



Director's Report

December 7, 2016

Personnel:

Renewal rates for the Blue Cross Blue Shield PPO and HMO plans offered to full-time employees, were reviewed with our broker this week. Options for structuring employee contribution levels will be reviewed by the Policy & Personnel Committee prior to the Board meeting and a summary distributed to all Board members.

2017 health insurance rates will be reviewed by the Policy & Personnel Committee.

Property Tax Distributions – Levy Year 2015-2016:

We received a distribution of \$10,565.49 for fall taxes collected from Cook County.

	Projected	Actual	Difference	% Collected
Fall 2015 Collection	\$ 724,370.00	\$ 658,619.22	\$ 65,750.78	90.92%

Financial:

The Annual Statement of Receipts and Disbursements for FY2015-2016 will be published on December 9th.

Illinois Per Capita Grant FY2017:

The FY2017 grant application is due January 15, 2017. A requirement of this year's application is Board review of Chapter 6, "Access" of *Serving Our Public 3.0 Standards for Illinois Public Libraries* (attached), which will take place at the December 13 Board meeting.

Resolution to Comply with the Government Travel Expense Control Act:

The State of Illinois (P.A. 99-804) requires that all local governments adopt a local policy on expense reimbursement. The law places two new obligations on covered units of local government: (1) to adopt by ordinance or resolution a local policy on expense reimbursements (section 10) and (2) to approve by roll call vote of the corporate authorities any expenses that exceed the maximum allowable reimbursement established by the local policy (section 15). The new law also prohibits any unit of local government from reimbursing entertainment expenses. (section 25). This Resolution and an updated

reimbursement process to be adopted immediately, meet these requirements.

2017 Consolidated Elections:

Three trustee positions are up for election at the April 4, 2017 Consolidated Election. Petitions will be accepted at the Library between December 12 and 19, during business hours. Several staff members are designated to accept petitions. I will be attending a refresher workshop for Local Elections Officials on December 8.

Renovation Project:

Remaining punch list items include removal of plastic above the ceiling tile (CCL); programming of lights for holiday hours (Linear) and minor carpet repairs and resolution of bubbling in flooring in Children's Activity Center (Vortex). Final payments are being retained until these issues are resolved.

Buildings & Grounds:

- The building alarm system has been updated and is now activated.
- CCL assisted with additional leveling of the drop box; intermittent problems with opening doors have occurred. The pitch of the cement where the Drop Box is located makes it difficult to get the Box leveled and squared. There is no support inside the box to help with the heavy door for that unit. When door opened fully the box tends to pull towards the direction of the door. CPL is going to submit a proposal for corrective measures which might include a frame to stabilize the box.

Technology:

- A new computer was installed for Patron Services. The second computer will be installed as soon a part for the receipt printer is located. The Children's desk computer was also replaced.
- Server LemontLemont1 suffered a Hard Drive failure. A new hard drive was ordered and installed. No service was lost as we have fail override active on the server; with 3 hard drives active should one fail the other hard drives will continue.

Adult Services:

- Unfortunately we are still waiting for final approval to begin Passport Application Acceptance service. Our application was sent on to Washington, D.C. for final review several weeks ago and the Chicago Passport Office has no additional information available. We have developed our workflow and procedures and are ready to begin accepting passport applications as soon as we receive the "green light."
- Program highlights in November include a Thanksgiving cooking program and Pearl Harbor program that were extremely well attended.
- The ongoing book sale has been a success thus far, giving us good replacements for our collection, and allowing us to make some money for programming supplies.
- The winter 2017 newsletter is now in design with a planned mailing date of December 27th. This will highlight events in January and February.

Technical Services:

Laura Zynda has worked exceptionally hard this month on book repairs, fixing 75 broken spines/hinges and a variety of other repair and maintenance activities. She has also trained Elizabeth Brulc on some basic repair methods to serve as Laura's backup and to assist if needed in the future.

Teen Services:

- Take n' Bake, Spa Day, Website Design, Giving Tree Decorating, and a meeting of the Teen Action Group, were among the teen programs in November, attended by a total of 44 teens.
- Students from the Lemont High School National Honor Society gathered to decorate ornaments for the Giving Tree and the teens received one hour of community service for participating in this event.
- There are a few teen programs coming up in December:
 - DIY Snow Globe craft on December 12th
 - TAG Meeting on December 15th
 - Exam Cram on December 19th, 20th, and 21st

Children's Services:

- The regular monthly events were given high praise by parents and kids alike. Shake, Shimmy, and Sing, a new musical storytime in which Ms. Dawn led the children in foot stomping, marching, singing, and rocking out to various musical artists for children was like a Thanksgiving feast. Think Tank Thursday featured leftover Halloween candy and what scientific hypotheses could be proven. Book Barkers continues to go strong with 16 kids reading to their favorite dogs. Legos Anyone? continues to fill up—kids love to build!
- Dads and Donuts was filled with thanks-full stories. Dads and kids also played some wild turkey games and songs. The teams loved finding feathers all over the kids department and racing back to fill up their turkey first.
- Spotlight Storytime was a festival of Thanksgiving. Both classes heard some excellent stories of madcap turkey adventures and also played Turkey Bingo.
- The Thankful Tea Party was a time to hear some stories, talk about what we are thankful for, and enjoy some tea party treats. Dawn and Karen made a tree of thankfulness in which anyone could write what they were thankful for on individual leaves.
- Gobble Up A Turkey Hunt had older kids looking for turkeys all over the kids' library. The grand gobble of them all, a large wooden turkey, was found quite quickly with the little turkeys being more of a challenge. They also made their own "plump and perky" turkeys as described in a great book by the same name.
- We had a very successful movie showing with 41 kids coming to see "Finding Dory"!
- Story programs resumed on Monday, November 28. The baby and toddlers as well as the Action Academy have proved most popular with full registrations. The first week went well as the themes of "Getting Ready for the Holidays," "Reindeer", "Santa Clauses", and "Christmas Fun" received a warm reception.
- December promises to be full of holiday fun with a 50th birthday shout out to the Grinch and a fun holiday program called Gingerbread Giggles. Santa will return for children to share their wish lists with him on Saturday, December 17.

Staff Development:

- Sandra Pointon, Megan Greenback, Janice Kurasz, Paul Dobersztyn and Pam Zukoski met to review passport acceptance procedures and develop our workflow.
- Christina Theobald hosted a PinTech Manual Subcommittee meeting on November 1st, to discuss and work on the PinTech Policy & Procedures manual; we are transitioning the manual to an online guide/website.
- Christina Theobald, Carol McFarland, Paul Dobersztyn, Pam Zukoski, Megan Greenback and Elizabeth Brulc attended a Simply Reports training given by ILS Manager Ron Chesko on November 3rd.
- Christina Theobald and Elizabeth Brulc attended the PinTech meeting hosted at the Joliet Public Library, Black Road Branch on November 9th. The group approved the work being done to transfer the PinTech manual to an online resource; further subcommittee meetings will be held to finish the transition and discuss future content to be added to the website.
- Megan Greenback attended the Barnes and Noble Maker's Faire in Chicago on November 5th.
- Paul Dobersztyn attended an AtoZ Databases Webinar.
- Paul Dobersztyn attended a New Graphic Novel webinar.
- Pam Zukoski attended the Great Read Meeting in Romeoville on Nov. 3rd and the Southwest Suburban Programmer's Meeting in Lockport on Nov. 9th.
- Paul Dobersztyn attended a PIN Digital meeting on November 18th at White Oak, Romeoville..

Outreach:

- Kathie Baker provided monthly outreach services to Franciscan Village; 15 patrons checked out a total of 81 items; 2 new library cards were issued.
- Sandra Pointon attended the Lemont Administrators' Lunch hosted by the Lemont Park District on December 2nd.
- Book Buddies has been going strong with buddies meeting every day to practice their reading. The high school students have also been doing an amazing job volunteering with various events.

Community:

- Vytenis Kirvelaitis, Catherine Sanders, Tom Culcasi were guests at the Village of Lemont Holiday Party on December 2nd.
- The Library will host the Heartland Bloodmobile on Thursday, December 29th from 3:00 to 6:00 p.m. Each donor will receive a \$10 Target gift card during this time of critical need for blood donations.
- The Library is serving as a drop-off location for Toys for Tots as well as providing a Giving Tree to collect books for Lemont residents in need (in partnership with Hope & Friendship Foundation).

Respectfully submitted,

Sandra D. Pointon