



**Director's Report**

April 9, 2016

**Personnel:**

- Elizabeth Brulc, the new part-time Technical Services Assistant, started work on April 4<sup>th</sup>. Her initial training focused on Serials processing and management. She will also be gradually trained to assist with the copy-cataloging of new materials and other various technical service tasks and duties.
- Diane Gebhardt was hired as a substitute librarian, working primarily in the Children's Department to supplement weekend coverage.

**Property Tax Distributions – Levy Year 2015-2016:**

Spring collections for tax year 2015 have exceeded projections; we will receive approximately \$30,000 in additional collections from DuPage County in May.

	<b>Projected</b>	<b>Actual</b>	<b>Difference</b>	<b>% Collected</b>
<b>Spring 2015 Collection</b>	<b>\$787,180</b>	<b>\$ 789,870</b>	<b>\$ 2,690</b>	<b>102.45%</b>

We received an award letter for the FY2016 Illinois Per Capita Grant indicating that the total grant would be \$1,715.88 (or \$0.77085 per resident). There is no indication when these funds might be received.

**Sponsorships & Gifts**

We received two - \$250 unrestricted gifts via the Board Sponsorship and Gift Campaign. Donor names have been added to the webpage; plaques will be ordered once the exact specifications are determined. Sponsor plaques have been selected for the Children's Activity Center and the Interactive Wall; they will be installed prior to our Opening Reception.

**Tutoring Policy – Second Reading**

The Tutoring Policy was amended align with grade levels in Lemont schools (Lemont Middle School includes students in 6<sup>th</sup> through 8<sup>th</sup> grade). A sample policy is included for review. We have had several tutors use the children's designated tutor area with no issues to date.

## **Room Use Policy**

The Policy & Personnel Committee met on Friday, April 8<sup>th</sup> for an in-depth review of a draft Room Use Policy. The Committee Chair will provide a draft for Board perusal and discuss the Policy and Fee Schedule at the Board meeting.

## **Renovation Project:**

We reached a milestone in March, with the completion of Phases 2 and 2.5 of the project.

- Furniture and shelving for the children's and teen areas were delivered and installed in mid-March and the existing shelving was relocated and received new end panels.
- The Library operated with reduced hours (9am to 6pm) from Monday, March 21 to Thursday, March 24 to accommodate staff reshelving of the children's picture books and media and the teen collections.
- The public restroom renovations were also completed by the morning of Monday, March 28<sup>th</sup>; The partition was taken down and the new teen and children's areas were open to the public.
- Reaction to the new areas has been overwhelmingly positive, most especially from the children and their parents who really appreciate the light, bright, spacious new Children's area and the many opportunities for reading, play and book browsing now available. Adults are also enjoying reading and relaxing in the Gathering Space under the newly painted and lit central tower.
- Our graphic designer, Victoria Foley with Allegra Printing, created marvelous signs for the new picture book, media and new materials shelving, that were installed just in time for the Children's Open House on Saturday, April 9<sup>th</sup>.
- Additional lighting was installed through the length of the lobby and the tile was unveiled, revealing a bright, open space.

Phase 3, the renovation of the Adult area, is within a few short weeks of completion. Progress includes:

- Construction of the study rooms, studios and Adult room is complete, other than final AV equipment installation.
- Carpeting has been laid throughout the adult area and painting is substantially complete.
- The Adult Services desk was installed last week.
- Work yet to be finalized includes the hanging of the chandeliers in the E-W axis, construction of the technology "bar", and installation of the self-check and scan stations.
- Scott Hallett and his team moved the tall stacks to the east side of the adult area to their new location and reattached the single faced shelving. All shelves will be receiving new end panels next week.
- The remaining set of sliding doors will be removed next week and the original brick below window level in the temporary entrance will be reinstalled. A new window design, featuring a large window to ceiling height, will replace the original windows. The cost of this work is minimal as it is offset by reduced costs for both masonry and window reinstallation and will provide much-needed natural light in the new reading nook.
- Installation of the new shelving and reconfiguration of some existing pieces into curves, is scheduled for April 18<sup>th</sup> and 19<sup>th</sup>.
- The storage unit in the parking lot will be removed on April 22<sup>nd</sup> prior to the start of the parking lot resurfacing on Monday, April 25<sup>th</sup> (weather permitting).
- The Library will be closed from Monday, April 25 to Sunday, May 1 while the parking lot work completed and staff re-shelves the materials stored in the basement and the mini library.



(three crafts kits including materials, directions, and examples), purchasing and promoting a PS4 gaming system, creating a provisional Teen Study Room use policy, and making signage for the Teen Space and Teen Lounge. Teen projects still in the works include creating a usage policy for the PS4, buying more game content for the PS4, and planning upcoming events (for final week and during the summer months).

### **Children's Services**

The Children's staff were very excited to move into the new space and are busy setting up the Activity Center, organizing the workspace and planning upcoming events. Our youngest patrons are certainly enthusiastic in their reactions to the new Children's Department! Comments have included:

- "I wish I could live here!"
- Grandma: "I can't believe my three grandsons wanted to come back here again instead of doing something else for spring break."
- "I think this is really cool. It's really nice. I'll come as long as there is still books!"
- "My kids are in love with the new library! Love that there is a toddler area too! Great job!"
- "We are so excited about the new area. The space is so bright and welcoming. You also didn't forget about the teens, thank you. Thank you for the improvements. We are excited to come!"
- The new library looks awesome, I like the colors and the new selection of games."
- "I love the touchscreen on the catalog."
- "Congratulations! The new library is so beautiful! I'm happy to see such a wonderful environment for all the young readers of Lemont. Thank you for making this vision come true."
- "Wow! This is so cool, I can't wait to come again next week!"

### **Children's Programs:**

- National Library Week kicked off on Saturday, April 9 at 1:00 p.m. with a celebration of the beautiful new children's wing. More than 300 children and parents visited during the two hour event that featured a very popular balloon artist, library scavenger hunt and a craft project in the new Activity Center.
- Daddies and Donuts will return on Saturday, May 14<sup>th</sup>.
- With the release of a new Angry Birds movie on May 20, we will celebrate with an Angry Birds event with programming tips from Sony Pictures.
- Support flyers for summer reading were mailed on April 2nd.
- School visits to promote "Read for the Win" will take place at the end of May.
- **Save the date:** Read For the Win, summer reading 2016, will have its Opening Ceremonies on Friday, June 3<sup>rd</sup>. It will feature the Traveling Lantern's production of "Vladimir Goes for Gold" followed by carnival games, face painting, and summer reading registration.

### **Technical Services:**

- Christina Theobald is drafting documentation/instructions for Acquisitions and Cataloging training purposes, which will include a section specifically for Selectors.
- A number of items were ordered and processed for the new Adult Graphic Novel collection, managed by Paul Dobersztyn that will debut when the newly renovated Adult area opens (to be housed in one of the new A-frame units).

- As the new fiscal year soon approaches, we are anticipating the B&T ordering deadline in mid-May and the Polaris Fiscal Year Rollover to be implemented in mid-June, after the Board Meeting. Preparation work to pay out invoices and clean up outstanding purchase orders will ensue within the next month.

**Staff Development:**

- Most of the library staff participated in a tour of the new children's and teen areas, and a renovation updated on Wednesday, March 23<sup>rd</sup>. It was an opportunity for the staff to celebrate our progress to date!
- Pam Zukoski attended the Southwest Suburban Area Programmers' meeting at the Manhattan-Elwood Public Library on March 9, from 10-12 pm.
- Austin Hall and Jackie Lakatos attended the Playing Nice in the Sandbox: A Conference on Middle Management at the Fountaindale Public Library on March 11, from 9:00 am-3:00 pm.
- Megan Greenback, Mary Inman and Paul Dobersztyn received training on the digital signage software on Tuesday, March 29<sup>th</sup>.
- On March 9, Christina Theobald attended a Pinnacle Technical Services meeting, hosted at the Joliet Public Library's Black Road Branch.
- On March 31,, Christina Theobald and Laura Zynda attended a book repair tutorial at Plainfield Public Library.
- Laura Zynda viewed several Demco-sponsored video tutorials on book repair.

**Outreach**

- The Oakwood school visits in March were a combination of Irish stories, Easter stories, and stories with a focus on their monthly character trait--fairness. Every student made Ms. Dawn and Ms. Mary a handmade card thanking them for reading stories during the year.
- On Monday, March 28, 2016, Austin Hall delivered outreach items to Franciscan Village (5 people, 16 items) and Our Lady of Victory convent (3 people, 2 items).

**Communications:**

I am working with Trustees Sanders and Skibinski to plan the Opening Reception on Friday, May 6<sup>th</sup> at 6:00 p.m. Catering menus are being selected, musical entertainment has been secured, and the invitation will be mailed by Monday, April 18<sup>th</sup>. The public will be invited to the Ribbon Cutting Ceremony on Monday, May 9<sup>th</sup> at 2:00 p.m.

Respectfully submitted,

Sandra D. Pointon