



**LEMONT**  
Public Library District

*Director's Report*

January 3, 2014

**Personnel:**

- We interviewed many qualified candidates for the newly created children's librarian position and selected Dawn Strand, a former high school teacher, as our new part-time children's librarian. Sara Brunkhorst has been hired as a part-time teen librarian and she will begin work later this week.
- Kelly Maloney completed her Masters in Library Science in December and was hired as a cataloger out of state. She tendered her resignation as full time Library Technical Assistant, effective January 17, 2014. We wish her much success in her library career.
- We are fortunate to have a highly capable replacement for Kelly on staff; Kathie Baker who has been working as a part-time clerk and technical assistant, has been promoted to fill the full-time position beginning January 20. We will be hiring a part-time Circulation Clerk to fill Kathy's position later in January.

**Financial:**

**Property Tax Distributions - Levy Year 2011-2012**

---

	Projected	Actual	Difference	% Collected
Fall 2012	\$705,500	\$718,537.11	\$13,037.11	101.85%

**Statement of Economic Interests**

All current trustees are required to submit an annual Statement of Economic Interests with the Cook County Ethics Department. Trustees will be receiving instructions in March via email from Cook County on how to log in and complete their statement online; the deadline for completion is May 1.

**Conceptual Space Planning Study:**

The Buildings & Grounds Committee will meet on Tuesday, January 7 at 7:00 p.m. to review the proposals from the architectural firms that made presentations to the Board at the December 10 meeting. Dewberry Architects subsequently submitted a more extensive proposal and Engberg Anderson and Cordogan Clark were asked to clarify their proposals as follows:

- 1) What are the deliverables at the conclusion of the project?
- 2) Does this proposal include estimated costs for the proposed work?
- 3) Does the proposal include a survey/analysis of the current furniture?

Responses to these questions will be reviewed by the Board prior to the January 9 Board meeting at which time the Board will select an architectural firm to conduct the space planning study. The selected firm must be available to attend the Staff Development Day on Friday, January 31; staff input and discussion of the library's plans is a vital component of the planning process.

### **Security Camera Upgrades**

The Buildings & Grounds Committee will also review a recommendation from IT Manager Fernando Alfonso for planned upgrades to our security camera system.

### **Buildings & Grounds:**

- Maintenance/repairs conducted by Walter Oprzedek include replacement of exterior and interior lights, ballasts and emergency lights; window caulking; removal of shelving and painting in Circulation area and organizing excess shelving in basement.
- A plaque was installed in the lobby in memory of former trustee Edward Mikel.

### **Technology:**

- I will be meeting with our website consultant Paul Romanowski to begin the much-needed update of the library website. The redesign will focus on implementation of a user-friendly CMS (content management system) to facilitate updates and improvements to the website and a redesign to provide better access to our eLibrary content and library news features. Reference Librarian Paul Dobersztyn will be assisting me with the redesign, focusing on access to library collections and eLibrary content.
- TBS updated the Simple Scanner, adding printing and faxing capabilities. Unfortunately, this has led to intermittent service issues as there appears to be a hardware compatibility problem with the copier or coin-op interface. TBS has replaced the scanner computer and is planning upgrades to the system shortly.

### **Adult Department:**

- It's tax time again! Tax forms and publications are slowly arriving and are being placed in the lobby for public distribution. The library website ( under Using the Library >Tax Services) has information on tax forms, links to federal and state tax websites and the upcoming free income tax assistance.
- The popular tax preparation service will be offered February 3 to April 9 on Monday and Wednesdays., 9:30 a.m. to Noon. The public is encouraged to sign up early to avoid disappointment; the library is the only site for free tax preparation in Lemont.
- We have begun planning programs for March through May. We continue to expand our technology classes due to popular demand and will be adding workshops on the Cloud, iPhoto, resume writing using Word, as well as continuing the iPad and Kindle Fire series and eLibrary workshops. We will be revamping the PC class series due to decreased attendance, focusing on specific topics such as Word, Windows 8 and Excel. We will also highlight library services during National Library week (April 13-20) with a variety of events, and also planning events to celebrate Mother's Day in May.

### **Children's Department:**

- Santa's visit from the North Pole was a popular event as over 55 people came on December 8, to tell him all their Christmas wishes. Played by Nick Ostrander, Santa passed out candy canes with great mirth and merriment. Then children came into the kids' room to make cute Christmas ornaments to take home.
- The holiday version of Dads and Donuts was a lot of fun with Dads and kids hearing Christmas stories, Christmas art, a holiday movie, and going on a hunt for candy canes. Of course, the event ended with Christmas donuts and reading.
- The holiday session of Story time and Action Academies concluded Dec. 16-19. "A Winter Wonderland of Words!" will get underway on January 13 with a blizzard of winter related books. Action Academy will feature "Treasure Island" for the 3-5th graders where they will have some friendly pirate training and a treasure hunt.

- Other events in January include A Thank You Party on the 11th, a Let's Have a Snowball event on January 20th, Puzzle Pizazz and contest on the 28th. Regular events Dads and Donuts, Moms and Muffins, and The Laboratory will have fresh material for the New Year. Tweens will have their own events including a Valentine poetry and story contest.
- February 1st is National Bring Your Kid to the Library Day so we will have a special family event with the movie "Revenge of the Leftovers" and a library scavenger hunt.

### **Teen Department:**

- On December 1<sup>st</sup>, the teens decorated special ornaments/tags to hang on the Giving Tree. In response, the community took the tags which had gender and ages of kids and teens on the back. Then the tags were brought back with a corresponding wrapped gift of a book. Hope and Friendship picked up a large amount of wrapped books and cash donations and distributed them to needy families for Christmas.
- Ten teens created some spectacular gingerbread houses on December 8 that were displayed until Christmas, allowing patrons to vote for their favorite. Jocelyn Stronach, 17, was the lucky winner of two AMC movie passes.
- Programs in January include the monthly Lit Lounge—Ann Baillie did an outstanding job leading the group in December's discussion of David Levithan's book "Every Day." The January 9<sup>th</sup> meeting will feature hot chocolate and talk of favorite books in 2013 and what's coming out in 2014.

### **Training/Workshops:**

- Christina Theobald attended the PinTech meeting.
- Brooks Porter attended the Hot Holiday Devices webinar from OverDrive.
- Pam Zukoski attended a LACONI meeting on Adult Programming at Orland Park Library.
- Debbie Somchay attended the PinDigital meeting and the Pinnacle PAC meeting.

### **Outreach:**

- Sandra Pointon spoke to Cub Scout Pack 149 about the library's history and using the library's online catalog to find resources for their Scout projects.
- Pam Zukoski represented the Library at a Community Program meeting hosted by the Lemont Park District. The goal is to better coordinate and market community events.
- Debbie Somchay delivered the outreach items to Franciscan Village on Monday, December 30. 5 people attended and 21 items were checked out.

### **Communications:**

- The Library received a Certificate of Appreciation from the Chicagoland Toys for Tots group for serving as a Toy Collection Site during the holiday season.
- Early voting for suburban Cook County voters for the March 18 Gubernatorial Primary will be held in the Library Meeting Room from March 3 through March 15 (Monday through Saturday, 9:00 a.m. to 5:00 p.m.).

Respectfully submitted,

Sandra D. Pointon