

Departmental Reports
May 2012

Exhibits

Art Gallery: Lynnea Semasko, oil and watercolor

Main Floor Display Cases

2 case: Rolling Meadows Historical Society Celebrates the 10th Anniversary of the Museum

Book Displays

Readers Services Displays

Books

Garden Delights
Soldiers' Stories

Music

Angels & Demons

Movies

British Humor

Teen

Prom
High School Summer Reading

Readers Services - Mini Displays

Southern Belles

Reference Services Display

Digging Up The Prehistoric Past

Reference Services - Mini Display

Need Help With Your New Device
Butterflies

Youth Services

Dia de los Ninos ~Celebrating Children and Reading

Building Services

May 2012

Submitted by: Sabri Kecici, Director Building Services

- *We kept the lawn trimmed and picked up trash on the ground
- *We cleaned the storm drains and the gutters
- *We trimmed the branches of two trees near the west side parking lot lights
- *Mario's Tree Service removed two dead / dying trees in the east parking lot that were in danger of falling
- *Northwest Town replaced one fan air blower and cleaned the coil on the chiller
- *We received a proposal from Northwest Town to install a new Carrier 110-ton chiller
- *Zimny Landscaping provided bush trimming, mulching, edging, and planted 17 new flowering bushes
- *Continued standard daily building maintenance and spot cleaning of carpets
- *Assisted Fire Department in conducting our annual fire drill

Information Technology

May 29, 2012

Submitted by Lucia Khipple

- * Up-loaded newsletter information on to web site
- * Trouble shooting of email system
- * Up dated walk- ups, youth service, laptops
- * Updated Circulation and Adult Services pcs
- * Trouble shooting Wi-Fi system
- * Assisted with repair of reference copier
- * Repaired reference printer
- * Repaired adult services printer
- * General maintenance on youth services printers
- * Installed receipt printer in youth services
- * Purchased Blu-ray player for Technical Services
- * Recycled old/ broken IT equipment
- * Phone system maintenance
- * IT Budget preparation for 2013
- * 120 Patron Assists
- * 154 Staff Assists

Reference Services

May 2012

Submitted By: Jennifer Collette

This month, the reference staff has busy with our regular tasks of ordering, shelving, weeding and staffing of the reference desk. The Four Seasons Book Group also meets this month.

Readers Services

May 2012

Submitted by: Mary Constance Back

Book Discussions

Books and Bagels

The Paris Wife by Paula McLain

Led by Meghan Carney

Morning Book Break

Room by Emma Donoghue

Led by Meghan Carney

Just Desserts

The Guernsey Literary and Potato Peel Society by Mary Anne Schaffer and Annie Barrows

Led by Robin Schroeder

- Preparation for the Adult and Teen Summer Reading Programs continue.
- We continued to update and revise our bookmark collection.
- Weeding of the CD collection continued.

Special Services

May 2012

Submitted by: Sharon Montague, Director Special Services

We've been at whirlwind pace trying to complete the Summer Reading Club décor and printed items, along with our regular printing requests. The newsletter was completed and mailed in mid-May.

Legacy Project slide show was updated for the web and the display in the Friends Book Shop. The lobby area photos will be ready by mid-June.

School District 15 gave us permission to distribute our Summer Reading Club *Reading is So Delicious* brochures in area schools. Both English and Spanish versions were dropped off on the Friday prior to Memorial Weekend. We hope for a big turnout this year!

Program Statistics:	132
Continuous Color in the Garden	29
UltraSound (co-sponsored with Historical Society)	31
Arts Alive Concert: Craig Brenner	
<i>Jazz & Java: Memories of New Orleans</i>	46
Movie: <i>Real Steel</i>	
Tuesday Matinee	4
Friday Night at the Movies	6
Laughter Yoga	16

Volunteer Hours:	49.25
Katherine Kinney	5.75
Annie LeFevre	2.5
Donna Thompson	41

In-House Printing:	25,600
Duplicator	25,100
Xerox Color Qube	500