

LIBRARY DIRECTOR'S REPORT – April 2014

Community Support

We are currently working with Homer Township Oak Arbor Gleaners, an organization that does many community activities and support projects. In May, the Oak Arbor is working with library teens to undertake the first Craft Fair in which all proceeds will purchase materials for the teen collections. The Oak Arbor has provided \$500 towards this fair. This year the library is the official recipient of what the arbor collectively achieves. So while they support specific initiatives, like working with the teens on the Craft Fair, we will receive an additional donation at year-end. These funds will directly provide bestsellers and programs for our community.

World Book Night (WBN)

Ten community members and library staff participated for World Book Night, providing 200 free books to community members to encourage reading. I registered Homer Twp. Library as an official distribution site and we held a reception to honor the “givers” of the ten boxes of books we received. On Wednesday, May 23 we provided free books and library flashlight key chains to Founders Crossing seniors at their monthly event, as well as at two community stores, a shelter and a community agency for teens at need. It was a high-energy giveaway and one that all participants agreed was well received. Homer Library staff enjoyed extending our enthusiasm for books and reading into the community.

Staff In Service Training

This spring we will host safety and customer service training for a half-day staff in service planned for Friday, May 30. The Will County Sheriff will present Safety Training and we have consultant Diane Decker as our second trainer regarding Excellence in Customer Service. We will open at 12:30p.m. to the public on this day.

Meeting Dates for New Fiscal Year

A resolution needs to be passed regarding the schedule of board meetings for the next fiscal year. They are:

- July 28, 2014
- Aug 25, 2014
- September 22, 2014
- October 27, 2014
- November 24, 2014
- No December
- January 26, 2015
- February 23, 2015
- March 23, 2015
- April 27, 2015
- May 18, 2015
- June 22, 2015

Summer Reading Program

This year's theme is: Paws to Read! Staff has once again planned wonderful programming to encourage youth to participate and enjoy reading this summer. We are pleased to coordinate reading incentives from our local elementary schools 33c & District 92, who will each donate a themed gift basket as a contest prize. This tie-in with local schools is a win-win for all. In addition, we have several other sponsors in place, including possibly Northwestern University for discounted football tickets. A full listing of sponsors will be posted on our web site.

Last year we expended zero dollars on the summer reading program due to the generosity of sponsors. Staff continues to do an excellent job of soliciting sponsors for existing and new programs that benefit our community. We recognize all sponsors in PR, fliers, and on our web site. We thank local organizations for their ongoing generosity. This type of program support will be pursued to maintain a conservative budget.

April/May Programs and Events

We complete our Money Smart Week Programming soon. The partnership with BMO Harris Bank has been excellent and extended our ability to offer more to our library community. The IL American Water partnership continues, with more programs and activities to all age levels.

- ✓ Mon & Tue Story Time
- ✓ Mon & Wed Simply Stories
- ✓ Tuesday Special Needs Story Time
- ✓ Wednesday Music & Movement
- ✓ Wed & Thu Wiggles & Giggles
- ✓ Thursday Polish Story Time
- ◆ Apr 21-May 2 Mother's Day Craft
- ◆ April 21 A Journey through White Sox history
- ◆ April 22 Chick Lit Book Club
- ◆ April 23 World Book Night
- ◆ April 24 Best Garage Sale Yet
- ◆ Apr 28-May 8 Happy Mother's Day (on the Bookmobile)
- ◆ April 25 Zumba
- ◆ April 25 Bingo for Seniors
- ◆ April 28 Social Security FAQ – *BMO Harris partnership*
- ◆ April 29 Lego's
- ◆ April 29 Introduction to Budgets – *BMO Harris partnership*
- ◆ May 1 Water Conservation – *IL American partnership*
- ◆ May 3 Arts & Crafts Vendor Fair!!!
- ◆ May 5 Adult Movie Matinee
- ◆ May 5 Understanding Your Utility Bill
- ◆ May 6 Teen Book Club
- ◆ May 7 Vegetable Gardens
- ◆ May 8 Rainbow Rubber band Club / Teen Advisory Board
- ◆ May 12 Mother Daughter Book Club / Mystery Book Club
- ◆ May 12-Jun 5 Operation Care Package Collection on the Bookmobile/Library
- ◆ May 14 Chess/Checkers Club
- ◆ May 15 Youth Advisory Committee
- ◆ May 15 Teen Manga/Anime
- ◆ May 16 Zumba & Bingo
- ◆ May 19 Summer Program Registration
- ◆ May 19-31 Drop in Flag Craft
- ◆ May 20 Crafternoons
- ◆ May 20 Teen Movie Night
- ◆ May 21 Lego's
- ◆ May 21 Adult Book Discussion
- ◆ May 27 Lego's / Chick Lit Book Discussion
- ◆ May 29 Nerdfighter Night
- ◆ May 30 Late opening – Staff in-service

Sunday Hours

Sunday hours are very popular at the library. We plan to take a hiatus again this summer, which saves approximately \$5,000. We will suspend Sunday hours beginning Memorial Day weekend and re-open them after Labor Day weekend on September 11.

Ethics Committee

At this meeting the board needs to appoint or renew one 1-year term of the library ethics commission. Currently Brian Smith is the Ethics Chair, and serves with trustees Owens and Mitchell. The term for trustee Mitchell needs to be reappointed this month. Trustee Smith and Owens terms expire in 2015. The Ethics Commission has the authority to review and act upon complaints arising under Article 10 of the Model Ordinance (Gift Ban), and also to review complaints arising under Article 5 of the Ordinance for Prohibited Political Activities.

Public Relations

- Articles in the newspaper include our upcoming Craft Fair, and several featured programs in the Homer Horizon, Triblocal, and the Will County Farm Bureau Newspaper.
- We are sending a monthly library calendar to the schools in our district.
- We are receiving excellent press coverage from the local newspapers.
- The library calendar is accessible from the Library Web page.

Financial

We continue to spend conservatively and have expended approximately 71% of the library's working budget over the past nine months (through March). Planning the new working budget will begin. It is based on the upcoming fiscal year, which begins July 1, 2014. The working budget is distributed monthly at all board meetings as part of the compilation report. This budget is always reviewed with both the accountant and finance committee. The working budget does not mimic the appropriation amounts, which represent our authority to spend. Instead it presents an accurate picture of what we limit spending to.

Public Relations

- Articles in the newspaper include publicity for programs and library happenings.
- We are sending a monthly library calendar to the schools in our district.
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Staff Spotlight

This month as we celebrate National Assistant's Day I would like to recognize a talented staff member and share some of the highlights regarding her work and quality of support she provides. Administrative Assistant Patti Nakutis provides exceptional attention-to-detail support in a multitude of ways to administration. Patti assists both Sara and I with department support using her exceptional organizational skills. These same skills support other departments, as necessary. Key responsibilities for Patti include serving on the fundraising and in-service committees, grant support, coordinating administrative information including monthly board packets, creating signage, producing many of the library fliers, working with me to organize sponsorships along with tracking and organizing specific initiatives, seasonal and outdoor sign displays, producing the calendar and information distributed to more than 7500 children each month, and more. I appreciate Patti's creativity and talent; she is an exemplary employee!

In General

1. We have scheduled a variety of programming to promote continued usage for all ages.
2. The Library Calendar that lists all of our programs is accessible from the Web page.
3. 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.
4. A community survey will be posted on the website next month.
5. Site work will continue to be completed.

Programs + Events

Local organizations continue to support our programs with donations and prizes. We thank them for their ongoing generosity. Sponsors are recognized in library PR and on our web site.

In Conclusion

We continue to provide facility tours. This month we coordinated a Marian Village resident visit. It's wonderful to showcase our beautiful building. We will coordinate to have the architect attend a future library board meeting.

We have reviewed several positions here and will be making corresponding changes to hours, etc. For example, we have split both a lending and YS position into two positions to increase flexibility in staffing the library. Interviews are being arranged for YS staffing needs.

Dave Lennon from Senesac and Lennon Accounting will be at the April board meeting.

These monthly reports are intended to give you a detailed overview and provide pertinent information on local and regional issues. In addition, I provide weekly trustee updates that present information about the activities and plans of our library. Please don't hesitate to contact me if you have any questions or if you would like any item in my report detailed more fully.

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Library Director

4/25/14