



Director's Report

October 4, 2018

Personnel

- Children's Services Manager Rachel Cooley began work on October 1st.

Property Tax Distributions – Levy Year 2017-2018:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2018 Collection	\$ 784,850	\$ 732,386.80	\$52,463.20	93.3%

Financial:

- Refunds for 2006 - 2017 collections total \$10,423 to date this fiscal year. In addition, a collection adjustment of (\$42,995) was made by Cook County on July 17.
- Auditors Michael DelValle and Nick Wolter with Lauterbach & Amen conducted the annual audit at the library from September 24 through 26. The audit will be finalized and presented to the Board at the November 13 Board meeting.

Buildings & Grounds:

- The scrubby undergrowth was cleaned up in the SW corner of the property, resulting in a much more presentable view.
- The Buildings & Grounds Committee will be reviewing snow removal services for winter 2018-2019 prior to the next Board meeting.
- Options for elevator maintenance and service will be discussed at that meeting.
- Tom O'Brien with K2NCrest initiated the warranty review process with Owens Corning for the roof shingles. A site visit was delayed due to Owens Corning's scheduling issues.

Safety & Security:

- Fire extinguisher testing and the annual Fire inspection are scheduled for October.
- We will be reviewing safety and emergency plans at our November 1st staff training event.

Technology:

- In response to patron requests, we have installed a charging station for phones and tablets on the south wall of the teen area.
- Server lemontlibrary4 is operational after a failed update crashed the server.

- Staff computers for the Adult Reference desk area were replaced. Patron services also received two refurbished computers replaced ageing end of life units. A computer was relocated in the Children's office to accommodate new children's manager and an end of life computer for children's department was replaced with a refurbished newer computer.
- Fernando has been in contact with vendors about pricing for moving exchange server and cost of moving active directory to 2016 server.
- He is also investigating options for audio recording via either security camera or sound system in the Event Space.
- Fernando is in the process of recycling the old Sage server and using it for all systems backups.
- Surplus computer equipment will be reviewed and designated for November 3rd sale or recycling.

Adult Services:

- There were a number of well attended programs in September including Medicare 101, Composting with Worms, Resume and Interviewing Skills Workshops, a presentation on Illinois history, and a STEAM open lab for Adults. The recently launched Evening Yoga, held twice monthly on a Thursday evening, has been very popular.
- Our ongoing events – Friday Films, Ageless Grace, Tai Chi, Book Buzz, Books & Brunch and Books on Tap continue to have steady participation.
- Planning for the winter newsletter (December through February events) is underway. We will be using the services of a new printing company, Creekside Printing, which produces many other library newsletters and has offered a very competitive price, allowing us to move to an 8-page format.

Teen Services:

- A teen materials suggestion box has been placed by the catalog computer in the teen section.
- Book recommendation fliers were posted weekly in the teen lounge to increase circulation.
- Three displays were on the Teen Featured Reads shelves in September: a display featuring stories set at schools, a display of graphic novels, and a display showcasing banned books for Banned Book Week.
- New guidelines were drafted for using the library's PlayStation 4 game system.
- The local schools have been contacted with the goal of building stronger relationships and increasing the number of teens coming into the library.
- In September, we had the following teen programs: TAG, Finding the Right College and Tips on How to Pay for It, STEAM Mondays: Get Crafty, and the Oreo Taste Test Challenge. A total of 7 teens attended the teen only programs in September, and a total of 15 people (parents and teens) attended the College Tips program.

Powerpalooza III – Super Readers are Super Heros

A great time was had by all at this super successful September Library Card Sign Up event on Wednesday, September 12! More than 250 people, many in their favorite super hero costumes, attended and enjoyed a variety of activities. We were visited by Wonder Woman and Batman to children's awe and delight! Families were also treated to a fun green screen photo opportunity and Papa John's pizza too! We are very thankful for the great turn out for new library cards and our super celebration! All participants received an entry in the drawing for our Library Card Sign Up Month

promotion. The drawing was held on October 1st with Alyce S. winning the \$50 Target gift card, Connor D. won the teen gift basket and Danny D. was the happy recipient of the kid's gift basket.

Children's Services:

- The story room was updated with a new storage bookshelf and to display books and bins to store materials for programs, and it really adds to the finished look of the story room!
- Our Halloween books have risen again from the depths of our storage for October displays! We are also very much looking forward to our annual Halloween Trick or Treating event on Wednesday, October 31st 4pm -6pm. We are also still looking for youth and adult volunteers to come and dress up as storybook characters to give kids trinkets and treats here at the library on Halloween night!

Children's Programs:

- This month's Baby Stay and Play was well attended! Babies and their caregivers enjoy coming to the library to play and make new friends while taking turns sharing the toys and board books!
- We had a great turnout of 28 in attendance for Dads and Donuts this month. Marchand enjoyed hosting and read several stories, played a few color games and songs, as well as created a graphic novel "comic" style crayon themed craft and donut with extra sprinkles too! She used the "Libby" app to project and read "The Crayons' Book of Colors" and "The Crayons' Book of Numbers" by Drew Daywalt and Oliver Jeffers. She also read "Dad's First Day" by Mike Wohnoutka a touching story about a Dad that is a little nervous about his son Oliver's first day at school.
- Marchand hosted the Bubble Adventures for a group of about 30 kids and 30 caregivers too! She read "Bubbles" by Kit Chase. Then the large group split into two smaller groups ... one group with painting with bubbles and the other group with design your own bubble wands (two varieties: pipe cleaner and beads, string and straws). Then we headed outside to blow bubbles! We had a small pool for making and sharing giant super bubbles. We also had colorful bubbles! Much fun was had by all in attendance.
- It was a small turn out with the beautiful day outside for this month's movie matinee viewing of Big Hero 6. We only had 2 patrons stay for the entire movie and about 5 other patrons visit for a small portion of the movie. We are looking forward to next month's Halloween title *Hocus Pocus*!
- The young artists programs was very popular this month and patrons are looking forward to next month's too! The children used masking tape, markers, Q-tips, and watercolor paints to create beautiful fall scenes full of birch trees and colorful fall leaves in September.
- Marchand hosted the Lego Club event with 17 participants in attendance. The group was very cooperative and full of imaginative energy for building and creating together! Builds can be seen on display on the curved bookcase in the Children's Department this month!
- It was a smaller showing for this month's Lego Club, with only 5 in attendance now that school for the fall is in full swing. Builds can be seen on display on the curved bookcase in the Children's Department this month!
- Marchand taught the Drop in and Dance event for about 40 attendees! We started off with a lot of musical free play and instrumental fun! Then we moved on to a few scarf songs and interactive dance along songs too. We ended our time together with "Shake Hands with Friends" and look forward to our next musical drop-in event in November!
- Nicole had 13 kids in attendance and we made some very sticky, but tasty, funfetti rice krispie treats. We started out with a cooking story called *Duck Soup* to get us in the cooking mood. We then reviewed our recipe and the steps we needed to follow to make our snack. After washing

our hands, we split into small groups and got cooking. We measured out cereal and melted butter and marshmallows to create our sticky batter. Finally we added a ton of sprinkles and cut our krispie treats into bars to take home. It was a lot of messy, sticky fun!

- We have 2 sessions of Baby Time, 2 sessions of Toddler Time, 2 sessions of 3-5 Year Olds Story Time, and 1 Family Time per week for our Fall story times!
- Story Times have been very popular in September with Superhero and Fall Leaves themes. Our popular story times will continue with this schedule for 4 more weeks during October too! We have been enjoying integrating a new parachute for games and energetic fun too!

Technical Services:

- Technical Services has been working on changing the call number labels on the Young Adult Fiction and Adult Large Print books.
- Volunteers have continued to work on projects within the Technical Services department. They will be re-labeling movies to indicate the reduced fine amount and continuing the inventory. Kathy D. completed the adult fiction inventory and is now working on adult non-fiction, helping us to identify missing items and ensure the accuracy of the online catalog.

Staff Development:

- Megan Greenback chaired the Pinnacle OPAC Meeting at Plainfield Public Library on September 20.
- Megan Greenback attended a LACONI Author/Writer event at New Lenox Public Library on September 13.
- Paul Dobersztyn attended Cloud Library Systems Presentation at Fountaindale Public Library on September 6.
- Paul Dobersztyn chaired a Pin Digital meeting at Lemont Public Library on September 19.
- Paul Dobersztyn attended Infogroup Reference USA Users Group Conference in Omaha, Nebraska from September 24 through 26.
- Vanessa Liptack and Elizabeth Bruc attended PinTech at the White Oak Public Library Romeoville Branch on September 12th
- Vanessa Liptack attended a LACONI workshop at the Elk Grove Village Public Library on September 21st.

Community Engagement:

- Rachel Cooley and Sandra Pointon presented books selected by the library and purchased by the Jr. Women's Club in honor of four of their members' children and to recognize past presidents Jordan Studzinski and Laura Elias at the Club's October 3 meeting hosted at the Library.
- We hosted a Blood Drive with Heartland Blood Center on Wednesday, September 26. A total of 14 donations were received. Our thanks to volunteers Rose and Mary for assisting at the event.
- The 11th Annual Veterans Drive is underway. Through November 15th we will be collecting donations of items specified by the MW Shelter for Homeless Veterans and the Hines VA Hospital. The Lemont-Homer Glen Rotary Club has donated \$500 to purchase items and gift cards. Patrons who donate will receive a \$1 coupon for each item that can be used for fines, prints or book sale items.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 21 patrons checked out 63 items total.

Volunteer Initiative:

- Six potential volunteers attended an orientation on September 25th. Vanessa Liptack discussed additional Collection Maintenance projects and Megan Greenback reviewed the procedures for organizing and sorting materials for the book sale.
- Volunteers worked a total of 42 hours in September.

Respectfully submitted,

Sandra D. Pointon