

Departmental Reports

December 2010

Exhibits

Art Gallery:

Photography by Mirella Scully

Main Floor Display Cases

2 cases: Friends' Old Fashioned Winter Village

Book Displays

Readers Services Displays

Fiction

It's the Most Wonderful Time of the Year (Holiday Fiction)

Dark Humor

Some Like 'Em Short

Movies

Holiday Classics

Holiday Favorites

Music

'Tis the Season for Your Favorite Music!

Holiday Stress? Unwind With Your Favorite Music!

Teen

Dark Dreams: Urban Fantasy

Reference Services Display

Holiday Entertaining

Reference Services - Mini Displays

Wintry Reads

Holiday Delights

Building Services

December 2010

Submitted by: Sabri Kecici, Director Building Services

- We kept the front of the Library and walks cleaned of snow and ice.
- Installed canopy shelf top in Youth Services area.
- Installed new shelves in Youth Services Program Room closet.
- A new power outlet in Special Services was installed.
- We worked on punch list in Special Services.
- Continued standard daily building maintenance and spot cleaning of carpets.
- Spot cleaned chair upholstery in Reference and Reader Services area.
- Assisted F.E. Moran in replacing painted head sprinkler, recommended by Rolling Meadows Fire Department.
- Assisted Long Elevator in inspection & maintenance of elevator & dumbwaiter.

Readers Services

December 2010

Submitted by: Mary Constance Back, Director Readers Services

Book and Bagels

Brother, I'm Dying by Edwidge Danticat

Led by Meghan Carney

Morning Book Break

Ordinary Wolves by Seth Kantner

Led by Meghan Carney

Just Desserts

No discussion for December

- Weeding of the fiction audio collection continued; shifting of the audio fiction collection continued.
- Work on the website content continued in preparation for the new library website.
- Preparations for tax season continued.
- General housekeeping issues (cleaning, sorting, discarding) were tackled.

Reference Services

December 2010

Submitted By: Jennifer Collette, Director Reference Services

The Reference Department continues to be busy with reference desk coverage, collection development, and weeding. We have also begun advertising the new non-fiction book discussion group, which will take place in 2011.

Special Services

December 2010

Submitted by: Sharon Montague, Director Special Services

The library was decorated for the holiday season just in time for several wonderful holiday programs and our festive staff party. We also worked on posters and fliers for upcoming winter programs and began planning the spring program slate.

Program Statistics:	170
Whole Foods: Celebrate the Season	22
Holiday Wreath	10
Arts Alive: <i>Random Ringers</i>	50
Holidays in the Movies	26
Monthly Movie – <i>Toy Story 3</i>	
Tuesday Movie Matinee	13
Friday Night at the Movies	28
Write It Now	21

Volunteer Hours:	60.25
Katherine Kinney	11
Donna Thompson	34.50
Annie LeFevre/Marge, Clearbrook	14.75

In-House Printing:	3,050
Duplicator	2,540
Phaser	510

Youth Services

December 2010

Submitted by: Lucia Khipple, Director Youth Services

Youth Services had a break from regular programming for much of December, but ran special activities for Winter Break. We sent out 23 book Bags.

Programs in the Library		Programs Outside the Library		Total Programs Current Month
Drop in Craft	175	School Visits	160	
We Can Build It! Lego's @ the Library	16	Preschool Visits	110	
Movie "Despicable Me"	65			
TOTALS	256		270	526

Meetings:

Laura Garcia attended the Bilingual Parents Association (also known as B-PAC) for District 15 at Kimball Hill School. Along with Darlene Eiffes, she also attended a parents meeting at Winston Campus promoting library services.