



Director's Report
April 6, 2018

Personnel

The Children's Department staff – Marchand Hernandez, Karen Breszach, Brianna Ellis and Kay Norfleet - are doing an excellent job providing services for our younger patrons in the absence of Children's Services Manager Mary Inman. Their dedication and flexibility are greatly appreciated.

Property Tax Distributions – Levy Year 2017-2018:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Spring 2017 Collection	\$ 814,250	\$ 789,895.39	\$ 24,354.61	97.01%

Cook County spring tax collections have met projections; we anticipate receiving DuPage tax collections (estimated at \$30,000) in May.

Refunds for 2003 - 2016 collections total \$36,781.93 to date this fiscal year.

Proposal for "Fine-Free Summer"

To encourage children and teens to read during the summer months, I propose that we consider eliminating fines on children's and teen materials (books and audiobooks only) for June, July and August, 2018. Many families travel in the summer and are busy with a multitude of activities. This will help alleviate the need to return books after three weeks and concerns of excessive fines; items will still need to be renewed to avoid "lost" charges, but no fines would accrue on these materials up until August 31st. Loss of revenue as a result of a fine exemption is estimated to be less than \$1,500 (based on fine histories from 2017 and January through March, 2018).

Buildings & Grounds:

- Several additional items of furniture were ordered this month to accommodate patron needs for additional seating and study spaces:
 - A bench will be installed the lobby area (under the sponsorship plaque) for convenient seating.
 - An additional table and two chairs will be placed in the popular Gathering Space.
 - An additional stool will be needed in the Teen Computer area to accommodate the laptop.
 - An additional study table and chair will be added to the Adult Quiet Reading Room
- K2N Crest was on site on Friday, March 30 for a roof inspection and survey. Additional documentation and drawings related to the roof replacement were provided to Senior

Consultant Thomas O'Brien for his evaluation and review. A draft report will be presented to the Library Board within two weeks.

- Sebert Landscaping completed the "spring" cleanup on Monday, April 2nd.
- In late March, Don Betley cleaned/finished the Children's Activity Center floor, per our ongoing Maintenance Schedule.
- The Buildings & Grounds committee annual building/grounds walkthrough will be scheduled for late April or early May, depending on weather conditions.

Technology:

- Fernando is in the process of configuring the new server required by Sage 2018 financial accounting software.
- Staff computers in Admin office, Children's back office and Tech services are end of life and will need to be replaced in the coming months.
- A new CMOS battery was installed in Self Check 1.
- The new credit card machines at both Patron Services stations are now operational.
- New barcode scanners for Patron Services stations will be installed in April.

Adult Services:

- The spring newsletter, featuring April and May programs, was delivered in late March. Sign up has been steady, with some events already full.
- Pam Zukoski is preparing to promote Money Smart Week April 21-28. She has created a flyer with all MSW events and entered all of our events on the Money Smart Week website to attract a wider audience.
- Planning for summer events is underway, as the newsletter is slated for mailing by the third week.
- We will be launching Mobile Hot-Spots that can be checked out by library patrons this summer. In an effort to promote our loanable technologies, a big push in the summer newsletter will be to highlight these devices.
- Programs hosted in March include: Lunching at the Library: Neuro-Metabolic Therapy, Louisa May Alcott 150th Anniversary Tea, iPhone Photos, Android Phone Photos, Great Decisions, Social Security More than Meets the Eye, Getting Your Website Started, and Al Capone and the 1933 World's Fair.

Teen Services:

- We had two teen programs in March in addition to the Launch into STEM programs: Teen Action Group and a Harry Potter themed Escape Room. 67 patrons attended teen programs in March, including the Launch into STEM programs.
- A display about Women's History Month was on the Teen Featured Reading shelves for the duration of March.
- The following programs will occur during April:
 - Launch into STEM Open Lab on 04/09
 - Teen Action Group on 04/11
 - Launch into STEM Design/Engineering on 04/12
 - DIY Gourmet Popcorn & Movie Night on 04/16
 - Launch into STEM Open Lab on 04/23

- Basic Budgeting for Teens: A Money Smart Week Program on 04/25
- Launch into STEM Design/Engineering on 04/26
-
- Teen programs for summer will be created and added to the newsletter, including a Scratch-Off Ticket prize system to encourage teens to visit the library and attend library programs.

CITGO STEM Grant

- In March we held three Launch into STEM programs, one program using LEGO Mindstorm kits and two programs focusing on energy sustainability.
- Laura Marcasciano from Illinois American Water attended the program on March 15th to teach students how to build water filters and about the water cycle. Ted Hogan attended the program on March 22nd and gave a wonderful presentation using scientific equipment to measure sound emissions and about his work in STEM fields. Both presenters actively engaged the students and provided helpful information about STEM careers.
- Launch into STEM had two Open Lab sessions in March where teens could use the zSpace software and the energy sustainability windmill and hydropower kits.
- The Mission Accomplished Launch into STEM graduation is planned for May 8th. Megan is currently adding more STEM books to the collection in both YA and adult collections. Paul and Megan continue to make contacts in the STEM field to broaden the programs that we offer at the library.

Children's Services:

Programs:

- Monthly Movie Matinee brought in a few friends to watch *Smurfs: The Lost Village*. Children brought in canned goods to donate in support of local food pantries to help give back to the community too!
- Read for the Gold! Winter Reading Club Closing Ceremonies Party was a hit! We concluded our amazing Winter Olympic themed reading club with a celebratory final ceremonies party! Treats, medals and prizes galore were bestowed upon our worthy award winning readers and two grand prize winners were pulled from our big box of raffle tickets for extra special prizes!
- Dads and Donuts celebrated Dr. Seuss' birthday in March. This continues to be one of our most popular events each month with Dads, Grandpas and Uncles turning out to bond with their little ones over stories, games, and of course a yummy donut!
- Spring Green (2 sessions) was a popular program for 3-5 year olds celebrating all things St. Patrick's Day and Spring! Children attending had a blast at this well attended program making a shamrock craft and enjoying a chocolate coin treat.
- Babytime – Stories and Songs and Toddertime were both very popular with our youngest patrons.
- Stay and Play for babies and caregivers provided families with the opportunity to meet up and engage in interactive play with our toys and board books. While registration was not required for this program, it is always a popular drop in event for families wishing to make new friends.
- Emerald City Theatre Presents: Baby Theatre and the Tale of Peter Rabbit was a huge success. The duo from Emerald City Theatre was amazing and engaging as they engaged patrons to join in their performance of The Tale of Peter Rabbit. Our special thanks to AMITA Health and Emerald City Theatre for providing us with this free live theater performance opportunity. This program had such an interest we even had a long waiting list of hopefuls, but a strict space

capacity. We look forward to another opportunity to partner with the groups in the future to share with our patrons.

- Book Barkers had a nice turn out of children to read for our therapy dogs. We would also like to extend a mention of great appreciation to the dog handlers that volunteer their time and talents to this monthly program! We look forward to expanding the program to even younger blossoming readers by having 4 year olds join next month too.
- Bunnies Smile! (2 sessions) proved to be one of the most popular programs of the month! We held two sessions and both were bursting at the seams with kids and their families loving everything Easter, especially the egg hunt! We hopped into great books about bunnies and crafted together too!
- Build It Up! Lego Club had a good turn out again this month. More and more friend groups are coming into Lego Club and working on team builds and having their collaborative and imaginative builds on display in the Children's Department.
- Think Tank Thursday focused on weather for our science topic this month. Kids enjoyed getting to participate in hands on experiments as they learned more about what to expect with our Spring season's weather.
- Budding Builders with Duplos, our littlest builders, continue to amaze staff with their ability to care and share with new friends during this drop in and build event. The smiles on these kiddos faces are full of pride and joy as they watch their build go on display!
- Spring Break Art Fun with Ms. Carolyn and Spring Sculpting with Ms. Beth, were both held during Spring Break week and were well attended by many crafty kids!

Kids' Department News:

- Our Great Read Art Contest had two thoughtful and inspiring entries! They happened to be by sisters, who were then honored by Pam and Karen with goodie bags as tokens of appreciation for their participation and the grand prize winner received a Gift Certificate.
- The Kids' Department received several newly purchased dress up play clothes to encourage children's active imaginative play while at the library. Seeing the children dressed up like a "Jr. Chef" playing in the kitchen is the perfect way for families to start their day with imaginative interactive play. We also love seeing caring and helpful children pretending to be doctors and nurses for their family. And we can't wait to see even more friends coming in to pretend they are our community heroes protecting and serving us as firefighters and police officers too!
- We greatly appreciated the extra assistance of our NEHS volunteers this month as they were helping prepare craft materials and attended library programs to lend a helping set of hands to our littler friends too.
- We had a great turn out for our Easter Contest, a jellybean estimation challenge, with 153 guesses entered. The winner will be receiving the jellybeans and a cute stuffed animal chick too!

Summer Reading Program

- The Summer Reading 2018 donation sponsorship flyers were created and sent out. We are looking forward to the positive and generous support from the community as we embark on our "Reading Takes You Everywhere" summer reading programing.
- Children's Department staff, with the assistance of Adult Programming Librarian Pam Zukoski and myself, are developing summer reading themes, guidelines and booking special events.

- The kickoff for Summer Reading – Reading Takes You Everywhere – will be held on May 30 at the CORE and will feature the ever-popular Dave DiNaso Reptile show.

Technical Services:

- The Technical Services department has a new book case that is being used for damaged materials from selectors. The book case is replacing a cart that was once used in the department and provides more room for damaged items.
- The Technical Services department worked on moving some biographies into the Adult Non-fiction collection, as well as moving all of the Popular Picks biographies into the Adult Biography collection to make room for the new Popular Picks Home & Garden collection.
- The Technical Services department has also started placing a second call number label on the cover on the upper left hand corner of picture books. This will be beneficial for shelvers and patrons when trying to find and shelve front facing picture books.

Patron Services:

- We are now live with the updated ePay credit card payment system. Patrons are able to pay online with added functionality in the new portal, or pay at the Patron Services Desk.
- Pinnacle Cooperative is now utilizing a standardized library card application form, which will allow patrons from all six libraries to receive a library card at all Pinnacle locations.

Staff Development:

- Marchand Hernandez attended a local CLASS Meeting on March 26, featuring a roundtable discussion on Unattended Children Policies/Unwanted Behavior led by fellow member Dorothy Kroll.
- Carol McFarland attended Sleeper Hits for Spring Webinar on 3/1 and a Collection HQ webinar on 3/22.
- Megan Greenback attended SLJ Robotics, Maker Spaces and Mixed Reality webinar on 3/28 (1 hour)
- Paul Dobersztyn attended an Open Athens Webinar on 3/13.
- Megan Greenback attended Pinnacle OPAC meeting on 3/15.
- Paul Dobersztyn attended Pinnacle Digital meeting on 3/17.
- Megan Greenback and Paul Dobersztyn the first attended zSpace User Group at Lockport High School on 3/21.
- Vanessa Liptack went to a LACONI workshop titled Technical Services Workflow at the Naperville Public Library 95th Street branch.
- Vanessa Liptack attended a workshop titled Advanced Find Tool at the Plainfield Public Library.
- Vanessa Liptack and Sandra Pointon attended the workshop Counseling for improved performance at RAILS Burr Ridge.
- Vanessa Liptack and Elizabeth Brulc attended the PinTech meeting at the Shorewood Public Library

Community Engagement:

- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 23 patrons checked out 73 items in total; one new library card was issued.

Volunteer Initiative:

- The newsletter and website both featured information about the new VIP Team. We are excited to partner with talented, community-minded patrons who would like to improve Lemont through volunteer service at the Library.
- The staff Volunteer Task Force identified several capacities in which volunteers could be utilized in the areas of Collection Maintenance, Program Assistant, Book Sale Support and Landscape and Gardens. Marchand created a brochure that is available in the library and included in new patron packets. A Google form was added to the Volunteer web page (lemontlibrary.org/volunteer) to help us learn more about potential volunteers, and their availability and interests.
- The Volunteer Social on Tuesday, May 1st will be a great opportunity to meet interested community members and provide them with more insight into volunteer opportunities and tour the library.

Donations:

The Lemont Junior Woman's Club recently donated \$1,000 to the Library "to recognize the many library initiatives aimed at enriching the lives of community members."

Communications:

Trustees are reminded to submit their Statements of Economic Interest online with Cook County Clerk's Ethics Department by May 1, 2018.

Respectfully submitted,

Sandra D. Pointon