



LEMONT
Public Library District

Director's Report

January 7, 2011

Personnel:

- Christina Theobald moved into the full time Technical Services LTA position recently vacated by Kris Becker.
- Paris Drags joined the Circulation-Technical Services Department as a part-time acquisitions/circulation clerk.
- Monica Moran-Pachl joined the Circulation-Technical Services Department as the Periodicals/Circulation Technical assistant (part-time)

Financial:

Property Tax Distributions - Levy Year 2009-2010

	Projected	Actual	Difference	Amount Collected
Fall 2010	\$648,000.00	\$486,595.48	\$161,404.52	75.0%

Tax Bills - We received a communication from the Board of Review of Cook County requesting our participation in an impact analysis of tax billing by Cook County. I informed the Board of Review that the Library has incurred significant costs related to Tax Anticipation Warrants in 2009 and 2010 and urged the Board to issue tax bills in a timely manner in order for the library to avoid future revenue shortfalls due to delayed tax payments (correspondence attached).

Trustee Election - Two petitions for the position of Trustee for the upcoming April 5 Consolidated Election were received from Vytenis Kirvelaitis and Daniel Geoghegan for the four vacancies on the Library Board. An individual seeking to be a write-in candidate must file a declaration of intent with the local election official no later than February 3, 2011.

Statement of Economic Interest – As required by the Illinois Governmental Ethics Acts, we submitted a list of persons who must file a Statement of Economic Interest to the Cook County Clerk's Office. Email addresses for each trustee and the Director were provided to allow for electronic communication and submission of Statements of Economic Interest later this spring.

Technology

- Work is still in progress for the new email system. Some unforeseen issues have been worked around and we are very close to implementation of the new email server. Schedules with outside parties will dictate when this actually gets finalized. We are hoping to have email service up and running by the end of January.
- The hard drive for the EPay computer crashed and was replaced; fortunately the system was still under warranty.
- We will be reviewing proposals for public and staff copier and printing solutions in the next month. Recommendations will be presented to the Finance Committee prior to the February Board meeting. Our current contract with COTG expires in one year; we continue to experience issues with the reliability and range of options available on our current copier as well as increasing costs.

Buildings and Grounds

- We experienced issues with insufficient heat in some areas of the library. A thorough analysis of the system and the VAV controls has been conducted by Johnson Controls. A detailed report and recommendations for further action will be submitted next week and presented for discussion at the January Board meeting.
- The pump on Boiler #2 failed and had to be replaced by Homeowner Helpers. Ongoing issues with leaking from the pump are being resolved.
- Additional shelving was purchased at a deep discount from another library and will be installed in the basement to alleviate some of the storage issues. Unused furniture and equipment will be offered for sale at a “Library Spring Cleaning Sale” later this year.

Adult Department:

Programs

- The 3rd Annual Holiday Open House held on December 8 was a festive occasion that kicked off the holiday season at the Library. The Friends held a successful mini-sale of holiday books concurrently with the Open House. More than 50 patrons enjoyed the musical performance and refreshments provided by staff and Friends.
- The Adult Winter Reading Program, *Wrap Yourself Up in a Good Book*, began on January 3 and runs for 7 weeks. There will be weekly prize drawings for cozy fleece blankets and two grand prize gifts to be awarded at the Potluck Lunch hosted by the Friends of the Library on Saturday, February 19.
- The Countdown to the Oscars Contest will begin on January 31 and run through February 27. Prizes for choosing the most correct winners include a movie gift certificate and DVD coupons.

- Planning for spring programs is underway. The Spring newsletter, covering March through May, is scheduled to be mailed in late February.

Tax Services: The Library has a basic selection of Federal tax forms and publications available free of charge in the lobby (no paper Illinois forms have been received). Our website has complete information on paper forms available, links to the federal and state websites to download forms, and information about the free income tax preparation assistance. The tax preparation service runs February 3 to April 14 on Mondays and Thursdays, 9:00 a.m. to 1:00 p.m. and will be run by trained counselors with the Volunteer Income Tax Assistance program.

Teen Department

For the month of December, teen programs continued to be well attended. The Teen Giving Tree and Ornament Decoration program proved to be very successful. Our teen librarian, Erica Liptack worked with Teri O'Neill of Hope and Friendship to get a list of people who were in need this holiday season in Lemont. Teens came in to help make ornaments and attach a tag with the gender and age of a person. These were hung on a tree for patrons to pick and help donate hats, gloves and or books to these people in need. All the ornaments were taken and presents returned for our needy residents. It is very gratifying to see the generosity of our staff and residents in evidence once again!

Erica is continuing to work with Kaplan who gave a presentation on Paying for College for a number of parents and students. They will present a series of programs related to the ACT tests in January and February. Other programs scheduled for the winter months include zumbatomic, chocolate frenzy and the continuation of the teen book discussion group, Literary Lounge.

Children's Department

Shelving - The new children's picture book shelving was delivered and installed along the west wall of the Children's Department in late December. Prior to the installation of the new shelving, a section of the current picture book shelving was removed and books were temporarily stored in the storytime room. The shelving looks very attractive and is easily browseable for young children. The picture book collection was assessed by the children's librarians and a number of books were recategorized into easily browseable categories for pre-readers. The remainder of the picture books has been shelved on the remaining two shelving units, providing a little more space in those areas also. The next step in the project is to sticker and recatalog the picture books assigned to the "browsing bins" to provide additional points of access. We thank the Fatz Foundation for generously funding this project.

Programs - December was filled with many excellent children's programs including Christmas Capers. The show featured Dave Herzog and his original marionettes who danced, sang, and performed to a full meeting room crowd. Renata Teper did a fantastic job with two special Polish Christmas programs, "Polish Christmas Cards" and "Polish Ornaments". Mary had a great time sharing holiday stories and Christmas cookies with Dads and their children on the 11th. Santa, aka Joe Ostrander, was very popular and happily visited with close to 75 children and parents. Concluding the month was a very Happy New Year's party on the 30th. Kay

Norfleet and Danielle Hinks provided a great time of games, story, and countdown to 2011 with over 20 children attending. *A Blizzard of Books*, the children's winter reading program, will begin on Monday, January 17, storytime sessions resume in mid-January and a flurry of other fun programs are planned to help beat the winter blues.

Workshops/Conferences

- Mary Inman attended the Children's Librarians' Meeting on December 10 at the Fossil Ridge Public Library.
- Erica Liptack attended a webinar presented by Baker & Taylor on graphic novels and a YALSA webinar on summer reading.
- Debbie Somchay and Danielle Hinks attended the "Geek the Library" meeting at New Lenox Public Library.
- Fernando Alfonso attended the LACONI Technology Section program on Tech Friendly Spaces at Chicago Public Library.

Outreach

- Mary Inman met with Sue Zabilko from Everest Academy to discuss the Library servings as host for a Preschool Open House on Monday, February 7. All Lemont preschools will be invited to attend to provide parents of preschoolers with information on schools and the library.
- Debbie Somchay delivered the monthly books/audio to patrons at Franciscan Village. 6 patrons were in attendance and a total of 31 items were checked out.

Communications

- The Illinois Library Association Trustee Forum 2011 will be held at the Marriott Conference Center in Lisle on Saturday, February 26. Please inform the Director no later than the February Board meeting if you wish to attend.
- The Board approved 2010 Goals and Objectives have been posted on the library website.
- The Lemont Patch website featured two recent online articles about adult and teen library programs.

Respectfully submitted,

Sandra D. Pointon