

Librarian's Report
For April 6, 2026 Meeting

1. Theft

On March 3rd, our exterminator was discovered on our security camera, stealing two, 250th anniversary commemorative ink pens. The pens had been donated for the Glitter auction. The police were called. They handled the situation and the pens were returned. The owner of Complete Exterminating, Clint Forcum, found issue with our calling the police instead of him, and has now indicated that Complete will no longer do the library's exterminating.

2. Outside Book Drop Box

The library's book drop box is 30 years old. The locks on it have been giving us problems off and on for quite a few years. Scott has worked on them several times. Also, the insides were starting to rust. Scott Linders contacted Shaun Martin of Overkill about refurbishing it. Shaun was very happy to do this for the library and indicated that he would not charge for doing it, except possibly for materials. This will be a huge savings for the library, as new outdoor book drops similar to the one we now have cost around \$5,000 to \$6,000, not counting shipping. City workers picked up the book drop on March 24 and delivered it to Overkill. They will also pick it up when finished and re-install it.

3. Technology Grant Update

As I reported at the February board meeting, there are still funds left in the Technology Grant. Lazerware is going to help us get our website ADA compliant. But first, there are a number of areas on our website that need to be updated or deleted. Beryle is working on that phase, and I still hope that Lazerware's cost will be covered by the Technology Grant. The deadline to have all funds spent is June 30. Because the deadline is near, I am submitting a budget amendment to the Illinois State Library. The amendment will include two new patron computers, paying phone and internet services several months ahead, and paying Lazerware monthly maintenance bills ahead.

I will be submitting the Technology Grant quarterly report and the Budget Amendment this month.

4. IPLAR

The Illinois Public Library Annual Report is required by the Illinois State Library which collects, compiles, preserves and publishes public library statistical information. It is due 60 days after the end of the library's fiscal year. It is quite extensive and time consuming. I will be working on this report to have it ready to submit by the deadline of May 30.

5. End of Fiscal Year Expenditures

In addition to the regular monthly expenses, the following expenses have been turned into the City for payment in this fiscal year:

- a. Entrance Doors have been ordered from Liberty Glass. The invoice for the doors has been sent to the City to be paid from FY2025/2026 funds.
- b. Security Alarm's invoice for security updates was sent to the City to be paid from this year's funds.
- c. This year's Award books were ordered and the invoice sent to the City.
- d. The April 2026 Lazerware monthly maintenance invoice was sent to the City to be paid from FY2025/2026 funds.

Respectfully submitted by Susan Colbert on April 6, 2026