



Director's Report

September 9, 2016

Personnel:

- Christina Theobald, our Technical Services Supervisor has graduated with a Master of Library and Information Science (MLIS) degree, also earning a concentration in Information Organization, from the University of Wisconsin-Milwaukee.
- A candidate has been selected for the full-time Adult Services Librarian position; we anticipate a late September start date.
- Interviews are continuing for the Children's Services Assistant part-time position.

Property Tax Distributions – Levy Year 2015-2016:

We have received a majority of our fall tax distributions from Cook County, and our first distribution from DuPage County.

	Projected	Actual	Difference	% Collected
Fall 2015 Collection	\$ 724,370.00	\$620,019.70	\$106,750.30	85.6%

Financial:

- Auditor Ken Jaszczak visited the library in mid-August for the FY2015-16 audit review. A draft of the report will be available in early October.
- The Budget & Appropriation Ordinance 2016-2017-01 will be approved at the B&A Hearing on Tuesday, September 13th at 6:45 p.m.

Renovation Project:

Additional progress has been made in finishing the punch list.

- Furniture repairs have been addressed, with the exception of the meeting table casters.
- Valve replacements are pending; we are enlisting the assistance of Frederick Quinn to accelerate the timeline as the boilers need to be back on line soon for cooler weather.
- The Children's Activity Center monitor has been replaced while repairs are undertaken offsite; we are still waiting for pricing on additional microphones and camera relocation for the Event Space.

- We are working with Vortex and FQ to resolve ongoing issues with unevenness in the Children's Activity Center flooring.

Buildings & Grounds:

The Buildings & Grounds Committee will meet prior to the September 13th Board meeting to review landscaping enhancement proposals and an update to the security alarm system.

Technology:

- SSL certificate for the Lemont library web site has been completed and appears to be working, resulting in a more seamless experience for WIFI users.
- WIFI upgrades have resulted in enhanced download and upload speeds.
- A new internal help desk software was rolled out for the staff to submit tickets for IT or Maintenance problems.
- Fernando obtained an estimate from Tyco for a new wireless security system alarm and monitoring services.

Library Services:

- The process of establishing a Passport Application Acceptance Center at the Library is moving forward. Designated staff will begin the online training process in the next few weeks. We plan to offer the service, including passport photos, all days, except Sunday, which I am sure will be a very convenient service for our residents.
- Library card sign up month has begun and will be celebrated with PowerPalooza II: The Library Awakens on Wednesday, September 14th. The Star Wars themed event features a myriad of activities for all ages, including Star Wars trivia, balloon light sabers, kids' games, photo booth, Star Wars music performed by the Lemont High School band and a costume contest.
- The newly designed library cards will debut on September 14th; all those who exchange their old card, or sign up for a new library account, will receive an entry for Star Wars prizes.
- Collection usage (both print and digital) has increased more than 14% compared to August, 2015. We are experiencing steady usage of the study rooms and increasing requests for use of the Learning Center.
- The fall newsletter was mailed to all Lemont households during the last week of August.
- Registration for all programs began on September 1st.
- The new dual bookdrop has been ordered and should be arriving within the next two weeks.

Teen Services

- We hosted two college information programs this month: *Paying for College without Going Broke* was presented by the My College Planning Team to a group of 10 patrons, and *How to Begin the College Search* was presented by Quest College Planning to 13 patrons. A third program, *Paying for College Without Going Broke*, will be held on September 27th.
- Brochures and flyers for Teen Fall 2016 programs were sent to Old Quarry to be passed out to students during study hall.
- Teen program brochures and flyers for Fall 2016 have been created and displayed both in the library and on the website. Teens have already started signing up for the programs, several of which will be held in September, including Candy Experiments, Teen Action Group, Painting Party and Teen Cooking 101.

Children's Services

- The summer volunteers were thanked for their service at a party on August 3. Over 45 volunteers helped with summer reading programs, crafts, drama, and statistics. They did a great job.
- Mary Inman met recently with the National English Honor Society officers and their advisor to make plans for Book Buddies on Sept. 7. Inspired by our PowerPalooza II, they decided to use a space theme for the year. The reading program will blast off into reading space on Thursday, October 13 at 6:00 p.m.
- The school year got off to a fun start with a Pokemon Go program led by Dawn Strand. She had 11 kids listen to Pokemon safety tips followed by a hunt around the neighborhood, a craft, and game, assisted by three HS volunteers who shared their Pokemon expertise. The library is a Pokemon gym so there have been a lot of Pokemon hunters in the library parking lot since the craze began at the end of June!
- The children's department is looking forward to *The Book Brigade*, the new session of stories and more for children, babies on up. It will begin Monday, September 12. Three classes are filled with waiting lists and sign up is going well. The first weeks will have space and astronaut themes. Also, the first Daddies and Donuts of the year will be held on September 10.
- Library Card Signup events are going to be so exciting with PowerPalooza II kicking it off with awesome Star Wars games in the Activity Center, pod racing, and our balloon creator from Sparkles Entertainment providing balloon light sabers. Following PowerPalooza II, Katie Boyle will be back with a Star Wars cooking program for kids on Sept. 17.

Technical Services:

The Department is currently assessing a new damaged item workflow to streamline the process of recirculating repaired/damaged items. Item repair forms have been modified, and two new labels were created to help identify items that have already been evaluated and/or repaired. Discussion and procedures regarding replacements, repairs, and collection development are ongoing.

Patron Services:

The Patron Services Department has begun working on maintenance/cleaning of the Library's collections. They will be cleaning and/or resurfacing the DVD's/Blurays; cleaning the outside of items and doing an evaluation of worn condition items to assist with the process of identifying items for repair or replacement. To date, more than 400 DVD/Blurays have been cleaned/resurfaced.

Staff Development:

- Megan Greenback attended two webinars - Make it @ Your Library and Evanced Updates.
- Paul Dobersztyn attended Evanced Updates and Cloud Library Updates.
- Pam Zukoski attended the Great Read Meeting and Book Lovers Day at White Oak, Romeoville.
- Paul Dobersztyn attended Comicopolis at the White Oak Library Lockport Branch to gather ideas for upcoming library events.

Outreach

- Sandra Pointon and several trustees attended the Citgo 90th Anniversary celebration at the Lemont Refinery.
- Sandra Pointon attended the bimonthly Lemont Administrators Lunch, hosted by District 113A.

- Pam Zukoski worked with Bernie Smeigelski of Alvernia Manor and Kathie Baker to set up resident library cards and holds for their new monthly book discussion group.
- Kathie Baker brought library materials to Franciscan Village (6 people & 15 items) and Our Lady of victory Convent (4 people & 11 items).

Sponsorships/Donations:

We have received a Platinum level donation application from MB Bank, which will be reviewed by the Board at the September 13th meeting.

Respectfully submitted,

Sandra D. Pointon