



Director's Report

October 7, 2016

Personnel:

- The Staff Security Summit took place on Friday, September 30th. It was a very informative overview of security and emergency issues, attended by 21 staff members. Highlights included: a presentation by security expert Paul Timm; a fire drill, review of emergency procedures, AED usage and tornado safety protocols with Jeff Hawthorne of the Lemont Fire Protection District, and review of active shooter procedures with Officer Nick Pappas of the Lemont Police Dept. The next step in our security and emergency preparedness will be creating an updated Emergency Manual for staff use. We also spent time reviewing collection maintenance procedures and held department breakout sessions.
- Carol McFarland began work as a full time Adult Services Librarian on September 27.

Property Tax Distributions – Levy Year 2015-2016:

I would anticipate that the majority of our fall collection has been received, but collections for fall 2015 have not met initial projections, as a result of a very small increase in the tax rate for 2015 and an adjustment made by Cook County to spring collections. Projections will need to be adjusted for spring 2016 collections in order to stay within our working budget.

| | Projected | Actual | Difference | % Collected |
|-----------------------------|----------------------|----------------------|---------------------|--------------------|
| Fall 2015 Collection | \$ 724,370.00 | \$ 647,581.00 | \$ 81,230.18 | 89.40% |

Financial:

- Auditor Ken Jaszczak will present the Audited Financial Statements for FY2015-2016 at the October Board meeting.
- The Truth in Taxation Notice will be published next week.
- The MB account setup is complete and we will be closing out our accounts at Lemont National Bank this month.

Policies:

On July 15, it became legal for libraries to serve alcohol during educational or cultural events, thanks to the efforts of the ILA Public Policy Committee and others. Senate Bill 399 amends the Liquor Control Act of 1934, and was signed into law by Governor Rayner after passing both houses of the Illinois General

Assembly. Under the provisions of this proposal, each library's board of trustees is required to have a written policy governing how and when alcohol can be served, and provide proof of insurance before approval of alcohol use at a specific event.

A draft Alcohol Policy, which has been reviewed by Library Attorney Eric Hanson, is attached. The attorney's recommendation is to apply for a liquor license from the Village of Lemont. The Village's new Corporation Counsel, Jeff Stein, reports that the Village is reviewing their current Ordinance related to liquor licenses, with plans to amend the current Ordinance to include a new category for taxing bodies such as the Village, the Library and the Park District, that would allow us to serve alcohol at specified events.

Our insurance agent Paul Claassen has identified Liquor liability insurance that can be obtained through Lloyds of London for a reasonable annual cost.

Renovation Project:

Additional progress has been made towards completion of the punch list.

- Furniture repairs have been addressed, with the exception of the meeting table casters and teen table.
- The replacement of valves in three original VAV boxes is being coordinated with ICT Controls and should take place next week.
- The Children's Activity Center monitor has been replaced. Some other AV issues have been resolved (for now) namely the projector shut-down and microphone issues.
- Each subcontract (trade) is being reviewed to verify payments disbursed to date and completeness of work prior to releasing final payments. We will hold back the roofing retainer until an assessment can be conducted under winter conditions.

Buildings & Grounds:

- The HVAC system will undergo a "pre-winter checkup" once the VAV valve replacements are complete. Walter is now changing the air filters every 10 weeks.
- The new dual book drop was delivered but installation has been delayed due to the replacement of a damaged panel. I anticipate it will arrive next week and installation will be completed by month's end.
- The outside sprinklers have been drained and shut down for the winter.
- Meurer Plumbing was out on three separate occasions to repair faulty handles on the men's urinals and a leak in one of the women's toilets.
- Correct Electric replaced ballasts on the two bollard lights on the west side of the sidewalk.
- Two options for snow removal services for winter 2016-2017 - from our current landscaper Sebert and last year's snow removal service, Premier, will be reviewed by the Buildings & Grounds Committee and discussed at the Board meeting.

Technology:

IT Manager Alfonso researched various options for updating the security alarm system. The system is original to the building and cannot be upgraded with newer features such as individual security codes and remote access.) We currently have two POTS lines with our previous telephone provider, Call One,

for the security alarm and the elevator, that are quite costly, that we are seeking to replace with a more cost effective alternative at this time.

D&I proposed to maintain the current alarm panel and replace the POTs line with a radio receiver linked to their dispatch center. D&I did not have a service contract available and offered only fix as you go type pricing.

Tyco (our current fire alarm monitoring service) offers both a radio-based system and also a cell-based system utilizing newer technology with app-based access, and greater customization. Tyco offers a service contract that covers security alarm system repairs and updates and IT access to the system to make minor changes. There is an upfront investment in the new alarm panel of approximately \$3,000. Security consultant Paul Timm recommended that we opt for the newer technology as it would allow us to issue individual security codes for employees/contractors to provide better control of access to the facility and provide more hands-on monitoring of the system.

Library Services:

- Six employees - P. Dobersztyn, P. Zukoski, J. Kurasz, C. Theobald, M. Greenback and myself - have completed the required 14 online tests and day-long in person training for Passport Acceptance Agents. I will be submitting our application to the Chicago Passport Agency of the Department of State for final approval next week. We anticipate that within 4-6 weeks we will begin processing Passport Applications at the Library.
- Library card sign up month was a tremendous success! We estimate that close to 400 people attended PowerPalooza II: The Library Awakens on Wednesday, September 14th. The Star Wars themed event offered a variety of entertainment options including a photo booth, Star Wars music from the High School band, children's activities and visits with Darth Vader, Kylo Ren and Princess Leia. Thanks to Trustees Skibinski, Sanders and Camalliere for their assistance at the event.
- The library continues to be a very busy and popular community venue. Patron visits to the library increased by 23 % over September, 2015 and program attendance for adults, teens and children was also on the upswing.

Teen Services

- The new teen programming schedule developed by Megan Greenback has been very well received to date. Altogether, 57 teens attended programs in September. Candy Experiments, the first meeting of the Teen Action Group, Teen Painting Party, Paying for College without Going Broke, and Cooking 101, were among the programs offered.
- There was a small display in the Teen Featured Reading for Banned Books Week.
- There are several teen programs coming up in October, including mini Pumpkin painting, Waffle It, Makey Makey Lab, Hogwarts Halloween and the monthly TAG meeting.
- Teen Read Week is October 9th-15th, with the theme "Read for the Fun of It!" emphasizing diversity and languages. There will be a display in the Teen Space, along with information about Mango, our online language learning service.
- Megan and Paul collaborated on a grant proposal and presentation– the Launch into STEM initiative would provide technology, equipment and supplies to offer STEM programming for students ages 11-14 at the Library.

Children's Services

- The Library was awarded an IEEE Chicago Section's Science Kit Grant for Public Libraries. The grant titled "Worlds of Wonder" (or WOW) will provide kits that will complement STEM objectives that are part of the school curricula. Creating kits that would explore science and math will certainly be valuable to Lemont's students. Norman Phoenix of IEEE will present the award at the November Board meeting.

Programs:

- Book Barkers started the school year with the service dogs returning to be read to by the children.
- Dads and Donuts was super fun in the new Children's Activity Center. Dads and kids heard great stories celebrating grandparents. They all took a turn throwing the dice and playing a fun drawing game called "Roll A Grandpa".
- PowerPalooza II was awesome fun in the kids' department. Star Wars games in the CAC, pod racing, and a balloon artist from Sparkles Entertainment providing balloon light sabers all created a great event for the many children who attended.
- Katie Boyle presented Star Wars cooking program for kids on Sept. 17. They had a great time making wookiee cookies, storm trooper cupcakes and more.
- The Book Brigade is going well with great stories, games, and great attendance. Kids really enjoyed the first three week themes of spaces, astronauts, and moons. Dawn and Mary are looking forward to the next October themes of apples, fall, pumpkins, and Halloween.
- Trick or Treating with book characters will return on October 31st from 4-6 p.m. Other fun Halloween-themed programs include a Goosebumps party for 4th and 5th graders and artist Carolyn Zolecki will make sugar skulls.

Technical Services:

Christina Theobald gave a presentation to library staff at the Security Summit on collection maintenance guidelines, a general overview of procedures and the workflow of a damaged item, types of damage and general standards, and the criteria selectors use when evaluating a damaged item. Feedback from the staff was positive, saying information was very helpful and pertinent.

Patron Services:

The newly-designed library cards were received on September 12th. In the first two weeks, Patron Services staff exchanged more than 1,100 cards. New card signups in September also were brisk with 150 new cards being issued in all.

Staff Development:

- Christina Theobald attended a live webinar, Midwest Tape Processing and Cataloging Solutions. She learned about the many customizable processing services that Midwest Tape offers, which could possibly save time, labor, and money.
- Elizabeth Bruc viewed a recorded webinar, CIP Data Block: How to Use It for Cataloging, sponsored by the Association for Library Collections & Technical Services (ALCTS). On September 23, Christina Theobald attended training to become a Passport Acceptance Agent, at the Morris Area Public Library; with lectures and an examination, the program lasted approximately 6 hours.
- Paul Dobersztyn attended Virtual Reality webinar.
- Megan Greenback attended a webinar on New Cookbooks by Booklist.

- Paul Dobersztyn attended a PIN DATA meeting at Fountaindale Public Library.
- Mary Inman attended the LACONI Children's Services section meeting at the Barrington Public Library.

Outreach

- Mary Inman met with the National English Honor Society officers and their advisor to make plans for Book Buddies. The reading program will blast off into reading space on Thursday, October 13 at 6:00 p.m. Inspired by our PowerPalooza, they decided to use a space theme for the year. The officers and advisor also helped create our Mary Poppins scarecrow entry for the Lemont Junior Woman's Club's Scarecrow Trail. This year's theme is book characters and you

Sponsorship & Gift Campaign

The donor plaque for the MB Bank sponsorship was installed outside Collaboration Studio B; a photo will be taken with MB Bank officials for the website in the near future.

Respectfully submitted,

Sandra D. Pointon