



Director's Report
May 8, 2017

Personnel:

Janice Kurasz and I met with a representative from the Management Association of Illinois for an "HR Checkup" on April 20th. It was a very instructive process; we will be implementing their recommendations for managing personnel documentation and updating relevant policies.

Property Tax Distributions – Levy Year 2015-2016:

	Projected	Actual	Difference	% Collected
Spring 2016 Collection	\$ 843,755.00	\$ 771,432.19	\$ 72,342.81	91.4%

The spring tax collection of approximately \$30,000 should be received from DuPage County in early June.

Audit FY2016-2017:

The proposals for audit services submitted by Brian Zabel and Associates and Lauterbach & Amen were reviewed by the Finance Committee; a recommendation for a selected auditor will be discussed at the forthcoming Board meeting.

Working Budget FY2017-2018:

The Finance Committee met on Friday, May 5 at 11:45 a.m. Trustees Skibinski and Hogan reviewed updated fund balance report and reviewed recommendations from the Buildings & Grounds Committee pertaining to the Equipment & Maintenance Budget and the Capital Projects budget for FY2017-2018.

Non-Resident Library Card Resolution:

The annual non-resident fee for FY2016-2017 will be \$191.00, calculated by the General Mathematical Formula prescribed in Section 3050.60 of the Illinois Administrative Code.

Local Tax Collections for FY2016-2017, divided by District Population multiplied by average number of people in each household:

$$(\$1,477,552/21,685) = \$68.13 \times 2.81 = \$191.00$$

Pinnacle Library Cooperative:

- We interviewed three candidates for the System administrator position and selected Matthew Hammermeister who is currently a cataloger at Joliet Public Library to fill the position.

Renovation Project:

- Coleman Roofing remitted documentation for release of their final payment on May 5. All documents have been reviewed by attorney Eric Hanson and Frederick Quinn.
- Linear Electric's technician corrected problems with the occupancy sensors in the Event Space and Learning Center on May 5th, and worked on the lighting controls in the Children's Activity Center. Replacement parts are on order and I anticipate the work will be completed next week. Final payment is being held until these issues are fully resolved.
- Vortex Flooring was onsite on Monday, May 8 to remedy the bubbling in the flooring in the Children's Activity Center. Work will continue on May 9. Final payment is being held until these issues are fully resolved.
- AVI-SPL was also on site on May 8 to correct issues with the audio recording capabilities.

Buildings & Grounds:

- The Committee met on April 25, 2017, as described in the attached minutes. Proposals for replacement of a tree on the northeast corner of the building and mulching were reviewed. Sun & Shade, Lemont was selected for the work which should begin this week. A discussion of expenditures in both the Equipment & Maintenance Fund and Capital Projects Fund for this fiscal year and planning for the upcoming budget were reviewed.
- The committee accepted a proposal from Wilson Sealcoating of the parking lot for \$3,100; work is scheduled for July 3rd, when the library is closed for the Independence Day Holiday
- The donor signs were installed on Friday, May 5.
- I have been in contact with Sebert Landscaping management regarding the persistent dandelion issues and hope this will be brought under control shortly.
- Twin Oaks Landscaping will be replacing plants under warranty sometime in May; work has been delayed due to rainy weather.
- The Buildings & Grounds Committee is looking at options for outdoor furniture for the patio, to include benches, table and chairs and planters.

Adult Services:

- The adult and teen departments' ran a successful Money Smart Week. Several programs associated with the theme took place and many patrons entered into our "Piggy Bank" contest.
- The Great Decisions discussion series has been a successful program. Attendance has been consistent and feedback has been good. The series will be wrapping up on May 11th and we hope to bring this series back next year.
- We recently added subscriptions to Gale Courses and Rosetta Stone in our effort to offer continuing education at the library. Library patrons can now learn languages using their computer or smart devices. They can also attend six week long (weekly) courses that vary from technology to personal finance and more.
- Adult programs, including Climbing the Appalachian Trail, Body Smart Gardening, Windows 10 Class, Beards & Beer and Classic Italian Cooking, were well attended this month.

- Throughout the month of April, we have been preparing for the Murder Mystery program, the summer newsletter which is currently in the editing stage, and for our Summer Challenge programs around the theme of Design Your Life at the Library.
- The Summer newsletter mailing is scheduled for the week prior to Memorial Day.

Teen Services:

- Megan and Paul visited with Principal Brett Gould at Lockport East High School to discuss the use of "Z-Space" technology at the library. The "Z-Space" lab was donated by Citgo, and it was recommended by a Citgo rep that we check out the technology. We are continuing to work on our Citgo Grant proposal.
- April teen programs - Chopped Dessert Challenge, Make Your Own Terrarium, and Almost Adult: Budgeting 101 - attended by 23 teens.
- A display for National Poetry Month and a display recommending books based on popular Netflix shows decorated the Teen Featured Reading shelves this month.
- The Teen Summer Challenge, themed "Design Your Teen Life at the Library," has been created and is being promoted by English teachers at both Lemont High School and Old Quarry. Teens will have to complete 8 tasks, including checking out YA books and attending Teen programs, to be entered into a drawing for two gift baskets.
- A book display featuring the three books chosen for the Lemont High School's One Book One School summer reading program will be located on the Teen Featured Reading shelves.
- These are the teen programs coming up in May:
 - Comic Book Crafts on May 3rd
 - Teen Action Group on May 4th
 - Chopped: Smoothie Challenge on May 15th
 - Summer Volunteer Meeting on May 17th
 - Exam Cram on May 22nd and 23rd

Children's Services:

- The WOW science kits are circulating well with the microscope and Picasso tiles being especially popular.
- The sponsor flyers for "Reading by Design" were mailed April 19. School visits will present Reading by Design, May 22-26. The library's printer Allegra is working on a donation of very cute notepads which is the third year they've been so generous.
- Think Tank Thursday: Dawn spent a fun hour exploring weather science! Kids created "weather in a jar" with fog, rain, and tornadoes. Then they discussed thunder and tried to make rainbows with flashlights and a glass of water.
- Daddies and Donuts: This month we celebrated spring with spring themed stories, crafts, and games. Kids also went on an Easter egg hunt before enjoying their donuts.
- The piggy banks were a hit as the kids loved painting them with artist Carolyn Zolecki. The 10" ceramic pigs were part of Money Smart Week and all of the kids' money sense books were on display.
- In our new "Get on the Tech Train" program children, ages 7-10 had fun experimenting with coding by getting hands-on with the new WOW kit robots. They also enjoyed playing games on their digital devices and projecting them onto our large TV screen. Brianna Ellis did a great job leading the kids.

- Our monthly Lego Club was full of happy kids building masterpieces to put on display in the Children's Department. The children also enjoyed a Lego movie while constructing their creations.

Staff Development:

- Christina Theobald attended a meeting on April 4, 2017, hosted at the Fountaindale Library. Pinnacle Technical Services Managers and ILS Manager were present to discuss the possibility of a consortium OCLC reclamation/data sync. The group also laid out database cleanup tasks that need to be completed in future preparation for the data sync.
- Elizabeth Brulc viewed a recorded webinar entitled "Principles of Classification", available and hosted by the Association for Library Collections & Technical Services.
- Paul Dobersztyn attended a webinar on Cloud Library Pay Per Use Options on 4/27.
- Pam Zukoski completed BASSETT Training on 4/30.
- Paul Dobersztyn and Megan Greenback attended C2E2 (Comics Convention) in Chicago on 4/21.

Community Engagement:

- The library's preschool open house was a success on April 4 with all Lemont preschools participating. With the switch to an evening, attendance more than doubled in attendance from previous years.
- The Lemont High School early childhood development class visited the library on Wednesday, May 3. Students enjoyed a storytime session, followed by a discussion of how to read to young children.
- The Book Buddies finale will be held on May 15. Close to 50 kids read with their book buddies during the course of the school year.
- The Library participated in the Stop Summer Slide night at Oakwood School on May 3rd.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 14 patrons checked out 68 items in total.

Sponsorship Campaign:

- The Family of Adolph J., Sr. and Ann F. Pilipauskas Waitkus contributed a gold-level sponsorship, designated for one of the library study rooms.
- Lemont Bank & Trust committed to a silver level sponsorship, as well as sponsoring two summer events.
- The one-year anniversary celebration, featuring the Murder Mystery play, was a great success, with more than 80 people in attendance. Feedback was very positive from participants. Four trustees (Tom Culcasi, Mickey Skibinski, Pat Camalliere and Christine Hogan) were present to unveil the donor plaques honoring past donors and recognizing our new sponsors.

Respectfully submitted,

Sandra D. Pointon