



Director's Report
January 4, 2019

Personnel

- Joan Stoiber was hired as a part-time Librarian in the Children's Services Department, beginning January 3. She brings a wealth of experience as a school librarian and Media Center Director.

Property Tax Distributions – Levy Year 2017-2018:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2018 Collection	\$ 784,850	\$ 751,157.71	\$ 33,692.29	95.7%

Refunds for 2001 - 2017 collections total \$67,844.84 to date this fiscal year. In addition, a collection adjustment of (\$42,995) was made by Cook County on July 17.

Financial:

- The *Fund Balance Report* has been updated, to reflect revenues and expenditures through December 31, 2018. Inter-fund transfers are recommended to meet the guidelines established in the *Fund Balance Policy*, and are so noted in the attached *Report*.
- PMA Financial has set up our investment accounts and we will be able to begin investing funds next week.
- The library has engaged Lauterbach & Amen provide assistance with developing Capital Assets procedures and reporting. Michael Delvalle will be on site in mid-January to work with the Director and Finance Assistant on this process. A Capital Assets Policy draft will be forthcoming.

Illinois Per Capita Grant 2019:

Reference and Readers Advisory Services and Chapter 8 of the Trustee Facts File will be reviewed at the Board meeting, as per grant requirements.

Closing Schedule – 2019:

An amendment to the date for Staff Development Training is requested. The closing will take place on Thursday, May 16 from 4:00 to 9:00 p.m. to avoid closure during High School final exam week.

Buildings & Grounds:

- The staff Holiday Committee did a wonderful job making the library festive for the holiday season. Many thanks to Kathie Baker, Don Betley, Elizabeth Brulc, Janice Kurasz, Karen Breszach, Marchand Hernandez and Rachel Baldwin for their hard work in setting up and taking down the creative décor, which even featured several "book trees."

- Cooley Elevator conducted the quarterly elevator inspection in mid-December.
- Linear Electric will be replacing the drivers in the malfunctioning lights in the Event Space and Learning Center (covered by warranty), later this month.

Technology:

- A representative from Johnson Controls (formerly Tyco) was on site in December to ascertain the camera requirements for the Event Space. Fernando is reaching out to other vendors for quotes.
- The six new adult public computers should be installed soon, once installation of vendor and security software is complete.

Collections & Services:

- December, 2018 statistics showed increases in circulation for most all materials categories. Of particular note is the 18% increase in checkouts for children's books. Rachel Cooley and her staff, with the assistance of Technical Services and shelvers, have done a remarkable job updating the collections to provide better access, browsability and selection. Also encouraging, was the substantial increase in reference transactions at the Children's Services desk as we strive to prioritize reader's advisory and personal assistance to our younger patrons.
- The Winter Reading Challenge, "Love Your Library" starts January 15 and runs until February 28, 2019. Entries from all age groups will earn a chance to win one of four gift baskets provided by Friends of the Library. Staff and VIP Team members will receive "Love Your Library" long-sleeved shirts to promote the Challenge.
- The newsletter will feature a "2018 Year in Review" a snapshot of library usage that illustrates how the community uses the library extensively – from cardholders, library visits, study room usage, materials checked out and more. One particularly interesting statistic is the average cost per attendee for a library program - only \$1.61.
- Live chat assistance is now available through the library website, online catalog and the OverDrive platforms. Chat provides information on library services and collections, online resources, account issues, downloading, and more. The service, funded through the Pinnacle Library Cooperative, is available Monday through Friday 7:00 a.m. to 10:00 p.m., Saturday 8:00 a.m. to 8:00 p.m. and Sunday 11:00 a.m. to 8:00 p.m. Chat responses will be reviewed by library staff for accuracy and completeness.

Adult Services:

- Planning for spring 2019 programs and special events are being finalized to meet the production timeline for the next newsletter, scheduled for delivery in late February. Highlights include Women's History Month in March, Money Smart Week, and National Library Week in April.
- Holiday-themed program was well attended, including the Holiday Canapes and Appetizers program presented by popular chef Susan Maddox, which was generously sponsored by Lemont Bank & Trust, and the Booklovers Holiday Party. Yoga led by Nicole Schneider will continue due to popular demand, moving to Sunday afternoons for the winter season.
- The popular Adult After Hours event returns on Friday, January 16 with an Improv Night.

Teen Services:

- Teen Librarian Rachel Baldwin coordinated the successful Giving Tree Book Drive. The Teen Action Group assisted by creating the ornaments for the Giving Tree.

- Several students attended the monthly STEM-based program, Bead Bracelets.

Children's Services:

Programs:

- New programs this month included Family Yoga, a session of Family Storytime on alternating Sundays and a STEM program for 3rd thru 5th graders, Spark Park. We have received positive feedback from those who attended the first round of programs and we look forward to them growing in the coming months.
- The hybrid of signup and drop in participation for our storytime session went well and we will continue it with our upcoming sessions. We had patrons participate both ways so everyone is finding a way to attend storytime that works for them.
- Karen had a great turnout for her Gingerbread Hunt and Storytime program. They read books, made a craft, went on a gingerbread hunt that covered the whole library and ended with a cookie to share.

Collections:

- Rachel Cooley continued the updates to the Children's collections, focusing on non-fiction and award books in December.
- Juvenile Fiction is being shifted, after interfiling the award books and spreading out the graphic novel collection so it has room to grow.
- A new Series section has been added, with bins of high interest and popular paperback series displayed for easy browsing. They are already circulating well and have been a draw for patrons coming in.
- Kay cleaned all the Thanksgiving books before they were put down into the basement for storage.
- We moved the pulled out categories of Animals and Disney/Dr. Seuss back into the regular collection and replaced it with Dinosaurs.
- We featured displays on a variety of topics to highlight the collection including Hanukkah, Christmas, Storytime themes (Snowy Days, Penguins, Staff Favorites), Author Birthday: Eve Bunting, and Best of 2018.

Patron Services

- For greater convenience to patrons, movies and music CDs may now be checked out at the self-check machines.
- Modifications have been made to materials hold slips to protect patron confidentiality.
- A new children's library card is in production. It features a space theme with the tagline "Launch Your Imagination!" It will be available for all existing and new patrons age 10 and under.

Technical Services:

- Our team of Collection Maintenance VIPs completed the inventory of all the movies (both Children's and Adult) on December 19th. A big thanks to the volunteers for all of their hard work on this project! This inventory project will help us to determine the feasibility and scope of self check installations in future.

Staff Development:

- Vanessa Liptack attended a Pinnacle TS Managers meeting on December 14th at Fountaindale Public Library.
- Megan Greenback attended PIN OPAC meeting on 12/13 at the Plainfield Public Library.
- Megan Greenback attended an Inclusive Programming for Adults with Developmental Disabilities webinar on 12/4.
- Paul Dobersztyn attended Serving Patrons with Dementia webinar on 12/5.
- Rachel Baldwin attended Accessible to All: Serving Youth and Young Adults with Disabilities webinar on 12/17.
- Kathie Baker and Vanessa Liptack viewed the webinar JJ's List Disability Awareness Training.
- Rachel Cooley and Rachel Baldwin viewed the webinar Accessible to All: Serving Youth and Young Adults with Disabilities presented by Holly Jin of the Skokie Public Library and Renee Grassi of the Glen Ellyn Public Library on 12/3.
- RC participated in the webinar Community Conversations Across Neighborhoods: Dialogue-Driven Programming presented by ALA and the NYPL on 12/5.

Outreach

- Rachel Baldwin visited Old Quarry Middle School on December 21 and presented book talks to all 7th grade students, over a two hour period. She promoted the upcoming new Teen Book Club at the library that begins in January. We hope to make this a recurring event
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 18 patrons checked out 86 items total.

Community Engagement:

- 27 people attended the Early Childhood Family Night cosponsored by Oakwood School. Rachel Cooley read books about winter, did the Winter Hokey Pokey and the kids made snowman name signs. Rachel discussed future outreach and cosponsored programming opportunities for Special Needs children within SD113A at the library with the Oakwood teachers present.
- Rachel Cooley emailed all the Lemont area preschools to begin to planning process for our Preschool Fair in April; response has been good, with many preschools wishing to participate.
- Thanks to the generosity of our patrons, The Giving Tree which provides new, gift-wrapped books for community members of all ages, was once again very successful.
- Donations for the Toys for Tots collection were also plentiful; the volunteers returned to empty the large donation box three times in December.
- Heartland Blood Center hosted a Blood Drive at the Library on December 27 with 12 blood donors. Our thanks to VIP Ann Stout for coordinating the event.

Respectfully submitted,

Sandra D. Pointon

New Children's Library Card



