



*Director's Report*

May 5, 2014

**Financial:**

We have received most of our spring 2013 tax collection from Cook County; DuPage collections will not be received until later in May.

**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	\$759,149.37	\$ 57,572.63	93.0%

Our accounting software provider, Sage, recently sold the not-for-profit division, rendering our current version obsolete in the near future. We will be upgrading to the latest version of Sage 50 in order to maintain our software. This will require the purchase of an additional server as this software needs its own server for security and storage purposes.

**Per Capita Grant:**

We received our FY2014 Per Capita Grant from the State of Illinois, in the amount of \$27,106.25. The FY2015 grant will be due on September 1<sup>st</sup>. Requirements, which include participation in the Edge Technology Assessment and evaluation of “Collection Management and Resource Sharing”, will be reviewed with the Board in the coming months.

**Working Budget FY2014-2015:**

- The Technology Committee met on April 10 and reviewed the recommendations for technology expenditures for the upcoming fiscal year. Capital project funds are requested for a new firewall appliance and software, iPads for use with LEAP, and replacement of public computer monitors.
- The Finance Committee will meet on Tuesday, May 6 at 6:00 p.m. to review insurance proposals and set tax revenue projections for FY2014-15.
- The Personnel Committee review of salary ranges and benefits will take place in early June.

**Non-Resident Library Card Resolution:**

The annual non-resident fee for FY2014-2015 will be \$193, calculated by the General Mathematical Formula prescribed in Section 3050.60 of the Illinois Administrative Code.

Local Tax Collections – FY2012-2013, divided by District Population multiplied by average number of people in each household

$$(\$1,492,010 / 21,685) = \$68.80 \times 2.81 = \mathbf{\$193.00}$$

### **Renovation Plan:**

We received the final conceptual design drawings and updated cost estimates from Engberg Anderson. These are available for posting on the library website.

### **Buildings & Grounds:**

- The new security cameras have been installed and are operational. The new system which provides greatly improved coverage and recording capabilities can be viewed via the internet or a mobile device 24-7. An additional three cameras have been ordered to replace the older cameras still in use. Cost was minimal for the greater effectiveness achieved (approximately \$500).
- 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 in early June, prior to the June Board meeting.
- Premier Landscaping conducted a spring cleanup of the grounds and began weekly lawn maintenance service in late April. The sprinkler system has been inspected and several broken heads have been replaced.
- Fitzgerald's Electrical replaced 12 faulty breakers in electrical panel No. 1.
- Plumber T.J. Gunn inspected RPZ valves per requirements.

### **Technology:**

- New Kyocera copiers in the public and staff areas and a new public B&W printer were installed on April 25 and are functioning well.

### **Pinnacle Library Cooperative:**

- Budget - The Pinnacle Governing Board met on May 2 and reviewed the draft budget for FY2014-2015. The Pinnacle cost sharing formula was established, based on a fixed fee per library plus a percentage based on each library's circulation figures (check outs by library patrons). Lemont's share of Pinnacle costs will be **10.3%**. The budget will be finalized at the Governing Board meeting on May 30; I do not anticipate any significant increase in our Pinnacle costs, however. We will also continue to participate in cost-effective group purchases for digital content and databases such as Ebsco, OverDrive, Novelist and 3M Cloud.
- We received a letter from Innovative Interfaces, who recently purchased Polaris Library Systems, stating that they will honor the terms of our agreement for software support, hosting, etc. for the next three years.
- The Polaris LEAP project is moving forward; Pinnacle has made the first installment payment for the implementation of the web-based circulation module.

### **Adult Department:**

- Programs and events for summer 2014 were finalized and the newsletter copy is now in design. The newsletter is scheduled to be mailed the last week of May.
- Our new online events calendar/registration system, eVanced, has been configured. We are in the process of adding events and training staff prior to implementation which will be simultaneous with the launch of the new website (late May).
- The library logo is being updated on both print and electronic marketing systematically. We have ordered book bags featuring the new logo to distribute to new library patrons with their Welcome packet.

### Teen Department:

- The Teen Advisory Group met on April 3<sup>rd</sup> and discussed the possible renovation of the library and the teen space that would be created. The teens shared their vision for a teen space, complete with drawings!
- Teens enjoyed playing with artistic games and comic creation apps on the iPads and used the laptops to complete schoolwork assignments at the monthly Tech Trek event.
- Lit Lounge featured a lively discussion of *The Lightning Dreamer*, a book in verse in honor of National Poetry Month. There was much discussion about the time period depicted in Cuba, women's rights, and slavery. Sara used the teen iPad and the Apple TV connection to explore Google maps and pinpoint exact locations from the book.
- On April 27<sup>th</sup> author Eileen Favorite presented a poetry workshop for ages 12+. The workshop was well attended by both teens and adults. After the workshop finished Ms. Favorite held discussions with the attendees and a book signing. **Upcoming Programs:**
- The Teen Advisory Group will meet on May 8<sup>th</sup> and Lauren Hanson from the Park District will be attending
- On May 10<sup>th</sup> we will host a Zombie Prom for the Teens of Lemont. There will be zombie make-up, dancing, a DJ, and a photo booth backdrop for pictures.
- There will be a Skype book discussion with author Jennifer Brown on May 14<sup>th</sup>.

### Children's Department:

- National Library Week opened with an amazing magic show. John Measner entertained over 50 people with his magic which included turning live doves into a live poodle! He also levitated staff member Nicole Ihde's daughter Kate. Yes, she looked like she was floating!
- The regular programs of the month went well. Moms and Muffins featured an interesting discussion of the Swiss classic "Heidi" by Johanna Spyri. Nicole DeVries led her laboratory in a study of water and precipitation. Dawn did a great job with Daddies and Donuts. Storytimes and Action Academies concluded successfully.
- The tweens took their imaginations and creativity to new levels as Dawn Strand taught them how to make several different origami animals.
- Spring Break Week saw a lot of kids out on holiday. During the week, we had a great time painting birdhouses and having an easygoing non-competitive session of games.
- D.E.A.R. Day was so much fun with tweens reading Beverly Cleary classics and watching a Beezus and Ramona movie. They also made their own D. E. A. R. Day posters for Drop Everything and Read Day. The national day is a way of recognizing Beverly Cleary's contributions to children's literature.

### Summer Reading Program:

- Planning for summer with PAWS TO READ is well underway with very appealing programs planned to fit the popular animal themes Sunday, June 8 will kick off the summer with a PAWTY in the parking lot at 4:00 p.m. featuring A Zoo to You, an exotic animal show and Barq's (Barks') root beer floats..
- Sponsor flyers have been mailed and contributions are beginning to come in including: Rotary Club of Lemont-Homer Glen, Hogan & Associates, Lemont Junior Woman's Club, Edward Jones-Brad Grcevic, Legoland, Forzley Eye Clinic, Atlas Insurance Brokerage, Lemont Family Dental, Matt Markiewicz, and Home Run Inn. Sponsors will be recognized in the newsletter, print flyers and on the library website.
- Sara Brunkhorst will be visiting Lemont High School on May 21<sup>st</sup> and Old Quarry Middle School on May 30<sup>th</sup> to promote the Teen Summer Reading Program and talk with the students about volunteering at the library.

### **Training/Workshops:**

- Al Bengtsson and Jeff Hawthorne from the Lemont Fire Protection District provided AED and CPR training at the monthly staff meeting on April 17.
- Sarah Brunkhorst attended the Chicago Comics and Entertainment Expo on April 26<sup>th</sup>. She attended a panel on getting your library involved in Free Comic Book Day and viewed demonstrations using 3D printers and 3D imaging software.
- Sandra Pointon attended the annual IMRF workshop highlighting IMRF rates, investments and legislative updates on April 30.
- Sandra Pointon and Paul Dobersztyn attended a Website Design webinar on April 30.
- Mary Inman attended the summer reading meeting of the SASSY Children's librarians group on April 11.
- Training for eVanced, online sign up/calendar, was attended by the adult, children's and teen librarians and the Library Director.
- Christina Theobald attended the PinTech meeting.
- Jackie Lakatos chaired the March PIRC meeting.
- Sandra Pointon, Jackie Lakatos, Christina Theobald participated in webinars regarding the Polaris acquisition by Innovative.

### **Outreach**

- Sandra Pointon hosted the Lemont Administrators meeting on April 11 and shared the library's conceptual design plan administrators from the Village of Lemont, Lemont Fire Protection District, the Lemont Chamber of Commerce, the Park District, both school superintendents, and the Police Chief.
- Sandra Pointon and Trustee Camalliere participated in the Village of Lemont Branding Strategy Implementation Work Session on April 22<sup>nd</sup>, discussing collaborative efforts with other taxing bodies.
- Another successful partnership between the Library and Everest Academy resulted in the Fourth annual Preschool Open House at the Library on April 8. It was the most well attended open house yet with people gleaning information from 9 of Lemont's preschools.
- Happy Hands Preschool brought their Enrichment class of 4 and 5 year olds on Wednesday, April 23<sup>rd</sup> to the library for a visit. They enjoyed stories, Mother Goose nursery rhymes, and a craft.
- Debbie Somchay and Paul Dobersztyn delivered the outreach items to Franciscan Village on Monday, April 28, 2014. 5 people attended and 28 items were checked out.

### **Communications:**

We received a letter of thanks from the AARP Tax-Aide, South DuPage District, for our cooperation in providing free tax assistance at the library this winter. More than 100 federal and state tax returns were efiled through this serve. We hope that other organizations will assist by hosting tax sites next year and demand is exceeding the availability of space at our library.

Respectfully submitted,

Sandra D. Pointon