



# Geneva Public Library

Founded 1912

## Board of Trustees Meeting Agenda Tuesday, October 27, 2020

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.  
*A current copy of the Open Meetings Act is posted in the Library and is also available at [https://nitc.nebraska.gov/documents/statutes/nebraskaopenmeetingsact\\_current.pdf](https://nitc.nebraska.gov/documents/statutes/nebraskaopenmeetingsact_current.pdf).*
4. Disposition of minutes of the September 29, 2020 regular meeting.
5. Financial report and action on bills.
  - a. September 2020 City budget report.
  - b. October 2020 Library revenue and expense report.
6. Librarian's report.
  - a. Circulation and holdings report.
  - b. Librarian's narrative report.
7. Unfinished business; new business; or public presentation to, or discussion with, the Board.
8. Adjournment.  
*The next regular meeting will be Tuesday, November 24, 2020.*

**Geneva Public Library**  
**Library Board Meeting**  
**Tuesday, September 29, 2020**

The Geneva Public Library Board met in the Library Board Room in open session at 5:30 p.m. abiding by the Nebraska Open Meeting Laws, with Deb Novak– president, presiding. Other members in attendance were Trustees Sally Miller, Brandon Thompson, and Apryl Schwarz; and Sarah Johnson, Library Director. Trustee Debbie Bullock was not able to attend.

The minutes of the August Board meeting were displayed for review. Sally made a motion to accept, seconded by Brandon, and the minutes were approved with the following voting “aye”: Deb, Sally, Brandon, and Apryl. No negative votes or abstentions.

The September bills were reviewed. After brief discussion, Brandon made a motion to pay the bills, Apryl seconded the motion, and the bills were approved with the following voting “aye”: Deb, Sally, Brandon, and Apryl. No negative votes or abstentions.

Sarah presented the Librarian’s Report (see attached). There was a brief discussion of the ebook and audiobook circulation being relatively higher. Sarah discussed programming considerations and safety procedures. Our health district entered Phase IV of the Directed Health Measures on September 14, so library staff is not as concerned with overall occupancy of the building. The library staff have decided to not host a Halloween party but may do a couple games outside during the Chamber’s Scare on the Square event. There was discussion about if and how to host the Stuffed Animal Sleepover in November, possibly postponing the event until the spring.

Sarah presented an estimate from Reinboth Plumbing for a pressure assisted toilet for the upstairs men’s restroom. The Board was in agreement and encouraged Sarah to move forward with that project.

Other discussion was around holiday closures for the library, and how the Geneva Public Library compares with other libraries in the southeast region and the accreditation peer libraries. In order to give new staff more time to be adequately trained, the library will be closed on Columbus Day, October 12, and Sarah will discuss future holiday closures with the City Administrator and library staff. The Board will revisit the subject at the next meeting.

The Board voted to adjourn the meeting at 6:25 p.m. after a motion by Brandon and seconded by Sally, the following voting “aye”: Deb, Brandon, Apryl, and Sally. There were no negative votes or abstentions. The next meeting will be October 27, 2020.

Respectfully submitted,  
Apryl Schwarz, secretary pro-tem

**REVENUE & EXPENSE REPORT**  
**CALENDAR 9/2020, FISCAL 12/2019**

**PCT OF FISCAL YTD 100.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
LIBRARY DEPARTMENT					
01.44.4000	PROPERTY TAX	.00	.00	.00	.00
01.44.4102	GRANT	.00	80,610.45	.00	80,610.45-
01.44.4206	STATE AID	.00	1,183.00	1,100.00	83.00-
01.44.4313	IN-LIEU-OF-TAX	.00	.00	.00	.00
01.44.4317	5% GROSS TAX	.00	.00	.00	.00
01.44.4400	FEES	104.23	2,263.00	4,200.00	1,937.00
01.44.4450	DONATIONS	85.95	5,162.69	5,000.00	162.69-
01.44.4550	MISCELLANEOUS	.00	.00	.00	.00
01.44.4603	RENTALS	.00	.00	.00	.00
01.44.4650	SECRET GARDENER REFUND	.00	1,742.89	2,500.00	757.11
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
	TOTAL REVENUE	190.18	90,962.03	12,800.00	78,162.03-
	LIBRARY TOTAL	190.18	90,962.03	12,800.00	78,162.03-
01.44.5000	SALARIES-LIBRARY	7,198.62	97,980.46	85,300.00	12,680.46-
01.44.5001	FICA EXPENSE-LIBRARY	520.96	7,141.48	6,500.00	641.48-
01.44.5002	RETIREMENT-LIBRARY	309.24	3,906.97	7,000.00	3,093.03
01.44.5003	HEALTH & LIFE INS.-LIBRARY	.00	.00	.00	.00
01.44.5005	TRAINING & CONFERENCES	.00	558.00	1,500.00	942.00
01.44.5008	EMP HEALTH INS LIBRARY	.00	.00	.00	.00
01.44.5101	OTHER LABOR	.00	104.50	300.00	195.50
01.44.5102	CLEANING SUPPLIES	147.06	1,030.29	1,000.00	30.29-
01.44.5103	CLEANING CONTRACT	.00	7.00	.00	7.00-
01.44.5112	GRANT EXPENSE	.00	103,175.00	.00	103,175.00-
01.44.5120	PUBLISHING	35.00	73.75	300.00	226.25
01.44.5200	UTILITIES ELECTRIC	535.74	4,380.37	5,500.00	1,119.63
01.44.5201	UTILITIES GAS	20.40	1,249.67	2,500.00	1,250.33
01.44.5202	UTILITIES PHONE	125.59	1,514.27	1,500.00	14.27-
01.44.5203	UTILITIES GARBAGE	16.00	192.00	200.00	8.00
01.44.5205	UTILITIES INTERNET	56.00	682.56	700.00	17.44
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	33.57	8,242.89	40,000.00	31,757.11
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	.00	1,581.20	2,000.00	418.80
01.44.5232	COMPUTER MAINT AGREEMENT	.00	3,183.55	3,000.00	183.55-
01.44.5240	FREIGHT	.00	14.03	.00	14.03-
01.44.5241	POSTAGE	15.14	522.37	.00	522.37-
01.44.5242	SECRET GARDEN	.00	1,499.72	2,000.00	500.28
01.44.5250	MISCELLANEOUS	.00	586.44	2,000.00	1,413.56
01.44.5251	MEMORIAL DONATIONS	.00	1,080.49	500.00	580.49-
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	.00	2,692.22	2,000.00	692.22-
01.44.5501	OFFICE SUPPLIES	436.38	2,329.13	3,000.00	670.87
01.44.5504	SUPPLIES BOOKS	1,242.93	14,013.90	14,000.00	13.90-
01.44.5505	PROGRAMMING	39.98	1,947.30	2,000.00	52.70
01.44.5506	SUPPLIES (NONPRINT)	152.78	1,528.35	2,500.00	971.65
01.44.5507	FEES	.00	.00	.00	.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 9/2020, FISCAL 12/2019**

**PCT OF FISCAL YTD 100.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.5601	CAPITAL OUTLAY LAND	.00	.00	.00	.00
01.44.5602	CAPITAL OUTLAY BUILDINGS	.00	.00	10,000.00	10,000.00
01.44.5603	CAPITAL OUTLAY EQUIPMENT	.00	.00	7,000.00	7,000.00
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
	TOTAL EXPENSES	10,885.39	261,217.91	202,300.00	58,917.91-
	LIBRARY TOTAL	10,885.39	261,217.91	202,300.00	58,917.91-
	GENERAL FUND TOTAL	10,695.21-	170,255.88-	189,500.00-	19,244.12-
	Report Total	10,695.21-	170,255.88-	189,500.00-	19,244.12-

**GENERAL LEDGER HISTORY REPORT**  
**FROM 9/2020 TO 9/2020**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 12/2019 TO 12/2019)			DEBITS	CREDITS	NET CHANGE
JOURNAL	DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	ENDING BAL
01.44.4400				FEEES				2,158.77
RM8361	9/08/20	12/19		LIBRARY FEES			FAXING FEE	1.00
RM8361	9/08/20	12/19		LIBRARY FEES			FINES, ILL FEES	13.00
RM8361	9/08/20	12/19		LIBRARY FEES			RENEWAL NONRESI	20.00
RM8379	9/21/20	12/19		LIBRARY FEES			FAXING FEES	6.00
RM8379	9/21/20	12/19		LIBRARY FEES			VINYL FEES AND	14.30
RM8379	9/21/20	12/19		LIBRARY FEES			FINES, ILL FEES	49.93
						-----		
						.00	104.23	2,263.00
01.44.4450				DONATIONS				5,076.74
RM8361	9/08/20	12/19		LIBR DONATIONS			DONATIONS GENER	13.50
RM8361	9/08/20	12/19		LIBR DONATIONS			DONATIONS MEETI	30.00
RM8379	9/21/20	12/19		LIBR DONATIONS			DONATIONS (GENE	12.45
RM8379	9/21/20	12/19		LIBR DONATIONS			DONATIONS	30.00
						-----		
						.00	85.95	5,162.69
01.44.5000				SALARIES-LIBRARY				90,781.84
PR3398	9/08/20	12/19					PR DT: 9/05/20	3,708.23
PR3403	9/21/20	12/19					PR DT: 9/19/20	3,490.39
						-----		
						7,198.62	.00	97,980.46
01.44.5001				FICA EXPENSE-LIBRARY				6,620.52
PR3398	9/08/20	12/19					PR DT: 9/05/20	268.82
PR3403	9/21/20	12/19					PR DT: 9/19/20	252.14
						-----		
						520.96	.00	7,141.48
01.44.5002				RETIREMENT-LIBRARY				3,597.73
AP4870	9/22/20	12/19	152	AIG	131	5	LIBRARY EMPLOYE	68.45
AP4870	9/22/20	12/19	3078	AMERITAS	59	2	42533 LIBRARY EMPLOYE	240.79
						-----		
						309.24	.00	3,906.97
01.44.5102				CLEANING SUPPLIES				883.23
AP4870	9/22/20	12/19	705	GENEVA HOME CE 360		7	42567 LIB CLEANING SU	47.70
AP4870	9/22/20	12/19	2689	DOLLAR GENERAL 59		4	42554 LIB CLEANING SU	5.40
AP4877	9/30/20	12/19	2989	AMAZON.COM 66		4	6052230 LIB CLEANING	93.96
						-----		
						147.06	.00	1,030.29
01.44.5120				PUBLISHING				38.75
AP4870	9/22/20	12/19	1400	NEBRASKA SIGNA 82		3	42599 LIB AD	35.00
						-----		
						35.00	.00	73.75
01.44.5200				UTILITIES ELECTRIC				3,844.63
AP4870	9/22/20	12/19	1408	NEBRASKA PUBLI 133		18	42598 1043 G STREET L	535.74

**GENERAL LEDGER HISTORY REPORT**  
**FROM 9/2020 TO 9/2020**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 12/2019 TO 12/2019)			DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
01.44.5200		UTILITIES ELECTRIC				3,844.63		
						535.74	.00	4,380.37
01.44.5201		UTILITIES GAS				1,229.27		
AP4870 9/22/20 12/19		208 BLACK HILLS EN 127	11	42540	LIBRARY 7729-94	20.40		
						20.40	.00	1,249.67
01.44.5202		UTILITIES PHONE				1,388.68		
AP4870 9/22/20 12/19		2380 WINDSTREAM 43	9	42622	LIBRARY	125.59		
						125.59	.00	1,514.27
01.44.5203		UTILITIES GARBAGE				176.00		
AP4870 9/22/20 12/19		280 BURTON ENTERPR 87	7	42542	LIBRARY	16.00		
						16.00	.00	192.00
01.44.5205		UTILITIES INTERNET				626.56		
AP4870 9/22/20 12/19		761 GENEVA BROADBA 102	3	42564	LIBRARY INTERNE	56.00		
						56.00	.00	682.56
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR				8,209.32		
AP4870 9/22/20 12/19		705 GENEVA HOME CE 360	6	42567	LIB BATHROOM RE	8.58		
AP4870 9/22/20 12/19		705 GENEVA HOME CE 360	13	42567	LIB REPAIR MAIN	24.99		
						33.57	.00	8,242.89
01.44.5241		POSTAGE				507.23		
AP4863 9/21/20 12/19		2106 U S POSTMASTER 263	1	6052213	LIB POSTAGE	5.16		
AP4877 9/30/20 12/19		2106 U S POSTMASTER 139	1	6052222	LIB POSTAGE	3.16		
AP4877 9/30/20 12/19		2106 U S POSTMASTER 141	1	6052223	LIB POSTAGE	6.82		
						15.14	.00	522.37
01.44.5501		OFFICE SUPPLIES				1,892.75		
AP4863 9/21/20 12/19		3437 QUILL CORPORAT 7	1	6052212	LIB OFFICE SUPP	322.01		
AP4870 9/22/20 12/19		3437 QUILL CORPORAT 6	1	6052220	LIB OFFICE SUPP	114.37		
AP4872 9/22/20 12/19		3437 QUILL CORPORAT 6	1	6052220	LIB OFFICE SUPP	114.37-		
AP4872 9/22/20 12/19		3437 QUILL CORPORAT 6	1	6052220	LIB OFFICE SUPP	114.37		
						436.38	.00	2,329.13
01.44.5504		SUPPLIES BOOKS				12,770.97		
AP4877 9/30/20 12/19		2989 AMAZON.COM 66	1	6052230	LIB PRINT MATER	1,242.93		
						1,242.93	.00	14,013.90
01.44.5505		PROGRAMMING				1,907.32		
AP4870 9/22/20 12/19		705 GENEVA HOME CE 360	14	42567	LIB PROGRAMMING	22.99		
AP4877 9/30/20 12/19		2989 AMAZON.COM 66	2	6052230	LIB PROGRAMMING	16.99		

**GENERAL LEDGER HISTORY REPORT**  
**FROM 9/2020 TO 9/2020**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 12/2019 TO 12/2019)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	ENDING BAL
01.44.5505		PROGRAMMING			1,907.32		
					-----		
					39.98	.00	1,947.30
01.44.5506		SUPPLIES (NONPRINT)			1,375.57		
AP4877	9/30/20 12/19	2989 AMAZON.COM	66	3	6052230	LIB NONPRINT MA	152.78
					-----		
					152.78	.00	1,528.35
REPORT TOTALS					=====		
					TOTAL DEBITS / CREDITS		
					10,885.39	190.18	

**Geneva Public Library  
October 2020 Revenue/Expense Report**

<b>Revenue from September 18, 2020 through October 15, 2020</b>	<b>Subtotal</b>	<b>Total</b>
Income: Fees		
Faxing, fines, other fees	\$49.80	
Membership fees	\$40.00	
Total Fee Income		\$89.80
Income: Donations/Grants		
General donations	\$139.95	
Meeting room use	\$230.00	
Total Donation/Grant Income		\$369.95
<b>Expenses September 16, 2020 through October 15, 2020</b>	<b>Subtotal</b>	<b>Total</b>
Invoices to pay		
Baker & Taylor (invoice 2035542518)	\$227.56	
Baker & Taylor (invoice 2035542519)	\$10.53	
Baker & Taylor (invoice 2035542520)	\$48.60	
Baker & Taylor (invoice 2035542521)	\$62.05	
Biblionix (2020-2021 invoice)	\$1,843.70	
Bi-Versal (July and Sept pest control)	\$110.00	
Black Hills Energy (September invoice)	\$29.44	
Brodart (invoice 565180)	\$51.40	
Faller Lanscape	\$30.00	
GHC-door stops	\$2.79	
GHC-office & cleaning supplies	\$10.19	
GHC-cleaning and paper supplies	\$23.95	
Glenwood (October invoice)	\$56.00	
Midwest Alarm Services	\$65.00	
Nebraska Library Commission (OverDrive)	\$500.00	
NPPD (October invoice)	\$377.96	
Noel Lawn Care	\$99.75	
O'Keefe (1 year of maintenance)	\$959.20	
Reinboth Plumbing (toilet service call)	\$148.20	
Rotary (4Q2020 invoice)	\$81.00	
Windstream (September invoice)	\$125.76	
York News-Times (employment ads)	\$258.00	
Total invoiced expenses		\$5,121.08

*Continued on reverse side.*



**Geneva Public Library  
October 2020 Revenue/Expense Report**

<b>Expenses from September 16, 2020 through October 15, 2020</b>	<b>Subtotal</b>	<b>Total</b>
Heartland Bank Credit Card		
2020-09-23 USPS (one ILL)	\$3.16	
2020-09-25 USPS (two ILL's)	\$6.82	
2020-10-02 Nebraskaland subscription	\$18.00	
2020-10-08 Quill (Clorox wipes)	\$14.97	
2020-10-08 USPS (six ILL's, roll of stamps)	\$73.96	
2020-10-13 USPS (three ILL's)	\$9.98	
2020-10-16 Amazon	\$743.60	
Total credit card expenses		\$870.49
Dollar General Credit Card		
n/a		
Total charged expenses		\$0.00

As required by Nebraska Statute 51.209, the Geneva Public Library Board requests, with this voucher, the above expenses be paid by the City of Geneva.

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date filed with the City Clerk/Treasurer

**Geneva Public Library**  
**September 16, 2020 through October 15, 2020**

**Physical Holdings & Circulation Report**

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
Unassigned					
Adult Fiction	24	2	5,499	23.54%	317
Adult Nonfiction	8	1	2,229	9.54%	66
Christian Fiction	1		1,064	4.56%	143
Biography	2		504	2.16%	20
Large Print	1		538	2.30%	81
Audiobooks	14		662	2.83%	17
VHS		130	125	0.54%	
DVD	1		3,638	15.58%	278
Serial Publication	4	1	1,134	4.86%	27
Music (CD)			324	1.39%	5
YA Fiction		1	546	2.34%	17
YA Nonfiction			6	0.03%	
YA Graphic Novels			15	0.06%	
YA Audiobooks			9	0.04%	
Juv Fiction	14	2	1,898	8.13%	49
Juv Nonfiction	11	1	1,312	5.62%	61
Juv Biography			94	0.40%	
Juv Graphic Novel	3	1	95	0.41%	49
Juv Audiobooks			38	0.16%	
First Readers			355	1.52%	30
Easy	10	1	2,194	9.39%	364
Cake Pans			25	0.11%	
Rotating Collection			3	0.01%	46
Puzzles			3	0.01%	2
Kits			27	0.12%	10
Yearbooks			109	0.47%	
Genealogy			878	3.76%	
On Order			1	0.00%	
Keys/Equipment			20	0.09%	13
Use Records			11	0.05%	451
<b>Total</b>	<b>93</b>	<b>140</b>	<b>23,356</b>	<b>100%</b>	<b>2,046</b>
compared to last month	-59%	233%	0%		18%
compared to last year	-38%	-91%	3%		-5%

*Continued on reverse side.*

**Geneva Public Library**  
**September 16, 2020 through October 15, 2020**

**OverDrive Holdings & Circulation Report**

<b>Material Type</b>		<b>Total # of Titles</b>	<b>% of Titles</b>	<b>Checkouts this Period</b>
ebooks		31,380	65%	445
audiobooks		17,226	35%	164
<b>Total</b>		<b>48,606</b>		<b>609</b>

ebooks compared to last month      -12%  
ebooks compared to last year        -6%

audiobooks compared to last month    32%  
audiobooks compared to last year     58%

**Geneva Public Library  
Librarian's Report  
October 2020**

**Library Closure/Opening**

On July 6, the library reopened to public access with a maximum occupancy of 25 people. On August 3, the library moved to not limiting occupancy, and on September 23, barriers to every other computer were removed to allow patrons to use all twelve public access computers to allow for the increased number of afterschool traffic. On October 21, the library will be requiring patrons to wear face masks over their mouth and nose while using a public computer, if they choose to sit within 6 feet of other patron using a public computer. We feel this is the best option to handle the high volume of computer use after school without having to limit the number of computers when social distancing is not an option.

Library staff continue to offer curb-side delivery and home delivery. The average traffic counts are as follows:

	<b>Average daily # of patrons at or through the door</b>	<b>Average daily # of patrons calling, texting, or emailing</b>	<b>Average daily # of computer users</b>
March, April, May (curb-side delivery only)	6	9	n/a
June (curb-side, delivery, appts)	11	11	n/a
July 6-August 1 (full access, curb-side, delivery)	28	6	5
August 2-September 5 (full access, curb-side, delivery)	34	5	7
September 6-September 26 (full access, curb-side, delivery)	43	3	13
September 27-October 17 (full access, curb-side, delivery)	61	3	21

There have been no home delivery requests in the last four weeks. Book deliveries to Heritage Crossings have continued every two to four weeks, with the staff at Heritage managing the book circulation.

Library materials continue to be held in a seven day quarantine before staff check them in. All materials continue to be due two weeks after check out (including DVDs), but no overdue fines have been charged since March, simply because placing items in a seven day quarantine causes too many problems with overdues and panicked patrons. We had originally planned to stop quarantining items and restart overdue fines on November 1, but with the increase in COVID cases, we have removed this target date.

Staff continue to spray disinfectant and wipe down high touch surfaces between patrons, and wearing masks outside the staff room. We continue to offer hand sanitizer at both entrances, and encourage (but not require) patrons to wear masks that cover both their nose and mouth.

We are not doing any additional cleaning or disinfecting in the meeting rooms, restrooms, or drinking fountains.

### **Programming**

There has been no programming, in any format, for the last four weeks, and the library will not be hosting LEGO® Night, nor a Halloween Spook-tacular Party this month. The library will be participating in the Chamber’s Scare on the Square event on October 29. We will not be hosting the annual Stuffed Animal Sleepover on November 20, as originally considered, but are working on a month-long “Dino-vementer” activity similar to “Elf on a Shelf” instead. For December, we will not be hosting LEGO® Night, and are currently revamping the weekly December Maker Camp series into a weekly take-home activity series.

### **Building & Grounds**

I would like to note that Todd Faller did not charge us for the new red bud tree he replaced on September 30. We received an invoice for only the cost of labor, and we greatly appreciate his generosity, considering the memorial tree for Charles Grote was outside of the year warranty.

The Secret Garden Committee met on October 5. The fall clean-up date has been set for Saturday, November 7, from 1:00 to 3:00 p.m., with the rain/snow date tentatively set for November 9 at the same time. Volunteers are asked to bring gloves and rakes to remove the fallen leaves from the flower beds, and to remove all the perennials after they have been cut back for the winter.

### **Newspaper Database Statistics**

<b>Date</b>	<b>Total Users (New Users)</b>	<b>Number of Sessions</b>	<b>Number of Page Views</b>	<b>Average Session Duration</b>
Feb 2020	105 (105)	268	9,546	50 min
Mar 2020	101 (78)	341	12,984	1 hour
Apr 2020	141 (114)	356	15,729	1 hour
May 2020	107 (81)	312	17,012	1.5 hours
June 2020	107 (84)	295	12,996	1.25 hours
July 2020	129 (102)	361	19,177	1.75 hours
Aug 2020	160 (128)	417	17,518	1 hour
Sep 2020	109 (82)	343	10,815	1 hour

We are still awaiting information from Advantage Preservation on the cost of add the Fairmont and Geneva school yearbooks to the newspaper database.

### **Staff**

Cherie has been on staff for five weeks and already adept at checking materials in and out, as well as daily routines. She has learned how to catalog materials and is bravely tackling that challenge on her own. She has also started working with the vinyl cutter and 3D printers. Cherie also started working on her Public Librarian Certification and completed her first Basic Skills class last week, with ease.

On October 15, we congratulated Molly for being part of the library team for sixteen years. She has been very helpful in teaching Cherie various tasks while managing her own set of projects. Molly has also taken on Joseph's previous roles of planning Maker Camp activities and creating the video for the Rialto II theater advertisements.

Respectfully submitted,  
Sarah Johnson