



**Director's Report**

May 9, 2016

**Personnel:**

- College student Ann Baillie will return as a summer assistant in the Children's Department and student Maureen Crowell will join us as a summer children's intern later this month.

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

Spring collections for tax year 2015 have exceeded projections; we will also receive approximately \$30,000 in 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>\$ 814,885.13</b>	<b>\$ 25,015.13</b>	<b>103.17%</b>

**Working Budget FY2016-2017**

The Finance Committee met on May 3rd to discuss the budget for the upcoming fiscal year. Treasurer Skibinski and Trustee Hogan reviewed the projected year end fund balances and established the tax revenue projection for FY2016-2017 at 5% above current year revenues. Despite the fact that tax revenues exceeded projections by more than \$50,000, it was agreed that it would be prudent to continue with this practice to ensure that expenses do not exceed revenues.

**Non-Resident Library Card Resolution:**

The annual non-resident fee for FY2015-2016 will be \$205, calculated by the General Mathematical Formula prescribed in Section 3050.60 of the Illinois Administrative Code.

Local Tax Collections for FY2015-2016, divided by District Population multiplied by average number of people in each household:

$$(\$1,583,024/21,685) = \$73.00 \times 2.81 = \$205.00$$

**Room Use Policy:**

The Policy & Personnel Committee met on April 27, 2016 to refine the draft of the Room Use Policy and discuss a schedule of fees for using some of the spaces, as well as designating study rooms and a studio that would be available at no cost to Lemont Library cardholders. There will be further discussion of the Policy at the Board meeting, followed by a review by the Library attorney.

### **Renovation Project:**

The ten-month long Renovation Project was capped off by the ribbon cutting on Monday, May 9<sup>th</sup> at 2:00 p.m. Reaction has been overwhelmingly positive to the transformation!

- The Library was closed from Monday, April 25<sup>th</sup> to Tuesday, May 3<sup>rd</sup> for the completion of Phase 3.
- Staff worked tirelessly cleaning shelving, restocking the book shelves, and preparing the Adult area ready for our opening on Wednesday, May 4<sup>th</sup>.
- The partition separating the adult area from the completed parts of the Library was removed and final electrical, painting, and dry walling was completed and millwork was installed.
- The grounds also received an update with new landscaping on the north façade and at the pedestrian island designed and installed by Twin Oaks Landscaping. They also created a new paver patio on the northeast side of the library which will be a marvelous space for outdoor events in warmer weather. Seating will be purchased for patron use and additional planting enhancements added as budget permits.
- The parking lot was resurfaced during the library closure; one way signs were installed and arrows were painted on the lot, which hopefully will improve compliance with the new traffic pattern.
- New shelving was installed for the Popular Picks materials, movie and music collections, as well as new configurations for audiobooks, large print and part of the non-fiction collection. Several sections of curved shelving were created, which provides a much more open, spacious space interspersed with a variety of seating options.
- A new window was installed on the north side of the Adult area, which brings in additional light and also enhances the exterior of the building.
- Four new LED lights were installed at the street sign, providing much needed illumination at Wend St.
- Most of the furniture for the adult area was delivered on May 2<sup>nd</sup> and 3<sup>rd</sup>, including study tables, computer tables, furniture for the Studios, Event Space and Learning Center and the Quiet Reading Room. We are only waiting for four new chairs for the north alcove to complete the beautiful transformation of the Adult area.
- The signage was installed just prior to the Opening Reception which added the finishing touches to the project.

### **Buildings & Grounds:**

The Committee will meet on Tuesday, May 10<sup>th</sup> prior to the Board meeting to review operating expenses and capital projects for FY2016-2017.

### **Renovation Project - Technology**

This was a very busy month for the IT Manager as we finished setting up the Children's and Teen areas, and then prepared the new Adult spaces for the reopening of the Library. Fernando capably juggled a myriad of projects to ensure that both staff and patron technology was up and running before we welcomed the public.

- Reference staff computers have been installed in the new Adult Services workroom.

- The Reference desk was temporarily moved under the tower and the learning center was reconfigured with 3 adult computers and printing stations installed during the completion of Phase 3.
  - The Patron Services staff has a printer installed in their new work space and the black and white staff copier has been installed in its permanent space. The phone analog fax line was also moved to the Black and white copier.
  - TBS has installed their new Paper Cut and MyPC software. The client computers have been updated and are all online.
  - The public wireless access points are all working. The new cable is making a big difference in wireless access speeds.
  - All the monitors for the digital signage have been installed. Reference Librarian Paul has updated all content for the digital system and we are using the digital monitors to promote upcoming library events.
  - The second self-check machine has been installed near the lobby, as well as the scan station.
  - Staff computers were installed at the new adult reference desk.
  - The 6 adult computers have been installed on the new computer tables, as well as two laptops at the technology bar. All cables and power wires have been neatly tucked in the wire management system for the furniture.
  - A new touchscreen online catalog computer was installed in the lobby, next to the Holds shelves and the iPad catalog was installed in the Teen area. Additional computers for catalog searching will be installed this week.
  - The public copier, print station and coin ops were moved to their new location in the Adult area.
- The new Mitel VoIP phone system has been installed and is operational. New telephones have been deployed for the employees. Training also has been completed.
  - The AV equipment and monitors are installed and staff received training on May 5<sup>th</sup>. We will further explore the many functions of the new projection, sound and camera systems in the coming weeks, prior to the start of summer programming.

### **Adult Services**

- The summer newsletter is completed and is in production; it will be mailed the last week of May to promote our renovated library and the many services and events for all ages this summer.
- Austin Hall spearheaded the set up and implementation of the room reservation system via Evanced's Dibs module. This allows Lemont Library cardholders to reserve one of the 2-person study rooms or the 4 person Studio in one hour increments. We are currently testing the system in-house prior to making a link available via our website.

### **Adult Programs**

- Paul Dobersztyn and Megan Greenback hosted the Books on Tap event on 4/16/16, with 9 in attendance.
- Pam Zukoski attended a Great Read Finale meeting on 4/14/16 and attended the Great Read Finale event on 4/28/16.

- Pam Zukoski hosted the Book Buzz Book Club on 4/26/16 at the Park District with 5 in attendance.

### **Teen Services**

- The signage for the Teen Space is up! The new Non-Fiction, New Books, and Featured Reading sign has been hung up and looks great.
- A display featuring Teen books being made into movies is set up next to the new book section of the Teen Space.
- Teens have regularly been using the Teen Lounge and Study Room and are enjoying the Apple TV and PS4.
- Teen Summer Reading and programming has been planned and fliers for the summer reading program have been created.
- We have purchased multiple copies of the books for the *On The Same Page* discussions this summer and a display of the titles will be available at the end of May. *On The Same Page* promotion will continue throughout May; Megan is working with our Lemont High School contact to distribute information regarding the discussions and the availability of the titles at the library
- During the Lemont High School finals period, we will be hosting Exam Cram programs in the Teen Space. These programs will provide snacks, water, and stress relaxation activities in the Maker Station section of the Teen Space.
- Preparations for the Teen Summer Reading will continue, including planning video and board game tournaments, coding programs, and presentations about applying and paying for college.

### **Children's Services**

- Daddies and Donuts will return on Saturday, May 14!
- 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.
- Opening Ceremonies for the summer reading program, Read for the Win will be held on Friday, June 3<sup>rd</sup>. The event will feature the Traveling Lantern's production of "Vladimir Goes for Gold" followed by carnival games, face painting, and summer reading registration.

### **Technical Services:**

- Serials is now fully under the management of the T.S. Department. Elizabeth is responsible for processing new magazines, weeding, and making claims when necessary. I have established a relationship with our magazine vendor contact and will soon be completing the subscription renewal process.
- The entire Department pitched in to help finish the setup of the newly renovated Adult area. This included cleaning shelves, setting up the Adult Magazine collection, stocking movies, and working hard to process and catalog new materials to be displayed in the Popular Picks, Adult Graphic Novels, Travel, Audiobooks, and Adult Fiction collections.

### **Staff Development:**

- Elizabeth Brulc viewed a recorded Polaris training video that introduces the Polaris Staff Client and how to navigate and use the Cataloging module.

- Jackie Lakatos attended the Pinnacle Circulation Committee meeting @ Joliet PL—Black Road branch. (

### **Outreach**

- On Monday, April 25, Austin Hall delivered outreach items to Franciscan Village (7 people, 22 items) and Our Lady of Victory convent (5 people, 3 items).
- The library's Preschool Open House was a success in the new Children's Activity Center on April 19 with all Lemont preschools participating.
- Happy Hands had the honor of being the first field trip in the new Children's department. They enjoyed stories about books, made a bookmark, and then had time to explore all the fun the kids' area has!
- Book Buddies will have their grand finale May 9th.
- Visits to area schools for summer reading promotion will be held from May 23-27.

### **Sponsorships & Gifts**

We received an additional \$250 unrestricted gift this month. Donor names have been added to the webpage; plaques will be ordered once the exact specifications are determined. Sponsor plaques were installed at the Children's Activity Center for the Lemont Jr. Woman's Club and the Interactive Wall for the Lemont-Homer Glen Rotary Club sponsorships.

Respectfully submitted,

Sandra D. Pointon