



Director's Report

August 9, 2015

Personnel:

22 staff members were in attendance at a very productive all-staff meeting on Friday evening, August 7th. I provided an overview of the upcoming renovation and the impact on patrons and staff (see attached document "Top 10 Things You Need to Know about the Reno"); we held a Fire Drill, with the assistance of Lemont Fire District's Jeff Hawthorne, and reviewed our Tornado and emergency procedures.

Property Tax Distributions – Levy Year 2015-2016:

We have received a substantial portion of the projected fall tax revenue for tax year 2014.

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2014	\$787,180	\$ 583,746.36	\$ 203,403.64	71.62%

FY2014-2015 Audit:

Ken Jacyszack will begin the Library audit on Wednesday, August 12th.

Tentative Budget & Appropriation Ordinance No. 2015/2016-01:

Modifications have been made to the Working Budget (to account for additional income from furniture sales as well as moving contingencies and expenses). The notice for the B&A Hearing, scheduled for September 8th at 6:45 p.m., was published on August 4th. The tentative B&A Ordinance will be reviewed by the Finance Committee prior to the Board meeting on Tuesday, August 14th.

Renovation Project

Weekly construction meetings, held on Thursday mornings, commenced in late July. The Project Manager, Site Supervisor, Architect and Owner will meet to discuss issues of mutual concern throughout the project. We will have a temporary Site Supervisor for the first two weeks as Jim is finishing up the renovation project at the Oswego Library. At the next meeting, Frederick Quinn's financial manager will meet with our finance assistant, Janice Kurasz, to review billing and payment procedures.

Ground Breaking Ceremony:

The ceremony will be held in the Library Parking Lot on Tuesday, August 11th. The public have been invited to attend along with representatives of local schools, government agencies and community organizations. Following the ceremony and photographs, refreshments will be served in the lobby.

Technology – Renovation Project:

The bid process for the audiovisual systems is complete. Two bid packages were submitted and opened on Friday, August 7th at 3:00 p.m. Bids were submitted by AVI-SPL and Conference Technologies Pricing was within the established budget, with the exception of the digital signage Shaun Kelly will prepare a summary and award recommendation for the August Board meeting. systems which we believe we can purchase and install more cost-effectively.

Pre-Renovation Reorganization:

We have been incredibly busy with our pre-Reno prep in the past month. We would not have accomplished all we did in one short month were it not for the energy, muscle and team work our staff demonstrated!

- As required for construction, we cleared both the Boiler Room and the basement area designated for the Server Room and Work Room. This was no small task as the accumulation of stored materials (mostly children's department supplies) was staggering.
- The storage area between the Break Room and the Meeting Room was also cleared. The staff refrigerator was emptied, cleaned and moved to its temporary location in the break room and 2 equipment cabinets were moved to the basement.
- We rented a commercial dumpster for 4 weeks and filled it almost to capacity. In addition, we also hauled items to the electronics recycling center, had on-site shredding of financial records, took a truckload to the scrap metal recycling center and took paint and bulbs to a disposal site.
- The Technology Team of Fernando and Paul relocated the adult public computers (4 behind Reference Desk, 2 in South Alcove and 2 laptops by east windows), the printing stations and the copier.
- The north area of Adult is now completely cleared of furniture and equipment in preparation for the construction of the temporary entrance in the North Alcove.
- The study rooms are still in use; one will be inaccessible (i.e. behind the temporary partition) once construction starts but the other may be usable in the evenings.
- The landscaping in front of the library will be removed for the construction of the addition and the temporary entrance. New landscaping will be installed in front of the building façade and in the new courtyard in 2016 once the project is complete.
- There was strong interest in the recent Furniture Sale and most items were sold on Friday, July 31st and Saturday, August 1st. The remaining items were donated to Goodwill the following week. The proceeds of \$2,448 will help offset some of the costs incurred in renovation prep and moving expenses. While the sale was very successful, I will definitely re-think our procedures for the pre-Phase 2 sale as it was slightly chaotic in the first half hour, despite our considerable pre-planning! The volunteer assistance of retired employee Joyce Koon and two members of Boy Scout Troop 149 were invaluable.
- The Story time Room – including the closets – has been cleared. During Phase 1, this space will be used as a quiet space for adults during the day and will be utilized for additional study space in the evenings and weekends.

Parking Lot Prep.:

- In anticipation of the start of construction on August 17th (if the Building permit is approved by that date) we moved the Book Drop to the basement and installed our old Book Drop on the pedestrian island. (The AV book drop was rusted in place). At the end of Phase 1, the book and AV drop boxes will be installed in the new island on the west side of the parking lot.
- Once construction fencing is installed, there will be no circular route around the parking lot. We will lose up to 8 parking spaces due to construction area and trailer. We will need to be vigilant to ensure that patrons do not utilize or block handicapped spaces during construction. I met with Commander Smith of the Lemont PD and requested more frequent patrols; he encouraged us to call the Police if parking violations occur.
- Construction workers and library staff will be required to use street parking on weekdays once construction begins (unless granted an exemption due to physical limitations). Commander Smith stated that on-street parking is allowable on Wend and surrounding streets in Lemont. (Unfortunately we are not able to park in the Goodwill lot.)
- All deliveries will be made to the west side of the building and brought in through the staff entrance.
- Security cameras in the construction areas have been taken down; interior security sensors and equipment will be relocated next week.
- A large banner (4' x 8") with the exterior rendering and project dates is in production and will be affixed to the construction fencing. I have also ordered boards of the final design plan which will be displayed in the library.

Reno Communications

A two-sided color postcard will be mailed to all Lemont households, in lieu of a newsletter, early next week. It will detail the Phasing Plan and provide information on library hours, services and temporary changes during construction. The public is encouraged to follow our Library Makeover Blog on tumblr, where we will be posting updates (and photos) frequently.

You can access the blog via our website (at the bottom of the home page) or at <http://lemontlibrarymakeover.tumblr.com/>

Technology

Several Pinnacle libraries, including Lemont, have experienced ongoing issues with using receipt printers since Polaris upgraded their servers. Efforts to troubleshoot this recurring problem are ongoing.

Buildings & Grounds

The fire ladder in the elevator pit was relocated to comply with a change in the Code and we passed our annual elevator inspection.

Adult Department:

- Megan Greenback joined the Adult Services Department on August 1st at the conclusion of summer programming. She will continue to serve as the Teen Librarian and will also assist adults, under the tutelage of Debbie Somchay.
- The summer reading program "On the Same Page" reached a successful conclusion. We had good participation in the four book discussions, other related programming was well received

and the book selections were heavily circulated. (The titles will now be packaged into Book Kits for patron use.)

- We will offer one-on-one appointments for assistance with digital services (ebooks, etc.) and devices (smartphones, laptops, tablets) during construction.

Teen Department:

- The teen summer reading program had increased participation from June to July with more teens submitting entries in addition to more teens submitting multiple entries per week.
- On the Same Page had two book discussions in July led by Lemont HS Media Specialist Cathy Mayer. The Wonder and Positive discussions were well attended by teens and adults. This partnership with the Lemont High School was a successful way to promote our library's services to high school students especially and we will explore continuing this venture next summer.
- Programs in July included Starbucks and You, a presentation by Dale Erdmier on marathon training tips, Fun Like Fallon, and the Bags Tournament. Fun Like Fallon was the most successfully attended program.
- 9 teens took the Kaplan ACT Practice Test on Saturday, July 25th.
- On Tuesday, July 28th, 12 teens came to the DIY Craft program. They made crushed CD picture frames and all of them had also previously attended the June craft program.
- The teen Kindles have been updated with new titles and the teen page of the website also reflects the new Kindle titles. Flyers and Facebook posts about the Kindles have been created to help increase circulation.
- The Teens @ Lemont Public Library Facebook page has been updated with posts from events.
- The Teen Summer Reading Finale was held at the Lemont Park District's Centennial Pool on Wednesday, August 5th. 16 of the teens who participated in the reading program and the teen volunteers attended, and gift cards awarded to participants of the summer reading program. The Teen Volunteer Thank You party will be a lunch held on Thursday, August 6th.

Summer Reading 2015:

July was packed with programs:

- The annual Putt-Putt Golf in the library turned out to be a hole in one with a full house playing the 10-hole golf course. The teen volunteers created their own designs for each hole. Trophies were awarded to the three top players.
- The Ballerina Tea Party had a large group of little girls coming dressed in pink, some in tutus for a tea party filled with treats, ballerina stories, and they made a special art piece featuring a sparkly ballerina.
- Kerry Kavanaugh did a marvelous job with "Andele! Andele!" Having lived in Spain, he had the kids learning conversational Spanish in fun ways with games and other activities.
- Move Along Yoga and Zany Zumba had our readers on the move! Move Along Yoga was a combination of stories and yoga. Zany Zumba was led by our own Ann Baillie—she had the kids moving in a fun and energetic way!
- The stuffed animal sleepover was again one of the big hits of the summer. The kids and parents enjoyed playing hide and seek with their stuffed animal friends, listening to great bedtime stories, and making a special picture frame to go along with their photos of themselves and their friends together. Then they left their stuffed creatures to sleep over at the library where Dawn and Megan "entertained" them. The children returned the next morning for donuts and juice,

saw pictures of the hijinks the animals were up to during the night and then went home very happy.

- Chef Katy cooked up a great hit with the kids making healthy snacks to go.
- An expert from USA Martial Arts led the kids in a fun class culminating in board breaking. Kyle also did a great job teaching them about good sportsmanship, the history of tae kwon do, and respect.
- Wrestle Plex-led by WWW expert Paul Doberstzyn had the boys making their own champion wrestling belts as well showing off how much knowledge they had from the different arenas of wrestling.
- Book Barkers was a great way for kids to practice their reading skills and the program met twice in July. The dogs and their trainers were wonderful and the kids loved reading to them.
- Bodacious Braids was a huge hit with Arriel Green showing 18 girls several different styles of braids. She completed the evening by braiding each girl's hair.
- Dawn Strand did a great job with her nifty nature walk. Kids and parents walked outside trying to recount how many sounds they heard, plus read "The Listening Walk." Plus they made an awesome butterfly mosaic.
- Story times and Action Academies were full of lively fun this summer. Both Babytime and Toddler times were big crowds enjoying stories filled with themes such as dancing, playing, flying, racing, and other MOVING themes. The family storytime on Wednesday evenings brought in larger than usual numbers to enjoy *families on the move* activities. Action Academies, had a great time with watermelon bowling, giant scrabble, water target, dodgeball and other games. They particularly liked this summer's reads as well with much good natured arguing over who would get to read next.
- The Grand Finale celebration was truly grand as the Park District once again was gracious and hosted us in the CORE gym on Friday, July 31st. The dinner was delicious with fantastic tasting hot dogs donated by Smithfield Farms and dishes brought by all the families. Following the dinner, Matt Wilhelm performed to a mesmerized crowd. His bike tricks were truly amazing. The event concluded summer reading with the Readers on the Move drawing of prizes. The Lemont Artists Guild contributed one of the grand prizes. Thanks to all the generous sponsors that make this program possible.

Collection Projects:

- Work continues on the consolidation of the collections. We expect to achieve our target by November (before the beginning of Phase 2 when Children's and Teen collections will be moved).
- Shifting of the children's collections will resume now that the summer program is over.
- Work also continues on re-cataloging items for the Popular Picks wall in the Adult area.
- Re-cataloging and re-labeling of the Juvenile graphic novel collection has been completed.

Training/Workshops:

- Christina Theobald attended the PinTech meeting (2 hrs.)
- Jackie Lakatos held a Patron/Technical Services Department meeting. Training on the new LEAP product was presented.
- Debbie Somchay attended the LACONI Summer Reading on the Road program at Downers Grove Public Library (3 hours).
- Pam Zukoski attended the Great Read committee meeting at Joliet Junior College (1 hour)

Outreach

- Dawn Strand teamed up with the Park District for the second Reed-n-Play program at Virginia Reed Park on Monday, July 27. The crowd of eighty enjoyed stories with Dawn followed by the park district team's games and tattoos.
- Sandra Pointon, Paul Doberstyzn, Kathie Baker and Megan Greenback staffed the Library tent at the Farmer's Market on July 14. Our August visit was held on August 4th, with Mary Inman providing storytimes for more than 30 children.
- Debbie Somchay delivered the outreach items to Our Lady of Victory (3 people, 35 items); Franciscan Village (9 people, 41 items).

Respectfully submitted,

Sandra D. Pointon