



Director's Report

October 8, 2015

Personnel:

- Pinnacle Library Cooperative's System Administrator, Jolanta Radzik, has tendered her resignation due to family responsibilities. The search for a new Administrator is underway, with interviews scheduled for the October 16th Pinnacle Governing Board meeting.
- Tanner Mathias was hired to fill the vacant Shelver position.

Property Tax Distributions – Levy Year 2015-2016:

We have received the remainder of the fall tax revenue for tax year 2014; collections are 5% below projections which may require adjustments to the working budget in spring 2016.

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2014 Collection	\$787,180	\$741,053.93	\$ 46,126.07	94.14%

Truth in Taxation Hearing Date:

The hearing date was postponed pending receipt of the Downtown TIF Growth Calculation, which was received on October 8th (see attached). The Truth in Taxation notice will be published on Friday, October 16th. Possible hearing dates are Monday, October 26th or Wednesday, October 28th; a final determination will be made at the October Board meeting.

Renovation Project:

Work is progressing on Phase 1, the construction of the addition to the building.

- The building permit was issued by the Village of Lemont on September 14th. Jim Ehrhard has met with Lemont Building Commissioner Mark LaChapelle to discuss the process of ongoing inspections and is working with inspectors to ensure work proceeds in a timely manner.
- The parking lot configuration was adjusted as construction activity increased. The book drop was relocated to the west of the construction trailer and demarcated with yellow lines and signage. The entire west side of the parking lot was closed off for construction and delivery traffic only.
- During the preparation work for the book drop island, the concrete contractors hit the power line feeding the parking lot lights on the east side of the lot. As a result, the library was closed early on both the 7th and 8th for safety reasons. The sprinkler line was also cut during this process. According to Project Supervisor Jim Ehrhard, the lines were not shown on the as-built

drawings and as a result, the cost of the repairs will be taken from the project contingency. The line has been repaired and all parking lot lights are now operational. The sprinkler lines will be repaired on Monday, October 12th.

- The footings and foundations are complete for the addition. Floor boxes have been installed and concrete will be poured next week.
- The framing was erected for the server and work rooms in the basement this week, walls should follow next week.
- A flurry of activity is anticipated next week, including: new roofing installed, replacement of both boilers, and the installation of the cooling system for the server room.
- A-One Masonry has mobilized an extensive amount of equipment in preparation for the construction of the walls for the addition next week. A sample of the face brick has been constructed and the new bricks are an excellent match to the existing brickwork.
- After reviewing paint drawdowns, color choices for paint and finishes were finalized with Interior Designer Sarah Ponto during a meeting on Thursday, October 8th.
- Representatives from LFI, the shelving manufacturer/installer, met with library managers and architect Shaun Kelly to review the new shelving and adaptation of existing shelving in Phases 2 and 3. We also discussed the display/marketing shelving that would be integrated into the new shelving configuration.
- The Board will review potential locations for the building cornerstones at the October meeting. Locations for the “1997” cornerstone and a new “2016” cornerstone will need to be given to the masons in the next week. The original cornerstone that was located in the brick wall of the entrance is currently stored in the basement and a new cornerstone of similar design can be created for the addition. The Architect will design a renovation plaque for the new lobby, based on Board input. A photo of the original cornerstone and plaque are attached.

Renovation Project - Technology

- The new server, server rack and shelves, and battery backup were received this month and will be configured and deployed once the server room is completed later in October.
- We met with the project manager from SPL, the contracted provider for all the audio and video technology for the renovation project, to review and coordinate the audio/video for the new spaces. Drawings of the new audio/video equipment and locations have been given to FQC for coordination. Equipment is slated for installation near the end of Phase 3.
- Fernando is continuing to receive proposals for the new telephone system and we anticipate reviewing these with the Technology Committee in the next month.
- We met with Simplex on September 10th to discuss the interior and exterior location of the security cameras and the security access systems. Drawings were submitted to the architect and shared with FQ.

Proposal for Security Upgrades:

Attached is the quote from Tyco SimplexGrinnell for security cameras and the security access system. This proposal represents the most comprehensive and cost-effective option for incorporating new and existing cameras and adding a security access system to provide a higher level of security for staff and patrons in both the interior and exterior of the library facility.

Technology

- CTI Technologies moved the alarm security sensors from the former meeting room and lobby for Phase one construction.
- Two security cameras were removed from the north side of the building and stored for re-installation after the addition is completed.
- Fernando replaced one staff computer, replaced the hard drive in the Director's computer, and repaired the Kids Ref area local printer.
- The outdated APC battery in the Data Room for battery back unit was replaced. Lemont Library 1 server experienced Power supply failure. Server is slated for replacement in October.
- Updated Sage50 accounting software to Sage 2016 at the server and the workstations.

Buildings & Grounds

- The Buildings & Grounds Committee met on Monday, September 28th to review renovation-related proposals and change order requests and continue the discussion of sponsorship opportunities related to the renovation project, as detailed in the attached meeting minutes. Updates to that meeting follow:
 - Trustee Culcasi revised the Sponsorship Opportunities information sheet, which will be featured in a mailing/brochure to be mailed later this month and featured on the library website.
 - The parking lot light repair was much less extensive than anticipated and the light is now in working order.
 - Pricing for terrace (courtyard) materials are pending.
 - We received a proposal from to replace four existing window panes (\$ 1,050) from CAD Contract Glazing. Other change orders
- Fitzgerald Electric was called out to adjust the timer for the parking lot lights as they were staying on all night; they subsequently replaced the timer with a more user-friendly model.

Library Card Sign Up Month:

- There were 175 entries in the Library Card Sign up event during September. This included 72 new cards and 103 existing patrons who had their picture uploaded into the database.

Adult Services:

- Department planning meetings continue, with focus on creating a program database, developing programming for new adults, identifying technology instruction needs and drafting an updated collection development policy and procedures manual.
- Mary Inman led the Book Buzz group in a lively discussion of *Fahrenheit 451*, in recognition of Banned Books Week. We plan to continue the Book Buzz group throughout 2016, holding the monthly book discussions offsite during Phases 2 and 3 if necessary.

Teen Services:

- Megan Greenback met with HS Librarian Cathy Mayer to discuss what resources and collaboration we can provide the high school teachers and students. She has been in communication with the Special Ed and English departments to determine if they would be open to book talks or research help during their classes.

- Banned Books Week was held September 27th through October 3rd. The Teen Space featured a small display and a contest where teens could guess the title of an often challenged and banned YA book that had been shredded and placed in a jar.
- New titles are being purchased for the Teen Kindles on a monthly basis, and the new Teen Kindle Fire has been circulating regularly.
- October 17th kicks off Teen Read Week, and the theme this year is “Get Away.” There will be themed displays during the month of October, and hopefully a small space where teens can post what they have been reading lately or their favorite book.

Children’s Services

- There will be no Trick or Treating event at the Library this year due to construction. The children’s department will hold a Halloween Dads and Donuts storytime/craft program at the Park District on the morning of October 31st.

This summer’s reading program, Readers on the Move, was very successful:

- Readers, ages 11 and under, were divided into three groups and had different requirements with a large increase in the ages 0-4 group. There was a total of 985 reading logs completed.
- 87% of participants completed all 7 weeks of summer reading. (As a comparison, Joliet Public Library reported 48% finishing their program and an increase of 3% registered for summer reading.)
- Program attendance increased by 7%, from 2,095 in 2014 to 2,252 this summer.
- The Children’s department staff did an outstanding job manning the children’s desk and keeping the thrill of summer reading fresh for its participants.
- The spotlight special storytimes were very well attended. Babies and toddlers filled the room every week and Action Academy also saw excellent attendance.
- We had 41 sponsors this summer with cash donations and gifts equaling close to \$10,000. A special thanks to Heather Bury, our summer intern, who did the footwork and collected many of these prizes.

Collection Projects:

- Work continues on the consolidation of the collections. We recently shifted Oversize and Reference collections and moved World Languages and Travel to temporary locations. Our goal is to prepare the adult non-fiction collection for relocation in Phase 3 to ensure that project goes smoothly.
- The cleaning and re-casing of all DVD’s is complete.

Training/Workshops:

- Christina Theobald attended the PinTech meeting at Shorewood Troy Library.
- Christina Theobald & Kathie Baker attended a “Serials Summit” at Joliet Black Road Branch.
- Pam Zukoski attended a Strategic Planning Workshop at RAILS in Burr Ridge.
- Paul Dobersztyn, Pam Zukoski, Christina Theobald and Megan Greenback attended a webinar on How to Recharge Your Book Club.
- Pam Zukoski, Kathie Baker and Paul Dobersztyn attended a voter registration update at the Orland Park Civic Center.

- Pam Zukoski attended the monthly planning meeting for The Great Read at White Oak Library – Crest Hill.
- Dawn Strand and Mary Inman have attended webinars including C Is for Common Core and Playful Learning in the Library.
- Mary Inman attended a LACONI meeting on September 25 at Chicago Public Library. The sessions discussed the importance of multi-sensory experience with story programs as well as play stations and the value of the imagination and pretend play in the library.

Outreach

- Sandra Pointon, Paul Dobersztyn, Kathie Baker and Dawn Strand staffed the Library tent at the Farmer's Market on October 6th, our last visit of the season.
- Megan Greenback was at Lemont High School to promote library card sign-up month on September 9th.
- On September 23rd, Librarians Megan Greenback and Paul Dobersztyn were at the Lemont High School from 8:30-1:30 to promote Library Card Sign-up month.
- On September 28th, Debbie Somchay delivered the outreach items to Our Lady of Victory (9 people, 36 items); Franciscan Village (10 people, 26 items).

Veterans' Drive:

The collection to assist Veterans on the Homefront, at VA Hospital's Fisher House and the Midwest Shelter for Homeless Veterans, continues through Veterans Day, November 11th. The Rotary Club of Lemont-Homer Glen generously donated \$300 which was used to purchase items needed by the veterans (as identified on their wish lists) that are currently on display at the Library. All Lemont patrons who donate items will receive a coupon for \$1.00 off printing or \$1.00 off fines for each item donated. The Ladies Auxiliary of the Lemont VFW Post #5819 is kindly coordinating the pickup and delivery of the items.

Respectfully submitted,

Sandra D. Pointon