



Director's Report

July 9, 2015

Personnel:

Property Tax Distributions – Levy Year 2014-2015:

We received additional Spring 2014 tax collections of \$31,705.65 from DuPage County in June. Total tax collections for FY2014-15 exceeded projections by more than 3.00%.

	Projected	Actual	Difference	% Collected
Spring 2014	\$809,000	\$ 830,677.99	\$ 21,677.99	103.46%
Fall 2013	\$736,000	\$ 761,433.55	\$ 25,433.55	102.68%
FY2014-15	\$1,545,000	\$1,592,111.54	\$47,111.54	103.05%

Financial:

A summary of revenues and expenditures (unaudited) and an updated fund balance report is included herein, reflecting a net gain in fund balances in FY2014-15.

Renovation Project:

- The Prebid meeting was held on July 1st at 8:00 a.m. A full house (estimated at approximately 100) interested bidders attended and toured the library, following a brief presentation by Frederick Quinn's John Eallonardo.
- Opening of bids for all packages, except AV, will take place on Friday, July 10th at 2:00 p.m. in the Library meeting room. A full report will be compiled for the July 14th Board meeting, once EA and FQ have reviewed the bid submissions.
- Scope Review Meetings with Subs will take place during the week of July 13th and recommendation letters for contracts will be presented at a Special Board Meeting later in July (possibly 22nd or 23rd).
- As soon as we ascertain the construction start date, I will plan the Groundbreaking Ceremony.
- We will also preparing information to inform our patrons of upcoming changes, via email notices and a mailing, once the construction start date is confirmed.

Technology – Renovation Project:

- The AV bid package has been delayed due to the inability of Sound Vision to deliver a complete, professional set of specifications and drawings in a timely manner. These documents were finally submitted on Wednesday, July 8th and are pending final review by Engberg Anderson. The updated AV schedule is as follows:
 - Technology Bidding Start: July 23rd.
 - Site Walkthrough July 29th. 9:00 am.
 - Bids due Wednesday August 7th - 3:00 pm
 - Bid Tab and Possible Award Recommendation August 11th Board meeting.
- While we are perturbed by Sound Vision's inability to meet deadlines, thus delaying the AV bid package, EA feels that the above schedule will not negatively impact other areas of the project.
- Fernando has been researching different technology used for media, identifying cost-effective digital signage solutions.

Pre-Renovation Reorganization:

- Magazines and newspapers have been relocated to taller shelving in magboxes) and the lower shelving disassembled.
- A portion of the fiction DVDs and the non-fiction DVDs were also moved and the shelving removed to accommodate traffic flow when the temporary entrance (north alcove) is in use.
- Technical Services has updated adult non-fiction items to indicate the new areas/collections, Travel, World Languages, Study Guides & Popular Picks, that will be used after the renovation.
- Pre-Phase 1 planning and cleanup is well underway. In the past week, thanks to a Herculean effort by our tenacious and energetic staff, we have completely cleaned out the Boiler Room and area designated for the new server room and work room. All items in the basement are designated for sale or storage and all garbage has been moved to the commercial dumpster that was delivered on Wednesday, July 9th.
- All extra shelving has been stored in a designated location in the basement until it is determined what is needed for the shelving reconfiguration in Phase 3 (after which time it can be sold to scrap metal recycling).
- Fernando has sorted through the old electronics stored in the basement and tagged those to be picked up by the electronics recycling company.
- A shredding company will be onsite next week to remove an accumulation of outdated financial records, freeing up much-needed storage room in the basement.

Proposal for Moving Services for Renovation Project:

- Scott Hallett, owner of Professional Library Lift Movers, toured the library and assessed the scope of our moving needs for Phases 2 and 3. His proposal for moving services is included with this report for your review and approval.
- All moving of furniture and equipment prior to Phase 1 will be handled by Library staff; none of the collections need to be moved for Phase 1.
- Prior to the start of Phase 2 (estimated to be early December), the children's and teen collections will be moved to an open area in front of the North Alcove (including the area created by the demolition of the current study rooms) with the exception of the Picture Book collection and media collection which will be housed on temporary shelving or boxed in the basement.

- In Phase 3 – the Adult area renovation - we will have to box up most all of the Adult collections and move them to the basement in temporary bins, and the media collection will likely be housed in the new meeting room on temporary shelving. Hallett has provided pricing for both temporary book carts and book boxes for basement storage; these are estimates only and we will rent these on an as-needed basis.

Sale and Disposition of Library Furniture & Equipment

A number of items that will not be re-used in the renovation project have been tagged and inventoried for sale, donated or disposition. Items include desks, study tables, office chairs, file cabinets, excess craft supplies, decorative items and framed artwork. Tentative sale dates are Friday, July 31 and Saturday, August 1st 9:00 a.m. to 1:00 p.m. Several staff members will man the sales tables and Boy Scouts are being asked to assist with taking items to cars, etc.

Technology

- Comcast business class ISP In telnet service provider had some system problems in the month June which resulted in several lengthy disruptions to our internet service. We also had an electrical contractor cut the line that provides the Library its internet service. The situation is currently back to normal.
- We have purchased additional receipt printers and scanners in anticipation of new service desk configurations post-renovation.

Buildings & Grounds

- The outer set of sliding doors is no longer operable (belt broken). Given the need to only use the doors for another 6 weeks, we have decided not to undertake costly repairs (we will only need 2 sets of doors for the temporary entrance).
- We passed the biannual boiler inspection conducted on July 8, 2015.
- Two proposals for the repair of the parking lot light closest to the library entrance (driveway) is attached. We hope to have this work completed prior to the construction kickoff.
- Walter has mulched the perennial beds and relocated the plantings in the flagpole area. We are looking into possible ways to relocate the redbud tree in front of the north windows (the area of the meeting room expansion). It is difficult to move at present due to the concrete bench directly in front of the tree blocking access.

Summer Reading 2015:

- Readers on the Move kicked off summer reading at the Park District. In spite of the rain, the record crowd had a great time with pizza from Gelsosomos, party games, and entertainment from the Rope Warrior. The lines were long at the summer reading table and over 400 reading folders have been given out. They have kept the children's desk busy as they have been faithfully bringing their weekly reading logs in for their prizes.
- Donations have been generous this year with over \$2000 in cash collected and many more donations in gifts than last year.
- Many programs have been very popular and have had great attendance. At Go Do Go, the crowd watched our Book Barker dog friends go through their obstacle course and do tricks. Then, each child was able to walk a canine friend through the course as well.

- Another smash hit was the joint venture with the Park District at Virginia Reed Park. Dawn Strand read stories to a huge crowd on the storytime hill. It was followed by games from the Park District.
- Legos Anyone had a waiting list as kids love to come and build fantastic creations. They are on display in the kids' section of the library.
- Dawn did a great job leading the kids in Terrific Time Trek Relay Races. They did all kinds of races including giant feet, bouncy balls, and others. They had a great time in the rare sun and then enjoyed popsicles.
- Move along Yoga which is yoga and stories combined together and Zany Zumba have been small classes but excellent examples of Readers on the Move. Instructors Kerri Jonikas and Ann Baillie have done a great job.
- How We Fly was another big hit as Delta pilot Ed Rafacz talked about how planes get into the air, where they are going, and even a little about the space shuttle. The kids enjoyed making airplanes afterwards.
- Dads and Donuts had a great time as the crowd celebrated Fathers' Day with stories about dads, race cars, and donuts.
- Jim Martin, a professional cartoonist for McDonalds', came and taught cartooning to over 20 tweens. For two hours he had them mesmerized by his own drawings and by the encouragement he gave them when they were drawing.
- Artist Kerri Jonikas and Mary had a great time with the kids at the Shoe Extravaganza. Held after hours, they went on a shoe hunt and painted pairs of shoes donated by 5 Below. They really had some great masterpieces.
- The MarioKart tournament that was full of laughter and loud fun. They played their hearts out and the top player was CJ who received a small outdoor game.
- Book Barkers is still popular as children came to read to their favorite dogs.
- Our first Story Stroll was very popular as kids and parents started at the park, heard a story, and then they came to the library. At the library, the volunteers and Mary acted out the story of the Three Little Pigs and Dawn did a drawing story featuring a dragon. After that, the team of Dawn and Mary did two stories at McDonalds. McDonald's generously gave ice cream cones to all the participants.
- July will be a fun month with Putt Putt golf, the ballerina tea party, a just dance tournament, many others and the finale picnic coming up.

Adult Department:

- Participation has been strong at the variety of adult programs, book discussions and technology classes held in June.
- On the Same Page had two book discussions in June led by Lemont HS Media Specialist Cathy Mayer, with a mix of teens and adults participating. We purchased many additional copies of all 4 books and they have been in high demand. The *Winterdance* discussion had 8 participants and the *Miss Peregrine* book discussion had 9 participants. There was a mix of teens and adults at each program.
- We plan to assess the feasibility of offering any programs during construction prior to scheduling any programming beyond the end of July.

- The Adult team will be working with me to inform the public of upcoming changes during the renovation through social media, email and in-house publicity.

Teen Department:

- The teen summer reading program, involving teens reading for one hour a week and recording what they read on a log, started in June. There was an average of twelve participants for the first three weeks.
- The Pool Party scheduled for Saturday, June 13th, was ultimately cancelled because of weather conditions, but 16 teens did show up and decorated cupcakes before the party was finally cancelled. We're hoping to have another pool party later in August.
- 3 teens took the Kaplan PSAT Practice Test on Friday, June 12th.
- On Tuesday, June 30th, 21 teens came to the DIY Canvas Craft program. Teens were able to decorate a canvas with quotes and melted crayons, and they seemed to really enjoy the program. Many expressed interest in other crafting programs at the library and attendance was much higher than expected!
- Teen volunteers have been helping out at all of the children's department programs during the month of June.
- There are a number of teen events scheduled for July including the remaining two On the Same Page book discussions, the Marathon Run on Saturday, July 11th featuring guest host Dale Erdmier who will take participants on a short run and talk about ways to train for running, stretching tips, and healthy foods. A Bags Tournament, another DIY craft activity and a Kaplan proctored Practice ACT test.

Training/Workshops:

- I attended the ALA Annual Conference in San Francisco, from June 26 – 28. It was a very informative event which provided me with the opportunity to speak with numerous vendors, learn about technology and space planning trends, hear about upcoming book releases, and even meet several of my favorite authors.
- I visited numerous furniture showrooms at the Neocon Design Conference at the Merchandise Mart on June 15th, and identified several suitable options for computer task chairs.
- Debbie Somchay, Megan Greenback, Jackie Lakatos and Kathie Baker attended Polaris training.
- Debbie Somchay attended the PAC Committee Meeting at Plainfield Public Library.
- Debbie Somchay attended the PinDigital Committee Meeting at Joliet Public Library.

Outreach

- Debbie Somchay delivered the outreach items to Our Lady of Victory (7 people, 40 items) and Franciscan Village (9 people, 34 items).
- Champions, from River Valley School, has brought their kids over to explore the library on two Friday afternoons.
- Jewel and Oakwood School have been partners in the summer reading hidden sneaker game.

Respectfully submitted,

Sandra D. Pointon