

Librarian's Report

August 8, 2017

Old Business

Personnel: Circulation Clerk/Programmer. Interviews completed.

Severe Weather Shelter: Reaching out to Monroe County Emergency Management. Still gathering information.

Open Meetings Act: The Open Meetings Act (OMA) requires that all public bodies designate employees, officers or members to receive training on compliance with this law. To complete training <http://foia.ilattorneygeneral.net>. Once training is complete please email me a copy or print off a copy to keep on file at the library.

Freedom Of Information Act (FOIA): Three staff will be trained in FOIA. Board members are not required to complete, however, it may be beneficial to have one member complete this. Once training is complete please email me a copy or print off a copy to keep on file at the library.

New Business

Per Capita: Requirements for 2018.

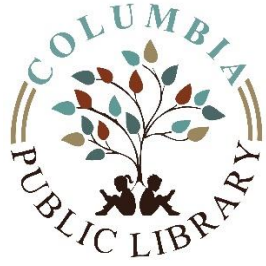
- 1) Trustees – Will review chapters 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION". <http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>
- 2) Continuing Education – Trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include buy are not limited to the Illinois state Library, and Illinois Library System, ALA, PLA, ILA and other state libraries.
- 3) Outreach – Trustees will familiarize themselves with services provided by the Illinois State Library Literacy program.
<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>

Holiday Closure: Could we consider closing the library on Saturday, December 23rd for the Christmas holiday break? City hall will closed at 12:00 on Friday December 22nd for the Christmas Eve holiday and they do not have hours of operation on Saturday's. This would be nice to offer our staff so they can fully enjoy family time.

Events: Programs for fall are beginning soon. Crystal has done an outstanding job with summer programs and her enthusiasm has continued into the fall. She has made a constant presence on facebook for events and happenings as well as working at the desk so that she can become more familiar with patrons. We had 62 programs during the summer with 1428 attending. Fall schedule is included.

Donation: Lucile Mckinney.

Logo. Official announcement.



Circulation Stats/New materials

- Circulation July 8,187
- New Materials July 232