

Departmental Reports
November 2012

Exhibits

Art Gallery: Collide-a-Scope Photography by Sue Thomson

Main Floor Display Cases

1 case: Friends of Rolling Meadows Library

1 case: Rolling Meadows Park District: Renegade Hockey

Book Displays

Readers Services Displays

Adult Fiction

Dark Dreams Urban Fantasy

Some Things to be Thankful For

Music

New CDs

Classic Country

Feast for the Senses

Movies

New DVDs

Spies and Secret Agents

Ancient History

Teen Fiction

Brand New Fiction for Teens

Hungry for a New Series

Reference Services Display

Meet the Ancient Americans

Reference Services - Mini Displays

Veteran's Day

Best Business Books

Youth Services – Child Book Display

Chess Club

Building Services

November 2012

Submitted by: Sabri Kecici, Director Building Services

We kept the lawn trimmed and picked up trash on the grounds.

The gutters and storm drains were cleaned.

Leaves in front of the Library and around the building were raked.

Air Filter Engineers changed all HVAC filters on the lower level and 2nd floor equipment room.

The backup sump pump leaking battery was replaced.

Three new power outlets in the Youth Services work room were added.

The speed bumps on the front driveway were removed.

Fire & Security Systems, Inc. installed a new burglar alarm radio and an external antenna, replacing the AT&T phone line used for the burglar alarm signal.

We continued standard daily building maintenance and spot cleaning of carpets.

Information Technology

November 2012

Submitted by: Lucia Khipple, Director Information Technology

- Replaced PCs in Administration, Adult Services, Welcome Desk, Technical Services and Youth Services
- Deep cleaning of PCs in lab, walkups, Youth Services & Circulation
- Replaced monitors in Adult Services, Administration, Reference and Youth Services
- Upgraded to new version of Millennium
- Replaced back-up battery for renewal/notice PCs
- Replaced scanners in Special Services, walkups , & lab
- Updated walkup PCs
- Replaced broken walkup PCs
- Program set-up
- Recycled 22 pieces of broken/outdated IT equipment
- Updated Lab PCs
- Updated Youth Services PCs
- Updated Circulation PCs
- Updated website for new newsletter
- Repaired Youth Services PC
- Updated Youth Services Awe computer
- Updated & defragmented main library server
- Updated Webpage
- Purchased new software for Special Services
- Assisted with 148 patrons and 164 Staff issues

Readers Services

November 2012

Submitted by: Mary Constance Back, Director Readers Services

Book Discussions

Books and Bagels

November 1, 2012

Claiming Ground by Laura Bell

Led by Carrie DeMoss

Morning Book Break

November 13, 2012

Netherland by Joseph O'Neill

Led by Carrie DeMoss

Just Desserts

November 27, 2012

The Girls from Ames by Jeffrey Zaslow

Led by Robin Schroeder

- The audio cassette collection weeding project was completed
- The paperback collection was weeded
- The Teen collection was weeded
- Multiple copies of DVDs were weeded and given to the Friends for the Bookshop

Special Services

November 2012

Submitted by: Sharon Montague, Director Special Services

We started the month with preparations for the Friends Fall Book Sale and their special event for Teachers; and ended it by decking the halls for the holidays. The newsletter was sent to print. Winter program posters and fliers are in progress.

Program Statistics:

	147
The P.T. Barnum Experience	13
Arts Alive Concert: <i>Chicago Cossacks</i>	84
Movie: <i>Chimpanzee</i>	
Tuesday Matinee	25
Friday Night at the Movies	15
Jon Yates Asks: What's Your Problem	10 estimate

Special Services cont'd

Volunteer Hours:	46.75	In-House Printing	5,307
Doris Botes	10	Riso Duplicator	5,054
Katherine Kinney	6.25	Xerox Color Cube	253
Annie LeFevre	1.5		
Donna Thompson	29.0		

Reference Services

November 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. Nana Herron also lead the Four Seasons Book Club discussion

Youth Services

November 2012

Submitted by: Lucia Khipple, Director Youth Services

We are busy planning winter programs emphasizing math and science in addition to our regular programs. We are now ready for two weeks of class visits from the Early Childhood classes of Conyers Learning Academy. We are very occupied with our end of the budget year purchasing.

We delivered 20 teacher bags.

Meetings:

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