



**Director's Report**

November 4, 2016

**Personnel:**

- Jackie Lakatos reached her 30 year anniversary with the Library.
- Mackenna Kurasz was hired to fill a Page position.

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

No additional tax revenue was received in October. A substantial adjustment was made to our fall collection as a result of Cook County processing a backlog of appeals resulting in a revenue shortfall (details attached). Potential adjustments to the Working Budget will be reviewed with the Treasurer.

	<b>Projected</b>	<b>Actual</b>	<b>Difference</b>	<b>% Collected</b>
<b>Fall 2015 Collection</b>	<b>\$ 724,370.00</b>	<b>\$ 647,581.00</b>	<b>\$ 81,230.18</b>	<b>89.40%</b>

**Financial:**

- We received a payment in lieu of taxes of \$12,973 from the Department of Energy in October.
- Remaining accounts at Lemont National Bank were closed on November 1<sup>st</sup>, and funds transferred to MB Bank.
- The payment for the 2016 bond is due in early December, and will be paid by wire transfer next week.

**Policies:**

The Policy & Personnel Committee met on Thursday, October 27 at 12:30 p.m. The Committee was tasked with review of the new Alcohol Policy. The Village of Lemont's attorney advised that the Village Board will be approving an exception to the Liquor License Ordinance in November. This will allow taxing bodies, such as the Library and the Park District, to serve alcohol in limited situations, provided that that all staff members (and others) who serve alcohol have received Beverage Alcohol Sellers Education and Training (BASSET). This is a relatively simple process, which can be completed through an online training course. I have also confirmed that the Liquor Liability insurance can be added to our policy immediately upon approval of the Alcohol Policy.

The Committee also reviewed a draft of a *Resolution to Comply with the Government Travel Expense Control Act* (attached) The Local Government Travel Expense Control Act (P.A. 99-604) sets

requirements for local governments to adopt by resolution a local policy on expense reimbursement, outlining the maximum allowable reimbursement, types of official business for which travel reimbursements are allowed, and a standardized form for submission of travel reimbursements (expenses). Our current travel request and reimbursement forms have been modified to meet these requirements and a draft resolution prepared and reviewed by the Policy & Personnel Committee.

#### **Renovation Project:**

- A few items remain on the punch list and will be reviewed with John Eallonardo of Frederick Quinn next week.
- Valves were replaced in three of the original VAV boxes in late October. There are no current heating issues to report but further “tweaks” to the controls may be required as the weather changes.
- The Children’s Activity Center monitor has been replaced. We are still experiencing intermittent issues with sound. SPL needs to return and finalize controls programming in the Event Space.
- Outstanding furniture issues have been resolved.
- Each subcontract (trade) is being reviewed to verify payments disbursed to date and completeness of work prior to releasing final payments. We will hold back the roofing retainer until an assessment can be conducted under winter conditions.

#### **Buildings & Grounds:**

- Walter and Fernando installed the new book and AV drops last week; it proved to be a challenging project requiring precise squaring and leveling of the boxes. The capacity of the drops is substantially greater than our old book/AV drops which is very helpful, especially during inclement weather. Patrons are having no issues accessing and using the boxes.
- After consultation with the Buildings & Grounds Committee, Sebert Landscaping was selected to provide snow removal services for winter 2017 (December through March) for a contract amount of \$6,560. Terms were clarified to ensure that shoveling of sidewalks, plowing and de-icing were all included in the monthly fee.
- Fox Valley Fire completed the annual inspection of the fire extinguishers on October 28<sup>th</sup>.

#### **Technology:**

- The new security alarm system was installed and programmed by Tyco this week. We will be able to program individual codes for authorized employees and other customizations through a web interface, as well as access the system remotely through an app interface. The telephone line dedicated to the security system can now be disconnected. The new system does not require the use of telephone line as it uses Cellular signal to monitor the alarm.
- New computers for the Patron Services and Children’s Services desks have been installed and are operational
- Unresolved and intermittently reoccurring issues with the AV technology persist. The sound system in the Children’s room is still problematic; the sound will disappear and the TV has to be unplugged and plugged back in. The TV in the event space will not shut off via the wall panel. SPL has been contacted, and the remainder of their contract amount is being held back until problems are resolved.
- We will need to look for a battery backup unit for the audio rack in the event space. This is to protect the unit in case there is power outage.

### **Library Services:**

- All usage indicators were up, with a 14% overall increase in use of library resources; patron visits increased by almost 20% over October, 2016 and program attendance and room use was over 1,500 last month.
- The Patron Services Department continues to switch patrons over to the new Library cards. To date the Department has switched out 1,337 cards.
- We are accepting donations of books and other materials, primarily to provide a source of replacement and supplementary materials for the library's collection. Items that are not added to the library collections will stock the ongoing sale areas in both the adult area (near the travel section) and by the children's desk. Funds from these sales will be used to offset program supply costs. We have already received several donations of materials in excellent condition. A workflow will ensure that donations are processed in a timely, organized fashion and basement space is not over utilized for this process.

### **Adult Services:**

- We are targeting December 1<sup>st</sup> as the start date for the Passport Application Acceptance service. Our application had been sent to Washington, D.C. for final review and we should receive approval within the next two weeks. We are promoting the upcoming service, developing procedures and reviewing the processing requirements in the meantime, to ensure we are fully prepared for the December 1<sup>st</sup> launch.
- An in-house newsletter has been produced for December, as programming will be more limited. The January – February, 2017 newsletter is also being crafted and will be mailed out late December.
- Adult programs continue to be very well attended. Pam hosted the debut of our new Books & Brunch mystery book discussion series in early October. Paul hosted an offsite program at Gamestorm in Lemont for a Magic: The Gathering card game tournament.

### **Technical Services:**

- Christina Theobald hosted a PinTech Manual Subcommittee meeting; work has begun to transfer the PinTech manual to a navigable website via Wordpress.com. The subcommittee plans to present the in-progress website to the larger PinTech group next month in hopes for final approval and implementation.
- Christina Theobald and Paul Dobersztyn have formed a Collection Manual Subcommittee, responsible for drafting and compiling content to be added to Lemont Library's Collection Procedures Manual. They have already met and discussed the overall content framework and are currently working to finalize the Damaged and Repair Item section, soon to begin on the Acquisitions and Selection sections of the manual. Dawn Strand will also be joining to subcommittee in future meetings.

### **Teen Services**

- Several well-attended teen events were held in the past month, including Mini-Pumpkin Painting, Waffle It, Makey Makey Lab, Hogwarts Halloween, and a meeting of the Teen Action Group. Altogether, 28 teens attended programs in October. 13 teens used the PS4 in the month of October.

- There was a small display in the Teen Featured Reading for Banned Books Week.
- There are several teen programs coming up in November, including Take n' Bake on November 3<sup>rd</sup>, Spa Day on November 9<sup>th</sup>, Website Design on November 12<sup>th</sup>, the TAG Meeting on November 17<sup>th</sup> and Yoga for Teens on November 19<sup>th</sup>
- Teens will be able to decorate ornaments for The Giving Tree on November 26<sup>th</sup>. Teens will receive an hour of community service credit for decorating and hanging the ornaments. We will be accepting donations of wrapped books, in partnership with the Hope & Friendship Foundation, to be donated to families in need in the Lemont area.

### **Children's Services**

- The Book Buddies launch party was a huge success. The high school did an excellent job getting Book Buddies off to a great start and presented it well. 30 Buddies will meet throughout the school year to practice and enjoy reading.
- High praise was given by parents and kids alike for our brand new Shake, Shimmy, and Sing program for preschoolers on October 14. This is a musical story time in which Ms. Dawn led the children in foot stomping, marching, singing, and rocking out to various musical artists for children. The second one for November filled up in the first few hours of registration.
- Another new program introduced in October was Think Tank Thursdays, for 5 to 8 year olds. October's session was "Going Batty" featured simple experiments with echolocation of bats, as well as videos and stories about bats. November's registration filled quickly on the first day and will feature candy bar science. Think Tank Thursdays was created to complement STEM programming as well as the library's upcoming grant for science kits.
- Dads and Donuts was spooktacular with a Halloween and monster theme. Dads and kids heard spooky but funny stories. They played Halloween Bingo and Boo Bowling as well as enjoying donuts and juice together. Their haunted houses were real works of art.
- Junior high art teacher Carolyn Zolecki did a fantastic job in painting sugar skulls with the fourth and fifth graders. The kids turned out some highly beautiful art on clay pots. We look forward to her return for a special Christmas art project.
- Our Goosebumps Party on October 28, was greatly enjoyed by the fourth and fifth graders. In addition to the newly released movie, the kids hand painted pumpkin boxes, enjoyed pizza, and went on a Skeleton scavenger hunt. Once they found all their skeleton pieces, they tried to be the first team to get their bones put together for the win.
- Trick or Treating was enhanced by our book characters doing a fantastic job! They included: Sheryl Hill as Mother Goose, Olivia Styrzula as Cruella DeVille, Bridget Kunkel as Tris "Divergent", Megan Dzimira as Goldilocks, and Kristen Krueger as Pippi Longstocking. From our staff, Sandi played Snow White, Mary was Pete the Cat, Megan was Dorothy, Carol was Dr. Doolittle, Kay was Mouse ("If You Give A Mouse a Cookie"), Dawn was Harry Potter and John played Waldo. We had an enthusiastic and large crowd throughout the two hours as they trick or treated from each book character and the weather couldn't have been more perfect. There are many pictures on the library's Facebook page.
- The holiday session of story times opened registration on Thursday, October 27. Within the first hour, the baby class had filled and had a waiting list. We are looking forward to the holiday season and have plans for Santa to return!

### **Staff Development:**

- Christina Theobald attended SQL training at the Joliet Public Library where she learned how to create more advanced search queries using SQL in the Polaris database.

- Sandra Pointon attended a webinar on Cloud Library updates.
- Sandra Pointon, Megan Greenback, Janice Kurasz, Paul Dobersztyn and Pam Zukoski attended offsite Passport Acceptance Agent Training.
- Megan Greenback attended a Building a Maker Community Webinar on 10/26 (1 hour)
- Paul Dobersztyn attended a Horror in Fiction Webinar on 10/6.
- Paul Dobersztyn attended the Illinois Library Association Annual Conference in Rosemont from October 18 to 20.
- Jackie Lakatos attended the Pinnacle Circulation group meeting at White Oak—Romeoville.

**Outreach:**

- Sandra Pointon attended the Lemont Administrators' Lunch hosted by the Fire Protection District on October 7<sup>th</sup>. The new Village attorney, Jeff Stein, was introduced to the group.
- Dawn Strand and Mary Inman had a great time at the Lemont Fire Department's Open House on October 10. The kids stopped at the library's table and made some very cute Dalmatian puppies. The weather was perfect and LFD had a great time putting fires out and showing off their beautiful new fire engine.
- Kathie Baker provided monthly outreach services to Franciscan Village; 14 patrons checked out a total of 57 items.

Respectfully submitted,

Sandra D. Pointon