



**Director's Report**  
June 8, 2018

**Personnel**

- Applications for the vacant Children's Assistant position are being reviewed; one candidate has been interviewed for the part-time position.
- A new Performance Evaluation including Core Competencies will be utilized for employee evaluations in the next month.

**Property Tax Distributions – Levy Year 2017-2018:**

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Spring 2017 Collection	\$ 814,250	\$ 827,105.31	\$ 12,855.31	102%

- We received a substantial portion of the anticipated DuPage tax collection in early June.
- Overall, for FY2017-2018, tax collections have exceeded projections by almost \$68,000.
- Refunds for 2000 - 2016 collections total \$40,153.75 this fiscal year.

**Working Budget FY2018-2019**

- The Policy and Personnel Committee met on Friday, May 25<sup>th</sup> to discuss personnel costs for the coming fiscal year, including salaries, dental/vision insurance and the medical reimbursement waiver. It was agreed that the starting rate for some positions would need to be increased to align more closely with the average rate at area public libraries to be more competitive. We will be implementing a merit-based review process during employee evaluations this month.
- The Buildings & Grounds met on Thursday, June 7 to discuss capital projects for FY2018-2019 and set the budget requirements for the Equipment and Maintenance Fund. The meeting included a walkthrough of the grounds, noting some areas for landscaping replacements and updates.

**Buildings & Grounds:**

- The parking lot lights are no longer operable due to corrosion in the wiring that is causing short circuiting. Correct Electric submitted a proposal for repairs and a second proposal from Rags Electric will be providing their proposal early next week. Both proposals will be reviewed by the Buildings and Grounds Committee and a recommendation will be made at the Board meeting.
- Premier Mechanical replaced a faulty valve in a VAV box in the Children's Area and adjusted the airflow to the study rooms and studios on May 5. The anticipated replacement of one of the hot water pumps was delayed as the manufacturer sent the wrong part.

- The carpet in the Adult area was cleaned and tile and VCT floor scrubbed as part of our ongoing facility maintenance plan.
- An additional table and 2 chairs for the Gathering Space and another study table for the Reading Room were delivered this week. The new bench in the lobby, while comfortable and utilized frequently, will be returned for reupholstering as the fabric color is not as specified.

#### **Safety & Security:**

- 22 staff members participated in a fire extinguisher safety presentation and training simulation provided by Jeff Hawthorne of the Lemont Fire Protection District during Staff Training Night on May 24<sup>th</sup>. AED review was also presented by Sandy Dominiak of the Lemont FPD during staff training.

#### **Technology:**

- New computers have been configured and deployed in Technical Services; Fernando will be working on replacing the computers in the Children's workroom shortly.
- The 10 laptops used for instruction have been updated.
- A new exchange server (for email) has been received.
- My Library Rewards client was installed on 8 staff computers and the self check machines; Fernando worked with Centec to troubleshoot issues with the product installation and its compatibility with Polaris.

#### **Passport Services:**

- We expect to reach the milestone of 1,000 passport applications processed at the Library sometime this month!
- The U.S. Department of State, Passport Services' Office of Acceptance Facility Oversight conducted an inspection of our passport facility, reviewing our files and procedures, on June 5. The agent was impressed by our organization and security procedures in place.

#### **Adult Services:**

- The summer newsletter was delivered on schedule on May 23rd. Program sign ups have been strong for all age groups.
- The Adult Services department hosted a very successful after hours Music Trivia program with other 30 patrons in attendance. Other programs the adult department include: Make & Take Spring Planter, Uplift Your Spirit with Laughter and Meditation, Medicare 101, Lunching @ the Library: Alzheimer's, Mexican Fiesta with Chef Maddox, iPhone Basics, and Android Basics. Ageless Grace, Tai Chi, Book Buzz, Books & Brunch and Books on tap continue to have steady participation.

#### **Teen Services:**

- The following teen programs were held in May: Teen Action Group, Chopped: Breakfast Edition, three sessions of De-stressing at the Library, and a Summer Reading Program Volunteer Meeting for teens and their parents. 84 teens attended these events.
- The following programs will occur during June:
  - NASA and Our Solar System on 06/12
  - What is Sustainability on 06/14
  - Tiny Food Party on 06/18

### **Teen Summer Reading:**

- Teens will be encouraged to visit the library this summer to check out materials or attend programs through the Learn and Earn Teen Challenge running from June 4<sup>th</sup> through July 31<sup>st</sup> this summer. Teens will receive one scratch-off ticket when they check out a library item or attend a teen program. Most of the tickets will say grand prize entry and these teens will be entered into a drawing for a \$50.00 Amazon gift card at the end of the program, while a quarter of the tickets will say instant prize winners and teens will choose from a selection of small prizes at the Info desk.
- Promotional materials for summer teen programs have been created, displayed at the library, distributed to local middle and high schools, and added to the teen website and Facebook page.

### **CITGO STEM Grant:**

- In May we celebrated the end of our Launch into STEM program with a Mission Accomplished celebration for all participants and their parents on May 8<sup>th</sup>. The 14 student participants received a certificate of completion for the Launch into STEM program. STEM professionals who contributed their time to teaching STEM classes, including Ted Hogan, Laura Marcasciano from Illinois American Water, and two CITGO employees, Toby Jantz and Lam Tran, attended the event to show support for the students.
- The Mission Accomplished party was also attended by John Egofske, the mayor of Lemont, who presented each student with their certificate of completion.
- There is some money left in the grant that will be used to purchase more supplies and more equipment to continue with future STEM programming. The final report will be filed in July.

### **Children's Services:**

- Dads and Donuts celebrated Moms during the May event. Thirty four kids and dads listened to great stories about moms, took pictures in front of a special art panel created by Marchand Hernandez and Karen Breszach, and told Ms. Mary about what their Moms mean to them, then created a special present for their moms.
- Another year of Book Buddies was celebrated on May 3. The high school brought pizza and t-shirts to celebrate the younger readers' achievements. The high school buddies and the little buddies had a great time making their reading and Book Buddies t-shirts together. One last story was shared together. National English Honor Society supervisor, Ms. Sarah Ambrecht, expressed her delight that the program was still doing so well.

### **Children's Summer Reading Program**

- An estimated 300 people attended the summer reading launch on Wednesday, May 30 at the Park District CORE gym. Games, nachos, face painting and summer reading was part of the fun the first hour. Then, turtles, lizards, a Komodo dragon, giant tortoises, and a 13 foot boa constrictor was the kids' awe-inspiring entertainment from Dave DiNaso's Traveling World of Reptiles.
- Marchand Hernandez visited the Lemont Park District Preschool's 3, 4 and 5 year olds. Karen Breszach also visited the LPD's preschoolers the day after. Over 160 kids and at least 10 teachers gathered to enjoy a puddles and ponds themed storytime to celebrate spring! The stories shared offered the perfect spot to take promotional pause and remind the kids when they visit us at the library in June they will get a book bag with their first check out! It was a great

opportunity to share stories and get the park preschoolers excited about summer reading and visiting the library!

- Colleen and Hannah DeVries helped get the word out about summer reading. Hannah disguised as Mary Poppins, straight out of a book, came in to ask Ms. Mary (Colleen) all kinds of questions about summer reading, events, and how to sign up. It was well received by all four schools visited. The students especially loved the Library Rewards book bags which was used as a prize if the student selected could spell the word supercalifragilisticexpialidocious. The two college students did a great job writing their own skit and sharing about the programs with humor and fun.

#### **Technical Services:**

- Technical Services has been working on changing the call number labels on the Adult Fiction and Adult Large Print books.
- The project of adding an extra call number label on to the front of the picture books is ongoing.
- The fiscal year rollover for materials acquisitions is set for June 14th.

#### **Patron Services:**

- The MyLibrary Rewards incentive program (MLR) was launched on May 30; staff wore MLR T-shirts, handed out bookmarks and helped patrons sign up at our MLR kiosk. Children and teens checking out books were given the very popular MLR book bags!
- The Patron Services staff is doing an incredible job enthusiastically explaining and promoting the rewards program. Patrons receive 10 points for each item checked out, in addition to 20 points for each program they attend.
- MLR has proven to be very popular with our patrons. Many parents have added library cards for their children to take advantage of earning additional points (all household members can be linked to one MLR account). To date, several hundred patrons have registered for the rewards and are eligible for discounts and BOGO offers at a variety of business, both in Lemont and other Pinnacle library communities. The Lemont Chamber plans to promote the benefits of the program to their membership to increase the available offers.
- Patron Services staff are also promoting the Fine-Free Summer for children's and teen books that began on June 1<sup>st</sup>.

#### **Staff Development:**

- 22 staff members participated in a very instructive Staff Training Night. Topics covered included emergency training from Lemont FPD; My Library Rewards, summer reading and the upcoming launch of the volunteer initiative. Each department also had the opportunity to meet as a team to discuss goals for the coming year.
- Carol McFarland attended Crime Fiction Mystery Month Webinar on 5/4.
- Vanessa Liptack and Carol McFarland attended Collection HQ Forum at Wheaton Public Library on 5/8.
- Vanessa Liptack and Elizabeth Brulc attended the May PinTech meeting at the Joliet Public Library Black Road Branch.
- Vanessa Liptack attended the Motivating your Staff Workshop at RAILS Burr Ridge.
- Vanessa Liptack attended the LACONI workshop Cataloging Non-Traditional Items at the Barrington Public Library.

**Community Engagement:**

- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 25 patrons checked out 75 items total.

**Volunteer Initiative:**

- Reference and background checks were completed on the first group of volunteers (eight in total) who will be assisting with children's and adult programs and with outdoor beautification projects.
- The Staff VIP Taskforce met to review upcoming programs at which volunteer help would be needed and discuss scheduling, timekeeping and incentives for our VIPs.
- An orientation for those volunteers is scheduled for Wednesday, June 13<sup>th</sup>, at which time they will complete their onboarding process and schedule training and specific volunteer projects.

**Communications:**

- All Trustees are invited to attend the annual "Independence Day Extravaganza" hosted by the Lemont Park District on July 3<sup>rd</sup> from 6:00 to 8:00 p.m. Please let me know by June 24<sup>th</sup> so I may RSVP on our behalf.

Respectfully submitted,

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Sandra D. Pointon