

Librarian's Report

For September 14, 2020 Meeting

1. Per Capita Requirements for 2021

Currently, the 2021 Per Capita requirements have not been posted on the Cyberdrive website. Some librarians, who have contacted the Illinois State Library, have been told that the whole book, "Serving Our Public 4.0 Standards for Illinois Public Libraries" needs to be reviewed by the director and board. So far, this is not official. It is 63 pages with checklists included. I have a copy of "The Standards" in book form and also digital that I'm going to send to each board member. The deadline for fulfilling the requirements is 1/15/21 which is just a few months away. When the official requirements are posted, I'll let you know so we can get started on them.

2. Per Capita Funds for 2020

Per Jesse White's office, we will be receiving funds of \$5377.50, but they may be significantly delayed. So far, we have not received them.

3. Sexual Harassment Training

This is required training to be completed by December 31, 2020. The staff and I have completed and sent certificates of completion to the City.

4. Reports that have been submitted over the summer

Illinois Public Library Annual Report (IPLAR)

PNG Grant Quarterly and Final Reports

Live & Learn Mini-Construction grant quarterly and Final Reports

5. Report on Summer Reading

- a. There were 9 participants, all of whom read 480 minutes or more
- b. Stacie Hicks read stories online and put together craft kits
- c. All participants were rewarded with prizes for reading

6. Project Next Generation grant for 2021

The library was awarded a grant in the amount of \$9,000. The grant will be used to continue the flight simulator installation and for science kits encouraging STEM learning. This year the library will submit invoices, paid by the library, for PNG expenses to be reimbursed by the grant administrator at the Illinois State Library.

7. Updates

- a. I have submitted a Personal Protection Equipment (PPE) grant for \$500
- b. I am working on a Back to Books grant of \$4900. This grant, if awarded, would require the library to purchase and pay for materials and then get reimbursed from the Illinois State Library.
- c. The plaque for the Live & Learn Mini-Construction grant is installed on the outside of the building and completes the project.
- d. Scott Linders pulled and sprayed the weeds in the raised flower beds and along the sidewalk.
- e. We are renewing efforts to conduct Veteran History Project interviews. In the last couple of months, we have conducted four new interviews. They can be seen on the library's website: www.spartapubliclibrary.com

8. Re-Opening Procedures after closure for COVID-19 issues

I would like to discuss the additional procedures we have in place currently for the safety of staff and patrons during COVID-19. After discussion, do we want to continue with these procedures or modify them?

For your consideration: Should the library continue with the current procedures? If not, what shall be changed?

Respectfully submitted by Susan Colbert on 9/14/20