



Director's Report
February 10, 2018

Personnel

- The management team is in the process of planning a staff development session for Thursday, May 24 from 4:30 p.m. to 9:00 p.m. The hope is that more of our part-time employees can benefit from these events if they are held in the evening and it will be less disruptive to patrons if we are closed two half days in 2018 in lieu of a full day event.

Property Tax Distributions – Levy Year 2017-2018:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Spring 2017 Collection	\$ 814,250	\$ 98,538.52	\$ 715,711.48	12.1%

We received some spring tax collections in January due to early payments; refunds for 2009-2016 collections total \$31,383.07 to date this fiscal year.

Accountant

Michael Delvalle with Lauterbach & Amen provided on-site assistance with accounting processes related to payroll entry and recording assets and liabilities. Lauterbach is reviewing the draft Capital Assets and Fund Balance Policies, which will be transmitted to the Board prior to the Board meeting.

Passport Services

We submitted our recertification as a Passport Acceptance Facility in January and Vanessa Liptack completed training as a Passport Agent. In 2017, we processed a total of 609 passports and are anticipating continued demand for this service. We recently learned that the passport execution fee will be increasing to \$35.00 as of April 2, 2018.

Buildings & Grounds:

- We have had several snow occurrences in the last month. Lot plowing has been timely and thorough; sidewalk shoveling and salting has not been occurring quite as quickly. I plan to discuss this with Sebert next week to see if we can improve the timeliness of this service.

Technology:

- New credit card machines with chip and pin and printing capabilities were installed in anticipation of the new ePay credit card payment software launch shortly. The State of Illinois is upgrading the payment portal with a new website and report capabilities. We hope to have this operational, subject to the State's schedule, within the next month.

- Sage 2017 accounting software was updated to 2018. Unfortunately, the hardware requirements have changed with new product which requires a new Windows 2012 R2 server. Fernando is currently researching best pricing options.
- Fernando is also seeking best pricing for the planned replacement of the an Exchange Email server, three laptops for Teen / kids use and a battery back for server room. These items would be funded through the Capital Projects fund.
- Children's computer in back office was reloaded with windows 7 operating system.
- AVG virus protection was updated on all the computers.

Adult Services:

- Our department continues with their Collection HQ collection checks and weeding projects.
- Pam Zukoski prepared the marketing, displays, enewsletters and social media advertising for library events, including the library's participation in the Great Read which celebrates Dr. Martin Luther King, Jr. and his contributions.
- We held a Kindle Fire contest throughout the month of January to promote the RB Digital audiobook and emagazine collections. We held a class to promote the services as well. 28 patrons participated in the contest.
- This month, we are featuring our annual Oscar contest, whereby the patron(s) who guess the most winners will receive movie tickets.
- Our first adult after-hours event of 2018 was very successful, with 57 adults participating in the Escape Room and enjoying pizza and beverages.
- Other programs the adult department hosted: Ageless Grace, Tai Chi, Start the New Year with Meditation, Taxes are Everyone's Business, RB Digital eMagazines & eAudiobooks, Lunching at the Library: Salad in a Jar, Friday Films, IMUG, Get and Stay Organized, and Windows 10 intermediate.
- We are in the process of preparing the spring newsletter, which will include programs and featured events for April and May.

Teen Services:

CITGO STEM Grant

- Launch into STEM kicked off programming in January with an orientation for students accepted in the program. Students participated in demonstrations of the technology, read through the policies of the program, and took home waivers requiring a parent's/guardian's signature.
- Launch into STEM occurred twice more in January with the first Robotics/Coding session and the first Open Lab Session.
- Two CITGO employees will be attending Launch into STEM sessions later this year to discuss STEM education, careers, and to teach students about the session topic.
- We submitted the second quarterly report of activities and expenditures to CITGO in late January and received the remainder of the grant award (\$7,500).
- STEM programming will continue throughout February with:
 - Launch into STEM Robotics Session 2 on 2/01; Launch into STEM Robotics Session 3 on 2/15
 - Launch into STEM Open Labs on 2/12 and 2/26.

Programs:

- The following teen programs took place in January: Teen Action Group, Bullet Journal Basics, How to Pay for College without Going Broke, and three Launch into STEM programs: Orientation, Robotics Session 1, and an Open Lab Session. A total of 45 teens attended programs in January.
- The following programs are scheduled for February: Teen Action Group on 02/07; Cupcake Wars on 02/13 and *Dear Martin* Book Discussion & Author Skype Visit on 02/22.

Children's Services:

Programs:

- Dads and Donuts continues to grow with over 30 dads and kids coming to enjoy great stories, a snowball relay race, making a snowman mobile, and donuts. The dads are getting to know each other and they seem to have as much fun as the children.
- The dogs were back to help kids practice their reading! The kids had a great time picking out their stories to read to the dogs. The dogs always are good listeners.
- Brianna had a great turnout at the winter-themed January Full STEAM Ahead program. The children used baking soda and shaving cream to make snow, which they manipulated and built into snowballs. Families also engineered an edible snowman, learned about blending colors by creating a tie-dye snowflake, practiced symmetry as they built a LEGO snowflake, and had the opportunity to receive staff assistance on downloading and using the Tumblebooks and Overdrive apps.
- Storytime sessions began again on the 15th with great attendance. Stories were about all sorts of winter fun.
- Over 60 children have joined the Winter Reading Club, a salute to the Winter Olympics that begin on Feb. 8. Read For The Gold also began on January 15th. They are coming in with logs filled in—most have already reached Gold Medal status!
- Illinois American Water did an excellent program on water and conservation with the children having several fun activities. The children's department was happy to have them be a sponsor of the activity wall too!
- Wacky Winter Olympic games included curling, making an Olympic torch out of Cheetos and ice cream cones, a fun story featuring the Olympic feats of Tacky the penguin.
- Because of the success of the Legos program, a second one for younger kids with duplos will be held in February.
- The Tinker Shop was a lot of fun with leader Beth Grushkin. She brought recycled items including cardboard pieces and wire which the kids turned in to some great artwork.

Technical Services:

- The department has also been working on the returning of leased books.
- An inventory for items in Storage was completed.

Patron Services:

- Kathie Baker updated the Patron Services Responsibility Manual
- Kathie Baker trained new Patron Services Clerk Therese Thompson and trained Marilyn Bass on Interlibrary Loan procedures.

Staff Development:

- Sandra Pointon, Janice Kurasz and Kathie Baker participated in webinars for the new ePay system.
- Pam Zukoski attended the Great Discussion with Legendary Singer Mavis Staples webinar on 1/9/2018, as part of the Great Read.
- Pam Zukoski attended Community Planning Meeting at Lemont Village Hall on 1/10/2018.
- Paul Dobersztyn hosted the PIN DATA committee meeting at Lemont Public Library on 1/16/2018.
- Paul Dobersztyn attended PIN Chairs meeting at White Oak Library – Crest Hill on 1/30/2018.
- Marchand Hernandez attended a children's networking group at Green Hills Library.

Community Engagement:

- A new staff Volunteer Task Force, with representatives from each library department, met to brainstorm ideas for recruiting volunteers. We are developing a new volunteer concept for adults, identifying tasks that can be completed by volunteers and exploring ways to attract and retain volunteers. We plan to advertise the new volunteer initiative in the spring newsletter and hold a social/informational event for volunteers on Tuesday, May 1st.
- Mary Inman visited Happy Hands preschool on January 26 for their annual Pajama Day.
- The Lemont Junior Woman's Club selected the library's proposal to transform the Children's Patio into an outdoor classroom as one of four finalists in their grant opportunities. Sandi Pointon and Mary Inman presented the grant proposal to the club on Wednesday, February 7. We will learn if we were selected as a grant recipient later this month.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 29 patrons checked out 59 items in total.

Sponsorships & Gifts:

- Illinois American Water presented the Library with a \$1,000 check for their Silver sponsorship. Plaques have been installed on the donor wall and the Children's interactive wall.
- We have received \$650 in gift donations in memory of Fritzi Sciaky, a retired library employee (and mother of employee Dolsa Sciaky) who passed away on December 31, 2017. She has been honored with a Bronze level plaque and memorial books related to Michigan where she spent many happy years at the family vacation home.

Communications

The annual State of the Village address will take place on Wednesday, March 7 at Crystal Grand Banquets.

Respectfully submitted,

Sandra D. Pointon