



*Director's Report*  
July 7, 2017

**Personnel:**

- Jackie Lakatos retired from her position as Patron Services Manager at the end of June after 30 years. She was honored for her service to the library at an event attended by many current and former employees and library trustees
- Kathie Baker was promoted to Patron Services Supervisor.
- John Tuzim, who has been a shelver since 2013, was promoted to a part-time Patron Services Clerk position.

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

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Spring 2016 Collection	\$ 843,755.00	\$ 795,860.77	\$ 47,894.23	94.32%

We received a total of \$31,271.86 from DuPage County in June, to finalize spring tax collections.

2016 Tax Rates were released by Cook County on June 13; fall tax bills will be due August 1<sup>st</sup>. We have adjusted our collection allocations based on the final tax rates.

**Working Budget FY2017-2018:**

Director Pointon and Treasurer Skibinski reviewed tax revenue projections for use in the working budget. Final tax rates for 2016 will not be available from Cook County until mid-June; projections are based on revenues in FY2016-17. The Finance Committee will meet on Tuesday, June 13<sup>th</sup> at 5:30 p.m. for a final review of the Working Budget.

**Renovation Project:**

- Vortex assessed the issue with the reinstalled rubber flooring in the Children's Activity Center and will be scheduling a return visit to correct the problem once summer programming is completed (early August).

### **Buildings & Grounds:**

- The parking lot sealcoating scheduled for July 3<sup>rd</sup>, was cancelled by Wilson Sealcoating due to a chance of precipitation. The project will be rescheduled for a Sunday when there is a clear weather forecast.
- Outdoor furniture has been ordered for the front terrace and is expected to arrive within 4-6 weeks.
- Pacific Coast Irrigation added additional sprinkler heads on the northeast side of the landscaping for better coverage.
- Implementation and training for the building/maintenance software will take place next week.

### **Technology:**

- Server and workstation updates have been performed.
- One of the Children's Services computers has failed and has been removed. Usage of the Children's computers is very low; alternatives to a PC, such as a Google Chromebook are being evaluated.
- Patron Services computers were reconfigured following a reorganization of the work areas and personnel.
- The Lemont Library server needs to be retired and the domain migrated to the 2012R2 server. Fernando will be obtaining pricing for a new exchange server for email in July.

### **Adult Services:**

- Carol McFarland has taken over collection development for the Adult fiction collection. We will be evaluating the lease program and the selection process to maximize usage.
- Pam Zukoski applied for a Financial Education Library Grant from the Illinois Jump\$tart Coalition.
- The teen and adult summer challenges, started on June 6<sup>th</sup>. Library patrons have started their punch cards, and continue the challenge throughout July, with prizes to be awarded in early August.
- Adult summer programming has been well attended. Design-themed events included the Queen Elizabeth II program and tea, Design your outdoor living space presentation, Friday Film, Avoiding Consumer Fraud, and the Lasting Legacy of Frank Lloyd Wright. The Book Buzz, Books on Tap and Books & Brunch book clubs continue to host a steady amount of participants. By popular demand, a second session of the Wine & Design Painting Party has been added in July.

### **Teen Services:**

- The following teen programs took place in June: Interactive Movie Night, What to Do This Summer to Prepare for College, Design Your Life: Digital Storytelling & Gaming, SAT Workshop, and Almost Adult: Easy Cooking. Altogether, 40 teens attended programs in June.
- A display featuring the Lemont High School selections for the Our Books, Our School program is on the Teen Featured Reading shelves.
- The Teen Summer Challenge, themed "Design Your Teen Life at the Library," began on June 7<sup>th</sup>. The challenge will end on August 2<sup>nd</sup> with a special event, an Escape Room program.
- The following programs will take place during July: Design Your Life: Sharpie Tie-Dye T-Shirt on July 10<sup>th</sup> ; a Bridge Building Contest on July 19<sup>th</sup> and Almost Adult: Getting a Job on July 27<sup>th</sup>
- We have started planning fall programs including more cooking classes, STEM workshops, SAT practice tests, and Halloween events.

### **Technical Services:**

- Staff has been working on item record price cleanup, including the manual adjustment of audiobooks and records missing price information. Working with the ILS Manager, the \$5 processing fee was also eliminated from Polaris item records. The next task is to examine item records with very high prices.
- The T.S. Department has taken on some new responsibilities, including the maintenance and return of Leased books, sorting and distributing donated materials, distributing USPS mail, and reconciling the monthly Amazon bill.

### **Children's Services:**

- The summer reading challenge has been going strong with over 450 folders of registration materials taken. And 61,240 minutes read so far!
- The story programs have been a hit. An additional storytime for 3 and 4 year olds was added due to demand. Babytimes and toddlertimes have been well attended. The toddlers have been working on the design of color each week. The 3 and 4 year olds have been taking a look at different inventions each week—the family storytime especially loved making giant yellow airplanes and checking out how far they would fly. Other inventions included cameras, telephones, and electricity.
- The Action Academies are totally a blast. Brianna leads the co-ed groups and they have enjoyed their Treasure Hunting book. Dawn leads the 3-5th grade boys and they have had a great time outdoors and reading from the popular I Survived series. Mary's 3-5th grade girls are enjoying Christ Grabenstein's "Word of Mouse". All groups have a different game and project each week. This past week, the kids learned about binary coding and then made necklaces of their names from the coding. The first and second graders are having a great time too with Geronimo Stilton and the Time Warp Trio books.
- The special design themed programs in June have been enjoyed by many. They include:
  - Diary of A Wimpy Kid—the group voted on which Wimpy Kid movie they wanted to watch. Following the movie, they each made their own Wimpy Kid diary. One mom told us her daughter has been writing faithfully in hers.
  - Plate Tectonics and Brain Games—our Bridget LaPorte was fantastic in leading these STEAM related programs. In the first, she helped them take a look at volcanoes, mountains, and islands. In the second, the kids walked out of the room amazed at optical illusions the inversion goggles created.
  - Full Steam Ahead—Several parents have requested we do this one again. Brianna Ellis created 6 or 7 stations with each representing Science, Technology, Engineering, Art, and Math. The 3-5 year olds then went from station to station to do the fun activities. The teen volunteers did an outstanding job helping out.
  - Bodacious Blueprints—Wheaton College architect Bruce Koenigsberg discussed how buildings are designed. The children loved it and spent the next hour drawing their own blueprints on the graph paper. Four of the kids stayed half an hour past the ending time drawing their dream homes.

- Paul Doberstyzn constructed bridges with the 9-10 year olds. Using the WOW science kit, they put together a bridge that you can see in the kids' department. They also built their bridges to take home.
- Jeopardy—we didn't have Alex Trebek but guest Nicole DeVries did a great job in his place. The game included categories of famous architecture, inventors, and more. The two teams competed with the girls beating the boys,
- Obstacle courses are super popular and when a dog is added into the mix, it's an awesome program. Bryn, an Australian sheep dog from Book Barkers came and ran through any course the kids could design! They had a great time.
- Robots were a hit on Wednesday, June 28 with a big group of kids hanging on to robot expert Alex Bacon's every word. They each made their own robot to take home. Karen Breszach did an excellent job assisting attaching the wires to the 9v batteries and the motors.
- Our summer assistant Kristyn Krueger did a great job reading stories to the swimmers at the pool. Dawn had fun with the kids at the Artisan Market. The team program at Virginia Reed Park with the Park District was rained out and hopefully will happen in July.
- Different from other summers, movies have been super crowded with the highest being Legoland Batman with 41 people.
- July also features some fun programming for the kids including Fun like Fallon, A Royal-Tea Party, Putt-Putt Golf, the Stuff Animal Sleepover, painting Gnome or Fairy Doors, T-Rexplorers and more!

**Staff Development:**

- Christina Theobald attended the Wisconsin-Illinois Innovative Users Group (WILIUG) Conference on June 9, hosted at the Franklin Public Library in Franklin, Wisconsin. Sessions that were attended include the opening session and Innovative update, "Collection Analysis 101: Building Useful Collection Statistics from Scratch", the "Polaris Users Forum", and "Introduction to MarcEdit."
- Christina Theobald attended the American Library Association Conference (ALA) in Chicago on June 23-24. She participated in an all-day preconference devoted to cataloging and metadata for the web. Presentations focused on the state of visibility of libraries on the web, and how to perform search engine optimization and create semantic web identity for your particular organization. This was followed by several case studies presented by real libraries that were early adopters of utilizing linked data to make their library materials visible in search engines. Christina also participated in a day of ALA exhibits and attended the session, "Redesigning Technical Services for the 21st Century".
- Christina Theobald participated in a live OCLC webinar entitled, "WorldCat Data Sync Collections", which provides an overview of the process and steps involved to perform an OCLC reclamation.
- Sandra Pointon, Christina Theobald and Paul Dobersztyn participated in webinars for two collection analysis products, Edelweiss and Collection HQ.
- Janice Kurasz completed an Intermediate Excel course through Gale Courses.

- Carol McFarland completed an online Gale Course in Microsoft Publisher.
- Paul Dobersztyn attended ALA Annual Conference on 6/25.
- Carol McFarland and Megan Greenback attended Book Buzz at Harold Washington Library on 6/22.
- Sandi Pointon and Carol McFarland attended ALA Annual Conference Exhibit Hall.

**Community Engagement:**

- Heartland Blood Center conducted a successful Blood Drive at the Library on June 29th, with a total of 17 donations collected. Adult Services staff managed the intake of donors.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 15 patrons checked out 61 items in total.
- A combined summer school class from Old Quarry and River Valley schools came for a tour and a story. The group of special needs students had a great time on the tour checking out where the books go to be checked in. Dawn did a great job reading a humorous story and giving them a behind-the-scenes tour.

**Sponsorship Campaign:**

- A bronze level donation was received In Memory of Maureen R. Sobek.

Respectfully submitted,

Sandra D. Pointon