



## *Director's Report*

March 6, 2015

### **Personnel:**

- Eight candidates have been interviewed for the new full-time Librarian position (Teen/Youth Services) and a final selection will be made next week.
- The Library was closed on Friday, February 13<sup>th</sup> for our annual Staff Development Day featuring safety and CPR training, technology and renovation updates and department meetings. It was a very instructive day and provided many opportunities for teamwork, staff interaction and instruction.

### **Property Tax Distributions – Levy Year 2014-2015:**

We have received half of the projected revenues from the Cook County spring tax collection to date.

|             | <b>Projected</b> | <b>Actual</b> | <b>Difference</b> | <b>% Collected</b> |
|-------------|------------------|---------------|-------------------|--------------------|
| Spring 2014 | \$809,000.00     | \$398,539.52  | \$410,460.50      | 49.26%             |

### **Impact Fee Revenue:**

In early March, we received a distribution of \$ 9,967.80 from the Village of Lemont, representing impact fees collected from recent development in Lemont. Village Finance Director Christina Smith explained that developers are now being assessed impact fees at the time of permitting, and going forward we should anticipate receiving fees on a monthly basis. Impact fee revenue can only be used for capital projects (such as building updates and technology) and will be allocated to the Capital Projects fund for upcoming expenditures in these areas.

### **TIF Districts**

I attended the annual Joint Review Board meetings for the three Lemont TIF Districts (Downtown Canal District 1, Lemont Gateway and Downtown TIF District) at Village Hall on Thursday, March 5. The Downtown TIF, established in 1991, will be expiring later this year. The EAV for this TIF (\$14,865,467 in 2012) will then be recaptured in our EAV going forward. The Village will notify all taxing bodies of the updated EAV in October, 2015 at the conclusion of the TIF so we can then include this EAV in our 2015-2016 Levy. (This EAV will be treated as “new growth” and will not be subject to the property tax cap in that first tax year, 2015.)

### **Renovation Project:**

The fourth Project Workshop was held at the Library on Wednesday, February 18th. After review and discussion of the initial cost estimates, it was agreed that more information on the engineering and mechanical components of the renovation would be required in order to provide the most accurate projection of actual project costs. Engberg Anderson is developing engineering and mechanical drawings

that will be shared with Frederick Quinn for cost estimating. It is projected that their report will be complete in late March and a special Board meeting to present the refined cost estimates will be scheduled for early April.

The design plan has been refined further – the shelving schedule and layout is complete – and an updated design plan will be shared with the Board next week, following our project meeting on Wednesday, March 8. Further analysis of the phasing of the project, with consideration to cost effective mobilizing, scheduling of the work phases and moving of library materials will be discussed at that meeting.

The Village of Lemont will require a new Site Survey as part of the project (cost is approximately \$5,000), as it has been more than five years since a survey was taken. The Village is waiving permit fees as a courtesy to the Library but will pass on their costs for contract services (such as engineering costs).

#### **Construction Management Services:**

The Library's attorney has reviewed the *Agreement between Owner and Construction Manager as Adviser* submitted by Frederick Quinn Corporation. Revisions were made to cap the monthly fees during the construction phase at a 9 month maximum. The contract will be presented for approval at the Board meeting.

#### **Renovation Financing:**

We received the proceeds of the bond sale following the closing on February 11, 2015. MB Bank provided the most attractive interest rates for no-fee operating accounts through their PUD LOC (Public Unit Deposit Letter of Credit) accounts and longer-term Certificates of Deposit for deposit of renovation funds. As directed by the Board, I am working with MB Bank to open these accounts. Attorney Hanson is reviewing the bank's documentation to ensure that funds are secure in accordance with the Library's Finance Policy.

#### **Technology:**

- Fernando Alfonso met with several vendors review our needs for security access control and video camera placement as part of the renovation project. Obtaining accurate quotes for the systems is problematic since we do not yet have the actual construction drawings, only a schematic design plan. He has also been researching different technology options for media (i.e. video, sound, display signage) in the new spaces (program room, activity center, and learning center).
- AT&T has also been contacted to provide a quote for moving the data center telephone system to a new location in the basement.
- We recently had a power surge that knocked out one of the battery back units in the data room. This unit protects the telephone and Internet service provider's modem installed by Comcast. It has been replaced with a new unit.

#### **Adult Department:**

- Debbie Somchay and I met with Lemont HS Media Specialist Cathy Meyer to discuss an exciting new partnership with Lemont High School. This summer, we will be utilizing the High School's summer reading initiative – *Our Books, Our School* - and expanding it through our programming and summer reading promotions to *Our Books, Our School, Our Community*. The School Board will approve the selection of titles at their March meeting and we plan to meet with Cathy Meyer later this month to develop the program ideas and details of this exciting partnership designed to encourage and facilitate greater discussion between generations of readers in our community. As soon as we have a new Teen librarian, they will be engaged in the planning process for our summer reading program for both teens and adults.

- The Spring newsletter was mailed this week and sign up for upcoming programs and events has been brisk.
- We will host our first Lemont Authors Fair on Saturday, March 21<sup>st</sup> from 10:00 a.m. to Noon. Local authors (including Trustee Camalliere) will discuss their works of fiction and non-fiction and have copies of their books for sale. The Friends of the Library are donating a \$25 gift certificate.

### **Teen Department:**

- The TAG group met with Mary in February. The students had fresh ideas for the library, including opinions on the Teen space and Teen Lounge, and it was a great conversation. “The Maze Runner” was a successful movie venture with a good turnout of teens.
- Upcoming programs include a texting tournament during Teen Tech Week, an essay contest, a prom hair styles, a cartoon marathon, and some really cool peace sign t shirts.
- The high school students have been doing a wonderful job volunteering at kids’ programs and preparing storytime crafts.

### **Children’s Department:**

- We welcomed a new dog named Remington to Book Barkers! Kids read to him, as well as Sera and Zelda. This continues to be a popular program for children ages 5-12.
- Our Tweens made wonderful valentines for area senior citizens. Valentines were delivered to Hope and Friendship in plenty of time for Valentine’s Day!
- Some new faces came to this month’s knitting program and picked up knitting very quickly. Our returning Tweens continued to work on their scarves and ipod cases.
- Tweens came for a special after hours lock in, a Frozen Super Party and enjoyed pizza and a “Frozen” singalong. We then did a library scavenger hunt for *Frozen* puzzle pieces, and wrapped up the evening by making marshmallow snowmen.
- We had a wonderful time discussing *Frindle* by Andrew Clements at Moms and Muffins. After an hour of muffins and discussion, the kids made their own giant “Frindle” to take home.
- It was our most crowded Lego program ever this month! Kids used their imaginations to create their own masterpieces, which are on display in the Children’s section.
- The Space Lab program was truly out of this world! Kids learned how astronauts brush their teeth, sleep, and go to the bathroom in space. They also conducted crater experiments, made their own Mars Rover out of candy (after seeing video taken by the REAL Mars Rover), and created straw rockets that they blasted off!
- Daddies and Donuts and Valentine’s Day both fell on the same day—valentines, stories, and giant hearts were all part of a great day, not to mention beautifully decorated heart donuts.
- We concluded a wonderful, though cold winter session of story programs. The spring session will begin the week of March 16.

### **Training/Workshops:**

- Mary Inman attended the Anderson’s Children’s Literature Breakfast on February 21st. The program was excellent with authors such as Dav Pilkey, Sara Weeks, Shannon Hale and others presenting different topics of children’s literature. Mary hopes to bring in YA author Cat Falls in for a Sykping session in the near future.
- Dawn Strand attended the February LACONI meeting at the Deerfield Public Library on February 27<sup>th</sup>. A wealth of information was handed out, including song lists, CD suggestions, and fingerplays. In the afternoon session, a tutorial was given on the Mixcraft software program. This program allows kids to record their own sounds, and mix and edit them into their own

musical creation. The software provides endless program possibilities and would surely entice our Tweens and Teens to create their own musical art.

- Debbie Somchay attended the PAC Committee Meeting at Plainfield Public Library.
- Jackie Lakatos attended the Pinnacle Circulation Committee meeting.
- Christina Theobald attend the Pinnacle Technical Services meeting.

### **Outreach**

- Debbie Somchay delivered outreach items to Our Lady of Victory Convent (6 people, 34 items) and Franciscan Village (13 people, 38 items) on February 23<sup>rd</sup>.
- Pam Zukoski and Paul Dobersztyn participated in The Great Read Kickoff event at the Barnes & Noble in Joliet February 11. Paul hosted the Star Wars trivia contest.
- 12 Children from the local Kindercare came for their first of what will become monthly visits through May. They took a tour, listened to a story, and made a craft.
- The collaboration continued with Oakwood school with a vote being announced of the top three Monarch winners.
- Trustees Burton, Camalliere and Sanders attended Lemont State of the Village on Wednesday, March 4, along with Director Pointon and several of our community partners from Rotary, Lemont VFW, and the Friends of the Library.

Respectfully submitted,

Sandra D. Pointon