



Director's Report
August 4, 2017

Personnel:

- Part-time Children's Librarian Dawn Strand tendered her resignation for personal reasons. We will miss the creativity and dedication and patience she exhibited during her four years at our Library.
- Christina Theobald and Kathie Baker interviewed 7 candidates for the Shelver position and selected Michael and Alex to fill two open positions.
- Christina Theobald has been elected Chair of the Pinnacle Technical Services Committee; Paul Dobersztyn is serving as the Chair of the Pinnacle Database Committee and Sandra Pointon was elected for a second term as Chair of the Pinnacle Governing Board. All terms are from July 2017 to June 2018.
- The Management Team will be meeting offsite, at the White Oak Library in Romeoville, on Friday August 11. Our objectives include planning the Staff Development Day (scheduled for September 29, reviewing Board objectives for FY2017-2018, and training targets.

Property Tax Distributions – Levy Year 2016-2017:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2016 Collection	\$ 690,000	\$ 568,602.07	\$ 121,397.93	82.4%

A substantial portion of expected fall distributions from Cook County have been received; DuPage collections arrive in early September.

Grants:

We were recently awarded a \$15,000 grant from CITGO Petroleum to fund *Launch into STEM* (Science, Technology, Engineering and Math). This program is designed to engage middle school students (ages 11-14) in hands-on, interest based interaction with science education while inspiring creativity and curiosity. CITGO's grant will enable us to equip our Teen STEM Lab with appropriate technology, including a 3-D printer and a zSpace: Virtual Reality Learning experience computer. *Launch into STEM Learning* will feature open lab hours as well as bi-monthly programs planned and presented in collaboration with CITGO employees with science expertise. Programming and open lab hours will begin in January. A special Launch into STEM Event is planned for early January, 2018, prior to the commencement of programming and open lab hours.

I will be serving as Grant Administrator/Coordinator heading the team of Megan Greenback, Teen Librarian and Paul Dobersztyn, Adult Services Manager, with advice and input from IT Manager Fernando Alfonso. The Grant Agreement has been executed. A presentation with CITGO representatives is scheduled for the August 8 Board meeting. Planning will begin shortly with key goals of identifying and purchasing equipment, outreach to local schools and publicity for the Launch into STEM Grant.

Buildings & Grounds:

- Scheduling the parking lot sealcoating project continues to encounter issues with weather and timing. Tentatively, it is now scheduled for Sunday, August 20th; otherwise we may need to consider partial closure of the lot during the week to complete the project before fall.
- The new outdoor furniture is anticipated to arrive in the next week; relocation of existing benches and installation of new furniture will be scheduled shortly thereafter.
- Annual inspections of the elevator and fire sprinkler system took place in late July.
- I received training for the new work order system, part of the FacilityDude software and have initiated a soft launch. Maintenance assistant Don Betley is using the system to retrieve and monitor work orders. Full implementation will take place in the next few weeks. A second training for the planned maintenance module took place on Thursday, August 4th which will allow us to schedule maintenance tasks (such as emergency exit testing) and required inspections.

Technology:

- Server updates have been performed.
- The Lemont Library server needs to be retired requiring IT work to move the domain over to the 2012R2 server. Server pricing has been discussed on several conference calls, with pricing available in the next week. The technical part of this build is costly. The move from Server 2010 to 2016 is significant enough that it does require several components to be in place before it can be completed. Once pricing is obtained, a meeting with the Technology Committee will be scheduled, if needed.

Adult Services:

- We hosted the first Wine and Design party to great success. The demand was so high, that we offered a second class. Other programming included Downsizing: Blueprint for Your Next Chapter, Library Lunching: Nutrition and Health Windows 10 Parts 1&2, and Ageless Grace.
- Summer programming has proven to be quite popular. Adult program attendance increased by 36% over last July (313 vs. 216).
- The fall program and event schedule were finalized and copy has been submitted to Allegra for layout and printing; the expected mailing date is August 29th. Pam Zukoski did an outstanding job coordinating input from all departments and booking a variety of interesting programs.
- In addition to returning favorites (such as book discussions, Ageless Grace and Friday Films), we are adding a monthly Tai Chi class, and featuring two events for Veterans Day – a patriotic concert by middle school students and an archeological presentation at POWs in the Chicago area in WWII. Our drive to assist veterans is entering its tenth year! Thanks to the support of the Lemont Rotary Club and Ladies Auxiliary of the Lemont VFW we will once again be collecting items needed by homeless veterans at the MW Shelter for Homeless Veterans and the Hines VA

Hospital, from October 1st to November 13th. As an incentive, we will offer up to \$10.00 in fine forgiveness for donated items.

- September is Library Card Sign Up which will be promoted through events and drawings. Polka-Palooza on the evening of Friday, September 22nd invites adults to learn more about the library through a scavenger hunt, and entertainment by the Bratwurst Boys, polka dancing demonstrations, brats and beer and more (age 21 Plus only). Children are invited to attend their own Polka Fest with entertainment by the Pint-Sized Polka band on September 23rd.

Teen Services:

- Megan Greenback met with the new Learning Resource Center Director, Dawn Scuderi, from Lemont High School to discuss potential collaboration opportunities for the upcoming school year. Dawn has agreed to display our promotional program flyers, and we set up a date to visit the high school and speak to students about Lemont Public Library services.
- Teen programs in July were Design Your Fashion: Sharpie Tie-Dye T-Shirt and a Bridge Building Contest; 14 teens attended.
- The Teen Summer Challenge, themed “Design Your Teen Life at the Library,” will end on August 2nd. Prizes for the two winners have been purchased and include a STEM gift basket and an Art themed gift basket.
- Planning for the Launch into STEM program will begin, including reaching out to teachers and school administrators to promote the programs and identify interested students, researching and purchasing new technology, and creating a plan to make space within the Teen area to house the technology and programs.

Technical Services:

- Christina Theobald has been working with the Pinnacle ILS Manager to automate monthly reports and other processes in an effort to reduce unnecessary manual work and maximize efficiencies.
- Christina has been coordinating with her staff, the Director, and the Adult Services Department to reevaluate the acquisition and maintenance of the Library’s leased books, as well as the intake and sorting of donations. The analysis of these workflows will be ongoing

Patron Services:

- Newly-promoted Supervisor Kathie Baker is doing an excellent job in her new position, already creating an efficient, calm and organized department with a true focus on patron service. Among the tasks completed in her first month:
 - Revised shelver position responsibilities
 - Trained Michael Tuzim and Alex Bacon for shelver position
 - Trained John Tuzim for patron service clerk
 - Scheduled patron service staff and shelvers for August
 - Revised job responsibilities for Anita Anderson and trained her in using the Disc cleaning machine
 - Organized patron services work area and Interlibrary loan desk

Children’s Services:

There were a variety of well attended programs related to the Reading by Design theme in July:

- The Mini Golf Challenge was another hole in one with a full house playing the 10-hole golf course. The teen volunteers created their own designs for each hole--each one more creative than the next. Trophies were awarded to the three top players.
- The Royal-Tea Party--featured crowns, "tea" and "crumpets", cucumber sandwiches, stories, and a lot of fun.
- Kerri Jonikas was back in July with Story Yoga. Combining imaginations, stories, and yoga, the children loved this class!
- Katie Boyle creative culinary fun with Cooking It Up! The kids put their design skills to test as they built structures out of grapes, cheese, and other items.
- Legos Anyone also continues to be much enjoyed by the children. They especially enjoy displaying their creations in the kids' department.
- Hair by Design featured our expert hairdresser Maddy George from Lemont. She demonstrated various braids and hair styles, all new from last year.
- Fun Like Fallon for the kids was an action packed night. They played different games as seen on the Tonight Show such as Box of Lies, Rootbeer Pong, Giant Jenga and others.
- Gnome and Fairy Doors, an event led by local artist Carolyn Zolecki was filled creative painting efforts to turn tree logs into beautiful fairy or creative gnome front doors.
- Those Happy Meal Toys--Jim Martin, our corporate McDonald's Happy Meal toy designer, never fails to delight the kids with the story of how he designs toys for their Happy Meals.
- Jim Martin returned later in the month to wow the kids with his puppet and character talents. Using his super cool puppets he taught the kids how bring them to life!
- The Cook County Farm Bureau returned in July for Design a Structure the Wolf Can't Blow Down. The kids built different structures out of straw, wood, and other materials.
- Dawn Strand did a great job overseeing the annual Stuffed Animals Sleepover. One parent said that was her child's favorite event of the year. They enjoyed hide and seek with their stuffed friends and excellent bedtime stories. Following the fun, they left their friends behind for their sleepover. They picked them up the next morning and enjoyed donuts and juice. .
- T-Explorers did a fantastic job as always. Since they go on dinosaur digs continually, they always have new fossils and bones to show. This time they had an entire dinosaur femur on display. They played to a full house and it's always appreciated how they take time to answer all the children's questions.
- Ed Rafacz, Lemont resident and Delta airline captain, did an outstanding job sharing the design of airplanes and spaceships and what makes them fly. Kids were able to experiment with their balloon flight machines. Really cool program!

Reading by Design Summer Reading:

- The Reading by Design final celebration took place on Wednesday, August at the Lemont Township Community Center. Participants enjoyed a potluck dinner and the entertainment of the teen Drama volunteers and the sheer magic of The Pocket Circus. The event was further enjoyed by the Wheel of Fun brought by the Lemont Bank and Trust, a Wintrust Community Bank. The event included the Reading By Design drawing of prizes. Prizes were chosen with a grand prize bag for each area of Science Technology Engineering Art Math. The Lemont Artists Guild donated awesome art supplies for the art grand prize. Winners included Patrick C., Aidan S., Mackenzie A., Michael U., and Shaan S.
- Storytimes and Action Academies were full of lively fun this summer. The popular younger groups needed additional programs added because of enrollment. The storytime children enjoyed the theme of inventions and made a different invention each week. The STEAM aspect

of the theme added to the fun in the Action Academy classes. The WOW kits also came in handy and we made great use of the robots and some of the others. The older groups also had a chance to do some binary coding and secret codes.

- Our teams of volunteers included 51 teens who did an outstanding job helping make Reading by Design run smoothly. These teams included the The Crafties team which made sure all the art projects were ready for their programs. The Cool Calculators Team came faithfully each week to count the reading logs. There was also the Drama team which provided a twenty minute skit, Lazy Mazie Finds the Library for our Finale party. There was also the team of kids that provided help at each and every special event and also included all the story programs. The kids decorated their own shirts with this year's theme and did a fantastic job! We will celebrate the dedicated work of our 50+ teen volunteers on Friday, August 4.
- Readers, ages 11 and under, were divided into three groups. The Story Sculptors, The Robotic Readers, and the Plot Physicists all had their own logs to fill out. Reading titles were listed with minutes included. The Story Sculptors colored in windows of their sky scrapers to represent the picture books they had read to them. The Story Sculptors, ages 0-3, turned in 214 logs. The Robotic Readers, ages 4-7, turned in 381 logs, and the Plot Physicists, ages 8-10, turned in 166 logs. 475 reading club folders were taken by participants with 254 children turning in 761 logs.
- Total attendance at special events and storytimes increased by 12.9% this summer (from 2,219 last summer to a total attendance this year to 2,516). This is an increase of 12.5%.
- Summer reading participants (reading clubs and storytime programs) increased from 291 last summer to 437 this summer.
- **The grand total of minutes read for all readers was 89,040 minutes last summer and increased to 153,281 minutes this summer - an increase of 53%! Way to go readers!**

Staff Development:

- Kathie Baker held her first staff meeting for the Patron Services Department on July 3rd.
- Christina Theobald hosted the Pinnacle Technical Services Committee at the Library on July 12, 2017; Elizabeth Brulc and Rebecca Deihl were also in attendance for the PinTech meeting.
- Sandra Pointon completed web-based training from FacilityDude in the Work Order and Planned Maintenance modules.
- Sandra Pointon, Paul Dobersztyn and Christina Theobald attended Collection HQ introduction on July 6, followed by an implementation phone conference on July 26.
- Pam Zukoski was trained by Bev Kracovec from White Oak Library on marketing tools in LibraryAware.

Community Engagement:

- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 18 patrons checked out 48 items in total.
- Paul Dobersztyn, Megan Greenback, Dawn Strand and Carol McFarland represented the Library at the Lemont Artisan Market on July 11 and 25.
- Several events were held in conjunction with the Lemont Park District:
 - Summer assistant Kristyn Krueger entertained the kids with water stories over at the Lemont Park District pool. There were no rain delays and she enjoyed many stories with the children.

- Brianna Ellis teamed up with the Park District for the second Reed-n-Play program at Virginia Reed Park – almost 60 enjoyed her stories for over 30 minutes and the Park District’s games followed.
- The Park District brought their 55 campers to the library for a movie and to see the children’s department on July 7.
- Megan Greenback met with the new Learning Resource Center Director, Dawn Scuderi, from Lemont High School to discuss potential collaboration opportunities for this upcoming school year. She has agreed to display our promotional program flyers, and we set up a date to visit the high school and speak to students about Lemont Public Library services.

Respectfully submitted,

Sandra D. Pointon