



Maryanne Vigneaux/Lib
03/08/2002 04:40 PM

To: Maryanne Vigneaux/Lib@SUNYSB
cc:
bcc: F.Jason Torre/Lib
Subject: Library Bulletin, March 8, 2002, Number 1254

FOR THE ATTENTION OF CLASSIFIED STAFF :

Due to an overwhelming response, we have increased the class sizes associated with the test prep. class for the Secretarial exams.

April 2:
24 seats

April 3:
24 seats

An outline of the class is available at the HRS, Training & Org. Development web page (Civil Service Information)

We are now accommodating a total of 126 participants. The remaining seats are on a first come/first serve basis. Please call me at 2-4501 to register for these sessions.

Thank you,
Denise Gross

HABITAT FOR HUMANITY UPDATE :

We have done well! Here is the breakdown of our efforts to raise \$1,000.00 for carpeting:

Cash and Checks Contributions	\$465.00
Chinese "Silent" Auction	\$190.00
Bake Sale	\$76.00

TOTAL RAISED **\$731.00**

We have all of next week to complete our fundraising efforts! Using the suggestions from supporters we are planning to meet our goal through the following:

(1)
50/50 Raffle on Monday, March 11 and Tuesday, March 12

Write your name on a one dollar bill and put in the Habitat Jar

(See Pam, Linda or Maryanne)

Drawing will be on Wednesday, March 13 at 9:30 am!

(2)
COFFEE, TEA, THEE + BREAKFAST FOOD
And 50/50 Drawing

MARCH 8, 2002 AT 8:30 - 10:00 AM

IN CONFERENCE ROOM, DIRECTOR'S OFFICE

All proceeds to benefit Habitat for Humanity

We will beat the prices charged by 7-Eleven, SAC, and Library Galleria Cart!!

(Let Maryanne, Pam, or Linda, know if you wish to donate any food items.)

LIBRARY REMEMBRANCE OF SEPT. 11TH:

A member of our staff suggested remembering the events of Sept. 11 on an anniversary of its occurrence. Monday is the 6 months anniversary of the collapse of the towers of the World Trade Center. The library will be purchasing red, white, and blue carnations from a local florist. They will be arranged with greens in a grouping of 6 flowers. There will be a tent card with a tribute placed near the flowers. 12 areas of the Library will receive these commemorative displays:

Administration, Circulation Services, Interlibrary Loan, Music Library, Photocopy Center, Reference, Special Collections, Chemistry, Computer Science, MASIC, Math/Physics/Astronomy, and Science & Engineering Libraries.