**Librarian’s Report**

**September 8, 2014**

1. **Upgrading T-1 Service:**

On July 3, 2014, the library’s T-1 line was upgraded to a 10M Metro E. The “bundle” package we received from Frontier included 10M Metro E and DSL. DSL was intended to work only on staff computers if Metro E service is interrupted (goes down). When Frontier tested the DSL, it didn’t work. They suspected, and this was confirmed by Lazerware, that the firewall was preventing DSL from working.

Per Lazerware:

The CORE communication gear (router/firewall) that was purchased with the first Gates grant, over 10 years ago, worked fine with the T-1, but isn’t sufficient for DSL. While we still have a split network so patrons won’t be on the same network as the staff, an upgrade would:

1. Increase internal security significantly
2. Increase external security
3. Allow for faster broadband connections. i.e. Cisco Pix (current firewall) was fine when communicating over a T1, but as you get to 10 and beyond mb/sec speeds, the new router/firewall would handle the extra work.
4. Would allow switch over from Metro E to DSL on staff computers if Metro E goes down
5. There’s no installation fee as it would be covered by our Tier 1 through Lazerware.

I have a quote from Lazerware of $2,049.35 for the Network upgrade.

1. **Per Capita Grant Application:**

As part of the 2015 Per Capita grant application, deadline Oct. 15, 2014, we are required to do the following:

1. Library board and staff must review and report on progress in meeting Chapter 7, “Collection Management and Resource Sharing,” of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.
2. One member of the library staff must attend one instructional course from one of the regional library systems or the Illinois State Library.
3. At least one member of the library staff and one board member must attend an informational webinar or in-person session about The Edge Initiative.
4. The Library staff must claim the library’s account at <http://www.libraryedge.org>
5. The library staff must print and review The Edge Assessment Workbook.
6. All members of the library board must analyze the library’s current budget to determine whether revenues and expenditures are sufficient. Based on information gleaned from the analysis and the library’s FY2014 Environmental Scan, describe the library’s fiscal climate and needs to serve the community.
7. **Library’s Website**

On June 9th, I received notification that Plinkit, the program that we use for our website, will no longer be in use by Illinois Heartland Library System. IHLS will migrate to a product called ESP. Each library using Plinkit has a choice of whether to use ESP or choose another option. The report is that ESP should cost approximately the same as we pay for Plinkit, although so far, there is no price list available. We have been paying $275.00 annually for Plinkit. Our contract expires on Dec. 31, 2014.

Several libraries in the area are in the process of redoing their websites through WordPress Publishing. Lazerware has given me a quote of $250 for publishing, teaching, hosting, and assisting libraries away from Plinket to WordPress.

1. **June, July & August Updates:**

* During June we had a successful 2014 Summer Reading Program.
* I attended the Illinois Heartland Library System’s annual meeting on June 16th.
* A Freedom of Information (FOIA) request was received June 24th. The request was from Adam Andrzejewski, chairman of the Data Collection Department at [Illinois@openthebooks.com](mailto:Illinois@openthebooks.com). His request was for an electronic copy of any and all vendor payee payments for the years 2008-2013 broken down by year. This request was filled on June 30th.
* Project Next Generation (PNG) finished this year’s session on June 27th. The quarterly report was submitted on July 15th and the final report on July 31st.
* The Back to Books 2 quarterly report was submitted July 9th.
* We received notification that the library has been awarded a $12,500 PNG grant for 2014-2015.
* A “Help Wanted” sign and job announcement was displayed beginning on July 28th and the interviewing process began August 19th. After the board hired two new employees, letters were sent to the rest of the applicants thanking them for applying.
* I attended the “On the Front Lines” conference in Springfield on August 4th, 5th, & 6th.
* The Friends of the Sparta Public Library’s annual book sale began on August 8th.
* Anne Bourner & I attended the EDGE Assessment Training session on August 21st at the Illinois Heartland Library System’s office in DuQuoin. This session was to meet one of the requirements for the 2015 Per Capita grant.
* The library staff has been outstanding in volunteering to fill in as needed. And they have been filling in for each other a lot this summer.

1. **Maintenance Update:**

* We had an issue with the front door side lock. The City told me to call Liberty Glass from Perryville, MO to look at it. Liberty Glass fixed it for the time being and sent the bill to City Hall. I asked them to also send, with their bill, an estimate to replace the doors and an estimate to fix the doors in a more permanent way. The glass company had told me that the fix they did was only temporary. The door was sprung and needed more extensive repairs or be replaced.
* John Petkas kindly sprayed the weeds around the library sometime in June. They were dead for awhile, but have revived. They are especially bad in the window box and a few places where the pavement has cracked.

1. **Live and Learn Construction Grant Program: Mini-Grants**

We can apply for this grant every five years. Our last mini-construction grant was in 2008. The grant award range is $2,500-$35,000. I would like the board to consider the possible projects included in this grant, how they could apply to our library, and whether the board wants me to apply for this grant. The grant deadline is Jan. 9, 2015.

1. **Memorials/Donations:**

None to report

1. **Upcoming Events:**

**Sept. 1 Library Closed**

**Sept. 8 Library Board Meeting 7 pm**

**Sept. 16 Friends Meeting & Program 7 pm**

**Sept. 24 Movers & Shakers Story Hour 11-Noon**

**Respectfully submitted by Susan Colbert on 9/8/14**