongoing Daily Duties

There are many tasks that have to be completed whether we are open to the public or not. In addition to book ordering, librarians answer our email reference questions, keep track of database statistics, create staff schedules, monitor the action on our JerseyCat interlibrary loan module, work on annual budgets, process invoices and deal with ordinary questions and problems that arise. Doing the day-to-day work has been challenging because many of us are without our files and information that was in our offices. Much of this had to be recreated or worked around, which, of course, makes even a simple task take longer.

Projects Generated by the Explosion

After the staff was able to reenter the building, we were faced with enormous challenges about housing the collection. The asbestos removal company had cleaned and boxed all of the books in the Reference, Large Print, Foreign Language, ESL, New Fiction, New Nonfiction and Biography sections. The large archive room with hundreds of feet of rolling stacks had been emptied when the archives were sent to a storage facility in New York state. Our challenge was to determine where all these books would fit and how to get them there.

Reference Collection Move

The cleaned reference books were boxed, labeled and brought out from the damaged reference room by the asbestos workers and piled up in stacks in the Circulation room. Since the boxes were not in order and the Circulation Room was completely full of boxes, the only answer was to bring the boxes out into the new wing, organize them, open them, load the contents onto book trucks in order and take them down the elevator to shelve in the archives room. With the help of staff member from all departments, including Reference and Reader's Advisors, this task was accomplished and over 700 boxes were emptied.

Large Print, Foreign Language and ESL Materials Move

We followed the same procedure for the Large Print, Foreign Language and ESL materials. These also fit into the archives room. Reference and RA staff again helped with this project.

New Fiction & New Nonfiction Move

We decided to move, open and empty the boxes of new fiction and new nonfiction that had been on the shelves in the Circulation Room. This project happened in Oct. and involved pulling out the older "new books" and converting them to 28-day circulation. The remaining new books were shelved on the rented orange book carts that will serve as temporary shelving when we reopen. Once again Reader's Advisor and Reference staff members helped with this project of moving hundreds of books.

Morris County Library Accumulation Move

When our library was forced to close, Circulation Department staff members worked in the Morris County library where our book and media deliveries had been directed. We had thousands of items checked out at the time of the explosion and they were being returned to the Morris County Library, discharged and piled in boxes and bags in the work area at MCL. After the accumulation grew to an unwieldy amount, we decided to sort, box and label everything and then have it picked up by our moving company and put into storage until the building reopened. A Reference staff member organized this operation and oversaw the pickup by the moving company.

When the staff was able to enter the library building and after our weeding project had freed some space on the shelves, the 80 boxes of books and media were delivered to the library building where the staff sorted and shelved them. Reference and RA staff participated in this project.

Biography Move

The last area to be unboxed and moved was the Biography section. These boxes had been piled up in the Gallery and we determined that there was still enough room in the archive shelving to house them. This would allow staff members to bring them up for patrons after we open. So we began the process of bringing the boxes into the new wing, organizing them, opening each box, loading the contents onto book trucks in order and taking them down to the archives area to shelve. The Reference and RA staff participated in this move of over 350 boxes of books.

Inventory of Damaged Collections

We needed to determine exactly which books had been lost in the explosion due to damage or asbestos contamination. We requested computer files from the Morris County Office of Library and Information Systems for each section that was affected. These files listed every item that the library owned in each section. Staff members then compared the lists, item-by-item, with what was on the shelves in the archives and we came up with final lists of lost items in Reference, Spanish, and English as a Second Language. These lists will be used for insurance purposes and to allow us to discard items that we no longer own.

Removal of Records from Local and National Databases

Since books had been lost in the explosion and we were also discarding old, unused books in our weeding project, there were hundreds of records that needed to be removed from our online catalog as well as a national catalog where we contribute records. Reader's Advisor staff members were instrumental in carrying out this enormous task in which each item had to be manually withdrawn from one or both databases. This lasted several weeks and was finished in December.

Setting Up the Annex

Reference and RA staff helped in setting up desks and carts in the annex at 88 South St. They helped organized the collections there and assisted in moving items across to the library building when that became an option.

Setting Up the Temporary Reference Area

Once the library building opened, Reference librarians prepared to set up an office in the Training Room on the first floor. The room was filled with telephones, computers and printers that had been cleaned, boxed and brought over from the damaged Reference Room. The librarians sorted, tested and labeled each item for storage and eventually moved them into the Gallery. We set up tables and chairs and worked with Jim Davidson to create an office for 3 librarians. Another space for 2 librarians was set up in the Media Department Office.

We have set up a temporary Reference Desk in the new wing that will be used when we open to the public. It includes one desktop computer and space for a second librarian with a laptop. We're looking forward to reopening and serving our public again.

Polly Lacey
Head of Reference
12/14/2010

Technical Services and Cataloging Work Log

Department Narrative:

Workflow and emergency response:

Worked on setting up laptops in the Library Annex. Set up and explored using the OCLC Connexion web browser version and looked into alternate ways of cataloging.

Met and discussed what emergency supplies to order from Brodart and other distributors to facilitate processing of new materials and placed the orders.

Went to Bernards Twp. Library to meet with their Technical Services staff to discuss their workflow and specifically to learn how they produce spine labels for their material. The dot matrix printer that we have been using was not accessible and so we needed to begin alternate ways of producing spine labels for our material. Discussed how we can incorporate these new methods into our workflow for the interim period. Additionally, these new methods may be used in the future as they seem more efficient in many ways. We created Word templates for spine labels and other informational labels that we needed. New records were added to the catalog using OCLC and the importing of these records worked well, and processing all material that comes in was now possible during the second week.

Shelving and movement of materials:

Helped move shelving as well as books to 88 South St. Went with Reference and Circ staff to Madison Library to pick up our materials to bring back to 88 South. Assisted with some of the move to South Street and set up the book trucks for the front of the Annex.

Worked on a long term goal of changing the location codes of our Fiction items from "Stacks" to "Fiction" using WorkFlows.

Reports and inventory control:

Worked with Reference on a report, using WorkFlows, for our Storage material that was damaged in the explosion. A list of items that were in Storage for insurance purposes was requested.

Generated a report in WorkFlows that counted the items in the circ room and reference wing by their location codes.

Worked with Reference on preparing some Work Flows shelf list reports by call number for material from the Reference room that was most affected by the damage.

Assisted History Center with their inventory of the archives room that was prepared before the off-site move.

Went to Morris County Library to test out the new Sirsi client upgrade which went live on June 8. We tested the Cataloging functions and there do not seem to be any major changes. We also looked at the new web catalog upgrade which will also go live on the 8th.

Classes and webinars:

Attended the circulation WorkFlows class that Circ gave and learned basic circulation duties.

Normal Department Functions:

By mid-summer the Department was functioning on an almost normal basis in terms of processing materials from all departments: fiction, non-fiction, reference, children's, and media. Invoices were processed and orders placed. The shelf-list was maintained. Additionally, managed the inflow of all new materials to the Annex and the management of the Annex's space for materials for the public to access. The Library statistics were compiled and presented to the Board on a monthly basis.

New items cataloged, processed and maintained: 2670 (May-Nov.)

New records brought into MAIN catalog: 597 (May-Dec.)

Employee Specific Logs:

Department Head:

Assisted with moving of materials both to the Library Annex and from the Annex to the Library building and the shelving and organizing of the material for patron use.

Assisted Reference with Excel classes during the summer.

Took photographs of the building and the staff to compile a visual archive of the explosion aftermath and the entire Library staff work flow during the entire period.

Trained and oversaw Reader's Advisors in updating our holdings in the OCLC database.

Attended a webinar sponsored by OCLC and *Library Journal* on mobile technology and how it will affect libraries and things the profession should plan on keeping aware of.

Attended a webinar on OCLC and RDA. RDA is a new cataloging standard that is about to be implemented.

Attended webinar on the RDA Toolkit that will be unveiled later this summer for cataloging. The other was for general information on the OCLC cooperative and its member services.

Attended seminar on the Polaris ILS system at the Morris County Library.

Attended Book Expo America in New York City, the annual book and publisher convention.

Library Assistant:

- Starting May 10th I began reporting to work at St. Peter's Church, Monday-Friday, along with my Supervisor.
- We developed and implemented plans on how to resume our Tech Service Dept. off-site without all of our equipment.

- We met with the head of tech services at Bernard's Twp. Library. We learned how to produce spine labels without the use of our Dot Matrix printer. We began using her program immediately.
- I continued to work on my long-term project of changing fiction location codes.
- I completed a work-flows class given by Circulation.
- I organized and carried out a major staff function, a retirement party for the Director, on June 24.
- We began cataloging and processing new books & AV that came in on back-order.
- The last week of June we moved our dept. into a small office at the MMT Library Annex at 88 South St.
- The librarians were given the OK to resume ordering new material. After making some adjustments we began operating the Tech Service Dept. at a normal level.
- Since June, I have been reporting to 88 South St. Mon-Fri.
- I continued to place fiction orders, submit invoices, and process all new adult & children's material for circulation.
- I have been maintaining a shelf-list on a daily basis so that we can provide accurate statistics for all the new items added to the MMT collection since May.
- In addition, I checked for patron holds on new material then shelved items, keeping everything in order to be easily located by the librarians for our patrons.
- Trained Reader's Advisors in processing books.

James Collins
Head of Technical Services
Dec. 14, 2010

A Brief but Illuminating Narrative of the Role Played by Media Department During the Great Morristown Library Explosion of 2010

During May 2010....

The May 3rd explosion was a terrible blow to the Library, not only to the physical building but to the many people who work and volunteer there to serve the public. Fortunately no one was physically hurt. Also fortunate was that the newer wing of the Library, which held the Media Department, was the least damaged. The Media Office and closets were closed shut and farthest away from the mayhem, after a relatively short time it was determined the material was not soiled with dust or asbestos and was safe to use. After the first week, the Media staff came back to work at the St. Peter's Church. We moved as much of the Media office as available to St Peter's: paper files, catalogs, magazines & microfilm to be processed, computers, printers, scanners, and the metal log-in card file for magazines. Also brought over from the Library building was the disk cleaner to repair CD's & DVD's. The staff continued to engage in their normal clerical duties of preparing Books-on-CD for Library use, cleaning & repairing audiovisual items, reviewing overdue notices, adding new entries to our DVD flier list, writing orders for new releases, and generally helping the Library administration and other departments. One staff member also regularly assisted on the Library's Bookmobile.

The Media regularly picked up & sorted the Library's mail from post office. Magazines continued to be received, processed in the computer, and labelled by the staff. Fed Ex and UPS deliveries were also negotiated for delivery at St Peter's Church.

The Media staff also at the worked at Morris County Library. The staff filled their cars and vans twice over with boxes and bags of discharged Morristown items obtained from Morris County Library. These items would eventually be stored at 88 South St annex in June.

During June 2010...

The major activities of the Media Department in June were transferring operations from St Peter's Church to the 88 South Street Store. All the members of the department were involved with the moving, sorting and shelving of books & media at 88 South St. This included bringing returned Library Materials from their homes to 88 South. The staff also continued cleaning, repairing or withdrawing damaged media, and replacement parts were ordered. Microfiche was labelled; and backlogged overdue notices were reviewed. A new master list of the archived magazines in the closed storage stacks was compiled. Newer magazines were processed and/or withdrawn. New music CDs and

movie DVDs were ordered. Also, some of the staff attended a Publisher Computer Workshop.

Media staff members continued to work at the Morris County Library. Items that were considered especially popular or desirable had been stored at staff members houses and moved to 88 South St. Other items were sorted and boxed at the Morris County Library and shipped to a storage facility in Gloucester County. These items would be returned to Morristown in October.

A weekly schedule was established for the Media Dep't. to staff the public service desk at 88 South St. In the coming months, much of the time of the part-time employees of the Media Staff would be maintaining the public desk, alongside members of the Circulation and Reference Dep't. These duties include helping patrons, answering phones, charging & discharging items, and stocking the carts with Media items.

During July 2010....

The Media Dept. major project during July was the completion of the weeding of the non-fiction videotapes. This project had begun in the Spring in the Pre-Explosion era. Bringing carts of tapes back and forth between the Library building and 88 South St, the staff checked circulation figures to see if items had been checked out in the past year. Many items that hadn't gone out during this time were discarded, about 330 tapes in all. This gave us roughly 14 empty shelves, or 42 linear feet, to fill when we get back into the Library building.

During August 2010.....

The media department started moving older items (DVDs, CDs, tapes, magazines, etc) that had been stored in the 88 South St building across to the 1 Miller Road Library. These items were the orgaized and shelved. Media also assisted reference & children in moving their items. Newer items were kept at 88 South to circulate. The media staff also completed the last stage of the weeding process of the non-fiction video tapes by removing them from the online catalog and physically discarding or removing them.

Also, a new, updated master list of our periodical holdings was completed. The list includes titles, dates of the holdings, microform holdings, and availability through the online databases EBSCO and ProQuest.

During September 2010....

Orders for various new items were written & placed throughout this time. This included Christmas & Chanukkah holiday material, as much of our holiday items were destroyed in the explosion. 75 new copies of the DVD holding booklet were made for the fall festival. The staff chose hundreds of old back issues of magazines to be

discarded. It was decided at this time to weed the VCR and book-on-tape collections again this year, as the extra shelf space will be needed when the items in storage arrive from Gloucester County (we are going back over the collection with a blunter, less sharp "scalpel"). The staff also assisted in the unpacking of hundreds of boxes of Reference Books that had been stored in the Circulation Area.

Rob Schorr, the Media Assitant, temporarily took on the responsibilities of maintaining the library building. This includes contacting & dealing with the various upkeep and repair companies.

During October 2010...

The media items that had been in storage in Gloucester County were returned to the library. They were in seven boxes and were organized and shelved by Rob, Leslie, and Tim. The overflow has been shelved on 2 large portable carts. Members of the Media Dept. also helped Reference and other staff to unload books returned from storage. Over 100 additional VHS movie tapes of films have been discarded. Books on tape were targeted next. Additional CD and DVD security cases were ordered. "Older new media" (new items added to the collection over 12 months ago) was converted to "older older media". The usual department clerical and public desk duties have continued.

During November 2010....

The Media Dept. completed the weeding the Books-on-Tape shelves, giving 7 shelves (approximately 21 linear feet) of additional shelving for the Books-on-CD collection. New Books-on-CDs were ordered, those that needed reassembling into new library CD cases were handled by Media personel. We also emptied numerous boxes of oversized archival magazines in the basement. These large magazines, some over 90 years old, were dislodged during the explosion and boxed by clean-up workers. They are now stored in a dozen orange mobile units downstairs. We'll then inventory them to see which magazines have been lost.

Timothy Lynch
Head of Media
Dec. 14, 2010

BOARD OF TRUSTEES
THE MORRISTOWN AND MORRIS TOWNSHIP LIBRARY
December 14, 2010
North Jersey History and Genealogy Center
Summary of Activity for May 3 – December 10, 2010
Christine Jochem, Department Head

DEPARTMENT PROJECTS:

Book preservation & prioritizing material for conservation treatment – Jeff Rigby and Christine Jochem have been providing training for History Center staff members on the principles of book preservation, prioritizing material for conservation treatment, proper identification and terminology for books and other paper-based items, and crafting narrative for conservation request work orders.

Conservation Lab Reorganization – During the asbestos abatement, the entire contents of the Conservation Lab were moved to the first floor of the library. History Center staff took this opportunity to sort, clean and completely reorganize maps, surveys, plans, blueprints, & landscape architecture drawings. Items damaged during the explosion were sent to (1) The Conservation Center for Art and Historic Artifacts, in Philadelphia, and (2) our Conservator, Jeffrey Rigby, for treatment. Equipment, supplies, and tools were sorted, inventoried, and packed for temporary storage. This was a long-overdue project, but one that we have never had time or space to complete.

Scanning project – Content DM update – Staff Member #3 has spent the last eight months scanning photographs, postcards, maps, documents, prints & fine art work from our collections for a new component of our department. The fully searchable database of images will help us make rare, unique and fragile collection material more accessible while preserving it from over-handling.

Shelf reading, sorting, cleaning – Staff of the History Center has taken advantage of the opportunity not only to re-shelve and re-file collection material, but to meticulously shelf-read, re-catalog, re-organize, clean and repair collection material before the public returns. This is a vitally important housekeeping task for special collections and archives, but one that we seldom have time to undertake.

Training & Continuing Education – Staff of the History Center attended in-house workshops over the summer, completing training in:

Microsoft Office Publisher

Microsoft Office Excel

Sirsi Workflows

Site Visits - Staff also visited libraries, archives, museums and historic sites; took part in walking tours and lectures; and attended numerous history- and genealogy-related meetings. Not only were the visits educational, but they gave History Center staff an opportunity to meet and speak with staff of these other institutions, to develop contacts for future dialogue, and to promote our library.

1. Site Visits:

Acorn Hall/Morris County Historical Society, Morristown

Frelinghuysen Arboretum, Whippany

Historic Speedwell Village, Morristown

LDS Family History Center, Morristown

2. Site Visits, *continued*:

Macculloch Hall Historical Museum, Morristown

Morristown National Historic Park – Washington’s Headquarters, Morristown

New Jersey Lighthouses:

Sandy Hook – Gateway National Recreation Area, Sandy Hook Unit

Twin Lights of Navisink New Jersey State Historic Site, Highlands, NJ

Cape May Lighthouse, Mid-Atlantic Center for the Arts, Cape May, NJ

New Jersey State Archives, Trenton, NJ

Thomas Edison National Historical Park, West Orange, NJ

Willow Hall/Passaic River Coalition, Morristown

3. Lectures, Meetings & Walking Tours:

Family History Interest Group meetings, Basking Ridge Public Library

Morris Area Genealogical Society meetings, Morris County Library

New Jersey Library Association – History & Preservation Section meetings

4. Conferences & Workshops:

2010 Book Expo, New York

New Jersey Book Arts Symposium

School for Formal Bookbinding: Foundations of Bookbinding

While on vacation July 19th – 23rd, **Christine Jochem** attended *Foundations of Bookbinding I*, at Don Rash’s *School for Formal Bookbinding* in Wilkes Barre,

PA. This was a class designed for those seriously interested in beginning the study of hand bookbinding that want a firmer grounding in the basics or would like to brush up on their basic techniques. Subjects covered were: tools and their uses; materials; adhesives; techniques including folding, cutting, gluing and pasting, equipment setup and maintenance; decorated papers; lining cloth. Projects during the week included: accordion fold with covered boards; single signature sewn through the fold; french folds; a portfolio; and a drop-spine folding box.

Staff Member #3 attended the *NJ Book Arts Symposium*, Friday, November 5th, at the Rutgers Newark campus, a major event that attracts book artists, book binders, letterpress printers, book conservators and special collection librarians from around the world.

STAFF PROJECTS:

Christine Jochem

In addition to regular duties:

- a. Calling &/or e-mailing all staff with library updates
 - b. Communicating with groups affiliated with our department to assure them the collections were not damaged, and keeping them apprised of progress at the library.
 - c. Attending weekly Department Heads' meetings
 - d. Attending staff meetings
 - e. Compiling inventory of damaged collection material & supplies
 - f. Processing mail: research queries, newspapers & periodicals, bills
 - g. Forwarding bills to Joanne & recording budget information
 - h. Forwarding time sheets & staff schedules to Joanne
 - i. Processing archival material:
Stephen Munson Day Collection *Grant Wright Collection*
Howell Papers *William Stabler & Bro. Collection*
- Photographed exterior of library.
 - Photographed interior of library.
 - Worked with Staff Member #2 & Jeff Rigby recovering collection material in the Conservation Lab.
 - Work with Staff Member #2 recovering collection material & supplies in the History Center office and Closed Stacks.
 - Worked with the insurance adjustor to remove water-damaged items from Vault.
 - Transported water-damaged items to CCAHA, Philadelphia, PA.
 - Attended *Publisher* workshops (2) at Heidi Schwab's house.
 - Worked with McCollister Movers: reviewing items from fine art collection to be crated before storage.
 - Supervised the Archives move into off-site storage: July 7th – July 16th.
 - Supervised sorting and organizing the contents of Conservation Lab.
 - Submitted five articles for department newsletters published in August & December.
 - Attended NJLA H&P Section meeting, Friday, June 18 – MNHP.
 - Held Disaster Plan Revision meetings: Thursday, June 17th & Wednesday, June 30th.
 - Held Department meetings: Wednesday, June 16th & Wednesday, June 30th.
 - Met with Ed Myers, Morristown High School Alumni Association, re: transfer of Alumni Association artifacts.
 - Resolved billing issue with *Iron Mountain* (off-site storage).
 - While on vacation: attended *Foundations of Bookbinding I*, at Don Rash's *School for Formal Bookbinding* in Wilkes Barre, PA.
 - Worked in library - shifts watching back door - directing J.Moore to AC repairs on roof of the Willis Wing.
 - Met with Staff Member #3 about web site and Content DM.
 - Met with Staff Member #2 to discuss logistics for re-opening the History Center.
 - Met with Staff Member #2 regarding patron requests to view collections while we are closed.
 - Checked over the entire History Center – office, closed stacks and digital lab – after the cleaners finished checking for any misplaced or damaged material. Also, sorted and

- organized Conservation Lab tools, portfolios, etc., on top on atlas cases.
- Organized rare books and book-arts materials.
- Spoke with Staff Member #2 regarding the seven paintings from the Circulation room and Reference room to be boxed and moved into off-site storage by McCollister's Movers, to their storage facility in Poughkeepsie, NY.
- Worked on design for a new department brochure.
- Held discussion with staff re: better design for Reading Room.
- Looked in new micro-film readers (looking for newer machines with a smaller profile that will take up less table space in our reading room).
- Worked on preservation files in the History Center.
- Held phone conferences with our conservator, Jeffrey Rigby, to update him on the library, and to discuss conservation work he is undertaking for the library.
- Worked with Staff Member #2 on final report for the NJHC GOS Grant.
- Discussed upcoming department newsletters with Staff Member #6.
- Worked with Staff Member #3 on improving collection descriptions for our web site.
- Discussed with Staff Member #3 adding cataloging descriptions and locations to give our researchers a better understanding of how collections are arranged, and where material is located.
- Assembled book orders.
- Stayed current with professional journals.
- Met with Staff Member #3 to discuss details of the photo collection, and starting a department blog.
- Met with Staff Member #4 to discuss the obituary database, and patron write-in queries.
- Helped with Reference Department book move.
- **Received another general operating support (GOS) grant from the New Jersey Historical Commission in the amount of \$31,954.**
- Continued meeting with members of the Society of Colonial Wars of New Jersey on a project to partner with them:
 - o Book donation
 - o Annual grants (projected to be between \$10,000-25,000)
 - o Speakers programs (in the past, the SCWNJ has sponsored programs with noted historians and authors, such as David McCullough)
 - o Exhibits of colonial-era prints, documents, and artifacts in our Kirby Gallery. The SCWNJ would pay for expenses incurred preparing an exhibit, including the cost of printing exhibit catalogues.
- Conducted research with John Adler, Alice Caulkins & Richard West, all nationally known Thomas Nast scholars, to authenticate a previously un-known painting believed to be by Nast.
- Photographed areas of the library previously sealed after the explosion, to document condition, construction progress, and events/staff projects.
- Met with Johnna-Lee Smith, park ranger with Morristown National Historic Park – Jockey Hollow, about using images from our photograph collection for a walking tour of the Morris Aqueduct Trail.
- Facilitated use of images from our photograph collection by Phil Abramson, Morristown Planner, and Kevin Coughlin, *Morristown Green* web site.
- Attended the **Primary Source Seminar** at Morristown National Historic Park, Wednesday, November 10th. Offered by the Division of Cultural Resources at the Morristown National Historical Park, this program is designed for teachers providing students with the opportunity to study historical manuscripts firsthand. The goal of the seminar was to provide a skill-building workshop for teachers. During the seminar, we learned how to guide students through the use of primary source documents, teach them how to analyze

content, and how to work with un-edited eighteenth- and nineteenth century manuscripts. This workshop provided us with a wealth of ideas to implement when we re-open, and will greatly enhance our work with the Morristown High School history students.

Staff Member #3

- Attend NJLA H&P Section meeting, Friday, June 18 – MNHP
- Attended Disaster Plan revision meetings: Thurs., June 17th & Wednesday, June 30th
- Attended Department meetings: Wednesday, June 16th & Wednesday, June 30th
- Attended the *Family History Interest Group* at Basking Ridge Pub. Lib., Tue, June 22nd
- Submitted article for department newsletter.
- Helped sort and organize contents of Conservation Lab
- Assisted with the Archives move
- Took shifts watching Library back door

- Working on photo collection:
 - Scanning images

 - Entering data on scanned photos into *Content DM*

- Searched for articles on the library explosion.

- Scanned, photo edited, uploaded and described more photographs for the digital collection.
- Continued to familiarize herself with the digital database software we are using to make sure our image collection is optimized for searchability on the web.
- Trimmed broken and crumbling mats on the oversized pictures and cut them down when it seemed appropriate.
- Sleeved the oversized pictures, organized them, and boxed them.
- Also sleeved and organized the smaller photos that were in the conservation lab.
- Sent various images as requested to:
 - o the Morristown Green, a blog written by Kevin Coughlin;
 - o Phil Abramson and the Morristown planning commission, for the Speedwell Redevelopment project.
- Worked with the reference department to load books into the basement
- Attended the *NJ Book Arts Symposium*, Friday, November 5th, at the Rutgers Newark campus. This event attracts book artists, book binders, letterpress printers, book conservators and special collection librarians from around the world.

Staff Member #2

- Assisted with clean-up and damage assessment in the Conservation Lab and History Center, and working with the insurance adjustor. She also set up a home office to continue processing manuscript collections, provided select items from our collections for special programs, and attended the *Publisher* workshop.
- Attended NJLA H&P Section meeting, Friday, June 18 – MNHP
- Attended Disaster Plan revision meetings: Thurs., June 17th & Wednesday, June 30th
- Attended Department meetings: Wednesday, June 16th & Wednesday, June 30th

- Reviewed aperture cards, from the Morris School District Collection, recently scanned by *Hudson Imaging*.
- Submitted articles for department newsletters.
- Attended *Excell* class taught by Polly Lacey, Reference Department.
- Working desk shifts daily in the library.
- Assisted the Department Head in filing the final report for the *2009-2010 General Operating Support Grant* from the *New Jersey Historical Commission*.
- Assisted with library back-door shifts.
- Conducted quality control review of recently scanned material from the Morris School District Collection.
- Assisted the Department Head and Staff Member #3 in a revision of the library disaster plan.

Staff Member #7

- Attended Department meetings.
- Attended Staff meetings.
- Reviewed *Eastman's Online Genealogy Newsletter* for reports, book reviews, etc.
- Recorded 1934 *Daily Record* obits from microfilm
 - Began indexing with February 1, 1934, and have completed through September 15, 1934 so far.
 - Most of the indexing was done at Morris County Library, until there was once again access to the film and readers in the History Center.
- Reviewed and edited indexing done by volunteers Ruth Grimm (1936 obituaries) and Virginia Anderson (1935 obituaries).

Staff Member #4

- Attended Department meetings.
- Attended Staff meetings.
- Attended the *Family History Interest Group* at Basking Ridge Pub. Lib., Tue., June 22nd
- Attended NJLA H&P Section meeting, Friday, June 18 – MNHP
- Attended beginning *Excel* class, taught by Polly Lacey, Reference Dept.
- Saturday, June 26th, attended the Morris County Tourism Bureau's walking tour, *Secrets & Lore of Historic Morristown*.
- Helped sort and organize contents of Conservation Lab
- Assisted with the Archives move
- Working shifts at the library back door
- Submitted article for department newsletter.
- Answering write-in research queries
- Searching for articles on the library explosion
- Recorded current obituaries from the *Daily Record*.
- Entered and proof-read entries from the 1934-1936 obituary indexes.
- Handled research queries and correspondence from researchers unable to visit our library this summer.

- Designed and printed a series of bookmarks and flyers to advertise our department. Many of these handouts have been placed throughout Morristown & Township, particularly the Morris Tourism Bureau, one of the many professional contacts Staff Member #4 has cultivated this summer.
- Moved and shelved books for reference at library.
- Answered email and telephone obituary queries.
- Compiled events for History Center Newsletter.
- Delivered the History Center Newsletter and bookmarks to Morris County Tourism Bureau.
- Maintained supply of History Center bookmarks for 88 South Street.
- Drove to Morris County Library to copy missing newspaper obituary pages.
- Visited the *LDS Family History Center* and spoke with Ron and Joan Wadsack about their resources.
- Read History Center periodicals and newsletters.
- Volunteered to staff the library's booth at "Festival of the Earth," and attended the *Book Expo* in New York City.

Staff Member #5

- Continued to work on revising her book about Morristown's *Little Dublin*, and has been speaking with prospective editors.
 - a. Completed a corrected copy of the Irish history ms. It was then sent to our editor, Calif. resident & former Morristonian, Cindy Nixon.
 - b. Constructed [215] endnotes to conform with Chicago Manual of Style. Ditto...a select bibliography. Also placing images within the proper text framework.
 - c. Worked out arrangement with Cindy Nixon, an editor formerly from Morristown, to work on the Irish history manuscript. (And because we are a non-profit, she is giving us a discount.)
- Attended Circ. Training, June 16th
- Attended NJLA H&P Section meeting, Friday, June 18 – MNHP
- Submitted article for department newsletter.
- Worked desk shifts at the library.
- Assisted with Archives move
- Processed the collection of WWII-era Boonton Police Chief, Charles McCoy, including correspondence with J. Edgar Hoover & civil defense matters.
- Helped move reference materials to the archives.
- Answered relevant phone queries received at 88 South Street.
- Attended the Sparta Historical Society mtg on 9/9.
- Attended the Irish-American Ass'n of Northwest Jersey's annual Irish feis at the Sussex County fairgrounds, 9/12.

Staff Member #6

- Volunteered to work on the Bookmobile.
- Attended staff meetings.
- Attended Department meetings.
- Attended educational meetings at other Morris County libraries.

- Attend NJLA H&P Section meeting, Friday, June 18 - MNHP .
- Attended lecture at the Frel. Arboretum: "Medicinal Plants of the Civil War".
- Attended Department meeting: Wednesday, June 16th.
- Attended the *Family History Interest Group* at Basking Ridge Pub. Lib., Tue, June 22nd.
- Saturday, June 26th, attended the Morris County Tourism Bureau's walking tour, *Secrets & Lore of Historic Morristown*.
- Helped sort and organize contents of Conservation Lab.
- Assisted with the Archives move.
- Took shifts watching Library back door.
- Edited August & December issues of our department newsletter.
- Pick up copies of MHS 2010 yearbook for NJHC collection.
- Searched for articles on the library explosion.
- Clipping, copying, and organizing newspaper articles for the vertical files.
- Checked in periodicals.
- Helped Reference with book move.
- Published the NJALA Assistants' newsletter.
- Attended lecture about Stephen Vail's three wives at Speedwell Village.
- Site visit to Thomas Edison home and factory.

NEW ACQUISITIONS:

Books

Adventurers of Purse and Person Virginia 1607-1624/5. Volume Two, Families G-P

Adventurers of Purse and Person Virginia 1607-1624/5. Volume Three, Families R-Z

Bookbinding for Book Artists, Smith

Brielle, New Jersey: Saltworks to Suburb, Union Landing Historical Society

The Cobbonian, 2010 Morristown High School Yearbook (2)

Condensed Capitalism: Campbell Soup and the Pursuit of Cheap Production in the Twentieth Century, Sidorick

Dozier's Waterway Guide, Northern, 2010

Early Furniture Made in New Jersey, 1690-1870, Newark Museum

From Ink on Paper to the Internet: Past Challenges and Future Transformations for New Jersey's Newspapers, Aumente

"Going Bananas" 100 Years of American Fruit Ships in the Caribbean, Goldberg

Green Vision: The Morristown Green, 2002-2007, Trustees of the Morristown Green

Historic American Buildings Surveys - Picatinny Arsenal

Historic American Engineering Record - Picatinny Arsenal

Historic Photos of New Jersey, Roberts

James Parker: A printer on the Eve of Revolution, Bond

Made in Newark: Cultivating Industrial Arts and Civic Identity in the Progressive Era, Shales

A Matter of Class: John Cotton Dana, Progressive Reform, and the Newark Museum, Duncan

Mount Holly Women Who Cared, Smith

The New New York: A Commentary on the Place and the People, Van Dyke

New Jersey (American the Beautiful), Campbell/Greer

Non-Adhesive Binding: Books without Paste or Glue, Vol. 1, Smith

Non-Adhesive Binding: 1-, 2- & 3-Section Sewings, Vol. 2, Smith

Non-Adhesive Binding: Exposed Spine Sewings, Vol. 3, Smith

Non-Adhesive Binding: Smith's Sewing Single Sheets, Vol. 4, Smith

Non-Adhesive Binding: Quick Leather Bindings, Vol. 5, Smith

Passenger and Immigration Lists Index, 2011 Supplement, Part 1

Passenger and Immigration Lists Index, 2011 Supplement, Part 2

Rules for Bookbinders, rash

The Seventeenth-Century Town Records of Scituate, Massachusetts, Volume Two, Bangs

Structure of the Visual Book, Smith

Text in the Book Format, Smith

Trees of New Jersey and the Mid-Atlantic States, Martine

Triumvirate: McKim, Mead & White: Art, Architecture, Scandal, and Class in America's Gilded Age, Broderick

Collections – mss, photo, correspondence, etc.

Archer – Swedish Town account Book, 1794-1796

Cape May County, NJ – Pier and Light Houses, Cape May

Elias Crater ledger, Flanders, NJ – 1860-61

Holmes Family of Boonton, NJ – 36 photographs

Stephens, Cheeseman, Mount, et al, 19th century correspondence & genealogy

White Family, Monmouth County, correspondence 1840s

400-year Anniversary Map of New Amsterdam/New York, Exton/Phillips

Periodicals

Movable Stationery, Volume 1, Number 1 (1993) – Volume 17, Number 4 (2009), quarterly publication of the Movable Book Society. [Full run of back issues to compliment our current subscription.]

ITEMS THAT RECEIVED CONSERVATION TREATMENT IN 2010:

Books

Call No. Title/Author

HM7 Frost Gra *An elegy written in a country churchyard*/Gray, Thomas (illustrated by Frost)

H 974.7 Jon v.1 *The Palatine Families of New York 1710*/Jones Jr., Henry Z.

H1 355 New Off *Official Register of the Officers and Men of New Jersey....*/Stryker, W.S.

HM2 Long Well *Long Hill Township (Images of America series)*, 1997/Weller

H2 New Bou Report & Proceedings... New Jersey Boundary...1887/NJ Gov doc

H2 New Bou Report & Proceedings... New Jersey Boundary...1887/NJ Gov doc

H 929 Porter *Admiral David Dixon Porter*, 1889 /Thulstrup for Harper's Weekly

H3M5 Tren Boehm *Boehm's Bird*, 1961 / Boehm, Edward Marhsall

HM1 New Cha *NJ Charities Aid and Prison Reform* (scrapbook), [1890-1913]

nyc *Ledger* – Sheldon & Conkling, Basking Ridge NJ, 1835

nyc *Ledger* – Oliphant Mill, Mt. Holly NJ, 1859-1860

H2 Cas Colonial Tribulations 2007 / Casterline, Greg

HS Holl *Year Book of the Holland Society of New York*, 1903 / Banta

H 974.645 Lar Vol 1 *History of Windham County Vol. 1*, 1874/ Larned

H929.1 Cra *The Salt of the Earth People*, 1979 / Crawford

HS *NJ Archives Abstracts of Wills Vol VII , 1786-1790*

HS *NJ Archives Newspaper Extracts, Vol V, Oct. 1780-July 1782*

HM6 Pres *Report of the Social and Religious Survey of Morristown*
NJ/Bd of Home Missions

HM6 Norby *Morristown's Business Guide and Real Estate Review*,
1916

nyc *Geography Made Easy: Being An Abridgment of the*
American Universal Geography

Photographs

1. 1926 Bayley School yearbook photographs

Prints/Fine Art

2. *Moozie the Cat*, book poster, flicker books, notes from the artist/author, 1940
3. *Globe Aerostatique De Mrs. Charles Et Robert*, 1783.
Engraving: a view of the ascent of the first gas balloon with
Charles and Robert as passengers from Tuileries December 1st, 1783.

Documents

4. John Penn, Thomas Penn and Richard Penn
Patent for tract of 106 acres in Plumstead Township, Bucks County, PA

Dated: Nov. 17, 1736

Parchment document with wax seal: 12" H X 23" W

Framed with two engravings of John Penn & Thomas Penn: each 8@ H x 62@ W

Total size with frame: 282@ H x 302@ W

5. Last Will & Testament of Roelooft Vaness (Van Ness)
of Pequannick Township, Morris Township, NJ

Dated: April 2, 1775

Paper document, badly stained, missing approx. top 3 of second page of will:
16" H x 25" W

Total size with frame: 212@ H x 30 : @ W

6. Last Will and Testament of John Peer, of Hanover, Morris County, NJ
Dated: July 1, 1760

10" H x 12" W

and Letter of administration granting executor-ship to Daniel and Cornelius Peer, signed by
William Franklin, Governor of New Jersey

April 23, 1763

Printed paper document: 8" H x 122@ W

Total size of both documents with frame: 12" H x 14" W

7. Indenture between Robert Friend Price & Edward Hollinshead, and John Peer, for 245 acres, in consideration of the sum of Ninety Two pounds Proclamation Money, 245 acres in Morris County.
Dated: November 17, 1758

Parchment document: 13" H x 19" W

Total size with frame: 142@ H x 222@ W

Maps & Drawings: Morristown

8. [Annotated Map of Morristown, NJ], n.d.
items:1 map - with pencil notations
9. Morristown New Jersey Existing Land Uses, Morristown Planning Board, McHugh and McCrosky, 1949. (Hand colored map.)
items:1 map
10. Tax Maps of the Town of Morristown, N.J., A.S. Pierson, Town Surveyor, 1917.
items:45 survey maps, 30" x 43"
11. Town of Morristown, Map of Continental Arm Encampment at Morristown, 1779-1780, Engineering Department, June 1929.
items:1 map
12. Proposed Development for "Neighborhood House," Morristown, New Jersey, Embry & Lucas, Architects, Dec. 5, 1952.
items:4 architectural drawings
13. Proposed Development for "Neighborhood House," Morristown, New Jersey, Embry & Lucas, Architects, Rev. Feb. 3, 1954.
items:3 architectural drawings
14. [Proposal for] Morristown Neighborhood House, Flagler Street, Morristown, New Jersey, Edward Coe Embry, Architect, March. 2, 1965.
items:5 architectural drawings

15. Morristown Neighborhood House, Scheme "B" Plot Plan, E. N. Turano, Architects & Planners, Aug. 4, 1965.
items:1 architectural drawing

16. Proposed New Addition & Alterations to Morristown Neighborhood House, Flagler Street, Morristown, New Jersey, George T. Hechtel, Architect, Nov. 25, 1969.
items:6 architectural drawings – Scheme "A"

17. Vail, Residence for Theodore N., 106 South Street, Morristown, N.J. William Welles Bosworth, Architect, Henry G. Meyer, Jr., Engineer, November 1, 1915.
items:1 architectural drawing

18. Vail Building, 110 South Street, Morristown, NJ, Weaver Partners, Architects, June 1981.
(Plans for renovations of the Vail Mansion when it was converted to Town Hall.)
items:10 architectural drawings

19. Alterations and Additions to Building for W.F. Day at 40 Park Place, Morristown NJ, not dated [4 blueprints, 44" x 17.75"]

Maps & Drawings: Morris County

20. [Map of land conveyed to Stephen Stiles, later site of Webb Farm], Morris County, NJ, W. Casey, Surveyor, 1872.
items:1 survey map

21. Map of S. B. Condict's Wood Lot on Trowbridge Mountain (Denville, NJ), n.d.
items:1 survey map

22. *Map of Mt. Tabor Park*, n.d.
items:1 survey map

23. Property of Geo. B. Smith, Parsippany, New Jersey, Lewis & M.R. Van Duyne, Civil Engineers, March 1909.
items:1 survey map

24. [Survey Maps of the Carney Lot, Fanning Woods, and South Hill Tract, Morris Township/Madison, NJ], E. W. Scofield, Surveyor, 1869.
items:2 survey maps
25. Township of Chatham, Morris County, N.J., John J. Kentz, C.E. & Surveyor, 1942.
items:13 survey maps (plates 28, 29,31, 36, 42, 43, 53, 54, 55, 57, 60, 61, 62)

Maps & Drawings: Other New Jersey

26. Electric Railway and Road map of New Jersey, Showing All County and Township Divisions....., Indianapolis, Ind.: The Scarborough Company, 1908.
items:1 map
27. Map of the Boundary Line between the States of New York and New Jersey in Lands under Water in Raritan Bay, The Commissioners, 1887.
items:1 map
28. Road map of New Jersey, Showing All County and Township Divisions....., Boston, Mass.: The National Publishing Company, 1903
items:1 map
29. *Copy: of a Map made by Thomas Ball of the New-Ark Mountain Purchase Claim 1764*
NJ-2-4 1764 c. 2

items:1 map
30. Map of New Jersey State Prison Farm at Bordentown, N.J. Smith & Branin, Civil Engineers, Mt. Holly, N.J., June 1929
items:14 architectural drawings
31. New Jersey State Prison, Bordentown Farm, Part of Chesterfield Township, Smith & Branin, Civil Engineers, Mt. Holly, N.J., [June 1929].
items:1 survey

Brinley & Holbrook Collection

32. A. Fillmore Hyde, Esq., Estate, Syndicate Road, Morristown, N.J., Brinley & Holbrook, Landscape Architects, Oct. 10, 1904.
items:14 surveys – Project 59
33. Richard A. McCurdy Estate, South Street, Morristown, N.J., Brinley & Holbrook, Landscape Architects, June 26, 1903.
items:10 surveys – Project 28, Plans 1-10

Pilch Collection

34. A Sketch of Morris County Showing the Encroachments of the West Jersey Proprietors East of the Quintipartite Line, Copied from a Map in the Surveyor Generals Office, Perth Amboy, Copied, annotated & amended by Henry W. Pilch, according to the original returns & records, July 22, 1931.
items:1 survey map – labeled “Sheet No. 1”
35. A Sketch of Morris County Showing the Encroachments of the West Jersey Proprietors East of the Quintipartite Line (Continued), Copied, annotated & amended by Henry W. Pilch, according to the original returns & records, July 22, 1931.
items:1 survey map – labeled “Sheet No. 2”
36. “Being all the Lands and Real estate of Joel Halsey, deceased in the County of Morris known unto us whereof we could make division,” Halseytown (near Whippany), on the east side of the road, Henry W. Pilch, ca. 1970.
items:1 survey map
37. Burroughs Undertaking Establishment, [Madison, NJ], Henry W. Pilch, n.d.
items:1 survey map
38. Copy of Pencil Map Formerly Among the Papers of Ambrose P. Vanderpool, Late of Morris Turnpike, east of Chatham Bridge at River Road, Summit, N.J., entitled “Vanderpool Vicinity,” Henry W. Pilch, 1960.
items:2 survey maps

39. Early Deeds – Morristown – South West of Center, Henry W. Pilch, n.d. [Including Washington Avenue, Mt. Kemble Avenue, South Street, James Street.]
items:1 survey map

40. East Jersey “Returns” (Proprietary Surveys and Grants) Showing First Owners East of Chatham Bridge, in what are now Essex & Union Counties, Henry W. Pilch, 1960.
items:1 survey map

41. Key Map Showing the Devolution of Land Titles in the Northerly Portion of the Borough of Madison, Morris County, New Jersey, Henry W. Pilch, 1929-1930.
items:1 survey map

42. Key Map Showing the Devolution of Titles to land in the Southerly Portion of the Borough of Madison & the Adjacent Portion of Chatham Township, Henry W. Pilch, 1930-1931.
items:1 survey map

43. Key Map Showing the Devolution of Land Titles in the Vicinity of East Madison and the Brooklake Section of Florham Park, Morris County, N.J., Henry W. Pilch, 1927-1933.
items:2 survey maps

44. [Key map showing the devolution of land titles in the vicinity of Green Village and the Great Swamp, Morris County, N.J., starting with the line between the Lands of Lord Stirling and William Penn, Henry W. Pilch, (ca 1930).]
items:1 survey map

45. Key Map Showing the Land Titles in the Westerly Portion of Chatham Township, Morris County, N.J.; Green Village, Great Swamp, Green Village Road, Chatham Township, Henry W. Pilch, 1931.
items:1 survey map

46. Key Map Showing Land Titles in the Western Portion of Madison, Morris Co., N.J., Henry W. Pilch, 1931-1932.
items:1 survey map

47. A List of all the Ratables In the Township of Morris in the County of Morris in the Province of New Jersey with the Assessment Made thereon October 1768, transcribed by Henry W. Pilch, 1942.
items:3 large election tally sheets

48. A List of the Dwelling-Houses and Inhabitants in the Township of Morris in the County of Morris and an Account of the Births and Burials in the said Township for one year; viz. from the 1st of July 1771, to the 1st of July 1772, transcribed by Henry W. Pilch, 1939.
items:2 large election tally sheets

49. A List of the Ratables in the Township of Hanover in the County of Morris in the State of New Jersey, with the Assessments Made Thereon in the Month of June in the Year of Our Lord 1778, transcribed by Henry W. Pilch, 1941-1942.
items:2 large election tally sheets

50. [Logansville, Harding Township, Morris County, NJ – including Lee’s Hill Road and Bailey’s Mill Road], Henry W. Pilch, n.d.
items:1 survey map

51. [Map of the Devolution of Land Titles Along Whippany Road between 1776 – 1828], Henry W. Pilch, n.d.
items:1 survey map

52. [Map of the Devolution of Land Titles in Halseytown, Part of Troy, Hanover Township], Henry W. Pilch, n.d.
items:1 survey map

53. [Map of the Devolution of Land Titles from the Southwest Side of Park Avenue Between (former) Ridgedale Avenue and Elm Street in Madison N.J.], Henry W. Pilch, 1945-1958.
items:1 survey map

54. [Map of the Devolution of Land Titles from the Tract Conveyed to Col. Hiram Smith of Troy, Hanover Township, NJ], Henry W. Pilch, n.d.
items:1 survey map

55. [Misc. Plottings from Morris County Deeds, Primarily in Halseytown, Hanover Township, NJ], Henry W. Pilch, n.d.
items:4 survey maps

56. Plotting made from Old Deeds Showing Property Conveyed by Richard S. Emmett to Mary Ann Graves by Deed Dated September 23, 1864, Henry W. Pilch, 1983.
items:1 survey map
57. Property of A.B. Cobb [Splitrock mine/Hibernia Forge tract], E(dmund) D. Halsey, surveyor, (ca 1875).
items:1 survey map - Splitrock #262
58. Reconstruction of the “Irish Lot” at and near Whippany, N.J., The Residence of Captain Michael Kearny, Originally Part of Dennis & Sharp Survey, 1971.
items:1 survey map
59. Roome’s Map, Lands in Passaic County, Stony Brook, N.J., Henry W. Pilch, n.d.
items:1 survey map - #22 (map 1 of 2)
60. Roome’s Map, Lands in Passaic County, Pompton Township, N.J., Henry W. Pilch, n.d.
items:1 survey map - #22 (map 2 of 2)
61. [The Webb Farm – near old Henry Clark’s Farm], Morris County, NJ, ca. 1919.
items:1 survey
62. William Jackson Farm, with References to Lots Sold Out of the William Jackson Farm, 1841.
items:1 survey - Map #165

**Library Technology Specialist's
Post-Disaster Work Summary**

Prepared by Jim Davidson

12/13/2010

2010 Dates	Activity
5/3 - 5/21	<p>Moved web server from data room to MCL data room and setup for public live access.</p> <p>Installed 6 laptops from training room with hand scanners, a receipt and laser printer and setup a wireless internet network that can be used by staff at St Peter's church temporary office.</p> <p>Setup the Media Laptop and HD Cam / Camera at St Peter's church temporary office.</p> <p>Retrieved History Center Files from backup File Server Disk for distribution to History Center staff.</p> <p>Setup 3 Administration Office PCs and Laser Printer in Non-Fiction area that were removed from administration offices and cleaned.</p> <p>Setup 3 Reference Laptops for wireless access to St Peter's church temporary office network.</p> <p>Setup History Center Department Head's personal laptop for wireless access to St Peter's church temporary office network.</p> <p>Setup Mary McMahan's personal laptop for wireless access to St Peter's church temporary office network.</p> <p>Setup Young Adult's Librarian's new laptop for wireless access to St Peter's church temporary office network.</p> <p>Setup 5 laptops from training room at Heidi Schwab's house to be used for Staff Training.</p>
5/24 - 5/28	<p>Distributed appropriate files from File Server Backup Disk to all History Center staff so they can do History Center related work.</p> <p>Setup Cynthia Muszala's personal laptop for wireless access to St Peter's church temporary office network.</p> <p>Installed new Wireless HP Photo smart C6380 printer/scanner/copier at St Peter's church temporary office.</p>

	<p>Setup Mary McMahon's home PC for History Center Business use.</p> <p>Begin surveying potential new office for phone and internet setup.</p>
6/1 - 6/4	<p>Continued surveying potential new office for phone and internet setup.</p> <p>Distributed appropriate files from File Server Backup Disk to Steve Brunskill so he can do Reference related work.</p> <p>Setup Anne Ryan DelloRusso's home PC for Circulation Business use.</p> <p>Began setting up and testing Skype phone accounts and numbers for the library.</p>
6/7 - 6/11	<p>Began setting 88 South Street office internet and phones, services have been installed and awaiting on arrival of phone equipment.</p> <p>Finished setting up and testing Skype phone accounts and numbers for the library, we could not get regular phone numbers do to payment issues with vendor..</p> <p>Setup Beth Pettigrew's home PC for Children's Business use.</p> <p>Upgraded all available laptops and PC's to latest Symphony Workflows Client.</p>
6/14 - 6/18	<p>Continued setting up 88 South Street office internet and phones. The 4 line digital cordless phone system which includes a base unit with 4 wireless handsets has been installed and is working fine. The internet based wireless network has been installed and working. 2 wireless laptops with a receipt printer have been installed in the front.</p> <p>Installed Symphony Workflows Client on 5 training laptops moved from Heidi's house for training by Circulation Staff.</p>
6/21 - 6/25	<p>Continued setting up 88 South Street office internet and phones. All Computer and phone equipment necessary to open office has been installed. Phone system has been roughly configured for Monday opening.</p> <p>Setup Karen Johnson's new personal laptop for Technical Services work use.</p>
6/28 - 7/2	<p>Finished setting up 88 South Street office internet and phones. All Computer and Phone equipment, including 2 additional wireless handsets have been installed and are working well. Final configuration of Phone Equipment and Service is still in progress.</p> <p>Replaced bad keyboard on Sandy Hall's laptop.</p>
7/5 - 7/8	<p>All 6 new training laptops used by staff at 88 South Street have been upgraded to Windows Vista Professional.</p> <p>Installed a color Wireless Color Officejet printer at St Peter's basement to be used by Children's staff.</p> <p>The network and phone system appear to be stable so this configuration is final and has been documented.</p>

7/9 – 7/19	Vacation
7/19 - 7/23	<p>Began reloading the Multi-Media Laptop to correct flaky problems with printers and wireless mouse.</p> <p>Moved and installed Photo Smart Color Printer/Scanner/Copier for St Peter’s Temporary Office to 88 South Street staff room.</p>
7/26 - 7/30	<p>Finished reloading the Multi-Media Laptop to correct flaky problems with printers and wireless mouse. Setup laptop to access History Center web site for editing using Dreamweaver.</p> <p>Setup Mary McMahon’s and Chrys Jochem’s laptops for secure wireless internet and printer access to the 88 South Street Wireless network.</p>
8/2 - 8/6	<p>Upgraded Sandy Hall’s and my Laptop to MS Office 2010 Professional including Visio 2010 Professional. Will monitor for issues since I will be upgrading staff this year.</p> <p>Added 88 South Street Staff Table Color printer/scanner to all Staff Room laptops.</p>
8/9 - 8/20	<p>Upgraded Polly’s laptop to Microsoft Office Professional Plus 2010 and replaced Symantec Endpoint Protection 11.0 Client with free Microsoft Security Essentials.</p> <p>Fixed CD-RW write problem with 88 South Street laptops.</p> <p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street.</p>
8/23 - 8/27	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street.</p> <p>Verified that phone and internet services still work @ 1 Miller Road. Data room equipment is intact and clean.</p> <p>Removed all computer from St. Peter’s Temporary Office.</p> <p>Renewed http://morristownmorristwplibrary.info/ domain for another year.</p> <p>Did initial survey of 1 Miller and found 10 public PC’s with blown power supplies, trying to order from Dell. There are also around 10 blown power strips which are being replaced. There are 5 children’ public with corrupt software. The following areas are updated, tested and ready to use: Media desk, Children’s desk, 9 Public Sam PC’s in Media, Children’s Game PC’s. Everything else is being tested and updated.</p>

<p>8/30 - 9/3</p>	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street.</p> <p>Moved original Reference Phone line, extension 201 to Temporary Reference Desk and Polly's line, extension 200 to Technical Training Room so those phones can now be used.</p> <p>Installed 2 new PC's and a new network B&W laser printer on the Temporary Reference Desk.</p> <p>Setup Steve and Carmella's PC in Media office.</p> <p>Installed new network B&W laser printer in the Media Office.</p> <p>Updated and tested the 2 other PC's in the Media Office.</p> <p>Setup Gail M's PC in Children's office.</p> <p>Updated and tested the Beth's PC in the Children's office. Arlene's PC in down, will replace with new PC.</p> <p>Upgraded CyberSitter on all children's Public PC's to fix corrupt software, all Children's Public PC's without blown power supplies have been updated and tested.</p> <p>Dell shipped us the wrong Power Supplies necessary to repair the 10 down public PC's, had to reorder.</p> <p>Configured Training Room For Reference Laptop Access and installed original printer.</p>
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<p>9/7 - 9/10</p>	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street.</p> <p>Updated and tested the Reader's Advisor PC. Installed missing power supply with new one from Dell.</p> <p>Installed the Security Cam / Phone System PC in the Data Room and used to set correct time & day of Voice Mail processor. Tested all security CAM's except for the 3 in Reference. All are working except for The Lower Level Bathroom one so a replacement has been ordered. The Security PC is now recording 24 hour activity and is being tested.</p> <p>Began installing new PC in Children's office replacing a bad one.</p>
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<p>9/13 - 9/17</p>	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street.</p> <p>The Lower Level Bathroom Cam has been replaced and is working. The Security PC continued recording 24 hour activity and tested fine.</p> <p>Finished installing new PC in Children's office replacing a bad one.</p> <p>Replaced 10 bad blown power supplies in 10 public PC's. Updated and tested 7 Public PC's in Media. 3 Public PC's in Children's also have blown mother boards which have been ordered from Dell.</p> <p>Added memory and upgraded video board on Media Desk PC to increase performance.</p>
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<p>9/20 - 9/24</p>	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street.</p> <p>Replaced blown mother boards for 3 Public PC's in Children's, all Public PC's in new wing are now working.</p> <p>Installed new Children's Word Processor Public PC.</p> <p>Began testing salvaged Computer equipment cleaned and removed from Reference area</p>
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<p>9/27 - 10/1</p>	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street.</p> <p>Finished testing salvaged Computer equipment cleaned and removed from the Reference area. Was only able to salvage 2 Reference Desk PC's and one of the Public Word Processor PC's, just the PC's, the monitors, keyboards and mice were either missing or damaged. Everything else in this area was either missing or damaged.</p> <p>Replaced battery in Voice Mail processor to fix wrong time problem.</p>
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	<p>Upgraded memory in Children's Desk and Maria's PC's to increase performance.</p> <p>Powered on, updated and successfully tested History Center file server.</p> <p>Powered on, updated and successfully tested video server and 2 big screen TV's in Media area.</p> <p>The Savin C2525 Printer/Scanner/Copier has been successfully moved to the Media Public area, tested and installed by Electronic Office Systems.</p>
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10/4 - 10/8	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street and 1 Miller Road.</p> <p>Replaced dead battery on one Data Room UPS and installed an additional UPS to stabilize power during power outages.</p> <p>Began testing and updating History Center Staff PC's and peripherals.</p>
10/11 - 10/15	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street and 1 Miller Road.</p> <p>Finished testing and updating History Center Staff PC's and peripherals. The Digital Lab Server needs to be replaced. Will use one of the Reference Desk PC's that was salvaged.</p> <p>Added Access World News and Newark Star Ledger databases to public menus.</p>
10/18 - 10/19	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street and 1 Miller Road.</p> <p>The Digital Lab Server has been replaced with one of the Reference Desk PC's that was salvaged. All History Center Staff PC's equipment and Server is working fine.</p> <p>Began installing new Color Laser Printer/Copier/Scanner in the History Center replacing a worn out one.</p> <p>Added Access World News and Newark Star Ledger databases to public menus.</p> <p>Replaced bad fan on a Media Sam Public PC.</p>
10/20 - 10/31	<p>Vacation</p>
11/1 - 11/5	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street and 1 Miller Road.</p> <p>Began installing new Color Laser Printer/Copier/Scanner in the History Center replacing a worn out one.</p> <p>Finished re-installing, testing and updating all History Center Public PC's and peripherals.</p>

<p>11/8 - 11/12</p>	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street and 1 Miller Road.</p> <p>Finished installing new Color Laser Printer/Copier/Scanner in the History Center replacing a worn out one.</p> <p>Reloaded History Center Staff PC which was corrupt.</p> <p>Moved one of the Temporary Reference Desk PC's to Study Room #1 and setup as wireless. Installed Receipt Printer and Wireless Bridge.</p> <p>Installed a new USB Scanner on Mary's PC.</p> <p>Added memory and DVI graphics to 2 History Center Staff PC's to increase performance.</p> <p>Replaced 2 bad fans on 2 Media Public Sam PC's.</p> <p>Added DVI graphics to 2 Children's Desk PC's to increase performance.</p>
<p>11/15 - 11/19</p>	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street and 1 Miller Road.</p> <p>Installed 2 SAM Public PC's and printer in Non-Fiction area using PC's, printer and recessed monitor stand-up cabinets from damaged Reference Area which were undamaged.</p> <p>Moved Savin C2525 Printer/Scanner/Copier to Children's office.</p>
<p>11/20 - 11/28</p>	<p>Vacation</p>
<p>11/29 - 12/3</p>	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street and 1 Miller Road.</p> <p>Finished replacing Symantec Endpoint Protection 11.0 Client with Microsoft Security Essentials on all Public PC's.</p>

12/6 - 12/10	<p>Continued to address minor day to day computer or phone related problems as they pop up for 88 South Street and 1 Miller Road.</p> <p>Replaced bad fan on a History Center Public PC.</p> <p>Setup 2 of the older training Laptops for use by the staff in the training lab and 3 for use by the staff @ 88 south Street.</p> <p>Renewed JFPL.ORG and MORRISTOWNLIBRARY.ORG domains for another year.</p>
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