



## ***Director's Report***

January 8, 2016

### **Personnel:**

- Debra Somchay retired as Adult Services Manager on December 31, 2015. Austin J. Hall, currently a Senior Adult Librarian at White Oak Library District, was hired as the new Adult Services Manager. He will begin work on January 18<sup>th</sup>.
- An all-staff meeting was held after work hours on Friday, December 18<sup>th</sup> to inform the library staff of upcoming changes in Phase 2 of the renovation and the restructuring plan.

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

The gap in fall property tax collections vs. projections has narrowed with the receipt of an additional \$9,335.86 in fall 2014 taxes in December, 2015.

|                      | <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               | \$ 768,138.81        | \$ 19,041.19             | 97.58%                    |

### **Palos Park Annexation**

We received notifications via certified mail from the Village of Palos Park of their intention to annex property currently in the Lemont Library District; namely 13070 McCarthy Road (Glen Eagles Country Club) and 12680 Bell Road (Mid-Iron Club). The Palos Park Village Council intends to consider the annexation of the above-named territory at a Special Village Council meeting on January 15, 2016 at 4:00 p.m.

### **Renovation Project:**

#### **COMPLETION OF PHASE 1**

- Staff packed up supplies, files and other items to be moved to storage or new workspaces throughout the last few days of December.
- The Furniture Auction on Saturday, January 2<sup>nd</sup> was completed in an hour and resulted in most of the items being sold and \$1,900 earned. Thanks to retiree Joyce Koon, and staff members Paul Dobersztyn and Jackie Lakatos and Janice Kurasz for their assistance.
- The Library was closed to the public from Monday, January 4<sup>th</sup> through Friday, January 8<sup>th</sup> at noon for completion of Phase 1 and the transition to Phase 2. It was a very busy week, with a great deal of construction work being completed, as well as staff relocation and unpacking.

- Jim Ehrhard of Frederick Quinn Corp. did a tremendous job coordinating the work to finish Phase 1 on schedule. We also appreciate the oversight and participation of John Eallonardo and Jack Hayes of FQ.
- Professional Library Lift Movers (Scott Hallett) moved furniture and boxed items into the new Patron Services and Technical Services work areas as well as relocating a number of furniture and boxes to the basement for temporary storage (children's, Director's and Business office primarily) on Monday, January 4<sup>th</sup>.
- Children's and Teen shelving were relocated to the north side of the Adult area on Tuesday, January 5<sup>th</sup>. Children's staff will be using two "alcoves" temporarily (destined to be 2-person study rooms in Phase 3).

## **PHASE 2**

- The new Patron Services Desk is now open for business. Temporary lighting was installed until the planned recessed lighting arrives. The art glass is scheduled for installation on January 15<sup>th</sup>.
- Patron Services and Technical Services moved into their new workspaces and the Shipping and Fulfillment Center is now in use.
- The Learning Center is being used currently as work space for the Director, Finance Assistant, IT Manager and Adult Services while their workspaces are being renovated.
- Demolition of the Circulation Desk, workroom, and Children's and teen areas was complete by Thursday, January 7<sup>th</sup>. Green Demolition Company are to be commended for their excellent work.
- Work will begin on the Director's office/Business Office on Monday, January 10<sup>th</sup>, with move in anticipated no later than January 25<sup>th</sup>.
- The break room will be reconfigured and updated shortly thereafter. The Event Space is being used as a temporary break room until the work is complete. A new refrigerator was installed on January 5<sup>th</sup>; the dishwasher and microwave will arrive next week.
- The work area in the basement is partially finished. A number of cabinets were salvaged from demolition and are being re-used, with the addition of a new counter. This provides additional work space and storage in the basement for multi-department use.
- Lobby tile and carpeting in the new meeting spaces will be covered until project completion.

### **Renovation Project - Technology**

- Many computers, and other equipment such as temporary phone and data lines, and printing equipment were relocated by Fernando Alfonso, with assistance from Paul Dobersztyn.

### **Buildings & Grounds**

- We received a reimbursement of \$4,854.95 for the claim filed for expenses related to the vehicle driving over the sidewalk in November.

### **Adult Services:**

- The winter newsletter was mailed during the last week of December.
- We will hold our annual Oscar contest from January from January 15<sup>th</sup> to February 28<sup>th</sup>.
- The 2016 *Better than Average Reading Challenge* is now underway; it features a dozen reading challenges to encourage patrons to read more than the national average of 4 books per year.

Gift cards and a grand prize entry for those who complete all challenges will provide an incentive to expand our reading choices in 2016!

### **Teen Services:**

- The “Better than Average” 2016 Teen Reading Challenge started at the beginning of January. The Lemont Public Library Teen webpage now has information about the Reading Challenge, fliers of book suggestions for each category, and a link to the online entry form for the challenge. Pinterest has been updated with information about the reading challenge as well as book suggestions for each category.

### **Children’s Services**

- Daddies and Donuts had a great time with this year’s holiday session. Besides beautifully decorated donuts, the stories and candy cane hunt was exciting for the young children that came. A giant carrot was awarded to the winner of the candy cane hunt to be left for Rudolph on Christmas Eve.
- Christmas games was fun for the kids as games, stories, and ornaments entertained them amongst the shelves in the kids’ department. Christmas Bingo and a candy cane hunt similar to “find the pickle” was also played.
- The children’s department has begun work on “*Read for the Win!*” and is looking forward to a summer filled with Olympian fun!

### **Programs**

- The Book Buzz End of Year Party was held on December 29, 2105; eight attended.
- Four one-on-one technology sessions were held.

### **Staff Development:**

- Paul Dobersztyn attended a RASS Meeting (Give the Customer What They Want... But What Do They Want?) at Aurora Public Library.
- Paul Dobersztyn and Megan Greenback took a hosted tour of the Homer Public Library.
- Paul Dobersztyn attended a Book Club Party at Plainfield Public Library.
- Paul Dobersztyn took a hosted tour of the Studio 300 facility at the Fountaindale Public Library.
- Pam Zukoski attended a book club leaders Meeting at Joliet Public Library Black Road Branch.
- Pam Zukoski attended the inter-governmental meeting of Lemont agencies at the Park District CORE.
- Debbie Somchay attended the PAC Committee Meeting at Plainfield Public Library.
- Paul, Megan and Pam participated in B&T TS360 Grid Training with Christina Theobald.
- Mary Inman attended the December Children’s Librarians’ SASSY meeting.
- Christina Theobald attended a live webinar on the Introduction to BT Title Source 360.
- Christina Theobald viewed two recorded webinars on Gridding and Administrator functions in BT TS360.
- Sandra Pointon trained Christina Theobald on Paylocity Supervisor functions.

### **Outreach**

- On December 1, 2015, Paul Dobersztyn and Pam Zukoski hosted a Tech Clinic at Franciscan Village from 10:00 am – Noon with 4 people attending.

- On December 28, 2015 Debbie Somchay and Austin Hall delivered the outreach items to Franciscan Village (7 people, 30 items)
- Mary Inman and Dawn Strand visited Oakwood School and read to all Kindergarten, First, and Second graders in December.

**Community Partnerships:**

- **The Giving Tree** was a huge success—over 125 wrapped books were donated and delivered to Lemont Township to be added to Hope and Friendship’s holiday care packages. It was wonderful to see such enthusiasm for the project as all the tags were taken.
- Many thanks to the **Lemont Garden Club** for once again donating a beautifully decorated fresh wreath that brightened the Adult area in December.
- Two Lemont National Honor Society members assisted with the Furniture Auction .

**Sponsorship Campaign:**

Trustee Culcasi has made additional contacts and scheduled upcoming meetings to discuss potential sponsorships. The draft of the Sponsorship and Gift Policies are attached for review.

Respectfully submitted,

Sandra D. Pointon