



Director's Report
November 9, 2018

Personnel

- The management team met off-site at Indian Prairie Library on Friday, October 12 to strategize and review progress in meeting FY2018-2019 goals. It was a productive day with informative sharing of ideas for accomplishing strategic goals, planning for the upcoming Staff Training Night; review of the Collection Development Guide; discussion of mid-year performance evaluations and evaluation of new services.
- 23 staff members participated in a staff development training on Thursday, November 1st from 4:30 p.m. to 9:00 p.m. The productive evening included a review of the updated Tornado Plan, a safety scavenger hunt, a marketing presentation and a review of the Library's Sexual Harassment Policy.
- Nicole Matson has submitted her resignation as Children's Services Assistant, part-time. Her last day is November 12.
- We are currently advertising for a PT library assistant to serve as an Early Literacy Specialist.

Property Tax Distributions – Levy Year 2017-2018:

| | <u>Projected</u> | <u>Actual</u> | <u>Difference</u> | <u>% Collected</u> |
|----------------------|------------------|---------------|-------------------|--------------------|
| Fall 2018 Collection | \$ 784,850 | \$ 747,036.11 | \$ 37,813.89 | 95.2% |

Refunds for 2006 - 2017 collections total \$60,711.77 to date this fiscal year. In addition, a collection adjustment of (\$42,995) was made by Cook County on July 17.

Financial:

- The Annual Financial Report for FY2018 has been completed. A representative from Lauterbach & Amen will review the report and accompanying management letter at the Board meeting.
- Treasurer Skibinski and I met with Courtney Sosbe of PMA Financial Network on November 6 to review their proposal for a long and short-term investment strategy and cash flow management plan that would maximize the library's interest earnings while ensuring sufficient funds for monthly obligations. Ms. Sosbe will present the proposal at the November Board meeting.

Buildings & Grounds:

- We experienced a 90 minute power outage on Thursday, November 9, due to an underground cable being cut in the vicinity of the Library. This power interruption has resulted in damage to equipment, namely the AC unit that supplies the server room and the heater in the vestibule.

Premier Mechanical was on site and also restarted the air handlers which tripped during the outage. The AC unit will require a replacement as parts for the unit are no longer available. I have consulted with our insurance agent and will be submitting a damage with ComEd to recover the cost of repair and/or replacement.

- Lemont Fire Protection District conducted the annual building inspection on October 11; there were no substantive issues to address.
- The annual fire extinguisher inspection took place on October 25th.
- Owens Corning conducted an inspection of the roof shingles on October 19th. Tom O'Brien with K2N Consulting was also present. Owens Corning subsequently submitted a written report based on their inspection of the roof (attached).

Safety & Security:

- The Tornado Safety Plan was updated and a Tornado Drill was conducted during the Staff Training Night on Thursday, November 1st.
- The Fire Exit Plan was also updated and approved by the Lemont Fire Protection District. Staff reviewed the plan and engaged in a safety scavenger hunt in order to locate all exits, fire pulls and fire extinguishers.
- Additional flashlights and first aid kits were purchased and located at all public service desks and office areas. An additional emergency radio was deployed to the Tornado safety area in the basement.

Technology:

- Five complete computers were salvaged and sold at the book sale.
- NVDA software was installed on the public computers to assist patrons with visual or audio difficulties.
- Work continues on replacing outdated staff computers with refurbished models.
- Fernando is obtaining updated pricing to replace the six public use adult computers.
- Comcast Business replaced the outdated business modem in the data room.
- Fernando is contacting additional vendors for pricing to move the exchange server and the active directory to 2016 server. He is also investigating options for audio recording via either security camera or sound system in the Event Space.

Adult Services:

- The winter 2019 newsletter, featuring programs and events from December, 2018 to February, 2019 is in production and will be mailed the week of November 26. The newly designed 8-page, full color newsletter will provide an excellent tool to market our many resources and services.
- The Adult department hosted many programs in October, including Ice your Cake, Adding Social Media to your genealogy repertoire, Illinois waterway system, Instagram Basics, Food for Thought Book Discussion, History of Dellwood Park, Android Phone 1 & 2, iPhone 1 & 2, two sessions of Tai Chi, Paranormal Investigators, STEAM for Adults and Paint Party: Sugar Skulls.
- Evening Yoga, Friday Films, Ageless Grace, Book Buzz, Books & Brunch and Books on tap continue to have steady participation.

Teen Services:

- Rachel Baldwin created Read-a-like fliers to promote teen materials and experimental placement of recommended items

- A Teen Pinterest and Teen Instagram have been created to further promote materials in the YA collection.
- In September, we had the following teen programs: TAG, Gingerbread Haunted House and STEAM Virtual Reality.

Children's Services:

Programs:

- Rachel Cooley updated the story time signup procedure for the winter sessions. We will now be offering a hybrid way to attend story time: half the spots will be available for registration ahead of time and half the spots will be ticketed. The tickets will be given out up to 15 minutes before the start of the story time on a drop in basis. Preference is given to Lemont card holders in both scenarios. The change was made to offer flexibility to families and caregivers that are unable to sign up for a full session of story time but still wish to participate. We have had positive feedback from patrons, like grandparents who only have their grandkids on certain days/weeks and had in the past been unable to participate in story time. Our hope is that all our patrons who wish to participate in story time now have a way to come to the program that works for their family.
- Marchand Hernandez hosted a Halloween Little Monsters themed Dads and Donuts in October for 28 guests in total. Two Lemont HS National English Honor Society Volunteers helped to run the program.
- We had 16 kids in attendance for October's Young Artists program. Carolyn Zolecki presented an art lesson and helped children create a portrait of an owl with chalk.
- Halloween Trick or Treating was a huge success with almost 400 people coming through the library to get candy from a collection of book characters like Snow White, Where's Waldo, Dorothy, and more.
- The fall story time sessions went very well, covering themes like Halloween, Fire Trucks and Firemen, Autumn Leaves, Owls and more.

Collections:

- Rachel Cooley began working from the Collection HQ lists to update the collection, with the starting focus on the non-fiction and holiday collections.
- Rachel Cooley set up a display schedule to highlight books from the collection and to tie into upcoming holidays and programs.

Patron Services

- Our shelveers did a fantastic job changing out the adult fiction bookends, young adult bookends with new bookends we had received at no cost from another library. Work continues on replacing bookends for the adult non-fiction and juvenile areas.

Technical Services:

- Technical Services has completed the call label changes for the Adult Large Print Fiction collection and are continuing to work on the Young Adult Fiction collection. The department is also beginning to change the call labels for other collections.
- NEW labels will now have the month printed on them. This will start in November.

Staff Development:

- 23 staff members attended the Training event on November 1st.
- Sandra Pointon, Vanessa Liptack, Rachel Cooley, Kathie Baker and Paul Dobersztyn attended the Managers Retreat at the Indian Prairie Public Library on 10/12/2018.
- Megan Greenback, Vanessa Liptack, Sandra Pointon and Janice Kurasz attended Passport Agent Renewal Training at White Oak – Romeoville on 10/18/2018.
- Paul Dobersztyn and Pam Zukoski attended Passport Agent Renewal Training at Prospect Heights Public Library on 10/17/2018.
- Megan Greenback attended School Library Journal's Circulation on a Dime Webinar Pt. 1 on 10/1/2018 and Pt. 2 on 10/4/2018.
- Rachel Cooley, Rachel Baldwin and Pam Zukoski attended a Collection HQ Webinar on 10/25/2018.
- Megan Greenback and Paul Dobersztyn attended the Pinnacle Chairs meeting on 10/24/2018.
- Megan Greenback attended Polaris Promotions Training on 10/2/2018.
- Paul Dobersztyn attended Polaris SQL Basics training at White Oak – Romeoville on 10/23/2018.
- Kathie Baker Attended PINCIRC meeting on 10/24/18.
- Rachel Baldwin attended Polaris Leap Basics Training at Joliet Library.
- Rachel Baldwin trained on the zSpace Computer on 10/12/2018.

Outreach

- Rachel Cooley attended the Lemont Fire Protection District Safety Day with Trustee Tom Culcasi on Saturday, October 13. We handed out water bottles, spoke with 278 people, and had 107 guesses for our candy jar.
- Kathie Baker provided Outreach service to the Franciscan Village and Our Lady of Victory Convent. 28 patrons checked out 95 items total.

Community Engagement:

- The Kick Off for the Book Buddies Program, in conjunction with the Lemont High School NEHS went very well in large thanks to the two volunteer coordinators from LHS, with 19 little buddies showing up to be paired with a big buddy from the high school, and 57 total people in attendance. They will now be reading together at the library, checking in at the desk and picking up a reading incentive at the end of each session.
- Rachel Cooley sent emails of introductions to the principals at the three public schools, four private/parochial schools and to the Superintendent and Assistant Superintendent at District 113A. Several meetings have been scheduled for the beginning of November.
- Rachel Cooley had a very productive meeting with District 113A Superintendent Dr. Courtney Orzel and Assistant Superintendent Daniela Fountain on 11/2 discussing ways that the Library and the School District can work in tandem to serve Lemont children. There is a lot of room for growth and we are all excited at the prospect of starting from scratch to build a productive and abundant outreach relationship. They were very receptive to all of the ideas we had for collaboration and offered many of their own. Our next steps are to send a survey to the teachers through Asst. Superintendent Fountain, continue to meet with the principals individually and come up with an action plan in house.

- The 11th Annual Veterans Drive continues through November 15. We have already received many items for veterans at the Hines V.A. Hospital and the Midwest Shelter for Homeless Veterans.
- The Book Sale on Saturday, November 3rd was a great success, thanks to the invaluable assistance of volunteers Ann Stout, Rose Marseille, Paula Gargano, Terri Graham, Peggy Keenan, Joyce Koon and Treasurer Mickey Skibinski and the hard work of employees John and Michael Tuzim.

Respectfully submitted,

Sandra D. Pointon