



Director's Report
 January 6, 2012

Personnel:

- Part-time janitor Dave Birkett retired at the end of 2011. We will be interviewing shortly for the new Custodian position and hope to select a candidate in the near future.
- Mary Inman has been on restricted duty for medical reasons.

Financial:

Property Tax Distributions - Levy Year 2010-2011

	Projected	Actual	Difference	Amount Collected
Fall 2010	\$613,450.00	\$ 620,148.03	\$ 6,698.03	101%

- We received a \$5,000 donation from the Fatz Foundation for 2012. The grant will be used to create a preschool computer center and purchase new tables for the Library Meeting Room.

Buildings and Grounds:

- The Buildings and Grounds Committee met on December 12 to review proposals for replacement of the Building Control Unit for the HVAC system. A representative from Westside Mechanical was present along with IT Manager Fernando Alfonso. Upon consideration of the likelihood of system failure and the cost of emergency repairs, the Committee recommended that the BCU be replaced in the near future. This item was discussed by the Board at a special Board meeting on December 28 and received Board approval. Westside Mechanical will contact us to schedule the work within the next month.
- The humidifier unit is no longer working. Johnson Controls recommended complete replacement of the unit (approximately \$6,000). Fernando researched the cost for repair and/or replacement and has identified two companies that will provide estimates (at a cost of \$150-\$200 per hour). Further discussion with the Buildings and Grounds Committee is required.
- A custom decal has been installed on the refurbished book drop.

Technology

- We have purchased 3 Dell Windows 2007 computers for the children's area, specifically for children ages 2-7. A computer table and chairs and educational games for the computers will be purchased with funding from the Fatz Foundation. Moving the preschool computer area will be relocated in the Children's Department which will free up space for much-needed additional shelving for new books and DVDs.
- The new self-check computer that experiencing scanning issues has been repaired. A new scanner was ordered and installed.
- Jackie Lakatos' computer was replaced with an updated model and Windows 7 configuration. Her complaints of email not connecting have disappeared since the upgrade.
- The software licenses for the catalog computers were updated.

Children's Department:

- A group of teens spent their entire Saturday on December 3rd decorating the children's department for the holidays.
- Rachel Snyder did an excellent job at the Holiday Open House on Tuesday, December 6. The kids had fun making special Christmas wreaths.
- Nick Ostrander did a great job as our special guest Santa on Saturday, Dec. 10. About 50 kids and parents enjoyed talking to Santa and taking pictures. The kids also made nice ornaments to take home.
- Mrs. Claus (aka Mrs. Smith, a local resident), dropped in at Storytime to pass out candy canes and talk to the children. The children loved her.
- Instead of Dads and Donuts, December's program featured Christmas Cookies and Dads on December 17. They had a great time listening to stories, eating cookies, and making Santa beards and hats.
- Action Academy Holiday Style ended on a strong note with 34 kids in the two programs making gingerbread houses and men and Christmas twinkies.

Teen Department:

- To increase awareness of the programs offered each month for teens, Rachel Snyder has set up displays at the Lemont High School library and at the Park District Centennial Building. Relevant events have also been emailed to the Drama and English departments at Lemont High School with the *Teen Sketch and Improv Workshops* being posted on the Lemont High School drama website. Handouts have also been created and distributed to the English classes at Lemont High School and in the Lemont High School Learning Resources Center, as well as being included in the monthly newsletter at Old Quarry as well as the Lemont High School newspaper, the Tom-Tom. Each of these displays and handouts will be created each month so that the teens in Lemont have access to the most up-to-date information on library programs.
- The Teen Librarian has also begun a weeding project in the YA collection to remove unused items to make room for current books, audio books, graphic novels and other materials. A local Manga/Anime group has offered their expertise in helping to develop the Graphic Novel collection so that it becomes more relevant and more widely read.
- The December offering of the *Teen Improv and Sketch Troupe* almost doubled in size from the previous month, with 12 teens attending the program lead by volunteers from

the Chicago comedy/theater community. December also featured the *Literary Lounge*, *Teen Movie Night*, *TAG Meeting* and *New Year's Eve's Eve Murder Mystery Party*.

- The Teen Giving Tree was generously supported by many patrons who donated hats, gloves, books and other gift items for needy local residents.

Adult Department:

- Our Annual Holiday Open House was enjoyed by young and old alike as Mr. Vegas Man led our guests in a rousing sing-along to holiday favorites. Patrons also appreciated the treats generously donated by Staff, Friends and Trustee Hogan.
- We had 2 volunteers in the Reference Department in December. Lemont resident Ibtisam Nuhailey completed 8 hours of community service assigned by Universal School. She assisted with weeding adult non-fiction and shifting the Reference collection. Lemont resident Robert Gialessas completed 15 hours of community service assigned by Notre Dame University's Office of Residence Life and Housing. He assisted with the music CD reclassification and reorganization project.

Training/Workshops

- Sandra Pointon, Jackie Lakatos, Christina Theobald and Fernando Alfonso attended the Polaris demonstration at Fountaindale Library.
- Sandra Pointon, Debbie Somchay, Jackie Lakatos, Christina Theobald and Fernando Alfonso attended the Innovative demo at Fountaindale Library.
- Rachel Snyder and Mary Inman attended the children's librarians meeting (SASSY) in Braidwood on December 9.

Outreach

- Sandra Pointon participated in panel interviews with the two finalists for the Superintendent position for District 210.
- Jackie Lakatos was a reviewer and evaluator of course portfolios for students of the Fall LTA program at College of DuPage.
- On Monday, December 26, Debbie Somchay made the outreach delivery to Franciscan Village. 7 people attended and 35 items were checked out.

PrairieCat Update:

The Board of Trustees voted unanimously to withdraw from PrairieCat no later than June 30, 2011. In accordance with the PrairieCat Intergovernmental Agreement, a certified letter was sent to PrairieCat officials informing them of the Library's decision.

Pinnacle Library Cooperative:

The Boards of all six libraries (Lemont, Fountaindale, White Oak, Shorewood-Troy, Joliet and Plainfield) have approved the Intergovernmental Agreement for Pinnacle Library Cooperative (PLC) and the Bylaws for PLC. Legal counsel for the City of Joliet is preparing the necessary documentation to incorporate the entity and obtain non-profit status.

PLC Update:

- Key staff members from all six libraries attended demonstrations by representatives of Polaris Library Systems and Innovative Interfaces on December 5 and 6. These

presentations were followed by meetings with the Library Directors to clarify key proposal components and establish timelines.

- The PLC Directors met to carefully review the initial proposals from ILS vendors Polaris Library Systems and Innovative Interfaces, identify areas of concern, and verify pricing (i.e. all required components are included in the base proposal price).
- We are currently negotiating with the preferred vendor and expect to review the final proposal no later than the second week of January and enter into an agreement with the selected vendor shortly thereafter. Joliet's counsel is reviewing the proposed vendor contract.
- Key working committees for the Cooperative have been identified and mailing lists established that will enable communication between the libraries' staff assigned to the Circulation, Technical Services, Public Catalog and Training Committees as well as creating a Directors mailing list and Pinnacle-All group.
- The domain name pinnaclelibraries.org has been acquired and a website will be created in the next month.
- A graphic designer has been hired to create a logo and other marketing materials for PLC.
- A cost-sharing formula was agreed upon and a bank account will be established by Joliet (who will serve as financial agent) in order to pay for upcoming expenses such as our data migration fees.

Communications:

- Effective January 1, 2012, each sitting elected or appointed member of a public body affected by the Open Meetings Act (including public library and library system trustees) must complete electronic Open Meetings Act training. Board members will have one year from that date to complete the OMA training program provided by the Attorney General's Public Access Counselor. The electronic training curriculum developed and administered by the Attorney General's Public Access Counselor is available on the Attorney General's website at <http://foia.ilattorneygeneral.net/default.aspx>.
- Trustee contact information was provided to the Cook County Clerk Ethics Department. All trustees should receive a Statement of Economic Interest form electronically in March; the deadline for filing is May 1, 2012.
- 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.
- A Welcome Reception will be held at Lemont High School for incoming Superintendent Mary Ticknor on Tuesday January 17, 2012 from 3:30 to 5:30 p.m.

Respectfully submitted,

Sandra D. Pointon