

## LIBRARY DIRECTOR'S REPORT – August 2011

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### Appropriation

The final appropriation is in your packets, along with a Resolution to Determine Funds. On August 22<sup>nd</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.

### Illinois Library Association

The 2011 Illinois Library Association Annual Conference (ILA2011) October 18-20 celebrates the Bold Brilliant Brave actions of our community and inspires us to continue innovating solutions and pathways to meet the needs of Illinois libraries. The ILA Conference will be held at Rosemont. Complete information is at: <http://www.ila.org/conference-and-events/2011-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 your community. This year's conference offers more than 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. Program information is included in your board packet. Please let Assistant Director Sara McCambridge know if you plan on attending.

Trustee day is set for October 20<sup>th</sup>. The day begins with opportunities to network with other library trustees, followed by many quality educational sessions that you can attend. Here are some highlights.

Specific trustee topics/sessions on October 20<sup>th</sup> are noted below.

- 8-8:45am Continental Breakfast
- 8:45-9 am Welcome
- 9-10am Technology for Trustees
- 10:15-11:15 Board Meetings: Proper procedures and compliance with the Open Meetings Act
- 11:15- 12:30 Exhibit Break – visit more than 150 vendors to see the latest in gadgets, materials, furniture, technology and more.
- 12:30- 2pm Luncheon featuring speaker Kip Kolkmeier, ILA consultant.
- 2:15-4pm Closing Session with Paula Poundstone. Ms. Poundstone is a strong supporter of libraries and the national spokesperson for the Assoc. of Library Trustees, Advocates, Friends and Foundations. A book signing will follow the presentation.

This year's conference planning committee dedicated itself to bringing a top notch line-up of programming that provides the skills and knowledge we need for today and for the future we are creating. This is a wonderful opportunity to network, see vendors and learn much. And we will of course celebrate our YS Director Kathryn (Miss Kitty) who will receive ILA's Golden Ticket Award, for exemplary service to young people, at the ILA Awards luncheon on Tuesday, the 18<sup>th</sup>.

### **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 76 teen volunteers ranging in ages from 12-18. They completed a total of 637 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, and help to prepare materials for upcoming programs for the fall. 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 is very active. YAC continues to recommend materials and programs to library staff that pre-teens and teens would like to see at the library. There is a YAC bulletin board for their use and approximately 20 junior high students enthusiastically attend meetings.

The **Teen Advisory Board (TAB)** serving high school students has a solid core group of 10+ dynamic teens. TAB teens assist with collection and program recommendations, discuss why certain programs fail and others succeed, discuss marketing and perceptions, and are avid volunteers and a great group of teens.

### **Book Sale Highlights**

The library book sale was a resounding success. We had more than 20+ teens and staff 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.

Last year we had a like number of teens volunteer to assist with the preparation, including sorting and working each sale day. In 2010 we netted \$2,192; in 2009 the library we received approximately \$1,200 and in 2008 we received \$1,600. We are extremely pleased to have another successful fundraiser.

### **Planning for fall**

- ✓ September is Literacy Month.
- ✓ September is Library Card Sign Up Month.
- ✓ We have scheduled a variety of programming and anticipate a busy fall season.
- ✓ On August 30<sup>th</sup>, we will hold our staff end of summer luncheon. This event is our way of thanking staff for their hard work during our summer reading initiatives and as preparation for what is expected to be a busy fall. (We also used this opportunity to say farewell to departing staff, welcome new staff, and to recognize staff accomplishments.)

### **Computer Classes**

We held 26 computer classes this past year for customers (an increase of 25% from 2 years ago) to help meet the requests of our residents. We continue to offer core computer training as requested by our residents and hope to expand usage of the classes via laptop use.

### **ILA**

In July ILA held the new board orientation and also undertook committee meetings. I have been appointed to the Advocacy Committee and no longer serve as the board liaison for ILA's Best Practices Committee. I am pleased to represent my fellow IL libraries by serving on the ILA board of directors. It looks to be an exciting year for ILA.

## **Homer Library Job Club**

I am excited to note that we will be offering a Job Club this fall, which will involve using new technologies to help participants who are searching for a job. All programs are from 2:30 – 3:30pm. Registration is required. Topic and upcoming classes include:

Job Searching - Oct. 26

Looking for a job can be overwhelming. In this session, you'll learn tips for practical job searches using internet websites, local resources, and more.

Creating Resumes with Microsoft Word - Nov. 9

Want to make a resume but don't know where to start? We'll show you how to create a solid resume.

LinkedIn 101 - Nov. 30

LinkedIn is a social networking site described as the "World's Largest Professional Network." In this session, you'll create a LinkedIn account and discover its uses and benefits.

Creating a Business Card - Dec. 14

You never know when you'll meet someone who can help with your job search. Here you'll learn how to create a free business card with your name and contact information.

## **Specialized Services - Outreach**

- ✓ Bookmobile - The bookmobile continues to serve our community well. Bookmobile Manager Jody Olivieri has done an excellent job in offering quality programs to promote resident use of it. 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 growing 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 our web form.
- ✓ Presentations – Library staff is available for presentations and have undertaken both conference and local presentations. Adult Services Director Alex Tyle-Annen and I presented at a past Chamber of Commerce Luncheon. Our topic was: Why is Homer Library considered to be on the "cutting edge" of library services? What benefit can we provide to you and your business? We detailed and discussed our 24/7 access, business support services, programs, computer classes, and new technology. YS Director Kitty Mitchell and staff will be undertaking fall book talks and school outreach. Bookmobile Manager Jody Olivieri also provides proactive outreach services to youth at local schools, daycares, etc. I will be part of a presentation for ILA 2011, which will feature discussion of employee wellness. Alex Annen will be presenting at ILA. Jody Olivieri will also present at the Association of Bookmobiles and Outreach Services annual conference. We strive to be proactive within both community and state arenas.

### **E-Rate Update**

For the 2010-2011 funding year we should receive approximately \$1,500 in eRate discounts on local and long-distance telephone service. We have submitted for the 2011-12 year.

### **Programs + Events**

Upcoming library events and programs include:

- ◆ Through Aug. Teen Summer Volunteer Program
- ◆ August 12-15 Used Book Sale!
- ◆ August 27 Library Booth & Bookmobile @ Chamber Expo Event
- ◆ September Literacy Month and Library Card Sign Up Month
- ◆ September 1 Fall newsletter
- ◆ September 11 Sunday hours 4-8p.m. resume
- ◆ September 12 Fall program sign-up
- ◆ September 19 Author Fair
- ◆ Sept 24-Oct 1 Banned Books Week: Celebrating the Freedom to Read
- ◆ September 30 Fun Fitness Fair @ Homer Jr. High
- ◆ October Illinois Arts Month
- ◆ October 12 Senior Harvest with Goodings Grove Lions Club
- ◆ October 16-22 Teen Read Week
- ◆ October 18 Teen Open House
- ◆ October 18-20 Illinois Library Association Annual Conference; Chicago  
★ (*Kitty Mitchell will be an award recipient*)
- ◆ October 22 Halloween Costume Swap
- ◆ October 26 Job Club begins
- ◆ October 27 Star Wars Specialty Program
- ◆ November Food for Fines Month
- ◆ November 12 National Game Day
- ◆ November 15 Family Reading Night
- ◆ December 17 Visit with Santa

### **Harvest Days**

Homer Harvest Days will be held on September 10-11. This combined event will celebrate the unique rural character and agricultural heritage of Homer Township and Homer Glen. Events will include old-fashioned entertainment and games, children's activities, demonstrations of farm activities & old-time handmade items, animals, antique tractors, hay rides, food, vendors, live music, and other amusements and diversions from a simpler and more rural era. Parking and admission are free. We will assist with publicizing this event and creating bookmarks that we will distribute.

### **Library Statistics**

ILL (interlibrary loan) - During the last year, we requested approximately 600 items (reduced from 735 in 2010) from outside of PALS for our cardholders. This is a decrease of 18%, which is due to our ability to find items within the libraries of the expanded area. We supplied 495 items, so are considered a net borrower at this time.

## **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.
- ➔ 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.

## **Health Management Program**

The Illinois Library Benefit Plan (ILEBP) is once again offering a free Health Management Program. This plan is being offered at no cost to all employees and family members age 18 and above who are enrolled in ILEBP. Since the library is enrolled, trustees are also eligible to participate.

The plan includes a health evaluation to assess your current health state in a wide range of areas including cardiovascular disease risks, diabetes, liver and kidney disease, thyroid testing, prostate cancer, and more. As part of the program participants receive printed and web-based health management tools, including a confidential personal health report. The health evaluations are by appointment only and will be offered at two different locations in November. More information will be forthcoming.

## **Staff Spotlight**

- ★ Alex Annen will return from leave on September 12<sup>th</sup>. We welcome her back!
- ★ Carol McSweeney is Chair chair of the TSUG (Technical Services Committee) and is also on the ILS committee that is reviewing whether we are going to change vendors from Sirsi.
- ★ Dianne Carroll has enrolled in the Library Technical Assistant (LTA) program.
- ★ Jody Olivieri has been reelected to serve as President of Midwest Bookmobile and Outreach Network (MBON) for the fifth year in a row. Jody also serves on ABOS as a board member.
- ★ I have been asked to serve on the Chamber of Commerce board again to fulfill a partial term.

## **Annual Report**

The annual report is finished. This report is legally required from every public library in Illinois and must be filed with the State Library. From all of these submissions comes a published report (which every library receives) that details the resources of Illinois libraries.

## **Building and Grounds**

As part of our budget and long range planning process I have implemented a chart to help identify ongoing building and maintenance issues. This is how we stay aware of the areas we track and how we identify issues. This is part of the library's environmental profile and was included in the Per Capita FY10 document.

1. Attention to the grounds is ongoing this fall.
2. Weeding, tree and bush trimming and general upkeep has been undertaken.
3. An ADA building survey will be undertaken this fall.
4. Fall banners will be placed soon.
5. An estimate to clean areas of the library carpet has been solicited.

## **Long Range Planning**

An informative meeting was held with Architect Joe Huberty and his associate Alex Ramsey from Engberg Anderson to discuss future plans for the library. Assistant Director Sara McCambridge, Business Manager Carol McSweeney, Administrative Assistant Patti Nakutis, and trustee Brian Smith were in attendance.

## **In Conclusion**

This monthly report is intended to give you a detailed overview and provide pertinent information on local, regional and state issues.

- All of the final grant reports have been completed.
- 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 August 27.
- We recently communicated to our sports community that they are welcome to use our bathrooms and facility. We reminded them that due to our limited parking to not use our parking lot when attending sports events.
- Special workshops and meetings will continue as we review our long range plans to add space to our current facility and update existing space.

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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Library Director

8/20/11