



*Director's Report*  
January 6, 2018

**Personnel:**

- Lynn Sipek has been hired as a new part-time Patron Services Clerk.
- Jenny Zima resigned her position as a part-time Patron Services and ILL Clerk to accept a full-time position in another industry. Her position has been filled by Therese Thompson.

**Property Tax Distributions – Levy Year 2016-2017:**

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2016 Collection	\$ 690,000	\$ 733,251.21	\$ 43251.21	106.27%

Fall tax collections have exceeded our projection; however refunds for 2009-2016 collections total \$26,990.56 through end of year 2017.

The Finance Committee will meet on Tuesday, January 9<sup>th</sup>, prior to the Board meeting for an initial review of Fund Balance and Capital Asset Policies.

**FY2018 Illinois Per Capita Grant:**

The annual grant report is due by January 12, 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, 4<sup>th</sup> edition.
- Complete an online education opportunity focusing on safety in the Library.
- Familiarize themselves with services provided by the Illinois State Library Literacy program.
- All links have been provided to Trustees via email and a review will be conducted at the January, 2018 Board meeting.

**Security & Safety:**

- Fernando is programming the new Signal Box slated to be installed at the Children's Desk. Firewall issues have been resolved and he is waiting for contact with the Police Dept. to test the signal and finalize the installation.

### **Buildings & Grounds:**

- Snow removal services have been prompt and responsive this winter for both lot clearing/salting and sidewalk maintenance. I have contacted Sebert Landscaping to express my appreciation for their performance.
- The extremely cold temperatures in the past week required adjustments to the boilers' water temperatures and the computer control settings. We have switched to round-the-clock occupied mode during the cold weather and adjustments have resulted in comfortable temperatures in the building.

### **Technology:**

- Lemont High School loaned us one of their Chromebooks to aid Fernando in diagnosing connectivity issues that were reported with some of the students' Chromebooks. He was able to resolve the issues and WIFI access is now fully functional. Students from high school to 2<sup>nd</sup> grade at Lemont public schools have individual Chromebooks and many have been using them at the library.
- Fernando will be contacting our computer reservation software provider TBS to implement their software on several chromebooks that we plan to make available for teens and children for in-library use. It is important that access is filtered and only available to registered users. Printing will be available if needed via the WebPrint software.
- Server and staff computer updates were performed. All staff were required to change their PC login passwords for security purposes.

### **Adult Services:**

- The Winter 2018 newsletter was mailed in late December. Sign up has been brisk for the variety of events offered January through March, 2018.
- Our first adult after-hours event of 2018 will take place on Friday, January 19 with an Escape Room program and pizza!
- Our holiday-themed programming in December proved quite popular. The adult department hosted: A Yule Log cooking program, Tai Chi, Winter wonderland painting program, Lunching at the library, Friday film, and Holiday Book Lover's party.
- Book Buzz and Books on Tap hosted end of the year parties. Book Buzz was held at the library, and had over 20 participants. Pam has created a display highlighting the patron's favorite books of 2017. Books on Tap held a party at Pollyanna Brewing Company with 8 in attendance.

### **Teen Services:**

Preparations for the January debut of Launch into STEM, provided by a CITGO grant are finalized.

- Lockable cabinets have been purchased and installed in the Learning Center for STEM equipment.
- We received 19 applications for Launch into STEM, and accepted 16 applicants into the program. Applicants accepted into Launch into STEM were sent an email inviting them to join the program along with a waiver for the participant and their parent/guardian to sign.
- Launch into STEM programming begins on January 6th with an orientation for program participants! Open Lab hours will begin on Monday, January 29th from 4-8pm, and open lab hours will repeat every other Monday at those hours.
  - Launch into STEM will have its first robotics session using Ozobots on Thursday, January 18<sup>th</sup>.

- We continue to communicate with CITGO about CITGO employees volunteering to co-lead Launch into STEM programs and talk about STEM professions.
- American Water will be providing scientific expertise for the STEM sessions focusing on hydropower and we are actively recruiting other scientists and science educators to assist with other topics.

#### **Programs:**

- We had the following teen programs in December: DIY Spa and Exam Cram.
- The following programs will occur during January:
  - Teen Action Group (1/3); Bullet Journal Basics (1/15) and How to Pay for College Without Going Broke (1/24).

#### **Children's Services:**

##### **Programs:**

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

- Dads and Donuts was filled with Santa stories and holiday activities. The stories were new and included one where Santa had donuts.
- Tree Art Party: At the same time the adults were having their painting party, our art fantastic teacher Carolyn Zolecki led a group of young artists in painting canvases of beautiful holiday trees.
- Karen Breszach presented Gingerbread Giggles. In this encore program, 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 playing Christmas Bingo. Similar to a white elephant party, they got to pick and trade their prizes when they reached Christmas Bingo first.
- The holiday session of storytimes and Action Academy finished with a lot of 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 15th.
- Legos with a Twist was Marchand's idea to like the Lego creations the kids created on Facebook.
- The Winter Reading Club, a salute to the Winter Olympics that begin on February 8th. *Read for the Gold* will begin on January 15<sup>th</sup>. American Water will be doing a program on water and conservation in January and there will also be several Olympic themed programs coming up in January.

#### **Technical Services:**

- The Technical Services department has been working on withdrawing items for the ongoing weeding project.
- The Technical Services department recently acquired a CoverBind 5000 thermal binding machine. The machine repairs books with broken spines. Previously the department was using book repair glue to repair damaged books. The CoverBind 5000 heats up strips of glue that are placed in the spine which will make it quicker and easier to repair books.

#### **Patron Services:**

- Kathie Baker created a Patron Services Responsibility Manual and an Interlibrary Loan instruction Manual for training purposes.
- Kathie Baker conducted training for Lynn Sipek, the new Patron Services Clerk and Interlibrary Loan training for Marilyn Bass who will be taking over Jenny's ILL Clerk duties in January.

- Kathie Baker and the entire Holiday committee (Vanessa, Megan, Janice, Marchand) did a fantastic job decorating (and then taking down) the library's festive holiday decorations as well as planning, setting up and taking down after the Volunteer and Staff Party.

**Staff Development:**

- Sandra Pointon, Paul Dobersztyn and Vanessa Liptack attended an Admin training webinar on Collection HQ.
- Sandra Pointon, Paul Dobersztyn, Vanessa Liptack, Kathie Baker and Carol McFarland attended a basic training webinar on Collection HQ.
- Sandra Pointon, Paul Dobersztyn, Carol McFarland attended a Selection training session for Collection HQ.
- Megan Greenback attended Pinnacle OPAC Meeting on 12/14 at the Plainfield Public Library.
- Pam Zukoski attended Great Read Meeting at Joliet Public Library, Black Road Branch on 12/6.
- Paul Dobersztyn attended zSpace training on 12/11 and 12/13
- Mary Inman completed the Gale course on the Introduction to Wordpress.
- Kathie Baker participated in the bimonthly Pinnacle Circulation Committee meeting.

**Community Engagement:**

- Oakwood School moved their annual Early Childhood Night from the school to the children's activity center here on December 6<sup>th</sup>. Marchand Hernandez presented to over 40 preschool children and their families who came to enjoy holiday stories, songs, and a holiday craft. She did a great job with this hour long and lively program. Both principals and families thoroughly enjoyed the event!
- The Cub Scouts did an outstanding job with their kick off of the holiday season. Their troop brought the annual tree for the library lawn. This year they included holiday stories read to the children who came to the program. The Scouts did a great job reading. They followed that up with an edible ornament making, Christmas carols, and hot chocolate. They were able to get local businesses to donate the tree, and materials for the ornaments and the hot chocolate.
- We held a very successful Blood Drive for Heartland Blood Center on December 28<sup>th</sup>, with a total of 22 units donated, including four staff members (which helped them to exceed their monthly goal.) The next Blood Drive will be scheduled for April or May, 2018.
- The annual Giving Tree book collection drive was once again very successful, with a total of 200 gift wrapped books provided by generous residents.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 18 patrons checked out 48 items in total.

Respectfully submitted,

Sandra D. Pointon