



**LEMONT**  
Public Library District

*Director's Report*

February 7, 2014

**Personnel:**

- Jennie Zima, previously a page at the Library, was hired as a part-time Circulation Clerk.
- Kim DeVito submitted her resignation as a part-time Circulation Clerk.

**Staff Development Day:**

27 staff members attended the Staff Development Day on Friday, January 31. It was a very productive, informative day with many opportunities for discussion and training.

The day began with a trivia challenge, "Get to Know Your Trustees." Using the mobile laptop center to learn more about our Board. Michelle Petersen, head of Circulation at Plainfield Public Library, presented a very energetic, thought-provoking customer service workshop, emphasizing team work and understanding the patron's perspective and service needs.

In the afternoon session, staff learned more about the space planning process and library design trends from architects Joe Huberty and Shaun Kelly of Engberg Anderson and shared their thoughts on patron and staff needs in a redesigned library. Technology training encompassed a presentation by IT Manager Fernando Alfonso on "technology do's and don'ts" followed by three tech treks highlighting the Simple Scan Station, children's tablets and copier functional. We also reviewed emergency procedures related to the AED and the panic buttons.

**Financial:**

**Property Tax Distributions - Levy Year 2011-2012**

---

	Projected	Actual	Difference	% Collected
Fall				
2012	\$705,500.00	\$722,852.16	\$17,352.16	102.45%

Spring 2013 tax bills are due in early March; we anticipate receiving tax collections within the next two weeks.

**Legal Intergovernmental Agreement:**

Lemont Public Library has participated in an Intergovernmental Agreement with the other taxing bodies in Lemont since September, 2004. The parties share costs for the services of Attorney Scott E. Nemanich of Hinshaw & Culbertson to intervene in tax cases at the Board of Review and Property Tax Appeal Board. A third amendment to the Intergovernmental Agreement is required to address recent tax rate objections cases. The Library has not yet received any of these tax rate objections to date, and will not be billed unless and until we are involved. Lemont Administrators met with Mr. Nemanich at Lemont High School on January 30, where he updated officials on recent tax rate objection cases, discussed pending settlements and other issues.

### **Conceptual Space Planning Study:**

The Finance Committee met on January 18 to discuss budgeting and financing options for a library refurbishing project. Trustee Geoghegan reviewed the Capital Replacement Cost Summary from the 2013 Facility Assessment and noted that these costs would need to be prioritized. Excluding carpeting, which would be included in an interior refurbishment, costs for non-mechanical systems total \$364,250. Projected replacement of mechanical systems would total an additional \$117,390, bringing the estimated capital needed for building repairs and replacements to close to \$500,000. Trustees were in agreement that these projects should be given priority in the space planning process and would be discussed with Engberg Anderson Architects. Director Pointon would research bond rates and report back to the Board.

Joe Huberty, partner with Engberg Anderson Architects attended a meeting of the Buildings & Grounds Committee on January 23. Goals, priorities and cost parameters for the space planning process were discussed. Prioritization of approximately \$520,000 in repairs and replacements identified in the 2013 Facility Assessment was emphasized by both the architect and trustees. A productive discussion of service and experience goals to be achieved by a redesign plan followed. Visible service points, activity areas and more functional, comfortable spaces for library users were highlighted as desirable outcomes of the plan.

Dates were set to allow for meetings to elicit vital public input. Community Planning Workshops will be held on Thursday, March 6 and Tuesday, April 1, both at 7:00 p.m. The first meeting will provide library users with an opportunity to share their needs and their vision for the 21<sup>st</sup> century library and the second meeting will allow library users to provide feedback on the initial concepts developed by Engberg Anderson.

Mr. Huberty and his associate Shaun Kelly completed a furniture inventory, documentation of the library facility and detailed review of building plans during their visit on January 31. Additional meetings with trustees and management staff will be scheduled in the near future.

### **Buildings & Grounds:**

- We will exceed the allocated budget for snow removal this winter due to the excessive snowfall and subsequent salt shortages. Premier Snow & Ice provided notification that we reached our contractual allotment of 40 inches of snow and 25 de-icing applications on January 17, and we have since been billed for multiple service calls (almost \$1,900 through January 27). Due to salt shortages, Premier invoked the salt upcharge clause in our contract and increased the salt price for salting lots to \$200.00 and walks to \$25.00. We continue to be very pleased with the service we have received from Premier; they are highly professional, responsive and efficient and we appreciate their diligence given the difficulties of keeping up with continuing snowfall and cold temperatures this winter.
- CTI was called for service on January 25 due to low temperatures in the meeting room, particularly when the outside temperature dipped into the single digits, or lower. The air handler was only able to circulate 55 degree air, which required the boilers to work harder to keep up with the heating demands. After a little troubleshooting via the controls, it was determined that the suspect parts were either a leaky damper or a damper was not closing at all. CTI's service technician was onsite on January 27 and determined the cause of the inadequate temperatures was a second set of dampers located inside the air handler that were open at 5% to 10% when they should have been closed per control settings. He adjusted the mechanical link and checked the function of the dampers and they are now closing properly. He also noted that dampers are very

dirty and need to be cleaned and lube. Johnson Controls will be advised to perform that task during their quarterly maintenance visit next week.

#### **Technology:**

- A provisional layout for the website update has been developed, focusing on a more streamlined site that is easy to navigate on all types of devices. A local graphic designer has been contracted to create a new logo that will be used for the website, as well as a variety of print and electronic marketing materials.
- The kids department has gone mobile - with two Leap Pads and a Gear Tek tablet for use in the preschool area to replace the ageing game computers. Children seem to enjoy playing with the educational games loaded on the new devices.
- The security camera upgrade has been scheduled with Interact for the last week of March.

#### **Adult Department:**

- We will be displaying a traveling panel exhibit related to Abraham Lincoln and the I&M Canal on from February 14 through March 14. Our special guests on Presidents Day, February 17 will be President and Mrs. Lincoln who will present a one hour play, suitable for 5<sup>th</sup> graders to adults.
- The spring newsletter will be mailed the last week of February, highlighting events from March through May. Also featured will be the Community Planning Workshops for public participation in the space planning process on March 6 and April 1.

#### **Children's Department:**

- The January edition of Dads and Donuts on January 11 was a lot of fun with Dads and kids having an indoor snowball fight, chilling out with some frosty good tales, donuts and some exciting wintry relays.
- "A Winter Wonderland of Words!" got underway on January 13 with a blizzard of winter related books for kids 5 and under. "Toboggan Tales" has first and second graders enjoying a snowy mystery and other chilly games and surprises. Action Academy also features "Treasure Island" for the 3-5<sup>th</sup> graders where they have had some friendly pirate training and a treasure hunt and created special treasure chests. Story programs will conclude on February 20 and the new Spring session will begin on March 10.
- The *Let's Have A Snowball* event on January 20 turned out to be a fun time with snowballs (made of yarn) flying and other games—the kids enjoyed themselves. Moms and Muffins, though a small group, had a great discussion revolving around the Newbery award book "The Mixed Up Files of Mrs. Basil E. Frankweiler" by E. L. Konigsburg. The Laboratory scientist kids made some excellent hypotheses and conclusions about the nature of ice and snow.
- February promises to be a busy month with Lincoln and Legos, Valentine making, Daddies and Donuts, Moms and Muffins, a Mardi Gras Party, Black History Month Scavenger Hunt and Valentine Bingo. New children's librarian, Dawn Strand will be hosting a Winter Olympic Fest on Monday, February 17.

#### **Teen Department:**

- New Teen Librarian Sara Brunkhorst was busy this month, planning spring programs, becoming familiar with current programs and collections and training.
- Sara met with Cathy Mayer, Librarian at Lemont High School to discuss continued collaboration. She was introduced to many teachers and students as well as shown around the high school.
- Mary Inman enjoyed meeting with the teens of TAG in January. She brought the teens an introduction video from Sara and they made one for her in return. They also had an enthusiastic response to all the teen programming ideas that Sara was proposing.

- Sara redesigned the Teen Page via Wordpress slightly and will be reorganizing the site to be a more effective and attractive advertising tool for the Teen Department until the official website redesign is completed.

#### **Upcoming Programs:**

- Teens are invited to an Anti-Valentine's day party on February 13. They will make anti-love conversation hearts, have snacks, and watch an action movie (TBD).
- We will have our first Book Speed Dating program on February 16th. For this program I will select books from the collection that are very new and have not received a lot of attention yet or older books that still have value that may have been overlooked because of their age.
- The Lit Lounge book for February is *The Hate List* by Jennifer Brown. It was chosen because it is on Lemont High School's Lincoln Award reading list. Lemont High school students may come to this book discussion instead of one of the book discussions held during lunch at LHS.
- Monthly programs such as TAG and Tech Trek will also take place in February.

#### **Training/Workshops:**

- Debbie Somchay attended the PinData Committee Meeting at Crest Hill Branch Library.
- Christina Theobald attended the PinTech meeting.

#### **Outreach**

- Debbie Somchay delivered the outreach items to Franciscan Village on Monday, December 30, 2013. 6 people attended and 23 items were checked out.
- Debbie Somchay, Mary Inman and I will be representing the Library at the Lemont Community Showcase & Expo on Saturday, February 22 at the CORE. It will be a good opportunity to showcase upcoming events, services and the Community Planning Workshops.

#### **Communications:**

- The Annual State of the Village address will be held on Wednesday, March 5 at Crystal Grand Banquets in Lemont; invitation is attached.
- Early voting for suburban Cook County voters for the March 18 Gubernatorial Primary will be held in the Library Meeting Room from March 3 through March 15 (Monday through Saturday, 9:00 a.m. to 5:00 p.m.).

Respectfully submitted,

Sandra D. Pointon