



Director's Report
July 6, 2018

Personnel

- Nicole Matson was hired as part-time Library Assistant for Children's Services. She has many years teaching experience which will be valuable in her new position.
- Congratulations to the entire staff for a very successful month! Usage statistics show just how active it was:
 - Circulation was up in most all categories, with children's materials showing significant increases over last June, with a 17% year-to-year increase.
 - The door count was up almost 8% over last June.
 - New Library cards issued increased by 14% (123 library cards - 57 adult, 11 Young adult and 53 juvenile.).

Property Tax Distributions – Levy Year 2017-2018:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Spring 2017 Collection	\$ 814,250	\$ 833,035.60	\$ 18,785.60	102.3%

- Overall, tax collections for FY2017-2018 exceeded projections by \$ 73,926.
- Refunds for 2000 - 2016 collections totaled (\$43,051.67) this fiscal year.

Buildings & Grounds:

- Rags Electric has yet to complete the repairs and upgrades to the parking lot lights. The lot has been marked in anticipation of the boring company being on site next week.
- We are still waiting for Premier to replace the faulty hot water pump; the replacement (2nd one) was defective and another was ordered. Once the new pump is installed, we will switch boiler operations to relieve the wear and tear on the first boiler.
- The carpeting in the Event Space, Learning Center and staff areas received its annual cleaning.

Safety & Security:

- An additional security camera will be installed in the Event Space in July.

Technology:

- The printer queues for staff computers and the server have been updated and moved from lemontlibrary1 server to lemontlibrary4 server.

- Exchange 2016 server hardware has been received; configuration is scheduled for the coming month.
- An iPad and stand were purchased for the implementation of the Cloud Library kiosk, to promote their ebooks and eaudio book service in the library and hopefully at an offsite location in the near future.

Passport Services:

- We processed our 1,000th passport application in late June.
- We received notification from the U.S. Department of State, Passport Services' Office of Acceptance Facility Oversight that their audit found no errors with our procedures or security of the passport processing procedures.

Adult Services:

- With the recent departure of Carol McFarland, Megan Greenback will be taking on new responsibilities as the Adult Fiction Collection Specialist. We have advertised for a Teen Services librarian and will conduct interviews in the next week. Megan will be on hand to train/mentor the new hire and a smooth transition is expected.
- Planning is underway for the fall newsletter, which we aim to mail by the third week of August.
- The Adult department held a very successful Paint Party on 6/21 with 21 participants. Other programs included Air BnB Basics, NASA and our Solar System, Discover Nova Scotia, Madame X Marks the Spot, and a successful Blood Drive. Friday Films, Ageless Grace, Tai Chi, Book Buzz, Books & Brunch and Books on tap continue to have steady participation.

Teen Services:

- In June, we had two teen programs: What is Sustainability and a Tiny Food Party, with 18 teens in attendance. Planning for teen programs in Fall 2018 began in late June and will continue throughout the summer.
- The following programs will occur during July:
 - STEM Open Lab on 07/11 and 07/25
 - Amazing Race: Library Edition on 07/18
 - Forensic Science Mystery on 07/25
- A display featuring short stories and poetry has been on the Teen Featured Reading shelves during June.
- The Learn and Earn Teen Challenge, created with the goal of increasing circulation of teen materials and encouraging teens to visit the library more frequently, began on June 4th and will run until the end of July. Teens earn a scratch-off ticket when they check out materials or attend a program at the library. The Challenge has been very popular and successful! As of the end of June, 85 teens have participated in the Learn and Earn Teen Challenge.

CITGO STEM Grant:

The remainder of the Citgo STEM budget was expended in June. Books, supplies and more equipment were purchased to provide future programming and to maintain the current equipment we are using for STEM programming. A final report will be submitted before the end of July.

Children's Services:

- The Movie Matinees have been extremely popular this summer, with each Monday drawing a large crowd with recently released movies like "Peter Rabbit", "A Wrinkle In Time", "Despicable Me III," and "Sherlock Gnomes."
- "Drop in and Dance" also proved to be a huge draw as over 100 came to the two sessions. This event provided a chance for children to move and dance to fun music. The kids used our shakers, sticks, and other percussion sound makers to play along as well.
- Art Around the World: Australia with Aboriginal Art produced some beautiful artwork with art teacher Caroline Zolecki. She does an amazing job and agreed to add an additional session in July to allow those on the waiting list to participate.
- Money Math Matters was a pilot program from the State of Illinois Treasurer's Office. The presenter read a story and then followed it up with other financial literacy activities.
- Summer Buddies with Books was outstanding with teen volunteers and younger readers coming together in the kids' department to read books. Both the younger and older kids really seemed excited to read. We are looking forward to repeating it in July.
- We celebrated Fathers' Day with a Tool Petting Zoo on June 16th. Our presenter, Bruce Koenigsberg, brought a large supply of tools to "pet" and explore. The group had a great time learning about the various tools. They also got to create a wood and nail project with Dad or Grandpa's initials.
- Pilot Ed Rafacz shared "Anatomy of Airplanes and Spaceships" with not one, but two groups of kids. He did a great job judging by the happy faces. We also had NASA volunteer, Jim Jandora, present "Exploring Our Solar System"—he too graciously agreed to do a second presentation.
- Bridget LaPorte did a great job with her Shake It Up STEAM Saturday Adventure #1 as kids discovered how the ancient Aztecs and Mayans used science including sundials, carving stones, and cultivated chocolate.
- The Breakfast Club was a lively discussion on the book "The False Prince" by Jennifer Nielsen. The 9-11 year olds conversed for five minutes short of an hour on this book.
- Fun Like Fallon after hours was a great time, with kids playing games like Rootbeer Pong, Box of Lies, Whisper, and Giant Jenga. Much laughter ensued as the boxes contained many silly objects.
- An additional session of STEAM Academy for K-2nd graders was added due to its popularity. The hour-long program included books, games, art, science and more. Third the fifth graders also had their program on Thursdays at noon. Storytimes, babytimes, and toddlertimes all have been bustling with energy and fun.

Summer Reading:

- There were 359 boarding passes turned in for the 0-5 year olds and 366 boarding passes turned in for the 6-10 year olds. This is really great since it indicates that all ages from 0-10 are participating. Each boarding pass represents a page in the children's Passport with one boarding pass eligible to be turned in weekly. Over 350 Passports for summer reading have been given out. 725 boarding passes have been turned in during the month of June which represents an approximate total of 4,702 books read.

Technical Services:

- The fiscal year rollover was completed successfully and the new materials budget for FY2018-2018 was set up in Polaris to allow ordering to resume in late June.
- The project of changing the call number labels on the Adult Fiction and Adult Large Print books is ongoing.

Patron Services:

My Library Rewards is proving to be very popular with our patrons. Statistics, through the end of June, 2017 are as follows:

- Total registered users: 707
- Total reward offers available in a 15 mile radius: 127
- Total points awarded to patrons: 162,076
- Total patrons that have been awarded points: 1,975
- Total number of rewards redeemed: 32

Staff Development:

- Sandra Pointon attended the American Library Association Annual Conference in New Orleans on June 23, 24.
- Vanessa Liptack attended WILIUG Conference at the Poplar Creek Public Library.
- Paul Dobersztyn viewed EBSCO Stacks powered websites on 6/11.
- Paul Dobersztyn attended PIN Digital Meeting at Fountaindale Public Library on 6/13.
- Megan Greenback attended PIN OPAC meeting at Plainfield Public Library on 6/28.

Community Engagement:

- Heartland Blood Center conducted a very successful Blood Drive at the Library on June 28th; a total of 18 donors provided much needed blood donations! Many thanks to our fantastic volunteers Mary Gavenda and Ann Stout who assisted with sign in throughout the four hour event.
- Several programs are being held in collaboration with the Lemont Park District throughout the summer. Stories on the Hill at Virginia Reed Park features a storytime followed by activities presented by the Park District Fun Squad. Marchand Hernandez did a great job reading to the kids in June and will return in July. Four sessions of Stories by the Pool, led by Marchand, are scheduled for June through August. On July 18, the Park District will bring their day campers to the library for a movie, popcorn, and a chance to tour the Children's Department.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 19 patrons checked out 76 items total.

Volunteer Initiative:

- Five volunteers attended an orientation on June 13th. Emergency contact and waivers were completed, copies of background checks provided, and sign in procedures discussed. Marchand created a June/July calendar of events and volunteers signed up to assist with various adult, teen and children's programs. The VIP Team is already proving to be enthusiastic and a great help at events, assisting with check in, crafts, program set up, gardening projects and more. The second group of volunteers, who will be assisting with Collection Maintenance, will be onboarded and trained by Technical Services staff in July.

Respectfully submitted,

Sandra D. Pointon