



Geneva Public Library

Founded 1912

Board of Trustees Meeting Agenda Tuesday, November 30, 2021

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.
4. Disposition of minutes of the October 26, 2021 regular meeting.
5. Financial report and action on bills.
 - a. October 2021 City budget report.
 - b. November 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 MAY be December 28, 2021, or January 25, 2022.

Geneva Public Library
Board of Trustees Meeting
Tuesday, October 26, 2021

The Geneva Public Library Board of Trustees met in open session at 5:30 p.m. in the Library's Board 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 September 26, 2021 Board meeting had been sent to members via email and were approved by the Board after a motion to accept was made by Thompson and seconded by Bullock. All Board members voted to approve.

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

Sarah Johnson presented the Librarian's Report. Sarah reported that the pumpkin-painting event was a great success, and that LEGO® Night continues to be very popular. Library staff is preparing for DINO-ember activities.

The Library is in the process of starting a "Library of Things" which, so far, includes 3 Disk Golf Sets which can be checked out. More items will be added over time.

The TV monitor for the lobby is still being investigated. Shipping issues have caused delays and several brands are unavailable at the current time.

Smartphone classes are small but many people are very interested in attending. It is possible that the classes might be expanded to include how to use tablets and how to use Facebook.

Sarah has applied for a \$6,400 Library Improvement grant from the Nebraska Library Commission to purchase an outdoor book drop system, and a \$5,200 Youth grant from the Nebraska Library Commission to purchase four KidKraft® activity sets and 214 juvenile book titles across a few different categories. The grant awards are expected to be announced before November 1.

The meeting was adjourned at 6:22 p.m. The next regular Board of Trustees meeting will be Tuesday, November 30, 2021.

Submitted by Karen Schotsch

REVENUE & EXPENSE REPORT
CALENDAR 10/2021, FISCAL 1/2021

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	4,324.00	4,324.00	.00	4,324.00-
01.44.4103	LIBRARY MEMORIAL REVENUE	.00	.00	.00	.00
01.44.4206	STATE AID	.00	.00	1,200.00	1,200.00
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	999.64	999.64	3,000.00	2,000.36
01.44.4450	DONATIONS	184.28	184.28	3,000.00	2,815.72
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	5,507.92	5,507.92	9,700.00	4,192.08
		=====	=====	=====	=====
	LIBRARY TOTAL	5,507.92	5,507.92	9,700.00	4,192.08
01.44.5000	SALARIES-LIBRARY	7,101.54	7,101.54	106,000.00	98,898.46
01.44.5001	FICA EXPENSE-LIBRARY	511.38	511.38	8,200.00	7,688.62
01.44.5002	RETIREMENT-LIBRARY	533.81	533.81	9,800.00	9,266.19
01.44.5005	TRAINING & CONFERENCES	436.92	436.92	1,600.00	1,163.08
01.44.5008	EMP HEALTH INS LIBRARY	1,408.50	1,408.50	19,500.00	18,091.50
01.44.5101	OTHER LABOR	.00	.00	200.00	200.00
01.44.5102	CLEANING SUPPLIES	81.20	81.20	1,000.00	918.80
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	.00	.00	.00	.00
01.44.5120	PUBLISHING	.00	.00	200.00	200.00
01.44.5200	UTILITIES ELECTRIC	443.55	443.55	5,500.00	5,056.45
01.44.5201	UTILITIES GAS	29.86	29.86	2,000.00	1,970.14
01.44.5202	UTILITIES PHONE	129.20	129.20	1,500.00	1,370.80
01.44.5203	UTILITIES GARBAGE	16.00	16.00	300.00	284.00
01.44.5205	UTILITIES INTERNET	56.00	56.00	700.00	644.00
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	.00	.00	20,000.00	20,000.00
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	990.60	990.60	2,000.00	1,009.40
01.44.5232	COMPUTER MAINT AGREEMENT	2,367.00	2,367.00	3,000.00	633.00
01.44.5242	SECRET GARDEN	108.75	108.75	2,000.00	1,891.25
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	812.12	812.12	2,000.00	1,187.88
01.44.5501	OFFICE SUPPLIES	1,538.10	1,538.10	3,000.00	1,461.90
01.44.5504	SUPPLIES BOOKS	1,584.38	1,584.38	15,000.00	13,415.62
01.44.5505	PROGRAMMING	235.58	235.58	2,000.00	1,764.42
01.44.5506	SUPPLIES (NONPRINT)	311.57	311.57	2,000.00	1,688.43
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 10/2021, FISCAL 1/2021

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	----- 18,696.06	----- 18,696.06	----- 215,500.00	----- 196,803.94
	LIBRARY TOTAL	=====	=====	=====	=====
	GENERAL FUND TOTAL	=====	=====	=====	=====
	Report Total	=====	=====	=====	=====

GENERAL LEDGER HISTORY REPORT
FROM 10/2021 TO 10/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	1/2021 TO	1/2021)				NET CHANGE	
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.4102		GRANT						.00		
RM8957	10/22/21	1/21	LIBRARY GRANTS			grant revenue		4,324.00		
				BUDGET		.00				
				ENCUMBERED		.00				
				AVAILABLE	4,324.00-		.00	4,324.00	4,324.00	

01.44.4400		FEEs						.00		
RM8926	10/04/21	1/21	LIBRARY FEES			OVER DUE FINES,		140.00		
RM8957	10/22/21	1/21	LIBRARY FEES			faxing fees		14.00		
RM8957	10/22/21	1/21	LIBRARY FEES			overdue fines,		173.34		
RM8957	10/22/21	1/21	LIBRARY FEES			renewal townshi		450.00		
RM8957	10/22/21	1/21	LIBRARY FEES			faxing fee		8.00		
RM8957	10/22/21	1/21	LIBRARY FEES			laminating fee		4.00		
RM8957	10/22/21	1/21	LIBRARY FEES			over due fines,		40.30		
RM8957	10/22/21	1/21	LIBRARY FEES			renewal nonresi		20.00		
RM8957	10/22/21	1/21	LIBRARY FEES			renewal townshi		150.00		
				BUDGET		3,000.00				
				ENCUMBERED		.00				
				AVAILABLE	2,000.36		.00	999.64	999.64	

01.44.4450		DONATIONS						.00		
RM8957	10/22/21	1/21	LIBR DONATIONS			general donatio		100.69		
RM8957	10/22/21	1/21	LIBR DONATIONS			thridt books do		28.74		
RM8957	10/22/21	1/21	LIBR DONATIONS			general donatio		54.85		
				BUDGET		3,000.00				
				ENCUMBERED		.00				
				AVAILABLE	2,815.72		.00	184.28	184.28	

REPORT TOTALS							=====			
TOTAL DEBITS / CREDITS								.00	5,507.92	

GENERAL LEDGER HISTORY REPORT
FROM 10/2021 TO 10/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	1/2021 TO	1/2021)				NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
01.44.5000		SALARIES-LIBRARY					.00		
PR3548 10/04/21	1/21					PR DT: 10/02/21	3,546.87		
PR3552 10/18/21	1/21					PR DT: 10/16/21	3,554.67		
				BUDGET	106,000.00				
				ENCUMBERED	.00				
				AVAILABLE	98,898.46		7,101.54	.00	7,101.54
01.44.5001		FICA EXPENSE-LIBRARY					.00		
PR3548 10/04/21	1/21					PR DT: 10/02/21	255.39		
PR3552 10/18/21	1/21					PR DT: 10/16/21	255.99		
				BUDGET	8,200.00				
				ENCUMBERED	.00				
				AVAILABLE	7,688.62		511.38	.00	511.38
01.44.5002		RETIREMENT-LIBRARY					.00		
AP5198 10/19/21	1/21	152	AIG	145	6	LIBRARY EMPLOYE	160.53		
AP5198 10/19/21	1/21	3078	AMERITAS	75	2	44003 LIBRARY EMPLOYE	373.28		
				BUDGET	9,800.00				
				ENCUMBERED	.00				
				AVAILABLE	9,266.19		533.81	.00	533.81
01.44.5005		TRAINING & CONFERENCES					.00		
AP5206 10/29/21	1/21	3858	HILTON OMAHA	1	1	6053181 LIB CONFERENCE	399.92		
AP5206 10/29/21	1/21	3352	READ ALOUD NEB	2	1	6053182 LIB TRAINING/CO	37.00		
				BUDGET	1,600.00				
				ENCUMBERED	.00				
				AVAILABLE	1,163.08		436.92	.00	436.92
01.44.5008		EMP HEALTH INS LIBRARY					.00		
AP5198 10/19/21	1/21	2663	BLUE CROSS BLU	16	6	44017 CITY CONTR-LIBR	1,408.50		
				BUDGET	19,500.00				
				ENCUMBERED	.00				
				AVAILABLE	18,091.50		1,408.50	.00	1,408.50
01.44.5102		CLEANING SUPPLIES					.00		
AP5198 10/19/21	1/21	2689	DOLLAR GENERAL	52	4	44034 LIB CLEANING &	81.20		
				BUDGET	1,000.00				
				ENCUMBERED	.00				
				AVAILABLE	918.80		81.20	.00	81.20
01.44.5200		UTILITIES ELECTRIC					.00		
AP5198 10/19/21	1/21	1408	NEBRASKA PUBLI	148	17	44085 1043 G ST LIBRA	443.55		
				BUDGET	5,500.00				
				ENCUMBERED	.00				
				AVAILABLE	5,056.45		443.55	.00	443.55
01.44.5201		UTILITIES GAS					.00		
AP5198 10/19/21	1/21	208	BLACK HILLS EN	209	11	44015 LIBRARY 7729-94	29.86		
				BUDGET	2,000.00				
				ENCUMBERED	.00				
				AVAILABLE	1,970.14		29.86	.00	29.86
01.44.5202		UTILITIES PHONE					.00		
AP5198 10/19/21	1/21	2380	WINDSTREAM	178	8	44125	129.20		

GENERAL LEDGER HISTORY REPORT
FROM 10/2021 TO 10/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	1/2021 TO	1/2021)				NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.5202		UTILITIES PHONE				.00			
			BUDGET	1,500.00					
			ENCUMBERED	.00					
			AVAILABLE	1,370.80		129.20	.00	129.20	
01.44.5203		UTILITIES GARBAGE				.00			
AP5198 10/19/21 1/21	280	BURTON ENTERPR 103	3	44020	LIBRARY	16.00			
			BUDGET	300.00					
			ENCUMBERED	.00					
			AVAILABLE	284.00		16.00	.00	16.00	
01.44.5205		UTILITIES INTERNET				.00			
AP5198 10/19/21 1/21	761	GENEVA BROADBA 264	4	44047	LIBRARY INTERNE	56.00			
			BUDGET	700.00					
			ENCUMBERED	.00					
			AVAILABLE	644.00		56.00	.00	56.00	
01.44.5230		MAINT. AGREEMENT ELEV & SPRINK				.00			
AP5198 10/19/21 1/21	3879	TK ELEVATOR CO 1	1	44113	LIB ELEVATOR AN	990.60			
			BUDGET	2,000.00					
			ENCUMBERED	.00					
			AVAILABLE	1,009.40		990.60	.00	990.60	
01.44.5232		COMPUTER MAINT AGREEMENT				.00			
AP5198 10/19/21 1/21	240	BIBLIONIX 9	1	44013	LIB COMPUTER MA	1,867.00			
AP5198 10/19/21 1/21	1467	NEBRASKA LIBRA 21	1	44081	LIB OVERDRIVE A	500.00			
			BUDGET	3,000.00					
			ENCUMBERED	.00					
			AVAILABLE	633.00		2,367.00	.00	2,367.00	
01.44.5242		SECRET GARDEN				.00			
AP5198 10/19/21 1/21	1416	NOEL LAWN CARE 13	1	44090	LIB SECRET GARD	108.75			
			BUDGET	2,000.00					
			ENCUMBERED	.00					
			AVAILABLE	1,891.25		108.75	.00	108.75	
01.44.5500		SUPPLIES				.00			
AP5198 10/19/21 1/21	2993	DEMCO 16	1	44032	LIBRARY SUPPLIE	469.04			
AP5198 10/19/21 1/21	3154	AMI CORPORATIO 7	1	44005	LIBRARY SUPPLIE	333.19			
AP5206 10/29/21 1/21	2989	AMAZON.COM 299	3	6053185	LIB SUPPLIES	9.89			
			BUDGET	2,000.00					
			ENCUMBERED	.00					
			AVAILABLE	1,187.88		812.12	.00	812.12	
01.44.5501		OFFICE SUPPLIES				.00			
AP5198 10/19/21 1/21	815	HOMETOWN LEASI 318	3	44060	LIB ANNUAL COPI	1,538.10			
			BUDGET	3,000.00					
			ENCUMBERED	.00					
			AVAILABLE	1,461.90		1,538.10	.00	1,538.10	
01.44.5504		SUPPLIES BOOKS				.00			
AP5192 10/18/21 1/21	3748	BAKER AND TAYL 24	1	6053138	LIB PRINT MATER	1,006.10			
AP5198 10/19/21 1/21	348	CENTER POINT L 22	1	44025	LIB PRINT MATER	26.57			
AP5198 10/19/21 1/21	3207	GALE/CENGAGE L 27	1	44044	LIB PRINT MATER	26.39			

GENERAL LEDGER HISTORY REPORT
FROM 10/2021 TO 10/2021

ACCOUNT NUMBER	JOURNAL	DATE	JOB/PO PERIOD	ACCOUNT ACCT NO	TITLE NAME	(FISCAL INVOICE NO	1/2021 TO CHECK NO	1/2021) REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
01.44.5504					SUPPLIES BOOKS				.00		
AP5198	10/19/21	1/21		3207	GALE/CENGAGE L 28	1	44044	LIB PRINT MATER	29.99		
AP5198	10/19/21	1/21		3207	GALE/CENGAGE L 29	1	44044	LIB PRINT MATER	24.79		
AP5206	10/29/21	1/21		2989	AMAZON.COM 299	4	6053185	LIB PRINT MATER	452.54		
AP5209	10/31/21	1/21		3142	NE GAMES & PAR 4	1	6053189	LIB MAGAZINE RE	18.00		
					BUDGET		15,000.00				
					ENCUMBERED		.00				
					AVAILABLE		13,415.62		1,584.38	.00	1,584.38
01.44.5505					PROGRAMMING				.00		
AP5192	10/18/21	1/21		2309	WALMART 305	1	6053154	LIB SCARE ON TH	45.36		
AP5192	10/18/21	1/21		2309	WALMART 307	1	6053155	LIB SCARE ON TH	43.98		
AP5198	10/19/21	1/21		209	BARBUR FLORAL 21	1	44011	LIB PROGRAMMING	92.50		
AP5198	10/19/21	1/21		2689	DOLLAR GENERAL 52	3	44034	LIB PROGRAMMING	46.45		
AP5206	10/29/21	1/21		1570	ORIENTAL TRADI 6	1	6053163	LIB PROGRAMMING	7.29		
					BUDGET		2,000.00				
					ENCUMBERED		.00				
					AVAILABLE		1,764.42		235.58	.00	235.58
01.44.5506					SUPPLIES (NONPRINT)				.00		
AP5192	10/18/21	1/21		3748	BAKER AND TAYL 23	1	6053137	LIB NONPRINT MA	41.35		
AP5206	10/29/21	1/21		2989	AMAZON.COM 299	5	6053185	LIB NONPRINT MA	270.22		
					BUDGET		2,000.00				
					ENCUMBERED		.00				
					AVAILABLE		1,688.43		311.57	.00	311.57
REPORT TOTALS									=====		
TOTAL DEBITS / CREDITS									18,696.06	.00	

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

Revenue from October 16, 2021 through November 15, 2021	Subtotal	Total
Faxing fees	\$9.00	
Laminating fees	\$0.00	
Vinyl or 3D Printing fees and donations	\$0.00	
Overdue fines, ILL fees, Replacement costs, etc.	\$71.65	
New Nonresident fee	\$0.00	
Renewal Nonresident fee	\$0.00	
Renewal Township fee	\$0.00	
General donations	\$207.80	
Meeting Room donations	\$140.00	
ThriftBooks donations	\$0.00	
Grant revenue	\$0.00	
Memorial revenue	\$0.00	
Total income		\$428.45

Expenses from October 16, 2021 through November 15, 2021	Subtotal	Total
Invoices to pay		
Black Hills Energy (Oct invoice)	\$52.30	
Brodart (Inv. 589837)	\$55.35	
Cengage (Inv. 75973016)	\$32.99	
Cengage (Inv. 76067867)	\$27.19	
Cengage (Inv. 76143167)	\$30.39	
Cengage (Inv. 76148405)	\$27.19	
Cengage (Inv. 76167999)	\$30.39	
Eakes (Inv. 8347351-0)	\$48.92	
Geneva Home Center (door chime battery)	\$5.99	
Geneva Home Center (puzzle)	\$14.99	
Glenwood (Nov invoice)	\$63.90	
Kinetic (Oct invoice)	\$128.29	
Midwest Alarm (Inv. 363039)	\$65.00	
Midwest Tape (Inv. 501229002)	\$44.99	
NPPD (Nov invoice)	\$330.14	
NPPD (Oct invoice)	\$443.55	
Rotary (4Q2021 invoice)	\$133.50	
Total invoiced expenses		\$1,535.07

Continued on reverse side.

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

Expenses from October 16, 2021 through November 24, 2021	Subtotal	Total
Heartland Bank Credit Card		
2021-10-25 Oriental Trading Company (Dino-vementer supplies)	\$7.29	
2021-10-26 Nebraskaland Magazine subscription	\$18.00	
2021-10-27 Walmart (dvd cleaner)	\$179.90	
2021-10-28 USPS	\$5.59	
2021-11-02 Quill (3 cases of paper)	\$88.44	
2021-11-03 Walmart (programming and cleaning supplies)	\$14.67	
2021-11-04 USPS	\$12.03	
2021-11-10 NameCheap	\$14.16	
2021-11-15 USPS	\$5.43	
2021-11-24 Amazon	\$404.90	
2021-11-24 Baker & Taylor (nonprint materials)	\$70.17	
2021-11-24 Baker & Taylor (print materials)	\$1,260.58	
Total credit card expenses		\$2,081.16
Dollar General Credit Card		
2021-11-12 (programming supplies)	\$4.50	
Total charged expenses		\$4.50

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, 2021 through November 15, 2021

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
Unassigned					
Adult Fiction	38	2	6,250	26.72%	286
Adult Nonfiction	10		2,177	9.31%	67
Christian Fiction	5		1,309	5.60%	70
Biography	3		539	2.30%	19
Audiobooks	17		783	3.35%	7
DVD			3,870	16.54%	140
Serial Publication	23		871	3.72%	36
Music (CD)			25	0.11%	0
YA Fiction	2		574	2.45%	16
YA Nonfiction			7	0.03%	
YA Graphic Novels			17	0.07%	1
YA Audiobooks			9	0.04%	
Juv Fiction	12	1	2,011	8.60%	108
Juv Nonfiction	1		1,134	4.85%	23
Juv Biography			100	0.43%	
Juv Graphic Novel			129	0.55%	26
Juv Audiobooks			35	0.15%	
First Readers			364	1.56%	73
Easy	9		1,878	8.03%	156
Board Books	1		145	0.62%	41
Cake Pans			88	0.38%	2
Rotating Collection			2	0.01%	48
Puzzles			1	0.00%	
Kits			32	0.14%	
Yearbooks			112	0.48%	
Genealogy			878	3.75%	
Keys/Equipment			22	0.09%	16
Use Records		1	26	0.11%	266
Library of Things			3		3
Total	121	4	23,391	100%	1,404
<i>compared to last month</i>	-17%	-83%	1%		-15%
<i>compared to last year</i>	5%	-80%	0%		-24%

Continued on reverse side.

Geneva Public Library
October 16, 2021 through November 15, 2021

OverDrive Holdings & Circulation Report

Material Type	Total # of Titles	% of Titles	Checkouts this Period
ebooks	35,384	54%	253
audiobooks	25,975	40%	245
magazines	3,822	6%	25
videos	200	0.3%	0
Total	65,381	100%	523

ebook checkouts compared to last month **-50%**

ebook checkouts compared to last year **-53%**

audiobook checkouts compared to last month **-2%**

audiobook checkouts compared to last year **-63%**

magazine checkouts compared to last month **92%**

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
November 2021**

Library Status

The average traffic counts are as follows:

	Average daily # of patrons through the door	Average daily # of computer users	Average daily # of patrons calling, texting, or emailing
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	46	14	4
September 2021	45	11	5
October 2021	42	14	4
November 2021 to date	42	11	5

Grants

The library applied for two ARPA-funds competitive grants: a Library Improvement Grant through the Nebraska Library Commission for \$6,400 to purchase a curb-side book return system, as well as applied for a Youth Grant for Excellence also through the Nebraska Library Commission for \$5,930 to purchase 254 new titles of juvenile nonfiction and four KidKraft® activity sets. We received brief emails on November 23 that the Library Improvement Grant was "...reviewed and approved for funding" and the Youth Grant was "...reviewed and approved for partial funding." We do not have confirmation that we have been awarded all \$6,400 for the book drop, but we have confirmation we have been awarded the full amount to purchase the KidKraft® activity sets, 50 percent of the amount to purchase the juvenile biography titles, and 16 percent of the amount to purchase dinosaur and countries around the world titles.

Programming

The toddler storytime held each Tuesday throughout October and November has continued to have poor attendance. Of the four events in November to date, no one came to the first three, but we had one family of five attend this week's event.

The Teen Activities Group (T.A.G.) events have been going very well. We have had 10 to 12 middle school teens attend for snacks, games, and projects for this one a month program.

DINO-ember has brought in a lot more foot traffic to find the dinosaurs each week. We continue to use this as an opportunity to enlighten patrons about different things throughout the library, not just books. The weekly crafts have gone well, and we have had 20-30 kids participating each week.

LEGO® Night attendance:

May 27, 2021	28 attendees, 2 staff	Aug 26, 2021	21 attendees, 1 staff
Jun 24, 2021	21 attendees, 2 staff	Sep 23, 2021	19 attendees, 1 staff
Jul 29, 2021	15 attendees, 1 staff	Oct 28, 2021	29 attendees, 1 staff

Our third round of senior smartphone classes has wrapped up. We did less advertising and limited the number of registrations because we only had one or two instructors available for each session. We also added a class specifically about the library's OverDrive/Libby app.

Smartphone lev 1 class- iPhone	10/19/2021	2 registered, 1 attendee, 1 staff
Smartphone level 1 class- Android	10/19/2021	1 registered, 1 attendee, 1 staff
Smartphone level 1 class- iPhone	10/19/2021	0 registered, 0 attended, 1 staff
Smartphone level 2 class- iPhone	10/21/2021	1 registered, 2 attended, 1 staff
Smartphone level 2 class- Android	10/21/2021	1 registered, 1 attended, 1 staff
Smartphone level 2 class- iPhone	10/21/2021	2 registered, 2 attended, 1 staff
Smartphone level 3 class- iPhone	10/27/2021	2 registered, 1 attended, 1 staff
Smartphone level 3 class- Android	10/27/2021	3 registered, 2 attended, 1 staff
Smartphone level 3 class- iPhone	10/27/2021	2 registered, 2 attended, 1 staff
Smartphone level 4 class- iPhone	10/29/2021	1 registered, 1 attended, 1 staff
Smartphone level 4 class- Android	10/29/2021	1 registered, 0 attended, 1 staff
Smartphone level 4 class- iPhone	10/29/2021	3 registered, 3 attended, 1 staff
Smartphone level 4 class- iPhone	11/1/2021	2 registered, 1 attended, 1 staff
Smartphone level 4 class- Android	11/1/2021	0 registered, 0 attended, 1 staff
Smartphone level 4 class- Android	11/1/2021	0 registered, 0 attended, 1 staff

December programming will include:

- December 1, 2:00 p.m. and 4:00 p.m., youth S.T.E.M. activities (early out school day)
- December 13-18, the used book sale in the Large Meeting Room
- December 17, 6:00-7:00 p.m., Stuffed Animal Sleepover
- December 20, 7:00-9:00 p.m., Teen Activities Group
- December 23, 6:00-8:00 p.m., LEGO® Night
- December 27-31, afternoon storytime and craft projects, partnering with Fillmore County Extension.

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
Aug 2021	76	57	195	7,024	45 minutes
Sep 2021	128	108	227	6,326	26 minutes
Oct 2021	271	250	416	8,842	20 minutes

Building & Grounds

The Secret Garden cleanup was to be held Saturday, November 13, from 1:00 to 3:00 p.m., but due to forecasted wind and cold temperatures, it was postponed to the Monday, November 15 “snow date”. We had 11 volunteers and three staff helping at the event. New this year, we used the City lawn mower to pick up/mulch all the leaves and then dumped them across the alley where the City maintenance staff had been dumping leaves all summer. They planned to pick all of it up with a front end loader and take it all out to the grass dump at a later time.

Holiday Closures

In following with the City holiday closure schedule, the library was closed for Veteran’s Day, Thanksgiving Day, and the day after Thanksgiving. For the Christmas and New Year’s holidays, we propose the following library hours:

- Thursday, December 23, 2021 open regular 12:00 p.m. to 8:00 p.m. schedule
- Friday, December 24, 2021 shortened hours of 10:00 a.m. to 4:00 p.m.
- Saturday, December 25, 2021 closed
- Thursday, December 30, 2021 open regular 12:00 p.m. to 8:00 p.m. schedule
- Friday, December 31, 2021 shortened hours of 10:00 a.m. to 4:00 p.m.
- Saturday, January 1, 2021 closed

Respectfully submitted,
Sarah Johnson