

Departmental Reports
June 2013

Exhibits

Art Gallery: Gary Drake, Oil on Canvas

Main Floor Display Cases

1 case: Summer Reading for Youth: *Have Book – Will Travel!*

1 case: Summer Reading for Adults and Teens: *Have Book – Will Travel!*

Book Displays

Readers Services Displays

Adult Fiction

All Aboard!
Allons-y! "Let's Go!" Journey in Time
Around the World in One Summer
New Destinations
Ports of Call
RML Staff's Excellent Adventures

Music

New CDs
Go Global
Hello! Debut Albums

Movies

New DVDs
Traveler's Guide to Avoid Infectious Diseases/Death: CDC Recommended Films

Teen Fiction

Superman Graphic Novels (for movie release)
High School Reads Here
Steampunk

Reference Services Display

Have Book-Will Travel

Reference Services - Mini Displays

Have Book-Will Travel (Both Displays)

Youth Services – Child Book Display

Youth Summer Reading Club: Have Book – Will Travel

Building Services

June 2013

Submitted by: Sabri Kecici, Director Building Services

- We kept the lawn trimmed and picked up trash on the grounds.
- Many lights and several ballasts were replaced inside and outside of the building.
- We added a new bookcase in the teen section at Readers Advisory.
- All air supply vents were cleaned.
- A small dead tree was removed from the east side of the building.
- The gutters and storm drains were cleaned.
- Global Facility Solutions provided vinyl tile stripping and waxing.
- The bushes were trimmed.
- Masonry Management Solutions, Inc. completed tuck-pointing on the entire building.
- Tuck pointers also removed existing paver brick near the staff entrance and reinstalled to a level appearance.
- We continued daily building maintenance and spot cleaning of carpeting.

Readers Services

June 2013

Submitted by: Mary Constance Back, Director Readers Services

Books and Bagels

Thursday, June 6, 2013

The Beginner's Goodbye by Anne Tyler

Led by Carrie DeMoss

Morning Book Break

Tuesday, June 11, 2013

Right Ho, Jeeves by P. G. Wodehouse

Led by Carrie DeMoss

- The Fiction weeding project continued.
- Multiple copies of DVDs were weeded.
- The Adult and Teen Summer Reading Clubs began on June 17, 2013. This year's theme is Have Book, Will Travel! There are currently 72 adults and 27 teens signed up.

Reference Services

June 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 the Reference Desk.

We also happily received our first order of soft seating and did some rearranging of the department. Take a look!

Nana Herron attended the exhibit portion of ALA at the Annual Conference in Chicago.

Information Technology

June 2013

Submitted by: Lucia Khipple, Director Information Technology

- Assisted with phone system repair
- Performed disk cleanup on Server
- Relocated wiring for Ethernet stations in Reference Area
- PC cleaning at Circ Desk
- Updated PCs in Adult Services, Special Services, Building Services, Tech Services and Administration
- Updated PCs in Walkup & Lab
- Replaced 2 PCs in Walkup Area
- Troubleshooting of scanners in Walkup area
- Replaced toner and performed yearly maintenance on YS copier
- Xerox Maintenance/Troubleshooting in Tech Services, Adult Services, and Reference Desk
- Troubleshooting/Cleaning of printers in Building Services
- Updated PAC (Public Access Computer) stations
- Dealt with email/spam issues
- Program Set-up
- Assisted with 150 patrons
- Assisted with 122 staff issues

Special Services

June 2013

Submitted by: Sharon Montague, Director Special Services

Summer Reading is in full swing. We continue to work on posters and fliers for upcoming programming.

Program Statistics: **221**

Arts Alive: <i>Naval Band Great Lakes</i>	105
Summer French Dessert Class	34
Chicago As Seen From the River	29
Movie: <i>Wings of Life</i>	
Tuesday Matinee	32
Friday Night at the Movies	21

Volunteer Hours: 16.0	In-House Printing 14,978
Doris Botes 10.5	Riso Duplicator 13,582
Annie LeFevre .5	Xerox Color Cube 1,396
Katherine Kinney 5.0	

Youth Services

June 2013

Submitted by: Lucia Khipple, Director Youth Services

We are deep into Summer Reading in Youth Services and the Department is hopping with kids and activity. Special Services once again has Youth Services decorated to attract our readers. It looks terrific. We have had great attendance in all our programs. Programs range from storytimes to Science Mondays, to Stories and Songs from Around the World.

We have signed up 31 Jr. High volunteers to help with Summer Reading.

We are serving numerous summer school groups and camps including a camp from the new E.P.N.R.C (East Park Neighborhood Resource Center.)