



Director's Report
September 8, 2017

Personnel:

- Christina Theobald has accepted the position of Head of Technical Services at Fountaindale Library. She will be leaving in early October after more than seven years at Lemont Public Library with increasing responsibilities as she earned her MLS degree and moved into a supervisory role. The position of Technical Services Manager has been posted.
- Rebecca Diehl resigned from her position as Technical Services Clerk to accept full time job. The part time T.S. Clerk position has been posted and we are currently reviewing applications. In the meantime, Elizabeth Brulc has been of great help filling in with acquisitions, processing, and minor repairs.
- Interviews were held for the part-time Children's Librarian position, created by Dawn Strand's resignation, but the selected candidate departed after less than two weeks for a full-time position at another library. The position has been reposted as a full-time Children's Assistant position and we will be interviewing a number of candidates next week.

Property Tax Distributions – Levy Year 2016-2017:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2016 Collection	\$ 690,000	\$ 705,937.49	\$ 15,937.49	102.31%

Fall tax collections have exceeded our projection; however refunds for 2009-2016 collections total more than \$11,587 to date.

Budget & Appropriation Ordinance

The Budget Hearing will take place on Tuesday, September 12th at 6:45 p.m. A copy of the Ordinance is enclosed for review and is available on the library website.

Audit:

Michael Del Valle with Lauterbach & Amen was on site on August 17 to conduct preliminary audit fieldwork. He met with Janice and myself and reviewed documentation that will be needed for the audit fieldwork, scheduled for September 25 to 27.

Annual Report

The Illinois Public Library Annual Report (IPLAR) for FY2016-2017 was submitted to the State Library in mid-August. A copy has been posted on the library website; usage statistics culled from the report will be updated accordingly.

Annexation of Territory

We received a Notice of Proposed Annexation of Territory from the Village of Woodridge in late August (see enclosed documentation). The lot, at 12S231 Lemont Road, currently has one residence on site but is scheduled to be subdivided and built out, according to the Woodridge Department of Community Development. The property has an assessed valuation of \$56,470; last year's tax payment to the Library was approximately \$110.00. Due to the minimal impact, no action is needed at this time.

CITGO STEM Grant:

We have begun weekly meetings of the STEM team to plan grant activities. A budget and purchase plan has been created. After reviewing equipment specifications with IT Manager Fernando Alfonso, we have begun purchasing items for the Lab, including the 3D Printer and MacBook. We are planning an event for educators and science professionals in early November to inform them about the grant activities and help us identify and recruit students for the program.

Buildings & Grounds:

- Parking lot seal coating was completed in two phases in August, without the need to close the library. Wilson Sealcoating did a very nice job after some scheduling issues were resolved.
- We received and installed two new bike racks featuring the Lemont Public Library logo to the west of the entrance. Four new benches, and a table and chairs were installed on the patio area.
- The Facility Dude work order system is now fully implemented and working well. Training and implementation of the Planned Maintenance module is also underway. This is proving to be an invaluable tool for tracking maintenance issues, costs and scheduled inspections and other tasks.
- Premier Mechanical installed replacement diffusers in the study rooms and studios to improve air circulation (at no cost for this work as it was part of the renovation project). They will provide pricing to install a fan in the Teen Lounge to provide better ventilation for STEM Lab activities (notably 3D printing).
- Vortex Flooring completed the repairs to the Children's Activity Center flooring on September 7th. The Children's flooring will now be cleaned and polished prior to the start of fall storytime sessions.

Technology:

- Server updates have been performed. Workstation updates were also performed on both Adult Teens and kid's computers
- Chromebooks for the Children's area are being priced out; we are hoping to procure and install two Chromebooks to replace the current PCs by early October. We are waiting for confirmation that our computer scheduling and printing systems will interface with Chromebooks prior to purchase.
- The camera DVR system had a problem with playback of recordings. Fernando installed a firmware update and rebuilt the disk drives array which corrected the issue.

- An additional security camera may be needed to provide coverage of the Teen area (once lounge area is moved to make room for the STEM Lab). The camera vendor was onsite and will provide pricing shortly.

Adult Services:

- The new Hot Books lists was launched in late August to positive feedback from library patrons. Each month, librarians will select 12-14 upcoming adult titles that we anticipate will be in high demand. Patrons simply mark which books they wish to read and Patron Services staff places the holds. Additionally, the lists are available on our website for the current and following month; using Google forms, the patron selects their titles and we place the holds. Hot Books is designed to replace the Bestsellers Club, which had led to artificially large hold queues for a very select group of authors and patron participants, and provide library patrons with advance notice of particularly noteworthy upcoming releases.
- Participation in the summer reading challenges for adults and teens was disappointing; we will assess what approach to utilize next summer.
- Adult programming continued to be well attended in August including: Get Outside, Computer basics, Friday Film, Lunching at the library, and Create your New Look. The Book Buzz, Books on Tap and Books & Brunch book clubs continue to host a steady amount of participants.
- The fall newsletter was finalized and mailed to Lemont households by September 1st.
- Library card sign up month is underway. The focus is on the library's audio products (both physical and digital formats). In addition to a prize drawing for new card signup, there will be an incentive to download/checkout audiobooks this month.
- Events for adults and children to highlight Library Card sign up month are planned. Polka-Palooza on Friday, September 22nd from 6:00 to 8:00 p.m. will feature a scavenger hunt, entertainment by the Bratwurst Boys, polka dancing demonstrations, brats and beer and more (age 21 and over only). We will be selling Octoberfest themed rubber ducks for \$5.00 for a chance to win one of two gift baskets; proceeds will go to offset library programming costs.
- Pam Zukoski and Carol McFarland collaborated on a new \$5,000 Reader's Advisory Grant through Novelist and LibraryAware. They worked with Mary Inman and Megan Greenback to incorporate activities for teens and children into the grant proposal. This grant will allow us to market our Reader's Advisory services in house and in the community. We plan to implement the activities outlined in the grant as a Winter/Spring Reading initiative with a gardening theme.

Teen Services

- We continue to prepare for the Launch into STEM program to begin in January. Program plans based on robotics, environmental sustainability, and 3-D printing technology are being developed.
- Teen programs for fall 2017 have been publicized through Facebook events and promotional flyers shared with the Learning Resource Director at Lemont High School.
- Eight booklists focusing on different themes and genres of the young adult collection have been created and displayed in the Teen Space. These booklists will serve as a reader's advisory tool and will be updated and added to in the future.
- The Teens at Lemont Library website has been updated to reflect the upcoming fall programs, as well as the new booklists designed to provide teens with reader's advisory suggestions.

- Teen summer programming concluded with a very popular Escape Room event attended by 28 teens.
- The following programs are scheduled for September: Teen Action Group on September 6th ; Makerspace Lab on September 11; Candy Sushi on September 21st

Technical Services:

With the departure of the TS Clerk and the recent resignation of the TS Manager, changes in workflow and procedures will be necessary. Christina has met with a representative from Baker & Taylor to discuss pre-processing options for library materials. Utilizing vendor processing services saves indispensable time and will enable the T.S. Department to reallocate efforts to other essential tasks. We aim to get some methods of pre-processing implemented by the end of September.

Patron Services:

The Department is running smoothly under Kathie's supervision. She continued training new shelvers Michael and Alex and updated shelve duties. She was tasked with purchasing and assembling supplies and planning food for staff development day.

Children's Services:

After a very busy summer, the Children's Department is focusing on filling staff positions and preparations for the upcoming fall program sessions.

Staff Development:

- The Management Team met at the White Oak Library in Romeoville, on Friday August 11 for a very productive day of discussion and planning. We spent time developing the agenda for Staff Development Day (scheduled for September 29), reviewing Board objectives for FY2017-2018, and setting goals for the coming year. Our action plan will be shared with Planning & Goals Committee for review. Training and demos were also conducted on the new Facility Dude building software and Facebook's Workplace.
- Kathie Baker hosted the Pinnacle Circulation meeting.
- Sandra Pointon hosted the Pinnacle Governing Board meeting.
- Paul Dobersztyn attended Booklist Online Great Book Group Reads webinar.
- Pam Zukoski attended a Great Read meeting at the White Oak Library: Crest Hill branch.
- Megan Greenback attended Comicopolis at White Oak Library: Lockport Branch on 8/5.
- Megan Greenback attended School Library Journal Teen Live Conference on 8/9.
- Janice Kurasz completed a Gale Course on Intermediate Excel.
- Sandra Pointon received additional training from FacilityDude for the planned maintenance module.

Community Engagement:

- We will be reaching out the area businesses and business startups, to promote library services targeted to the business community at our Business Open House on Thursday, September 28th from 5:00 to 7:00 p.m. Mayor John Egofski, Chamber Director Glenn Pasiewicz, and Village Trustees are among those expected to attend. We will highlight technology resources, databases, offer business library cards, refreshments and giveaways throughout the event. Sponsorship opportunities will also be highlighted.

- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 18 patrons checked out 454 items in total.
- Paul Dobersztyn, Carol McFarland and Megan Greenback represented the Lemont Library at the Lemont Artisan Market on August 8th and August 29th.

Sponsorships & Gifts:

- Lemont Bank & Trust, a Wintrust Community Bank, pledged \$750 to sponsor Polka-Palooza and the early December cooking program, as well as a children's STEAM focused event.
- The Friends of the Lemont Public Library contributed \$525 to sponsor the Fall Breakfast Favorites and Genealogy adult programs and provide the Halloween gift basket for the Children's
- The Turner Family purchased a Bronze level sponsorship.

Respectfully submitted,

Sandra D. Pointon