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| **C:\Users\Annette\Desktop\logo color 1.jpgLibrarian Report** **October 8, 2024** |

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**Automated Material Handling System**: Steps were taken on our barcode placing project. Due to circulation numbers and the number of materials we share with other libraries, we received 9,000 barcodes. ***UPDATE: All of our free barcodes have been used. Barcode duplicating equipment is being shared with other libraries and we recently received the equipment back for another 30 days.***

**Building Maintenance:** HVAC project is complete. A sewer problem was also encountered that luckily was resolved with equipment and not tearing down walls.

**Book Sale:** Friends of the Library held their book sale this past Saturday and Sunday. Hundreds of people passed through the sale. We also kept the library open from 12 to 6:00 to give people the opportunity to stop in while at FestiFall. Stephanie and I worked Sunday and it was quite busy. We also acquired two new patrons. Event required approximately 18 volunteers.

**Shred Event:** Friends also held the document shred event from 10 – 12. Event was pretty consistent with use and required 9 volunteers. 164 participated

**Promotional Materials:** We recently purchased some new library swag for future library events. Keychains w/flashlight, bumper stickers and magnets. Plans are to use some items at our outreach events. Those include Library Crawl (taking place now) YMCA Health fair, Halloween events at the YMCA & Main Street, Take your child to the library event, Gingerbread House creations and future parades.

**EIN:** Currently working with Edward Jones on an EIN number for the library.

**Per Capita Grant:** Below I have summarized “Serving Our Public 4.0 Standards for Illinois Public Libraries” Chapters 1 thru 4. Our library strives towards meeting suggested standards and always working on others. To obtain per capita grant funds, we are required to review Serving Our Public 4.0: Standards for Illinois Public Libraries. The manual is not a one size fits all guide, but it is a great resource to steer us into becoming the ideal library for our community.

Chapter 1 Core Standards

Chapter 2 Governance and Administration

Chapter 3 Personnel

Chapter 4 Access

**Chapter 1 Core Standard**

*Goals we meet*

* We have an organized collection and are consistently improving our collection.
* We have written policies and have updated and approved some policies.
* We promote our library well.

*Improve on*

* Review of the facility to make sure it meets the needs of the community.
* Disaster prevention and recovery plan

**Chapter 2 Governance and Administration**

*Goals we meet*

* *We have an appointed board of trustees*
* *Qualified library administration*
* *Monthly reports are provided*
* *We keep current with state and federal laws*

*Improve on*

* *Library board members attend conferences*
* *Library board participates in local, state, regional and national decision making that benefits libraries.*
* *Create an orientation packet for new board members*

**Chapter 3 Personnel**

*Goals we meet*

* Adequate staffing levels
* Salaries and fringe benefits account for up to 70% of budget
* Training completed throughout the year
* Staff guided orientation

*Improve on*

* *Personnel policy – unique to library*

**Chapter 4 Access**

*Goals we meet*

* Adequate Lighting
* Adequate signage from the street
* Adequate child space

*Improve on*

* Larger internal signage visible from entrance

**Director Retirement:** I have set a retirement date of February 14th. I have created a job description which I included. If the hiring committee would like to make any additions or changes, please let me know. Posting will be placed with ILA, ALA, IHLS, RAILS, City of Columbia and St. Louis area possibly. Some charge fees. Do we set a limit on a fee to advertise? Kathleen also mentioned Indeed.

Stats: None to report this month.