



Director's Report

June 6, 2011

Personnel:

- Pages Dale Erdmier and Kyle Fesmire graduated from Lemont High School. They will continue to work at the Library until leaving for college in August.
- Christina Theobald was accepted into the University of Illinois's Library & Information Science master's degree program and will begin her studies in July.
- Cathy Mayer, Lemont High School's librarian, was hired as our Teen Librarian for the summer.
- Danielle Hinks remains on medical leave. Maria LaReau is doing a great job as part-time Children's Librarian.
- Nicole DeVries has returned from college and is assisting in the Children's Department.
- Paris Draggis resigned her position as a part-time Circulation Clerk.

Financial

Property Tax Distributions - Levy Year 2009-2010

A spring tax distribution of \$7,071.89 was received from DuPage County in early June. It is anticipated that we will receive approximately \$20,000 from DuPage in spring tax payments.

	Projected	Actual	Difference	Amount Collected
Spring 2010	\$685,750.00	\$ 692,470.28	\$ 6,720.28	101.00%

Working Budget, FY2011-2012

- The Finance Committee met on May 27 to review the initial draft of the working budget. Tax revenue for FY2011-2012 was projected at \$702,000, based on the actual revenue received in fall 2010 and spring 2011. A 5% decrease in the operating budget will be required if no additional revenue is forthcoming. Reductions in expenditures were discussed at length. A consensus was reached on recommendations to the Policy & Personnel Committee for salaries and health benefit expenditures.
- It was agreed that it would be prudent to delay the finalization of the working budget until the July Board meeting. In the eventuality that additional tax revenues are received, the budget projections will be adjusted accordingly.
- The Finance Committee also reviewed proposals from Cincinnati Insurance, Selective and Indiana Insurance to provide building, personal property, and workers compensation insurance. Cincinnati's proposal would provide greater coverage at a lower annual cost, approximately

\$1,000 less than our current policy with Indiana Insurance. Director Pointon was authorized to accept the proposal from T.A. Cummings for Cincinnati Insurance.

- The Policy & Personnel Committee met on June 1 to review and discuss the salary schedule for FY2011-2012 and health insurance benefits. Recommendations will be presented at the June 9, 2011 Board meeting.

Technology

- The Technology Committee met on May 27 to review technology expenditures in the current fiscal year. The Committee reviewed a proposal from Joe Murray, CPA, for software implementation and training for the latest version of the Peachtree accounting system. The Committee agreed to engage the services of Mr. Murray and purchase a new computer for the Peachtree 2012 fund accounting system. The Technology Budget for FY2011-2012 was adjusted to include payment for the recently ordered self check machine and future expenditures for a new time management system. Additional expenditures were delayed in light of current budgetary constraints.
- The Loanable Kindle and Nook program began on June 1; all seven eReaders were checked out that day and many patrons are on the waiting list. Additional eReaders have been ordered to meet demand. The staff is to be complimented for their efforts to bring this service to fruition so quickly. In particular, Circulation Manager Jackie Lakatos and Technical Services Assistant Christina Theobald are to be commended for ensuring that cataloging records were created and uploaded and circulation parameters were functioning, and the Reference staff who developed procedures for circulation and maintenance of the eReaders and provided training for staff.
- Cisco small business wireless N routers for our wireless access network have been configured and installed to improve wireless speed and connectivity.
- We experienced problems with the new software provided by TBS for the computer printing system and had to roll back the updated drivers. The system is now working normally.
- The old color copier and printers have been picked up by Interact and are in storage. We will continue to make lease payments on the equipment and notify COTG of our intention not to renew the lease agreement in November.
- Fernando taught two sessions of “Ask the Computer Guy” this month. The classes were very favorably received by the 18 patrons in attendance.
- We purchased a 55” Toshiba LCD screen for use of presentations of classes via PC or iPad. We also purchased a mobile cart to mount the TV and make easy to move around. The TV has been a great addition to our technology resources. We have already used the TV several times for programs and staff training and plan to use it for computer classes this summer

Buildings and Grounds

- The Buildings and Grounds Committee met on May 20 to review expenditures in the Equipment and Maintenance Fund and formulate budget recommendations for the Finance Committee for FY2011-2012. Budgeted expenditures will remain at 2010-2011 levels, despite increases in the cost of many contractual services. The Committee also recommended several capital projects for

the upcoming fiscal year, including masonry repair work on the entrance columns, the biannual resealing of the parking lot, and HVAC upgrades.

- The Buildings and Grounds Committee met with a Johnson Controls representative on May 20 to discuss our options for repairing the (now defunct) computer system that controls the VAV boxes. Options include replacing the old BCU unit with a refurbished unit at an estimated cost of \$4000.00 or upgrading the entire computer system software and controls for the VAV boxes at an estimated cost of \$30,000. Johnson Controls brought a wireless expert on site (at no cost to the library) to explore the viability of wireless options for the controls, the cost of which could be slightly less than the “wired” option. We will continue to seek a viable second opinion before proceeding with repairs/upgrades.
- The Kids Garden is taking shape under the green thumb of Judy Apke. Many vegetables have already being planted and the Little Seedlings Club will meet weekly on Friday mornings this summer for gardening-related activities.

Summer Reading Program – A Midsummer Knight’s Read

- The Festive Faire (summer reading kick off) will be held in the Library Parking Lot on Tuesday, June 7 from 5:00 to 7:00 p.m.
- The Teen kick off will be held at the Park District Pool on Saturday, June 11.
- Summer donations totaling \$1,685 in cash and \$255 in prizes have been received to date. We expect to receive the Friends of the Library commitment of \$1,750 next week.

Adult Department

- The adult summer reading program will feature Four Fortnights of Reading Fun. Prizes will be awarded to all those who read and submit entries (online or in person) every fortnight. Prizes include a book bag, water bottle, pedometer and DVD coupon. Additional prizes (including Starbucks gift cards provided by Hogan & Associates) will be selected from those who complete a fortnightly word puzzle.
- We will offer one-on-one computer sessions for our patrons this summer. *Book A Librarian* will allow patrons to receive up to an hour of assistance from one of our Reference librarians on such topics as creating a resume, managing digital photos, eReaders and more.

Children’s Department

- Book Buddies ended the year on a high note with 50 attending its celebratory party on **Monday, May 2**. The high school students and English teacher Anna Kemp brought ice cream for sundaes and decorations. Junior buddies received certificates of achievement from their big buddies. It was a well attended year of reading.
- Registration for *A Midsummer Knight’s Read* is underway! Sign up is being accepted for summer storytimes and book clubs for older kids also.

Teen Department

- The Teen Troubadour volunteer meeting was held on **June 2nd**. 40 teens signed up to volunteer for summer reading. Both junior high and senior high students were in attendance.
- Kate Bradley presented an excellent program on healthy snacks for teens. Though a low attendance, the information was good and worth repeating. An in-depth discussion was amazing at May’s Literary Lounge with a debate over the merits of “Red Pyramid” by Rick Riordan. The TAG group was enthusiastic and made great summer reading posters.

Workshops/Conferences

- Jackie Lakatos attended the LACONI Circulation division's program on "How to decrease the stress & strain of working on the desk".
- Jackie Lakatos & Renata Teper attended the Circulation Users Group meeting at PALS in Shorewood.
- Racheal Perek attended Serials training at PALS Shorewood.
- Sandra Pointon and Fernando Alfonso attended the TBS Users Group meeting at the Bensenville Library where new trends in computer reservation and scanning options were discussed.
- Pam Zukoski attended the LACONI Springtime Program Showcase on Friday, May 13, at the Skokie Public Library.
- Debbie Somchay attended the online PrairieCat OPAC Meeting on Wednesday, May 18.
- Mary Inman attended the System Children's Librarians meeting on Friday, [May 20](#).

Outreach

- On Monday, May 23, 2011 Debbie Somchay made the outreach delivery to Franciscan Village. 8 people attended and 36 items were checked out.
- Sandra Pointon gave a presentation to the Lemont Rotary Club on the loanable Kindle and Nook service on May 24.
- All Lemont public and Catholic schools were visited by a team of Library players performing "A Long, Long, Long Time Ago." Mary Inman created the 20 minute skit to promote summer reading and was . The actors did a fantastic job and included Matt Wenslauskis, Nicole DeVries, Marilyn DeVries, Julie Thomas, Bethany Hansen, and Amy Hansen. The children were very excited by Esmerelda the Dragon and the rubber chicken.

Communications

- Jackie Lakatos was presented with a Certificate of Appreciation from Lemont High School for the Library's 3 years of participation in their Transitional Employment Program.
- Orientation Workshops for new trustees will be offered by Dominican University on July 9, July 16 and July 23. Please let me know if you are interested in attending one of these sessions.
- Trustees are invited to participate in the 2011 Independence Day Board Challenge at the Lemont Park District on July 3 at 5:00 p.m. (details attached).

Respectfully submitted,

Sandra D. Pointon