



Geneva Public Library

Founded 1912

Board of Trustees Meeting Agenda Tuesday, November 24, 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.
4. Disposition of minutes of the October 27, 2020 regular meeting.
5. Financial report and action on bills.
 - a. October 2020 City budget report.
 - b. November 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.
 - a. Change in trustees.
8. Adjournment.
The next regular meeting will be Tuesday, January 26, 2021, unless the Board wishes to have a December meeting.

Geneva Public Library
Library Board Meeting
Tuesday, October 27, 2020

The Geneva Public Library Board met in open session at 5:28 p.m. in the library conference room, abiding by the Nebraska Open Meeting Laws, with Deb Novak -- President, presiding. Other Board members in attendance were Sally Miller, Apryl Schwarz, Brandon Thompson, and Debbie Bullock; and Sarah Johnson – Librarian.

The minutes of the September board meeting had been sent to members via e-mail and were approved by the board after a motion to accept was made by Brandon T. and seconded by Apryl S. The following members voted aye: Brandon T., Apryl S., Sally M., Deb N., and Debbie B. No negative votes or abstentions.

The October bills were reviewed. Sally M. made a motion to pay the bills, Brandon T. seconded the motion, and the bills were approved. The following members voted aye: Sally M., Brandon T., Deb N., Debbie B., and Apryl S. There were no negative votes or abstentions.

Sarah presented the Librarian's Report (see attached). The Circulation and Holding Report was reviewed.

Sarah announced that the Secret Garden Cleanup day will be November 7, from 1:00 p.m. -3:00 p.m.

There was a brief discussion of the 2020-2021 budget.

The meeting was adjourned at 5:55 pm after a motion was made by Apryl S. and seconded by Sally M. The following members voted aye: Deb N., Brandon T., Sally M., Debbie B., and Apryl S. There were no negative votes or abstentions.

The next meeting will be November 24, 2020.

REVENUE & EXPENSE REPORT
CALENDAR 10/2020, FISCAL 1/2020

PCT OF FISCAL YTD 8.3%

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	.00	.00	.00
01.44.4103	LIBRARY MEMORIAL REVENUE	.00	.00	.00	.00
01.44.4206	STATE AID	.00	.00	1,100.00	1,100.00
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	436.78	436.78	4,000.00	3,563.22
01.44.4450	DONATIONS	390.34	390.34	5,000.00	4,609.66
01.44.4550	MISCELLANEOUS	.00	.00	.00	.00
01.44.4650	SECRET GARDENER REFUND	.00	.00	2,500.00	2,500.00
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
	TOTAL REVENUE	827.12	827.12	12,600.00	11,772.88
	LIBRARY TOTAL	827.12	827.12	12,600.00	11,772.88
01.44.5000	SALARIES-LIBRARY	6,777.44	6,777.44	99,500.00	92,722.56
01.44.5001	FICA EXPENSE-LIBRARY	488.74	488.74	7,000.00	6,511.26
01.44.5002	RETIREMENT-LIBRARY	307.61	307.61	9,000.00	8,692.39
01.44.5005	TRAINING & CONFERENCES	.00	.00	1,000.00	1,000.00
01.44.5008	EMP HEALTH INS LIBRARY	1,264.46	1,264.46	20,000.00	18,735.54
01.44.5101	OTHER LABOR	110.00	110.00	150.00	40.00
01.44.5102	CLEANING SUPPLIES	40.51	40.51	1,000.00	959.49
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	.00	.00	.00	.00
01.44.5120	PUBLISHING	258.00	258.00	200.00	58.00
01.44.5200	UTILITIES ELECTRIC	377.94	377.94	5,500.00	5,122.06
01.44.5201	UTILITIES GAS	29.44	29.44	2,000.00	1,970.56
01.44.5202	UTILITIES PHONE	125.76	125.76	1,500.00	1,374.24
01.44.5203	UTILITIES GARBAGE	16.00	16.00	200.00	184.00
01.44.5205	UTILITIES INTERNET	56.00	56.00	700.00	644.00
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	156.81	156.81	20,000.00	19,843.19
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	1,024.20	1,024.20	2,000.00	975.80
01.44.5232	COMPUTER MAINT AGREEMENT	1,843.70	1,843.70	3,000.00	1,156.30
01.44.5242	SECRET GARDEN	129.75	129.75	2,000.00	1,870.25
01.44.5250	MISCELLANEOUS	.00	.00	1,000.00	1,000.00
01.44.5251	MEMORIAL DONATIONS	.00	.00	.00	.00
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	136.91	136.91	2,000.00	1,863.09
01.44.5501	OFFICE SUPPLIES	305.78	305.78	3,000.00	2,694.22
01.44.5504	SUPPLIES BOOKS	987.84	987.84	14,000.00	13,012.16
01.44.5505	PROGRAMMING	115.12	115.12	2,000.00	1,884.88
01.44.5506	SUPPLIES (NONPRINT)	99.97	99.97	2,500.00	2,400.03
01.44.5507	FEES	.00	.00	.00	.00
01.44.5601	CAPITAL OUTLAY LAND	.00	.00	.00	.00
01.44.5602	CAPITAL OUTLAY BUILDINGS	.00	.00	.00	.00
01.44.5603	CAPITAL OUTLAY EQUIPMENT	.00	.00	7,000.00	7,000.00

REVENUE & EXPENSE REPORT
CALENDAR 10/2020, FISCAL 1/2020

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
	TOTAL EXPENSES	14,651.98	14,651.98	206,250.00	191,598.02
	LIBRARY TOTAL	14,651.98	14,651.98	206,250.00	191,598.02
	GENERAL FUND TOTAL	13,824.86-	13,824.86-	193,650.00-	179,825.14-
	Report Total	13,824.86-	13,824.86-	193,650.00-	179,825.14-

GENERAL LEDGER HISTORY REPORT
FROM 10/2020 TO 10/2020

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	1/2020 TO	1/2020)				NET CHANGE	
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.4400		FEES						.00		
RM8408	10/19/20	1/20	LIBRARY FEES			FAXING FEES		4.00		
RM8408	10/19/20	1/20	LIBRARY FEES			LAMINATIONG FEE		2.00		
RM8408	10/19/20	1/20	LIBRARY FEES			VINYL OR 3D PRI		8.00		
RM8408	10/19/20	1/20	LIBRARY FEES			OVERDUES FINES		35.80		
RM8408	10/19/20	1/20	LIBRARY FEES			RENEWAL AND NON		40.00		
RM8422	10/29/20	1/20	LIBRARY FEES			FAXING FEES		2.00		
RM8422	10/29/20	1/20	LIBRARY FEES			OVER DUE FINES,		44.98		
RM8422	10/29/20	1/20	LIBRARY FEES			RENEWAL TOWNSHI		300.00		
				BUDGET		4,000.00				
				ENCUMBERED		.00				
				AVAILABLE		3,563.22	.00	436.78	436.78	

01.44.4450		DONATIONS						.00		
RM8408	10/19/20	1/20	LIBR DONATIONS			GENERAL DONATIO		139.95		
RM8408	10/19/20	1/20	LIBR DONATIONS			MEETING ROOM DO		230.00		
RM8422	10/29/20	1/20	LIBR DONATIONS			GENERAL DONATIO		20.39		
				BUDGET		5,000.00				
				ENCUMBERED		.00				
				AVAILABLE		4,609.66	.00	390.34	390.34	

REPORT TOTALS										
TOTAL DEBITS / CREDITS								.00	827.12	

GENERAL LEDGER HISTORY REPORT
FROM 10/2020 TO 10/2020

ACCOUNT NUMBER	JOURNAL DATE	JOB/PO PERIOD	ACCOUNT TITLE ACCT NO NAME	(FISCAL INVOICE NO	1/2020 TO CHECK NO	1/2020) REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
01.44.5000			SALARIES-LIBRARY				.00		
PR3408	10/05/20	1/20				PR DT: 10/03/20	3,352.96		
PR3413	10/19/20	1/20				PR DT: 10/17/20	3,424.48		
				BUDGET		99,500.00			
				ENCUMBERED		.00			
				AVAILABLE		92,722.56	6,777.44	.00	6,777.44
01.44.5001			FICA EXPENSE-LIBRARY				.00		
PR3408	10/05/20	1/20				PR DT: 10/03/20	241.64		
PR3413	10/19/20	1/20				PR DT: 10/17/20	247.10		
				BUDGET		7,000.00			
				ENCUMBERED		.00			
				AVAILABLE		6,511.26	488.74	.00	488.74
01.44.5002			RETIREMENT-LIBRARY				.00		
AP4896	10/20/20	1/20	152 AIG	133	6	LIBRARY EMPLOYE	67.13		
AP4896	10/20/20	1/20	3078 AMERITAS	60	2	42643 LIBRARY EMPLOYE	240.48		
				BUDGET		9,000.00			
				ENCUMBERED		.00			
				AVAILABLE		8,692.39	307.61	.00	307.61
01.44.5008			EMP HEALTH INS LIBRARY				.00		
AP4896	10/20/20	1/20	2663 BLUE CROSS BLU 8		7	42654 LIBRARY EMPLOYE	1,264.46		
				BUDGET		20,000.00			
				ENCUMBERED		.00			
				AVAILABLE		18,735.54	1,264.46	.00	1,264.46
01.44.5101			OTHER LABOR				.00		
AP4896	10/20/20	1/20	245 BI-VERSAL PEST 50		2	42650 LIBRARY PEST CO	110.00		
				BUDGET		150.00			
				ENCUMBERED		.00			
				AVAILABLE		40.00	110.00	.00	110.00
01.44.5102			CLEANING SUPPLIES				.00		
AP4888	10/19/20	1/20	3437 QUILL CORPORAT 9		1	6052265 LIB CLEANING SU	14.97		
AP4896	10/20/20	1/20	705 GENEVA HOME CE 359		20	42678 LIB CLEANING SU	1.59		
AP4896	10/20/20	1/20	705 GENEVA HOME CE 359		24	42678 LIB CLEANING SU	23.95		
				BUDGET		1,000.00			
				ENCUMBERED		.00			
				AVAILABLE		959.49	40.51	.00	40.51
01.44.5120			PUBLISHING				.00		
AP4896	10/20/20	1/20	2411 YORK NEWS TIME 68		1	42726 LIB PUBLISHING	258.00		
				BUDGET		200.00			
				ENCUMBERED		.00			
				AVAILABLE		58.00-	258.00	.00	258.00
01.44.5200			UTILITIES ELECTRIC				.00		
AP4896	10/20/20	1/20	1408 NEBRASKA PUBLI 134		18	42702 1043 G ST LIBRA	377.94		

GENERAL LEDGER HISTORY REPORT
FROM 10/2020 TO 10/2020

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	1/2020 TO	1/2020)				NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
01.44.5200		UTILITIES ELECTRIC					.00		
				BUDGET		5,500.00			
				ENCUMBERED		.00			
				AVAILABLE		5,122.06	377.94	.00	377.94
01.44.5201		UTILITIES GAS					.00		
AP4896 10/20/20	1/20	208 BLACK HILLS EN 128		11	42653	LIBRARY 7729-94	29.44		
				BUDGET		2,000.00			
				ENCUMBERED		.00			
				AVAILABLE		1,970.56	29.44	.00	29.44
01.44.5202		UTILITIES PHONE					.00		
AP4896 10/20/20	1/20	2380 WINDSTREAM 165		8	42725	LIBRARY PHONE	125.76		
				BUDGET		1,500.00			
				ENCUMBERED		.00			
				AVAILABLE		1,374.24	125.76	.00	125.76
01.44.5203		UTILITIES GARBAGE					.00		
AP4896 10/20/20	1/20	280 BURTON ENTERPR 88		6	42656	LIB GARBAGE	16.00		
				BUDGET		200.00			
				ENCUMBERED		.00			
				AVAILABLE		184.00	16.00	.00	16.00
01.44.5205		UTILITIES INTERNET					.00		
AP4896 10/20/20	1/20	761 GENEVA BROADBA 103		3	42675	LIBRARY INTERNE	56.00		
				BUDGET		700.00			
				ENCUMBERED		.00			
				AVAILABLE		644.00	56.00	.00	56.00
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR					.00		
AP4896 10/20/20	1/20	705 GENEVA HOME CE 359		3	42678	LIB AIR FILTERS	7.99		
AP4896 10/20/20	1/20	3139 REINBOTH PLUMB 34		1	42713	LIB REPAIRS UPS	148.82		
				BUDGET		20,000.00			
				ENCUMBERED		.00			
				AVAILABLE		19,843.19	156.81	.00	156.81
01.44.5230		MAINT. AGREEMENT ELEV & SPRINK					.00		
AP4896 10/20/20	1/20	1560 O'KEEFE ELEVAT 49		1	42708	LIB MAINT ELEVA	959.20		
AP4896 10/20/20	1/20	3311 MIDWEST ALARM 5		1	42692	LIB MAINT ELE A	65.00		
				BUDGET		2,000.00			
				ENCUMBERED		.00			
				AVAILABLE		975.80	1,024.20	.00	1,024.20
01.44.5232		COMPUTER MAINT AGREEMENT					.00		
AP4896 10/20/20	1/20	240 BIBLIONIX 8		1	42651	LIB COMP MAINT	1,843.70		
				BUDGET		3,000.00			
				ENCUMBERED		.00			
				AVAILABLE		1,156.30	1,843.70	.00	1,843.70
01.44.5242		SECRET GARDEN					.00		
AP4896 10/20/20	1/20	605 FALLER LANDSCA 12		1	42670	SECRET GARDEN	30.00		
AP4896 10/20/20	1/20	1416 NOEL LAWN CARE 11		1	42706	LIN SECRET GARD	99.75		

GENERAL LEDGER HISTORY REPORT
FROM 10/2020 TO 10/2020

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	1/2020 TO	1/2020)				NET CHANGE	
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.5242		SECRET GARDEN					.00			
				BUDGET		2,000.00				
				ENCUMBERED		.00				
				AVAILABLE		1,870.25	129.75	.00	129.75	
01.44.5500		SUPPLIES					.00			
AP4896 10/20/20	1/20	231 BRODART CO.	48	1	42655	LIB SUPPLIES	51.40			
AP4899 10/30/20	1/20	2989 AMAZON.COM	125	1	6052275	LIB SUPPLIES	85.51			
				BUDGET		2,000.00				
				ENCUMBERED		.00				
				AVAILABLE		1,863.09	136.91	.00	136.91	
01.44.5501		OFFICE SUPPLIES					.00			
AP4896 10/20/20	1/20	705 GENEVA HOME CE 359		14	42678	LIB SUPPLIES	2.79			
AP4896 10/20/20	1/20	705 GENEVA HOME CE 359		21	42678	LIB OFFICE SUPP	8.60			
AP4899 10/30/20	1/20	3437 QUILL CORPORAT 8		1	6052282	LIB TONER	294.39			
				BUDGET		3,000.00				
				ENCUMBERED		.00				
				AVAILABLE		2,694.22	305.78	.00	305.78	
01.44.5504		SUPPLIES BOOKS					.00			
AP4888 10/19/20	1/20	3142 NE GAMES & PAR 3		1	6052260	LIB SUPPLIES BO	18.00			
AP4896 10/20/20	1/20	3748 BAKER AND TAYL 1		1	42648	LIB SUPPLIES BO	227.56			
AP4896 10/20/20	1/20	3748 BAKER AND TAYL 1		2	42648	LIB SUPPLIES BO	10.53			
AP4896 10/20/20	1/20	3748 BAKER AND TAYL 1		3	42648	LIB SUPPLIES BO	48.60			
AP4896 10/20/20	1/20	3748 BAKER AND TAYL 1		4	42648	LIB SUPPLIES BO	62.05			
AP4899 10/30/20	1/20	2989 AMAZON.COM	125	2	6052275	LIB PRINT MATER	621.10			
				BUDGET		14,000.00				
				ENCUMBERED		.00				
				AVAILABLE		13,012.16	987.84	.00	987.84	
01.44.5505		PROGRAMMING					.00			
AP4896 10/20/20	1/20	705 GENEVA HOME CE 359		25	42678	LIB PROGRAMMING	6.99			
AP4899 10/30/20	1/20	2989 AMAZON.COM	125	3	6052275	LIB PROGRAMMING	31.99			
AP4899 10/30/20	1/20	2309 WALMART	185	1	6052284	LIB HALLOWEEN P	76.14			
				BUDGET		2,000.00				
				ENCUMBERED		.00				
				AVAILABLE		1,884.88	115.12	.00	115.12	
01.44.5506		SUPPLIES (NONPRINT)					.00			
AP4896 10/20/20	1/20	1347 MIDWEST TAPE	31	1	42694	LIB SUPPLIES NO	94.97			
AP4899 10/30/20	1/20	2989 AMAZON.COM	125	4	6052275	LIB NON-PRINT M	5.00			
				BUDGET		2,500.00				
				ENCUMBERED		.00				
				AVAILABLE		2,400.03	99.97	.00	99.97	
REPORT TOTALS										
TOTAL DEBITS / CREDITS							14,651.98	.00		

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

Revenue from October 16, 2020 through November 15, 2020	Subtotal	Total
Income: Fees		
Faxing, fines, other fees	\$89.28	
Membership fees	\$450.00	
Total fee income		\$539.28
Income: Donations/Grants		
General donations	\$35.74	
Total donation/grant income		\$35.74
Expenses from October 16, 2020 through November 15, 2020	Subtotal	Total
Invoices to pay		
34 Electric	\$315.00	
Baker & Taylor (invoice 2035564451)	\$183.25	
Black Hills Energy (October invoice)	\$67.00	
Demco (invoice 6868273)	\$83.97	
GHC-book	\$13.99	
GHC-air freshener	\$5.59	
GHC-door alarm battery	\$5.99	
Glenwood (November invoice)	\$56.00	
Michael Frederick, author	\$48.00	
NameCheap	\$13.16	
NPPD (November invoice)	\$294.52	
Quill (toner)	\$294.39	
Quill (disinfecting wipes)	\$5.99	
Windstream (\$125.77 past due, \$127.71 current due)	\$253.48	
Total invoiced expenses		\$1,640.33

Continued on reverse side.

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

Expenses from October 16, 2020 through November 15, 2020	Subtotal	Total
Heartland Bank Credit Card		
2020-10-16 Walmart (Halloween treats)	\$76.14	
2020-11-06 USPS (one ILL, two photo mailers)	\$5.71	
2020-10-30 Walmart (two dinos, cleaning supplies)	\$13.79	
2020-11-04 USPS	\$12.30	
2020-11-10 USPS	\$6.46	
2020-11-17 Baker & Taylor	\$653.57	
2020-11-17 Amazon	\$1,083.68	
	Total credit card expenses	\$1,851.65
Dollar General Credit Card		
2020-10-30 DINO-VEMBER supplies	\$25.00	
	Total charged expenses	\$25.00

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
October 16, 2020 through November 15, 2020

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
Unassigned					
Adult Fiction	34		5,532	23.59%	359
Adult Nonfiction	10	1	2,233	9.52%	74
Christian Fiction	3		1,067	4.55%	95
Biography	2		505	2.15%	11
Large Print	4		542	2.31%	122
Audiobooks	1	6	657	2.80%	11
VHS			125	0.53%	1
DVD	9		3,645	15.54%	314
Serial Publication	8		1,144	4.88%	32
Music (CD)			324	1.38%	2
YA Fiction	3		555	2.37%	22
YA Nonfiction			6	0.03%	0
YA Graphic Novels	1		17	0.07%	0
YA Audiobooks			9	0.04%	0
Juv Fiction	9		1,915	8.17%	74
Juv Nonfiction			1,313	5.60%	16
Juv Biography	2	10	86	0.37%	3
Juv Graphic Novel	7		99	0.42%	38
Juv Audiobooks			37	0.16%	0
First Readers	1		356	1.52%	78
Easy	19		2,073	8.84%	140
Board Books	1		135	0.58%	11
Cake Pans			25	0.11%	2
Rotating Collection		3		0.00%	59
Puzzles			3	0.01%	
Kits			27	0.12%	
Yearbooks	1		110	0.47%	
Genealogy			878	3.74%	
On Order			1	0.00%	
Keys/Equipment			20	0.09%	9
Use Records			11	0.05%	383
Total	115	20	23,450	100%	1,856
compared to last month	24%	-86%	0%		-9%
compared to last year	14%	-87%	3%		8%

Continued on reverse side.

Geneva Public Library
October 16, 2020 through November 15, 2020

OverDrive Holdings & Circulation Report

Material Type		Total # of Titles	% of Titles	Checkouts this Period
ebooks		31,706	65%	542
audiobooks		17,401	35%	150
Total		49,107		692

ebooks compared to last month 22%
ebooks compared to last year -9%

audiobooks compared to last month 150%
audiobooks compared to last year 47%

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

Library Closure/Opening

On November 12, the library made a few adjustments to public access to align with the Directed Health Measures that went into effect November 11. All previous precautions and procedures remained in place, but masks became mandatory and a thirty minute time limit was encouraged. Patrons working on education- or employment-related tasks were not subject to the time limit. As of November 12, the library is the only City department open to walk-in traffic.

Library staff continue to offer curbside delivery and home delivery, although it is rarely used. The average traffic counts are as follows:

	Average daily # of patrons at or through the door	Average daily # of patrons calling, texting, or emailing	Average daily # of computer users
March, April, May (curbside delivery only)	6	9	n/a
June (curbside, delivery, appts)	11	11	n/a
July 6-August 1 (full access, curbside, delivery)	28	6	5
August 2-September 5 (full access, curbside, delivery)	34	5	7
September 6-September 26 (full access, curbside, delivery)	43	3	13
September 27-October 31 (full access, curbside, delivery)	59	4	20
November 1-November 14 (full access, curbside, delivery)	49	4	13

Beginning November 16, we enacted a 'quarantine' check-in system through the Apollo computer system. This allows us to check in materials as they are returned, which forces them into a pending status for seven days. While this requires staff to triple the number of times we handle each item, and touch every time before the virus has hypothetically had time to die, it is removing items from individual patron accounts. Staff thoroughly wash hands and all surfaces after checking in materials. The materials then sit in quarantine, out of circulation, for seven days, like we have been doing. We will test this for the remainder of November, and if it works well, we are tentatively planning to reinstate all notifications on December 1, 2020, and all overdue fines on January 1, 2021.

Programming

There was an estimated 400 kids that stopped at the library during the Chamber's Scare on the Square event on October 29.

We have been hosting and promoting “DINO-VEMBER” since November 2, which will run through November 30. To date, we have 104 entries.

In December, we will offer Make & Take Activity Kits in lieu of the December Maker Camp program. Each Tuesday in December, a take-home activity kit will be available for kids. The book sale is also scheduled for December 7-12. Masks, hand sanitizer, and social distancing will be required.

Building & Grounds

Sometime around November 16, someone cut the top 12 inches off the arborvitae on the west side of the north entrance, pushed the last remaining two branches/trunks of a viburnum next to the north a/c unit over to the ground, and unhooked and pulled the fence panels away from the privacy fence around the other a/c units. Since there are no cameras recording that area, we cannot identify who caused the damage. City Maintenance staff removed the viburnum and secured the panels back to the privacy fence. If the weather holds during the week of Thanksgiving, there are plans to replace the rotted fence posts along the west property line while there is extra Maintenance staff available, the growing season is finished, and the ground is not frozen yet.

Yanda’s Audio & Video has had to reschedule their meeting room install numerous times to accommodate the health of their team. All but one has been off work with COVID, and not all at the same time. The most recent target installation date is the week of December 14.

Newspaper Database Statistics

Date	Total Users (New Users)	Number of Sessions	Number of Page Views	Average Session Duration
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
Oct 2020	120 (91)	324	7,628	45 min

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

Respectfully submitted,
Sarah Johnson