

LIBRARY DIRECTOR'S REPORT – February, 2013

Construction Update

We continue the process of construction and all the myriad details and issues that arise. The roofing is complete, and the interior walls also. We await installation of the windows. At this time you can more fully see more details, including the beauty of the light filled interior. While several study room walls, ceiling, and partitions will be forthcoming, it is open and airy and will be of great benefit for our fast-growing community.

The Village of Homer Glen has responded to our request for reduction of fees. In the spirit of partnership and cooperation between intergovernmental agencies they have instituted a "Village of Homer Glen Sister Governmental Entity Building Permit Fee Waiver Partnership Program." This was approved as the Village Board Special Operating Procedure (SOP) No. 8 and provides us with a refund of 50% of our permit fees. We received a check for \$14,875 that represents a 50% waiver of the construction building permit costs of \$29,750. The Homer Township Public Library District appreciates the Village cooperation and reduction of construction costs. It is a win-win for the residents in the communities that we both serve through tax dollars.

Construction Meetings

This past month we have met with the architect and undertaken meetings with the construction firm and our advisors to overview mechanical, electrical, data and outlet, HVAC, and other system areas for the expanded space. We are investigating a camera security system for primarily the interior areas. More information will be forthcoming. The coordination of the phased move into the new space will require us to be closed to the public for up to four weeks. All shelves, books, files, desks, etc. must be relocated into the new space, as well as installing phones, computers, and bringing in new furniture. As noted previously to ensure that we are able to provide library services we bring the bookmobile on site for customers. It has been noted that this major move will be towards May into June. We have defined collections in both the youth and adult that will be stored for three months this summer as the remodel is complete. We anticipate using staff as much as possible throughout any public closed time, but will be sensitive to safety issues.

Fitness Fair

As a member of the Fitness Fair Committee, it is my pleasure to note another successful event serving K-4 children and their families. Phyllis Levine and staff at Functional Therapy initiated this event and coordinated other therapy businesses to join in. Administrative Assistant Patti Nakutis, Youth Manager Jody Olivieri and trustee Kitty Mitchell worked the evening event along with more than 150 therapy student volunteers, doctors and therapists. The library's contributions to this event included fliers, teen volunteer activities, the development of the passport to fitness, staff assistance at the event with the library wheel of fitness station, committee support, laminating posters, etc. We worked within our local connections to ensure incentives and funding. We are pleased to be part of this opportunity to strengthen communication and partnerships with the school, therapy businesses and families.

E-Rate

The Library's e-rate application for Year 13 (2013-2014) has been filed. The discount on local and long-distance telephone service we've been receiving is being determined (2012 was \$1,500). Alex Annen is overseeing the e-rate paperwork and application.

Programs + Events

We continue to provide programming (as possible) while construction and renovation continues. Monthly programs that will continue through construction include:

- Story Time/Polish Story Time
- Wiggles & Giggles
- Armchair Traveler (due to construction, held at Victorian Village)
- Lego's
- Chess/Checkers Club
- Mystery Book Club
- Chick-Lit Book Club
- Adult Book Discussion
- Mother Daughter Book Club
- Teen Book Discussion
- Teen Advisory Board

Other library programs include:

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| ◆ NEW! Beginning January 29 | Music & Movement (weekly thru March 19) |
| ◆ February 4-March 2 | Commit to be Fit! Winter Reading Program |
| ◆ February 8 | Family Fitness Fair in partnership with 33C & FTR |
| ◆ NEW! February 27 | Polish Legends |
| ◆ March 9 | Babysitting |
| ◆ NEW! March 19 | Crafternoons |
| ◆ March 20 | Polish Legends |
| ◆ March 27 & 28 | Drop-in crafts |

Other passive programming includes:

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| ◆ Feb 1-28 | Library Lover's Raffle |
| ◆ Feb 11-23 | Celebrate Chinese New Year |
| ◆ Feb 25-Mar 9 | Happy Birthday Dr. Seuss |
| ◆ Mar 11-23 | Movie Villains and M&Ms |
| ◆ Mar 25-Apr 6 | Hunt for the Golden Egg |

The Bookmobile provides activities and crafts throughout the year:

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| ◆ Feb 4-14 | Cast your vote for the Oscar winners |
| ◆ Feb 19-28 | Raffle |
| ◆ Mar 4-14 | Dr Seuss Birthday |
| ◆ Mar 18-28 | Spot the Difference |

Publicity

PR articles regarding the library are included within your packets. We have requested a corner feature area to showcase the library construction periodically on the local newspaper. The Calendar that lists all of our programs is accessible from the Web page, which is continuously updated. Distribution of monthly calendars to area children via the local schools continues.

PrairieCat News

We are members of PrairieCat the catalog consortium for our materials. Patrons now have a new more user-friendly catalog with the recent transition to Sierra. Two of our staff members (Jody Studer, Alex Annen) served as regional trainers. In other PrairieCat news a decision was made by six area libraries (Joliet, Plainfield, Shorewood, Lemont, White Oak, Fountaindale) to withdraw from the PrairieCat consortium and create a smaller one that has been named Pinnacle. We have also learned that Orland Park Library is going standalone with the Polaris catalog. Both of the changes removes their holdings our direct view and may ultimately increase costs or flow of material; specifically as we have become a net lender instead of borrower. A net lender is a primary library that supplies materials to other libraries. The impact is in how this may limit our residents getting new materials, as these materials are being sent to other “net borrowing” libraries. Our large collections size is what makes us become a net lender, as we now are one of the libraries with the largest collection in PrairieCat.

Staff In-Service Day

Staff training is an important component for teamwork and issues faced in the workplace. This year we have a committee planning the training to provide direction and support. EMPOWER U for the Homer Township Library Team will provide effective tools that staff can use to manage customers and ensure we provide the most effective services. A staff training and learning experience will assist staff to:

- Handle difficult situations between staff and patron as well as between staff members
- Empower Personal Safety situations
- Support Team building
- Paying it forward
- Maintaining a Healthy Lifestyle
- Construction Conversation - update and new initiatives
- Deal with change positively

The staff in-service day will be held on Friday, April 5th.

In General

1. Our staff insurance through ILEBP has been increased 12%, for health insurance only, no change to vision or dental. The ILEBP had no increase in fiscal years 2007-2009 and has averaged a 2.4% annual increase over the past six years. The national average is 12-14% for annual health care increases, so the plan has been well below that.
2. We have scheduled a variety of programming to promote continued usage during the construction project.
3. We have suspended Sunday hours until fall 2013.
4. We continue to provide staff information and meetings to detail construction phasing, etc. as preparation for what is expected to be a busy season with lots of change underway.
5. The Library Calendar that lists all of our programs is accessible from the Web page.
6. The Library Web page highlights a “quick click” homework/assignment alert form on the site at www.homerlibrary.org. Teachers use this as a means of sending our staff messages, questions, or comments.

Collection

- ❖ As we review long range planning expenses and the construction and expanded space it is a high priority to expand collections. As our space limitations during construction do not

currently allow this, we are planning to increase collections purchases for the final phase of construction to bring in many new items during our grand opening and afterwards.

- ❖ A program of collection review to reduce collections and eliminate older, outdated materials is complete. At this time we have suspended weeding.

In Conclusion

We encourage residents to make Homer Township Library their first choice for information and learning in 2013 in a bright and expanded facility for their use. As always, we want to provide the best in services, collections and programs that bring value to the Homer community both now and in the future.

The Chamber of Commerce has a luncheon on March 14. Please let me know if you want to attend. I will speak briefly about the library construction and we have a library table reserved.

The audit has been completed and will be reviewed at the February meeting. Grant writing continues.

These reports are intended to give you a good overview and pertinent information on local and regional issues. If there is any issue that you would like information about or if you need anything detailed more fully, please let me know.

Lastly, I appreciate the courtesy and professionalism you each bring to the board. Your thoughtfulness and willingness to do our best for the Library and the Homer Community is wonderful. Thank you.

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Library Director

2/23/13