

Departmental Reports February 2012

Exhibits

Art Gallery: Dan Olvera, Photography

Main Floor Display Cases

1 case: Dr. Seuss Celebration!

1 case: February is the Time to Celebrate Love and Romance

Book Displays

Readers Services Displays

Adult Fiction

Coming Soon ... From the Written Page to the Silver Screen
Love and Laughter
Read Like a President

Teen Fiction

Brand New Fiction for January & February
Make Mine A ... Romance

Music

Grammy Award Winners
New Music
That's Amore'

Movies

The CIA at the Movies
New Movies

Reference Services Display

Winter

Reference Services - Mini Displays

Best Religion and Spiritual Living Books of 2011
National African American History Month

Youth Services – Child Book Display

Come Join Us for Dr. Seuss Birthday Party!

Building Services

February 2012

Submitted by: Sabri Kecici, Director Building Services

- The front of the Library and walks were kept clean of snow and ice
- We ran Ethernet Network cables for the wireless equipment
- Kone Inc. inspected and repaired the elevator and dumbwaiter
- We contacted and received proposals for the installation of 27 new electrical outlets at Reference and Readers Advisory areas from Daily Electric Company, A to Z Electric, and Northwest Town
- We Accepted Northwest Town's proposal for the sum of \$3,250.00
- Flooring Management Group, Inc. provided quarterly cleaning of carpets and walk-up mats
- The City of Rolling Meadows Community Development Department inspected the completed work in Youth Services
- We continued standard daily building maintenance and spot cleaning of carpets

Information Technology

February 2012

Submitted by: Lucia Khipple, Director Information Technology

Converted old Server to new Operating System

Installed new version of Print Release Software

Ran Ethernet cabling for WiFi

Replaced broken printer in Special Services

Updated all Walk-Up PCs

Updated all Lab PCs

Installed 3 new PCs in Adult Services

Cleaned Adult Services printer to resolve jamming problem

Uploaded new newsletter info to webpage

Updated phone system/voicemail due to Staff changes

Replaced Directors laptop with newer laptop

Sent 2 phones out for repair

Troubleshooting of city payroll access for Administration PCs

Sent unusable old Xerox ink in for credit

Installed new Sonicwall

Installed 5 WiFi access points

Installed 2 AT&T microcell boosters in Readers Services and Administration areas

Researched & purchased extended warranty for Reference Desk printer

Troubleshooting of RISO printer connections with server

Currently testing out options to make Reference databases more mobile-user friendly

Assisted 117 Patrons

Assisted 199 Staff with issues

Readers Services

February 2012

Submitted by: Mary Constance Back, Director Readers Services

Book Discussions

Books and Bagels

February 2, 2012

Crossing California by Adam Langer

Led by Meghan Carney

Morning Book Break

February 14, 2012

Sons and Lovers by D. H. Lawrence

Led by Meghan Carney

Just Desserts

No discussion in February

- We continued to update and revise our bookmark collection
- Weeding of the CD collection continued
- Weeding of the Large Type collection was completed
- Weeding of the Paperback collection began

Special Services

February 2012

Submitted by: Sharon Montague, Director Special Services

We've been preparing for the Youth Services' Dr. Seuss Celebration and the Friends' Spring Book Sale, both coming up in March. Posters and fliers for our spring programming are in progress.

Program Statistics:	178
Whole Foods Market: Sweet Treats	45
Arts Alive Concert:	
<i>Le Jazz et La Java - Romantic Ticket to Paris</i>	84
Washington D.C.	21
Movie: <i>Midnight in Paris</i>	
Tuesday Matinee	17
Friday Night at the Movies	2
Write it Now	9 (estimate)

Volunteer Hours:	42.75	In-House Printing	11,115
Katherine Kinney	8.25	Duplicator	10,618
Annie LeFevre	1.50	Phaser	497
Donna Thompson	33		

Reference Services

February 2012

Submitted By: Jennifer Collette, Director Reference Services

This month has been business as usual for the reference department.

Some upcoming events that will be reported next month are the addition of wireless access here at the library and the Winter meeting of the nonfiction book group.

Youth Services

February 2012

Submitted by: Lucia Khipple, Director Youth Services

Youth Services has a new structure. Darlene Eiffes has accepted the title of Youth Services Education Services Coordinator and Dan Mauller has accepted the title of Youth Services Program Coordinator. We think it will meet our goals of serving our patrons well and look forward to working together.

Staff is now scrambling to get ready for our annual Seuss celebration. Regular programming continues. We delivered 15 book bags.

Meetings:

- Julie Farris and Laura Garcia hosted the Lincoln Story League here at Rolling Meadows Library.
- Dan Mauller attended the Butler Children's Literature Center conference, "The Truth about Choice," at Dominican University.