

Departmental Reports December 2011

Exhibits

Art Gallery:

Wood Relief and Printmaking by Dean Caminiti

Main Floor Display Cases

2 cases: Friends of the Library Old Fashioned Winter Village

Book Displays

Readers Services Displays

Adult Fiction

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

Holidays got you down (Funny Fiction)

Year's Best Crime Novels

Music

Holiday Favorites

Tis the Season for your Favorite Music

Movies

Holiday Films

Festive Films

Holiday Classics

Teen Fiction

Baby, It's Cold Outside

Brand New Fiction for November and December

Reference Services Displays

Best Books of 2011, Science and Technology

Best Books of 2011, Biography and Memoir

Reference Services - Mini Display

A Little Holiday Cheer

Youth Services – Child Book Display

Cuddle-up Cozy

Building Services

December 2011

Submitted by: Sabri Kecici, Director Building Services

- We kept the front of the Library and walks cleaned of snow and ice
- We cleaned the storm drains and raked the leaves in front of the Library and around the building
- Public Works delivered one more truckload of mulch to the Library
- Areas on the north side of the Library were mulched
- Assisted Northwest Town repairing Metropolitan sump pumps in the mechanical room
- Thompson Elevator Inspection Service, Inc. inspected the elevator and dumbwaiter
- Fire & Security Systems, Inc. installed a new burglar alarm control panel, two new keypads and added a new motion detector for Technical Services
- The new burglar alarm control panel will support up to 96 user ID's (Codes)
- Continued standard daily building maintenance and spot cleaning of carpets

Information Technology

December 2011

Submitted by Lucia Khipple, Director Information Technology

- Replaced Dead Hard Drive in Graphics
- Rebuilt Graphics PC
- Repaired Graphics Printer
- Contacted/assisted with AT&T phone line issues 3 times
- Reprogrammed A.S. hand scanner
- Restored Reference files via Back-up software
- Purchased New PCs & Monitors
- Repaired Children's Learning PC
- Purchased new laptop for Administration
- Replaced malfunctioning fax machine in Administration
- Prepared servers for holiday closings
- Website maintenance
- 120 patron assists
- 85 staff assists

Reference Services

December 2011

Submitted By: Jennifer Collette, Director Reference Services

Being one of the quieter months for us, the Reference Staff has been busy with our usual tasks of selection, weeding, and shelving.

Readers Services

Submitted by: Mary Constance Back, Director Readers Services
December 2011

Book Discussions

Books and Bagels

December 1, 2011
Homer & Langley
by E. L. Doctorow
Led by Meghan Carney

Morning Book Break

December 13, 2011
The Uncommon Reader
by Alan Bennett
Led by Meghan Carney

Just Desserts Evening Book Discussion

No discussion in December

- It's the end of the year and much of the month was spent purchasing materials. Focus was placed on continuing to build an e-book collection.
- Tax forms have begun arriving.

Special Services

December 2011
Submitted by: Sharon Montague, Director Special Services

We had a disappointing turnout for the Holiday Sing-Along. The December concert is usually one of our most popular programs, but balmy weather and a competing holiday concert at the high school kept our numbers lower than usual.

Program Statistics:	160
Whole Foods: Make-Ahead Appetizers	35
Arts Alive Concert: <i>Holiday Sing-Along</i>	65
Monthly Movie – <i>Harry Potter and the Deathly Hallows 2</i>	
Tuesday Movie Matinee	15
Friday Night at the Movies	11
Holiday Centerpiece	22
Write It Now	12

Volunteer Hours:	47.5	In-House Printing:	3,088
Katherine Kinney	9.75	Duplicator	2,788
Annie LeFevre	.25	Phaser	300
Donna Thompson	37.5		

Youth Services

December 2011

Submitted by: Lucia Khipple, Director Youth Services

It has been a typical December including Youth Services business as usual. Special Services provided us with our holiday decorations with flair, as always. Programs have wound down and end of the year spending has been the focus.

We delivered 15 book bags.

Meetings: Julie Farris and Laura Garcia attended Lincoln Story League at the Bloomingdale Public Library.