



Director's Report

August 4, 2011

Personnel:

- Regina Schaefer was hired as a part-time Circulation Clerk.
- Administrative Assistant Cheryl Jeans retired on July 31.
- Christina Theobald attended a 2 week "Boot Camp" introduction to University of Illinois' Library Information & Services Master's program in Urbana.
- Children's/Teen Librarian Danielle Hinks remains on medical leave.

Financial:

- We received prior year tax distributions (Spring 2010) of \$9,642.24.
- Joyce and Sandi worked with accountant Joe Murray to enter budget information and generate financial reports for Board review. The new Peachtree system is very versatile and will provide us with a much more complete financial picture and access to data than we had with the old system.

Budget & Appropriation Ordinance, FY2011-2012

A tentative B & A Ordinance is attached for Board review and is posted on the Library bulletin board . The B & A Hearing will be held on Thursday, September 8 at 6:30 p.m.

Intergovernmental Agreement

The Library Director met with Fire Chief Churullo to discuss renewal of the Intergovernmental Agreement with the Lemont Fire Protection District for IT Services. The Fire Protection District is very pleased with the performance of the IT Manager and wishes to renew the agreement. A draft of the agreement will be presented to the Fire Protection District Board on August 18 for their review and approval. The salary and benefits have been adjusted to FY2011-2012 levels and adjusted as of July 1, 2011. There are no substantive changes proposed to the agreement.

Illinois Per Capita Grant FY2012 Requirements:

A Review of Chapter 2 "Governance and Administration" of *Serving Our Public 2.0: Standards for Illinois Public Libraries*, 2009, will be conducted at the Board meeting.

Circulation Policy Update - First Reading

We have been circulating Nook and Kindle eReaders since June 1 with great success. Patrons have been very satisfied with the service and there have been no problems arising from the provisional circulation rules we established. A draft of the updated Circulation Policy is attached, with additions highlighted in red text. The eReader policy includes the following provisions:

eReader Devices

- eReader devices will circulate 14 days; no renewals.
- Check out is restricted to adult Lemont Library cardholders.

- One eReader device may be checked out per library card.
- Overdue fines of \$2.00 per day will be assessed.
- Replacement cost – cost of item (as outlined on eReader bag and in item record).
- A \$5.00 fee will be assessed if the eReader and contents are returned in the drop box.

Technology:

- 8 new computers have been setup and deployed in the adult public area. The computers are all Windows 7 with Microsoft Office Suite 2010.
- The research computer for the Public has also been replaced and updated to windows 7 Microsoft office 2010.
- Filtering software has been purchased for the Outlook email system to minimize spam.
- The new self-check machine from i-Circ was used by 524 patrons in July to check out a total of 1,250 items. We should be receiving the kiosk in the next month.

Buildings and Grounds:

- Johnson Controls performed their summer HVAC and cleaned the coils for the air conditioners outside. They also adjusted the temperature of the boilers to keep the air conditioners from running 24/7. The system setup from Trane requires heat at all times to balance the temperature in any of the given zones.
- We met with several masonry and concrete contractors to obtain proposals for repairing the brickwork on the entry pillars and repair the curb and uneven sidewalk in front of the library. The Buildings and Grounds Committee will meet on Wednesday, September 7 to discuss concrete/masonry and BCU proposals.

Veterans Drive

Our fourth annual Drive, *Helping Veterans on the Homefront*, will be held October 1 to November 11. Lemont VFW Post #5819 is eager to partner with the Library for this worthwhile cause and Lemont Homer Glen Rotary Club has already pledged \$250 for the purchase of items for the display. With Board approval, will offer patrons an incentive of either a coupon for a free DVD (\$1 value) or \$1 off fines for each item donated, up to a maximum of \$10.00.

Summer Reading Program – A Midsummer Knight’s Read:

A total of 401 children participated in the summer reading program (330 children and 70 teens). This represents a 20% increase in participation over last year’s program.

Grand Finale Picnic - The children’s summer reading program concluded with a fantastic finale on the evening of Tuesday, August 2nd. It was a smashing success due largely to the efforts of Mary, Fernando, Sandi, Lisa, Kay, Maria, Cathy and a group of teen volunteers. The Lemont Park District generously allowed us to have our picnic indoors at the CORE gym due to the extreme heat and humidity. MB Financial provided financial assistance for the event as well as providing balloons, giveaways and games for the kids. When their helium ran out, Louie Link, the local MB Bank Manager and his assistant Thomas blew the balloons up themselves for the children!

More than 230 children and parents gathered and had a great time over their hot dog dinners. Readers were given raffle tickets for the raffle drawing. A highlight of the evening was the knighting ceremony with Sir Randall, with around 60 children who had completed their reading goals lining up to be knighted. The treasure chests were brought in a parade of great grandeur and the winners, drawn from

their actual reading entries, were quite excited. Six of the eight winners were at the picnic. The evening ended with an excellent performance from Questor the Jester (aka Craig Sjogerman) who had the crowd belly laughing with his antics.

Children's Programs – we had a wonderful variety of programs for kids in July, thanks to our talented children's staff and performers.

- **Fairy Fest** was a fun program with fairy stories and fairy hunt in the library. Children's librarian Maria made special fairy cakes for them to frost and enjoy.
- Our teen troubadour volunteers did an outstanding job this year with the **Putt-Putt Golf tournament**. Each hole was fun for the kids to golf through! It was great that Lost Mountain donated miniature golf passes to use as prizes.
- **Steve Frenzel**, the Harry Potter expert, shared an incredible amount of interesting information in a limited amount of time—the audience really enjoyed it and requested he come again.
- **Shakespeare Shenanigans**, starring the Kidworks Theatre Company, outdid themselves with drama and hands-on Shakespeare. Thanks to Lemont-Homer Glen Rotary Club for sponsoring this program.
- The Lemont High School cheerleading squad came on Tuesday, July 12 and spent a happy two hours with the younger girls and one boy. They made pom poms for their hair and wrists, learned two cheers, and read books.
- Lisa Erdmier did an outstanding job leading her two original medieval programs. The first was **How To Train Your Dragon** which was complete with dragon trivia and games based on the film. The second was a trip to Nottingham for **Robin Hood and Heroes** which featured games of skill and chivalry.
- Nicole DeVries decorated our “dragon” eggs for the **Dragon Egg Hunt** which made them much more exciting to hunt around the library.
- **Little Seedlings** continues to grow with the garden looking beautiful and has already produced cucumbers, tomatoes, lettuce and blueberries. Last Friday, the seven children in attendance picked their produce and made a salad to eat.

Teen Department:

- **Scrapbook Your Summer** turned out to be one of the most fun events of the summer. Teri and Betty from Bradley Library came and showed how to make three different projects. The kids had a great time and all requested a repeat event in the fall.
- **The Improv Commandos** entertained to a large, enthusiastic crowd. The Commandos brought laugh after laugh to the library with their hijinks and humor. The teens loved it and asked for a regular Improv club during the school year.
- Cathy Mayer did a noteworthy job creating the **Elizabethan Scavenger Hunt** for the teens. She made superb clues to secret locations all over town. The eight teens decided the program was also a race, so within 40 minutes, they arrived back at the end location ready for their team to be declared the winner. Cathy appreciated Pam Zukoksi heading up one of the teams.
- The **Teen Finale** will be held on Friday, August 5 at 6:00 at the CORE Gym.

Adult Department:

- 36 participated in the adult summer reading program; 23 read & completed puzzles; 15 read & completed all puzzles; a total of 317 books were read. Feedback on the puzzles was positive.
- Planning for fall programs is complete and the newsletter is currently in design, with a target mailing date of August 29. As a cost savings measure, the newsletter will be reduced to four pages, black and white, but will continue to be mailed quarterly to Lemont households.

- We will kick off the fall program season with our second annual Welcome Event on Tuesday, September 6 to highlight Library Card Sign Up Month. All residents are invited to learn more about the services the library provides. Special guest Tommy Hawk from the Chicago Blackhawks will be here from 5:00 to 6:00 p.m. to meet fans of all ages. We will also feature games for kids, garden activities, prizes and giveaways. All those who sign up for a new library card in September will be entered into a prize drawing for iTunes gift cards.

Workshops/Conferences

- Debbie Somchay attended the AccuConference OPAC Meeting on Wednesday, July 20, 2011 from 1:00-2:00 p.m.
- Debbie Somchay attended the OverDrive Digipalooza Conference in Cleveland, OH, July 28-31.
- Pam Zukoski attended Book Group Buzzing webinar on July 26.
- Sandra Pointon attended an informative, lively meeting of area library directors at the Orland Park Library. We have been invited to join the former Zone 7 MLS directors group, which includes libraries in the south/southwest suburbs such as Orland, Palos, Tinley Park, Frankfort and New Lenox. This will be a great opportunity to meet monthly with directors from libraries with similar interests and patron needs.
- Jackie Lakatos & Christina Theobald attended the Technical Services Users Group meeting at the Shorewood Service Center.
- Renata Teper attended the Circulation Services Users Group meeting the Shorewood Service Center.

Outreach

- On Monday, July 18, 2011 Debbie Somchay made the outreach delivery to Franciscan Village. 8 people attended and 37 items were checked out.
- Mary Inman will be entertaining with stories at Kops-n-Kidz Day on Saturday, August 6.

Communications

- We received a thank you from Heartland Blood Center for the 20 donations received during the Blood Drive on July 27. Thanks also to the volunteers from Azure Lodge 1153 AF & AM for their assistance!
- The 62nd annual Keepataw Days Parade will take place on Monday, September 5 at 1:00 p.m. This year's theme is "Lemont Fire Protection District, 125 Years, Yesterday, Today and Tomorrow. The Lemont Fire District has extended an invitation to all Board members to attend a picnic at Station #1, 15900 New Avenue, following the conclusion of the Parade.
- The Library's eReader program was featured in an article in the Lemont Reporter/Met on July 15.

Respectfully submitted,

Sandra D. Pointon