



Director's Report

February 9, 2017

Personnel:

- Fernando Alfonso resigned his position as IT Manager to take a full time position with the Lemont Fire Protection District. A part-time position has been posted, and applications are under review, but no applicants have been interviewed to date.
- A new Illinois state law, the Employee Sick Leave Act (PA 99-0841) went into effect on January 1, 2017, requiring employers who offer personal sick leave benefit to allow employees to use up to half of their annual sick leave accrual for absences due to the illness, injury or medical appointment of specified relatives.

Property Tax Distributions – Levy Year 2015-2016:

| | <u>Projected</u> | <u>Actual</u> | <u>Difference</u> | <u>% Collected</u> |
|----------------------|------------------|---------------|-------------------|--------------------|
| Fall 2015 Collection | \$ 724,370.00 | \$ 668,389.33 | \$ 55,980.67 | 92.27% |

Spring tax bills were mailed to Lemont residents in late January, with a March 1st due date. As a result we anticipate receiving spring tax collections in the near future.

Updates to Circulation Policy – First Reading:

The updates include:

- A recommendation to amend the maximum fine charged per item. Currently, our fine maximum is set at 50% of the item value, which must be adjusted manually as our library software cannot calculate this amount. Setting the maximum at \$7.00 per item is a reasonable limit as most items in our collection are valued over \$14.00. If a patron loses or damages an item, they are then responsible for the item cost. Fine limits at other Pinnacle libraries range from \$5.00 to \$15.00 per item.
- Setting the threshold for submission of patron charges to \$25.00 (was previously \$35.00).
- Compliance with the requirements of the 2017 Illinois Per Capita Grant – including an update to the Confidentiality of Records section and compliance with the Emergency Release of Information Pursuant to PA 95-0040.

Renovation Project:

Outstanding AV technology issues have been resolved and a request for payment of the remainder of the AV contract will be presented at this month's Board meeting.

Anniversary Celebration:

Plans are underway for a fundraiser to celebrate the one year anniversary of the library renovation, on either Friday May 2nd or 9th (depending on Trustee availability). The event would commence with a reception and plaque ceremony to recognize donors, followed by a murder mystery play. Refreshments will also be provided.

Buildings & Grounds:

- Another of the actuators in the original VAV boxes, in the Children's Services Office, required replacement.
- ICT installed a new actuator for the air handler.
- Premier Mechanical performed a maintenance check on the HVAC system
- Service from Meurer Plumbing was required to adjust water volume in public restroom sinks.
- Fitzgerald Electrical replaced a parking lot light.

Technology:

- Fernando installed the new computer for Patron services Front Desk.
- Updates and printing configurations were installed on all the training laptops.
- Security camera in the teen lounge was repaired.

Adult Services:

- Our first Adult After Hours event, a Game Night, was an unqualified success, with 41 adults attending. Everyone appreciated the opportunity to socialize, play a variety of games and enjoyed refreshments. We plan to offer additional After Hours Events in the future.
- Program attendance has been very strong in January with more than 300 people enjoying a variety of topics, including Hamilton's Women, Decluttering Your Closets, the History of the I&M Canal, as well as ongoing book discussion series, technology classes and more.
- The entire department took part in decorating and preparing for the Great Read which is a Pinnacle wide event. The Great Read is celebrating the 20th anniversary of Harry Potter. There are many Harry Potter themed programs for all ages, as well as a Reading Challenge and an Art contest. The Library is cosponsoring a Harry Potter Trivia Night with the Lemont Rotary Club on Thursday, February 23rd, at Gelsosomo's Pizzeria, costumes are optional.
- The program schedule for March through May is complete; the newsletter should be mailed out in early March. We will be presenting many interesting programs, including several events for Women's History Month in March, focusing on women in science and Great Decisions, an 8 week foreign policy discussion series beginning in March.
- Passport application processing continues to be a popular service. We have processed more than 130 applications to date (including 12 last Saturday alone).

Teen Services:

- Altogether, 26 teens attended programs in January, Perler Bead Craft, LEGO Mindstorm, Behind the Curtain of the Financial Aid Process, and TAG.

- 20 teens used the PS4 in the month of January. A Harry Potter LEGO game has been added to the PS4 collection for use in the Teen Lounge.
- The Teen Space was decorated for the Great Read in February, and several new copies of the Harry Potter series were added to the collection. The teens in TAG made Harry Potter book banner decorations and potions for the Great Read.
- Spring programs for the months of March-May have been planned and added to the calendar and newsletter.
- The Great Read commenced on February 2nd; a Harry Potter book display and Harry Potter themed teen programming will occur this month.

Technical Services:

The Children's Department will be collaborating with the Technical Services Department on the processing and cataloging of 24 science kits, funded by the Science Grant. These kits will be set to circulate sometime in March.

Children's Services:

- Dads and Donuts was filled with stories about Snow people and their wintry capers. The large group had a great time playing Roll a Snowman, making giant snowmen, and eating donuts. Our other monthly programs were great fun with Think Thank Thursday taking a look at the anatomy of a snowflake, Book Barkers had five beautiful dogs for the kids to read to, and everybody loves building with Legos.
- The kids had tons of fun painting a snowy woods based on Robert Frost's famous poem "Stopping by Woods on a Snowy Evening" on Monday, January 16. Artist Carolyn Zolecki included the poem for the back side of their masterpieces. She will return in March to paint beauty on kites.
- A Winter Wonderland was the Story Spotlight in the break between Story sessions. Dawn Strand did a great job telling stories of animals who hibernate in the winter, games and other activities.
- Shake Shimmy and Sing became a weekly program in our brand new session of Polar Pleasing Fun. Because of its popularity, the six week class has filled with a waiting list. The half hour of music is filled with children's music and percussion instruments.
- Polar Pleasing Fun was off to a great start on January 23rd. All classes are well attended. A third babytime was added; so for the first time, there are three full classes of baby time! The Snowman Serenade for grade school kids had a good sized group and are enjoying a Beverly Cleary classic.
- Read To Succeed was kicked off on January 23rd. The Chicago Wolves is the sponsor of this free Winter Reading program. They have donated great prizes such as hats and bags and game tickets to use as weekly prizes.
- Coming in February: We will have time for making Valentines for the seniors at the local nursing homes. We will also be part of the Great Read with some great Harry Potter programs for kids. Katie Boyle will be coming and making Harry Potter treats with the kids. Harry Potter World on February 17 will feature various stations of Potter fun such as making wands and Hedwig, trivia, a hunt for mythical creatures and more. Fifth graders will have a chance to get together to discuss *Harry Potter and the Sorcerer's Stone*, enjoy cake and watch the movie together. We are also excited to offer a session of Baby Yoga at the end of the month.

Staff Development:

- Carol McFarland and Vytenis Kirvelaitis completed Illinois BASSET training.
- Pam Zukoski attended a Great Read Meeting at Joliet Public Library: Black Road on 1/26.
- Paul Dobersztyn attended a Mergent Database presentation for PIN DATA at White Oak: Crest Hill Library on 1/24.
- On January 11, 2017, Christina Theobald attended a PinTech meeting at Fountaindale Public Library
- Christina Theobald viewed a recorded webinar entitled Assessment Strategies for Cataloging Managers.
- Rebecca Deihl viewed a recorded webinar introducing the Polaris ILS, PAC, and Circulation modules (approximately 1.5 hours) and a recorded webinar on book repair entitled Book Repair Basics for Libraries, hosted by ALCTS.

Outreach:

- Dawn Strand and Mary Inman met with Pam Carter from the Park District to discuss collaborating on summer programming. The popular program Stories on the Hill is one of such programs and will be held for the 4th year at Virginia Reed Park.
- Lemont Loves the Arts invited the Library to be part of their contest—the library will judge the literature portion of the annual arts contest. Sandi, Megan, and Mary received 22 entries based on the theme of “Bring Your Book to Life”. An Open House will showcase both the art and literature winners at St. Cyril and St. Methodius School on February 16.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent, 11 patrons—43 items.
- The Lemont Area Chamber of Commerce will be managing a new Lemont Artisan Market this summer, in lieu of the Farmers Market downtown. The weekly event will be held at the Lemont Township Community Center, on Tuesday evenings from 4-7 pm. The Library plans to participate on a biweekly basis and will offer story time, new library card registration, materials for checkout and more.

Communications:

The Lemont State of the Village luncheon will be held at Crystal Grand Banquets on Thursday, March 2nd; tickets have been secured for all Trustees.

Respectfully submitted,

Sandra D. Pointon