



Director's Report
October 6, 2017

Personnel:

- Vanessa Liptack has been hired as the new Technical Services Manager. She has experience using our Polaris library software both at her current position at Orland Park Library and while working at Joliet Public Library. Matt Hammermeister will assist with cataloging needs part-time until Vanessa begins in November.
- Marchand Hernandez was selected, from a strong field of candidate,s for the newly-created full time Children's Assistant position. She has many years of expertise in education and experience with elementary aged children. She began October 3. We hope to expand our services for teachers and home schoolers with her help.
- Adam Drafke was hired as the new part-time Technical Services assistant. His primary duties include the receiving, processing, and repair of library materials.
- Lyle Kane was hired to fill a Shelver position.
- Mary Inman celebrated her 30th anniversary at Lemont Public Library on Sept. 28.

Property Tax Distributions – Levy Year 2016-2017:

	Projected	Actual	Difference	% Collected
Fall 2016 Collection	\$ 690,000	\$ 720,610.43	\$ 30,610.43	104.44%

Fall tax collections have exceeded our projection; however refunds for 2009-2016 collections total more than \$13,209.85 to date.

Audit:

Auditors with Lauterbach & Amen spent three days at the Library conducting the audit fieldwork from August 25 to 27. We anticipate receiving a preliminary audit report in late October, with the final report and recommendations to be presented at the November 14 Board meeting.

CITGO STEM Grant:

Launch into STEM preparations continue.

- Megan is preparing program plans for the bi-monthly programs which will commence in January as well as creating an application form for students who are interested in the program to ascertain their level of interest and availability.
- Paul purchased and set up both the 3-D printer and Makerspace cart, and Paul and Megan are learning how to best use this exciting technology. Megan also visited the Chicago Public Library Maker Lab to talk to their librarians about their experience using and troubleshooting 3-D printers and 3-D printing software.
- The first grant report will be submitted in October, detailing expenses and progress to date.

Snow Removal Services, 2017-18:

- Sebert provided two contract options for snow removal services for December, 2017-March, 2018. Prices would remain the same as last year (\$6,560) for a contract covering up to 42 inches of snow removal. A per occurrence option was also provided (as attached).

Buildings & Grounds:

- A proposal for Federal Signal to provide an additional emergency signal box for the Children's Desk is attached. Configuration and installation would be performed by our IT Manager. We currently have these Informer boxes at the Front Desk and Info. Desk provided through a grant to the Village of Lemont several years ago.
- Fox Valley Fire & Safety conducted a required five-year inspection of the check valve and sprinkler pipe on September 19th. They also recharged the antifreeze loop for the outside sprinklers (at the entrance).

Technology:

- Fernando updated the surplus computer inventory and prepared five workstations for sale at the Book Sale on Saturday, October 7.
- An additional camera is required to provide coverage outside the Teen Lounge. We will be installing a separate camera, as well as a camera in the basement work area, as there is no additional capacity in the current system and pricing is very high to add on to that system. These two cameras will cost less than \$300, being an inexpensive option to provide needed surveillance.
- Fernando has installed additional wireless access points in the east side of the Adult area to provide better WIFI coverage, as well as WIFI in the basement, which will be very helpful for inventory purposes.

Adult Services:

- The Library Card Sign up Month contest was a big success! There were 252 entries into the drawing which included both new cardholders and anyone who had checked out/downloaded an audio product. We awarded patrons with 6 total prizes. Prizes awarded included audiobooks donated by Recorded Books, an Amazon Echo Dot, premium headphones and a Target Gift Card.
- The adult department held a successful, and entertaining, Library fundraiser "Polka-Palooza" on Friday, September 22nd. Over 50 people attended, and we raised \$450 to offset library programming costs. Lemont Bank and Trust sponsored the entertainment for the evening. Pollyanna Brewing Company donated the Oktoberfest beer and two gift baskets that we raffled.

- We hosted a Business Open House event on Thursday, September 28th, in partnership with the Lemont Area Chamber of Commerce. Mayor Egofske, Trustees Stapleton and Mclafferty and Clerk Smollen represented the Village of Lemont. A number of Chamber members and business people from Lemont also attended. Representatives from Reference USA and EBSCO showcased their databases, and how it can benefit their businesses to use free databases at their library. All attendees received library mugs and information about library resources for businesses.
- Other adult programming included: Hidden Gems along the Des Plaines River, Illinois Mac Users Group meeting, Ageless Grace, Friday Films, eAudio Library tech class, a very successful Make a Fall Wreath program, and Habits of Happy People lunching.

Teen Services

- We had the following teen programs in September: Teen Action Group, Makerspace Lab, and Candy Sushi. Altogether, 22 teens attended programs in September.
- Displays about Middle Grade Recommended Reads, Banned Books Week, and YA books featuring Hispanic characters to celebrate National Hispanic Heritage Month occupied the Teen Featured Reading portion of the Teen Space.
- The following programs will occur during October: Chopped: Halloween Challenge on October 11th ; Halloween Escape Room on October 19th and Interactive Movie Night on October 25th

Technical Services:

- Several staff members participated in an all-day effort on September 9th to pull, box up, and return leased books. A big thank you to John Tuzim, Michael Tuzim, Elizabeth Brulc, Carol McFarland and Paul Dobersztyn for all of their hard work. Overall, we returned almost 1,000 leased books to Baker & Taylor, freeing up space on our shelves in the Adult Fiction collection as well as in the basement.
- Christina and Sandi have worked to implement pre-processing services with Baker & Taylor. Going forward, a majority of books purchased through B&T will arrive with a book cover or paperback laminate and ownership label. DVDs and Blu-rays will arrive packaged in security cases with embedded labels on the artwork. The pre-processing of materials will greatly speed the workflow and get items onto the shelves faster for our patrons.

Patron Services:

- We issued over a 100 new library cards during Library Card Sign Up Month!
- Kathie Baker is consulting with Plainfield Library on a process to create family card blocks so that fines and lost items charges can be recovered more easily.
- Shelves Luke, Matt, Michael and Alex, as well as Clerk John, were extremely helpful in sorting and organizing and helping with set up for the Book Sale.

Children's Services:

- Dads and Donuts had an awesome time celebrating back to school with excellent books and balloon and imagination games. They created their own school buses. Brianna Ellis did a great job leading the dads and kids.
- Polka-Palooza was awesome! On Saturday, Sept. 23rd, Pint-Sized Polkas with Mike Schneider was full of fast paced polka music, the Chicken Dance, yodeling, and trivia. Mike Schneider did a great job with his accordion. The children and parents really seemed to enjoy it!

- Congratulations to Kara K., age 5, who was the children's winner of the Kindle Fire. Her name was in the drawing because she signed up for a library card.
- Storytimes are well attended and have included fun fall themes with excellent books, purpose driven art, and other activities. Action Academies, though small groups, have enjoyed making ice cream, reading good Halloween fiction, games, and other activities.
- Legos and Stay and Play returned in September.
- Our popular Trick or Treating with book characters will return on October 31st from 4-6 p.m. The Friends of the Library have provided \$50 for a gift basket during this event. Other fun programs include artist Carolyn Zolecki painting pumpkins with the kids on Oct. 26.

Staff Development:

The library was closed on Friday, September 29th so that the staff could engage in a variety of training opportunities. Highlights included:

- Staff review of Library goals for 2017-2017 by Sandra Pointon.
- Janice Mack related her experiences using Gale Courses for Excel courses, an excellent online staff training tool.
- Presentation by Beth Randall on Reducing Stress by Organizing.
- Overview of library digital services by Paul Dobersztyn.
- Kathie Baker provided on review of the different types of library cards.
- Preview and examples of new preprocessing services from Baker & Taylor presented by Christina Theobald.
- Training on Workplace by Facebook which is being used for internal communications.

We also focused on safety and emergency training. Lemont Fire Department assisted us in conducting a fire drill and reviewing our emergency procedures (when to call 911) and we also conducted a tornado safety drill. I also reviewed updated Accident and Incident Reports and Procedures.

Overall it was a very productive day and feedback from staff was very positive.

Other training and meetings in September included:

- Christina Theobald and Elizabeth Brulc attended the PinTech meeting, hosted at the White Oak Library – Romeoville branch.
- Christina Theobald and Elizabeth Brulc attended two live OHIONET webinar/workshops on cataloging DVDs, Music sound recordings, streaming video, streaming audio, and electronic resources. The webinars were hosted at Lemont Public Library and other Pinnacle catalogers were also in attendance.
- Paul Dobersztyn attended Library Safety Pt. 1 and 2 webinar on 9/13.
- Paul Dobersztyn, Sandra Pointon and Pam Zukoski attended Library Aware Meeting on 9/20.
- Paul Dobersztyn and Sandi Pointon met with Bill Schwarting of Recorded Books on 9/21.
- Paul Dobersztyn met with Zach Witt of Ilumen Solar Flower technology on 9/8.
- Megan Greenback attend PIN OPAC Meeting at the Plainfield Public Library on 9/21.

Community Engagement:

- The tenth annual Veterans Drive commenced on October 1st; we are collecting items needed at the MW Shelter for Homeless Veterans and the Hines V.A. Hospital, through November 13th. A

\$500 donation from the Lemont-Homer Glen Rotary Club will provide many items and gift cards for the veterans.

- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. Our Lady of Victory Infirmary was added to the outreach schedule at their request. 31 patrons checked out 83 items in total.

Respectfully submitted,

Sandra D. Pointon