



**Director's Report**

November 6, 2015

**Personnel:**

- Adult Services Manager Debbie Somchay announced her retirement, effective December 31, 2015. An updated job description has been created and the job announcement posted.
- Ron Chesko has been hired as the new System Administrator for Pinnacle Library Cooperative. He brings a wealth of library system experience and programming expertise to the position, which he will begin on November 30<sup>th</sup>.

**Property Tax Distributions – Levy Year 2015-2016:**

The shortfall in fall property tax collections has narrowed, with the receipt of an additional \$15,114.53 from Cook and DuPage counties.

	<b><u>Projected</u></b>	<b><u>Actual</u></b>	<b><u>Difference</u></b>	<b><u>% Collected</u></b>
Fall 2014 Collection	\$787,180	\$ 751,577.76	\$ 35,602.24	95.48%

We also received \$13,337.56, the annual payment in lieu of taxes from the Department of Energy for Argonne property in our Library District.

**Financial:**

- The final payment for the 2005 Series Bonds will be made in November, as well as the interest payment for the 2015 Series Bonds.
- \$1.5 M in Renovation bond proceeds invested in six-month term Certificates of Deposit matured in October and the funds, plus earnings, were deposited in the Renovation PUD LOC account for disbursement during the renovation project. An addition \$1M in Certificates of Deposit will mature in January, 2016.
- SBT Bank will officially become Lemont Bank & Trust in mid-November, part of Hinsdale Bank (a member of the WinTrust group). While we have received new account documents, we have had no communication from the new bank regarding interest rates for our money market, operating or expense accounts currently at SBT Bank. The Treasurer will review the investment options and make a recommendation to the Board at the December 8<sup>th</sup> Board meeting.

### **Annual Financial Report – June 30, 2015**

I met with Auditor Ken Jaszczak to review the Audit for FY2014-2015. An updated Fund Balance Report, reflecting audited balances is attached. Year-end results were favorable; reserve funds increased by \$104,441 in FY2014-15. Mr. Jaszczak will present the Audit for approval at the November 10<sup>th</sup> Board Meeting.

### **Truth in Taxation Hearing Date:**

The hearing will be held on Tuesday, November 10 at 6:45 p.m., prior to the Board meeting. The Levy Ordinance 2015/2016-02 is attached.

### **Closing Schedule for 2016**

A proposed schedule is attached for review. A tentative date for the annual Staff Development Day is included, but is subject to actual renovation dates as the intent is to hold the staff training during Phase 2.5, the public restroom renovations. The recommendation to close for the Independence Day weekend reflects the limited use of the library during that holiday weekend (during both Memorial Day and Labor Day weekends, schools are still in session).

### **Renovation Project:**

There has been visible progress in the construction of the addition, as well as substantial completion of The server room and work space in the basement.

Highlights include:

- The masons have completed the brickwork on the addition, which is a perfect match to the existing structure. The scaffolding has been removed, and the brick will be cleaned next week.
- A temporary entrance to the addition has been erected, and the window openings covered with plastic to weatherproof the addition during the interior construction.
- One of the new boilers is installed and will be brought on line next week. The ductwork has been connected and will be tied into the existing heating system early next week, to avoid sprinkler pipes freezing, among other practical considerations.
- The tower and the south side of the roof has been completed. The north side should be finished within the next two weeks. The roof on the addition is now complete and water-tight.
- A great deal of electrical rough-in, plumbing and HVAC work has been completed. Plumbing lines are tied-in and waiting for inspection later today. FQ expects drywall installation to begin by mid-November.
- Sidewalks around the addition and at the book drop island should be poured next week. Due to weather concerns, the terrace patio will not be completed until early April, to coordinate with the parking lot repaving.
- The Signage Schedule has been reviewed with the Architect and submitted to the fabricator. Signage can be modified if sponsorships for renovated/new spaces are acquired.
- The Lemont Zoning Commission has reviewed the backlit “LEMONT PUBLIC LIBRARY” sign to be installed on the north face of the addition and installation should proceed later this month.
- Connections for additional security cameras have been made on the NE and NW corners of the addition, as well as on the SW corner (to cover the terrace). Interior camera locations will be added during the renovation phases.
- Equipment and supplies will be moved to the basement work area once the counter and re-used cabinets are installed this month.

- We remain on target to complete Phase 1 by the end of December. The transition between Phase 1 and the beginning of Phase 2, wherein the Patron & Technical Services staff move to the new work spaces and Children's and Teen collections, and computer equipment are relocated will take approximately one week. We anticipate Phase 2, the renovation and expansion of the Children's and Teen spaces and the remainder of the staff workspaces, to start by early January and continue until March, 2016.
- John Eallonardo of Frederick Quinn will conduct a tour of the renovation area for interested Trustees on Tuesday, November 10 at 6:15 p.m. Trustees are requested to meet at the construction trailer and wear closed-toed shoes, hard hats will be provided.

### **Renovation Project - Technology**

- A Data Coordination Meeting was held on Wednesday, November 4<sup>th</sup>. Shaun Kelly, Jim Ehrhard, Fernando Alfonso and myself met with the electrical contractors, AV contractor, security systems contractor and installer to ensure that relevant information was shared and installations and equipment purchases were appropriately coordinated.
- The construction of the Server Room is complete; final electrical work and data pulls are pending. The split system for cooling the space is installed and will be operational next week. It is anticipated this work be complete within 10 days, allowing IT to install the server rack and move existing and new equipment to the basement shortly thereafter.

### **Technology**

- 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.
- Sage50 accounting software was updated to Sage 2016 at the server and the workstations.
- IT is preparing the old servers for file transfer to the new server when it becomes available in the new data room.

### **Buildings & Grounds**

- Linear Electric was contracted to restore the parking lot light closest to Wend Street. The remaining trench is temporary until the parking lot work is completed in April, 2016.
- The annual fire extinguisher inspection was completed in October.

### **Adult Services:**

### **Teen Services:**

- YA Fiction was weeded to make room for new books. YA Nonfiction has been weeded based on relevancy, condition, circulation, and the availability of online resources.
- A collection development and weeding policy is in the works to provide parameters for the YA fiction and nonfiction collections.
- New titles are being purchased for the Teen Kindles on a monthly basis, and all of the Teen Kindles are circulating often.
- During Teen Read Week a display of popular YA books around the United States was placed in the Teen Section and updates were made to social media.
- We started our subscription to Gale *Opposing Viewpoints in Context* database. Fliers about the features of this database were distributed in the Teen Space as well as shared with Cathy Meyer

to place around the Lemont High School Library. The teen section of the website and the teen social media account promote this database. *Opposing Viewpoints in Context* has been added to the website under the "General Research" tab. Promotional materials from Gale including bookmarks and a poster are being sent to the library.

- Lemont High School art teachers have been contacted about asking students for artwork to display in the new teen space post renovation and the possibility of being involved in arts programming for teens post-renovation.
- Megan will be visiting the Fountaindale Library and the three branches of the White Oak Library District to view their teen spaces and take notes on teen space policies and best practices.

### **Children's Services**

- **Daddies and Donuts** was spooktacular fun for dads and kids with Halloween stories and donuts. They also had a great time making a candy corn character to take home. The Park District kindly allowed us to use a space at their facility. We hope to repeat this monthly while the renovation is ongoing.
- **Ghoulishly Great Games** brought a group of kids and their parents in to the kids department on Halloween to play games like Pin the Wart on the Witch's Nose, A puzzle race, and knock down the ghosts. They also could make their own monsters and trick or treat at the desks.

### **Collection Projects:**

- Work continues on the consolidation of the collections. The adult non-fiction is shifted up to the mid-600s. Our goal is to prepare the adult non-fiction collection for relocation in Phase 3 to ensure that project goes smoothly.
- Work has begun to re-label the adult books with fresh, bolder fonts, beginning with the Large Print books and moving on to Fiction and Non Fiction.

### **Staff Development:**

- Pam Zukoski and Megan Greenback attended a Book Discussion for Leaders at RAILS in Burr Ridge.
- Megan Greenback and Paul Dobersztyn attended an eRead Illinois Axis 360 app training session at Shorewood-Troy Public Library.
- Debbie Somchay attended Patron Driven Acquisitions ("More Soapmaking Books, Please": PDA in Chicago's Public Libraries) presentation at RAILS in Burr Ridge.
- During the month of October, Paul Dobersztyn and Megan Greenback attended an online 4 week ALA E-course entitled, Engaging Teens with Digital Media.
- Pam Zukoski participated in the monthly planning meeting for The Great Read at White Oak Library – Crest Hill.
- Christina Theobald and the PinTech committee met with the System Administrator to discuss set up for the database reclamation project with OCLC. (
- Jackie Lakatos attended the PIRC committee meeting at Crest Hill Library.
- Mary Inman attended webinars on "1,000 Books before Kindergarten" and "Library Experiences That Engage Young Readers".
- Mary Inman and Dawn Strand have been attending a variety of story and music programs at other area libraries to get some fresh ideas for the debut of the new children's department next spring.

### **Outreach**

- On October 9, Debbie Somchay and volunteer Joyce Koon manned the Library table at the Senior Fair hosted by Senator Christine Radogno and Representative Jim Durkin at The Core from 9:00-Noon.
- On October 26, Debbie Somchay delivered the outreach items to Our Lady of Victory (9 people, 38 items); Franciscan Village (10 people, 38 items).
- Dawn Strand and Mary Inman were part of the Fire Department's Open House on Saturday, October 6.
- Mary and Dawn met with Cathy Slee, principal of Oakwood School, to discuss monthly sessions reading to the students beginning Friday, November 13<sup>th</sup>.

### **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.

### **Sponsorship Campaign:**

- Trustee Culcasi and Director Pointon met several times to develop strategies for the sponsorship campaign, including donor levels, marketing activities and publicity.
- The Rotary Club of Lemont-Homer Glen will be sponsoring a panel of the Children's Interactive wall. Their generous contribution will be recognized at the December 8<sup>th</sup> Board meeting.

Respectfully submitted,

Sandra D. Pointon