



## *Director's Report*

June 6, 2014

### **Personnel**

Mark Potts was hired as a substitute clerk in the Circulation Department.

### **Renovation Plan:**

The Chicago office of George K. Baum Company has prepared a Summary of Financing options for the renovation project which will be reviewed by the Finance Committee on June 10. Their public policy department is working on an informational flyer that will be mailed to Lemont residents in late July or early August. The updated website features a "Renovation Plan" section with links to add a Renovation FAQ, Renovation Plans & Documents that will allow us to provide our taxpayers with ready access to information on the renovation plan as it becomes available.

### **Financial:**

We received our first installment from DuPage County (\$15,333.67) in early June. We should receive an additional distribution on June 16, bringing us very close to projected revenues for spring 2013 taxes.

### **Property Tax Distributions – Levy Year 2012-2013**

	<b><u>Projected</u></b>	<b><u>Actual</u></b>	<b><u>Difference</u></b>	<b><u>% Collected</u></b>
Spring 2013	\$816,722.00	\$782,507.20	\$34,214.80	95.8%

### **Journal Entry to Adjust Funds, FY2013-2014:**

I will prepare an updated Fund Balance Report next week (once most June expenditures have been entered) for Board review and approval.

### **Working Budget FY2014-2015:**

- The Finance Committee will meet on Tuesday, June 10th at 5:30 p.m. to review the Working Budget, renovation project financing and the Fund Balance Report.
- The Policy & Personnel Committee met to review the salary schedule and insurance benefits on Thursday, June 5<sup>th</sup> at 5:30 p.m. Their recommendations will be reviewed by the Finance Committee as part of the Working Budget review on June 10<sup>th</sup>.

### **Personnel Policy – Revisions to Staff Development**

The Policy & Personnel Committee reviewed the current provisions for staff development and drafted a revision to the policy, which will be available for Board review early next week.

### **Collection Accounts**

The trial with Unique Management Services for collection of monies owed for lost and damaged materials is going well. The process is very streamlined and requires minimal staff intervention. To date, they have recovered \$168.49 in cash and \$275.50 in materials. We anticipate we will continue this service after the trial ends.

### **Buildings & Grounds:**

- The Buildings & Grounds Committee will meet on June 10th to review the Equipment & Maintenance Fund budget for FY2014-2015 and conduct a building walkthrough.
- Our three year HVAC maintenance agreement with Johnson Controls expires June 30. Request for proposal letters were sent to five local HVAC companies with commercial and library experience. Proposals will be reviewed by the Buildings & Grounds Committee at their meeting on June 10<sup>th</sup>.
- Our garden volunteer opted not to run the Kids Garden Club or to maintain the perennial gardens this summer. We are in the process of replacing and relocating some perennial plants and bushes that did not survive the harsh winter.
- Walter is also reseeding many areas of the grass that were affected by frequent salt applications.

### **Technology:**

- The security camera upgrades are complete. We now have nine good quality cameras that are viewable via the web on a computer or mobile device.
- The Sage 50 accounting software has been updated. A small business server was purchased to run the software, allowing us to separate sensitive financial information from the main server used for printing, File share and running the My Pc and paper cut products.
- The technology inventory is in progress.
- The new copiers are working well, with few issues reported from either public or staff users.
- TBS installed new patches for MY PC and paper cut (computer reservations/printing). Reference staff can now print guest passes directly.

### **Adult Department:**

- The newly designed newsletter was mailed the last week of May.
- Our new online events calendar/registration system, eVanced was launched with the start of summer program sign ups. It is now integrated in the redesigned website. It offers many timesaving and convenience features for both staff and patrons. The “Spaces”, meeting room reservation module, has also been configured and is being used to

### **Teen Department:**

- The Teen Advisory Group met on May 8th and discussed the Summer Reading programs, plans for volunteering for the Kid’s Summer Reading Program, and spoke with Lauren Hanson from the Park District to discuss collaborating on some programs in the future.
- The Zombie Prom on May 10th brought both Middle School and High School attendees to the library. The dance was a fun and zombie-filled time!
- On May 14th the teens enjoyed a special Literature Lounge meeting where they discussed any books they had read by the author Jennifer Brown (author of *The Hate List*, a previous Lit Lounge title) and then had a Skype session with Ms. Brown. Everyone very much enjoyed themselves and we even had some staff members drop by to ask the author some questions.

- The teens who attended Tech Trek on May 28th used the library computers to work on schoolwork for their end of year projects.
- The teens in Lit Lounge on May 29th discussed the book of the month, *King Dork* by Frank Portman, and the attendees were very split on whether they hated or loved the book. They debated the similarities between the book and *The Catcher in the Rye* and discussed how the book portrayed modern high school life.

#### **Upcoming Programs:**

- The LEGO Lock-In will be on Saturday, June 21st.
- Every Monday from June 23rd until July 28th there will be a meeting of the tween Fiction Faction book discussion group.
- The summer Chess Club program (in partnership with the LHS Chess Club) will take place once a month over Summer Reading, with the first open session on June 24th.
- June's Lit Lounge will discuss the Teen Top Ten list book *Eleanor and Park* by Rainbow Rowell.
- The Sketch of the Wild art class program with Dan Laib will be held on June 27th.
- The first TXT 2 SCRIN Movie Night (Mystery Science Theater with your phone) will be on June 28th and we will watch the movie *Teen Wolf*.

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

- The spring storytime sessions ended on May 2nd. They went well and we are looking forward to the drop-in storytimes that begin on June 16<sup>th</sup>.
- Daddies and Donuts was a lot of fun—Dads and kids enjoyed making their Moms a special present.
- Moms and Muffins was an interesting discussion on Peter Pan and whether it was a kids' or grownup book.
- The Laboratory had its last meeting of the school year with a fun program on rocks.
- The Book Buddies finale party also took place in May. Kids enjoyed ice cream sundaes to mark their reading achievements. The program will hopefully still continue next year as NEHS sponsor and teacher Anna Kemp leaves the high school.

#### **Summer Reading Program:**

- The teen volunteer meeting was well attended and many teens signed up to be a part of summer reading through various teams—Craft team, Story time team, Action Academy team, and special events team.
- The summer program kicks off with a “Paw-ty” in the Parking Lot on Sunday, June 8<sup>th</sup> at 4:00 p.m. A Zoo to You and their exotic animal show will be the featured entertainment.
- We received a matching grant from the Illinois Art Council for a concert on the lawn by Second City Brass, to be held on Sunday, July 20<sup>th</sup>.
- The Adult Summer reading program Read for Life, sponsored by the Friends of the Library, will run from June 8 to July 31. Biweekly prizes for reading focused on People, Events, DIY and Classics and other activities (such as viewing movies or visiting related locations) include passes for several Chicago museums and Barnes & Noble gift certificates (donated by Hogan & Associates)
- The Teen Summer Reading Kick-Off Party for “Go Wild for Books!” will be on June 20th, as well as the first DIY Wild Program. The sign-up response so far has been great.

#### **Training/Workshops:**

- Christina Theobald attended the PinTech meeting.

- Jackie Lakatos chaired the Apr PIRC meeting.
- Debbie Somchay phoned into the PinData meeting at the Fountaindale Public Library.
- Circulation staff attended training on the eVanced calendar at their department meeting..

### **Outreach**

- The Paws to Read crew did a great job visiting all the Lemont schools to promote summer reading. The play was well received and there was a lot of positive feedback about the play and joining us this summer. Our actors included: Dawn Strand, Sara Brunkhorst, Marilyn DeVries, Amy Hansen, Bethany Hansen, Naomi Hansen, Cara Hansen, and Colleen DeVries.
- Teen Librarian Sara Brunkhorst visited Lemont High School on May 21st and Old Quarry Middle School on May 30th during their lunch periods to make announcements and talk to students about the Teen Summer Reading Program and volunteering with the library.
- Debbie Somchay delivered the outreach items to Franciscan Village on Monday, May 19, 2014. 9 people attended and 35 items were checked out.

### **Communications:**

- At their May meeting, the Friends of the Library voted to discontinue the semi-annual used book sale. Much of their extraneous storage materials has been removed from the basement. Donations of used books will no longer be accepted at the Library due to space limitations.
- We received a letter from Heartland Blood Center thanking us for our participation in the May 5<sup>th</sup> Blood Drive where 13 donations were collected. Thanks to volunteers from Azure Lodge No. 1153 A.F. & A.M. for their assistance.

Respectfully submitted,

Sandra D. Pointon