

Librarian's Report
For March 7, 2022 Meeting

1. City Hall closed days

I have included a list of the days that City Hall is closed

2. Furnace Issues

The furnace has stopped working 3 days in February. I leave a message at City Hall and Scott Buckner has fixed it, but two of the three days it didn't get fixed for several hours.

3. Roof leaking issues

The roof leaked on Friday, February 25 and Saturday, February 26 when the snow started melting. The staff took precautions to keep materials and equipment safe. I've informed Corey and also asked if someone could come and replace the damaged tiles.

4. Lighting issues

On Monday, Feb. 28, when the librarians were ready to leave, they realized that none of the foyer, island and exit lights were working. After Bob Taylor took a look at them, he recommends that an electrician be consulted about the problem. It's possible that it may be with the switches as they have been in the building since it was renovated.

For your consideration: Should an electrician be hired to investigate and fix the problems.

5. Handyman work

Occasionally, we are in need of a handyman. We need someone who can climb a ladder and do heavier jobs. Kyle took care of many of these types of things when he worked here.

For your consideration: Could a handyman be hired on the occasions that we need one?

- 6. The Interlibrary Loan & Reciprocal Borrowing Survey has been submitted to the Illinois State Library.**
- 7. The Annual Library Certification has been submitted to the Illinois State Library**
- 8. I have completed the Open Meetings Act training**
- 9. The staff & I took LEAP training**

LEAP is a web-based circulation tool for Polaris (our library's operating system which joins us with a network of computers). Using LEAP allows us the capabilities of using a tablet or laptop and travel off-site.

10.Upcoming Events – Project Next Generation

Mar. 5, PNG: Cooking for 14-18 year olds

Mar. 7, PNG: Cooking - pizzas

Mar. 9, PNG: Legos

Mar. 12, PNG: Sewing Camp

Mar. 14, PNG: ArcKits