



***Director's Report***

February 6, 2012

**Personnel:**

- Mary Inman remains on medical leave. Rachel Snyder is doing a marvelous job handling both children's and teen events in her absence.
- Marilyn DeVries has been hired as Youth Services Storytime Arts and Crafts creator.
- Page Jenny Zima resigned to take another position.

**Financial:**

**Property Tax Distributions - Levy Year 2010-2011**

No additional fall tax monies have been received since the last report:

	Projected	Actual	Difference	Amount Collected
Fall 2010	\$613,450.00	\$ 616,735.16	\$ 3,285.16	100%

Note: this amount has been adjusted to reflect the \$9,627.15 payment in lieu of taxes from the Department of Energy (received 11-15-11) that was inadvertently credited to fall property tax distributions.

**Buildings and Grounds:**

**Committee Meeting:**

The Buildings and Grounds Committee met on January 31 at 8:00 a.m. Trustees Graham, Geoghegan and Ray (attending via telephone) were updated on the recent emergency sump pump repairs, charges for snow removal services and proposals for cleaning services. (Refer to the minutes of meeting, attached).

**Reorganization:**

A number of projects were completed in January to refurbish various areas of the library and help alleviate ongoing space constraints. Many staff members made these updates possible. Special thanks go to Fernando Alfonso for moving and assembling many items of furniture and computers and our volunteer Mike Madden for assembling shelving, as well as the Pages and Technical Services staff for shifting and reclassifying collections.

The updates include:

- Low shelving (repurposed from the Reference section) has been added to house non-fiction, foreign films and TV series DVDs.
- Newspapers have been moved to the magazine shelving (which was shifted to allow more room in the aisle) and Biographies shifted to one range of shelving.
- Young adult non-fiction is in the process of being inter-filed with Adult non-fiction, which will free up space to shift books on CD and large print books.
- New meeting room tables purchased through the Fatz Foundation grant have been assembled by Fernando Alfonso and are now in use in the Library Meeting Room.
- A new preschool computer table and chairs purchased through the Fatz grant have been installed in the children's area. The new preschool computers will be added once new educational software is installed.
- The teen area has been updated with a new study table (chairs were repurposed from the kids computer area) and magazine racks installed on the wall. The catalog computer in the teen area was reconfigured to wireless and been moved to provide better visibility.
- New computer workstations have been added in the Adult section for the online computer catalog computers and the research computer.

#### **Children's Department:**

- Rachel Snyder has been doing a great job with the children's programs in January. She is having a successful run of "Tropical Times-n-Treats" with storygoers taking imaginary trips to the beach, visiting birds of paradise, sunshine and ice cream, and more. The Hang Ten Academies, both Fun in the Sun and the Big Kahunas, have enjoyed reading, crafts, scavenger hunts and library relay races. Marilyn DeVries has stepped in to assist Rachel with the Big Kahunas on Thursdays.
- Complementing the tropical theme was the "Tropical Getaway" program on Jan. 18. The 5-8 year olds enjoyed doing the limbo, coconut bowling, hula hoop contest, fruit smoothies, and making "Wish You Were Here" postcards. The tropical theme will conclude on February 29 with a prize drawing.
- Kids also enjoyed making Valentine mailboxes on Jan. 31st. Rachel read "Love, Ruby Valentine," to the children. More Valentine celebrations will take place in February with Valentine Va-Voom and Valentine Bingo.
- The children's department is turning its sights to summer and plans for "Reading Is So Delicious"—a theme with a whole plethora of possibilities!

#### **Teen Department:**

- The weeding in the Young Adult fiction collection has been completed and the Teen Librarian has moved on to the non-fiction collection. With the assistance of the Adult Reference Librarians, the non-fiction books are being weeded based on their circulation and relevance. Those that are being kept are now interfiled with the Adult non-fiction collection, as this seems to be the place most high school students do their research and can get the most use out of the books.
- A new Teen Facebook page has been created to reach Lemont Teens about programs, new books and other useful information offered to them by the Library. The page is

updated regularly and is now linked to the Teen Website and the main Lemont Public Library Facebook page.

- There were five successful Teen events this month, including Literary Lounge, the Teen Game Tournament, Teen Movie Night @ the Library, the most highly attended TAG meeting in months, and a Teen Read-In that raised over \$125 dollars for the American Red Cross.
- Upcoming events for teens in the month of February include: two Teen Improv and Sketch Troupe workshops, a Valentine's Dance, Literary Lounge (with the author joining the discussion via Skype), a TAG meeting, Teen Movie Night @ the Library (we will be watching Jane Eyre) and the Random Event for a Random Day.

### **Adult Department:**

- Programming for March through May is confirmed and the spring newsletter is ready to be sent to the printers. The newsletter is scheduled to be mailed on Monday, February 27.
- Our annual Oscar contest is underway and has attracted much interest. Patrons have until Sunday, February 26 at 5:00 p.m. to submit their ballots for winners in a number of major categories for a chance to win a movie gift certificate.
- Assistance with income tax preparation began this past week and appointments are filling quickly. AARP volunteers will be available on Mondays and Thursdays from 9:00 a.m. to 1:00 p.m. through April 12 to file income tax returns for low to middle income taxpayers.
- Early voting for the March 20 election will take place in the Library Meeting Room from February 27 to March 15, Monday through Saturday, 9:00 a.m. to 5:00 p.m.

### **Pinnacle Library Cooperative:**

- The Governing Board of PLC held its first meeting at Plainfield PL on January 27. Attorneys for Lemont and Joliet confirmed that PLC is not subject to the Open Meetings Act as its members are not elected public officials.
- Officers were elected at that meeting, as provided by PLC's Bylaws. Effective through June 30, 2103, officers are:
  - Chair – Paul Mills (Fountaindale)
  - Vice Chair/Chair-Elect – Sandra Pointon (Lemont)
  - Treasurer – Dianne Harmon (Joliet)
  - Secretary – Jennie Mills (Shorewood-Troy)
- Amendments to the Bylaws, clarifying the term of officers and penalties for violation of cooperative rules were adopted at the meeting.
- A regular schedule of monthly meetings, to be held on the fourth Thursday of the month with the location rotating among the member libraries, was established.
- Pinnacle Library Cooperative is now registered as a not-for-profit entity with the State of Illinois and has obtained a tax-exempt number.
- Joliet PL will serve as the fiscal agent for PLC. A checking account has been opened at BMO Harris Bank. The account requires two signatures and all PLC officers are authorized signers.
- Each library will be invoiced for their share of start-up costs (primarily data extraction and implementation consultant costs) by Joliet PL. Lemont's share is \$7,054.50, or 9% of the total estimated cost.

- A brief conference call was held with Ann Loresh, our Implementation Manager with Polaris Library Systems. She reviewed the timeline for implementation. The libraries will operate off-line from June 7 to June 13 to ready the new system. The go-live date of Thursday, June 14, 2012 was confirmed. A more extensive conference call with Ms. Loresh, the PLC Directors and implementation consultant is scheduled for Tuesday, February 7.
- Chairs were appointed to the standing committees (Circulation, Public Catalog, and Technical Services). A separate Training Committee will be established once a training schedule has been shared by Polaris. The committees will be comprised of representatives of each PLC member library and will meet shortly to review their responsibilities in the implementation process.
- Logo prototypes submitted by graphic artist Kristen Harmon were reviewed and consensus was reached on a logo design.
- Work will begin on the PLC website (pinnaclelibraries.org) in the near future.
- The first data extraction (to collect records to be used for training purposes) will take place in mid February.

### **Training/Workshops**

- Sandra Pointon attended the SAIL Directors meeting at Fountaindale PL on January 12; a presentation on training opportunities was followed by general discussion and the Zone 7 Directors meeting and tour at Acorn Public Library on January 19.
- Jackie Lakatos and Christina Theobald attended the Technical Services User's Group in Shorewood.
- Jackie Lakatos and Racheal Perek attended the Circulation Services User's Group in Shorewood.

### **Outreach**

- On Monday, January 30, Debbie Somchay made the outreach delivery to Franciscan Village. 7 people attended and 38 items were checked out.

### **Communications:**

- Library email addresses have been created for all Board members and added to the library website (under Library Board). Trustees are encouraged to submit biographical information and photos.
- A listing of all staff salaries will be posted on the library website (under Financials) this week.
- We received a letter of thanks from the Heartland Blood Centers for the 14 pints of blood donated during the Blood Drive on January 11. Several members of Azure Lodge No. 1153 A.F. & A.M. volunteered their time to assist with the blood drive.

Respectfully submitted,

Sandra D. Pointon

**Regular Meeting of the Buildings & Grounds Committee  
Board of Trustees  
Lemont Public Library District**

**January 31, 2012 – 8:00 a.m.**

**I. Call to Order.**

Trustee Graham called the meeting to order at 8:05 a.m. The following trustees answered present: Trustee Geoghegan. Trustee Ray participated via telephone. Also present were Library Director Sandra Pointon and Information Technology Manager Fernando Alfonso.

**II. Repair/Replacement Issues**

**a. Sump Pumps.**

IT Manager Alfonso and Director Pointon provided committee members with an update on emergency repairs, as follows:

On January 24<sup>th</sup>, Thyssenkrupp Elevator's service person discovered 2 feet of water in the elevator shaft while conducting their quarterly elevator maintenance. An emergency service call from Callahan Plumbing and Thyssenkrupp was scheduled for January 25 (the elevator company had to be on site to move the elevator and take it out of service.)

On January 25, Callahan Plumbing pumped the water out of the shaft. It was determined that there was no electricity to the pump's outlet; Fitzgerald Electrical was called to assess this problem. Fitzgerald determined that the AC power was cut off to the sump pump because a GFCI type AC outlet was originally installed. That AC outlet went bad and the pump lost power.

Fitzgerald replaced the GFCI outlet with a regular type AC outlet so that the power will not be cut off unless the circuit breaker trips. Callahan replaced the elevator sump pump due to its age and wear and tear. Callahan also noted that the main pumps may not be working. The main pumps are connected to a control panel that has alarms to warn of pump failure and high water pits. No alarm had been heard and the pumps did not appear to be working, even when activated manually.

Callahan Plumbing had no knowledge of main panel operations; therefore we had to contact a company with expertise in that area to determine whether the problem was electrical or mechanical in nature. Metropolitan Industries from Romeoville (the original installer of the sump pumps and panels) came out on Friday, January 27 and determined that pump 3 (the backup pump) was dead. Pump 2 was working but the floats were no good. Pump 1 was also not working but would need to be removed from the pit to assess its condition. The library has 5 sump pumps located in different areas of the basement (two are for raw sewage and the other three are for water from outside the building.) Metropolitan explained that the main sump pumps are designed to keep the water level down and the pump in the shaft should take on any extra water that may have accumulated if the main pumps cannot keep up with the water that comes from outside. An appointment was made for Metropolitan to return on Monday January 30 at 8:00 a.m.

The new pump in the elevator shaft ran for 24 hours straight after it was replaced. On January 26 it was noted that there were several inches of water in the elevator shaft. Callahan Plumbing was called back and they suggested replacing the sump pump once again. By running the main sump pump manually, we were able to keep the water drained from the elevator shaft until the pump was replaced.

On Monday January 30 at 8:00 a.m., service personnel from Thyssenkrupp, Callahan, Metropolitan and Fitzgerald returned to the library. The electricity was checked and found to be good. Callahan checked the pump, which was indeed defective, and replaced it with a new pump.

Metropolitan replaced sump pump 3 (the back up pump) and repaired pump 1. Pump 2 was cleaned and new floats installed. Metropolitan explained that the sump pump in the elevator shaft burned out due to the additional strain of working for the other pumps that had failed.

To prevent future issues, it was recommended that the sump pumps be manually tested on a monthly basis to ensure they are working (alarms do not sound if electricity short-circuits). We will also install an alarm in the elevator shaft during ThyssenKrupp's next maintenance visit, that will provide us with an audible alarm if the water level rises.

**b. Domestic Hot Water Heater.**

Concerns regarding a discharge from the hot water heater were brought to the committee's attention. Callahan Plumbing will assess the situation and report back on a recommended course of action, if any is needed.

**c. Humidifier Repairs.**

The committee deferred action on repair/replacement of the unit until next fiscal year.

**III. Snow Removal Services.**

On January 26, Director Pointon and IT Manager Fernando Alfonso met with Account Manager Sandra Shelton and owner's representative Paul Irish from Beary Landscaping on January 26 to discuss issues concerns regarding snow removal charges. We had been charged for excessive amounts of salt and ice melt on multiple occasions, far in excess of the amounts used in previous years. Beary had also pre-salted the lot in anticipation of freezing conditions on many occasions.

Copies of invoices and a letter to Beary expressing our concerns were shared with committee members (attached).

To prevent future overbilling, Beary was asked to plow only when one inch or more of snowfall accumulated and not pre-salt in anticipation of freezing conditions.

Beary Landscaping declined to adjust any of the invoice amounts following our objections. The library's attorney was consulted and he recommended that we reimburse Beary only for reasonable costs for salting and icemelt, as was outlined in the letter to

Beary dated January 27, 2012. Outstanding invoices were adjusted to reflect a charge of \$120 for salt and \$35 for icemelt only.

**IV. Janitorial Services.**

Director Pointon related that the search for a part-time Custodian has not been successful. More than a dozen candidates were interviewed and none adequately fulfilled the skills and experience needed for the position as well as meeting the physical and legal requirements of the job description. She recommended that cleaning services be outsourced to handle the immediate responsibilities for daily cleaning and a Maintenance position be created to conduct preventative maintenance and handle outstanding issues in the building.

The committee reviewed proposals from four cleaning service companies with whom the Director had met - Astoria, Vanguard, Janaking and Neviol - and an analysis of the costs of an employee vs. outsourcing prepared by the Director.

Trustee Graham expressed concern over the long term efficiency of a cleaning company, and asked that Director Pointon request a contract term of 6 months or less from the cleaning companies so the Library would not be committed to a long-term agreement if quality deteriorated. With the caveat that a short-term contract was preferred, the Committee accepted the Director's recommendation of Astoria Cleaning Services, based on the feedback from many other area libraries that are currently using their services.

**V. Old Business.**

None.

**VI. New Business.**

None

**VII. Adjournment**

A motion was made by Trustee Graham and seconded by Trustee Geoghegan to adjourn the meeting at 9:50 a.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.