



Director's Report
December 8, 2017

Personnel:

- Regina Schaefer has resigned her position as a part-time Patron Services Clerk for a new full-time opportunity. The position has been posted on the website and in the library.

Property Tax Distributions – Levy Year 2016-2017:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2016 Collection	\$ 690,000	\$ 730,606.72	\$ 40,606.72	105.89%

Fall tax collections have exceeded our projection; however refunds for 2009-2016 collections total \$22,457.10 to date.

Tax Levy Ordinance 2017/2018-02:

The Tax Levies have been filed with both Cook and DuPage Counties for tax year 2017.

Statement of Receipts & Disbursements for FY2016-2017:

The attached Statement was completed and published on December 8th. It will be filed with the respective county clerks after receipt of publication.

Sexual Harassment Ordinance & Policy:

Illinois recently enacted Public Act 100-0554 that prohibits sexual harassment, requires sexual harassment training, and requires government entities to adopt, by way of ordinance or resolution, a sexual harassment policy that meets the minimum requirements enumerated in the State Officials and Employees Ethics Act.

Under Section 5-65 of the State Officials and Employee Ethics Act (5 ILCS 430/5-65), all government officers, members, and employees must annually complete, and submit proof of completion to the applicable ethics officer, an in-person sexual harassment training program. No later than December 16, 2017, each government entity must submit a report to the appropriate Ethics Commission a report detailing plans for compliance with this new law in 2018. Additionally, no later than August 1, 2018, and by each August 1 thereafter, each government entity must submit to the appropriate Ethics Commission

(i) an annual report detailing the training programs completed during the previous year, (ii) the names of individuals that failed to complete training, and (iii) the plan for compliance for the coming year.

Under Section 70-5 of the State Officials and Employee Ethics Act (5 ILCS 430/70-5), each government entity must adopt a sexual harassment policy including, at a minimum, the following:

1. A prohibition on sexual harassment;
2. Details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or Department of Human Rights;
3. A prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act; and
4. The consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

To comply with the requirement that all government entities must adopt a policy in compliance with these regulations by January 15, 2018, I have included a policy and ordinance for Board review and adoption.

Health Insurance Renewal Options for 2018:

The Policy and Personnel Committee met on November 20th to review health insurance renewal options and recommendations for cost sharing for 2018. Blue Cross Blue Shield imposed a December 1st deadline for selection of plan options for 2018. After review, the Committee opted for a choice of three plans: HMO, PPO and a new hybrid PPO Choice plan which was slightly less expensive than the HMO plan. In light of the 11 percent overall premium increase, the Committee will recommend a revised cost sharing of 90 percent of the lowest cost plan paid by the employer and the remainder by the employee (via payroll deduction) for either the HMO or PPO Choice Plan. If an employee opts for the most expensive PPO plan, they will be responsible for the difference in cost between that plan and the lowest cost plan, and 10 percent of the overall cost.

This cost sharing option will ensure that we remain within the current budget for personnel insurance of \$52,000 for FY2017-2018. A summary of costs is attached for Board review. Detailed information on the three plan options has been distributed to all participating full-time employees; they will receive actual costs for each plan after the Board meeting.

FY2018 Illinois Per Capita Grant:

The annual grant report is due by January 15, 2018 (we have not received any per capita funding for FY2017 to date).

Trustee requirements are as follows:

- Review chapters 1 through 5 of Trustee Facts File, 4th edition (pdf to be provided).
- Complete an online education opportunity focusing on safety in the Library (links to webinars will be provided).
- Familiarize themselves with services provided by the Illinois State Library Literacy program.
- All links will be provided to Trustees in an email and a review will be conducted at the January 9, 2018 Board meeting.

Security & Safety:

- We conducted a Fire Drill on Thursday, November 16th, with the assistance of the Lemont Fire District. Patrons and staff were safely evacuated from the building in three minutes.
- Six staff members completed a CPR and First Aid course at the Lemont Fire District on November 29th; additional staff will be trained in February, 2018.
- Our annual fire inspection was conducted by Phil Morel of the Lemont FD on November 20th; no issues were found.
- An additional camera has been added to the Learning Center.

Buildings & Grounds:

- The two dead trees on the SW corner of our property line were removed by Lopez Landscaping who provided the lowest quote at \$800.00.

Technology:

- We are working with the new Chromebooks we recently purchased to determine the efficacy of printing and utilizing the computer reservations system on these devices prior to making them available for public use in the Children's and Teen areas. The Chromebook Committee is also investigating apps that will be useful for students to use.

Adult Services:

- The Winter 2018 newsletter is in production, with an anticipated mailing date of December 27th. A wide variety of interesting programs has been scheduled for all ages, including the annual Great Read program in February which focuses on the accomplishments and legacy of Martin Luther King, Jr.
- A special in-house calendar and program schedule was created by Pam Zukoski for December programming. Several holiday events are featured, including Winter Wonderland and Wine Painting class, a Buche de Noel cooking demonstration and a Booklovers Party.
- New collections of eMagazines and eAudio-books are available now to patrons through the RB Digital app. Patrons now have access to nearly 60 popular magazines opposed to the 28 we previously subscribed to, at a greatly reduced price. The eAudio-book core collection was added to RB Digital, to help meet growing demand for digital audio products, providing our patrons with access to over 5,000 additional audiobooks.
- The adult department hosted two very popular Make'n'Take mini fruit pie programs, one in October, one in November. Megan and Pam put in a lot of work to make these programs successful. Other adult programming included: Tai Chi, Ageless Grace, Smartphone Basics: iPhone, WWII POW Camps in Chicago program, Windows 10, lunching at the library: Utility Bill Clinic, and the Friday film.

Teen Services:

Preparations for the January debut of Launch into STEM, provided by a CITGO grant, continue:

- We have received several applications for Launch into STEM, and we will continue promotions to encourage students to apply until December 15th.
- Laura Marcasciano from American Water has agreed to co-lead the energy sustainability program featuring hydropower in March.

- Paul and Megan attended the STEM Fair at Lockport High School on November 8th, and were able to promote Launch into STEM and demonstrate some of our new technology as well.
- The Launch into STEM Educator Open House was on November 15th, and a representative from CITGO, Jennifer Stocks, came to take pictures of our technology for CITGO's community newsletter. She offered to further encourage CITGO employees to co-lead Launch into STEM programs as community service.
- Planning for the Launch into STEM programming continues including completing zSpace training, reviewing applications to select students to participate in the program, and collaborating with science professionals to finish program plans.

Programs:

- We had the following teen programs in November: Teen Action Group, Teen NaNoWriMo Meetups, Take n' Bake, and Giving Tree Decorations. 32 teens attended programs in November.
- The following programs will occur during December: DIY Spa Workshop on December 11th and Exam Cram on December 19th, 20th, and 21st
- Displays about National Novel Writing Month and the Best YA Fiction of 2017 occupied the Teen Featured Reading portion of the Teen Space.

Children's Services:

- The launch for this year's Book Buddies was held on Monday, Nov. 6. The high school National English Honor Society students came to the launch and met with their younger buddies for the first time. There are 31 buddies signed up. They have begun to meet and it's just great to see them practicing their reading.
- Our local Veterans were honored on Saturday, November 11. It was quite a wonderful program with Old Quarry and River Valley's musical director Jenna Treanor bringing parts of the choir and band to give a musical tribute. Following the drum and color guard, Boy and Girl Scouts led in the Pledge. The Old Quarry ensemble played a rousing rendition of the "Armed Forces March". The musical was very patriotic. Our veteran guests, Veterans, representing conflicts from World War II to the present, were given cards made by the kids and gift cards donated by the Lemont-Homer Glen Rotary Club.
- The kids made over 30 cards for the Veterans thanking them for their service on Wednesday, Nov. 8. They were very touching and included some very nice art work.
- Our Thanksgiving programs were a lot of fun. The first was our "Gobble Up A Turkey Hunt" on Monday, November 20. Ms. Mary made a Thanksgiving double sided puzzle and hid the different pieces with sixteen turkeys. The turkeys were very cute bowling pins designed by Marchand Hernandez. Once they had the puzzle put together, kids had the final clue to figure out where to find the grand turkey hidden in the children's department. They had a great time. For the younger children, Ms. Mary and Marchand had "Gobbles and Games." The ninety minutes were filled with games including a Thanksgiving word puzzle sheet created by Marchand, Headbandz, Spoons, and others. The kids also celebrated with cherry and pumpkin pie. The creation station had Thanksgiving activity and coloring sheets. Next to the table, was the Thankful Tree that Karen Breszach made—children could put leaves on the tree after coloring and writing what they were thankful for.
- Storytimes resumed the week before Thanksgiving with a salute to turkeys! That week also included turkey songs, the Thankful turkey, Turkey Bowling, and other activities. Following the Thanksgiving break, the holidays will be celebrated with all sorts of fun stories surrounding

Santas, reindeer and elves. Action Academy began with a session featuring kindness based on the book "Wonder". Posters and a "Wonder" t-shirt was sent by the movie company in conjunction with the "Wonder" movie premiere.

- American Water will be coming in January to present a program on water conservation. The kids' department is also excited to be planning a winter reading program with a Winter Olympics theme, "Read for the Gold."

Technical Services:

- Teen collection codes, Teen statistical codes and the New Teen shelf location have been renamed in Polaris. Codes that were named Teen have been changed to Young Adult.
- Vanessa Liptack has been working on analyzing the data for Collection HQ.

Patron Services:

- Kathie Baker is serving as chair of the Holiday Christmas committee and did a wonderfully creative job of decorating the library for the season with committee members Vanessa, Marchand and Megan.
- Patron services assembled 225 welcome bags for the Jr. Woman's Club to distribute throughout 2018.

Staff Development:

- Kathie Baker attended the bi-monthly PINCIRC meeting and a Special PINCIRC meeting to revamp the Pinnacle circulation policy and procedure manual.
- Vanessa Liptack and Elizabeth Brulc attended the PinTech meeting, hosted at the Plainfield Public Library.
- Vanessa Liptack and Elizabeth Brulc attended one live ALCTS webinar on 3-D and non-traditional cataloging. The webinar was hosted at Fountaindale Public Library and other Pinnacle catalogers were also in attendance.
- Vanessa Liptack, Karen Breszach, Pam Zukoski, Paul Dobersztyn, Jenny Zima and Kathie Baker attended CPR training at the Lemont Fire Department.
- Vanessa Liptack met with Bill Schwarting from Recorded Books to review the library's account.
- Marchand Hernandez went to the LACONI Youth Services program on Friday, November 10 at the Museum of Science and Industry. Scientist presenters immersed the librarians in hands-on activities that gave excellent ideas for the continuation of STEM programming.
- Paul Dobersztyn attended Teaching STEM with Littlebits Webinar on 11/15.
- Megan Greenback, Paul Dobersztyn, Fernando Alfonso, Marchand Hernandez and Sandra Pointon visited Lemont High School to discuss their Chromebook implementation on November 1st.
- Paul Dobersztyn met with staff at Ela Area Library to discuss STEM on 11/2.
- Paul Dobersztyn met with staff at Barrington Library to discuss STEM on 11/2.
- Pam Zukoski attended SWAP (Southwest Area Programmers) meeting at Joliet Public Library Black Road on 11/30.
- Carol McFarland participated in an online course entitled: Cultural Competency and Diversity in Collection Development on 11/2, 11/9, and 11/16.

Community Engagement:

- Teens decorated ornaments to place on the annual Giving Tree in the Teen Space. Giving Tree book recommendations were created for each age group, and the tree has been promoted on the website and Teen Facebook page. Books will be donated to Hope & Friendship for distribution to those in need in our community. Donations will be accepted through December 16th.
- Cub Scout Pack 149 brought the annual outdoor tree to decorate the library lawn on Saturday, Dec. 2. Children were invited to help create edible ornaments for the birds, caroling, holiday stories, and hot chocolate.
- Sandra Pointon attended the Multi-Chamber lunch event at Bolingbrook Golf Club on December 5th where Governor Rauner was the featured speaker.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 15 patrons checked out 65 items in total. 2 new outreach library cards were issued.

Respectfully submitted,

Sandra D. Pointon