



**Director's Report**  
September 6, 2011

**Personnel:**

- Children's/Teen Librarian Danielle Hinks left the library's employment in August. We will be interviewing candidates to fill the position in early September.
- Pages Dale Erdmier and Kyle Fesmire left to attend college.
- Ann Baillie and Maggie Jazowski joined the Library staff as Pages.

**Financial:**

- We received prior year tax distributions of \$15,021.75 from Cook County in August.
- Our first fall 2010 tax distribution was received in early September from DuPage County.

**Property Tax Distributions - Levy Year 2010-2011**

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Amount Collected</u>
Fall 2010	\$ 613,450.00	\$ 9,604.32	\$ 603,845.68	2.0 %

- We received a draft of our Tax Rate Report for tax year 2010 from Cook County indicating that our EAV has decreased by \$55,000. Our tax rate is projected to increase slightly, from .101 to .106, indicating that our tax revenues will most likely remain at current levels or dip slightly.
- Accountant Joe Murray provided additional training for the bookkeeper on the accounts receivable/cash receipts module as well as customizing financial reports for the Board.

**Audit, FY2010-2011**

Auditor Ken Jasczyk spent two days at the library in August working on the financial audit and was very satisfied with the financial records. The Annual Financial Report should be complete by mid-October.

**Intergovernmental Agreement**

The Board of the Lemont Fire Protection District approved the Intergovernmental Agreement for IT Services at their meeting on August 18 and returned an executed copy of the agreement.

**Resolution to Adopt 1,000 Hour Standard for IMRF Participation**

Public Act 97-0319, adopted August 12, 2011, allows non-education employers to change their hourly standard for IMRF participation to 1,000 hours for newly hired employees. The Policy & Personnel Committee recommends that the Board adopt this resolution which could result in long-term cost savings

for the Library. This Resolution is not retroactive, and would not impact or alter the 600 Hour Standard in effect for current employees.

**Illinois Per Capita Grant FY2012 Requirements:**

The Policy and Personnel Committee met on August 30 to discuss the Per Capita Grant requirement, that to “analyze the library’s revenues and determine if those monies are insufficient to meet the needs of the community. If revenues are insufficient, investigate and identify potential funding sources. Chairperson Camalliere will report on the committee’s conclusions at the September Board meeting.

**Updates to Personnel Policy:**

The Policy & Personnel Committee met on Tuesday, August 30 and reviewed a recommended update to the *Wage Grades & Ranges*.

Several areas of the Personnel Policy were also reviewed at the request of the Library Director, as outlined in the attached minutes and supporting documentation.

**Long-Range Plan**

Patricia Camalliere authored a brochure highlighting the major issues identified by the Long Range Planning Subcommittee. Copies will be available in the library, on the website, and will be mailed to forum participants, other taxing bodies and key community groups.

**Illinois Public Library Annual Report (IPLAR) – FY2010-2011:**

The report was completed and submitted to the Illinois State Library on August 31. Some interesting statistics of note:

	<b><u>FY2009</u></b>	<b><u>FY2010</u></b>	<b><u>Change</u></b>
Local Government Revenue	\$1,456,222	\$1,390,245	(5.0)%
Total Operating Receipts	\$1,548,854	\$1,512,352	(2.0)%
Total Operating Expenditures	\$1,273,650	\$1,355,150	6.0%
Use of Resources	153,609	161,436	5.0%
Use of Library Computers	24,039	19,351	(20.0)%
Visits to library website	185,077	197,273	7.0%

**2010 Census Count**

The population of the Library District was calculated as part of the requirements of the IPLAR. Our population count is 21,685; this represents a 6% decrease from the 23,000 calculated in the last Special Census. Population is distributed as follows:

Lemont Township	21,223
DuPage County	572

### **Technology:**

- Several modifications and improvements have been made to the telephone system. The main phone has moved to the Circulation Desk. Fernando worked with Brian to add voicemail boxes, expand our message to include options to leave messages for specific departments and record new “closed” messages. Fernando installed an APC ( battery backup for the main phone system) this will help to protect the unit from any unexpected power failures, which are unfortunately a too familiar occurrence.
- We are having an issue with a vendor’s software for the PC Reservation system. There is an ongoing issue with an error from ILS that TBS is working on. This issue is related to a windows 7 upgrade to their software.
- The new self-check machine from i-Circ was used by 578 patrons in August to check out a total of 1,241 items. We should be receiving the kiosk for the self-check unit shortly.

### **Buildings and Grounds:**

- H&P Brickwork completed the repair of the crumbling brickwork, replacing the broken bricks with new bricks and installing a limestone still around the perimeter of the columns. They also repaired the crumbled cement at the base of the columns by applying a layer of concrete to cover and level the surface.
- A Building Permit application has been submitted to the Village of Lemont for the construction of a handicapped accessible ramp on the northeast side of the library entrance. Approval is subject to the contractor, Liberty Construction, providing specifications that meet ADA requirements. The contractor who was initially hired for this project was not able to perform the project at the quoted price. The Buildings & Grounds Committee selected Liberty Concrete for the project, contingent upon approval of the Building Permit and renewing their license with the Village of Lemont. The cost for the ramp is projected to be approximately \$1,800.
- Fernando met with Precision Controls regarding the replacement of the BCU for the HVAC system. Once their proposal is received, the Buildings & Grounds Committee will review all three proposals and make a recommendation to the Board.
- We were notified by the Lemont Fire Inspector Joe Rymsey during the follow up to our annual fire inspection on August 8th, that the fire code has changed and fire sprinklers that contain antifreeze would need to be inspected. We are required to have a sprinkler contractor test the concentration of antifreeze in the system and provide documentation stating that concentration is within the new percentage per NFPA. Contractor will need to add valves at test sites so testing can be performed according to NFPA standards. We are currently looking at proposals from different vendors to remove approximately 50 gallons of old antifreeze and replace it with the new antifreeze mix required by the new Code and installation of a testing valve. Proposals will be reviewed by the Buildings & Grounds Committee shortly so that we may bring our system into compliance.
- The carpet in the meeting room and the children’s storytime room was cleaned by Leo and Sons on Thursday, September 1.

### **Children’s Department:**

Rake in Adventure with Stories will begin on Monday, September 12. Action Academy will also begin for the older grades featuring new and hopefully enticing incentives for reading, such as experiments and scavenger type hunts. The Book Buddies Launch in partnership with Lemont High School will take place on Tuesday, September 20.

### **Teen Department:**

The teens had their grand finale party on Friday, August 5 from 6:00 to 8:00 p.m. High School students Declan Nicholson and Ryan Conrad did a great job playing cover hits for about a 20-25 minute set. The Lemont Park District shared their space at the CORE for the party. The teens were able to use the gym for basketball and volleyball. The Park District also loaned us a room for the concert, food, and games. Cathy Mayer, who oversaw the event, brought some pretty hilarious games and everyone had a great time with nachos, hot dogs, and more. At the end of the evening, the teen grand prizes were given away. It was really nice that all but two were there to claim their prizes. The Kindle went to an 8<sup>th</sup> grader, Colleen Villareal and the \$50 Promenade shopping club went to Veronica Kopek. Other prizes went to Hannah DeVries, John and Michael Tuzim, and Emily Brier.

### **Adult Department:**

- 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 goodie bags for all in attendance. All those who sign up for a new library card in September will be entered into a prize drawing for iTunes gift cards.
- The streamlined four page newsletter was mailed on August 31.
- We have many events and programs planned for the fall season. New this year is a trivia night during Banned Books Week. Adults and teens are invited to test their knowledge of banned books and earn prizes including tote bags, literary finger puppets and a gift certificate to outofprintclothing!

### **Workshops/Conferences**

- Sandra Pointon and Joyce Koon attended a webinar on the Paylocity web time system (2 hours).
- Sandra Pointon attended an Library Directors meeting (formerly Zone 7 of MLS) at Palos Heights Library. (3 hours).

### **Outreach**

- On Monday, August 29, 2011 Debbie Somchay made the outreach delivery to Franciscan Village. 5 people attended and 33 items were checked out.
- Mary Inman read stories at Kops-N-Kids Day, part of the Lemont Police Department's annual event, at the Park District on Saturday, August 6. About 75 kids and parents stopped by to hear *Curious George Goes to the Police Station*, *The Sunflower Sword*, and *Officer Buckle and Gloria*.
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### **Communications**

- Trustees Kirvelaitis and Geoghegan, Director Pointon and 3 teen volunteers participated in the 62<sup>nd</sup> annual Keepataw Days Parade on Monday, September 5. Thanks to Trustee Shattuck for the loan of his GTO.
- The Library's eReader program was featured in a web article in the Lemont Patch.

Respectfully submitted,

Sandra D. Pointon