



Director's Report

January 6, 2016

Personnel:

- Laura Zynda resigned from the position of Technical Services Clerk at the end of 2016. Laura worked for the Lemont Library for over ten years in three different departments; we all wish her the best and hope she enjoys her retirement.
- Rebecca Deihl was hired as a part time Technical Services Clerk. Her primary duties include the receiving, processing, and repair of library materials.
- Brianna Ellis has joined the Children's Department as a part time Library Assistant. She brings a wealth of experience working with children as she formerly an elementary school media specialist. She will be a great addition with her knowledge of STEAM activities and Core Curriculum.

Property Tax Distributions – Levy Year 2015-2016:

We received additional fall 2016 tax distributions of \$8,995.12 in December, 2016.

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2015 Collection	\$ 724,370.00	\$667,574.34	\$56,795.66	92.16%

Financial:

- The Annual Statement of Receipts and Disbursements for FY2015-2016 was filed with Cook & DuPage Counties.

2017 Consolidated Elections:

Three individuals filed for Library Trustee positions for the April 4, 2017 Consolidated Election. The Certificate of Ballot has been filed with Cook and DuPage Counties; candidates to appear on the ballot in the following order, determined by filing date and subsequent lottery:

- 1) Christine M. Hogan
- 2) Patricia Camalliere
- 3) Michaeline "Mickey" Skibinski

Renovation Project:

CCL removed the forgotten plastic in the ductwork, which resolved the recurrent noise. Outstanding issues are 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 new drop boxes are operating well in winter conditions. The added capacity of the boxes was able to accommodate a two day holiday closing.
- The heating systems are continuing to struggle in extreme cold temperatures and some adjustments to the controls, thermostats and boiler cycles are required. Dave D'Amico with ICT was on site and will be submitting a work plan.

Technology:

- Fernando completed an inventory of computer systems and parts. Extra inventory stored in the basement was sorted and put aside for sale, reuse or recycling. The inventory list was updated to reflect the systems no longer used.
- The issues with the TV sound and Blu-ray player in the Children's Activity Center appear to be resolved. We are continuing to monitor the TV monitor in the Event Space to ascertain whether the problem of the system not shutting down reoccurs.

Adult Services:

- We received final approval to begin accepting Passport Applications in mid-December and began offering the service shortly thereafter. To date, we have processed more than 35 passport applications. Our Facility was just added to the State Dept. website listing of Passport Acceptance Facilities last week, so we anticipate an increase in applications as a result. Carol McFarland completed her training and is now certified as a Passport Agent, bringing our staff total to seven agents.
- The winter 2017 newsletter was mailed in late December; we have been receiving many signups for upcoming events.

Teen Services:

- We had three teen programs this past month: Let It Snow! Snow Globe Craft, a meeting of the Teen Action Group, and Exam Cram to encourage students to use the library as a study and stress relief space. Altogether, 24 teens attended programs in December.
- We collected close to 100 books through the Giving Tree program. The books were donated to the Hope and Friendship Foundation in Lemont on December 20th (see photo).
- 16 teens used the PS4 in the month of December.

Upcoming January News:

- There are several teen programs coming up in January: Perler Bead Craft on January 11th; LEGO Mindstorm on January 19th; Behind the Curtain of the Financial Aid Process on January 23rd and The Teen Action Group (TAG) on January 26th.

Children's Services:

Our programs in December had holiday pizzazz and flair! These include:

- Dads and Donuts was filled with Santa stories. The kids and their dads played Candy Cane ring toss, looked for candy canes around the children's department, ate special Christmas donuts, and made a special Christmas wreath to take home.
- A Grinchy Christmas: A fun time was had by all as we kicked off the holiday season with a viewing of "How the Grinch Stole Christmas". The kids created their very own edible Who-ville houses with graham crackers, frosting, and candy!
- Karen Breszach created Gingerbread Giggles, a program held on December 16. She made up clues for the kids to figure out where the Gingerbread Man could have run off to hide. They solved the case after hearing the story. From the clues scattered around the kids' area, they arrived back at the CAC to find a giant Gingerbread Man cookie which just as the fox did, they enjoyed!
- The kids had tons of fun painting their Christmas poinsettias at the Paint Party Christmas on December 3rd. Artist Carolyn Zolecki has been doing an outstanding job sharing her artistic flair. January will introduce Robert Frost's famous poem "Stopping by Woods on A Snowy Evening" and kids will paint their own snowy woods.
- Santa's visit to the library was filled with lots of Santa laughter and elfish grins. Nick and Caitlyn Ostrander did a great job entertaining the small group that attended. Quite authentic, Nick will be joining the army this summer and we will miss his Santa self! His sister Caitlyn did a great job being his helper.
- The holiday session of storytimes and Action Academy finished with great stories about reindeer, elves, and Santa Claus. The jingle bells were rung and we are looking forward to starting again the week of January 23rd.
- Think Tank Thursday: Holiday Science: Our 4th and 5th graders participated in multiple science experiments with a holiday bent. They learned about static electricity with balloons and then turned them into Christmas ornaments. They also put their engineering skills to the test to see who could make the tallest structure out of gum drops and toothpicks. Finally, Dawn made exploding ornaments using glitter, food coloring, baking soda, and vinegar with the kids.
- Shake Shimmy and Sing!: Our monthly (and soon to be weekly) music program continued its popularity as we sang and danced to holiday and non-holiday songs alike. Musical instruments used this month include jingle bells and shaker eggs. We ended our high energy half hour with a restful and slightly quieter story!

Staff Development:

- Christina Theobald hosted a PinTech Manual Subcommittee meeting. The group is almost finished creating the online Pinnacle Technical Services Guide, and have distributed assignments for the remaining content that will be completed in early January.
- Paul Dobersztyn attended a Limitless Library Webinar on 12/21.
- Megan Greenback attended a Baker & Taylor Maker-space Webinar on 12/8.
- Carol McFarland attended a Community Reads Webinar on 12/5.
- Megan Greenback, Pam Zukoski, Paul Dobersztyn and Sandi Pointon participated in a passport acceptance training session on 12/12.
- Pam Zukoski attended a Great Read Meeting at White Oak Crest Hill on 12/6.
- Carol McFarland has completed Passport Agent Training on 12/28.
- Paul Dobersztyn, Megan Greenback and Sandi Pointon completed Illinois BASSET training.

Outreach:

- Kathie Baker provided monthly outreach services to Franciscan Village; 16 patrons checked out a total of 48 items.
- We had a very successful partnership with Oakwood School this month at their Holiday Early Childhood night on December 6th. Dawn Strand presented to over 60 preschool children and their families who came to enjoy holiday stories, songs, and a holiday craft. This hour long program was very lively and thoroughly enjoyed by all!
- We were happy to host a local Girl Scout troop's special event in the Children's Activity Center. The Girl Scouts set up literacy and craft stations and invited children to take part in their fun! Activities designed to encourage them to enjoy reading.

Community:

- The Library hosted a very successful Blood Drive with the Heartland Bloodmobile on Thursday, December 29th. A total of 21 donations were received.
- The Giving Tree project to collect books for local families was very successful, resulting in the donation of a hundred gift-wrapped books that were delivered to the Township Office for distribution.
- Upcoming community partnerships include hosting a Pneumonia Clinic with Osco Pharmacy on Monday, January 9th, an iCash Illinois representative, and a University of Illinois health research study recruitment.

Respectfully submitted,

Sandra D. Pointon