



Director's Report

December 5, 2011

Personnel:

- The library's part-time janitor Dave Birkett will be retiring on December 31.
- The new Custodian position has been posted and we have interviewed several candidates. The selected candidate will begin work on January 2, 2012.
- Mary Inman is restricted to a part-time schedule for the next six weeks for medical reasons. Rachel Snyder is doing a fantastic job filling in during Mary's absence.

Financial:

We received a total of \$ 453,707.51 in tax payments from the fall tax collection this month and have almost met our projection for fall tax revenues.

Property Tax Distributions - Levy Year 2010-2011

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>	<u>Amount Collected</u>
Fall 2010	\$613,450.00	\$ 596,790.23	\$ 16,659.77	98.0%

The *Annual Statement of Receipts and Disbursements, FY2010-2011* (attached) was reviewed by the Auditor and will be published next week.

We received a disbursement of \$2,805.18 from the Friends of the Library which represents the remainder of the donation received from the Fatz Foundation for FY2011. Funds will be used to upgrade and expand the computer systems for preschool age patrons and expand our technology offerings for children 3-11.

Buildings and Grounds:

- Johnson controls performed their quarterly maintenance work on the HVAC system. The filters, belts and air handler were inspected and repaired as needed.
- The book drop was refurbished by Fernando Alfonso and reinstalled at the curb. A custom decal has been ordered and will be affixed shortly.
- The Village of Lemont Streets Department generously re-striped the curb for the fire lane at no cost to the library.

- Fitzgerald Electrical performed quarterly maintenance work at the Library. There were several light fixtures that needed parts and a return trip is required to install the parts that remain on back order.

Children's Department:

- Over 60 entries were received for the Thanksgiving coloring contest, double the number received last year.
- The 2nd annual turkey hunt was a great success as the kids looked for clues that led them to their grand turkey hidden among the stacks.
- Candy Cane Lane storytimes began on November 7 and kids have been having fun with Thanksgiving and Christmas stories, crafts, and songs.
- Action Academy Holiday Style has been going strong with 34 kids in the two programs
- participating in a wide variety of action based activities such as construction of a gingerbread house, a scavenger hunt, making pilgrim hats out of Reeses cups, reading and more.
- Making top hats out of duct tape was a hit for the tweens (9-11 yr. olds) and the hats were gorgeous. People have been calling to find out when there will be another one!
- The Thankful Tea for our young patrons was a lot of fun as they watched a Charlie Brown Thanksgiving, had a tea party, read a story, and made Native American headbands for themselves and for their stuffed animal friends.

Teen Department:

- Rachel Snyder has redesigned and updated the teen website, hosted by Wordpress, with added pages and features, easier usability and new content to highlight new books at the library, teen events and the efforts of the Teen Advisory Group.
- The *Teen Improv Workshop with the Improv Commandos* was a fun way to kick off the new Teen Sketch and Improv Troupe. It got the teens excited about the upcoming monthly workshops featuring Chicago comedians teaching them the secrets of improv and sketch performance. Improv sessions are scheduled from December through May, with performers donating their time. We also had the first session of Teen Movie Night @ the Library, which will be a monthly event showcasing movies based on books or literary characters.
- The Teen Advisory Group donated an afternoon of their time to set up and decorate the *Giving Tree* in the Teen Zone. This tree helps support the Christmas gift giving efforts of Hope and Friendship in the Lemont area. We will be accepting donations of books and cold weather accessories through December 16th for a Christmas day delivery.
- Upcoming Teen events for December include: Teen Movie Night @ the Library, Literary Lounge, a meeting of the Teen Improv and Sketch Troupe, the monthly Teen Advisory Group Meeting and a New Year's Eve's Eve Murder Mystery Party.

Adult Department:

- Our Annual Holiday Open House will take place on Tuesday, December 6, from 5:30 to 7:00 p.m. featuring the musical talents of Mr. Vegas Man. Staff and Friends will be providing home-baked treats for our patrons.

- The donation drive to assist veterans at Hines V.A. Hospital and the Midwest Shelter was very successful. We received a thank you letter from the Shelter recently.
- The winter newsletter was mailed at the end of November and response to the new format has been positive and program sign-up brisk. Reference Librarian Matt Wenslauskis is to be commended for developing the new layout.

Workshops/Conferences

- Jackie Lakatos attended the LACONI Circulation, *Wired That Way for Customer Service*, and LACONI Technical Services Section meeting.
- Rachel Snyder attended a LACONI conference on the topic of boys and reading.
- Sandra Pointon, Jackie Lakatos, Christina Theobald and Racheal Perek attended demonstrations by three vendors under consideration by PrairieCat for the new automation system.
- Christina Theobald attended the PrairieCat TSUG meeting.
- Racheal Perek attended the PrairieCat CUG meeting.
- Sandra Pointon attended the LACONI Administrators meeting concerning library insurance.
- Debbie Somchay attended the PrairieCat OPAC meeting via AccuConference.

Outreach

- Mary Inman and Rachel Snyder were judges for the literature division of the Lemont for the Arts contest held for all Lemont school children.
- On Monday, November 28, Debbie Somchay made the outreach delivery to Franciscan Village. 6 people attended and 32 items were checked out.

PrairieCat Update

Planning:

The Directors of the proposed library cooperative of Lemont, White Oak, Joliet, Fountaindale, Shorewood and Plainfield Public Libraries have met several times to develop implementation plans for a new system. Our priorities are the development of a timeline and budget for the group. Key costs have been identified and a preliminary budget that includes start-up and operating costs has been drafted.

Budget:

Costs associated with the start-up of the new system will include the implementation consultant and the fee charged by PrairieCat and Sirsi/Dynix to extract records from the current system.

Ongoing costs will include:

- 3-year contract with automation vendor
- Annual contract for System Administrator
- Operating costs (legal, financial, administrative)

We are confident that the overall cost will be equivalent to, or less than, the FY13 costs assessed by PrairieCat for automation service (\$270,184 in total for the 6 libraries; Lemont's FY13 total is projected to increase by 8% to \$18,071). While annual cost may be slightly higher for the first year, due to start-up costs, our costs should level out in years 2 and 3 of a three-year agreement.

Selection of Automation System:

Based on the demonstrations we attended at PrairieCat, and the initial proposals submitted by vendors, we narrowed the field to two potential vendors to provide our integrated library system (ILS). Polaris and Innovative will be presenting an overview of their systems for key staff of the six libraries on December 5 and 6. The sales representatives will then meet with the Directors of the aforementioned libraries to hone their proposals. A final decision will need to be made no later than early January, 2012 in order to meet the goal of going live with the new system by June 1, 2012.

Next Steps:

In accordance with the Intergovernmental Agreement establishing PrairieCat, each library must provide notice of their intention to withdraw from PrairieCat by December 31, 2011, to take effect no later than June 30, 2012, via certified mail.

A new entity consisting of the six libraries would need to be formed as soon as possible in order to enable the cooperative to enter into agreements with an automation vendor and an implementation consultant. Legal counsel for the City of Joliet has agreed to draft this agreement, forming either a non-profit or an Illinois Independent Instrumentality (III), subject to review by each library's counsel.

Recommendation:

I strongly urge the Board of Trustees to approve withdrawal from PrairieCat and agree to join with Joliet, Fountaindale, White Oak, Shorewood and Plainfield libraries to form a new cooperative. While this is an aggressive timeline, I am confident that the Directors of this group have the expertise and commitment to work together to bring this process to a fruition successfully.

In my professional opinion, this is a unique opportunity for Lemont Public Library to have greater input into the direction of our library system in the future. An alliance with local public libraries with shared service goals and philosophies will help us ensure that we can provide sustainable access to materials for our patrons, enhance the technological services we offer our patrons, lessen dependence on state-funded services, and provide library staff with more efficient, intuitive technologies and collaborative training opportunities in the future.

Communications:

The ILA Trustee Forum 2012 Workshop will be held on Saturday, February 4, 2012 at the Oak Brook Marriott. Please let me know by January 12, 2012 if you are interested in attending this informative educational opportunity.

Respectfully submitted,

Sandra D. Pointon