



Director's Report
December 9, 2018

Personnel

- Mid-year evaluations will be conducted in the coming month. Managers will be evaluating performance and reviewing training needs and progress toward meeting goals.

Property Tax Distributions – Levy Year 2017-2018:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2018 Collection	\$ 784,850	\$ 751,052.43	\$ 33,797.57	95.6%

Refunds for 2006 - 2017 collections total \$64,260.91 to date this fiscal year. In addition, a collection adjustment of (\$42,995) was made by Cook County on July 17.

Financial:

- Annual Tax Levy Ordinance No. 2018-2019/02 was filed with Cook and DuPage Counties.
- The Board has reviewed the proposal and presentation of PMA Financial. A resolution to engage their services will be under consideration at the December 11 meeting.

Consolidated Election Filing

- The filing period for the April 2, 2019 election, at which four trustee positions will be determined, is from Monday, December 10 to Friday, December 14 from 9:00 a.m. to 5:00 p.m. The final day for filing is Monday, December 17 from 9:00 a.m. to 5:00 p.m. A Prefiling Notice was made available on the library website and the notice board in the vestibule.
- Local election officials have been designated by the Board Secretary – Sandra Pointon or, in her absence, Kathleen Baker, Vanessa Liptack, Paul Dobersztyn and Janice Kurasz.
- A lottery will be held to determine ballot position if more than one person files simultaneously on either Monday, December 10 at 9:00 a.m. or Monday, December 17 from 4:00 p.m. to 5:00 p.m. The lottery will take place on Wednesday, December 26 at 10:00 a.m. in the Library Learning Center.

Buildings & Grounds:

- Fernando was able to correct the malfunction in the server room AC unit, avoiding the cost of replacing the unit (more than \$5,000).
- Premier Mechanical replaced the motor in the separate heating unit that serves the vestibule which was damaged during the power outage; I will be filing a claim with ComEd to recoup the repair costs.

- Meurer Plumbing was called out to remove a backup in the plumbing lines serving the public restrooms which they believe was caused by flushing of something other than toilet tissue.
- Winter Storm Bruce caused a delayed opening on Monday, November 26. As the storm occurred prior to the start of our snow removal contract (December 1st), we will be billed for the considerable hours of plowing, salting and sidewalk clearing.
- Linear Electric has replaced drivers in the lights in the Event Space, Learning Center and staff restrooms several times in the past six months. Linear contacted the lighting manufacturer, who has agreed that there was a “quality control” issue with the drivers and will replace all of the drivers in question (parts and labor) at no further cost to the library.

Technology:

- Six replacement computers were purchased from Dell to be installed in the adult public computer area. Fernando is installing vendor software and prepping them for deployment.
- The WIFI access point for Learning Center was repaired.

Adult Services:

- The winter 2019 newsletter was printed and delivered in late November. We were very pleased with the design and printing of the newly expanded and redesigned newsletter and have received positive feedback from patrons.
- Promotional items, including mugs and long-sleeved shirts, were ordered for the kickoff of the Winter Reading Challenge, “Love Your Library” which runs from January 15 to February 28, 2019. Mugs are available for purchase at the Patron Services Desk and we will be taking orders for the shirts in the New Year.
- Programs hosted/presented in November included Simplicity Parenting, No Little Plans: The Roads of Daniel Burnham’s Plan of Chicago, All About Beer, Cut the Cable Cord, and Women’s Army Corp. presentation. Evening Yoga, Friday Films, Ageless Grace, Book Buzz, Books & Brunch and Books on Tap continue to have steady participation.

Teen Services:

Rachel Baldwin hosted the November TAG Meeting, The College Admission Process, From Start to Finish And STEAM Monday, Green Screen Class. Teen volunteers also created ornaments for the Giving Tree.

Children’s Services:

Programs:

- We had a nice turnout for Dads and Donuts on a very frigid Saturday. We focused on Thanksgiving and Thankfulness and made a “Thankful Tree” as our craft.
- We handed out over 20 coupons for a free slice of Portillo’s cake for kids who came in and showed us their glowing report cards.
- Turkey in Disguise: Marchand read several Thanksgiving themed turkey saving stories and a few Thanksgiving poems and then the children got to creatively design a disguise to help hide their turkey to keep them safe from the upcoming Thanksgiving feasts.
- Children’s, Teen, and Adult finalized the planning for the Love Your Library Winter Reading Program. It will be open to patrons of all ages and we hope its simplicity, as well as the prize baskets donated by The Friends of the Library, will make it a very successful program.

Collections:

- Kay cleaned all the Halloween books before they were returned to storage.
- Displays featured a variety of topics to highlight the collection including Thanksgiving, Hanukkah, Christmas, Read About the World (Non-Fiction Picture Books), Di-November (Fiction and Non-Fiction about dinosaurs) and Bears & Hibernation (the theme for our first week of Storytime).
- We now have two Family Rokus available for circulation that will be regularly updated with family friendly movies. These Rokus will be housed with the other Rokus at the Adult Services desk and we plan to promote this item to families, and especially grandparents with visiting grandkids, as a way to have a lot of great movies at their fingertips.

Children's Space:

The three interactive play boards were relocated to the play area in the southwest corner of the children's department. A range of front facing shelving was moved to the area nearest the entrance to the Children's area to highlight some of our more popular picture books collections. Not only did this lessen the noise in the Gathering Space and Adult areas, but it provided a better flow through the department and allows families to stay together when kids want to play on the variety of stations we offer them. We have received a lot of positive feedback from patrons and staff about the move.

Patron Services

- Kathie Baker prepared the calendars for the 2019 book clubs; printed up information and gathered materials for the 2019 welcome packets for the Lemont's Women's Junior Club; submitted information to Rails on-line bin count testing program and worked on the Unique questionnaire for the Pinnacle chat service.

Technical Services:

- Volunteers have been working diligently on the inventory of the movies.
- The efforts of the Technical Services staff in handling the unexpected amount of library materials that have come in all at once, are appreciated.

Staff Development:

- Paul Dobersztyn attended a Virtual Library Conference on 11/7.
- Paul Dobersztyn, Sandra Pointon and Vanessa Liptack met with Donna Boecker of Collection HQ on 11/15.
- Rachel Baldwin attended Polaris: Using Record Sets Training at Joliet Public Library: Black Road on 11/13.
- Vanessa Liptack and Elizabeth Brulc attended a PinTech meeting on 11/14 at the Plainfield Public Library.
- Vanessa Liptack attended the ATLAS Middle Managers meeting on 11/16 at the Plainfield Public Library.
- Karen Breszach attended a 3-5 year olds Storytime for observation at the Woodridge Library on 11/8 and a 3-5 year old Storytime for observation at the Nichols Branch of the Naperville Library on 11/12.
- Marchand Hernandez attended a Baby Sensory Storytime and Family Storytime for observation at the Naper Boulevard branch of the Naperville Public Library on 11/9 and a Wiggles and Giggles Storytime at Homer Glen Library on 11/13.

- Marchand Hernandez attended a Toddler Time Storytime at White Oak: Romeoville Library on 11/19 and a Family Storytime at White Oak: Romeoville Library on 11/21.
- Rachel Cooley attended the CATS Seminar where publishers presented their upcoming releases for 2019 at the Gail Borden Library on 11/15.
- Rachel Cooley and Rachel Baldwin attended LACONI YSS: Stuck in the Middle: Programming for Tweens in your Library at Indian Prairie Library on 11/16.
- Rachel Cooley participated in the webinar Developing Diverse Children's and YA Collections presented by Betsy Bird of the Evanston Public Library on 11/30.
- Rachel Cooley and Pam Zukoski participated in the webinar Winning Grants: Essentials for Writing Effective Proposals presented by Amanda Standerfer of The Lumpkin Family Foundation on 11/30.

Outreach

- Rachel Cooley represented the library at the Community Partners Program planning meeting at Village Hall on 11/8 to discuss the program calendar for all represented organizations through September 2019.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 26 patrons checked out 85 items total and 1 new library card was issued.

Community Engagement:

- Rachel Cooley initiated meetings with many local schools as part of her plan to develop stronger, more extensive relationships and partnering opportunities with local educators.
 - River Valley Elementary: Rachel met with Principal Debby Lynch on 11/2. They had a very positive meeting talking about ways the Library can help to support the school and its students, including bringing back Battle of the Books, working with their special needs teachers to develop special needs programming at the library, bringing STEM programming to the school, visits to promote library reading programs and more. She would also like Rachel to speak at one of her teacher staff meetings on the resources the library can offer them to support their classroom and curriculum.
 - St. Cyril's - Rachel met with Principal Shirley Tkachuk on 11/7. They discussed about the possibility of bringing STEM programming to the schools, visits to promote library reading programs, field trips to the library for K-2 grades, library staff coming to parent nights to educate and issue library cards, and Rachel coming to a staff meeting to talk to the teachers about the resources the library can offer them. She would also like the teacher survey to go to her staff.
 - Old Quarry Middle School – Rachel met with Principal Johnny Billingsley on 11/12. They discussed ways to support the middle school, primarily with programming led by our staff at the school. He really liked the ideas for a Caudill or Book Talk Book Club, to promote library reading programs to their students and bringing STEM programming to the school. Rachel Baldwin has also started forging relationships with the staff at this school so our plan is to work in tandem to present programming and support to their staff and students.
 - Oakwood Elementary – Rachel met with Principal Kelly Zimmerman on 11/14. They talked about ways to increase outreach to her school and we were able to put some dates on the calendar with outreach opportunities, including a visit in January to

promote Winter Reading Program, a presentation on Field Day to talk about Summer Reading Program and book talk award winners and other high interest titles, a table to promote the library for Family Reading Night and more. She especially liked the idea of the possibility of teacher cards and in the interim, teachers being able to request targeted materials from our staff to support teaching units.

- A Teacher Survey was sent to Daniela Fountain at SD113A to share with the teachers in all three buildings and with the Principal at St. Cyril's. More than 30 responses were received in the first week. We are looking forward to hearing from them on the most productive ways we can partner in the future.
- Rachel Baldwin met with Eileen Thomas, the School Media Specialist at Old Quarry Middle School to tour the library and learn more about opportunities for encouraging use of our teen collection and ways to promote our resources to middle school students.
- Rachel Cooley submitted a grant proposal to the Lemont Junior Women's Club for funding for a Family Literacy Initiative. If awarded, the \$10,000 grant would fund literacy based programs including Baby Book Bundles, 1,000 Books before Kindergarten and a STEAM Family Book Club. We should hear if we are invited a finalist by mid to late January.
- Donations for the 11th Annual Veterans Drive were considerable. The Community's generous support was evident in the large number of boxes of donations picked up by the Ladies Auxiliary members (picture attached).
- The Annual Giving Tree program is underway. Patrons are encouraged to select an ornament from the tree in the lobby and return it with a gift-wrapped book for a local resident, adult or child, in need by December 15.
- We will host a Blood Drive on Thursday, December 27 with Heartland Blood Center, with all donors receiving a \$10 Target gift card.
- Our volunteers worked over 76 hours in November assisting with book donation processing, inventory and collection maintenance projects, and adult and children's programs.

Respectfully submitted,

Sandra D. Pointon

11th ANNUAL VETERANS DRIVE TO BENEFIT THE MW SHELTER FOR HOMELESS VETERANS AND THE HINES VA HOSPITAL

