



### *Director's Report*

April 6, 2015

#### **Personnel:**

- After interviewing nine candidates, Megan Greenback was selected to fill the newly-created full-time Librarian position. We are looking forward to her joining the staff on May 6<sup>th</sup>. She will have primary responsibility for teen services as well as working with both the children's and adult departments.
- Marilyn DeVries resigned as Children's Clerk, effective April 1<sup>st</sup>.

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

We have collected the projected spring tax distributions from Cook County and will receive DuPage collections in May. Our total tax revenues for FY2014-15 will exceed projections by 2% (based on revenue to date).

	<b>Projected</b>	<b>Actual</b>	<b>Difference</b>	<b>% Collected</b>
Spring 2014	\$809,000.00	\$ 781,810.69	\$27,189.31	96.63%
FY2014-15	\$1,545,000	\$1,574,244.14*	\$29,244.14	101.89%

\*Includes estimated \$31,000 from DuPage spring collection.

The Finance Committee will determine tax revenue projections for FY2015-16 in May after we have received rates and extensions for Tax Year 2014 from Cook County.

#### **Renovation Project:**

- Project Workshop 5 was held at the Library on Wednesday, March 11<sup>th</sup>. Review of progress in development of the design plan and associated cost estimates were discussed. The Lighting Fixture and Plan was reviewed and a preliminary overview of finish options and a Visual Preference Survey of furniture was led by Interior Designer Sarah Ponto, with members of the management team providing input. Updated 3D drawings were provided for Board review at the March Board meeting.
- Sarah Ponto scheduled a number of showroom visits at the Chicago Merchandise Mart on Thursday, March 26<sup>th</sup>. It was extremely helpful to have the opportunity to see – and test – furniture in person and will provide a range of options for chairs, lounge seating, tables and flooring in our budget range. Sarah is compiling a furniture/finish plan for review in May.
- Project Workshop 6 on Thursday, April 2<sup>nd</sup> focused on a final review of the Design Plan and Cost Estimates and refinements to the 3D Model that will be presented to the Board for approval on April 9<sup>th</sup>. The project schedule specifies that Construction Document preparation will be completed by the end of May, followed by Owner Review in early June. The bid process should

get underway in mid-June, with awarding of contracts in late July. Construction will begin in August if the current timeline remains in place.

- The Site Survey required by the Village of Lemont was completed by Graef Surveyors during the first week of April.
- Testing of the HVAC system, to determine capacity and efficiency of the components, was conducted by Mechanical Test and Balance, Inc. on Monday, March 30<sup>th</sup>. Test results are being analyzed by the mechanical engineers and will provide more accurate projections for HVAC system upgrades in the renovation project.
- Conference Technologies, Inc. has been engaged to provide a preliminary budget estimate for audiovisual systems for the project (which includes the large meeting room, Learning Center, Children's Activity Room, Teen Lounge, and digital signage.) A discussion with the Director, IT Manager and Shaun Kelley of Engberg Anderson was held on Tuesday, March 31<sup>st</sup> to discuss AV technology needs and budgetary restrictions.

#### **Renovation Financing:**

Funds from the sale of the Renovation Bonds have been deposited in a PUD LOC (Public Unit Deposit Letter of Credit) at MB Bank, currently earning .15% interest. To maximize our investment income, a portion of the Renovation Bond proceeds will be transferred to higher-rate Certificate of Deposit accounts managed by MB Bank this month.

#### **Technology:**

The IT Manager is working with the Director to develop the technology budget for the renovation project. He has met with several vendors and received pricing for updated security access for selected interior and exterior doors, additional interior security cameras and a new telephone system. We will meet with the Technology Committee to review the technology budget for FY2015-2016 in late May or early June.

#### **Buildings & Grounds:**

Proposals are still being received for landscaping services for April through November, 2015. Proposals will be summarized for Board review at the April 9<sup>th</sup> meeting.

#### **Adult Department:**

- Our first Lemont Authors Fair on Saturday, March 21<sup>st</sup> was a great success! Six local authors discussed their works to an appreciative audience of 50 booklovers.
- This is the final week of income tax preparation assistance. To date, 126 taxpayers have been helped by the VITA tax volunteers. We appreciate their dedication and organization which resulted in an extremely well-run service for the community.
- Debbie Somchay met with Lemont HS Media Specialist Cathy Meyer to continue planning the *Our Books, Our School, Our Community* summer initiative. The School Board has approved the selection of four titles. We will be offering book discussions, related programming and summer reading incentives for teens and adults related to the titles.
- Planning is underway for summer programming for all ages. In anticipation of construction commencing in August, programming will conclude no later than July 22<sup>nd</sup> with the children's and teen finale events being held offsite at the Park District.

#### **Teen Department:**

- The tweens and teens had a great time on Friday, March 27 making peace t-shirts and shamrock shakes. A second session will be offered during spring break on April 8.
- Lit Lounge was a lively discussion of *El Deafo* and also some other titles that had been read.

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

- We had a full house at Book Barkers, with 16 children coming to read to Wink, Remington, and Zelda.
- Dawn introduced crocheting and kids continued to work on their knitting projects as well.
- Lego building continues to be all the rage--kids used their imaginations to create their own masterpieces, which were displayed in the Children's section.
- Vincent was the grand prize winner of the winter reading finale—two tickets to the Shedd Aquarium. The kids enjoyed building their Martians as they read over the winter!
- The weather was great so the Dads and their kids were able to go outside to hunt for leprechaun Gold at Daddies & Donuts. Lucky donuts and great stories completed the day.
- Dr. Seuss's birthday did not go unnoticed as the children came to celebrate his special day at the library's Seussabration. They enjoyed birthday cake, Dr. Seuss Bingo, and our page, John Tuzim, arrived as the Cat in the Hat to blow out the pretend candles.
- Spring storytime sessions are going well. Both babylitme and toddlertime have large attendance and Action Academy for first and second graders' Action Academy has grown also.
- National Library Week will feature an event for the entire family with a performance by "The Truly Remarkable Loon" on April 18<sup>th</sup>.

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

- Debbie Somchay attended the PinData Committee Meeting at Plainfield Public Library.
- Debbie Somchay and Pam Zukoski attended the SW Suburban Adult Programmers Committee Meeting at White Oak Library, Lockport Branch.
- Debbie Somchay attended the PinDigital Committee Meeting at White Oak – Romeoville.
- Jackie Lakatos, Kathie Baker and Debbie Somchay attended the ILL ad hoc committee meeting, and gave feedback regarding the overlay project for ILS' being evaluated by RAILS.

#### **Outreach**

- Debbie Somchay delivered outreach items to Our Lady of Victory Convent (8 people, 28 items) and Franciscan Village (11 people, 36 items) on March 30<sup>th</sup>.
- 12 Children from the local Kindercare came for their monthly visit. Dawn taught them the difference between fiction and nonfiction and also had stories and a craft.
- The Oakwood School visit in March featured Irish stories.

#### **Communications**

- Each trustee should have received email instructions from Cook County for completing the annual Statement of Economic Interest, due before May 1, 2015.
- A total of 298 individuals participated in Early Voting for the April 7 Consolidated Election at the Library, from March 23rd through April 3<sup>rd</sup>.
- The regular May Board meeting will be rescheduled for no earlier than Monday, May 18<sup>th</sup> due to statutory requirements governing the Election and terms of trustees (75 ILCS 16/30-10(b) "The terms of all trustees shall begin on the third Monday of the month next following the month of the election."

Respectfully submitted,

Sandra D. Pointon