

Departmental Reports November 2011

Exhibits

Art Gallery: Wood Relief and Printmaking by Dean Caminiti

Main Floor Display Cases

1 case: Origami by Misael

1 case: Rolling Meadows Park District: Renegade Hockey

Book Displays

Readers Services Displays

Books

Financial Thrillers

What If... The Question of Faith

Diaries and Letters in Fiction

Music

New Age

Classic Rock

Movies

Turkeys: Movies So Bad, They're Good (Golden Raspberry Nominated Films)

Teen

Baby It's Cold Outside

Brand New Fiction

Reference Services Display

Books for the 99%

Books for the 1%

Reference Services - Mini Display

Thanksgiving Extravaganza

Veteran's Day

Youth Services – Child Book Display

Cuddle Up – Keep Cozy

Building Services

November 2011

Submitted by: Sabri Kecici, Director Building Services

- We picked up trash on the grounds and kept the lawn trimmed.
- We cleaned the storm drains and raked the leaves in front of the Library and around the building.
- We cleaned the gutters.
- Public Works delivered one and one-half truckloads of mulch to the Library. Areas on the east and west sides of Library were mulched.
- We worked on east and west parking lot light fixtures.
- The snow blowers were prepared for winter.
- Fire & Security Systems, Inc. (FSS) provided us with a quote of \$2,296.00 on the new panel and key pads for the burglar alarm. We assisted with the inspection of the sprinkler system.
- Continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

November 2011

Submitted by: Lucia Khipple, Director Information Technology

- Rebuilt Maintenance PC
- Updated all laptop computers
- Purchased replacement computers and monitors
- Updated printer statistics
- Installed new server (on-going)
- Installed new back-up system for the server
- Up-dated and backed up the phone system
- Up-loaded new newsletter content to website
- Coordinated outside contractor for server installation
- Purchased new laptop computer batteries
- Began upgrade of print release system
- 120 patron assists
- 85 staff assists
- Website updating for each department's pages

Reference Services

November 2011

Submitted By: Jennifer Collette, Director Reference Services

Reference Staff has been busy with our usual tasks of selection, weeding, and shelving. Nana Herron is also hosting the nonfiction book club this month on November 30th.

Readers Services

November 2011

Submitted by: Mary Constance Back, Director Readers Services

Books and Bagels

November 3, 2011

Girl in Translation by Jean Kwok

Led by Meghan Carney

Morning Book Break

November 8, 2011

Recipes for a Perfect Marriage by Morag Prunty

Led by Meghan Carney

Just Desserts: Evening Book Group

November 15, 2011

365 Thank Yous: The Year Simple Act of Daily Gratitude Changed My Life by John Kralik

Led by Robin Schroeder

- Weeding of the Fiction collection continued.

Special Services

November 2011

Submitted by: Sharon Montague, Director Special Services

The winter newsletter is now in area homes and we have begun designing posters and fliers for upcoming programs. We will finish out the month by decking our halls for the holiday season.

Program Statistics:

178

Monthly Movie -

Pirates of the Caribbean: On Stranger Tides

Tuesday Movie Matinee

15

Friday Night at the Movies

12

Arts Alive: Jazz & Java with Tim Green and Trio Cambia

76

Terrarium: Nature in Miniature

10

Holiday Appetizers

50 est.

Write It Now

15

Volunteer Hours: 51.5

Katherine Kinney 9.0

Annie LeFevre 2.0

Donna Thompson 40.5

In-House Printing: 3,228

Duplicator 2,614

Phaser 614

Youth Services

November 2011

Submitted by: Lucia Khipple, Director Youth Services

This month we've again seen high program attendance in all of our programs. We delivered 36 book bags.

Meetings:

- Kathy Fredrickson attended Illinois Library Association in Rosemont where she is Chair of the state wide Youth Summer Reading Program iREAD and the LACONI YSS Board meeting at the Geneva Public Library.
- Julie Farris and Laura Garcia attended Lincoln Story League at Bartlett Public Library.