

**Departmental Reports**  
**May 2013**

**Exhibits**

**Art Gallery:** Oil on canvas by Gary Drake

**Main Floor Display Cases**

**1 case:** Think Spring

**1 case:** YS Chess Club

**Book Displays**

**Readers Services Displays**

**Adult Fiction**

If You Like...James Patterson

If You Like...Jodi Picoult

Latino Books Month

Mothers and Daughters

Spotlight on...Pirates

**Teen Fiction**

Brand New Fiction for Teens for April and May

**CDs**

Breath of Fresh Aire (New Age)

Celebrate America

New CDs

**DVDs**

Laugh Out Loud

New DVDs

**Reference Services Display**

I Think That I Shall Never See a Poem Lovely as a Tree

**Reference Services - Mini Displays**

A Piece Of Cake

A Great Time for Outdoor Projects

**Youth Services – Child Book Display**

Spring

## **Building Services**

May 2013

Submitted by: Sabri Kecici, Director Building Services

- We kept the lawn trimmed and picked up trash on the grounds
- Speed Bumps on the front driveway were installed
- Flooring Management Group, Inc. provided quarterly carpet cleaning
- ProgramOne, Inc. cleaned the exterior windows and doors
- Kone, Inc. provided inspection and periodic maintenance on the elevator and dumbwaiter
- Assisted North Town repairing the gas pipe
- We received proposals for repairing/replacing the bench pad in the Mary Hart Garden
- Many lights and several ballasts were replaced inside the building
- We continued standard daily building maintenance and spot cleaning of carpets

## **Information Technology**

May 2013

Submitted by: Lucia Khipple, Director Information Technology

- Updated PACs (Public Access Computers)
- New licensing information applied to each PAC station
- Reinstalled printers in Technical Services, Circulation & Reference Desk
- Trouble shooting of printers due to power outage
- Installed Quick Books 2013 for Administration
- Set up Quick Books for shared usage in Administration
- Reference area maintenance kit installed in Reference copier
- Updating of pcs in Reference, Lab and Youth Services
- Trouble shooting lock down software for public PCs
- Program set up for 3 programs
- Updated website with new newsletter information
- Trouble shoot PCs in Circulation
- Performed off-site server back-up
- Trouble shoot voice mail system
- Replaced IT Director's PC
- Link verification on Reference web site
- Wi-Fi trouble shooting
- Updated all classroom laptops

## **Reference Services**

May 2013

Submitted By: Jennifer Collette, Director Reference Services

This month, the Reference Staff has been busy with our regular tasks of ordering, shelving, weeding and staffing of the Reference Desk. A new Computer Instructor has been hired. Her name is Claire Rosenberg. Nana Herron attended the Reaching Forward conference.

## Readers Services

May 2013

Submitted by: Mary Constance Back, Director Readers Services

## Book Discussions

### Books and Bagels

May 2nd, 2013

*The Tiger's Wife* by Tea Obreht

Led by Carrie DeMoss

### Morning Book Break

May 14th, 2013

*The Buddha in the Attic* by Julie Otsuka

Led by Carrie DeMoss

### Just Desserts

May 21st, 2013

*The Submission* by Amy Waldman

Led by Robin Schroeder

- The Fiction weeding project continued.
- Weeding of the Paperback collection continued.
- Multiple copies of DVDs were weeded.
- Summer Reading Club planning continued.

## Special Services

May 2013

Submitted by: Sharon Montague, Director Special Services

We continue to work on Summer Reading Club preparations and posters and fliers for upcoming summer programming.

<b>Program Statistics:</b>	<b>172</b>
Growing Edibles for Fun & Flavor (presenter a no-show)	17
A Visit with Mrs. Potts	25
Arts Alive Concert: <i>Jazz with Roberta Miles</i>	52
Movie: <i>Lincoln</i>	
Tuesday Matinee	30
Friday Night at the Movies	19
Route 66 on a Tank of Gas	29

<b>Volunteer Hours:</b>	<b>51.0</b>
Doris Botes	8.0
Annie LeFevre	1.75
Katherine Kinney	8.75
Donna Thompson	32.5

## **Special Services cont'd .....**

<b>In-House Printing:</b>	<b>67,899</b>
Riso Duplicator	67,661
Xerox Color Qube	238

## **Youth Services**

May 2013

Submitted by: Lucia Khipple, Director Youth Services

We have performed our regular programming schedule and Darlene Eiffes has had many class visits from the area schools. Everyone is looking forward to our Summer Reading activities.

Laura Garcia and Julie Farris represented the library at the Cinco de Mayo at the Plaza at the East Park apartments. Laura also represented the library at a meeting held there to look at services currently available to residents of the area.

We sent out 29 teacher bags.

Laura Garcia and Julie Farris attended the Lincoln Story League meeting at the Gail Borden District Library in Elgin.