



Director's Report
September 7, 2018

Personnel

- Planning has begun for the staff training evening on Thursday, November 1st. The Management Team will meet offsite on October 12 to finalize the training events.
- Five candidates were interviewed for the Children's Services Manager position. Final selection is pending a background check and education/employment verification.
- Rachel Baldwin joined the Adult Services Dept. as the new Teen Services librarian in late August.

Property Tax Distributions – Levy Year 2017-2018:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2018 Collection	\$ 784,850	\$ 720,788.45	\$64,061.55	91.83%

- We have received a significant portion of the projected Cook County tax collections for fall 2017 taxes.
- Initial DuPage tax collections for fall 2017 taxes were received in late August/early September.
- Refunds for 2006 - 2017 collections total \$9,053 to date this fiscal year.
- Auditor Michael DelValle with Lauterbach & Amen completed the initial fieldwork for the annual financial audit at the library on August 20th. He will return for several days beginning September 24th.
- Planning has begun for the staff training evening on Thursday, November 1st. The Management Team will meet offsite on October 12 to finalize the training events.

Annual Report

- The Illinois Public Library Annual Report (IPLAR) was submitted on August 28. The statistical report covering FY 2017-2018 has been made available on the library's website.

Buildings & Grounds:

- The defective hot water pump was replaced on August 14. Boilers functions were switched to the new boiler/pump for the next two months to alleviate the wear and tear on Boiler 1.
- The annual elevator testing and inspection was completed on August 14.
- In response to patron requests, we installed restroom foot pulls in the public restrooms, to facilitate hands-free exit.
- Proposals for elevator maintenance will be obtained; the contract with ThyssenKrupp was not renewed due to pricing and service issues.

- Tom O'Brien with K2NCrest initiated the warranty review process with Owens Corning for the roof shingles. We are currently waiting for the manufacturer to schedule a site visit.

Safety & Security:

- One of the legacy exterior building cameras was replaced.
- Fernando is investigating options for additional camera coverage with recording and audio capabilities for the meeting spaces.

Technology:

- Sage software updates were completed.
- Adult reference desk computers failed during upgrade to Windows 10 and will be replaced with new Dell PCs.

Adult Services:

- The fall newsletter (September through November events and news) was mailed in late August. Sign up was very strong, with more than 200 registrations on the first day alone!
- Several programs were very well received in August, including Belgium: More than Beer and Chocolate presented by Sandi and Scott Pointon, Overcoming Mental Illness, and Image Renewal.
- Friday Films, Ageless Grace, Tai Chi, Book Buzz, Books & Brunch and Books on tap continue to have steady participation.

Teen Services:

- In July, we had the following teen programs: STEM Open Lab sessions and Grow Native. A total of 13 teens attended programs in August.
- The Grow Native program involved an educator from the Illinois Conservation Foundation teaching teens about native plants, and then teens planted native grasses and flowers in the box planters on the back patio.
- Two displays were on the Teen Featured Reads shelves in August: a display featuring books similar to a popular Netflix YA adaptation, To All The Boys I've Love Before, and a display of graphic novels.
- The following programs will occur in September:
 - TAG on 9/5
 - Finding the Right College and Tips on How to Pay for It on 9/6
 - STEAM Mondays: Get Crafty on 9/17
 - Oreo Taste Test Challenge on 9/24

Children's Services:

- Sign up for Fall Special Programs and Story Times is going very well. The Library Aware e-mail blast "Children's Newsletter" went out the week before registration opened. The Fall Newsletter and Facebook events have also helped programs gather community awareness and interest in the library's programs and resources. Registration opened Wednesday, August 29th and continues to fill in more every day!
- The Children's Activity Center floor was cleaned and was updated with a new colorful rectangular area rug for children's seating and play. We are also looking forward to a new cabinet organizer coming in soon to update the space for more functional organization and use

with patrons during programs. The WOW Science Kits and Puzzle binders have been getting more attention on display at the kids' desk, which is good news for the circulation of these additional fun and educational library resources.

- The Board book collection was moved to a new location (at the end of the picture book shelving) which has increased visibility.

Technical Services:

- Technical Services has been working on changing the call number labels on the Young Adult Fiction and Adult Large Print books.
- Several members of the VIP Team have started helping out in the Technical Services department. Volunteers have been working on inventory, printing out an extra label for picture books, and cleaning DVDs.

Patron Services:

- September is Library Card Sign Up Month! Throughout the month, Patron Services staff will be entering all new card holders into a prize drawing; teens and children will have the chance to win a special superhero themed gift basket and new adult cardholders will receive an entry for a gift card.
- Our sign up event – Power-Palooza III, Make Reading Your Super Power – will take place on Wednesday, September 12th between 5:00 p.m. and 6:30 p.m. Special appearances by Batman and Wonder Woman, superhero trivia, crafts, games, photos in front of the superhero background, food and more will be featured! All attendees will receive a Super Power water bottle.

Staff Development:

- Rachel Baldwin viewed Collection HQ for new users Webinar on 8/30.
- Paul Dobersztyn and Megan Greenback attended the Pinnacle Chairs meeting at White Oak – Crest Hill on 8/1.
- Kathie Baker hosted the PINCIRC meeting 8/22/18.
- Vanessa Liptack watched a WEMI (Work, Expression, Manifestation, Item) webinar offered by RAILS on 8/21.

Community Engagement:

- The fall Blood Drive will take place on Thursday, September 27th from 2:00 pm to 6:00 p.m. Due to issues with Heartland's Coach, the Drive will take place inside the Event Space.
- Paul Dobersztyn represented the Library at the Senior Fair held at the Park District CORE on August 29.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 19 patrons checked out 71 items total.
- Marchand Hernandez represented the library and had a fun afternoon reading for the day camp kids and families enjoying the Lemont Park District's Centennial Pool during August. This has been a great opportunity to share stories on the story quilt with a variety of aged children this summer. Day Camp kids and a few families keep Marchand reading almost non-stop from the 40+ beachy books and swimmy titles she brings to read on request. We are greatly appreciative of the collaborative relationship we have with the Lemont Park District to provide these community events and look forward to more poolside during summer reading next year too!

- Planning is underway for the continuation of the Book Buddies program, a collaboration with Lemont High National English Honor students, to partner their students with “Buddies” for reading opportunities. The kick off, informational event is scheduled for October 23.

Volunteer Initiative:

- We are planning a volunteer orientation in late September for book sale volunteers to assist organizing and assisting with the sale on Saturday, November 3rd.
- Volunteers worked a total of 68.5 hours in August!
- An updated Google calendar for fall volunteer opportunities is shared with the VIP team, which allows them to “sign up” for activities and projects at their convenience.

Sponsorships & Gifts:

- MB Financial Bank provided \$1,000 to continue their gold level sponsorship of Collaboration Studio B.
- The Friends of the Lemont Public Library donated \$350 to sponsor two adult programs this fall.

Respectfully submitted,

Sandra D. Pointon