



Director's Report
March 9, 2017

Personnel:

- Don Betley was hired as a maintenance assistant on a temporary basis.
- Various options for IT services are being evaluated and will be reviewed with the Technology Committee next month.
- The Policy & Personnel Committee met on Thursday, March 2nd for an initial discussion of the update of the Personnel Policy. Director Pointon has engaged the services of the Management Association of Illinois to assist with legal updates and a review of employee benefits and HR practices.

Property Tax Distributions – Levy Year 2015-2016:

We have already received a substantial portion of anticipated the spring 2016 tax collection from Cook County.

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Spring 2016 Collection	\$ 861,700.00	\$ 606,599.47	\$255,100.53	70.40%

Fall 2015 tax collections have fallen short of projections by \$55,000, much of which can be attributed to refunds and adjustments to the spring 2015 tax collection.

Updates to Circulation Policy – Second Reading:

The Policy & Personnel Committee reviewed proposed updates and amendments to the Circulation Policy on March 2nd. An updated draft is attached.

Renovation Project:

I met with Joe Huberty and Shaun Kelly of Engberg Anderson Architects on March 8 for a review of the project and discussion of any outstanding issues prior to the expiration of the warranty period in early May. Shaun will be following up with Frederick Quinn on issues with the children's flooring and the heating system for the study rooms and studios.

Buildings & Grounds:

- The carpet in the children's and teen areas was cleaned; it has already been one year since installation.

- Sebert Landscape Management has submitted a proposal for landscaping services from April through November, 2017. There is an increase of \$25 over last year's cost.
- Premier Mechanical adjusted the thermostats in the study rooms and studios and is investigating the air flow in these rooms.
- Fitzgerald Lighting replaced a ballast and broken light switch in Studio A.

Technology:

- A battery backup for the AV controls and equipment, for protection in the event of power loss, was purchased and installed.
- A temperature sensor was installed in the server room to monitor temperatures and provide alerts in the event of power outages and/or equipment failure.

Adult Services:

- The spring 2017 newsletter was delivered to Lemont households at the beginning of March. Sign up for new programs has been brisk. We have 12 people signed up for the 8-week Great Decisions foreign policy discussion group that begins next Thursday.
- Oscar Contest 45 drawings. We had 45 entries for the annual Oscar contest with one patron correctly selecting all winners.
- The Great Read, A Celebration of 20 Years of Harry Potter, was a great success. We held several programs including: Hidden Harry Potter, You're a Wizard Harry, Book Buzz: Harry Potter and the Sorcerer's Stone, Books on Tap: Harry Potter and the Cursed Child, A Trip to Honeyduke's at the library.
- Harry Potter trivia was hosted by Paul and scored by Megan. Sandi assisted with putting teams together and registering/ checking in teams along with gathering scorecards. The Harry Potter trivia had 110 participants at Gelsosomo's Pizzeria. The library teamed with the Lemont-Homer Glen Rotary Club and was able to raise over \$300 for the Early Act Club at District 113-A.
- Megan and Pam attended the Great Read Kickoff event at Joliet Black Road library. Carol attended the Great Read finale at the Fountaindale Library in Bolingbrook. Carol also attended the Great Read art contest judging.
- Passport application processing continues to be a popular service. We have processed more than 220 applications to date.

Teen Services:

- The following programs for teens were held in February: LEGO Mindstorm, You're a Wizard, Harry!, TAG, and A Trip to Honeydukes. Altogether, 25 teens attended programs in February.
- Harry Potter decorations and books were on display for the duration of the month of February to celebrate The Great Read.
- Book displays for Women's History Month and Teen Tech Week will be up in the Teen Space.
- These are the teen programs coming up in March.
 - Perler Bead Craft on March 6th
 - Physics in the Real World on March 18th
 - Girls Who Code on March 22nd
 - TAG on March 23rd
 - Book Hedgehog Craft on March 29th

Technical Services:

- Elizabeth Brulc completed a project that involved the re-cataloging and interfiling of over 100 Cliff's Notes back into the Adult Nonfiction collection, enhancing the discoverability, access, and retrieval for both patrons and staff.
- We have been making progress on the W.O.W Science Kits. Staff from Technical Services, Children's, and Adult Services Departments met to brainstorm ways to package and process each of the kits, which will be ready to circulate in March and will debut at the Science Open House on Sunday, March 19.
- In a collaborative effort, work has begun to rebrand the Browse materials into a Trending Titles temporary collection, which will include new and popular fiction, movies, and music CDs. These items will be displayed next to the Holds and Recently Returned materials and will be available on a first-come, first-served basis in the library only (no holds).
- This month, the T.S. Department processed and cataloged 446 new materials added to our collection, the highest amount cataloged in the past four years within the shortest month of February!

Children's Services:

- Shake Shimmy and Sing: Kids and caregivers alike had a great time singing, dancing, and using our musical props (shaker eggs, rhythm sticks, and scarves). Each high energy session ended with a cool down story. This was the first time offering this as a regular story program—it was very successful.
- Think Tank Thursday: This month, kids explored the human body by making models of the lungs, stomach, and blood. The kids especially liked simulating digestion with their stomach bags full of food!
- Book Barkers: This program continues to be a success each month. Kids sign up for slots to read with visiting therapy dogs. It's a great chance for struggling readers to build their confidence!
- Harry Potter World: We celebrated The Great Read with our Harry Potter extravaganza! Nearly 50 people attended and enjoyed activities such as wand making, owl crafts, snitch tossing, and trivia. All of the kids also enjoyed a sip of "butter beer" and played our "guess the flavor" contest with Bertie Botts Every Flavor Beans. They also gleefully went on a mythical creature hunt.
- Harry Potter Treats was truly enjoyed by the kids as they made magical brooms, hats, wands, and Hedwig the Owl. Katie Boyle our chef did a great job with the kids.
- Dads and Donuts: We celebrated Valentine's Day with some stories, a heart craft, a bingo game, and a heart hunt! A great time was had by all Dads and kids!
- Storytime concluded on March 2 which is also Dr. Seuss' birthday. The session was well attended with an additional baby time session. The spring session will begin on April 2. There will be two story spotlights on March 13 and 22—with the themes of Lucky Leprechauns and Dinosaurs. Also, March will include a baby stay and play.
- Mr. Freeze will be part of our new WOW Science Kits Open House on March 19. He has an excellent cryogenics show and is sponsored by Fermilab.

Staff Development:

- Mary Inman completed a four week course titled "STEAM in the Library: Engaging Children in Learning." Offered through RAILS, she became more familiar with STEAM, its relevance to

library youth services (preschool-grade 6), and a range of programs and services meant to increase exposure to STEAM (Science, Technology, Engineering, Art, and Math) content areas.

- Elizabeth Brulc viewed a recorded webinar entitled RDA Serials Cataloging Update, hosted by ALCTS.
- Paul Dobersztyn attended the webinars, Creativity and Library Leadership; Making Meetings Work and New Community Engagement Tools.
- Paul Dobersztyn hosted PINDATA meeting at Lemont Public Library on February 8.
- Paul Dobersztyn attended Website Redesign Summit at the Naperville Public Library on February 17.
- Jackie Lakatos hosted the February PIRC meeting.

Community Engagement:

- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 14 patrons checked out 50 items in total.
- Sandra Pointon, along with Trustees Camalliere and Culcasi, attended the Lemont Chamber of Commerce Business Expo at the Park District CORE on Saturday, February 25th. We spoke to more than 100 individuals about library services and distributed library branded luggage tags.
- Library Trustees and Director Pointon attended the Lemont State of the Village address and luncheon on March 2nd.

Respectfully submitted,

Sandra D. Pointon