



**Director's Report**

June 8, 2015

**Personnel:**

- The Policy & Personnel Committee met on June 8th to review updates to the Salary Grades & Ranges (attached), FY 2015-2016 Salary Schedule and health insurance benefits. A full report and recommendations will be presented by Committee Chairperson Patricia Camalliere at the June 11<sup>th</sup> meeting.
- Ann Baillie (formerly a Page) returned as a summer assistant in the Children's Department.

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

Spring tax distributions from Cook County have exceeded projections; we received our first spring distribution from DuPage County earlier this month. Total tax revenues for FY2014-15 have expected to exceed projections by more than 2% (including remainder of DuPage spring collection).

	<b>Projected</b>	<b>Actual</b>	<b>Difference</b>	<b>% Collected</b>
Spring 2014	\$809,000	\$ 808,428.15	\$ 578.85	99.9%
FY2014-15	\$1,545,000	\$1,569,861.70	\$24,861	1.016%

**Financial:**

- We received an additional \$1,902 in impact fees from the Village of Lemont, representing fees assessed for new developments in Lemont from February through April, 2015.
- The Finance Committee will meet on Thursday, June 8<sup>th</sup> at 6:15 p.m. to review the draft of the Working Budget for FY2015-2016.

**Renovation Project:**

- Engberg Anderson finalized the construction documents and turned them over to Frederick Quinn on June 5th, as scheduled.
- The bid timeline is as follows:
  - FQ is currently preparing documents for the bidding process, which is scheduled to commence on June 19<sup>th</sup> or 22nd. Legal notices will be published prior to that date.
  - Prebid meeting at the Library - July 1st.
  - Bids due - July 10<sup>th</sup>.
  - Scope Review Meetings with Subs - week of July 13th.

- Recommendation letters for contracts to be presented at a Special Board Meeting, week of July 20<sup>th</sup>.

Note: The furniture, shelving, millwork, AV integration, and moving bid packages will be administered by EA, on the same timeline as the general bid packages.

- I have discussed the bid process with library attorney, Eric Hanson, and he will provide a legal overview at the upcoming Board meeting.

#### **Technology – Renovation Project:**

- The Technology Committee met on May 29<sup>th</sup> to review the technology components of the proposed working budget for FY2015-16, as well as technology-related expenditures for the renovation project. Final recommendations for capital project expenditures will be reviewed at the Board meeting on June 11<sup>th</sup>.
- IT Manager Alfonso, architect Shaun Kelly and myself, met with AV consultant Garry Saul of Sound Vision on June 8<sup>th</sup>, to review their progress in preparing the specifications, design and cost estimates for the AV components of the Renovation Project. Updated and enhanced technologies will be integrated into the Meeting Room, Learning Center, two study spaces, teen lounge, and children’s activity room, as well as the addition of digital signage in strategic locations within the library. The AV bid package will be coordinated by EA.

#### **Pre-Renovation Reorganization:**

- We are continuing to relocate and reorganize collections in anticipation of the renovation. This ongoing process is an excellent example of how our creative and diligent staff work together to achieve results!
- The Circulation staff has completed the re-casing and stickering of all adult DVDs in new locking cases and organized them by genre.
- A new Popular Picks section has been created, whereby a number of popular nonfiction topics, such as Biography, Health & Fitness, Cooking, Personal Finance, Self Help, are featured.
- New Travel and World Language “neighborhoods” will be featured in the reorganized layout and materials in various formats (book, DVD, audiobooks) are being interfiled in preparation for the eventual relocation.
- In order to make room for the temporary entrance (in the north alcove), we are moving the magazine collection and non-fiction DVDs. Magazine boxes have been ordered and all adult magazines will be moved onto taller shelving in these clear acrylic boxes this summer; the DVDs will be shelved nearby.
- Walter Oprzedek has been busy moving and rearranging shelving in the early mornings before the library opens. He has also moved a number of plantings near the flagpole to the entry garden.

#### **Summer Reading 2015:**

- The Teen Summer Reading Volunteer Meeting was held on May 30<sup>th</sup>. Approximately 30 teens attended the meeting to learn how they can volunteer during our summer reading program (including volunteering on the Craft, Drama, Special Events, or Action Academy teams).
- The Adult/Teen summer reading partnership with Lemont High School – *On the Same Page* – is proving quite popular, with all 15 copies of each book currently checked out. Teens and

adults can earn entries for the gift card drawing by reading one of the four designated books, attending book discussions and related programs.

- The children's summer reading program will kick off in our parking lot on Wednesday, June 10th from 6:00 to 8:00 p.m. We are looking forward to watching the Rope Warrior perform. Fun programs with the themes of flying, racing, creating, dreaming, playing, and dancing all converge to provide *Readers on the Move* with a great summer of reading fun! Sponsorships have brought in \$1650 in monetary donations to date, as well as a large amount of gift donations (gift cards, coupons, etc.).
- Skylar LeFevers, Ann Baillie, Megan Greenback, Dawn Strand, and John Tuzim did a great job promoting summer reading with their performances of "The Queen of Reading" at the schools.
- The kickoff for teen summer reading - a pool party, featuring a cupcake decorating bar, at the Centennial Pool - will be on Saturday, June 13<sup>th</sup>. The teen summer reading program will encourage teens to read 1 hour every week and fill out a quarter sheet log with the book title and minutes read. The reverse side of this quarter sheet is the *On the Same Page* entry log to encourage teens to participate in *On the Same Page* and also allow teens to turn in both at the same time. There will be a weekly drawing for a \$10 gift card (generously donated by Hogan & Associates) for the summer teen reading program.
- There is also an Instagram Your Moves contest throughout summer reading (June 10-July 31<sup>st</sup>) where teens can share an Instagram picture of what they are reading on our Facebook page and be entered into a drawing for another small prize.

#### **Adult Department:**

- Summer programs and technology classes are underway, with many programs already filled.
- The Travel Fair on Thursday, June 4<sup>th</sup> was very well received. Approximately 35 participants enjoyed learning the new Mango Language service (for both foreign language instruction and ESL), sampling international foods, and tips for travel planning, travel resources and travel photography.

#### **Teen Department:**

- The Teen page of the Lemont Public Library website has been fully updated. It now has information about our summer events and links to the calendar to register for these events.
- The Teen Advisory Group met on May 11<sup>th</sup> and all of the members were introduced to our new Teen Librarian Megan. They discussed ideas for the new teen space, ways to encourage middle school kids to attend teen events, technology based programming, and craft ideas they would like to see for the DIY Craft nights at the library this summer.
- Upcoming teen programs include two Kaplan practice, a Lip Sync Showdown and the return of the very popular DIY Craft programs.

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

- Book Buddies held their finale party on May 7th. The High School provided the buddies and their families with pizza and specially designed t-shirts.
- Book Barkers continues to be a hit with kids reading to their favorite dogs. In addition to the program taking place this summer, there will be a special Go Dog Go program with dogs performing tricks complete with dog stories.

- Moms and Muffins was very successful this month with 10 moms and kids coming in to discuss Beverly Cleary's famous Ramona Quimby, Age 8. They had fun sharing muffins and their thoughts on the book which got very high ratings.
- Dads and Donuts was a big group as they gave a shout out to moms and celebrated them with stories, games, and donuts. A special summer Dads and Donuts will be offered in June so the library can celebrate Dads too.

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

- I will be attending the American Library Association annual conference in San Francisco from June 26th to June 29<sup>th</sup>.
- Jackie Lakatos & Kathie Baker attended the Reaching Forward conference.
- Christina Theobald attend the PinTech meeting and a LACONI program on Authority control.
- Pam Zukoski attended The Great Read finale at the Fountaindale Library on May 13<sup>th</sup>.
- Debbie Somchay hosted the PinDigital Committee Meeting.
- Janice Kurasz attended an Excel webinar.

#### **Outreach**

- Debbie Somchay gave 3 special education students from Lemont High School and their instructors a library tour on May 13<sup>th</sup>, and explained library services available to them.
- Debbie Somchay delivered the outreach items to Our Lady of Victory (7 people, 39 items); Franciscan Village (11 people, 46 items) on May 18<sup>th</sup>.
- The Library had a tent at the first Farmers' Market of the season, on June 2<sup>nd</sup>. We featured a variety of library materials, including books and tech devices for check out and craft kits for kids. Megan's debut storytime was attended by at least 15 children! We also issued several new library cards, thanks to our new mobile Polaris program, LEAP. We will be participating in the Farmers Market on the first Tuesday of each month through October.
- Our new Teen Librarian, Megan Greenback, visited Old Quarry Middle School on May 14<sup>th</sup> with Lemont HS Media Specialist Cathy Mayer to promote *On the Same Page* to the middle school students. Cathy book talked the four books and mentioned the book discussion dates. We promoted the four corresponding programs the library is hosting and answered questions about the *On the Same Page* programs and teen summer events.
- Megan also visited Lemont High School on May 15<sup>th</sup> during their lunch periods to hand out information about the Teen Pool Party, summer reading volunteering and at the library this summer.
- I attended the Lemont Administrators' Lunch on June 5<sup>th</sup>, and provided an update on the status of the renovation project.

#### **Communications:**

The Lemont Park District is inviting all elected officials to the hospitality tent at the Independence Day Extravaganza on Thursday, July 3<sup>rd</sup> from 6:00 to 8:00 p.m. (invitation attached).

Respectfully submitted,

Sandra D. Pointon