



Director's Report

February 6, 2015

Personnel:

- Clerk Fran Lebensorger retired at the end of January after 21 years of dedicated service to the Library.
- The Library will be closed on Friday, February 13th for our annual Staff Development Day featuring safety and CPR training, technology and renovation updates and department meetings.
- The part-time Children's/Teen Librarian position remains unfilled due to a lack of interested candidates.
- Claudia Jazowski was hired as a Page.

Renovation Project

The third Project meeting was held on January 28, with representatives from Enberg Anderson Architects (EA), Frederick Quinn Corp. (FQ) and library management in attendance. The updated design plan was reviewed, focusing on options for relocating staff workspaces without moving the janitor's closet and electrical panel (additional expenses outside the scope of the project). FQ is working with EA to develop their initial cost estimate for the Renovation Plan. The Design Plan and estimated project budget will be reviewed by the Board at a Special Board meeting in late February or early March.

Interior Designer Sara Ponto of EA accompanied Joe Huberty and Shaun Kelly to the Program Meeting and spent time documenting and measuring existing staff furniture (with an eye to reusing all possible existing workstations, etc.) and conducting a preliminary review of finish/color options with the library management team. She will be developing alternative "color boards" for our review later in the project.

Construction Management Services:

The Library's attorney has reviewed the preliminary draft of the *Agreement Between Owner and Construction Manager as Adviser* submitted by Frederick Quinn Corporation. A conference call with FQ President Jack Hayes, Attorney Hanson, the Board President and myself helped define and clarify terms and the proposed fee structure. A second draft will be reviewed next week, to be discussed at the Board meeting.

Renovation Financing:

The sale of the \$2,800,000 in General Obligation Bonds, Series 2015 on Thursday, January 29, went extremely well. Due to favorable interest rates, the annual repayment for the 15 year term is less than the estimated \$270,000 annually, due to the interest rate of 2.8% (far lower than the 3.585% used to estimate the tax impact in the referendum materials).

The bond closing will take place on February 11, 2015. An RFP for banking services was distributed on January 31st. The criteria used to select a banking institution to hold the renovation fund include: security of funds on deposit, liquidity, fee structure and interest rate earned. The proposals received from SBT, MB Bank and BMO Harris will be reviewed next week.

Property Tax Distributions – Levy Year 2014-2015:

Spring 2014 tax bills have been mailed and we anticipate receiving distributions within the next month.

Technology:

The technology equipment list for the Renovation Project has been compiled and shared with EA. Meetings with various vendors for security and telephone systems and AV integration consultants will be scheduled in the coming weeks in order for us to prepare an accurate estimate of the technology requirements that are outside of the scope of the renovation budget.

Collections:

Kudos to Cataloger Christina Theobald for proposing and developing a project to make our movie collections more accessible to library users. Christina, with assistance from Reference Librarian Paul Dobersztyn, conducted extensive research at other libraries and retail outlets to create a genre classification system for our DVD and BluRay collections. All feature films will be categorized and grouped into these popular cinematic genres: Action, Comedy, Drama, Family, Horror, Musical, Romance, Sci-Fi/Fantasy and Thriller.

Circulation staff is undertaking the project of repackaging the movies in new lightweight, lockable security cases and streamlining the labeling on the movie cases, making it easier for patrons to find the movies they want to view! The installation of new face-out media shelving as part of the renovation project will make the movie selection experience even more enjoyable.

Adult Department:

- The spring program schedule is finalized. We will be offering a new “Simply for Seniors” technology series, focusing on smartphones, email and Facebook for seniors, to meet demand for training in these areas.
- The Spring newsletter will be mailed the first week of March.

Teen Department:

- The TAG group met with Mary—the students had fresh ideas for the library and it was a great conversation.
- Literature Lounge met to discuss the book “Atlantia”. It was an excellent discussion on the dystopian societies and how the copy cats compare to the “Hunger Games” and “Divergent” books.
- The tweens and teens enjoyed making cool tote bags out of t-shirts at their monthly DIY.
- Upcoming programs include a texting tournament during Teen Tech Week, an essay contest, a prom hair styles, a cartoon marathon, and some peace sign t shirts.

Children’s Department:

- Daddies and Donuts included a snowball fight, snowman stories, and Ski Monkey with Curious George.
- Moms and Muffins was well attended with a great discussion about the classic “The Boxcar Children”.
- Knitting was great fun with Knit Wits attendees making winter scarves and iPod cases. Dawn Strand is the knitting queen and is doing a great job with the adults in their knitting class also!
- Kids enjoyed making their Lego masterpieces which were displayed around the children’s department and on Facebook. Because of its success, Lego building it will continue to be held monthly.
- Chef Katie Boyle taught 15 kids how to make a delicious Italian meal featuring meatballs, pasta, sauce, salad and garlic bread. Not a crumb was left!

- A new dog has been added to our Book Barker dogs so now there will be four dogs for kids to read to.

Training/Workshops:

- Jackie Lakatos attended the exhibits at ALA Mid-winter in Chicago on January 31st.
- Pam Zukoski attended The Great Read Meeting at Joliet Junior College.
- Debbie Somchay attended the PinData Committee Meeting at Plainfield Public Library.and the PinDigital Committee Meeting at Joliet Public Library.

Outreach

- Debbie Somchay delivered outreach items to Our Lady of Victory Convent (6 people, 34 items) and Franciscan Village (7 people, 28 items) on January 26.
- Mary Inman visited Happy Hands Preschool for their Pajama Day event on Friday, January 30. She read bedtime stories and made bedtime bears with the four different classes.
- Mr. Tilly's scout troop enjoyed a tour and program on January 12. They earned their badge with a scavenger hunt that investigated what family life was like long ago. They also had a great time building log cabins and hearing the award winning book "Owl Moon".
- Book Buddies continues to gain momentum even after the holiday break. The high school is doing a great job and the students are preparing special shirts for their little reading buddies.
- The local Kindercare will be visiting the library on the first Thursday of the month with their preschoolers beginning in February.

Communications:

- The Lemont State of the Village Luncheon will be held on Wednesday, March 4 at Crystal Grand Banquets (see attached); Board members are encouraged to attend.

Respectfully submitted,

Sandra D. Pointon