

Librarian's Report

For September 5, 2023 Meeting

1. Non-Resident Fee Survey – Motion, discussion & vote

Public libraries are required to vote each year about participating in the “Non-Resident Services Program.” The State Library began this program in 2003 to provide better service to non-residents. If the board approves our library’s participation, an on-line form is filled out and submitted to the Illinois Heartland Library System. The form includes the following points:

- a. Is the library going to participate in the program from July 1, 2023 to June 30, 2024?
- b. Will the library continue using the general mathematical formula to compute the non-resident fee?
- c. What is the cost for the non-resident card?
- d. What was the date of the vote?

For your consideration: The board needs a motion, discussion, and vote to participate in the Non-Resident Fee Program and answer the required questions.

2. Project Next Generation (PNG) Grant

The library has been awarded the FY 2024 Project Next Generation grant in the amount of \$6788.00. The theme for the year is “Equipped to Succeed: Learning Microsoft Programs through PNG”. The final reports for FY2023 have been submitted.

3. Live & Learn Mini-Construction Grant update

The estimates for the power door operators from Liberty Glass have been signed. Ken Hall Electric has run the power to where the door operators will be hooked up. I have let Liberty Glass know that we are ready for the installation of the operators. Liberty Glass emailed that they are waiting for the push plates.

I have left 2 messages for Ralph Schulein about the renovation in the children’s area, particularly about installing a window in that area.

4. FY2023 Per Capita Grant received

The Per Capita grant was received in July for \$6040.13

5. FY2024 Per Capita Grant requirements

Libraries have not been notified yet of the requirements, but expect they will be the same as the last few years where the board and director go through the entire 2020 Serving Our Public checklists.

6. Staff Issues

In April Martha (Molly) Mayer was hired. She resigned on July 28. The “Now Taking Applications” have been out since before Molly was hired as another staff member is needed.

I hired Beryle Ethington on August 17. She will begin work on September 5.

Cindy Dean’s last day of work will be September 29. She is moving to Perryville. She would have liked to continue to work and commute, but she’ll be living outside the 20 miles from Sparta required by the city.

7. Local Records Disposal update

Anne Bourner, Sue Polino and I met August 24 and went through old records that had been ok’d for disposal by the Local Records Commission.

8. Old newspapers

During the local records disposal process, there was discussion about the old bound News-Plaindealers as well as the unbound newspapers. As far as we can tell, all the bound ones are already on microfilm. They take up a lot of room and are very rarely used. Is it necessary to keep them?

9. Photocopier information

A representative of Coast to Coast Equipment and Supplies, Inc. was recommended by Corey Rheinecker to speak with the library about giving us a quote on their Toshiba photocopiers. The representative, Andrew Birk, feels he can buy out our remaining year lease from Da-Com and still give us a lower monthly cost (63 month lease) from Coast to Coast. The city uses equipment from this company. Shall I look into this further? Could one of the board members join me when I meet with the representative? Does the board give a board member and me permission to make a decision?

For your consideration: The board needs a motion, discussion, and vote to allow a board member and myself to make the decision to accept the bid from Coast to Coast for a 63 month lease of a Toshiba photocopier if it appears to be lower than Da-Com?

10. Updates to the Library

Bradley Painting repaired, replaced, and painted the blocks that make up the retaining wall. It looks much better and safer.

Corey informed me that GRP Wegman will be installing new indoor lighting, roof and solar panels. They will begin with the indoor lighting. Katie Stein from GRP Wegman was in on Monday, Aug. 28. She took indoor and outdoor plans of the library with her to make copies.

Corey has requested a key to the building for when the outside work begins.

11. Summer Reading update

This year's Summer Reading Program was a great success with over a hundred children attending the four week event. Sue Pirtle and Molly Mayer were in charge of Summer Reading this year.

12. Upcoming Events

Sept 4: Library Closed

Sept 5: Board meeting, 6:00 pm

Sept 7: Popcorn Thursday, All Day

Sept 9: Adult Sewing Class, 12 – 3 pm

Sept 14: Popcorn Thursday, All Day

Sept 15: Storytime, 11 – 12pm

Sept 18: Kids Zone Club, 4 – 5 pm

Sept 21: Popcorn Thursday

Sept 23: Adult Cooking Class, 12 – 3 pm

Sept 28: Popcorn Thursday

Respectfully submitted by Susan Colbert on September 5, 2023