



Director's Report

December 5, 2014

Renovation Project

Election results for the referendum question have been certified. Bond counsel Chapman & Cutler are working with Cook County Elections Dept. to secure the necessary documentation and draft the bond documents. Representatives from GK Baum will attend the Board meeting to provide an update on the timeline for the bond sale.

Architectural Services:

Library Attorney Eric Hanson is reviewing the draft Agreements for Architectural, Interior Design and Commissioning Services submitted by Engberg Anderson. Joe Huberty will attend the December Board meeting to answer Board questions prior to consideration of the agreement. Our insurance agent is also reviewing the Agreements to verify the adequacy of the insurance provisions.

The Project Kick-off Meeting is scheduled for Thursday, December 11. The Project Team will discuss the Schedule, Budget and Scope of the Project and review the Work Plan. The Programming component of the meeting will include review of the Schematic Design Plan and adjustments to the design and collection location review. We are planning site visits to several area libraries that recently underwent renovation/expansion, including Barrington, Elgin, Palos Heights and Crete.

Construction Management Services:

An RFQ for Construction Management Services was issued on December 1st. A Proposer Conference will take place at the Library on Thursday, December 11th. After proposals are submitted, candidates will be selected for interview in early January, with the target date for contract approval set for the January, 2015 Board meeting.

Library Audit for FY2014:

- Auditor Ken Jaszczak made revisions to the FY2014 audit, including a note regarding the \$200,000 escrow fund and the adjustment to the Bond Fund Balance. The audit will be distributed at the Board meeting.
- Auditor Jaszczak filed the Annual Financial Report with the Illinois State Comptroller's Office and copies were sent, along with the FY2014 Audit to the Cook and DuPage County Clerk's Offices.

Fund Balance Report:

An updated Fund Balance Report, reflecting audited financials for FY2014, and adjustments therein, is attached.

Property Tax Distributions – Levy Year 2013-2014:

We received an additional \$7,791 in fall tax collections.

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2013	\$736,000	\$ 752,957.91	\$ 16,957.91	102.3%

Statement of Receipts and Disbursements, FY2013-2014:

The Legal Notice was prepared and reviewed by the Auditor and submitted for publication (see attached).

Ordinance No. 2014/2015-04:

The Ordinance sets the schedule of Board meeting dates for the second Tuesday of each month at 7:00 p.m. (excepting April when the meeting will be held on Thursday, April 9th).

Health Insurance Renewal, 2015:

Renewal rates were received from Blue Cross Blue Shield for the employee health insurance plan. PPO rates decreased by 2.1% and HMP rates by 11%. The impact on the Personnel Insurance budget is noted on the attached update to the Health Insurance Options for FY2014-15 spreadsheet.

Technology:

We have been experiencing intermittent issues with access to the library website. The website is having a timeout issue and displays a “web page not available” message, likely related to the move to a UNIX webserver when the website was updated. Fernando spoke with the web host provider Network Solutions and they are experiencing problems with the server that hosts the WordPress product. We will follow up with a web design programmer to discuss other options for the WordPress product to ensure a reliable, accessible website is available. 24/7.

Adult Department:

- The winter newsletter was mailed at the end of November.
- The Annual Holiday Open House will be held on Tuesday, December 9th. It will feature a classical holiday concert by Bel Sonore Ensemble, holiday crafts for sale, and refreshments.

Teen Department:

- The search for a part-time teen librarian is ongoing.
- A small group of teens enjoyed watching *Catching Fire* and painting the Mockingjay on ceramic cups.
- Teen volunteers used their creativity and made over 100 ornaments for the Giving Tree.

Children's Department:

- Book Buddies was off to an excellent start with the launch hosting over 50 people coming together to pair up for reading. The Lemont High School English Honor Society has taken a huge interest both in Book Buddies and in volunteering at the library. In addition to Book Buddies, teens have been coming to help with the tweens programming as well.
- Daddies and Donuts gobbled up great turkey stories and donuts.
- The Knit Wits club for 9-12 year olds continues to be successful with the girls knitting another project with Dawn Strand.
- One Little, Two Little Indians was a great time of Native American fables, headdresses and dance. The Thankful Tea Party was a full hour of high tea, turkey hats, stories, and thankfulness.
- Chess Club, Wonder Club, and Moms and Muffins continue to gain momentum. The family night storytime has doubled in attendance in recent weeks.
- The tweens had a great time playing Spoons and other card games while eating their pumpkin pie.

Training/Workshops:

- Sandra Pointon attended the Cook County Local Election Officials Workshop in Orland Park on December 1.
- Jackie Lakatos attended the LACONI Middle Managers Winter meeting.
- Christina Theobald hosted the PinTech meeting.
- Debbie Somchay and Pam Zukoski hosted the SW Suburban Adult Programmers Meeting on Thursday, November 6.
- Debbie Somchay attended the PinDigital Committee meeting at Shorewood-Troy Public Library.
- Pam Zukoski attended the Great Read Meeting at the Barnes & Noble in Joliet.
- Paul Dobersztyn and Mary Inman attended the LACONI Comic-Con in a Box! meeting on Friday, November 21, 2014 at the Grant Park Recreation Center in Northlake. After hearing an excellent session with author Jarrett J. Krosoczka, Elgin Public Library presented their take on Comic Cons followed by the latest and greatest in graphic novel series.

Outreach:

- Mary Inman and Dawn Strand continued their partnership with Oakwood school, reading to all the first and second grades in November.
- Book Buddies is going strong as Lemont High School English honor society students enjoyed reading at the Library with their younger counterparts throughout the month.
- The library is partnering again with Hope and Friendship to provide a Giving Tree for the holiday season. Patrons can pick an ornament from the tree in the teen department that indicated the age and gender of the recipient. Wrapped books will be donated to families in need in our community.

Communications:

Illinois Library Association will hold its 2015 Trustee Forum Workshop in Oakbrook on Saturday, February 14 (details attached). Please let me know by January 13 if you would like to attend.

Respectfully submitted,

Sandra D. Pointon