



**Director's Report**

February 7, 2016

**Personnel:**

- Christina Theobald was promoted to Technical Services Supervisor and Jackie Lakatos was reassigned as Patron Services Manager effective January 1, 2016.
- Austin J. Hall began work as Adult Services Manager on January 18<sup>th</sup>.
- The job announcement for the new Technical Services Assistant has been posted; one candidate has been interviewed to date.
- Staffing levels in Children's and Adult Services are being assessed in anticipation of the need for increased staff coverage in the Children's and Teen areas once the expansion is complete in mid-March.

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

Total collections for fall 2014 taxes are noted below. Spring 2015 tax bills have been mailed by Cook County and collections should begin in the coming weeks.

	<b><u>Projected</u></b>	<b><u>Actual</u></b>	<b><u>Difference</u></b>	<b><u>% Collected</u></b>
<b>Fall 2014 Collection</b>	<b>\$787,180</b>	<b>\$ 768,138.81</b>	<b>\$ 19,041.19</b>	<b>97.58%</b>

**Palos Park Annexation**

We received notifications via certified mail from the Village of Palos Park of their intention to annex additional property currently in the Lemont Library District; namely "Ludwig Farm" and Pine Meadow Golf Club. The Palos Park Village Council intends to consider the annexation of the above-named territory at a Special Village Council meeting on February 8th at 7:30 p.m.

**Gift and Sponsorship Policy**

The Policy & Personnel Committee met on January 26th to discuss the proposed Sponsorship Policy. An updated draft was included with the Board packet. Discussion ensued regarding an updated room use policy which would be developed prior to the completion of the renovation.

**Renovation Project:**

**PHASE 2**

- Work is continuing at a rapid pace on the transformation of the Children’s and Teen areas. Framing, electrical and drywalling are complete and painting will begin this week. It is anticipated that Phase 2 construction will be completed by the end of February, with shelving and furniture installation to follow. The unveiling and re-opening to the public is expected to occur on or about March 14<sup>th</sup>.
- The renovation of the children’s restroom and staff restrooms is underway; tile is expected to be installed on Tuesday, February 9<sup>th</sup>, with panting and fixture reinstallation shortly thereafter.
- The staff break room is scheduled for completion in the next two weeks, prior to the start of Phase 2.5.
- The long anticipated art glass was installed behind the Patron Services Desk in January. We are still waiting for the proper lighting to enhance the beauty of the glass design.
- The Business Office and Director’s office renovation were completed by late January and we moved back to our work spaces on January 27<sup>th</sup>, in the midst of Phase 2 construction.
- Counters have been installed in the new work area in the basement on re-used cabinets, creating a useful area for book repair, storage of additional supplies and other projects.

**PHASE 2.5**

Demolition of the existing public restrooms is scheduled to begin on Monday, February 22<sup>nd</sup>. Renovation, and the addition of additional sinks, per Code, is expected to be completed in three weeks. During that time, we will be required to restrict public access to express services only, offered at the Front desk, Event Space and Learning Center only. (Due to space restrictions, the selection will be limited to new materials, Popular Picks, newspapers, DVDs, and recently returned items.) The remainder of our collections will be placed in storage to facilitate the completion of the public spaces.

As previously announced, we will be closed to the public on Monday, February 15 and Tuesday, February 16 to set up the mini-library and reference services. A temporary partition will be erected on February 16, to separate these areas from the construction areas (i.e. the public spaces in the library). Handicapped parking will be moved to its new location to the east and west of the pedestrian island in front of the library entrance.

The temporary entrance utilized in Phase 1 will be used as the construction entrance during Phases 2.5 and 3.

We will operate with reduced hours, as follows, in order to utilize staff for boxing of much of the adult and teen collections prior to Phase 3.

Wednesday, February 17 and Thursday, February 18.....9:00 a.m. – 6:00 p.m.  
Friday, February 19 & Saturday, February 20.....9:00 a.m. – 5:00 p.m.  
Sunday, February 21.....1:00 p.m. – 5:00 p.m.  
Monday, February 22 through Wednesday, February 24.....9:00 a.m. – 6:00 p.m.

Services will be limited to picking up holds, checking out materials from the “mini-library” in the new Event Space, and placing requests.

On or around February 25<sup>th</sup>, regular hours of operation will resume (this is contingent upon all boxing being complete). Reference and technology services will be offered on a limited basis in the Learning Center, until the completion of the Adult area.

### **PHASE 3**

Work will begin on the renovation of the Adult area on Monday, February 29<sup>th</sup>. To prepare the space for the construction, staff are boxing more than half of the collection; the remainder is either being moved to the mini-library or left on shelving that will be wrapped and moved to accommodate construction (12 total ranges). Boxes will be stored in the Adult Services workroom and basement until needed in mid-April.

Our mover, Scott Hallett will be returning on February 19<sup>th</sup> to move the children's and teen shelving into the new locations. The following week, he will be breaking down shelving that will be reconfigured in Phase 3; that shelving will be stored in a storage unit in the parking lot until mid-April when it will be reinstalled in the new Adult area.

### **Renovation Project - Technology**

- The new Mitel phone system has been purchased and has been delivered to the library awaiting installation, most likely in March. The PRI card has been installed and tested by Firstcomm, the phone carrier.
- The new Server Room is 85% complete but still much work going on in the room. New fire alarm panels are installed and are being worked on a daily basis for the Reno project. Data lines and phone lines are also being run to the new room for the Reno project. Security cameras and door access control cables are being run to the new data room.
- A second server rack was added to the new server room to accommodate the data patch panels and all the new technology going into the data room.
- Cisco wireless access points that were in the construction site up on the ceiling were removed and will be reinstalled once the project is complete.

### **Adult Services**

- Planning is underway for resumption of adult programming in May. We plan to bring back many of our patrons' favorite performers and this summer resume technology classes and popular series (such as the Friday films and Lunching @ the Library) and launch a new culinary series.

### **Programs**

- Pam Zukoski led the Book Buzz discussion on January 26 with 9 patrons in attendance. The February Book Buzz discussion will be held offsite at the CORE, on Tuesday, February 23<sup>rd</sup> at 7:00 p.m.
- Paul Dobersztyn and Megan Greenback hosted the Books on Tap book discussion group for millennials at Pollyanna Brewing. Their first discussion was a success, with 6 in attendance.
- 5 one-on-one technology assistance sessions were held.
- Test proctoring services have been curtailed until after the renovation is complete.
- Pam Zukoski is working on Great Read programming, including the Pollyanna Brewery tour; Illinois Trivia Night at Gelsosomo's; and The Lost Town of Sag Bridge presentation at the Lemont Area Historical Society.

### **Technical Services:**

- Christina Theobald is off to a great start in her new role as Department Supervisor. The Department has quickly settled into the new Technical Services office, thanks to Christina's organizational skills. Projects completed or underway include:
- Book and supply shelves have been installed, and supplies are organized and stored properly. The T.S. Supply Inventory has also been revamped to better meet our needs and easily assess the inventory and ordering of supplies.
- Materials ordering resumed the second week of January; acquisitions, processing, and cataloging functions are back in operation.
- New procedures have been developed and implemented for item repair to ensure appropriate staff are making decisions on items to be repaired, withdrawn, or re-cataloged. The new system also facilitates the organized and timely delivery to and from Technical Services.
- TS Staff are currently working on the backlog of items needing repair. Laura and Christina will be experimenting and learning the art of advanced book repair, including the gluing of loose pages and book spines. Christina will be looking into various book repair workshops, and considering a volunteer to help with the repair processes.

### **Patron Services:**

- Several days were spent setting and organizing the expanded Patron Services work areas at the Front Desk, Work Room, Shipping Room and work area for the Department Supervisor and Assistant.
- Staff is working on re-labeling the audiobook collection.
- Jackie continues to work on the adult Fiction collection with weeding items that meet the collection development criteria as she goes along.

### **Children's Services**

- The celebration for the reopening of the children's department is being planned for mid-March complete with a scavenger hunt, balloon animals and more.
- Dads and Donuts and other special programming will resume in April.
- Planning for the summer reading program continues.

### **Staff Development:**

- Paul Dobersztyn also attended a RAILS webinar on Reader's Advisory on January 28<sup>th</sup>. from 2:00 PM-3:00 PM.
- Pam Zukoski attended a Great Read meeting at White Oak's Crest Hill branch on January 21, from 4:00-5:00 PM.

### **Outreach**

- On January 25, Austin Hall delivered outreach items to Franciscan Village (7 people, approx. 60 items). The visit to Our Lady of Victory was cancelled due to staffing changes there.
- Mary Inman and Dawn Strand visited Oakwood School and read to all Kindergarten, First, and Second graders in January. They enjoyed the Monarch nominees and the snow stories.
- Mary Inman visited Happy Hands Preschool on January 29 for their annual pajama day.

She read snowman and penguin stories and helped them make a cute snowman with pajamas.

**Sponsorship Campaign:**

Trustee Culcasi met with additional interested sponsors in January and additional meetings are scheduled for February.

**Communications:**

The annual State of the Village luncheon will be held at Crystal Grand on Wednesday, March 2<sup>nd</sup> at noon. All trustees are asked to RSVP by Monday, February 22<sup>nd</sup>.

Respectfully submitted,

Sandra D. Pointon