



# Geneva Public Library

Founded 1912

## Board of Trustees Meeting Agenda Tuesday, August 31, 2021

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.
4. Disposition of minutes of the July 27, 2021 regular meeting.
5. Financial report and action on bills.
  - a. July 2021 City budget report.
  - b. August 2021 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, September 28, 2021.*

Geneva Public Library  
**Board of Trustees Meeting**  
Tuesday, July 27, 2021

The Geneva Public Library Board of Trustees met in open session at 5:30 p.m. in the Library's Small Meeting Room, abiding by the Nebraska Open Meeting Laws. The meeting was preceded by the advanced notice thereof at three locations, being the three banks in Geneva.

The meeting was called to order by Deb Novak, President. Other members in attendance answering the roll call were: Debbie Bullock, Karen Schotsch, Sally Miller and Brandon Thompson. Sarah Johnson, Librarian, was also in attendance.

The minutes of the June 29, 2021 Board meeting had been sent to members via email and were approved by the Board after a motion to accept was made by Bullock and seconded by Miller. All Board members voted to approve.

The July bills were reviewed. Thompson made a motion to pay the bills and Bullock seconded. All Board members voted to approve.

Sarah Johnson presented the Librarian's Report. Sarah also reported:

- A lot of newly released items are now arriving.
- Smart phone classes have been scheduled for August.
- Entryway woodworking project has been completed and the front entrance is open.

Discussion continued regarding overdue book fines. A total of 266 patron accounts with outstanding balances from the Follett integrated library computer system were deleted. Fines/fees in the amount of \$6,757.59 were deemed "uncollectable" and were erased from the system. Current patrons still have \$6,172.18 in outstanding fines (1,603 patrons) which are still currently on the record and will remain for the time being.

The Board discussed possibly going 'fine free' in January 2022 and various marketing ideas to explain the new rules. This potential policy change is still being discussed.

The meeting was adjourned at 6:30 p.m. and the Board adjourned. The next regular Board of Trustees meeting will be Tuesday, August 31, 2021.

Submitted by Karen Schotsch

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2021, FISCAL 10/2020**

**PCT OF FISCAL YTD 83.3%**

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	5,000.00	35,107.52	.00	35,107.52-
01.44.4103	LIBRARY MEMORIAL REVENUE	.00	150.00	.00	150.00-
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	202.85	2,158.70	4,000.00	1,841.30
01.44.4450	DONATIONS	32.95	2,101.37	5,000.00	2,898.63
01.44.4550	MISCELLANEOUS	.00	.00	.00	.00
01.44.4650	SECRET GARDENER REFUND	.00	73.05	2,500.00	2,426.95
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
	TOTAL REVENUE	5,235.80	39,590.64	12,600.00	26,990.64-
	LIBRARY TOTAL	5,235.80	39,590.64	12,600.00	26,990.64-
01.44.5000	SALARIES-LIBRARY	8,021.31	83,814.50	99,500.00	15,685.50
01.44.5001	FICA EXPENSE-LIBRARY	581.75	6,100.31	7,000.00	899.69
01.44.5002	RETIREMENT-LIBRARY	800.72	5,338.11	9,000.00	3,661.89
01.44.5005	TRAINING & CONFERENCES	309.00	415.00	1,000.00	585.00
01.44.5008	EMP HEALTH INS LIBRARY	1,408.50	13,652.88	20,000.00	6,347.12
01.44.5101	OTHER LABOR	.00	165.00	150.00	15.00-
01.44.5102	CLEANING SUPPLIES	41.75	793.08	1,000.00	206.92
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	.00	30,107.52	.00	30,107.52-
01.44.5120	PUBLISHING	.00	369.00	200.00	169.00-
01.44.5200	UTILITIES ELECTRIC	650.20	3,644.62	5,500.00	1,855.38
01.44.5201	UTILITIES GAS	.00	2,059.12	2,000.00	59.12-
01.44.5202	UTILITIES PHONE	129.13	1,301.76	1,500.00	198.24
01.44.5203	UTILITIES GARBAGE	16.00	160.00	200.00	40.00
01.44.5205	UTILITIES INTERNET	56.00	560.00	700.00	140.00
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	1,530.64	3,730.08	20,000.00	16,269.92
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	47.98	.00	47.98-
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	.00	1,554.20	2,000.00	445.80
01.44.5232	COMPUTER MAINT AGREEMENT	.00	2,570.25	3,000.00	429.75
01.44.5241	POSTAGE	.00	10.52-	.00	10.52
01.44.5242	SECRET GARDEN	99.75	1,790.19	2,000.00	209.81
01.44.5250	MISCELLANEOUS	.00	419.86	1,000.00	580.14
01.44.5251	MEMORIAL DONATIONS	.00	.00	.00	.00
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	126.83	1,264.94	2,000.00	735.06
01.44.5501	OFFICE SUPPLIES	151.26	2,275.92	3,000.00	724.08
01.44.5504	SUPPLIES BOOKS	2,063.54	15,606.31	14,000.00	1,606.31-
01.44.5505	PROGRAMMING	60.02	894.41	2,000.00	1,105.59
01.44.5506	SUPPLIES (NONPRINT)	132.41	911.30	2,500.00	1,588.70
01.44.5507	FEES	.00	653.57	.00	653.57-
01.44.5601	CAPITAL OUTLAY LAND	.00	.00	.00	.00
01.44.5602	CAPITAL OUTLAY BUILDINGS	.00	.00	.00	.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2021, FISCAL 10/2020**

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
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	16,178.81	180,189.39	206,250.00	26,060.61
		=====	=====	=====	=====
	LIBRARY TOTAL	16,178.81	180,189.39	206,250.00	26,060.61
		=====	=====	=====	=====
	GENERAL FUND TOTAL	10,943.01-	140,598.75-	193,650.00-	53,051.25-
		=====	=====	=====	=====
	Report Total	10,943.01-	140,598.75-	193,650.00-	53,051.25-

**GENERAL LEDGER HISTORY REPORT**  
**FROM 7/2021 TO 7/2021**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 10/2020 TO 10/2020)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO CHECK NO REFERENCE				ENDING BAL
01.44.4102	GRANT					30,107.52	
RM8830 7/31/21 10/20		LIBRARY GRANTS	USDA Grant			5,000.00	
					-----		
					.00	5,000.00	35,107.52
01.44.4400	FEEES					1,955.85	
RM8797 7/09/21 10/20		LIBRARY FEES	FAXING FEES			10.00	
RM8797 7/09/21 10/20		LIBRARY FEES	VINYL OR 3D PRI			2.40	
RM8797 7/09/21 10/20		LIBRARY FEES	OVERDUE FINES,			29.10	
RM8797 7/09/21 10/20		LIBRARY FEES	RENEWAL NONRESI			20.00	
RM8821 7/27/21 10/20		LIBRARY FEES	FAXING FEES			14.00	
RM8821 7/27/21 10/20		LIBRARY FEES	VINYL OR 3D PRI			6.60	
RM8821 7/27/21 10/20		LIBRARY FEES	OVERDUE FINES,			100.75	
RM8821 7/27/21 10/20		LIBRARY FEES	RENEWAL NONRESI			20.00	
					-----		
					.00	202.85	2,158.70
01.44.4450	DONATIONS					2,068.42	
RM8797 7/09/21 10/20		LIBR DONATIONS	GENERAL DONATIO			21.34	
RM8821 7/27/21 10/20		LIBR DONATIONS	GENERAL DONATIO			11.61	
					-----		
					.00	32.95	2,101.37
REPORT TOTALS					=====		
		TOTAL DEBITS / CREDITS			.00	5,235.80	

**GENERAL LEDGER HISTORY REPORT**  
**FROM 7/2021 TO 7/2021**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 10/2020 TO 10/2020)			DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
01.44.5000		SALARIES-LIBRARY				75,793.19		
PR3520 7/12/21 10/20					PR DT: 7/10/21	3,974.55		
PR3524 7/26/21 10/20					PR DT: 7/24/21	4,046.76		
						-----		
						8,021.31	.00	83,814.50
01.44.5001		FICA EXPENSE-LIBRARY				5,518.56		
PR3520 7/12/21 10/20					PR DT: 7/10/21	288.12		
PR3524 7/26/21 10/20					PR DT: 7/24/21	293.63		
						-----		
						581.75	.00	6,100.31
01.44.5002		RETIREMENT-LIBRARY				4,537.39		
AP5130 7/20/21 10/20		152 AIG 142	6		LIBRARY EMPLOYE	240.80		
AP5130 7/20/21 10/20		3078 AMERITAS 71	2	43654	LIBRARY EMPLOYE	559.92		
						-----		
						800.72	.00	5,338.11
01.44.5005		TRAINING & CONFERENCES				106.00		
AP5130 7/20/21 10/20		2896 GENEVA ROTARY 45	1	43693	LIB TRAINING/CO	159.00		
AP5131 7/29/21 10/20		3026 NE LIBRARY ASS 13	1	6052956	LIB TRAINING/CO	75.00		
AP5131 7/29/21 10/20		3026 NE LIBRARY ASS 13	1	6052956	LIB TRAINING/CO	75.00		
AP5133 7/29/21 10/20		3026 NE LIBRARY ASS 13	1	6052956	AP CHECK VOIDED	75.00-		
AP5140 7/29/21 10/20		3026 NE LIBRARY ASS 13	1	6052956	AP CHECK VOIDED	75.00		
						-----		
						309.00	.00	415.00
01.44.5008		EMP HEALTH INS LIBRARY				12,244.38		
AP5130 7/20/21 10/20		2663 BLUE CROSS BLU 6	6	43664	LIBRARY EMPLOYE	1,408.50		
						-----		
						1,408.50	.00	13,652.88
01.44.5102		CLEANING SUPPLIES				751.33		
AP5130 7/20/21 10/20		2689 DOLLAR GENERAL 304	12	43676	LIB CLEANING SU	18.00		
AP5131 7/29/21 10/20		2989 AMAZON.COM 325	5	6052959	LIB CLEANING/PA	23.75		
						-----		
						41.75	.00	793.08
01.44.5200		UTILITIES ELECTRIC				2,994.42		
AP5130 7/20/21 10/20		1408 NEBRASKA PUBLI 145	16	43723	1043 G STREET L	650.20		
						-----		
						650.20	.00	3,644.62
01.44.5202		UTILITIES PHONE				1,172.63		
AP5130 7/20/21 10/20		2380 WINDSTREAM 175	8	43747	LIBRARY PHONE	129.13		
						-----		
						129.13	.00	1,301.76
01.44.5203		UTILITIES GARBAGE				144.00		
AP5130 7/20/21 10/20		280 BURTON ENTERPR 98	4	43665	LIBRARY GARBAGE	16.00		

**GENERAL LEDGER HISTORY REPORT**  
**FROM 7/2021 TO 7/2021**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	10/2020 TO 10/2020)					NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.5203		UTILITIES GARBAGE				144.00			
						-----			
						16.00	.00	160.00	
01.44.5205		UTILITIES INTERNET				504.00			
AP5130 7/20/21 10/20		761 GENEVA BROADBA 761	4	43686	LIBRARY INTERNE	56.00			
						-----			
						56.00	.00	560.00	
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR				2,199.44			
AP5130 7/20/21 10/20		705 GENEVA HOME CE 409	11	43689	LIB LIGHT BULBS	34.99			
AP5130 7/20/21 10/20		3194 TAYLOR LAWN SP 21	1	43738	LIB REPAIR MAIN	1,438.30			
AP5131 7/29/21 10/20		2989 AMAZON.COM 325	2	6052959	LIB BLDG SUPPLI	57.35			
						-----			
						1,530.64	.00	3,730.08	
01.44.5242		SECRET GARDEN				1,690.44			
AP5130 7/20/21 10/20		1416 NOEL LAWN CARE 12	1	43726	LIB SECRET GARD	99.75			
						-----			
						99.75	.00	1,790.19	
01.44.5500		SUPPLIES				1,138.11			
AP5130 7/20/21 10/20		2968 THE LIBRARY ST 2	1	43739	LIB SUPPLIES	126.83			
						-----			
						126.83	.00	1,264.94	
01.44.5501		OFFICE SUPPLIES				2,124.66			
AP5130 7/20/21 10/20		815 HOMETOWN LEASI 315	3	43703	LIB COPIER LEAS	133.37			
AP5131 7/29/21 10/20		2989 AMAZON.COM 325	1	6052959	LIB OFFICE SUPP	17.89			
						-----			
						151.26	.00	2,275.92	
01.44.5504		SUPPLIES BOOKS				13,542.77			
AP5126 7/19/21 10/20		2973 GUIDEPOST 2	1	6052931	LIB BOOKS	115.62			
AP5126 7/19/21 10/20		3362 NEBRASKA LIFE 4	1	6052937	LIB SUBSCRIPTIO	24.00			
AP5130 7/20/21 10/20		2994 JOHNSON, SARAH 27	1	43706	REIMB FOR 2 BOO	14.84			
AP5131 7/29/21 10/20		2989 AMAZON.COM 325	3	6052959	LIB PRINT SUPPL	446.69			
AP5131 7/29/21 10/20		2973 GUIDEPOST 3	1	6052967	LIB SUPPLIES-BO	104.22			
AP5137 7/31/21 10/20		3748 BAKER AND TAYL 19	1	6052972	LIB PRINT MATER	1,350.68			
AP5137 7/31/21 10/20		3843 AMERICAN PATCH 1	1	6052973	LIB SUBSCRIPTIO	7.49			
						-----			
						2,063.54	.00	15,606.31	
01.44.5505		PROGRAMMING				834.39			
AP5126 7/19/21 10/20		2309 WALMART 134	1	6052948	LIB PROGRAMMING	17.62			
AP5130 7/20/21 10/20		2689 DOLLAR GENERAL 304	11	43676	LIB PROGRAMMING	9.50			
AP5131 7/29/21 10/20		2309 WALMART 184	1	6052952	LIB PROGRAMMING	24.94			
AP5131 7/29/21 10/20		2309 WALMART 108	1	6052968	LIB PROGRAMMING	7.96			
						-----			
						60.02	.00	894.41	
01.44.5506		SUPPLIES (NONPRINT)				778.89			
AP5131 7/29/21 10/20		2989 AMAZON.COM 325	4	6052959	LIB NON PRINT S	77.75			
AP5137 7/31/21 10/20		3748 BAKER AND TAYL 18	1	6052971	LIB NONPRINT MA	54.66			

**GENERAL LEDGER HISTORY REPORT**  
**FROM 7/2021 TO 7/2021**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 10/2020 TO 10/2020)						
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
01.44.5506			SUPPLIES (NONPRINT)				778.89		
							-----		
							132.41	.00	911.30
							=====		
			REPORT TOTALS				16,178.81	.00	
			TOTAL DEBITS / CREDITS						



**Geneva Public Library  
August 2021 Revenue/Expense Report**

<b>Revenue from July 16, 2021 through August 15, 2021</b>	<b>Subtotal</b>	<b>Total</b>
Faxing fees	\$21.00	
Laminating fees	\$0.00	
Vinyl or 3D Printing fees and donations	\$25.70	
Overdue fines, ILL fees, Replacement costs	\$182.25	
New Nonresident fee	\$0.00	
Renewal Nonresident fee	\$40.00	
Renewal Township fee	\$0.00	
General donations	\$142.95	
Meeting Room donations	\$160.00	
ThriftBooks donations	\$0.00	
Book Sale donations	\$0.00	
Grant revenue	\$0.00	
Memorial revenue	\$0.00	
	<b>Total income</b>	<b>\$571.90</b>

<b>Expenses from July 16, 2021 through August 15, 2021</b>	<b>Subtotal</b>	<b>Total</b>
Invoices to pay		
Allen Hofstetter (north entrance refinishing)	\$5,000.00	
Black Hills Energy (July invoice)	\$29.86	
Center for Lit (nonfiction book)	\$35.66	
Cheerful Books (nonfiction book)	\$23.96	
Eakes (whiteboard cleaner)	\$10.78	
Geneva Home Center (3 plants stands)	\$17.97	
Geneva Home Center (copper wire)	\$6.99	
Geneva Home Center (copper wire, nails)	\$11.98	
Geneva Home Center (magnets)	\$23.96	
Geneva Home Center (wall switch plate)	\$4.49	
Geneva Super Foods (summer reading picnic)	\$178.69	
Glenwood (August invoice)	\$56.00	
Junior Library Guild (annual subscription)	\$423.80	
Kearney Public Library (ILL shipping fee)	\$6.00	
Kinetic (July invoice)	\$131.35	
NPPD (August invoice)	\$589.34	
	<b>Total invoiced expenses</b>	<b>\$6,550.83</b>

*Continued on reverse side.*

**Geneva Public Library  
August 2021 Revenue/Expense Report**

<b>Expenses from July 20, 2021 through August 15, 2021</b>	<b>Subtotal</b>	<b>Total</b>
<b>Heartland Bank Credit Card</b>		
2021-07-21 Amer. Patchwork & Quilting (subscription)	\$7.49	
2021-07-29 Baker & Taylor (nonprint)	\$54.66	
2021-07-29 Baker & Taylor (print)	\$1,350.68	
2021-07-28 Walmart (water)	\$7.96	
2021-08-09 USPS (interlibrary loan postage)	\$2.75	
2021-08-06 USPS (interlibrary loan postage)	\$18.62	
2021-08-12 USPS (interlibrary loan postage)	\$2.75	
Total credit card expenses		\$1,444.91
<b>Dollar General Credit Card</b>		
2021-07-27 summer reading programming	\$3.90	
2021-07-29 summer reading picnic	\$23.70	
Total charged expenses		\$27.60

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**  
**July 16, 2021 through August 15, 2021**

**Physical Holdings & Circulation Report**

<b>Material Type</b>	<b>Added Holdings</b>	<b>Deleted Holdings</b>	<b>Total # of Holdings</b>	<b>% of Holdings</b>	<b>Checkouts this Period</b>
Unassigned					
Adult Fiction	32		6,145	26.70%	324
Adult Nonfiction	12	2	2,154	9.36%	88
Christian Fiction	14	1	1,289	5.60%	146
Biography	4		536	2.33%	11
Large Print					
Audiobooks	1		744	3.23%	9
VHS		125	**		4
DVD	11		3,850	16.73%	306
Serial Publication	19		803	3.49%	28
Music (CD)			28	0.12%	
YA Fiction		4	571	2.48%	24
YA Nonfiction			7	0.03%	
YA Graphic Novels			17	0.07%	1
YA Audiobooks			9	0.04%	
Juv Fiction	13	7	1,976	8.59%	144
Juv Nonfiction	2		1,130	4.91%	46
Juv Biography	1		99	0.43%	4
Juv Graphic Novel	3		126	0.55%	59
Juv Audiobooks			35	0.15%	
First Readers		2	358	1.56%	46
Easy	10	13	1,839	7.99%	229
Board Books	2		144	0.63%	73
Cake Pans			73	0.32%	
Rotating Collection	1		12	0.05%	61
Puzzles			2	0.01%	
Kits	5		32	0.14%	
Yearbooks			110	0.48%	
Genealogy			878	3.81%	
Keys/Equipment			22	0.10%	9
Use Records			27	0.12%	395
<b>Total</b>	<b>130</b>	<b>154</b>	<b>23,016</b>	<b>100%</b>	<b>2,007</b>
<i>compared to last month</i>	<b>-17%</b>	<b>-51%</b>	<b>0%</b>		<b>9%</b>
<i>compared to last year</i>	<b>-5%</b>	<b>-33%</b>	<b>-1%</b>		<b>3%</b>

\*\* The remaining VHS movies were weeded due to extremely low circulation.

*Continued on reverse side.*

**Geneva Public Library**  
**July 16, 2021 through August 15, 2021**

**OverDrive Holdings & Circulation Report**

Material Type	Total # of Titles	% of Titles	Checkouts this Period
ebooks	34,280	54%	288
audiobooks	25,390	40%	188
magazines	3,463	5%	13
videos	197	0.3%	4
<b>Total</b>	<b>63,330</b>	<b>100%</b>	<b>493</b>

*ebook checkouts compared to last month*      **5%**  
*ebook checkouts compared to last year*      **-11%**

*audiobook checkouts compared to last month*      **44%**  
*audiobook checkouts compared to last year*      **-18%**

*magazine checkouts compared to last month*      **30%**  
*magazine checkouts compared to last year*      **n/a**

*video checkouts compared to last month*      **n/a**  
*bideo checkouts compared to last year*      **n/a**

**Geneva Public Library  
Librarian's Report  
August 2021**

**Library Status**

The average traffic counts are as follows:

	<b>Average daily # of patrons through the door</b>	<b>Average daily # of computer users</b>	<b>Average daily # of patrons calling, texting, or emailing</b>
March, April, May 2020 (curb-side, delivery)	6	n/a	9
June 2020 (curb-side, delivery, by appt)	11	n/a	11
July 2020 (curb-side, delivery, full access)	28	5	6
August 2020	34	7	5
September 2020	43	13	3
October 2020	59	20	4
November 2020	41	10	5
December 2020	27	6	5
January 2021	31	9	4
February 2021	34	9	5
March 2021	33	8	5
April 2021	32	7	4
May 2021	35	9	5
June 2021	48	11	4
July 2021	50	13	6
August 2021 to date	46	16	4

**Programming**

The second series of senior citizen smartphone classes, greatly expanded from the first single class, were scheduled during the first week in August.

8/3/2021	Smartphone Basics: Step 1, iPhone	5 attendees, 4 City staff (2 library staff)
8/3/2021	Smartphone Basics: Step 1, Android	4 attendees, 2 City staff (1 library staff)
8/3/2021	Smartphone Basics: Step 1, iPhone	2 attendees, 2 City staff (1 library staff)
8/4/2021	Smartphone Basics: Step 2, iPhone	5 attendees, 4 City staff (2 library staff)
8/4/2021	Smartphone Basics: Step 2, Android	5 attendees, 2 City staff (1 library staff)
8/4/2021	Smartphone Basics: Step 2, iPhone	5 attendees, 2 City staff (1 library staff)
8/5/2021	Smartphone Basics: Step 3, iPhone	6 attendees, 4 City staff (2 library staff)
8/5/2021	Smartphone Basics: Step 3, Android	5 attendees, 2 City staff (1 library staff)
8/5/2021	Smartphone Basics: Step 3, iPhone	7 attendees, 2 City staff (1 library staff)

LEGO® Night numbers are definitely declining, and we will run this through the end of the calendar year, before deciding whether to stop this monthly event.

May 27, 2021	28 attendees, 2 staff
June 24, 2021	21 attendees, 2 staff
July 29, 2021	15 attendees, 1 staff

Toddler Storytime numbers:

June 1, 2021 (cows)	3 attendees, 1 volunteer, 1 staff
June 8, 2021 (dogs)	12 attendees, 2 volunteers, 2 staff
June 15, 2021	nobody
June 22, 2021 (turtles)	3 attendees, 1 volunteer, 1 staff
July 13, 2021 (Elmer elephants)	10 attendees, 1 volunteer, 1 staff
July 19, 2021 (chameleons)	3 attendees, 0 volunteers, 1 staff
July 27, 2021 (sloths)	7 attendees, 1 volunteer, 1 staff

Stories & More (older youth storytime) numbers:

June 2, 2021 (Extension office)	20 attendees, 3 volunteers, 2 staff
June 9, 2021 (Extension office)	31 attendees, 4 volunteers, 2 staff
June 16, 2021 (Extension office)	9 attendees, 2 volunteers, 1 staff
June 23, 2021 (Extension office)	32 attendees, 2 volunteers, 1 staff
July 14, 2021 (giraffes)	19 attendees, 1 volunteer, 2 staff
July 20, 2021 (farm animals)	8 attendees, 1 volunteer, 2 staff
July 28, 2021 (creepy crawlies)	8 attendees, 0 volunteers, 1 staff

The summer reading finale picnic on July 30 was well received with 86 attendees and five staff. With several events in the community being scheduled for the same day, we contacted a large majority of summer reading participants to confirm RSVP's, which was tedious but provided a much better idea of numbers.

We held a Maker Camp event on August 5, trying out a morning time frame, rather than the usual late afternoon. There were five attendees (two staff) which was coincidental as they were simply at the library to check out books, when they were asked to join the activity.

This is a list of tentative programs and activities for the rest of the calendar year:

August 26, 2021	LEGO® Night
September 20, 2021	Teen Activities Group (painting pots, plus other activities)
September 23, 2021	LEGO® Night
also Sept 23	Succulents & Cactus Workshop for all ages
throughout October	toddler storytime
October	smartphone class series, levels 1-3
October 18, 2021	Teen Activities Group (steampunk pumpkins)
October 28, 2021	Scare on the Square???
also Oct 28	LEGO® Night
throughout November	toddler storytime
throughout November	Dino-Vember
Mondays in November	dino youth activities/projects
December	classes on a specific smartphone app
December 1, 2021	Maker Camp activities during early out
December 13-18	book sale
December 17	Stuffed Animal Sleepover
December 20	Teen Activity Group
December 27-31	daily youth activities/projects

### Building & Grounds

Chuck Udell replaced the drinking fountain on the main floor of the library. He also replaced one wall of a restroom stall with a new panel, which pushed the stall door out 7 inches. This small amount of space makes the stall so much more user friendly!

### Newspaper Database Statistics

Date	Total Users	New Users	Number of Sessions	Number of Page Views	Average Session Duration
Feb 2021	97	80	237	7,388	48 minutes
Mar 2021	429	403	676	12,241	28 minutes
Apr 2021	83	56	239	9,673	1 hour
May 2021	87	67	276	13,834	65 minutes
Jun 2021	97	69	284	13,096	50 minutes
Jul 2021	270	222	479	11,331	30 minutes

Respectfully submitted,  
Sarah Johnson