

LIBRARY DIRECTOR'S REPORT – September, 2011

Annual Report

Statistics from the annual report have been compiled. This report is legally required from every public library in Illinois and must be filed with the Illinois State Library. From all library submissions comes a published report (which every library receives) that details the statistics from Illinois libraries. A copy of the annual report is within your packets. Homer Library continues to be used heavily by community members. To recap:

- **Circulation** increased **4%**. We check out **753** items daily, or **236,976** items a year, or if you want to be really specific - about 40 items each hour.
- **Attendance** increased **5%** with **160,531** physical visitors this past fiscal year; approximately **500-600** patrons visit daily, (this does not include online access).
- **Programs** -We held a total of **922** programs this past year, a **36% increase**.
- **Computers** **16,389** people used our public internet in the past year (**8% increase**)
- **Collection** - The library collection contains **110,195** items (books, CDs, etc.).
- **Staff** answered **27,672** reference questions; this decreased 8% from last year.

6th Annual Author Fair@ Homer Township Public Library

The 6th annual Author Fair was held on Monday, September 19th beginning at 6:30p.m. We had an entertaining and well-received Author Fair featuring eight local authors. Each offered mini presentations of their books, how they write, ideas, writing philosophies, etc. Each author's table offered an opportunity for individual discussion and book signings.

Heather Colby, Reference Librarian coordinated this quality event with support from Administrative Assistant Patti Nakutis. I was especially pleased with the teen volunteer component as library teens did a wonderful job assisting wherever needed. These events also showcase our exceptional staff team and their support of quality events for the community.

2011 Participating Authors included:

Casey Ziemniarski	Children's	Trick or Treat/Think Green
Kristin Walker	YA Romance	A Match Made in High School
Ed Hammer	Adult True Crime	One Hundred Percent Guilty
Gail Lukasik	Adult Mystery	Destroying Angels/Death's Door
Sherry Scarpaci	Adult Mystery	Lullaby
Janet Nolan	Children's	A Father's Day Thank You/The Firehouse Light/The
St. Patrick's Day Shillelagh		
Helen Osterman	Adult Mystery	Notes in a Mirror/The Stranger in the Opera House/The
Accidental Sleuth		
George Kulles	Adult Fiction	The Curse of the Imperial Paperweights/Wheel of God

IMRF

A resolution to adopt the annual 1,000 hour standard for IMRF participation will be on the agenda at this board meeting. Benefits include more flexibility when hiring part-time employees. It states that effective, January 1, 2012, library employers in the Illinois Municipal Retirement Fund may elect to not include future employees who are working for less than 1,000 hours per year. This is not applicable to current employees, but is a substantial cost savings when employed for future hires.

Special Events

1. On August 27th we participated in the Chamber of Commerce **Community Expo** and had the bookmobile on display. Over 900 visitors attended this event. Teen volunteers assisted with set-up, tear-down and represented the library well during the event.
2. On October 12th the library will host the Goodings Grove Lions Club **Fall Harvest** for area seniors. Last year more than 90 seniors visited the library over a two-hour period to receive free fruits and vegetables, courtesy of a partnership the Lions Club initiated with Fairplay Foods. We also served coffee and had a snack table so seniors were able to socialize together. This is one illustration of the library serving in many ways as the social center place in the community.
3. The 3rd annual **Costume Swap** is planned for October 22nd. People can donate gently used Halloween costumes beginning October 1st and receive a ticket to swap for another on October 22nd.
4. We have scheduled Fall **Field Trips** for schools to encourage all students to get a library card and feel comfortable visiting the library.
5. For **Banned Books Week, September 25th** we have posters and a book display.
6. September is **Literacy Month** as well as **Library Card Sign up Month**.

Programs + Events

Upcoming library events and programs include:

- ◆ September Literacy Month and Library Card Sign Up Month
- ◆ September 1 Fall newsletter
- ◆ September 11 Sunday hours 4-8p.m. resume
- ◆ September 12 Fall program sign-up
- ◆ September 19 Author Fair
- ◆ Sept 24-Oct 1 Banned Books Week: Celebrating the Freedom to Read
- ◆ September 30 Fun Fitness Fair @ Homer Jr. High
- ◆ October Illinois Arts Month
- ◆ October 12 Senior Harvest with Goodings Grove Lions Club
- ◆ October 16-22 Teen Read Week
- ◆ October 18 Teen Open House
- ◆ October 18-20 Illinois Library Association Annual Conference; Chicago
 - *(Kitty Mitchell will be an award recipient)*
- ◆ October 22 Halloween Costume Swap
- ◆ October 26 Job Club begins
- ◆ October 27 Star Wars Specialty Program
- ◆ November Food for Fines Month
- ◆ November 12 National Game Day
- ◆ November 15 Family Reading Night
- ◆ December 17 Visit with Santa

Long Range Planning

The final draft of our long range plan is being completed. It details an analysis of space needs for customers and service areas. As we begin the building program to add new space and update current space at the library this program will provide the architect with a list of spaces and content needed to meet the library's long range plans.

Teen Open House during Teen Read Week

Please join us on Wednesday, October 18th from 6-8:30 pm as we will again showcase our Teen Area with food, fun, and fellowship. We have a wonderful event planned with the following key elements (sure to be popular with teens!):

- * Movie-okee trivia
- * Spin the Krazy Wheel
- * Food Fear Factor
- * (Working on booking a) live band
- * Pizza, snacks, prizes and raffles!

Per Capita Grant

The per capita grant is completed and has been sent to the Illinois State Library. These grant funds are earmarked for supplementing the information tools that our patrons use daily, including books, audio, and special collections of materials. Total grant award should be in the range of \$33,000. As supported by 2000 census data, the population of Homer Township has 37.2% children, 56.6% adult and 6.2% seniors. The primary change is the growing senior base aged 65+ (up 1.5%), and the adult base (up 2.9%). Homer residents use the Library heavily for a cross range of services, including computers and copiers, programs, reading, studying, classes, as a meeting place, and as the community social center. We also note more minority resident users, including Hispanic, Polish, and African Americans and a larger increase (1.5%) in our Asian population.

Trends include residents wanting technology, quiet areas to study and socialize in, additional programming, more computers, and on-site support. Reference collections are being downsized and incorporated into the general collection. Free program and computer training requests are increasing, especially from our seniors and adult patrons. As we look at future planning for programs and new services in an expanded space, including outreach, these trends are important.

Building and Grounds

Assistant Director Sara McCambridge and I undertook an annual 'grounds walk' to review the building. This is done periodically to examine what may need attention. The drive striping is being quoted, as is carpet cleaning. As we move forward we will examine what is 1st priority or what can we diverted as we go into our planned building program.

To note:

- Weeding and bush trimming and other general upkeep have been undertaken. Little mulch remains. Given the long range plan, we have chosen to not add more due to cost.
- An ADA building survey has been completed.
- Outside lighting fixtures will be cleaned and lights replaced.
- The building received pest control inside and out.
- Fire extinguishers have been inspected and tagged.
- Outside fall banners are hung.
- For snow removal we are retaining Beary Landscaping.
- Parking lot asphalt adjacent to the waste receptacle was repaired this past fall.
- The sump pump has been replaced.
- The carpet will be cleaned and disinfected this fall.
- Interior doors and bathroom panels/areas will be cleaned and disinfected.
- Parking and drive lot striping will be reviewed, but realistically may be deferred.
- We note much wear and tear on the diner booths, which are popular with patrons.

Policy Update

Two financial policies are placed in your packet. The first is a Fund Balance Policy and the second is a Debt Management Policy. These provide guidelines relative to the issuance, sale, and statutory compliance and investment of bond proceeds. Both are necessary as we move forward in the bond process.

You Should Know

- ✓ A community bulletin board is located in the west hallway. Local event fliers and brochures about non-library happenings and community groups are posted. Library brochures, fliers, programs, and other library information are in clear wall displays to the right as you enter the hallway.
- ✓ A special PR unit at our entrance showcases current programs and events fliers for adult, youth, and bookmobile services, with correlating collections of books displayed and featured.
- ✓ The library has six book discussion groups.
- ✓ The library's technology plan is being updated.
- ✓ The meeting room has two bulletin boards featuring library information.
- ✓ The entryway has a legal notice bulletin board.

In General

1. The Calendar that lists all of our programs is accessible from the Web page.
2. Plans are underway to begin our fall school visits to promote the library's collections, services and support of teachers and students. The Library Web page will highlight a "quick click" homework/assignment alert form. Teachers can use this as a means of sending our staff messages, questions, or comments. An annual teacher's flier details what the library offers and will be sent to the local schools.
3. The annual audit has been completed.
4. Distribution of monthly calendars to 8000 children via the local schools continues.
5. All of the final reports for LSTA grant monies have been completed.

In Conclusion

This monthly report is intended to give you a detailed overview and provide pertinent information on local, regional and state issues.

- Upcoming priorities include the levy and working budget portions of the budget.
- Special workshops and meetings will continue as long range decisions to add space to our current facility and update existing space are made.

Please don't hesitate to contact me if you need any item in my report detailed more fully.

Sheree Kozel-La Ha

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Library Director

September 16, 2011