



Director's Report
November 7, 2017

Personnel:

- Vanessa Liptack began work as the new Technical Services Manager on November 6th.

Property Tax Distributions – Levy Year 2016-2017:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2016 Collection	\$ 690,000	\$ 727,112.65	\$ 37,112.65	105.38%

- Fall tax collections have exceeded our projection; however refunds for 2009-2016 collections total \$21,465.36 to date.
- I met with Karen Francere, Banking Center Manger and Kristen Roush, Senior VP of Business Banking for MB Financial for a review of our accounts. MB is transferring our PUD LOC to a business checking account, resulting in an increase in interest rate from .15% to .75%. They are also implementing an enhanced online bill pay system that will consolidate our accounts and provide greater funds security.

Tax Levy Ordinance 2017/2018-02:

The "Truth in Taxation" hearing will be held on Tuesday, November 14th at 6:45 p.m., prior to the regular Board meeting. The attached Ordinance indicates the tax levies for each fund for tax year 2017, which are higher than tax year 2016, reflecting increased operating costs and decreased tax revenues.

Audit:

The Annual Financial Report for FY2016-2-17 has been submitted. Michael Del Valle and Sean Hickey with Lauterbach & Amen will be reviewing the Audit with the Board at the November 14 meeting and sharing their recommendations.

Security:

- The new signal box and emergency control have been received; Fernando will be installing them in the Children's desk shortly.
- We are planning a Fire Drill during library hours later this month with the assistance of the Lemont FD. We have scheduled CPR training for staff on November 29th

Buildings & Grounds:

- Fox Valley Fire & Safety conducted the annual fire extinguisher testing on October 26th.
- Premier Mechanical completed the fall maintenance on the HVAC system on November 2nd.
- The irrigation sprinklers have been shut down for the winter and water shut off inside the building.
- Ken's Landscaping removed the dying tree on the NW corner of the building and replaced it with a red maple tree.
- There are two dead trees on the SW corner of our property line that need to be removed; I am obtaining proposals for this work.

Technology:

Chromebook Initiative:

Staff members from Adult & Teen Services and Children's Services departments and I visited Lemont High School on November 1st to learn more about their one-to-one Chromebook implementation. We met with Technology and Learning Resource Center personnel who shared their experiences implementing the devices school-wide. Middle school students in District 113A will also be receiving Chromebooks in January, 2018.

- Given the prevalence of this technology in our community, it is important that library staff are familiar with Google apps and Chromebook features, in order to provide assistance to students. We also plan to develop library programming using Chromebooks as part of our ongoing STEM focus.
- Fernando reviewed the various options and ordered three Acer Chromebooks that we can utilize for staff training and program development.

Adult Services:

- Our first staff-run Book Sale on Saturday, October 6th was a great success. We raised over \$1,100 for library programming costs from the sale of used books, computers and miscellaneous furniture. Thanks to Trustee Skibinski and Joyce Koon for managing the sale table and staff members Jenny, Michael, Matt, John and Alex for their assistance with set up and take down.
- Library Aware has replaced constant contact for our main email newsletter resource. All contacts have been migrated from the old system by Pam. Going forward, all email communication, flyer creation, and website promotion will be done through Library Aware.
- We hosted two very popular Make'n'Take mini fruit pie programs; Megan and Pam put in a lot of work to make these programs successful. Other adult programming included: Tai Chi, Fall Breakfast Favorites, Microsoft Excel, Ageless Grace, Medicare 101, Smartphone Basics: Android, Computer Basics, and Organize your Genealogy Research.
- Megan created displays and flyers for Horror and NaNoWriMo books to promote the collection and programming.
- We are currently planning events for January through March, that will be featured in the Winter newsletter scheduled to be mailed the third week of December.
- A separate calendar/flyer has been created for December events.

Teen Services:

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

- We have established an excellent source of collaboration in Daniela Fountain, the Assistant Superintendent of SD 113, and she has agreed to promote Launch into STEM through weekly emails sent out to middle school parents in addition to promoting the programs at parent teacher conferences.
- Materials for Launch into STEM continue to arrive, as we have recently received LEGO Mindstorm, littleBits, and Windpower kits. More equipment and storage furniture is expected to arrive in mid-November.
- We have opted to hold the class sessions and open lab times in the Learning Center rather than the Teen Lounge. The space is larger and more flexible and this will eliminate the need to re-purpose the Teen Lounge which is being used quite heavily by Lemont teens. Window decals have been ordered for the Learning Center to identify its use during scheduled STEM activities.
- Megan and Paul are preparing for the STEM educator open house that will take place at the Library on Wednesday, November 15th at 6:00 p.m. Invitations were to principals and science teachers at Old Quarry, St. Al's/St. Pat's, and Everest Academy, as well as local STEM educators and Scout leaders in the Lemont community. At the Open House, we will demonstrate our new technology, hand out applications and lesson plans, and we hope to engage educators who are looking to recommend students or volunteer their time to co-lead programs
- Megan has been working on the curriculum for the class. The application has been put online to start accepting applications from prospective students.

Programs:

- We held the following teen programs in September: Teen Action Group, Chopped: Halloween Challenge, Halloween Escape Room, and Interactive Movie Night, attended by a total of 44 teens. Upcoming events include Teen NaNoWriMo Meet-ups on November 15th, and 29' Take n' Bake on November 13th and the Giving Tree Decorating on November 25th
- Planning for Winter 2018 teen programs is underway.

Technical Services:

TS staff Elizabeth, Adam and Dolsa did a great job keeping the department running smoothly in the absence of a TS Manager. Matt Hammermeister was an immense help in cataloging materials.

Children's Services:

Programs:

- Dads and Donuts was spooktacular with a Halloween and jack 'o lantern theme. Dads and kids heard stories of Halloween hi-jinx with Dads helping to tell a Pete the Cat story. They played Pumpkin Bowling as well as enjoying donuts and juice together. The kids and dads made Halloween characters created from recycled gallon water jugs. Their art was on display in the kids' department until Halloween.
- Full STEAM Ahead on October 16 was a lot of fun and well attended. Brianna Ellis did a great job creating STEAM stations that the kids loved including a slime making station, an experiment with candy pumpkins, engineering, and others. T-Rexplorers came with their bones and fossils including a t-rex femur for the kids to take a look at. Some of our summer volunteers came to help the stations run smoothly.
- Art teacher Carolyn Zolecki helped the kids paint their pumpkins to create some awesome looking trolls with added bright pink hair on October 26.

- The weather was very cold but clear for Trick or Treating on Halloween. The two hours had a constant flow of people of all ages. There was an excellent variety of costumes from butterflies to dragons to ninjas. Entire families came in character as well. We had a full slate of awesome volunteers including Friends of the Library, high school volunteers, and staff who dressed up as book characters. Giving out treats were: Snow White, Waldo, Mother Goose, Pete's Dragon, Scarecrow and Glinda from the Wizard of Oz, Pete the Cat, Fancy Nancy, a troll, Huckleberry Finn, Tinkerbell, a Dalmatian, Catherine from Catherine Called Birdy, Star-Lord, Hermione from Harry Potter, and Thing 1. We had an enthusiastic and large crowd throughout the two hours as they trick or treated from each book character. The Friends' basket was won by Colin Lopez.
- Storytimes in October were well attended and the stories were full of fall and Halloween themed stories. Babytimes and Toddlerimes continue to grow.
- The holiday session of storytimes will begin Monday, Nov. 13. November will also feature a Veterans' Day celebration on Nov. 11 and a turkey hunt.

Staff Development:

- Megan Greenback, Janice Kurasz, Paul Dobersztyn and Pam Zukoski completed re-certification training for Passport Agents in October.
- Paul Dobersztyn attended: Being a Catalyst to your small business community on 10/16.
- Paul Dobersztyn attended RAILS Website Evaluation Pt. 1 on 10/17.
- Paul Dobersztyn attended RAILS Website Evaluation Pt. 2 on 10/24.
- Paul Dobersztyn attended Bringing Coding to the Library Makerspace on 10/26.
- Pam Zukoski and Carol McFarland attended Library Aware e-newsletter training webinar on 10/19.
- Carol McFarland attended Sleeper Hits in the Fall webinar on 10/10.
- Carol McFarland attended new audiobooks webinar on 10/10.
- Kathie Baker attended the bi-monthly Pinnacle Circulation Committee meeting.

Community Engagement:

- The tenth annual Veterans Drive is continuing through November 13th. We have received a large number of donated items for the veterans at Hines VA Hospital and Midwest Shelter for Homeless Veterans.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. Our Lady of Victory Infirmary was added to the outreach schedule at their request. 33 patrons checked out 63 items in total. 3 new outreach library cards were issued.
- Paul Dobersztyn and Kathie Baker represented the Library at the Senior Health Fair at the Lemont Park District Core to promote library services on 10/13 (3 hours)
- The launch for this year's Book Buddies will be held on Monday, Nov. 6. The high school National English Honor Society has chosen the theme "Leap into Literacy with Frogs and Lily Pads." 24 little buddies have signed up.
- Megan and Paul attended the STEM Fest at Lockport High School, sponsored by CITGO Petroleum, on November 8th. It was a good opportunity to make contacts with science educators and professionals and raise awareness about our upcoming STEM programming.

Respectfully submitted,

Sandra D. Pointon