

**Departmental Reports**  
**January 2012**

**Exhibits**

**Art Gallery:** Dan Olvera, Photography

**Main Floor Display Cases**

**2 cases:** Friends of the Library: Annual Winter Village Display

**Book Displays**

**Readers Services Displays**

**Adult Fiction**

All that Remains: Remembering Some of Our Favorites  
Alternate Histories

**Movies**

Saturday Night Alumni  
Year of the Dragon  
New DVDs

**Music**

Lone Star Singers & Texas Troubadours  
Grammy Awards  
New CDs

**Teen Fiction**

It Always Feels Like Somebody's Watching Me  
Brand New Fiction

**Reference Services Display**

National Creativity Month

**Reference Services - Mini Displays**

The Best Cooking Books Of 2011  
The Best Arts and Crafts Books of 2011

**Youth Services – Child Book Display**

Blues Busters

## **Building Services**

January 2012

Submitted by: Sabri Kecici, Director Building Services

- We kept the front of the Library and walks cleaned of snow and ice
- We installed six new computer desks in Reference Services
- A new salt spreader was purchased at ACE Hardware
- Thompson Elevator Inspection Service, Inc. and Kone, Inc. inspected and repaired the elevator and dumbwaiter
- Sears & Anderson Fire & Safety Services inspected and serviced the fire extinguishers
- Quality Home Remodelers, LLC replaced five stolen copper downspouts with aluminum
- We made downspouts on the east side of the building at cost of \$ 1,560
- The Service Agreement with 3M Library Systems was renewed
- Air Filter Engineers changed all filters on the Lower level and 2nd floor equipment rooms
- Continued standard daily building maintenance and spot cleaning of carpets

## **Information Technology**

January 2012

Submitted by: Lucia Khipple, Director Information Technology

- Installed network switch in Building Services
- Ran Ethernet cables for new Walk-Up PCs
- Repaired broken Ethernet ports in Walk-Up area
- Built 3 PCs for new Walk-Up area.
- Ran Ethernet for Replacement Bulletin Board PC @ Welcome Desk
- Replaced Walk-Up PC due to broken video card
- Replaced 2 broken phones
- Replaced 2 Staff PCs
- Repaired YS public PC
- Updated Network Antivirus
- Assisted 74 patrons and 98 staff

## **Reference Services**

January 2012

Submitted by: Jennifer Collette, Director Reference Services

With the arrival of the New Year, business at the Reference Desk has increased. We've been busy! The arrival of more patrons with e-readers has kept us busy, as well as the addition of three more walk-up computers. In addition, ordering of material for the New Year is in full swing. Mary Millis, Nana Herron, and Jennifer Collette are also presenting their job search programs.

## **Readers Services**

January 2012

Submitted by: Mary Constance Back, Director Readers Services

## **Book Discussions**

### **Books and Bagels**

January 5, 2012

*Tomato Red* by Daniel Woodrell

Led by Meghan Carney

### **Morning Book Break**

January 10, 2012

*Blame* by Michelle Huneven

Led by Meghan Carney

### **Just Desserts**

January 24, 2012

*Moloka'I* by Alan Brennert

Led by Robin Schroeder

- We aim to please! In response to our patron demand, two new AV displays have been created from existing display space—one for movies and one for music. All new materials will be featured here. As a result of this change, a new procedure was put into place.
- The library has begun purchasing DVD Blu-Ray combo packs. A procedure was put into place.
- We have begun updating and revising our bookmark collection—this work ties into the website as well.
- Weeding of the CD collection began.
- Weeding of the Large Type collection began.
- The tax forms have been put out for the public.

## **Special Services**

January 2012

Submitted by: Sharon Montague, Director Special Services

We are working on upcoming programming and the spring newsletter. Though it has been a mild winter, snow storms still managed to affect the attendance of two programs this month: Thrifty Recipes and the Friday night movie.

## Special Services cont'd ....

<b>Program Statistics:</b>	<b>152</b>
Elvis the Actor and Icon	15
Thrifty Recipes from the Great Depression	21
Arts Alive Concert: Russian Classics	65
Movie: <i>The Help</i>	
Tuesday	17
Friday	5
Jump-Start Your Job Search	4
Job-Seekers Workshop	12
Uncovering Company Info	3 estimated
Write it Now	10

<b>Volunteer Hours:</b>	<b>39</b>
Katherine Kinney	6
Annie LeFevre	2
Donna Thompson	31

<b>In-House Printing:</b>	<b>2,584</b>
Duplicator	2,359
Phaser	225

## Youth Services

January 2012

Submitted by Lucia Khipple, Director Youth Services

Kathy Fredrickson has resigned. Staff is scrambling to keep everything running with reduced staff hours. We have gratefully received help from various co-workers. Regular programming has resumed following the holiday break. We delivered 29 book bags.

## Meetings:

- Julie Farris and Laura Garcia attended Lincoln Story League at the Arlington Heights Library.
- Darlene Eiffes attended the School Service Coordinator's meeting at the Prospect Heights Public Library.