



Director's Report

March 4, 2011

Personnel:

- Renata Teper has been promoted to Library Technical Assistant, Circulation Services as of March 1.
- Monica Moran is on medical leave.

Financial:

Property Tax Distributions - Levy Year 2009-2010

	Projected	Actual	Difference	Amount Collected
Spring 2010	\$648,000.00	\$ 26,236.70	\$621,763.30	0.04 %

Tax Anticipation Warrant

Repayment of the Tax Anticipation Warrant (TAW) is due to Harris Bank by April 1, 2011. The \$226,760 payable represents principal of \$225,000 and interest of \$1,760. The TAW was required because of a revenue shortfall caused by a delay in receiving Fall 2009 property tax payments from Cook County.

Technology

The Friends of the Library very generously approved our request to fund Phase II of the public computer upgrade. As a result, we purchased 8 new Dell computers for the adult area that will be configured and installed shortly.

Our new copiers and printers were delivered on Thursday, March 3. The staff area copier has been installed and staff received training on the copy, fax, scanning and document storage features of the new Kyocera copier. Four Kyocera printers for staff use were also installed. The installation of the color public copier and black and white public printer has been delayed waiting for TBS to install a new harness for the coin-op equipment; this should be complete within the next 2 weeks. The new public copier will permit patrons to print documents (in pdf, jpg and tiff format) directly from a flash drive as well as scan documents and store them on a flash drive – at no cost.

Fernando reconfigured the Lemontlibrary1 server to start giving out DHCP addresses. The systems were previously configured for static IP and made installing new equipment very hard to install.

Work continues in preparation for the new email system. Some unforeseen issues have been addressed and we are very close to implementation of the new email server. Schedules with outside parties will dictate when this actually gets finalized. Further work is needed and a possible outage will occur when Network Solutions configures the domain host to be manageable. Currently the domain setup is very basic and cannot be configured for MX records needed to point to our new server. This will also affect the Lemont library web page.

We will begin review of various options for new accounting software next week. Fernando Alfonso and Sandra Pointon will attend a web demo of Sage, Peachtree's fund accounting software for not-for-profit organizations.

Buildings and Grounds

Johnson Controls replaced the humidifier sensor that was damaged during the blizzard-related power outage in early February.

Our total blizzard-related expenses, for replacing the humidifier sensor and portable AC unit and snow removal charges, were \$3,007. We have submitted the costs to Cook County, to be included in their application for Federal Disaster Aid from the Department of Homeland Security and Emergency Management.

The Buildings and Grounds Committee met on Wednesday, March 2 to review HVAC repair and maintenance recommendations and landscaping proposals for the coming season. Fernando Alfonso updated committee members on the status of the VAV control system. Wide variations and inconsistencies in temperature in different areas of the library persist and a thorough investigation by Johnson Controls' engineer and technician is the only way to assess and rectify the situation. There is a possibility that the Trane software will need to be updated and the individual "thermostats" replaced. The Committee recommended approval of the VAV proposal and the spring maintenance work submitted by Johnson Controls for \$5,400 (Attachment A).

Additionally, the Committee reviewed Johnson Controls' proposal for a three year maintenance agreement for the HVAC system, which would include boilers, pumps, air handler, chillers, sump pump and humidifier service (Attachment B)

Year 1 (FY2011-2012) - \$5,298
Year 2 (FY2012-2013) - \$7,969
Year 3 (FY2013-2014) - \$5,621

The maintenance costs would be higher in the second year of the agreement due to the addition of VAV maintenance in Fall of 2012. Committee members noted that, although the cost is higher than previous maintenance contracts, the scope of the work and the complexity and age of our systems, require that we engage the services of a company with the experience, knowledge and technical expertise to maintain our systems and prevent future system failures.

The Committee was also presented with four proposals for landscaping services for the period April through November, 2011 (Attachment C). Beary Landscaping submitted the lowest cost proposal at

\$2,962.50. Administrative Assistant Cheryl Jeans spoke with four references provided by Beary, all of whom spoke very highly of Beary's professionalism, responsiveness and the overall quality of their work (Attachment D). The committee unanimously agreed to recommend that the Library enter into a one year agreement with Beary for landscaping services for the period April to November, 2011.

Adult Department:

- 24 patrons participated in the Adult Winter Reading Program. Two gift certificates were awarded by the Friends of the Library.
- Tax Assistance has been in high demand. Several additional sessions will be offered in March and April to meet demand.
- We had 59 entries submitted in our Oscars contest. The winner successfully selected all seven categories; 2 runners-up correctly chose six of seven winners.
- Despite inclement weather at times, February programs were well attended. We focused on food and romance this month, as a nod to Valentine's Day and presented popular events on chocolate, vegetable garnishing, romantic music, and Paris, as well as two workshops on Facebook (that were featured in an article in the Lemont Reporter Met).

Teen Department

The library had two ACT programs for teens that were well attended. 28 teens participated in an ACT Practice Test on February 21. A follow up to this program will be in March where teens will get back their graded test and review the answers. We had four new teens attend our monthly TAG program who gave some great ideas for summer programs. We also had a new teen come in for our Literary Lounge discussion of the book I Am Number Four.

The teens in the TAG group organized a surprise party for departing teen librarian Erica Liptack.

Children's Department

- The mini lock-in for kids ages 9-11 on Friday, February 18 was a smash hit with 33 kids attending with over half being those elusive boys. Pizza for the event was very generously donated by Derek Boskey of Nancy's Pizza. The scavenger hunt was the evening's favorite activity. Another event for the tween set was a candy making program on Saturday, Feb. 26; they had a great time making spring birds' nests.
- Dr. Seuss had a grand 107th birthday party on Wednesday, March 2, Read Across America Day. Over 50 parents and kids came to hear the classic "Green Eggs and Ham," have birthday cake, play games, and see the Cat in the Hat. The Cat was impersonated by Danielle Hinks, and she did a great job. Kay Norfleet also assisted.
- Storytime concluded on February 21 and registration is now underway for the spring session "Story Blooms For You!" March 14-April 28.
- The winter reading club concluded on Friday, March 4 with a party. Over 50 children participated this year. The grand finale prizes are donated by the Friends of the Library.

Workshops/Conferences

- Sandra Pointon attended the LACONI Administrators meeting which featured a presentation on team building and toured the Eisenhower Public Library.
- Jackie Lakatos attended the LACONI Technical Services program on RDA, Resource Description and Access.
- Mary Inman attended the Summer Reading Meeting at Sycamore Public Library, February 11.

- Danielle Hinks and Mary Inman attended the Children's Literature Breakfast on February 19 at Anderson's Book Shop in Naperville.
- Mary Inman attended the LACONI Meeting on Outreach on Friday, February 25.

Outreach

- Mary Inman visited Lemont High School on March 2 to speak to a child development class on how to read to small children.
- Mary Inman completed the literature judging for the first annual Lemont PTO Arts and Literature contest. All Lemont schools were invited to participate.
- Debbie Somchay delivered the monthly books/audio to patrons at Franciscan Village on February 21. 7 patrons were in attendance and a total of 38 items were checked out.

Communications

The annual State of the Village will be held on Thursday, March 24. The lunch will begin at noon at Crystal Grand Banquets, 12416 Archer Avenue followed by a presentation by Mayor Reaves (invitation attached). Please inform Director Pointon if you wish to attend.

Early Voting for the April 5 election will be held in the Library Meeting Room from March 14 to March 31, Monday through Saturday, 9:00 a.m. to 5:00 p.m.

President Kirvelaitis, Treasurer Geoghegan and Director Pointon represented the Library at the annual Lemont Intergovernmental meeting on Thursday, February 24 at 7:00 p.m. They discussed the Library's challenges balancing revenue shortfalls with rising costs, and providing new services to meet patron demands, particularly in the area of technology advances.

The Heartland Blood Drive was very successful; with 27 people donating in a 4 hour period. The assistance of members of Azure Lodge No. 1153 was greatly appreciated.

President Kirvelaitis and Director Pointon attended the Lemont Area Chamber of Commerce Dinner on February 25. The Library was honored as one of the nominees for Business of the Year by the Chamber. It was noted that "Under the direction of Sandra Pointon, the Lemont Public Library has been transformed." We appreciate the recognition and congratulate "This Must be the Place" for their selection as business of the year.

The Hattie A. and Marie V. Fatz Foundation awarded the Friends of the Library a \$5,000 grant that is designated for improvements to the Children's Department. We are preparing recommendations for children's furniture and display units that will be presented to the Friends at their March meeting.

Respectfully submitted,

Sandra D. Pointon