



Director's Report

April 8, 2011

Personnel:

- Children's/Teen Librarian Danielle Hinks in on medical leave. Maria Lareau, a retired Children's Librarian, has been hired as a substitute in her absence.
- Monica Moran resigned from her position as Library Technical Assistant.
- Lynn Schumacher was hired as a part-time circulation clerk.
- Amy Rendina joined the Circulation Department as a page.

Financial:

Property Tax Distributions - Levy Year 2009-2010

| | <u>Projected</u> | <u>Actual</u> | <u>Difference</u> | <u>Amount Collected</u> |
|----------------|------------------|---------------|-------------------|-----------------------------|
| Spring 2010 | \$648,000.00 | \$ 369,728.96 | \$278,271.04 | 57.0 % |

Working Budget, FY2011-2012

Preliminary work on the budget for the new fiscal year is underway. I met with our health benefits broker, Van Dyke Insurance recently. We will receive our renewal rates from Blue Cross Blue Shield in early May. I also met with several brokers to obtain quotes for our property insurance. Meetings of the Finance, Technology Personnel and Buildings & Grounds Committees will be held in May to discuss budget projections and expenditures.

Technology

- The new public color copier was installed last week and is working well. Printing and scanning functions require additional work by TBS, Interact and our IT Manager but should be functional within the next two weeks.
- The i-Circ self check machine was installed last week next to the patron holds area. We will be running a trial for the next 3 weeks to determine if the equipment meets our needs. Reaction from both staff and patrons has been very positive to date. The desensitizer is integrated into the machine and the display is much more interactive. One of our older self-check machines was taken out of service (it was only powering up sporadically and the scanner worked intermittently.).

- The Library has been experiencing issues with the router provided by Network Solutions. There is an intermittent problem that is causing our T1 lines to max out. Illinois Century Network insists that a web browser is causing the problem and suggest the Library hire a security consultant to take a look and recommend a fix. The problem is still under investigation by IT Manager Alfonso. The current fix for the issue is to unplug the T1 network cable located at the back of the router and reboot the router. This seems to clear up the traffic issue and the system is normal for a while.
- Three -24 port Cisco network switches had to be replaced in the data room due to the power outage. Some of the network cables in the data center were also replaced to organize newer systems installed after the major data cable upgrade a year ago.
- The data center also was organized with new shelves donated by another library. A large metal supply cabinet was purchased at a substantial discount at the Fountaindale Library auction and is being used to safely store computer equipment.

Buildings and Grounds

- Johnson Controls completed the spring maintenance on the air handler and chiller and no major problems were found.
- Johnson Controls is working on the VAV boxes and software for the computer controls. This work is in progress and continues through April. All VAV boxes have been inspected and no mechanical problems have been found; there are still problems with communications from the computer system that are being addressed by Johnson Controls.
- Most of the oak paperback spinners from the Adult area have been sold.

Adult Department:

- National Library Week is April 10 – 16. This year's theme is Create Your Own Story @ Your Library. Programs will include a book appraisal event, book purse craft, create your story using PowerPoint or digital scrapbooking, children's book cover contest, teen photo contest and read in. A special family event will feature story telling by and by Questor the Jester.
- We had a number of popular events in March, including a tea tasting program, interior design workshop and travel programs on Ireland and Egypt. The popular topic of ebooks and ereaders drew more than 40 patrons to two workshops taught by Director Pointon and Librarian Matt Wenslauskis. We are increasing the number of titles available through the OverDrive download service to meet demand for ebook titles and are plans are being made to circulate eReaders by the fall.
- An organizational meeting for adult garden volunteers was held this month. Seven residents expressed an interest in assisting garden coordinator Judy Apke with preparations for the garden area adjacent to the children's patio. The Little Seedlings Garden Club for kids ages 5-11 will hold its first meeting on April 20 and will undertake Earth Day activities.
- We are planning the Summer Reading Program for adults, tweaking the contest guidelines to make it more convenient for patrons to participate and provide fortnightly prizes for all contestants.
- We are preparing the Summer newsletter copy in order to meet our goal of mailing the newsletter by May 28.
- Summer reading donation requests were mailed to more than 200 businesses and individuals in early April.

Children's Department

- The Winter Reading Program Grand Finale Party was held on Friday, March 5. Grand prize winners were Taylor Shimkus, Olivia Faron, Kate Gornick, Julie Maduros, and Olivia Jurevicius. Over 500 books were read by the 53 kids who were in the program. The Friends donated grand prizes.
- Pat Harrison did a great job with the display case in the children's department. She completed an I Spy case featuring many objects from every letter of the alphabet. The children then played a game looking for something that began with each letter. Winner of the game was Victoria Jurevicius.
- Daddies and Donuts was a lot of fun with Dads and kids hearing St. Patrick's Day stories and going on a shamrock hunt. Moms and Muffins had a great discussion on the classic "Charlotte's Web". Storytime is underway for the spring session. Book Sparks for the older grades continues to be well attended.

Workshops/Conferences

- Sandra Pointon and Debra Somchay attended a Mobile Services webinar.
- Debbie Somchay attend the online OPAC meeting on Wednesday, March 16. A demonstration of the Sirsi Enterprise online catalog was also given.
- Lynn Schumacher attended 2 online training sessions provided by PALS, Circulation 1 & 2.
- Jackie Lakatos attended the Circulation Users Group meeting @ PALS Shorewood.
- Mary Inman attended the Children's Librarians meeting SASSY at Homer Glen Public Library, March 18.

Outreach

- Debbie Somchay delivered the monthly books/audio to patrons at Franciscan Village on March 28. 5 patrons were in attendance and a total of 33 items were checked out.

Communications

- Trustee Ed Mikel submitted his resignation from the Library Board on March 26.
- We had a large turnout for early voting at the library. A total of 1,551 people cast their votes between March and March 31.
- Trustees Kopec, Shattuck, Kirvelatis, Director Pointon and Friends President Smalarz attended the State of the Village luncheon and address on March 24.
- I attended the Opening Reception for the new Fountaindale Library in Bolingbrook on March 25.
- The Friends of the Library Spring Book Sale was held April 6 – 11. Despite an overall smaller number of books, the sale was quite successful, netting approximately \$3,000.

Respectfully submitted,

Sandra D. Pointon