

LIBRARY DIRECTOR'S REPORT – January, 2013

Construction Update

This is an exciting time as we realize the vision of much hard work and conservative budget planning. We are proud to bring this expansion forward at no cost to Homer residents. It has been a long-time goal to be able to expand and update our facility to better meet the growing needs of the Homer community. This month will see the roofing complete and the framework in place. It is taking shape and much positive community comment is forthcoming. A board walk-through of the space will be scheduled. We have had two issues with flooding, one that impacted our phone system so we are now on a temporary phone system. The new phone system was ordered. The second impacted the restroom and some water was on the carpet.

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 and more information will be forthcoming. We are also planning for the coordination of the phased move into the new space that 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, bringing in new furniture and ensuring that we are able to provide library services without impacting staff and resident safety. We hope this time may be shortened and will ensure that the bookmobile is on site for customers. It was thought that this closing may be as early as April, but with unknowns such as weather, etc. we anticipate more that this major move will be towards May or even possibly June. Some of both the youth and adult collections will be stored for the three months before the remodel is complete and will not be available during the summer. We anticipate using staff throughout any public closed time.

Winter Reading Program

The Winter Reading Club will coordinate our involvement with the 33C Fitness Fair with our own fitness reading theme. The reading club runs the month of February and is titled, "Commit to be Fit!" for all ages. The bookmobile will run the same reading club program. The Winter Reading Club is pleased to have the Chicago Wolves and Chicago Slaughter as our gold sponsors. We are most appreciative of local partnerships which we always solicit to bring reading incentives to participants at the library and on the bookmobile. The program includes adults and teens and began February 4th – March 2nd.

Policy

We have included personnel policy revisions that have been adjusted per review from attorney Phil Lenzini. This includes exempt status compensatory time changes. We have incorporated his advice for job descriptions as well as a revised organizational chart, and meal breaks. As we move into an expanded facility, we have to insure that we know where staff are, and have appropriate legal statements in place to detail that leaving the property means staff must clock out when unavailable. These are the policy changes for approval at the January board meeting.

Grants/Special Projects

I am on the Fitness Fair Committee, specifically in the sponsorship area. Administrative Assistant Patti Nakutis and I are working with District 33C and Phyllis Levine/Functional Therapy to assist in the Fitness Fair 2013. The library's contributions to this event include fliers, teen volunteer activities, the passport to fitness, staff assistance at the event with the library wheel of fitness station, committee support, etc. We recently compiled budget documentation for the Fitness Fair and will be making some 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 and other businesses. Patti Nakutis, Jody Olivieri, Trustee Kitty Mitchell, and I will be working the Fitness Fair.

Bond Update

We will pass an ordinance to abate the bond proceeds on the tax rolls. This will be done annually in January.

Heroes Quiet Reading Room

Mike and Jody Olivieri met with Sheri Law and approved the final designs for the fireplace piece, doorway name, and north wall art. The fireplace art piece may undergo several more subtle changes and is very beautiful. Sheri Law will be the first item on the agenda to showcase the design to the board. It is a privilege to bring this room forward with the Olivieri family input for the art designs in honor of the Michael C. Olivieri Heroes Quiet Reading Room.

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 7 | Babysitting |
| ◆ February 8 | Family Fitness Fair (held at 33C) 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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| ◆ Jan 28-Feb 9 | Craft a valentine |
| ◆ Feb 1-14 | Blind date with a book |
| ◆ 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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| ◆ Jan 22-31 | S'more Snowman |
| ◆ 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.

In General

1. We have scheduled a variety of programming to promote continued usage during the construction project.
2. We have suspended Sunday hours until fall 2013.
3. 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.
4. The Library Calendar that lists all of our programs is accessible from the Web page.
5. 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.

Conclusion

Beginning January 2, 2013, annual library system membership certification will be required of all library system members. According to the Illinois Library Laws and Rules, receiving grant funds from the Illinois State Library is contingent upon annual certification compliance. Sara and I have completed this certification so we are now eligible to receive grant funding. Upcoming priorities include the continuing review of the general policy, construction and long range planning. The audit has been completed. 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.

Sheree Kozel-La Ha

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Library Director

1/23/13