



Director's Report

June 12, 2016

Property Tax Distributions – Levy Year 2015-2016:

We received our first spring tax collection from DuPage County in early June, and anticipate additional collections this month.

| | Projected | Actual | Difference | % Collected |
|-------------------------------|------------------|----------------------|--------------------|--------------------|
| Spring 2015 Collection | \$789,870 | \$ 829,590.66 | \$39,720.66 | 105.03% |

Working Budget FY2016-2017

Treasurer Skibinski reviewed tax revenue projections and a preliminary draft of the Working Budget for FY2016-2017 on May 27. Recommendations for banking services for the upcoming fiscal year were also discussed.

Personnel budget recommendations for FY2016-17 had been reviewed by the Treasurer. Additional review and analysis of salary costs and personnel needs was provided by the Policy & Personnel Committee and President Kirvelaitis who met with the Library Director on Wednesday, June 8th. The meeting included a discussion of anticipated staffing needs, status of the restructuring plan and updated recommendations for the Wage Ranges and Grades Schedule.

Fund Balance Transfer, FY2015-2016

An updated Fund Balance will be presenting at the Board meeting, with anticipated balances at June 30, 2016. Recommendations for transfers between funds will be included therein.

Room Use Policy:

The Policy & Personnel Committee met on June 8, 2016 to finalize the draft of the Room Use Policy and Equipment Fee Schedule, based on input from Trustees. The draft will be submitted to the attorney for review.

Renovation Project:

The Ribbon Cutting Ceremony on Monday, May 9th was the culmination of the ten month renovation project. The event was attended by representatives of many government agencies, local dignitaries and many of our patrons and staff. Rep. Dan Lipinski and Mayor Reaves offered congratulatory remarks and Board President Kirvelaitis and Director Pointon reflected on the project's success due to the

contributions of the renovation team. Jeff Hawthorne, President of the Lemont Chamber of Commerce presented a letter of congratulation and assisted with the ribbon cutting. A PowerPoint of the “before” and “after” served to highlight the dramatic changes accomplished by the renovation.

While the Library is now fully operational, there are a small number of items remaining on the punch list that we are continuing to work through.

- Lettering with Hours of Operation and the library address was installed on the front doors.
- The new entrance doors at the Staff entrance and Shipping & Fulfillment Center were installed but are waiting for thresholds and electronic hardware. Some drywall and tile repair will follow.
- The construction trailer was removed on June 9th.
- Electrical work to be completed includes resolution of the timing issue for outside lighting on the south and east sides of the building, installation of the new flagpole lighting and additional lighting near the self-check station.
- All renovation related expenses will not be paid prior to the end of the fiscal year, as some trades have not yet completed all work, invoices for change orders are still pending, and the 10% retention amount for each contract will not be disbursed until Frederick Quinn has reviewed all work and approves distribution of the remaining balances.
- The Lutron lighting system was programmed on June 8 and integrated into shade and AV control systems. The building lights now automatically turn on and off at programmed times with no further need to use the breakers!
- Premier Mechanical provided training on troubleshooting boiler issues and ongoing maintenance needs in early June. They will be providing a proposal for maintenance for review by the Buildings and Grounds Committee.

Renovation Project - Technology

- Additional integration of the Crestron system (which controls the AV equipment) was implemented along with the lighting controls. SPL returned on Friday, June 10th to install a new control unit as we were experiencing operational issues. All equipment is under a one year warranty.
- All of the Audio equipment for the Lemont Library has been installed. There are some programming issues that need to be finalized as the AV contractor (SPL) gets the glitches ironed out. Adult Services staff participated in hands-on training in preparation for the resumption of adult programs and technology classes in early June.
- Two additional online catalog computers have been installed in the Adult area and the iPad catalog was installed in the Teen area.
- The staff Paylocity time clock iPad has also been installed in the new employee entrance.

Buildings & Grounds:

The Committee met on Wednesday, June 1st to refine the initial recommendations for the Equipment & Maintenance Fund and capital project expenditures for FY2016-2017.

Additionally, the Committee reviewed proposals for replacement of the water heater. During plumbing work to install mixing valves in the new and existing fixtures (required by Code), it was discovered that the water heater was heavily silted and a backup into the water lines occurred when the water was shut down. The following proposals were received:

- Jensens Plumbing – 80 gallon water heater \$4,456.21
- T.J. Gunn – 60 gallon water heater - \$2,626.44
- Meurer & Sons Plumbing – 50 gallon water heater \$2,416.60

The Committee selected Meurer & Sons after receiving assurance that the newer model commercial heaters were more efficient and of sufficient capacity for the library's needs. The new unit is currently on order and should be installed within a week.

Adult Programs

- Our summer program schedule had its successful debut in our beautiful new Event Space and Learning Center last week. Pam Zukoski taught our first technology class on iPhone use in the Learning Center and we hosted our first culinary demonstration to a full house of 45 attendees. The Lunch at the Library series returned last week with a presentation on Hand Massage. A busy programming week concluded with a lecture on the fashions of Downton Abbey accompanied by afternoon tea, attended by 40 ladies (and one gentlemen) who were treated to tea, scones and finger sandwiches. We have had an overwhelmingly positive response to our new spaces and are looking forward to presenting many more events throughout the summer and beyond.
- Paul Dobersztyn and Megan Greenback hosted the Books on Tap event on May 12, with 6 in attendance.
- Megan Greenback hosted the Exam Cram for Teens on the nights of 5-18, 5-19, and 5-23, with 15 students utilizing library study rooms and enjoying free snacks.
- Austin Hall hosted the Book Buzz Book Club on 5/23/16 with 10 participants.

Teen Services

- The teens had a volunteer meeting on May 21st to learn about volunteering with the children's summer reading program. They were able to sign up to volunteer for particular events and learn about the teen summer reading program as well.
- Brochures and flyers for the Teen Summer Reading programs were created and distributed to the middle school and high school.
- The *On the Same Page* books have been purchased and are displayed on the Teen Space display shelving. Two book discussions will be held in June - *The Alchemist* on June 13th and *All the Bright Places* on June 27th. Patrons can turn in entry forms for each *On the Same Page* book they read as part of the Adult Summer Reading program.
- The Exam Cram program provided teens studying in the library with water, healthy snacks, and activities to help them relax including coloring pages, puzzles, and crafts.
- Tabletop Board Game Night was on June 7th, and 5 teens attended and played games in the Teen Lounge.
- A videogame program is scheduled for June 17th, and a college prep program, entitled "Begin Your College Search," will be presented by Quest College Consulting on June 22nd.
- The Teen Summer Reading program has begun! For every 5 hours a teen reads, they can enter to win one of three raffle baskets. The baskets will be awarded at the finale party at the Centennial Pool on July 29th.

Children's Services

- Opening Ceremonies (aka the summer reading kickoff) on Friday, June 3rd went very well with over 170 people attending despite the nice weather and the pool opening the same night. The Traveling Lantern theater group did a great job with their performance of "Vladimir Goes for

Gold". Following the show, attendees played games, had their faces painted, and picked up summer reading materials. The Friends provided cookies and Gelsosomo's provided pizza at a discounted price.

- June 4-10 was a Splendid Showcase week in the Children's department, designed to provide everyone a chance to check out what's new in our beautiful space as well as play a special Bingo game.
- Sporty Story Yoga and other storytimes are full with waiting lists. They and Action Academies for grades 1-5 will begin on Monday, June 13.

Technical Services:

- The establishment of the separate Technical Services Department, coupled with the addition of a T.S. Assistant, and Christina's initiative, has resulted in a 46% increase in productivity for the month of May. This month, 555 new items were added to the collection, compared to only 381 items added in May 2015. Congratulations to the TS staff for her hard work!
- Christina Theobald has been elected as PinTech's Vice Chair/Chair Elect for FY 2016-2017, with the term beginning at the July 2016 PinTech meeting.

Staff Development:

- On May 6, 2016, Christina Theobald and Elizabeth Brulc participated in a webinar hosted by a representative from the WT COX magazine vendor. The webinar demonstrated how to make claims, navigate the WT COX website, and add/drop/renew magazine titles online.
- On May 11, 2016, Christina Theobald attended a PinTech meeting hosted at the Plainfield Public Library.
- Elizabeth Brulc viewed a recorded Polaris training video on the Serials module, totaling approximately 3 hours.
- Pam Zukoski attended the Great Read wrap-up meeting on May 25th.
- Pam Zukoski attended a Community Planning meeting on May 26th with other Lemont agencies hosted by the Lemont Park District to discuss coordination of fall programs and events.
- I will be attending the American Library Association Annual Conference in Orlando from June 24-27.

Outreach

- On Monday, May 23, Austin Hall delivered outreach items to Franciscan Village (9 people, 16 items) and Our Lady of Victory convent (3 people, 13 items).
Book Buddies had their finale party on May 7, with more than 70 attending. The high school provided the buddies and their families with pizza and specially designed t-shirts.
- Ann Baillie, Dawn Strand, Julie, Mia, and Nicole Thomas, Amy, Bethany, Kara, and Naomi Hanson did a great job promoting summer reading with their performances of "*Ollie The Ogre*" at the schools. A special thank you to the Friends for helping to produce the Read for The Win flyers to take with the performers to the kids.
- The Park District brought a group of more than 70 day campers to the library on June 8 for a library and movie visit.

Sponsorships & Gifts

We have received several Bronze level donations (\$250.00 each). Donations of \$250.00 each were received from Atlas Insurance, Lemont; Tom and Judy Culcasi, DM Foot and Ankle Clinic, the Emini Family, the Gil Family, Brad Grcevic, CFP – Edward Jones and the Sulzberger Family.

The original plaques have been recorded for inscription on a new plaque and are available for original donors or their families to pick up with prior arrangement with the Library Director.

Communications:

All Trustees are invited to the July 3 Celebration at the Lemont Park District, recognizing the Park District's 50th Anniversary.

The Library will be closed from July 2nd to July 4th for the Independence Day holiday.

Respectfully submitted,

Sandra D. Pointon