

FY2016 LME LIBRARY REPORT



8/31/16

LILLIE M. EVANS LIBRARY DISTRICT

Collection (FY16 Long Range Plan Goal 1)

Many of our activities focus on our library collection so it is important to keep ours fresh and current. The general objectives for collection management at LME Library include:

- ◆ To acquire library materials and to organize, preserve and make them easily available to all residents of the library district.
- ◆ To further make these materials available to others through resource sharing with other libraries utilizing currently available means.
- ◆ To serve the residents of the district as a center for reliable information and to provide opportunity for recreation through the use of its library materials.

- ◆ To support educational, civic, and cultural activities of individuals, groups, and organizations in the community by making available the information they need.
- ◆ To evaluate continuously and anticipate the changing needs and demands of the district in order that the best possible collection, services, and physical facilities may be provided.

In FY2016, we focused on collection development for adults in the fiction bestsellers, non-fiction bestsellers, cozy mysteries and travel materials.

In the children's area, juvenile fiction was reviewed and items

THE MISSION OF THE LILLIE M. EVANS LIBRARY DISTRICT is to provide materials and services to help residents meet their personal, educational, cultural, and professional needs. The Lillie M. Evans Library District supports an environment for life-long learning and is dedicated to making the Princeville community an attractive place in which to live, visit, and work.

discarded that were no longer circulating or included in the H.W. Wilson's Core Collection volumes. We added additional playaways for children and continue to focus on the juvenile biography area.

Library Expansion (FY16 Long Range Plan Goal 2)

Accommodating community needs has been a driving force for this project. A new addition will address some of the needs that have arisen in the last decade by focusing on the children's programming and community programming needs.

Wright and Associates were selected in spring 2015 as our architectural firm. One of the key elements in selecting them was the opportunity to work with lead architect, Donald Westlake again. Donald was the architect for the 2001 expansion project.

Once the architectural firm was hired, we turned our attention to the property purchased in 2008. Unfortunately, the building was in such disrepair and the design was not in harmony with the library's structure so it could not

be used for the library expansion. The architects assisted the board with the demolition process and the building was removed in August 2015. The site was compacted and prepared for future construction.

In fall of 2015, the architects worked with the building program, the staff, and board to develop schemes for the library expansion. After many revisions, we produced a floor plan that met the majority of our community defined needs.

Once we had a floor plan, we worked with the architects to develop a furniture plan. We are reusing all the existing shelving and seating and we wanted to make sure it fit and functioned in the defined spaces. The outdoor

elevations have been designed to match the existing structure. The construction documents phase began in late 2015, and the architects have completed the preliminary drawings.

The expansion project will be financed with grants, TIF funds, charitable gifts, and financing. There are no plans to request a referendum. Library funds have been used to pay the consultant and architectural fees and will pay for part of the construction costs. In addition, we have also been awarded a FY16 \$125,000 Live & Learn Construction grant (administered from the Secretary of State and State Library) and an annual payment of \$25,000 from Princeville's TIF District. Please contact the library for information on donating to the project.

Policy (FY16 Long Range Plan Goal 3)



Policies are important to all organizations. A policy is a carefully designed, broadly stated, written guidelines for actions and decisions of the library. It is a governing principle formally adopted by the public library board.

A library's policies should be consistent with its mission. Written policies:

- ◆ Improve communication with the public
- ◆ Gives the library director clear direction from the board
- ◆ Provides consistency among board members, staff and the public.

In FY16, we reviewed several of the libraries policies. The biggest change made was the changes to DVD checkouts.

New!

Adults May Checkout Up to 10 DVDs at One Time!!!

DVDs may be renewed 2 times (as long as no one is waiting it) and DVD late fees are only 50¢ per day now (max \$5)

New!

We also reviewed our fines and fees. With reduced rates for phone service, we've passed those savings on to our fax users. Sending faxes now costs \$1 for the first page and .25/page after that. Color copies has also been reduced to .25/page. All these changes have been approved in our updated Circulation Policy.

Other areas are under discussion and we will continue to schedule policies for review throughout the year.

Friends of the LME Library



The Friends of the Lillie M. Evans Library District support the library through the annual booksale. In FY2016, they supported the library by:

- Purchasing color pencils & books for all ages programming
- Purchasing the Silhouette cutting system
- Providing the Teen Summer Reading grand prize, sponsoring a Summer Reading performer, and providing refreshments at the pool party
- Sponsoring a second staff member to attend the Illinois Youth Services Institute (April 1-2, 2016)
- Raffling a gift card during Holiday Homecoming

Technology



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Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on user's expectations.

Technology is interwoven into all aspects of library services, programs, and operations, but can only function with:

- ◆ An informed, qualified, and trained staff
- ◆ An adequate budget to maintain

and improve the library's technological environment and services; and,

- ◆ A long-range/strategic technology plan that embraces integration of new technologies.

In FY2016, the LME Library followed our Technology plan by increasing our Internet speed from 20 Mbps to 50Mbps, upgraded our Internet switch and wifi hotspots, and replaced 2 staff laptops.