

Librarian's Report

For June 5, 2023 Meeting

- 1. The library has been awarded a \$35,000 Live & Learn Mini-Construction grant**
- 2. The library has been awarded the FY23 Per Capita grant of \$6,040.13**
- 3. I have submitted the FY 2023 IPLAR (Illinois Public Library Annual Report).**
- 4. New library employee**

Our newest staff member is learning quickly and seems to be enjoying the work.
- 5. Lazerware update**

Smart Shield is what Lazerware has been using to protect patrons from making permanent changes on the patron computers. That program hasn't been working well with Windows 11. Lazerware is changing vendors to a system that will do the same job, but works well with Windows 11. It is called Deep Freeze. The cost for this is going to be \$154.50 more per computer for one year of protection.
- 6. People on the library roof and destruction of property**

On April 28, there was at least one kid on the roof. The security camera for the roof went out at the same time. Security Alarm was called. When they came, it was discovered that one of the roof cameras was gone and the other one had been kicked and was pointing downward. The police was then called. The Security Alarm technician recorded the incident for the officer that came and one for the library as our alarm system only keeps the recording for 2 weeks and then records over it. The officer took the picture of the kid to the school for identification. I was told by the Chief of Police that the boy had been identified and charges pressed. The library's cost for the camera to be replaced, the service call and the labor

to replace the camera was \$587.50. An itemized bill was given to Chief Lukes.

7. Staff & director trainings

Staff & director have completed the required Sexual Harassment Training and the Cybersecurity Training. The director has completed the annual training for FOIA and OMA. Rob Keller, a Community Resource Facilitator for the Epilepsy Foundation of Southern Illinois will be at the library on June 20 with information for the public to sign up for an Epilepsy Training date. The library staff will be taking this training on July 10 at our monthly staff meeting.

8. Summer Reading

Summer Reading programs will be every Wednesday in June. The theme for this year is “Find Your Voice”.

9. Local Records Disposal

The library has received the certificate from the Local Records Commission itemizing the records that we can have destroyed. I’ll need 2 or more Library Board Trustees to assist me with this chore.

10. FY 2023-2024 Board Meeting Calendar – Motion, discussion & vote

Note the change of meeting date in September. The library will be closed the first Monday in September (Sept.4) and I will be on vacation on the second Monday (Sept. 11). Would the board approve changing the meeting date to the first Tuesday (Sept. 5) instead?

Note the change of meeting date in December. The first Monday in December is December 4. I will be on vacation. Would the board approve of the meeting to be the second Monday (Dec. 11) instead?

11. Holiday Closure Dates – Motion, discussion & vote

Shall the library be closed the Friday and Saturday after Thanksgiving?
Shall the library be closed the Saturday before Christmas?

Shall the library be closed on Saturday, March 29, which is the Saturday after Good Friday?

12. Bill Payment in July & August – Motion, discussion & vote

13. Closed Session review

14. Back in Open Session – Motion, discussion & vote on Closed Session Items

15. Upcoming Events

June 1: Popcorn Thursday

June 2: Kite making & flying

June 3: PNG Cooking 1-3:30pm

June 5: Board of Trustees Meeting 6:00 pm

June 7: Summer Reading

June 8: Popcorn Thursday

June 14: Summer Reading

June 15: Popcorn Thursday

June 17: PNG Cooking Class 1-3:30 pm

June 20: Epilepsy Information Program 4-6:30 pm

June 21: Summer Reading

June 22: Popcorn Thursday

June 28: Summer Reading

June 29: Popcorn Thursday

Respectfully submitted by Susan Colbert on June 5, 2023