

## LIBRARY DIRECTOR'S REPORT – May 2013

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### **Financial**

We continue to spend conservatively and have expended approximately 65% of the library's working budget over the past ten months (through April). For next fiscal year we will use the working budget figures with no increase, as we have done for the past several years. The upcoming fiscal year begins July 1, 2013. A commitment to continue to operate the budget conservatively is in place. The working budget is distributed monthly at all board meetings in the compilation report and also within a comparison chart noting the previous year's figures. The library budget is reviewed with both the accountant, finance committee, and provided to the full board. The working budget will present an accurate picture of what we plan to limit spending to. The library's financial stability and success has been lauded in our audit, by financial advisors PMA, and recognized to be excellent with the ability to bond.

### **Library Issues**

The Illinois Library Association (ILA) has a link that you can use (CapWiz):

<http://capwiz.com/ala/il/state/main/?state=IL> which provides easy access to current Illinois bills related to library advocacy and the mission of the ILA. You can also access general information about Federal, State and local legislators.

### **Spotlight on Homer Library Staff**

- The bulk of staff vacations are beginning. We are always cognizant of staffing and schedule appropriately to provide coverage for those on vacation or out of office. The library is anchored by experienced staff, whether some staff is attending meetings or taking earned time off. Personnel records (regarding vacation, sick, and personal time) are recorded and monitored for staff members by our business manager.
- Our staff has received much acclaim and I consider them the "best of the best!" I want to take this opportunity to give them credit for being such a positive and excellent group. They support a full schedule of events and throw their heart and energy into positive customer service. I appreciate their excellent effort and willingness to attend educational training and provide the best to our community.

### **Programs + Events**

The library newsletter is being distributed as an insert piece via the Homer Horizon local newspaper. It details all upcoming programs and events. Local organizations continue to support the library and our programs. We thank them for their ongoing generosity. Upcoming library events and programs include:

- ◆ May 18 Library/Bookmobile @ Arbor/Earth Day
- ◆ Begins in June Bookmobile @ Homer Jr. High Tuesdays/Thursday 10-4
- ◆ June 7 Bookmobile - Touch a Truck @ Lockport Park District
- ◆ June 22 Bookmobile - Homer Independence Day Parade
- ◆ July 1 Addition tentative public open date
- ◆ July 8 Library/Bookmobile SUMMER READING CLUB BEGINS – *Have Book Will Travel*
- ◆ August 8 Bookmobile visit - Nazarene Day Camp
- ◆ August 24 Library Booth & Bookmobile @ Chamber Expo Event

lowest day followed by Saturday. We used to be open more limited hours on Saturdays (10-2). In the chart below is a "per hour" usage statistic to provide perspective. Heaviest usage is on Thursday, followed by Wednesday, Tuesday, and Monday, with Friday now the lowest day of use.

<u>Day of the week</u>	<u>daily usage - people per hour</u>
#4 Monday	26 people per hour
#3 Tuesday	32 people per hour
#2 Wednesday	32 people per hour
#1 Thursday	33 people per hour
#6 Friday	20 people per hour
#5 Saturday	23 people per hour

As we review our usage it is apparent that an adjustment of hours is possible, specifically on Friday and Saturday, our lowest use days. I would like to board to consider a reduction of approximately four to six hours combined for these days, exact times to be determined. As we open the addition July 1<sup>st</sup> it makes logical sense to consider an adjustment during low peak summer use. We will continue to meet State Standards if this is undertaken.

### In Conclusion

I continue to meet with my management team to discuss the phasing process, and coordinate what each department's responsibilities will be. A staff meeting to further plan and discuss the move will be held May 21<sup>st</sup>. This is challenging as we time the move of 80,000 items, phones, offices, all public areas and computers into a smaller space for three months.

My priorities for the coming months include construction oversight, budget work, and personnel evaluations. Statistics will also begin to be compiled for the annual IPLAR report after June 30<sup>th</sup>.

These monthly reports are intended to give you a detailed overview of our library and provide pertinent information on local and regional issues. In addition weekly trustee updates present information about the activities and long range plans of our library.

Please contact me if you have any questions or if you would like any item in my report detailed more fully.

*Sheree Kozel-La Ha*  
SHEREE KOZEL-LA HA

Library Director  
May 18, 2013