

## LIBRARY DIRECTOR'S REPORT – January, 2016

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More than one quarter of a century ago, in July 1982, Homer Township Public Library opened in the Reed School building, under a grant from the federal government. The following year a referendum passed, establishing the Homer Township Public Library District as a unit of local government. We have been serving Homer Township and Homer Glen as a first-rate information source with excellence these past 33 years. Today's libraries are more important than ever and function as community social centers and great equalizers, especially during tough economic times. Library use has increased as people seek free books, DVDS and other materials along with high quality programs for entertainment and learning. Computers are extremely popular and we have expanded from 8 to 24 public computers, so usage has definitely increased. We encourage residents to use the library and note that they can save money by doing so. It is truly the best bargain in town. Users enjoy free DVD movies, can access more than 100 magazines and newspapers, check out brand new books, take free computer classes, register their children for a variety of excellent programs, join many library social clubs, use a computer, and benefit from the library more than ever in 2016. Residents can pursue skills that prepare them for lifetime success at every age and stage in their lives. We offer thirty computers, both conventional and WIFI access, a collection of approximately 90,000 items, an engaged staff to assist patrons, and round the clock access from work or home.

### **Music Showcase @ Your Library**

A long time goal to bring in a musical showcase to anchor Sundays once a month has been realized. A partnership with House of Music provides a monthly 1 ½ hour musical event on the third Sunday evening each month through May at 5:30pm. Showcases have featured an acoustic performer, guitar, classical piano performance, and youth vocal group. Sound and professional lighting are on board and we have begun promoting the Music Showcase widely, including on our social media. This event offers a free musical and educational atmosphere for the Homer community. We hope the library will fill a need in providing the public with an opportunity to experience the arts and enjoy musical showcases. Plans for jazz, guitar, cappella performances, and theme events are being coordinated. Studies show that there are many benefits to listening to music including relaxation, improvement in cognitive function, and improvement of a person's emotional state. We hope to engage audiences with a wide variety of music and styles. The next musical showcase is February 21<sup>st</sup>.

### **Bond Update**

At the January meeting a bond ordinance to abate the bond proceeds on the tax rolls will be undertaken. This is done annually in January.

### **Grants**

This year I am proactively pursuing sponsorship opportunities through outside funding sources and local agencies. New grants will be sought from local agencies and through creative partnerships. We appreciate the generosity of our sponsors.

### **Marketing the Library**

- Articles in the newspaper include my Library Year in Review in the Homer Horizon, as well as other program information. The library newsletter was provided via the Horizon as an insert this month.
- We are sending monthly library calendars to the schools in our district; reaching approximately 7,000 students. Some of the schools now scan the documents into a parent portal for parents to access online.
- Positive press coverage continues from the local newspapers.
- The outside library sign is always an opportunity to encourage use of the library and specialty programs. Inside the electronic bulletin board at lending services showcases upcoming events.

We continue to promote the library at many levels. We use the following: brochures, media wall, in-house handouts, print newsletter, email blast, Facebook/Twitter, TV Media, fliers, calendars to schools, and emails to the HS. Newspapers that we promote information to include the Homer Horizon, Triblocal, Herald News, Southtown Star, Patch, some local groups, and I look to submitting self-authorized articles. This is one of the most challenging aspects at the library, coordinating the publicity from each department. Future plans include adding a defined staff member position to assist us, if the budget allows.

## Tax Forms

For this filing season we ordered what we could from what they offer this year (see below). There is no Publication 1132, *Reproducible Copies of Federal Tax Forms and Instructions* this year. Also no reorders are allowed.

Product Name	
<b>Form 1040</b> U.S. Individual Income Tax Return	<b>500</b>
<b>Instruction 1040</b> 1040 Instructions	<b>308</b>
<b>Form 1040 A</b> U.S. Individual Income Tax Return	<b>500</b>
<b>Instruction 1040 A</b> 1040 A Instructions	<b>200</b>
<b>Form 1040 EZ</b> Income Tax Return for Single and Joint Filers With No Dependents	<b>375</b>
<b>Instruction 1040 EZ</b> 1040 EZ Instructions	<b>200</b>
<b>Publication 17</b> Your Federal Income Tax (For Individuals)	<b>1</b>
<b>Publication 1132</b> Reproducible Copies of Federal Tax Forms and Instructions	<b>1</b>
<b>Publication 4604 (EN-SP)</b> Use the Web for IRS Tax Products and Information	<b>25</b>
<b>TFOP Poster Package</b> (4 - Poster Package) Publication 1169, Need tax forms or assistance? Publication 1258, Where do I mail my tax return? Publication 1309, Tax forms this way Publication 1725, Which tax form fits you?	<b>1</b>

## Winter Reading Programs & Events

The Winter Reading Club "Blizzard of Books!" will have Chicago Wolves as our primary sponsor. We are most appreciative of this partnership, which brings many reading incentives to participants at the library and on the bookmobile. The program includes all ages and will begin February 1st. The bookmobile will also feature the Winter Reading Club.

## Staffing

As we acclimate in the expanded space we have been reviewing staffing levels and adjustments are ongoing. We welcome the return of Peggy Romano and new staff member Laura Giovannetti as two new circulation clerks.

## Programs and Events

We continue to seek support for new and established popular programming that includes:

- Name Author Event
- Job Club

- Little Library see <http://littlefreelibrary.org/>
- Sunday Music @ Your Library
- Youth Safety Session Series
- Teacher in the Library – Homework Help
- 1,000 Books Before Kindergarten
- Winter & Summer Reading Clubs
- Craft Fair
- Star Wars / Comic Con
- Shark Week

We have several new program initiatives that are popular, including: Laughing Yoga, Tai Chi, Coloring for Adults, Needlework Night, Basic Yoga, Vinyasa Yoga, Mahjong, Bingo, Movie Matinee for Adults, & Coffee Donuts & a Movie. Many of these programs showcase use of the community room and promote collections that support wellness as well as other collection areas. A Home/Craft show anchored by teen volunteers is a fundraiser this spring. A series of financial programs will kick off national Money Smart Week, anchored by sponsorship from BMO Harris Bank. Water Conservation programming is planned, with support from IL American Water. Popular College Funding workshops are scheduled. A new series of Computer Classes will resume for Internet, Excel, PowerPoint and Word. We have had excellent response for Sensory Story time.

It is a great bonus to now have defined community program rooms. Planned programs do not have to compete with each other, but can run simultaneously in the Community Room, Family Activity Room and Teen Room. The Quiet Reading Room will host some book discussion groups and House Republican Leader Jim Durkin, who will hold “office hours” at the library periodically each month (Feb., March & April) from 5-7pm. The following showcases the many adult, teen and youth programs that are planned. Program rooms are often booked multiple times throughout the day.

### **Currently accepting applications for upcoming Arts & Crafts/Vendor Fair on April 23**

JANUARY	MONTHLY CUSTOMER RAFFLE
Jan 19-28	BOOKMOBILE: Have a tasty treat
Jan 25-Feb 29	Story Time sessions every Monday & Tuesday
Jan 25-Mar 1	Wiggles & Giggles sessions every Monday, Wednesday & Thursday
Jan 25-Mar 1	Special Needs Story Time sessions every Tuesday
Jan 25-Mar 1	Family Story Time sessions every Tuesday
Jan 26-Mar 2	Music & Movement sessions every Wednesday
Jan 26-Mar 2	Simply Stories sessions every Wednesday
Jan 27-Mar 3	Polish Story Time sessions every Thursday
Jan 25	Coloring for Adults
Jan 26	Lego Club / Tai Chi
Jan 26	Chick Lit Book Club
Jan 27	Mahjong / Pokemon / Valentine Wreath
Jan 28	Frozen Sing-a-long
Jan 28	Pizza & a Movie
<b>Jan 29</b>	<b>STAFF IN SERVICE</b>
FEBRUARY	MONTHLY CUSTOMER RAFFLE
<b>Feb 1-29</b>	<b>Blizzard of Books – Winter Reading Club for all ages</b>
Feb 1-14	Valentine Wheel Craft
Feb 1	Adult Movie Matinee
Feb 2	Laughing Yoga / Teen Book Club
Feb 3	Mahjong
Feb 4	Teen Volunteer Night / Stampin’ Up
Feb 5	Yoga / Armchair Traveler
Feb 8	Mystery Book Club
Feb 8	Mother Daughter Book Club
Feb 8	Tai Chi / Computer Clean Up How to
Feb 9	Crafternoons

Feb 9 Teens: Heat Seekers  
**Feb 10 PRESCHOOL ROUND UP**  
Feb 10 Mahjong  
Feb 10 Chess Club  
Feb 10 Storybook Explorers  
Feb 11 Youth Bingo  
Feb 11 TEENS: Make Cards for Kids & Seniors  
Feb 12 Vinyasa Yoga  
**Feb 15 LIBRARY CLOSED President's Day**  
Feb 16-28 Bear Guessing Jar  
Feb 16 Ready, Set, Grow  
Feb 16 Teen Craft  
Feb 17 Mahjong / Lemont Artist Guild / Lego Club / Adult Book Club  
Feb 18 Tween Scene / Manga/Anime  
Feb 19 Adult Bingo  
Feb 20 Babysitting  
Feb 21 Sunday Music Series  
Feb 22 Coloring for Adults  
Feb 23 Lego Club  
Feb 23 Tai Chi / Chick Lit Book Club / Mahjong  
Feb 24 Disney on a Dime  
Feb 24 Knitting  
Feb 25 Essential Oils  
Feb 26 Coffee, Donuts, and a Movie  
**Feb 26-29 Used Book Sale**  
**Feb 29 Used Book Sale-Fill a bag for \$5**

### **Safety & Training**

In-service training for safety issues will be held on January 29<sup>th</sup>. This all day program will cover incident reports, dealing with safety issues and will include representatives from the Sheriff staff on hand for the morning session on Active Shooters. This past year is one in which building changes for safety include keyless entry doors, emergency alarms on exit doors, lockdown areas, added lighting to youth area & ladies bathrooms, lit display areas, and staff training for awareness of safety procedures. For added safety, keys have been removed from desk drawers and relocated to back of house on a panel. Alarm and entry codes will be changed this month. We have added chairs and water into the basement and have used this area with patrons during extreme weather conditions.

### **In Conclusion**

What's next at your library? Long range planning will continue to provide the best in future services, collections and programs that bring value to the Homer community. The chicks will be back hatching this spring. The website will begin to transition to a better vehicle. We will publicize the tenth anniversary of the bookmobile. We will continue to encourage residents to make Homer Library their "GO TO" place in 2016.

Your professionalism and willingness to do your best for Homer Community is well recognized and appreciated. I wish you a New Year of wonderful opportunities.

My report is intended to give you an overview and pertinent information on local (and regional) issues. If there is any issue that you would like information about, or anything detailed more fully, please let me know.

*Sheree Kozel-La Ha*

SHEREE KOZEL-LA HA  
Library Director

1/25/16