

LIBRARY DIRECTOR'S REPORT – August, 2013

Heroes Quiet Reading Room Dedication

The dedication event for the Michael C. Olivieri Heroes Quiet Reading Room on Friday, August 16 was well-received. Approximately 100 people attended the event. Cards of appreciation will be sent to the Lockport Township Honor Guard, Choral singers and faculty that assisted in their presence. We appreciate the Township loaning us their sound system for the event.

Financial

In the compilation report we have placed the exact same line item budget amounts as last year. Conservative budgeting is a high priority and we endeavor to review costs monthly, especially as we move to the expanded space. We continue to operate conservatively and have maintained a flat budget for the past several years. The new fiscal year begins July 1, 2013. The working budget does not mimic appropriation amounts, which represent our authority to spend. Instead the monthly compilation report is an accurate picture of what we are conservatively limiting spending to. This budget is distributed monthly at all board meetings also includes a comparison chart noting last year's figures. Construction costs to July 31, 2013 are noted on a separate compilation report.

Collection

New books are being ordered, received, and processed so our customers can enjoy them. We are ordering materials twice monthly.

Construction

Let's plan for a walk through of the new space at the August board meeting. The construction is ongoing in the phase 4 remodel, with framing up, offices and story room evident, etc. The punch list is being worked on, contemporary lettering is going up, more seating (re-upholstered) has been delivered, and security cameras are active. Glass privacy panels have been installed on public computers. The building humidity level is being adjusted, and ICS consultant Dan Eallonardo is meeting with the HVAC representative. The generator proposal is lower than we expected and has been signed.

Public Relations

Positive press coverage continues from the local newspapers. See article links below.

http://articles.chicagotribune.com/2013-08-21/news/ct-tl-0829-ssw-homer-library-dedication-20130821_1_jody-olivieri-late-son-homer-township-public-library

<http://southtownstar.suntimes.com/news/21978430-418/homer-township-library-honors-fallen-hero.html>

Per Capita & Annual Report

The Illinois State Library (ISL) has provided the per capita grant application to us. Every public library in Illinois is required by law (ILCS) 5/4-10 to file an annual report with the State Library. The purpose of this report is to obtain and publish data on the resources and services of all Illinois public libraries. Our annual report will be completed when fiscal year-end statistics (after June 30th) are in. The ISL has requirements each year which must be met to receive funding. Previously we updated our Technology Plan, formalized our "Green" document and continue to review the required State Standards for Libraries. This year we will undertake an Environmental Scan.

Library Tours

Each Senior Village has received an invitation to bring residents in to tour the new space. Staff also continues to provide tours to familiarize customers with the location of materials, seating and space.

Summer Reading Program

Have Book Will Travel set a wonderful tone to enjoy reading over the summer months. We thank our local organizations and businesses for their ongoing generosity. Once again we approached area schools to donate a prize basket so that students can proudly recognize their schools' partnership and reading tie-in with the library. Donations were received from many sponsors including: local restaurant gift certificates, admission passes, prize baskets, free kids meal certificates, bowling passes, and more all provide wonderful encouragement for summer reading in a fun way. The generosity of these sponsors has been a wonderful cost savings for our tax-capped budget. All sponsors are being showcased in library PR and on our web site.

Conclusion

We continue to plan for the construction move, which is targeted for September 30th for approximately three weeks closing, reopening October 21st. The architect was onsite to review progress this month and the punch list is being addressed. We continue to coordinate with CSI and the moving company so that we can inform staff and customers of planned timing.

These monthly reports are intended to give you a detailed overview and provide pertinent information on local, regional and state issues. If you need anything in my reports detailed more fully, please let me know.

Sheree Kozel-La Ha

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Executive Director

August 26, 2013