



Director's Report

December 6, 2015

Personnel:

- The search for a new Adult Services Manager is ongoing; several interviews were conducted in early December.
- Policy & Personnel Committee: The Committee met twice, on November 10 and November 30, to discuss a departmental reorganization plan, updated Wage Ranges and Grades and new job descriptions. The Plan, as recommended by the Committee and the Organizational Chart, are attached.
- An all-staff meeting will be held after work hours on Friday, December 18th to prepare the library staff for Phase 2 of the renovation and inform them of upcoming changes to departmental structure, workflow and schedules.

Health Insurance Renewal – 2016

Rates for the January, 2016 renewal of our Blue Cross Blue Shield medical plans were reviewed by the P&P Committee. The premium for the PPO Plan option increased by 6.7% while the HMO Plan decreased by 2.35%. While the total premium cost is not yet known (pending the selection of a new Adult Services Manager), costs for two options were projected, which will be discussed at the Board meeting.

Property Tax Distributions – Levy Year 2015-2016:

The shortfall in fall property tax collections has narrowed slightly, with the receipt of an additional \$7,225 in fall 2014 taxes.

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>% Collected</u>
Fall 2014 Collection	\$787,180	\$ 758,803	\$28,377	96.4%

Renovation Project:

PHASE 1

The first phase of the Renovation is anticipated to be complete by December 30, 2015.

Recent progress includes:

- Drywall is complete and painting has begun in the addition and renovated areas.
- The roof is almost finished; there is approximately 3 more days work needed to complete the north side of the roof.
- Both boilers are installed and operational. Chillers are to be replaced next week.

- The new sidewalks have been poured, as well as the book drop island and the new curb bump outs at the entrance.
- The brickwork on the addition is complete, and the new 2016 cornerstone installed.
- Electrical work continues throughout Phase 1.

PHASE 2

The Library will be closed to the public on Monday, January 4th through Wednesday, January 6th so that the transition to Phase 2 can be accomplished. This will entail:

- Patron Services and Technical Services staff will relocate to their new workspaces.
- Children's and Teen collections will be moved to Adult area.
- Children's staff will be temporarily housed in the two new study rooms.
- Director and Business Office staff will be temporarily relocated in the Learning Center.
- Library Furniture Movers has been engaged to move the large furniture pieces and shelving. Staff will be boxing and moving smaller furniture and desk/file items during December. We met with owner Scott Hallett last week to review the logistics of the move.
- A Furniture Auction will be held on Saturday, January 2nd, 2016 at 10:00 a.m. to sell furniture and equipment not needed in Phase 2 or after renovation. Items will be marked, and a list of items and their starting bid prices will be available on the library website by December 21st.

PHASE 2.5

The renovation of the public restrooms is scheduled to commence in mid-February, 2016. During this three week period, public access to the Library will be limited to the lobby area (which includes Patron Services Desk and the two new meeting spaces). We are planning to offer limited or "express" services for pickup of materials, browsing of a limited collection of popular materials, technology and reference services.

- A Winter newsletter is currently in the design phase. It is scheduled for mailing prior to Christmas, and will provide patrons with information on services available during Phases 2 and 2.5 of the Renovation Project.

Renovation Project - Technology

- The Server Room is now complete and fully operational. Fernando moved the server from the upstairs data closet on Sunday, December 6. The split AC system is operational; anti-static floor tile was installed last week.
- An electrical panel was removed from the old data closet and moved to the basement. Internet service and computer access was down for a few hours only.
- Connections and backboards have been installed in the addition for all monitors (for both digital signage and instructional use).
- The Lemont Fire Marshall met with representatives from Linear Electric and their sprinkler sub Fox Valley to discuss the new fire sprinkler and smoke detection systems. Several required modifications and recommendations by the Lemont FPD will be forthcoming.
- Upcoming work includes the installation of the ceiling grid; windows, and millwork.

Proposals for Telephone System Replacement

Technology Manager Alfonso and I met with representatives from Toshiba and Mitel for a demonstration of their respective IP phone systems. We recommend the Mitel system, which features telephones with greatly enhanced capabilities as well as conferencing equipment and hands-free phone solutions at a competitive price. Both proposals are attached for your review. The new phone system would be implemented in March, 2016, to allow for needed equipment changes administered by the telephone company.

Technology

- TBS reconfigured the C-Pad and coin towers used for public printing to streamline the system. The C-Pad system is now configured on top of the coin tower and the footprint for the coin towers were also configured with a smaller base.
- Windows updates continue.
- We are preparing to move the copier, printing equipment and teen computers at the end of Phase I to a location in the Adult area during Phase 2.

Buildings & Grounds

- A vehicular mishap (a patron drove over the sidewalk) resulted in property damage on November 10, but fortunately no injuries to any person. We are submitting a claim to the driver's insurance for replacement of a light bollard, bike rack, smokers receptacle, handicapped sign and bench, all of which were damaged during the incident. The driver has been sent for retesting by the Lemont PLD.

Adult Services:

The 2016 *Better Than Average Reading Challenge* was developed, which will include 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:

- Our newest research tool, *Gale Opposing Viewpoints in Context*, had 30 usage sessions in November and Cathy Meyer at LHS has continued to promote this resource to LHS teachers. Promotional material including bookmarks and fliers have been put up in the library and handed to patrons.
- Megan visited the Fountaindale Public Library and the three branches of the White Oak Library District to view teen spaces and discuss teen policies with other Teen Services Librarians. She reports, "The spaces I saw were attractive, useful, and welcoming to teens, and I think many of the features we plan on including in our new teen space will make teens feel more welcome and involved in our services as well. A few tips I learned from these visits include creating written and enforced expectations for teen behavior, creating policies to limit the use of the space to teens only, and the importance of allowing teens the chance to feel ownership and involvement in the space. Hopefully displaying teen artwork and having interactive displays post-renovation, among other things, will accomplish this last point!"

- The “Better than Average” 2016 Teen Reading Challenge was created alongside the Adult and Youth Services reading challenges. Bibliographies for each category have been made in flier and bookmark form. The teen Pinterest page will display the bibliographies as well.

Children’s Services

- Daddies and Donuts fell on the same day as the first winter snow made its appearance. Despite the bad weather, thirteen dads and kids came for stories about Thanksgiving turkeys and played Turkey Bingo. They made some turkey centerpieces
- Turkey Games brought kids to the kids department to play games that celebrate Thanksgiving. Fill Your Plate, created by Dawn Strand was a great hit! Kids had to discover the answers hidden around the kids department, with each clue yielded a part of the Thanksgiving Dinner. The first one to fill their plate won the game. Pin the Wattle on the Turkey and Turkey bowling was also great fun.
- Book Buddies have begun to come in to practice reading together. We are thrilled to have 41 children signed up to be junior book buddies!
- The Children’s Department has prepared its own version of the 2016 *Better than Average* Reading Challenge, designed for grades 1 through 6.
- Notices will be distributed to the many tutors who have been using the Children’s and Teen areas after school to inform them that, beginning in January, the Children’s and Teen areas will be closed for renovation and space in the Adult area will be extremely limited. Tutors are encouraged to find other places for tutoring. We will be reviewing policies from other libraries and public entities related to using public space for fee-based activities (such as tutoring).

Collection Projects:

- Work continues on the consolidation of the collections. The adult non-fiction is shifted up to the 300’s. Our goal is to prepare the adult non-fiction collection for relocation to storage and wrapping during Phase 3.
- The large print collection has been re-labeled and work will continue on the Adult Fiction collection.

Staff Development:

- Sandra Pointon and Paul Dobersztyn attended a webinar on Podcasting, presented by the Studio 300 Manager from Fountaindale PLD.
- Christina Theobald attended the PinTech meeting at Plainfield PL.
- Debbie Somchay and Pam Zukoski attended the SW Programming Committee Meeting at Homer Public Library.
- Dawn Strand attended a webinar on Baker and Taylor’s 360, the new interface for ordering books.

Outreach

- Sandra Pointon attended the Lemont Administrators’ bimonthly meeting on Friday, December 4th and was updated on activities at other taxing bodies and the Chamber of Commerce.
- On November 30, 2015 Debbie Somchay delivered the outreach items to Our Lady of Victory (8 people, 36 items); Franciscan Village (8 people, 40 items).
- The Lemont Junior Woman’s Club presented their annual book donation at their meeting on Thursday, November 5th.

- Mary and Dawn began monthly visits to Oakwood School on November 13th. They will visit three times a month to read to grades K-2. November's theme was Kindness; Monarch nominees and Thanksgiving stories were read.
- Lemont High School hosted this year's kickoff party for Book Buddies. Attendees were assigned their LHS book buddies and given folders complete with maps to get to Book Buddy Island.

Community Partnerships:

Veterans' Drive: The collection to assist Veterans at VA Hospital's Fisher House and the Midwest Shelter for Homeless Veterans, was a great success, resulting in two vehicles full of items donated to a very worthy cause.

The Giving Tree will be available through December 16th. Patrons are encouraged to will take a decorated tag from the tree and return with a new gift-wrapped book for a specific age and gender. Hope and Friendship will distribute the gifts to Lemont families in need.

Toys for Tots: we are once again serving as a donation drop off location for this campaign; new unwrapped toys are needed.

Sponsorship Campaign:

The campaign will be featured in the upcoming winter 2016 newsletter, as well as on the library website. Trustee Culcasi met recently with a very interested potential donor and other presentations are scheduled for early 2016.

Respectfully submitted,

Sandra D. Pointon