

Departmental Reports
October 2012

Exhibits

Art Gallery:

Collide-a-Scope photography by Sue Thompson

Main Floor Display Cases

1 case: Fremd High School Student Photo display

1 case: Rolling Meadows High School Student Photo display

Book Displays

Adult Fiction

Zombie Fiction

Dark and Disturbing

Movies

New DVDs

Political Thrillers

Still Scary After All These Years

Music

New CDs

Ghoul of My Dreams

Haunting Harmonies

Teen Fiction

Horror Fiction

Brand New Books for Teens

Book Discussions

Reference Services Display

Books and Ideas

Reference Services - Mini Displays

Frightful Good Books

Scare Up a Good Book

Youth Services Display

SCRATCH program promotion and books on game design and computer programming

Building Services

October 2012

Submitted by: Sabri Kecici, Director Building Services

- We kept the lawn trimmed and picked up trash on the ground
- We replaced many lights inside and outside the building
- The elevator pit was cleaned
- Kone Inc, provided inspection and periodic maintenance on the Elevator and dumbwaiter
- Received quotes for replacing one damaged Parking Lot Light Base on the west side and also four sidewalk sections
- Accepted Goodfellas Construction Company quote. The work will be completed by the end of October
- FE Moran Fire Protection provided inspection on the Fire Sprinkler System
- FSS Fire & Security Systems, Inc. provided inspection on the Fire and Burglar Alarm Systems
- Zimny Landscaping replaced old declining plants with 22 new flowering plants and installed bark mulch
- Used New-Look Dark Brown Concrete Color Stain to cover the bench pad in the Mary Hart Garden
- Installed a new shelf in Youth Services
- Continued standard daily building maintenance and spot cleaning of carpets

Information Technology

October 2012

Submitted by: Lucia Khipple, Director Information Technology

- Updates to website
- Updated Administration pcs
- Replaced Administration pc
- Updated Youth Services pcs
- Repaired damaged pc in Youth Services
- Repaired damaged PC in walk-ups area
- Updated Staff pcs in Tech Services, Adult Services, Reference Desk, Welcome Desk and Circulation
- Troubleshooting with phone system
- Repaired Welcome Desk phone
- Yearly maintenance and replaced maintenance kit of Reference copier
- Recovered deleted Board packet documents
- Updated laptops
- Assisted in IT setup for night time programs
- Backed up server for off-site recovery purposes
- Assisted 106 patrons with IT issues
- Assisted with 89 Staff requests

Readers Services

October 2012

Submitted by: Mary Constance Back, Director Readers Services

Books and Bagels

October 4, 2012

Veronica by Mary Gaitskill

Led by Barb Weiner

Morning Book Break

October 9, 2012

The Forgotten Garden by Kate Morton

Led by Robin Schroeder

Just Desserts Evening Book Discussion

No meeting this month

- On October 3, 2012, the department welcomed a new part-time Readers Advisory Associate, Anne Anderson.
- October 18, 2012, was the annual Book Lover's Day program. There were 45 people in attendance.
- Weeding of the Audio collection continued.
- Weeding of the Paperback collection began.

Reference Services

October 2012

Submitted By: Jennifer Collette, Director Reference Services

This month, the Reference Staff has busy with our regular tasks of ordering, shelving, weeding and staffing of the Reference Desk. We also have been assisting many patrons with voting related questions! Nana Herron also presented the Job Search program.

Special Services

October 2012

Submitted by: Sharon Montague, Director Special Services

Programs have been well received. Highlights were the annual *Book Lover's Day* hosted with Readers' Advisory, and the lively *Oktoberfest* Arts Alive concert.

We are finishing up the posters and fliers for remaining fall programs, and the Winter 2012/13 newsletter is in progress.

Special Services cont'd

Program Statistics:	227
What Does Your Handwriting Say About You?	23
Bringing History to Life	25
Arts Alive Concert: Oktoberfest	
<i>Die Lustigen Musikanten</i>	88
Movie: <i>The Avengers</i>	
Tuesday Matinee	8
Friday Night at the Movies	29
Book Lover's Day	45
Improve Your Memory	9

Volunteer Hours:	73.75
Doris Botes	14.5
Katherine Kinney	9.25
Peg Kurka	11.25
Annie LeFevre	.75
Donna Thompson	36.0
Stan Toomey	2.0

In-House Printing:	3,764
Riso Duplicator	3,302
Xerox Color Qube	462

Youth Services

October 2012

Submitted by: Lucia Khipple, Director Youth Services

This month we welcome two new staff members replacing Carrie De Moss and Jackie Diaz. Our new staff members are Alanna Munoz and Jack Rossiter-Munley. They have both jumped right into the mix, performing well on the Ask Me Desk and presenting programs.

It has been a record year for group visits. We have had a wealth of class visits for both school age and preschoolers. Our staff has also visited numerous school fairs and celebrations. On one day, we had three visits in Youth Services simultaneously!

YS staff did a great job being flexible and performing a very heavy work load. We delivered 22 teacher bags.

Meetings:

Laura Garcia and Julie Farris attended the Lincoln Story League Meeting at the McHenry Public Library.