

FLICC Library Technician of the Year Award Nomination Form

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FLICC Library Technician of the Year Award Nomination Form



This is not an interactive Web form.

Fill out the form, print it via your browser and get required endorsements and signatures.
Then fax or mail according to the instructions below.

NOMINEE (PLEASE PRINT:)	
Name:	Sabrina D. Honda
Title:	Library Technician
Agency:	Hurlburt Field Library
Library Address:	443 Cody Avenue
City:	Hurlburt Field
State:	FL Zip: 32544
Phone:	850-884-6266
Fax:	850-884-6050
Email:	sabrina.honda@hurlburt.af.mil
Additional comments or explanations:	

NOMINATOR:	
Name:	Vicky Stever
Title:	Library Director
Organization:	Hurlburt Field Library
Address:	443 Cody Avenue
City:	Hurlburt Field
State:	FL Zip: 32544
Phone:	850-884-3396
Fax:	850-884-6050
Email:	vicky.stever@hurlburt.af.mil

FLICC Library Technician of the Year Award Nomination Form

Nomination statement (mandatory): I believe the nominee should be Federal Library Technician of the Year for Fiscal Year 2006 because (50 words or less)

When money and manpower aren't available, Sabrina Honda proves that ingenuity and willpower can make good things happen. Her personal networking, volunteerism and professional zeal inspired donations that funded 115 programs to enriched learning and literacy for military and their families. This creative artist designed and implemented most programs unaided.

Signature:	<i>Vicky Stever</i>	Date:	1-17-07
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MANAGEMENT APPROVAL—Immediate Supervisor

Name:	Vicky Stever
Title:	Library Director
Organization:	Hurlburt Field Library

Statement of approval: I approve this nomination for Library Technician of the Year for Fiscal Year 2006. Comment:

Sabrina radiates joy in her position and enthusiasm for literacy and learning. She is teacher, role model and mentor to teens and children who flock to her outstanding programs. She is beloved by customers of all ages to whom she personifies all that is good about a library.

Signature:	<i>Vicky Stever</i>
Date:	1-17-07

MANAGEMENT APPROVAL—Second Level Manager

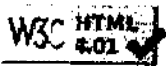
Name:	Capt. Brian Rendell
Title:	Chief, Combat Support Flight
Organization:	1st Special Operations Services Squadron
Signature:	<i>[Signature]</i>
Date:	1-17-07

INSTRUCTIONS:

Deadlines: All nominations must be faxed no later than January 19, 2007. If a nominator does not receive confirmation of the nomination by January 26, 2007, please contact Anna Bohlin by phone at (202) 707-4822. Fax nominations to the Federal Library and Information Center Committee (FLICC) at (202) 707-4825. Selections will be made in March 2007 and announced in April 2007.



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Updated November 2006



Sabrina Honda - federal library technician nomination

Flexibility—open to change, adapting work methods to changing conditions and dealing effectively with ambiguity.

Sabrina does not limit her efforts to the confines of her position description. She frequently is the first person to recognize an opportunity for expanded service. If she sees a problem, she also finds a solution. From initial suggestion to planning to implementation, she is willing to work a project to completion no matter how difficult or dirty the task. She uses her own vehicle to move books and furniture or borrows the "big truck" from maintenance and operates the hydraulic lift. Carpentry and artwork are among the skills she employs to turn trash into treasure to make the library and its programs more attractive for customers: reading program theme decorations, children's games, fun photo backdrops. She's determined that customers will have the best, no matter what she must do to get it for them.

As a nonstop marketer/advocate of library services she extends her activities beyond traditional approaches. She served on the planning committee for Family Fest, securing costumes, craft booths and entertainment for the event that reached 2000-2500 people. She staffed an information/activity booth at three CARE on the Road events that reached approximately 1500 individuals in military housing. While children enjoyed making a craft, she was effectively selling the benefits of library literacy activities to their parents. Immediate positive impact of these contacts was apparent in increased attendance at subsequent events. **Sabrina's passion for the library draws potential customers in; she makes them feel welcomed and accepted, an important talent for an Air Force Base where there is a continuous influx of newcomers.**

A notable example of her ability to bring order out of chaos was the **renovation project she spearheaded last October.** The Library received new carpeting for the entire building and new shelving for over 50% of the collection. Sabrina **coordinated with contractors and library movers to keep work flowing throughout the 3-day installation of 7,000+ square feet of carpet.** Two months later, when new shelving arrived and no library movers were funded, **Sabrina led the team in shifting over 35,000 volumes and rotating in the new shelving.** She devised a logical, efficient plan that minimized physical labor for staff and kept the collection in perfect order during the 3-day move. Although the library was officially closed during the installation, she cheerfully served customers who wandered in through the open doors.

Changes in the workplace showcase Sabrina's ability to put her customers first. Several unfilled positions created a severe manpower shortage for the library throughout the busy summer months just as the library director transferred overseas. Cancelling some activities would have been a justifiable decision but Sabrina chose not to take that path. She balanced two weekly story times and summer children's activities with her regular technical duties, working extra night and weekend duty to cover the circulation desk. She deferred her personal leave for six months until the new director and adequate staff was hired and trained.

Sabrina Honda - federal library technician nomination

Commitment to service excellence in support of the mission of the library or information center.

Sabrina Honda's **commitment and knowledge strongly support all aspects of the Hurlburt Field Base Library's mission.** The Library's goals are to provide access to knowledge and information essential to accomplish the Air Force mission, to support professional military and voluntary off-duty education programs, and to improve quality of life for its community. The most important component of mission support is the provision of office reference collections. Ms. Honda serves **as liaison to 75 base offices and executes the specialized procurement process for them.** In FY06 she assisted in selection of appropriate materials and accomplished the acquisition of \$48K in mission-essential books, periodicals and electronic resources. The office collections have a combined inventory of 1300 items that she verifies and updates annually to ensure accountability of government property. She authorizes other publication purchases made by the offices themselves, corroborating the mission-essential nature of the expenditures as an important link in the efficient expenditure of government funds.

Sabrina Honda has a **high personal standard of excellence for service delivery.** Her calm, friendly manner in **demonstrating databases or answering reference questions dissolves barriers and encourages students to ask questions.** As an example, she taught a library skills course to home-school students and helped them become effective library users. Teenagers gravitate to her and she involves them in library projects. Sabrina's cadre of teen volunteers meet weekly (some come even more frequently) to assist her with projects and events. Her mentoring exposes them to various aspects of library work and has influenced one teen to consider a library career.

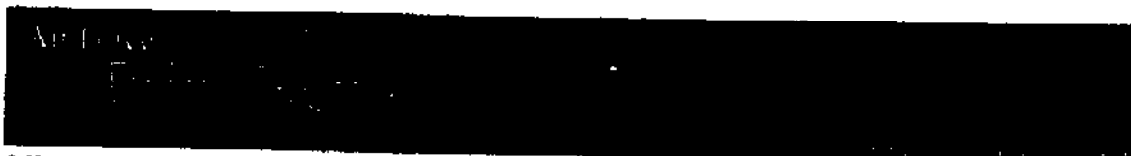
Ms. Honda is most widely and fondly known among customers for her innovative and superlative programs. In FY06 she **planned and implemented 120 programs that benefited a wide range of users.** The "Oscar Night" contest boosted morale for 73 Airmen who were given a chance to win prizes by guessing Oscar winners. She designed "First Fridays," a new continuing education series for adults with features such as "A Night with the Artist," making sushi, and photography. For teens she started both a book club and chess club. **From the standard weekly story times to summer, fall and online reading clubs, total participation in literacy and arts activities exceeded 3036.** ~~Ms. Honda~~ **brainstormed, planned, prepped and produced every event to successful and beneficial conclusions.** Her network of contacts and excellent relationships with charitable organizations ensures financial support and extensive publicity. She secured a donation of \$2200 from the Friends of the Library that funded 100% of the quality of life programs for the fiscal year. Through Sabrina's efforts, children enjoyed a weekly craft during the summer, incentive prizes for reading throughout the year, a book from Santa Claus, a beach cookout and more. Attendance at most events averaged 150 to 200 children. Donated funds provided craft supplies and refreshments for adult programs, boosting morale in our heavily deployed community.

Sabrina Honda - federal library technician nomination

Exceptional technical competency demonstrated during Fiscal Year 2006 in one of the following: public services, technical services, information technology, or other library/information service areas.

Air Force libraries have experienced severe funding cuts during the past 2 years. With materials purchases unfunded until year-end, Sabrina exhibited resourcefulness in collection development. She evaluated thousands of donated books to select attractive and relevant titles to add to the collection, filling gaps in series holdings and providing new reading material in times of no funding. As the administrator of the library's lease plans she accurately selects titles that meet customer needs; the library's 6.17 turnover rate for lease books far exceeds the Air Force mandated rollover of 2.0 circulations per annum. She demonstrated receptivity to customer requests by changing audio book leases to 100% unabridged content.

As acquisitions technician, Sabrina executed materials purchases of almost \$90,000, in accordance with complex government regulations. She coordinated 380 different serials ensuring accountability from vendors. When 80 subscriptions lapsed due to funding cuts, she obtained a grant that renewed 50% of them.



Library offers educational summer events for children

by Staff Sgt. Kelly Ogden
16th SOW Public Affairs

6/16/2006 - HURLBURT FIELD, Fla – Children were beginning to squirm in their seats and the parents were struggling to keep their attention as anxiety grew into excited anticipation of meeting Shana Banana, a children's singer/performer, who entertained children June 7 at the base theater.

The scheduled event was just a taste of what the 16th Services library has planned for children of all ages over the next few weeks.

The library is offering a variety of programs to stimulate the minds of youngsters. A six-week run of entertainers, singers, and arts and crafts began with Shana Banana.

Each Wednesday at 1:30 p.m. for the next six weeks a new act will take over the base theater. They are also continuing the themed reading hour that takes place every Thursday at 10 a.m. and 2 p.m. at the library.

"The story hours are geared towards preschoolers, but during the summer older siblings are encouraged to come along," said Sabrina Honda, the library's program coordinator on base. "I love it," said Nicole Perrin, who brings her two children with her to the weekly event. "It's nice to be able to take my children somewhere that is free and educational. My daughter loves to listen to the stories and my son loves to be around the other children and make crafts."

Children are awarded stickers for books that they read. Every sticker entitles a child to pick a prize from the library's own personal stash.

"This program also runs hand-in-hand with the reading portion of the school districts curriculum," said Ms. Honda. "Each child is afforded the opportunity to maintain their reading proficiency levels that they gained over the school year. They can stay at their current levels by simply coming to the library and reading books."

"This helps children because over the school year students minds are shaped to absorb information and to become more proficient in reading," said Ms. Honda.

"It would be a shame to lose any portion of the knowledge attained during the school year. Children should, at a minimum, be able to maintain the same proficiency that they gained over the school year, so that they can begin the school year ready to read."

"The programs were developed to further reading abilities, as well as to provide good, old-fashioned educational entertainment to kids," said Capt. John Cronin, 16th Services Squadron combat support flight chief.

"This program comes as an option for parents who are looking for an alternative to children just hanging around the house this summer," said Captain Cronin. "Parents are looking to keep their children in a learning environment all year round. I'm proud of our library team and how they make reading and learning fun."

For more information on all of the programs offered at the library this summer, contact Ms. Honda at 884-1436.



Sabrina Honda (center), the base library's program coordinator, reads a book to children as part of the library's summer reading hour.

As A Y.E.S. volunteer at the Hurlburt Library, I spend most of my hours working for Sabrina Honda. When I come to work, Mrs. Honda greets me with a warm smile and a cheerful attitude despite her own heavy workload. When assigning a project, Mrs. Honda gives me clear and easy to understand instructions, helps me along when I get stuck, and even takes time out of her breaks to chat with me and the other teen volunteers. She shows interest in things that interest others. For example, Mrs. Honda helped me start a chess club in the library. With her help, we have nearly quadrupled the number of members in the club, with more joining each week. Mrs. Sabrina Honda's bright and sunny attitude makes going to the library comfortable and enjoyable for volunteers and patrons alike.

Chris Douglas