



## *Director's Report*

January 9, 2015

### **Personnel:**

- Clerk Fran Lebensorger will be retiring in February after 21 years of dedicated service to the Library.
- A variety of training and activities are being developed for Staff Development Day on Friday, February 13<sup>th</sup> including safety and CPR training, technology and renovation updates and opportunities for departmental meetings. The Library will be closed that day so that all staff can participate fully. The part-time Children's/Teen Librarian position remains unfilled due to a lack of qualified candidates; the search continues.

### **Renovation Project**

The Project Kick-off Meeting took place on Thursday, December 11. The Director and managers reviewed the draft of the Proposed Library Plan and discussed desired modifications and adjustments. Significant focus was given to size and placement of collections to ensure that the plan met the goal of providing more seating options and meeting spaces in the Library.

On January 17<sup>th</sup> and 18<sup>th</sup>, the group toured several Engberg-designed libraries in Barrington, Elgin and Palos Heights with Shaun Kelly. These visits were highly informative, providing us with opportunity to see the latest technologies employed in libraries, view some of Engberg's designs and talk to staff at these libraries about their projects.

The Second Project meeting held on January 7, 2015 focused on review of our responses to the Architect's written questions in the Building Program, observations from the library tours, and further discussion of shelving capacity for various formats and locations. Technology needs are integral to the renovation project. IT Manager Alfonso was tasked with creating equipment lists for the new data room and the public areas of the building and contacting audio-visual integration consultants (for meeting room equipment). Items considered outside the scope of the project, but integral to the renovation will include telephones, security cameras, proxy access systems for entry doors, and digital signage. Fernando is developing a budget for these items that will be reviewed by the Technology Committee as part of the process of preparing the Working Budget for FY2015-16.

### **Construction Management Services:**

Three firms submitted Qualification Statements for Construction Management Services: Frederick Quinn Corporation, Shales McNutt Construction and W.B. Olsen, Inc. Engberg Anderson qualified all three firms and they were invited to interview with the Building & Grounds Committee on Wednesday, January 7<sup>th</sup> beginning at 5:30 p.m.

The Construction Management interviews were attended by the full Board (with the exception of Board President Vytenis Kirvelaitis who was out of town on business) as well Library Director Sandra Pointon, Architect Shaun Kelly and two members of the public. Each firm was given a one hour time slot to make a presentation, followed by an interview period (selected from questions distributed in advance). All three companies were represented by managing partners as well as those who would be responsible for various

aspects of construction management – bidding, cost estimating, phasing, project management and on-site supervision of the renovation itself. The presentations and interactive question/answer sessions were very informative. Director Pointon was instructed to contact references to obtain further insight into the services provided from other clients. The Board will discuss the Construction Management firms’ qualifications and relevant experience further at the January Board meeting and select the firm to provide those services for the Library Renovation Project. It is imperative that we engage the firm as soon as possible as their skills in cost estimating, bidding and phasing will be critical as we work with the architects to develop the final design plan and move into the construction document/bidding phases of the process.

Library Counsel Eric Hanson reviewed Joe Huberty’s comments on the different types of Construction Management contracts (see attached email response). He will be attending the Board meeting and will discuss his recommendations and answer Trustee questions.

**Renovation Financing:**

The process of selling the bonds to finance the renovation project is moving forward. G.K. Baum distributed and updated Tentative Timetable and distribution lists for the General Obligation Library Bonds, Series 2015 (attached). They have prepared and distributed a draft of the Preliminary Official Statement. Director Pointon and Board President Kirvelaitis will participate in the Rating Agency Call with Moody’s Investors Service on Wednesday, January 14<sup>th</sup> at 11:00 a.m.

Bond Counsel Chapman and Cutler drafted Bond Ordinance 2014/2015-5 for Board consideration at the January Board meeting. Library Attorney Hanson has been forwarded a copy of the Ordinance for review.

**Trustee Elections, April 2015**

Nomination papers were filed by four candidates for (4) full 4-year trustee positions to be elected at the April 7, 2015 Consolidated Election. A lottery was held on December 23 to determine ballot position. Candidates (in order of ballot position) are Catherine D. Sanders, Thomas W. Burton, Jr., Vytenis P. Kirvelaitis and Tom Culcasi. Unofficial reports of ballot position were filed with both Cook and DuPage Counties to be followed by the official ballot reports by the end of January, 2015.

**Property Tax Distributions – Levy Year 2013-2014:**

We received an additional \$8,769.04 in fall tax collections in December.

	<b><u>Projected</u></b>	<b><u>Actual</u></b>	<b><u>Difference</u></b>	<b><u>% Collected</u></b>
Fall 2013	\$736,000	\$ 761,433.45	\$ 25,433.45	103.45%

**Technology:**

Inventory clean-up has been started. Old equipment has been removed and recycled to make way for the new data room in the basement.

The library tours were highly informative for the IT Manager, particularly the tour of technology resources at Barrington Library. We saw many new items that would greatly enhance our library. Their meeting rooms feature big screen monitors, and state-of-the-art projection/sound systems, a variety of study and meeting spaces all equipped with technology and connectivity options and many collaboration spaces.

### **Adult Department:**

- The Blood Drive on December 23rd was very successful, with 19 donations collected. Heartland was very grateful for the supplies at a busy time of the year. Our thanks to Board President Kirvelaitis and volunteers with the Masons for their ongoing assistance.
- Planning for spring programs is underway in anticipation of publishing the spring newsletter in early March.

### **Teen Department:**

- The teens did their best at constructing some unique gingerbread houses out of graham crackers and other fun ingredients. The winning house was created by eighth grader Julianne.
- The TAG group met with Mary—five high school students came and provided fresh input. They spent an hour talking about the new teen section, new program ideas, and what might draw them to come to the library, choosing us over other activities.
- Literature Lounge met in December with two students from Old Quarry and two from the high school attending. They each shared what they had read over the year.

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

- The kids at Daddies and Donuts had a great time at the holiday session. The stories and candy cane hunt was exciting for the young children that came, as well as the holiday-themed donuts of course.
- The North Pole visit with Santa made the front cover of the Lemont Suburban Life—he did a great job with the huge crowd of over 250 that came with babies and children. While they were waiting, the children loved making Christmas ornaments. We used every ornament and then used all the holiday projects for other programs—it was great to have so many kids come!
- Before Santa arrived, 20 children came to play Christmas Bingo! There was so much enthusiasm and joy in the game, it definitely would be worth repeating.
- Christmas vacation turned out to be a great time for programs for kids. The Wonder Club made ornaments sent to us by a publicity group for the movie “The Night at the Museum III”. They also sent wrapping paper, glitter glue, and other craft items. We also had a nice group of kids that came to play with our new Legos—we are hopeful for a successful ongoing club with Lego displays in the kids’ department.
- Also during the Christmas break, we had a Crafternoon for the tweens. They sewed Creepers from Minecraft on the fleece pillows they tied and stuffed themselves. They turned out beautifully with one boy proclaiming “I am so proud of myself.”
- The New Year’s Eve party was filled with celebration and fun. The kids played a celebrity guessing game and “Let’s Make A Deal”. The afternoon concluded with a sparkling cider toast. One 10 year old boy wanted to make the toast so he proclaimed how great the library was in having these super events and books for kids!

### **Training/Workshops:**

- Pam Zukoski attended a Great Read meeting at Joliet Junior College.
- Mary Inman attended the December SASSY Children’s Librarians meeting.

### **Outreach**

- The Giving Tree was a huge success—over 100 books were wrapped and given to Hope and Friendship’s holiday care packages for local children and teens. We were so appreciative to receive the Lemont-Homer Glen Rotary club’s \$100 donation to purchase books for the remaining ornaments left on the tree.
- On December 2, 2014, Sandi Pointon and Paul Dobersztyn attended the SALT (Seniors and Law Enforcement Together) meeting at the Lemont Police Station and gave a presentation on

“Catching up with Technology” to more than 60 seniors in attendance. The presentation was well received and helped us to identify technology needs for seniors in our community. As a result we are planning to launch a new “Simply for Seniors” series of technology classes in Spring.

- Mary Inman and Dawn Strand continue their partnership with Oakwood School, reading to all grades in December.
- Book Buddies is going strong as Lemont High School English honor society students are enjoying reading with their younger counterparts.
- Debbie Somchay delivered the outreach items to Franciscan Village on Monday, December 29, 2014. 7 people attended and 27 items were checked out. At Our Lady of Victory Convent 7 people attended and 36 items were checked out.
- Sandra Pointon attended the Open House to welcome the new Lemont Police Chief, Marc Maton, on January 5.

**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.
- The American Library Association Mid-Winter Conference will be held at McCormick Place in Chicago, January 30 – February 2. This will be an excellent opportunity to visit the Exhibits to view new technologies and furniture for libraries. Free passes are available for Trustees who may be interested in attending.

Respectfully submitted,

Sandra D. Pointon