

**Departmental Reports**  
**December 2012**

**Exhibits**

**Art Gallery:** Collide-a-Scope photography by Sue Thomson

**Main Floor Display Cases**

**2 cases:** Friends Winter Village display

**Book Displays**

**Readers Services Displays**

**Adult Fiction**

Season's Readings/ Deck the Halls

Try a New Author

Remembering Pearl Harbor

**Teen Fiction**

The Genre Melting Pot: Blending the Rules

Brand New Fiction for Teens: November and December

**Movies**

New DVDs

Holiday Favorites

Holiday Classics

**Music**

New CDs

Holiday Music

'Tis the Season for Your Favorite Music

**Reference Services Display**

Meet The Ancient Americans

**Reference Services - Mini Displays**

I Resolve To . . .

New Gadget? Want A Book?

**Youth Services – Child Book Display**

Chess Club

## **Building Services**

December 2012

Submitted by: Sabri Kecici, Director Building Services

The front of the Library and walks were kept clean of snow and ice

Four Purell touch-free hand sanitizers were installed

All air supply vents were cleaned

The snow blowers were prepared for winter

We replaced many lights inside and outside the building

Program One, Inc., cleaned all outside windows

Fire & Security Systems, Inc. inspected the Fire & Burglar Alarm Systems

Kone Inc., provided inspection on the elevator and dumbwaiter

Cleaning and electrical supplies were ordered and received

We continued standard daily building maintenance and spot cleaning of carpets

## **Information Technology**

December 2012

Submitted by: Lucia Khipple, Director Information Technology

- Ran new wire for updated postal system
- Ran new wire for additional WiFi access point above circulation
- Installed touch screen for patron Print Release System in Reference area
- Replaced dead PC in Lab
- Installing new scanners for patron use in lab/walkups
- Updated PCs in Special Services/Adult Services
- Assisted with 52 staff issues
- Assisted 45 patrons

## **Readers Services**

December 2012

Submitted by: Mary Constance Back, Director Readers Services

## **Book Discussions**

### **Books and Bagels**

December 6, 2012

*The Second Coming of Mavala Shikongo* by Peter Orner

Led by Carrie DeMoss

### **Morning Book Break**

December 11, 2012

*Small Island* by Andrea Levy

Led by Carrie DeMoss

- The fiction weeding project began. In addition, weeding multiple copies of fiction continued.
- Weeding of the music CD collection began.

**Reference Services**

December 2012

Submitted by: Jennifer Collette, Director Reference Services

The Reference Department was busy with end of year spending and our regular tasks of covering the reference desk, shelving, and weeding.

**Special Services**

December 2012

Submitted by: Sharon Montague, Director Special Services

We continue to be busy with print requests and posters and fliers for upcoming programs.

<b>Program Statistics:</b>	<b>171</b>
Forest Preserves: How Can We Protect Them?	18
Arts Alive Concert: <i>Four Bettys Holiday Tribute</i>	89
Managing Your Money During the Holidays	0
Movie: <i>The Odd Life of Timothy Green</i>	
Tuesday Matinee	15
Friday Night at the Movies	20 estimate
Holiday Centerpieces	29

<b>Volunteer Hours:</b>	<b>53.0</b>	<b>In-House Printing</b>	<b>3,074</b>
Doris Botes	8	Riso Duplicator	2,649
Katherine Kinney	9.5	Xerox Color Qube	425
Annie LeFevre	.5		
Donna Thompson	35.0		

**Youth Services**

December 2012

Submitted by: Lucia Khipple, Director Youth Services

End of the year spending occupied much of the month. We are ready for the Winter Reading Club and the New Year. We delivered 6 teacher bags.

Meetings:

Laura Garcia attended the Lincoln Story League meeting at the Bloomingdale District Public Library.