

Departmental Reports September 2011

Exhibits

Art Gallery

Robert Cobb - Oil and Acrylic Paintings

Main Floor Display Cases

2 cases: Northern Illinois Chapter of the Crochet Guild of America: *Crochet is...*

Book Displays

Readers Services Displays

Books

Escape to Exotic Adventure
Musical Fiction
Teen Novels for Readers of All Ages

Music

Pop Princesses
Musicals

Movies

Afraid of the Water?

Teen

Faeries Take Flight

Reference Services Display

Outdoor Cooking!

Reference Services - Mini Display

People Skills
Women's Friendship Month

Youth Services – Child Book Display

Back to School Books

Building Services

September 2011

Submitted by: Sabri Kecici, Director Building Services

- We picked up trash on the grounds and kept the lawn trimmed.
- The branches of many of the bigger and smaller trees were trimmed.
- The bushes were trimmed.
- We watered the Mary Hart Garden, plants around the Library, and the new sod.
- We assisted Northwest Town repairing the air return fan - unit #1.
- We worked on parking lot fixtures.
- We painted all walk lights.
- FSS inspected our Security Systems (fire and burglar alarms). We reset all the security codes. FSS will provide us with quotes on a new panel and key pads for the burglar alarm.
- JSI Ltd. Asphalt paved two areas on the west parking lot and repaired and asphalt paved the storm drain on the east parking lot.
- Continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

September 2011

Submitted by: Lucia Khipple, Director Information Technology

- Updated databases on reference page of website
- Loaded all programs/info from the Fall Newsletter onto the Webpage
- Rebuilt Reference Desk PC
- Updated Printer Statistics
- Purchased and Updated Printer Ink/toner Inventory
- Recorded Bandwidth for Month
- Updated Board photos and profiles on webpage
- Built new print release for Y.S.
- Scanned and posted the updated version of employee handbook to the staff Intranet page
- Upgraded the Y.S. AWE (Educational PC) to Version 8
- Replaced broken scanner parts on the Xerox printer at the Reference Desk
- Calibrated all the Xerox scanners in the building
- Replaced headphones on all PCs in Y.S.
- Updated all Y.S. PCs
- Updated all Desk PCs
- Upgraded 4 patron PCs
- Repaired 1 Staff PC in Adult Services
- Contacted Google to make the library a location on Google maps
- Updating of Webpages
- Rebuilt 9 HP laptops for the Wireless Classroom
- Cleaned all Wireless Classroom laptops

- Software research
- New Administration Copier Research
- Defragmented the Servers
- Prep work for new Server Installation
- Purchased New Router
- Met with office/toner supply company for 2012 IT needs
- 64 Patron Issues assisted with
- 122 Staff Issues assisted with

Readers Services

September 2011

Submitted by: Mary Constance Back, Director Readers Services

Book Discussions

Books and Bagels

September 1, 2011

The Secret History by Donna Tartt

Led by Meghan Carney

Morning Book Break

September 13, 2011

The Blood of Flowers by Anita Amirrezvani

Led by Meghan Carney

Just Desserts Evening Book Discussion

September 27, 2011

The Catcher in the Rye by J.D. Salinger

Led by Robin Schroeder

- Weeding of the fiction collection continued.
- Book Lover's Day planning began.

Reference Services

September 2011

Submitted By: Jennifer Collette, Director Reference Services

Reference staff has been busy with our usual tasks of selection, weeding, and shelving. Overdrive and Amazon also launched Kindle availability in My Media Mall this month. We will be fielding questions about that, I am sure!

Special Services

September 2011

Submitted by: Sharon Montague, Director Special Services

With the new website off the ground, we have been inundated with requests for "news rotators" to help publicize library programs and services. It has been challenging, but we are happy to do

our part to keep the website fresh and up-to-date. We also continue to work on fall program posters and fliers and planning the winter program slate.

Program Statistics:	231
Arts Alive Concert: <i>Piano Classics</i>	98
Monthly Movie – <i>The Conspirator</i>	
Tuesday Movie Matinee	13
Friday Night at the Movies	11
Whole Foods Market: Harvest Season	65 est.
Enchanted Door County	25 est.
Write It Now	19

Volunteer Hours:	47.5
Katherine Kinney	11.0
Annie LeFevre	1.0
Donna Thompson	35.5

In-House Printing:	8,060
Duplicator	7,427
Phaser	633

Youth Services

September 2011

Submitted by: Lucia Khipple, Director Youth Services

We are back to typical fall programming, school visits and a new program in celebration of Hispanic Heritage month. All programs are seeing higher than usual participation. Laura Garcia represented the library at the “Family Services Day” hosted by Harper College and Firman Community Services at the East Park Apartments. Darlene Eiffes represented the library at the Willow Bend School for a Parent’s Literacy Practices meeting.

We delivered 23 book bags.

Meetings:

- Kathy Fredrickson attended the Baker and Taylor Publisher’s Preview at the Northbrook Public Library. She also attended the LACONII YSS Harvest of Resources Program at the Harold Washington Library.
- Laura Garcia and Julie Farris attended Lincoln Story League at Elk Grove Village Library.
- Laura Garcia also attended the Bilingual Parents Advisory Committee meeting at the Winston Campus.
- Kathy & I also attended the Baker and Taylor tour.