



Director's Report

October 7, 2011

Personnel:

- Rachel Snyder was hired as a Children's/Teen Librarian.
- Renata Teper resigned as Library Technical Assistant to pursue a teaching career.
- Racheal Perak was promoted to the full-time Library Technical Assistant position.
- Kelly Maloney was hired as part-time Library Technical Assistant.

Financial:

Property Tax Distributions - Levy Year 2010-2011

	Projected	Actual	Difference	Amount Collected
Fall 2010	\$ 613,450.00	\$ 18,589.02	\$ 594,860.98	3.0 %

Tax bills were mailed in early October and are payable by November 1. We anticipate sufficient revenue to pay the bond payment on December 1 without the need for a TAW this year.

Audit, FY2010-2011

Auditor Ken Jaszczyk will present the Annual Financial Report for FY2010-2011 at the Board Meeting on November 9.

Job Description for Custodial/Maintenance Services.

The Buildings & Grounds, Personnel and Finance Committees reviewed the updated job description for Custodian, Grade III (attached). This position requires an individual with the knowledge and ability to perform maintenance tasks, in addition to general custodial duties. Maintenance abilities have become a priority, given the increasing frequency of building repairs and refurbishing. A variety of tasks, such as sidewalk shoveling, drywall and painting and general plumbing could be performed by the Custodian, resulting in cost savings for the library.

Personnel Policy Updates:

Updates pertaining to pay for Sunday hours, sick leave and compensatory time were reviewed by the Personnel and Finance Committees this month and will be presented for first reading at the Board meeting.

Update to Code of Conduct – Service Dogs

Recent revisions to the Americans with Disabilities Act expanded the definition of service dogs and outline the rights and responsibilities of public facilities as well as service dog owners. A proposed addendum to the Code of Conduct to ensure compliance with these updates is attached.

Technology:

- Overdrive, the Library's download service for ebooks, is now available for Kindle users. The process works seamlessly and is a welcome addition to the digital options available to library patrons. Matt Wenslauskis and I taught a workshop to demonstrate the Kindle download process.
- The kiosk for the self-check machine was installed on October 3. Usage for September used by 487 patrons in August to check out a total of 1,090 items.

Buildings and Grounds:

- **Fire Sprinkler Code Compliance** - We were informed by the Lemont FPD that new code regulations require the installation of testing valves to ensure that the antifreeze mixture in the sprinkler system meet the NFPA Code. The Fire District requires that this work be completed within one year and documentation of this work be submitted to them in a timely manner.
We received three proposals for the work: Cybor - \$3,000; MVP - \$1,983; US Alliance Fire Protection - \$1,792 (did not meet project specifications). The Buildings & Grounds Committee reviewed these options and selected MVP, contingent upon their proposals meeting the Fire District's specifications.
Upon Fire District approval, MVP completed the required work on September 26. The Fire sprinkler antifreeze loop that runs out side to the canopy at the front entrance of the Library has been updated per code, 60 gallons of new antifreeze have been replaced and new test valves added. A new hatch has been installed in the outside canopy to facilitate testing of the anti-freeze at the end of the pipe run. Documentation was sent to the Fire District and is pending approval after a site review by the Fire Inspector.
- **Ramp/Curb Repair** – New proposals were solicited in order to comply with the ADA specifications required by the Village of Lemont. The Chair of the Buildings & Grounds Committee approved the proposal submitted by Milos Construction of Lemont (\$2,800) and we hope to have an approved building permit shortly so that work can commence next week.
- **Snow Removal Services** – Following a review of proposals by the Buildings and Grounds Committee, Director Pointon signed a one year agreement for FY2011-2012 with Beary's Landscaping. Beary's has done an excellent job as the Library's landscape contractor this year, and their cost for snow removal services was significantly lower than competitors.
- **HVAC Upgrades** - The Buildings and Grounds Committee reviewed a proposal from Precision Controls for replacement of the current BCU/VAV system, for approximately \$26,000. The Committee was in agreement that an independent, professional opinion would be advisable given the conflicting solutions proposed by Precision, Westside and Johnson Controls. Jeffrey Chamberlin from 20/10 Engineering was the only consultant willing to come out at no charge to take a look at our system. All other consultants

contacted wanted \$135.00 an hour to talk to us. His proposal will be reviewed by the Committee at a meeting later this month.

- **Elevator** - Thompson Elevator was called out this month to repair the broken elevator. There was an issue with the power supply that operates the main system of the elevator.
- **Sprinklers** - The outside sprinklers were drained and shut off for the winter on October 4. Four damaged sprinkler heads will need to be replaced prior to spring start up.
- **Telephone System** – Midco updated several voicemail boxes and the main system. Fernando Alfonso installed an APC (battery backup for the main phone system) to protect the unit from any unexpected power failures. We have also added music and a courtesy message for patrons who are on hold.
- We received notification from the Illinois Emergency Management Agency that payments totaling \$2,800 were approved for eligible expenses incurred during the blizzard of February, 2011. We hope to receive the funds within the next month.
- As a result of price increases for soda and decreased usage, the vending machine in the lobby will be removed in the near future.

Children's Department:

- The library card sign up event was a total hit for the children on Tuesday, September 6. Tommy Hawk was a wildly fun entertainer, signing many autographs, taking lots of pictures, acting silly and shooting off confetti. Many thanks to Christine Hogan, Maria Lareau, Kay Norfleet for helping with the beautiful displays and crafts in the kids' department.
- Rake in Adventure with Stories began on Monday, September 12. Action Academy also began for the older grades. Kids have loved the new features which have included a puzzle race, a scavenger hunt, the Wii and of course, a renewed focus on books.
- Curious George celebrated a birthday on September 16—his 69th. The children gathered to help him celebrate, complete with birthday cake and good wishes. Daddies and Donuts enjoyed Read, Rattle, and Roll—a time to hear stories about cars, planes, and trucks. Maria LaReau contributed a special truck song.
- Coming up in October will be a return to Tween programming with a Night Owl party and Goosebumps movies for 9-11 year olds. Trick or Treating will feature Book Characters in the library with a special Halloween raffle basket from the Friends. Moms and Muffins will have a special edition in October, dressing up as their favorite “Wizard of Oz” characters for the monthly book club.

Teen Department:

New teen librarian Rachel Snyder kicked off the Teen Advisory Group (TAG) season with its first meeting on Thursday, September 29. Eleven students came and had an excellent time discussing everything they would love to see happen at the library this year. Some of these ideas included the Improv club, Random events, movies, anything with cookies, anime, and more. Literary Lounge, the monthly book club for teens, also met in September.

Adult Department:

The second annual Welcome Event on Tuesday, September 6 for Library Card Sign-up Month was very successful. More than 240 adults and children attended. Tommy Hawk, the boisterous mascot of the Chicago Blackhawks, was the highlight of the event. He signed autographs and

performed for many Blackhawks fans. Patrons also enjoyed the food prepared by our staff and donated by the Lemont Jimmy Johns while learning more about library services. The Friends of the Library assisted by handing out goodie bags and manning the Wheel of Fortune game; Marquette Bank also provided giveaways. A total of 120 new library cards were issued in September.

Workshops/Conferences

- Sandra Pointon, Matthew Wenslauskis and Pam Zukoski attended OverDrive ebook training on Tuesday, September 13.
- Debbie Somchay attended OverDrive Experience and eBook Explosion on Wednesday, September 14.
- Debbie Somchay attended the OPAC meeting on Wednesday, September 21.
- Christina Theobald attended the Technical Services Users Group Meeting at Shorewood.
- Jackie Lakatos attended the Circulation Users Group meeting.
- Mary Inman attended the Young Adult Literature Conference on September 24 and the Children's Librarians meeting on September 30.
- Rachel Snyder attended the LACONI Harvest of Resources on September 23.

Outreach

- Sandra Pointon and Pam Zukoski presented an overview of our Loanable eReader Program to managers for the White Oak Library District on October 5.
- On Monday, September 26, 2011 Debbie Somchay made the outreach delivery to Franciscan Village. 7 people attended and 39 items were checked out.
- The partnership with Lemont High School had a successful Book Buddies Launch on Tuesday, September 20th. Families and high school students gathered to join forces to practice reading. LHS sponsor Anna Kemp did a great job introducing students to their older high school book buddies. Book Buddies will continue through April with the theme "Reading Is Out Of This World". Kids will work their way from planet to planet, reading until they reach the sun with small prizes along the way.
- Mary Inman was asked to be a literature judge for the annual festival of the arts competition.

Communications

The Truth in Taxation Hearing will be held on Tuesday, October 18 at 7:00 p.m.

Sandra Pointon and Vytenis Kirvelaitis met with the officers of the Friends of the Library to discuss the Library's long range plans, assisting the Friends' with obtaining not-for-profit status and other budgetary issues. Future projects of mutual benefit were also discussed.

The November Board meeting will be held on Wednesday, November 9 at 6:45 p.m.

Respectfully submitted,

Sandra D. Pointon