

## LIBRARY DIRECTOR'S REPORT – May 2014

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### 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.

### Financial

We continue to spend conservatively and have expended approximately 71% 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, 2014. 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 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.

### 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 working through an often arduous construction process and much change this year. They support a full schedule of events and bring much energy to provide a positive customer service experience. I appreciate their effort and willingness to attend educational training and provide the best to our community. This year has seen about an equal level of new hires to anchor the space and three staff departures (retirements and college).

### Summer Reading Program

This year's theme is: Paws to Read. Staff has once again planned wonderful programming to encourage adults and youth to participate and enjoy reading this summer. We are pleased to coordinate reading incentives from our local elementary schools in District 33C, 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, Homer Jr. Woman's Club, Lakeshore Learning, Animal Care Clinic, Shedd Aquarium, Museum of Science and Industry, Olive Garden, Lou Malnati's, State Bank of Countryside, an anonymous resident, Cooper's Hawk, Chicago Bears, Dave and Busters, Target, Woodbine, Challenge Park, White Castle, McDonalds, JumpZone, DuPage Children's Museum, Texas Road House, Chick-Fil-A, USA Skate, Orland Bowl, Joliet Slammers, Windy City Thunderbolts, Champps, Burger King, Noodles, Haunted Trails, etc.. A final, complete 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. We continue 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.

### **Usage Statistics**

Usage patterns are changing. We are seeing increasing weekend usage (Friday, Saturday) with strong midweek (Tuesday, Wednesday, Thursday) patron visits. This usage has greatly shifted from one year ago, when we were in the midst of construction. Monday is currently the lowest usage day. Friday and Saturday are now the highest usage days (with last year both placing 6<sup>th</sup> and 7<sup>th</sup> respectively. In the chart below is a “per hour” usage statistic to provide perspective. Heaviest usage is on Saturday, followed by Friday, Tuesday, Wednesday and Sunday.

<u>Usage rank</u>	<u>Day of the week</u>	<u>Daily usage - people per hour</u>	<u>Previous Year</u>
#7 lowest	Monday	37 people per hour	(26 last year per hour)
#3	Tuesday	37 people per hour	(32 last year per hour)
#4	Wednesday	45 people per hour	(32 last year per hour)
#6	Thursday	40 people per hour	(33 last year per hour)
#2	Friday	59 people per hour	(20 last year per hour)
#1 highest	Saturday	71 people per hour	(23 last year per hour)
#5	Sunday	43 people per hour	(43 last year per hour)

We will continue to review customer usage. This will help us determine if an adjustment of hours is necessary to meet the needs of the community. We currently meet State Standards with the number of hours we provide to our community.

### **Ethics Committee/Trustee Oath of Office**

At the May meeting the board needs to appoint or renew one 1-year and two 2-year terms of the library Ethics Commission.

Currently Brian Smith is the Ethics Chair, and serves with trustees Owens and Mitchell. All positions should be reappointed in May, 2014. 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.

### **Standards For Illinois Public Libraries**

The Serving Our Public 3.0: Standards for Illinois Public Libraries was approved by the ILA Executive Board, prior to being published in 2014. The Standards has had every chapter reviewed and updated with one new chapter on library safety added to address safety concerns for customers and staff. We again begin the process of undertaking a Standard Chapter Review at each board meeting. This month we review the Applicable Core Standards for Chapter 4: Facilities.

### **Teen/Homer Twp. Oak Arbor - Gleaner Join Hands Day Craft Fair Project**

The library participated in a Join Hands Day Gleaner project, where adults and youth partner together. Library youth took leadership in a Craft Fair project and the arbor provided support. This first Craft Fair @ Homer Library was extremely well received with 710 attendees (142 people per hour). Supported by the Gleaners Homer Oak Arbor the craft fair netted approximately \$1,000. All monies will be directed to the purchase of teen books and programming. The library teens worked cooperatively with members of the Oak Arbor to help make this happen. We have already received several requests to undertake the event next year from both attendees and vendors. Teens made 48 hand scrubs that all sold, they undertook a bake sale, had 25 vendors, and teens also had 200 make and take crafts available. Marketing ads were placed in the Farm Bureau News and in the Homer Horizon Newspaper. An article was undertaken by the Horizon (front page!) and also sent to the Tribune. We extend our appreciation to the Homer Twp. Oak Arbor / Gleaners for their partnering support.

It was very successful, the teens enjoyed it and worked hard, it was something new for the library, and we will plan to hold it as an annual event. Pictures are posted on the library's photo site at:

<https://www.flickr.com/photos/homerlibrary/>

### **May/June Programs and Events**

We have 5 new summer bookmobile stops. Money Smart Week programming has been popular. 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. Local organizations continue to support the library and our programs. We thank them for their ongoing generosity. The library e-newsletter is being distributed and we plan for an insert piece via the Homer Horizon local newspaper. It details all upcoming programs and events, such as those noted below.

- ✓ Mon & Tue Story Time
- ✓ Mon & Wed Simply Stories
- ✓ Tuesday Special Needs Story Time
- ✓ Wednesday Music & Movement
- ✓ Wed & Thu Wiggles & Giggles
- ✓ Thursday Polish Story Time
  
- ◆ May 1 Water Conservation – *IL American partnership (re-scheduled)*
- ◆ 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
- ◆ Jun 2 Adult Movie Matinee
- ◆ Jun 3 Teen Book Club
- ◆ Jun 4 Bring Nature to Your Yard
- ◆ Jun 6 Yoga
- ◆ Jun 9 Chef Kate: Cooking for a Crowd
- ◆ Jun 9 Mystery Book Club
- ◆ Jun 10 Untold Secrets of Financial Aid

- ◆ Jun 11 Chess/Checkers
- ◆ Jun 12 Teen Advisory Board
- ◆ Jun 13 Vinyasa Yoga + Armchair Traveler: Soul of South Africa
- ◆ **Jun 16 – Jul 26 Paws to Read Summer Reading Club**
- ◆ Jun 16 – Jul 26 Creatures Clues
- ◆ Jun 17 Word Gone Mad WWII
- ◆ Jun 18 Adult Book Discussion
- ◆ Jun 18 Dave DiNaso's World of Reptiles
- ◆ Jun 18 Lego's
- ◆ Jun 19 Teen Manga
- ◆ Jun 20 Bingo & Flicks on Friday
- ◆ Jun 23/24 Teddy Bear Sleepover
- ◆ Jun 24 Lego's
- ◆ Jun 24 Chick Lit Book Club
- ◆ Jun 25 Big Run Wolf Ranch
- ◆ Jun 25 Basics of Photography
- ◆ Jun 26 PAWS mini garden
- ◆ Jun 26 Puppy Dog Pop
- ◆ Jun 26 Tween Theater Movie Night
- ◆ Jun 26 Teen Craft
- ◆ Jun 30 Simply Stories

### **Budget Chart**

A budget overview chart has been prepared. It showcases our annual expenditures, revenue, surplus, and tax distributions. The current 2014 year is reflective of 10 months of figures. Tax distribution dates are included; they are coming in a little later than usual. We annually receive notice when to expect these distributions. As you can see the library expenditures have remained consistently conservative. I did not inflate the tax distribution received, but used the same amount we received last year.

### **In Conclusion**

My priorities for the coming months include budget work, grant writing and personnel meetings. 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

Executive Director

May 18, 2014