



Director's Report
May 4, 2018

Personnel

- The Library will be closing to the public at 4:30 p.m. on Thursday, May 24 for Staff Training Night. The Lemont Fire Dept. will provide AED and fire extinguisher training. Also planned are training for My Library Rewards and updates on the summer reading program and the VIP Initiative.
- Children's Assistant Brianna Ellis submitted her resignation effective May 6, 2018.
- Mary Inman returned from her leave of absence on May 1st.

Property Tax Distributions – Levy Year 2017-2018:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Spring 2017 Collection	\$ 814,250	\$797,746.80	\$16,503	97.97 %

- Cook County spring tax collections have exceeded projections; we anticipate receiving DuPage tax collections (estimated at \$25,000) in May.
- Overall, for FY2017-2018, tax collections have exceeded projections by more than \$60,000 (or 4%).
- Refunds for 2001 - 2016 collections total \$39,367.45 to date this fiscal year.

Per Capita Grant

We received the FY2017 Per Capita Grant award of \$16,837 in late April. We were notified that the FY2018 grant has been increased to \$1.25 per capita, increasing our award to \$27.106.

Audit FY2017-2018:

Janice and I met with Matt Beran with our audit firm Lauterbach and Amen for planning and discussion for the upcoming audit. Initial fieldwork is scheduled for August 20th with on-site fieldwork occurring the week of September 24th. A first draft will be available in mid-October, with the audit to be finalized and presented at the Board meeting on November 13th.

Working Budget FY2018-2019

- The Finance Committee met on April 10 to discuss the budget for the upcoming fiscal year. Treasurer Skibinski and Trustees Burton and Hogan reviewed the projected year end fund balances and established the tax revenue projections for FY2018-2019 slightly higher than this year's actual collections. Director Pointon noted that we anticipate a slight increase in tax

collections as the Cost of Living Index factor is 2.0% and we should anticipate some new growth funds. However, DuPage County collections would be lower (by approximately \$15,000) due to the annexation of some District territory by Woodridge last year.

- The Committee also reviewed audit adjustments that were made at the direction of Lauterbach & Amen of approximately \$10,000 to correct accrued liability from personnel expenses. Lauterbach worked with our finance assistant to update the process of payroll entry which eliminates this issue in the future.
- The Planning and Goals committee met on April 19 to review progress on FY2017-2018 goals and discuss goals for the coming fiscal year and anticipated capital project expenditures.
- The Personnel, Buildings & Grounds and Technology Committees will also meet prior to June to establish budget requirements for FY2018-2019 that will be incorporated in to the Working Budget.

Non-Resident Library Card Resolution:

The annual non-resident fee for FY2018-2019 will be set at \$202, calculated by the General Mathematical Formula prescribed in Section 3050.60 of the Illinois Administrative Code.

Local Tax Collections for FY2017-2018, divided by District Population multiplied by average number of people in each household:

$$(\$1,558,762 / 21,685) = \$71.88 \times 2.81 = \underline{\$202}$$

Buildings & Grounds:

- Fox Valley Fire, in conjunction with Thyssen-Krupp, completed the fire alarm inspection and testing on April 12.
- TJ Gunn, Inc. completed the RPZ valve testing on April 25.
- Don Betley installed new batteries in the sump pump battery backup system.
- Outside sprinklers were tested and reactivated by Pacific Irrigation on April 30.
- Premier Mechanical completed the spring maintenance visit on April 27.
- Don discovered a leak in one of the hot water pumps; Premier will be replacing the pump (which is under warranty). Premier will also be replacing a bad valve in VAV 83, in the Children's area.
- The Buildings & Grounds committee meeting and building/grounds walkthrough will be scheduled for late May.

Safety & Security:

- Four staff members attended CPR training provided by Tina Pirc of the Lemont Fire Protection District.
- AED equipment was updated.

Technology:

- The Technology Committee met on May 4 at 3:30 p.m. to review technology projects completed in FY2017-2018 and discuss goals and priorities for FY2018-2019 (see attached). Technology expenditures in the current fiscal year were reviewed and budget allocations recommended for FY2018-2019. Fernando Alfonso reviewed the need for an alternative to the current data back-up, an update to the email server and planned replacement of the six public computers for adults (approximately \$15,000 total to be allocated in the Capital Projects Fund). It was

anticipated that only a slight increase overall in technology related costs would occur in FY2018-2019 due to licensing cycles and lease expirations on some equipment.

- The Sage server is online and fully functional. Sage 2018.2 accounting software is loaded and operational.
- New Dell computers were purchased and are in the process for deployment for the Finance Assistant, Adult Services Office, Technical Services and Children's Services office.
- New laptops have been deployed in the Children's and Teen computer areas.

Adult Services:

- The draft of the Summer 2018 newsletter was completed and submitted to Allegra for layout and printing. Expected delivery of newsletter is slated for the last week of May. Summer programming will feature a variety of STEM focused events for all ages.
- My Library Rewards will launch on June 1st. We will be marketing the product with bookmarks, book bag giveaways and in-house and online promotion.
- April was a busy month for programs with almost 500 adults attending a wide variety of events, including Great Decisions 2018, Brewing in Colonial America, Lemont Garden Club: Responsible Outdoor Lighting, IMUG, Audubon, Friday Film, Cook & Book with Author Denise Swanson, Money Smart Week Activities – How Money Works, Budgeting Beyond Excel & Protecting your assets online, and National Qi Gong Day. Ongoing series Ageless Grace, Tai Chi, Book Buzz, Books & Brunch and Books on Tap continue to have steady participation.

Teen Services:

- 40 teens attended programs in April, including the Launch into STEM programs.
- The following programs will occur during May:
 - Launch into STEM: Mission Accomplished Party on 05/08
 - Chopped: Breakfast Edition on 05/10
 - De-Stress from Finals on 05/14-05/16
 - Summer Reading Volunteer Meeting on 05/19

Teen Summer Reading:

- Teen summer programs have been planned around a "Learn and Earn" theme, focusing heavily on STEM learning. There will be Open Lab hours using the STEM technology purchased from the CITGO grant and programs on forensic, environmental, and sustainable sciences.
- Teens will be encouraged to visit the library this summer by receiving scratch-off tickets when they check out a library item or attend a teen program. Some teens will be instant winners and select a small prize, while other teens will not win immediately but will enter into a drawing for a larger prize at the end of the summer.
- Promotions for summer programs will be created and distributed to local schools, as well as added to the teen website and Facebook page.

CITGO STEM Grant

- In April we had two Launch into STEM programs focusing on engineering and 3-D designs and printing. Toby Jantz, an engineer from CITGO, presented a lecture on his career path to

becoming an engineer to our group of students. He also demonstrated one of the 3-D software programs he uses on a daily basis at CITGO.

- Launch into STEM had two Open Lab sessions in April where teens could use the zSpace software and Tinkercad to create 3-D designs to be printed.
- Megan has added more STEM books to the collection in both YA and adult.
- The Mission Accomplished Launch into STEM graduation will take place on Tuesday, May 8 at 5:00 p.m. All trustees are encouraged to attend.

Children's Services:

Spotlight Programs in April included:

- Monthly Movie Matinee brought in a few friends to watch the new movie Ferdinand the Bull. Children brought in canned goods to donate in support of local food pantries to help give back to the community too!
- Dads and Donuts celebrated Spring by "planting a story". 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, interactive play songs, a craft, and of course a yummy donut!
- Build It Up! Lego Club had another amazing turn out this month! More and more family and friend groups are coming into Lego Club and working on team builds as we encourage sharing and collaboration! Please stop by the kids' department to check out their collaborative and imaginative builds on display, they are all so proud of their imaginative designs!
- Book Barkers was a very popular event this month with 25 people attending! Our friendly therapy dogs listened to children ages 4-10 as they read their favorite books.
- Budding Builders with Duplos: We had another great DUPLO Lego event with 22 for the grand total! There were 10 kids to build, 2 little siblings along for the fun, and 10 caregivers. The children were very proud of their imaginative work going on display for all to see when they visit the library. We also had so many builds this month that the curved shelf is completely full, so we have added a few "window displays" to accommodate their great work too. Please stop by the kids' department to view their imaginative designs!
- Picnic Pizazz- Family Story Spotlight
Brianna Ellis hosted this Family Story Time Spotlight around the theme of picnics which was just perfect for spring! She read Pignic! and other fun picnic titles!
- Mrs. Beth Grushkin taught several friends all about money for Money Smart Week! Participants even got to paint their own piggy banks to take home too!
- Think Tank Thursday: Brianna Ellis taught this Earth themed Think Tank for April. Children used their observation skills, along with flashlights, to determine how earth worms react to light. Then using water, soap and a flashlight they discovered why the sky is blue. Polymers were the final topic where we discussed the science of slime and made green and blue Earth slime.
- Spring Treats was an awesome and well attended program with 25 in total! The children enjoyed decorating cupcakes with neon frosting flowers and molded chocolate candies galore!

The new story time sessions began the first week of April too! We had seven story time groups meeting for 4 weeks of stories and fun for babies to 6 year olds to enjoy! Here are a few highlights:

- Baby Birds' Babytime (Monday PM and Tuesday AM)

In April we read stories, played games, sang songs and of course shared in some bubble fun to celebrate too. We enjoyed rainbows, bugs, ducks and flower themes as we played together.

- **Sunshine-N-Stories (Monday PM and Tuesday AM)**
Our two year olds especially enjoyed dancing to with balloons as we moved to the music and settled in for spring stories! Our toddlers also really loved bugging out to the beat and acting like their favorite insects as we enjoyed sharing several awesome pop-up bug books!
- **Reading Robins-N-Rainbows (Monday PM and Thursday AM)**
This program has been drawing impressive numbers as the Thursday class especially continues to grow in popularity with preschool aged children looking for a little extra "school" experience through an independent storytime. We had many stand out experiences with this lively bunch of friends and on the third week we had a great time playing with rubber ducks and little chicks while reading: "10 Little Rubber Ducks" by Eric Carle, "Peep and Egg" by Laura Gehl, and Pete the Cat's version of "Five Little Ducks". At craft time we made adorable little finger puppet ducks to take home too!
- **Bloom-N-Blossom with Books Family (Wednesday PM)**
We enjoyed our Wednesday family story time greatly in April! During our bugging out week we enjoyed "Walter's Web" and created shapely webs of beauty for our own Walters. We probably had the most fun during our third week of stories times when we read "Pete the Cat's Five Little Ducklings", we used our ducks in the pond to pretend to swim along with a 5 little ducks poem, and then we tried to convince the little egg to hatch while reading "Peep and Egg". To accompany our ducks and chicks we made our very own ducky playing in the puddles and rain scene, complete with rubber boot galoshes and an umbrella 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 Money Smart Week, a penny estimation challenge, with 59 guesses submitted. The winner will be receiving the piggy bank and all of the pennies! Many thanks to Lemont Bank & Trust for providing piggy banks that were given to the first 50 guessers.

Summer Reading Program

- Lemont Bank & Trust has generously agreed to sponsor both the Children's Kickoff event and a Royal Weddings presentation for adults.
- The Summer Reading 2018 donation sponsorship flyers have created a buzz around our summer reading program! We have received several monetary donations from our sponsorship flyers, as well as many coupons and items such as 4 free admission tickets from The Chicago Children' Museum, and are excited to utilize these incentives and prizes within our summer reading program.

Technical Services:

- The Technical Services department is working on a project to add a second call number label to the Picture Book Collection to aid in shelving and locating these materials.

- The cutoff date for ordering materials for FY2017-2018 has been set for May 16th to accommodate the fiscal year rollover in Polaris Acquisitions and budget caps. Only special orders or patron requests can be made through Amazon, but no significant orders.

Patron Services:

Patron services staff prioritized the search for lost and missing items, resulting in an 80% decrease in the number of lost/missing items.

Staff Development:

- Carol McFarland viewed Crime Fiction Webinar on 4/26.
- Paul Dobersztyn viewed 12 Steps to a Successful Digital Services Promotion Webinar on 4/18.
- Pam Zukoski hosted the Southwest area library programmers meeting on 4/19,
- Kathie Baker attended Advanced find tool training at Fountaindale on 4/19.
- Kathie Baker attended the PINCIRC meeting at Shorewood 4/25.
- Vanessa Liptack attended a PinPod meeting at the White Oak Public Library in Romeoville.
- Sandra Pointon and Vanessa Liptack went to a workshop titled Performance Evaluation at RAILS Burr Ridge.
- April 17th, 2018 Marchand Hernandez attended a webinar online (Stellar Series Non-Fiction Webinar) on April 17.
- Marchand Hernandez attended the LACONI meeting “Putting the A and M in STEAM” at the Berwyn Public Library on April 24.
- Carol McFarland attended Polaris Training (Canned Reports Polaris) on 4/4 at Joliet Black Road Branch.
- Sandra Pointon, Carol McFarland, Megan Greenback and Therese Thompson completed CPR Training at Lemont Fire District.
- Paul Dobersztyn attended Polaris Training (Advanced Searching) on 4/19 at Fountaindale Public Library.
- Paul Dobersztyn and Megan Greenback attended STEAM night at Lemont Public High School on 4/4.
- Paul Dobersztyn and Megan Greenback attended C2E2 convention at the McCormick Place on 4/6.
- Paul Dobersztyn attended Elevate Leadership Conference in Springfield on 4/28.

Community Engagement:

- The library held a Blood Drive in association with Heartland Blood Center on April 3, with 14 participants. We anticipate the next Drive, scheduled for June 28, should attract more people with the giveaway of a Bears T-shirt with each donation.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 24 patrons checked out 74 items total.

Volunteer Initiative:

The VIP Social on Tuesday, May 1st was well attended with 15 volunteers, 4 trustees and 5 staff members from the VIP Taskforce present. Trustee Sanders welcomed the volunteers and thanked them for their interest in assisting the library. Members of the VIP Taskforce each presented

information about opportunities for volunteer service at the library. John Tuzim with Patron Services discussed Collection Maintenance projects, Vanessa Liptack talked about volunteer assistance with inventory and other Technical Services projects, Marchand Hernandez explained how we would welcome adults who would like to work with children as program assistants, Janice Kurasz highlighted our need for volunteers to assist with garden projects and beautification, both in the patio area and the children's area and Carol McFarland provided an overview of our book donation and sale process. Director Pointon provided an overview of the process going forward. Volunteers were asked to complete Interest Forms and Applications which we will review, then complete background checks and match volunteers with their interests and our needs by mid-June. Each volunteer will be provided with an orientation and training and paired with staff members.

Communications:

- The Trustees are encouraged to attend the Mission Accomplished Launch into STEM graduation scheduled for May 8 at 5:00 p.m.

Respectfully submitted,

Sandra D. Pointon