

## LIBRARY DIRECTOR'S REPORT – August, 2014

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### **Appropriation**

The final appropriation is in your packets. On August 25<sup>th</sup> there is a 7 p.m. special meeting preceding the regular board meeting for a public appropriation hearing before adoption of the document at the regular meeting.

### **Collection**

New books and materials are being ordered, received, and processed so our customers can enjoy them. The new furniture displayers showcase materials nicely.

### **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 is being completed with fiscal year-end statistics (after June 30<sup>th</sup>) now in. The ISL has requirements each year which must be met to receive funding. Previously we updated our Technology Plan, formalized our "Green" document, undertook a SWOT and community SCAN, and we continue to review the required State Standards for Libraries.

### **Summer Reading Program**

**Paws to Read** 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 the library budget. All sponsors are being showcased in library PR and on our web site. We had many volunteers and 51 teens undertook 508 total hours of service at the library.

### **Illinois Library Association**

The 2014 Illinois Library Association Annual Conference (ILA2011) is titled Kickstarting Connections, Creativity, Community, focuses on how libraries align ideas, passion, and commitment to cultivate connections and create imaginative approaches, methods and/or library services across Illinois communities. It will be held October 14-16 in Springfield, IL. Complete information is at: <http://www.ila.org/ila-events/2014-ila-annual-conference>

The ILA conference is the best place in Illinois to develop professionally, connect with colleagues, and learn about new techniques and new products that improve library services for our community. This year's conference offers approximately 70 programs and will feature more than 150 companies exhibiting their new products and services. This conference is the third-largest state library exposition in the nation, representing 3,000 librarians from the state's public, academic, school, and special libraries. Librarians, trustees, library assistants, educators, and others interested in libraries all attend. Conference attendance highlights the innovative ways that we can use to embrace best practices, offers opportunities to network with colleagues, and provides information to encourage librarians' to remain vital and indispensable to our community.

An entire track of programming has been created specifically for library trustees. As noted in the State Standards for Illinois Libraries, trustees are encouraged to attend at least one educational opportunity annually and I hope you will consider the ILA Conference. Trustee day is set for Wednesday, October 15<sup>th</sup>. The day begins with opportunities to network with other library trustees, followed by many quality educational sessions that you may attend, including the Fundraising luncheon and exhibit times. This year's conference planning committee dedicated itself to bringing a top notch line-up of programming. Program information is included in your board packet. Please let Assistant Director Sara McCambridge know if you plan on attending.

### **Teen Interns + Young Adults @ the Library**

This summer we continued a volunteer program for young adults as Summer Interns. Youth volunteers were able to choose a project to do weekly or undertake various tasks as needed in library departments. We appreciate the assistance of more than 51 teen volunteers ranging in ages from 12-18. They completed a total of 508 hours of service. Youth learn to shelve and align books, readying themselves for positions as future library employees known as “pages”, interact with and mentor younger children, help to prepare materials for upcoming programs for the fall, and staff the check-in desk for the library’s Summer Reading Program. Many of the volunteers were able to use the time as service hours needed for scouts, schools, or confirmation. Benefits for peer coaching include building self-esteem and promoting leadership qualities. We thank our teen interns and volunteers who provided much support this summer.

Our **Youth Advisory Committee (YAC)** for young adults of the Homer Library has been rebooted as the **Tween Scene**, which is reflective of a change to a more social group. Clever crafts, science, and opportunities to socialize will be offered. We will continue to welcome input from this group and anticipate many great events.

The **Teen Advisory Board (TAB)** serving high school students has a solid core group of dynamic teens. TAB teens assist with collection and program recommendations, discuss why certain programs succeed others may not, discuss marketing and perceptions, and are avid volunteers and a great group of teens. We have a special Teen Open House planned for October 3<sup>rd</sup> to encourage use at the library and inclusion in the group.

### **Book Sale Highlights**

The library book sale was a resounding success. We had many staff and volunteers who assisted with the preparation, sorting and working the sale days. Donated materials were sold over the course of several days and the library netted approximately \$1,600 to supplement future materials purchasing. In times of a tax-capped budget these extra funds are very welcome.

Previous sales had a like number of teens volunteer to assist with the preparation, including working each sale day. In 2011 the book sale made \$1500; 2010 netted \$2,192; 2009 approximately \$1,200; and 2008 sales were \$1,600. We are extremely pleased to have another successful fundraiser.

### **Financial**

Conservative budget management is a high priority and I endeavor to continue this. The new fiscal year (FY) began July 1, 2014. The appropriation is included within your packet. The working budget (compilation report) 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 and includes a comparison chart noting last year’s figures. Construction costs are noted on a separate compilation report. Changes to the monthly compilation report include updating working budget line item amounts, and noting the bond repayments for this FY. Previously, both bond payments and bond revenue were provided in the construction compilation report.

### **Planning for fall**

- ✓ September is Literacy Month.
- ✓ September is Library Card Sign-Up Month.
- ✓ We will have the bookmobile and a library booth at the Chamber of Commerce Sept. Expo.
- ✓ We have scheduled a variety of programming and anticipate a busy fall season.
- ✓ On August 12<sup>th</sup>, we held the staff “end of summer” luncheon. This event is our way of thanking staff for their hard work during summer reading initiatives and as preparation for what is expected to be a busy fall.

## Specialized Services - Outreach

- ✓ Bookmobile - The bookmobile continues to serve our community well. Bookmobile Manager Maryellen Reed has done an excellent job in offering quality programs and showcasing the collection. Events are featured on the library photo blog site: <http://www.flickr.com/photos/homerlibrary/>.
- ✓ VIP Rolling Library Service – We bring materials to each Senior Village directly on-site twice a month. From this activity we are promoting use of the collection and awareness of our library and outreach activities. We also register new library cards to the seniors. Seniors are a priority demographic and make much use of our services and collections.
- ✓ VIP Homebound Service - Homer Township residents who are temporarily or permanently confined to their homes may ask us to deliver books, magazines, audio recordings, and videos. VIP service users may ask for specific titles, or our staff members can select items which match user preferences (mystery, books on CD, etc.). Items are delivered as coordinated on an individual needs basis.
- ✓ Teacher Support - Teachers who live in or work in schools that serve Homer Township may request a "**Bag It**" package of books and other materials to support a curriculum unit. Teachers are also encouraged to notify us of any assignments which require use of our collections and resources. To submit a "Bag It" request or assignment alert they can call us or use our web form.
- ✓ Presentations – Library staff is available for presentations and have undertaken both conference and local presentations. I presented at past Chamber of Commerce Luncheons and Alex Annen has, too. The YS Manager and staff will be undertaking fall book talks and school outreach. The Bookmobile also provides proactive outreach services to youth at local schools, daycares, etc.

## Programs + Events

Upcoming library events and programs include:

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|-----------------|---|
| ◆ Through Aug.  | Teen Summer Volunteer Program                               |
| ◆ August 15-18  | Used Book Sale  |
| ◆ September     | Literacy Month and Library Card Sign Up Month               |
| ◆ September     | Fall newsletter   |
| ◆ September 7   | Sunday hours 4-8p.m. resume                                 |
| ◆ September 15  | Fall program sign-up  |
| ◆ September 27  | Library Booth & Bookmobile @ Chamber Expo Event             |
| ◆ Sept 21-27    | Banned Books Week: Celebrating the Freedom to Read          |
| ◆ October       | Illinois Arts Month   |
| ◆ October 3     | Teen Open House   |
| ◆ October 12-18 | Teen Read Week  |
| ◆ October 14-16 | Illinois Library Association Annual Conference; Springfield |
| ◆ October 20    | Author Fair   |
| ◆ October 22    | Senior Harvest with Goodings Grove Lions Club               |
| ◆ October 27    | Star Wars Specialty Program (not confirmed yet)             |
| ◆ November      | Food for Fines Month  |
| ◆ November 15   | National Game Day   |
| ◆ November 20   | Family Reading Night  |
| ◆ December 13   | Puppet Show + Visit with Santa                              |

### **Library Statistics**

ILL (interlibrary loan) - During the last year, we requested approximately 512 items (reduced from 600 in 2013; 735 in 2010) for our cardholders. We supplied 375 items, so are considered a net borrower at this time. These numbers may be lower than typical due to the construction and flood closings.

### **StoryWalk®**

The newest StoryWalk® book is *Fletcher and the Falling Leaves* by Julia Rawlinson. Joey Olivieri has again created five new Libby and Barry drawings that coordinate with the book. His talent and support of StoryWalk® is greatly appreciated.

StoryWalk® was featured in the Paws to Read Summer Reading Club. Participants could earn a prize ticket by visiting the StoryWalk®. They simply answered story-related questions. Approximately 246 visited the StoryWalk®. In October, we will again promote StoryWalk® with a set of questions pertaining to reading along the path. Reading club participants have enjoyed visiting Sendra Park where StoryWalk® is located.

### **In General**

- PR articles regarding the library are included.
- We have begun distribution of monthly calendars to 10,000 children via the local schools.
- The Fall Newsletter is being completed. We have a full calendar of programming and events.
- Kindergarten school tours will begin soon. We anticipate several hundred visitors this fall.
- Fall school visits to promote the library's collections, services and support begin soon. Our Web highlights a homework/assignment alert form on the site at [www.homerlibrary.org](http://www.homerlibrary.org). Teachers can use this as a means of sending our staff messages, questions, or comments. In addition, a teacher's flier to detail what we offer and how we can assist educators is being updated for distribution.

### **In Conclusion**

This monthly report is intended to give you a detailed overview and provide pertinent information on local, regional and state issues. Upcoming priorities include the levy and working budget portions of the budget. The library and bookmobile will be at the upcoming Chamber of Commerce Expo on September 25.

Please don't hesitate to contact me if you need any item in my report detailed more fully.

*Sheree Kozel-La Ha*

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Executive Director

8/20/14