



Geneva Public Library

Founded 1912

Board of Trustees Meeting Agenda Tuesday, February 22, 2022

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.
4. Disposition of minutes.
 - a. January 25, 2022 regular meeting.
5. Financial report and action on bills.
 - a. January 2022 City budget report.
 - b. February 2022 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 March 29, 2022.

Geneva Public Library
Board of Trustees Meeting
Tuesday, January 25, 2022

The Geneva Public Library Board of Trustees met in open session at 5:30 p.m. in the Library's main floor 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.

In absence of both current Board President and Vice President, the meeting was called to order by Sarah Johnson, Librarian. Members in attendance were Karen Schotsch, and new Board members Mary Stofer and Liz Kaye-Skinner. Absent was Brandon Thompson.

Election of officers took place with the following results:

- President — Brandon Thompson
- Vice President — Liz Kaye-Skinner
- Secretary — Karen Schotsch
- Liaison to the Foundation — Sally Miller

There was no board meeting in December, 2021. Karen S. made a motion to accept the Library revenue and expense report for December, 2021. Mary S. seconded. All Board members voted to approve.

Sarah J. presented bills to be paid. Karen S. made a motion to pay the bills as presented and Mary S. seconded. Sarah J. spent some time explaining costs and invoices to the new board members and answered several questions.

Sarah J. then explained the changes to the new Board members that will be instituted on March 1, 2022, regarding the library going "Fine Free".

The Library Board's annual report is due to be presented to the City Council on February 7, 2022, and Sarah J. reviewed the report to the Board that she wished to submit on the Board's behalf. The Board approved the annual report.

The meeting was adjourned at 6:30 p.m. after a motion was made by Mary S. and seconded by Karen S. All Board members voted to approve. The next regular Board of Trustees meeting will be Tuesday, February 22, 2022.

Submitted by Karen Schotsch

REVENUE & EXPENSE REPORT
CALENDAR 1/2022, FISCAL 4/2021

PCT OF FISCAL YTD 33.3%

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	4,324.00	.00	4,324.00-
01.44.4103	LIBRARY MEMORIAL REVENUE	320.00	320.00	.00	320.00-
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	251.99	1,507.25	3,000.00	1,492.75
01.44.4450	DONATIONS	518.45	1,720.65	3,000.00	1,279.35
01.44.4550	MISCELLANEOUS	.00	2.96	.00	2.96-
01.44.4650	SECRET GARDENER REFUND	.00	1,484.95	2,500.00	1,015.05
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
		-----	-----	-----	-----
	TOTAL REVENUE	1,090.44	9,359.81	9,700.00	340.19
		=====	=====	=====	=====
	LIBRARY TOTAL	1,090.44	9,359.81	9,700.00	340.19
01.44.5000	SALARIES-LIBRARY	7,703.92	34,774.71	106,000.00	71,225.29
01.44.5001	FICA EXPENSE-LIBRARY	555.94	2,531.49	8,200.00	5,668.51
01.44.5002	RETIREMENT-LIBRARY	777.80	2,924.04	9,800.00	6,875.96
01.44.5005	TRAINING & CONFERENCES	.00	729.12	1,600.00	870.88
01.44.5008	EMP HEALTH INS LIBRARY	1,556.10	5,781.60	19,500.00	13,718.40
01.44.5101	OTHER LABOR	.00	55.00	200.00	145.00
01.44.5102	CLEANING SUPPLIES	31.59	264.57	1,000.00	735.43
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	433.83	2,047.33	.00	2,047.33-
01.44.5120	PUBLISHING	.00	.00	200.00	200.00
01.44.5200	UTILITIES ELECTRIC	339.40	1,470.44	5,500.00	4,029.56
01.44.5201	UTILITIES GAS	98.95	413.73	2,000.00	1,586.27
01.44.5202	UTILITIES PHONE	133.81	519.13	1,500.00	980.87
01.44.5203	UTILITIES GARBAGE	20.50	77.50	300.00	222.50
01.44.5205	UTILITIES INTERNET	59.95	253.96	700.00	446.04
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	117.47	139.46	20,000.00	19,860.54
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	120.00	1,175.60	2,000.00	824.40
01.44.5232	COMPUTER MAINT AGREEMENT	.00	2,428.49	3,000.00	571.51
01.44.5242	SECRET GARDEN	.00	108.75	2,000.00	1,891.25
01.44.5250	MISCELLANEOUS	72.01	72.01	1,000.00	927.99
01.44.5251	MEMORIAL DONATIONS	.00	.00	.00	.00
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	25.00	1,091.20	2,000.00	908.80
01.44.5501	OFFICE SUPPLIES	93.78	2,049.40	3,000.00	950.60
01.44.5504	SUPPLIES BOOKS	481.01	4,644.91	15,000.00	10,355.09
01.44.5505	PROGRAMMING	145.11	1,053.68	2,000.00	946.32
01.44.5506	SUPPLIES (NONPRINT)	94.25	652.93	2,000.00	1,347.07
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 1/2022, FISCAL 4/2021

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
	TOTAL EXPENSES	----- 12,860.42	----- 65,259.05	----- 215,500.00	----- 150,240.95
	LIBRARY TOTAL	=====	=====	=====	=====
	GENERAL FUND TOTAL	=====	=====	=====	=====
	Report Total	=====	=====	=====	=====

GENERAL LEDGER HISTORY REPORT
FROM 1/2022 TO 1/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	4/2021 TO	4/2021)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME	INVOICE NO	CHECK NO	REFERENCE						ENDING BAL
01.44.4103		LIBRARY MEMORIAL REVENUE						.00	
RM9086 1/24/22 4/21		LIB MEMORIAL		MEMORIAL REVENU			320.00		
			BUDGET	.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	320.00-		.00	320.00		320.00
01.44.4400		FEES						1,255.26	
RM9063 1/07/22 4/21		LIBRARY FEES		FAXING FEES			3.00		
RM9063 1/07/22 4/21		LIBRARY FEES		LAMINATING FEES			1.30		
RM9063 1/07/22 4/21		LIBRARY FEES		VINYL OR 3D PRI			22.00		
RM9063 1/07/22 4/21		LIBRARY FEES		OVERDUE FINES,			112.39		
RM9063 1/07/22 4/21		LIBRARY FEES		RENEWAL NONRESI			40.00		
RM9086 1/24/22 4/21		LIBRARY FEES		FAXING FEES			3.00		
RM9086 1/24/22 4/21		LIBRARY FEES		VINYL OR 3D PRI			25.90		
RM9086 1/24/22 4/21		LIBRARY FEES		LASTER CUTTER F			1.50		
RM9086 1/24/22 4/21		LIBRARY FEES		OVERDUE FINES,			42.90		
			BUDGET	3,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	1,492.75		.00	251.99		1,507.25
01.44.4450		DONATIONS						1,202.20	
RM9063 1/07/22 4/21		LIBR DONATIONS		GENERAL DONATIO			403.71		
RM9063 1/07/22 4/21		LIBR DONATIONS		BOOK SALE			5.00		
RM9086 1/24/22 4/21		LIBR DONATIONS		GENERAL DONATIO			78.74		
RM9086 1/24/22 4/21		LIBR DONATIONS		BOOK SALE DONAT			31.00		
			BUDGET	3,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	1,279.35		.00	518.45		1,720.65
REPORT TOTALS						=====			
TOTAL DEBITS / CREDITS							.00	1,090.44	

GENERAL LEDGER HISTORY REPORT
FROM 1/2022 TO 1/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	4/2021 TO	4/2021)					NET CHANGE
JOURNAL DATE PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS			ENDING BAL
01.44.5000		SALARIES-LIBRARY				27,070.79				
PR3586 1/10/22 4/21					PR DT: 1/08/22	3,958.61				
PR3590 1/24/22 4/21					PR DT: 1/22/22	3,745.31				
			BUDGET	106,000.00						
			ENCUMBERED	.00						
			AVAILABLE	71,225.29		7,703.92	.00			34,774.71
01.44.5001		FICA EXPENSE-LIBRARY				1,975.55				
PR3586 1/10/22 4/21					PR DT: 1/08/22	286.13				
PR3590 1/24/22 4/21					PR DT: 1/22/22	269.81				
			BUDGET	8,200.00						
			ENCUMBERED	.00						
			AVAILABLE	5,668.51		555.94	.00			2,531.49
01.44.5002		RETIREMENT-LIBRARY				2,146.24				
AP5259 1/19/22 4/21	152 AIG	149	6		LIBRARY EMPLOYE	193.85				
AP5259 1/19/22 4/21	3078 AMERITAS	78	2	44389	LIBRARY EMPLOYE	473.11				
AP5259 1/19/22 4/21	3789 NATIONAL LIFE	11	2	44438	LIBRARY EMPLOYE	110.84				
			BUDGET	9,800.00						
			ENCUMBERED	.00						
			AVAILABLE	6,875.96		777.80	.00			2,924.04
01.44.5008		EMP HEALTH INS LIBRARY				4,225.50				
AP5259 1/19/22 4/21	2663 BLUE CROSS BLU	19	6	44399	LIBRARY DEPT CO	1,556.10				
			BUDGET	19,500.00						
			ENCUMBERED	.00						
			AVAILABLE	13,718.40		1,556.10	.00			5,781.60
01.44.5102		CLEANING SUPPLIES				232.98				
AP5259 1/19/22 4/21	705 GENEVA HOME CE	455	1	44419	LIB CLEANING D72	8.59				
AP5259 1/19/22 4/21	2689 DOLLAR GENERAL	58	3	44408	LIB CLEANING	23.00				
			BUDGET	1,000.00						
			ENCUMBERED	.00						
			AVAILABLE	735.43		31.59	.00			264.57
01.44.5112		GRANT EXPENSE				1,613.50				
AP5259 1/19/22 4/21	3892 B&H PHOTO-VIDE	3	1	44393	LIB GRANT EXPEN	22.49				
AP5274 1/31/22 4/21	2989 AMAZON.COM	420	1	6053417	LIB GRANT EXPEN	411.34				
			BUDGET	.00						
			ENCUMBERED	.00						
			AVAILABLE	2,047.33-		433.83	.00			2,047.33
01.44.5200		UTILITIES ELECTRIC				1,131.04				
AP5259 1/19/22 4/21	1408 NEBRASKA PUBLI	152	18	44444	1043 G STREET L	339.40				
			BUDGET	5,500.00						
			ENCUMBERED	.00						
			AVAILABLE	4,029.56		339.40	.00			1,470.44
01.44.5201		UTILITIES GAS				314.78				
AP5259 1/19/22 4/21	208 BLACK HILLS EN	212	12	44398	LIRBARY 7729-94	98.95				

GENERAL LEDGER HISTORY REPORT
FROM 1/2022 TO 1/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	4/2021 TO	4/2021)				NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
01.44.5201		UTILITIES GAS					314.78		
				BUDGET		2,000.00			
				ENCUMBERED		.00	-----		
				AVAILABLE		1,586.27	98.95	.00	413.73
01.44.5202		UTILITIES PHONE					385.32		
AP5259	1/19/22	4/21	2380 WINDSTREAM	181	8	44468 LIBRARY PHONE	133.81		
				BUDGET		1,500.00			
				ENCUMBERED		.00	-----		
				AVAILABLE		980.87	133.81	.00	519.13
01.44.5203		UTILITIES GARBAGE					57.00		
AP5259	1/19/22	4/21	280 BURTON ENTERPR	309	3	44401 LIBRARY	20.50		
				BUDGET		300.00			
				ENCUMBERED		.00	-----		
				AVAILABLE		222.50	20.50	.00	77.50
01.44.5205		UTILITIES INTERNET					194.01		
AP5259	1/19/22	4/21	761 GENEVA BROADBA	267	4	44416 LIBRARY INTERNE	59.95		
				BUDGET		700.00			
				ENCUMBERED		.00	-----		
				AVAILABLE		446.04	59.95	.00	253.96
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR					21.99		
AP5259	1/19/22	4/21	705 GENEVA HOME CE	455	8	44419 LIB MAINT BLDG	9.31		
AP5274	1/31/22	4/21	2989 AMAZON.COM	420	2	6053417 LIB BLDG MAINT	108.16		
				BUDGET		20,000.00			
				ENCUMBERED		.00	-----		
				AVAILABLE		19,860.54	117.47	.00	139.46
01.44.5230		MAINT. AGREEMENT ELEV & SPRINK					1,055.60		
AP5255	1/18/22	4/21	3599 NE STATE FIRE	3	1	6053392 LIB ELEVATOR IN	120.00		
				BUDGET		2,000.00			
				ENCUMBERED		.00	-----		
				AVAILABLE		824.40	120.00	.00	1,175.60
01.44.5250		MISCELLANEOUS					.00		
AP5259	1/19/22	4/21	2831 K-LOG INC	4	1	44428 LIB MIS SUPPLIE	72.01		
				BUDGET		1,000.00			
				ENCUMBERED		.00	-----		
				AVAILABLE		927.99	72.01	.00	72.01
01.44.5500		SUPPLIES					1,066.20		
AP5259	1/19/22	4/21	3026 NE LIBRARY ASS	26	1	44439 LIB SUPPLIES	25.00		
				BUDGET		2,000.00			
				ENCUMBERED		.00	-----		
				AVAILABLE		908.80	25.00	.00	1,091.20
01.44.5501		OFFICE SUPPLIES					1,955.62		
AP5259	1/19/22	4/21	705 GENEVA HOME CE	455	2	44419 LIB OFFICE BATT	9.98		
AP5274	1/31/22	4/21	2989 AMAZON.COM	420	3	6053417 LIB OFFICE SUPP	83.80		

GENERAL LEDGER HISTORY REPORT
FROM 1/2022 TO 1/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	4/2021 TO	4/2021)		DEBITS	CREDITS	NET CHANGE	
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL	
01.44.5501		OFFICE SUPPLIES					1,955.62			
				BUDGET		3,000.00				
				ENCUMBERED		.00	-----			
				AVAILABLE		950.60	93.78	.00	2,049.40	
01.44.5504		SUPPLIES BOOKS					4,163.90			
AP5274	1/31/22	4/21	2989 AMAZON.COM	420	4	6053417 LIB PRINT MATER	70.72			
AP5274	1/31/22	4/21	3748 BAKER AND TAYL	29	1	6053418 LIB BOOKS	410.29			
				BUDGET		15,000.00				
				ENCUMBERED		.00	-----			
				AVAILABLE		10,355.09	481.01	.00	4,644.91	
01.44.5505		PROGRAMMING					908.57			
AP5255	1/18/22	4/21	2309 WALMART	619	1	6053391 LIB PROGRAMMING	15.30			
AP5259	1/19/22	4/21	705 GENEVA HOME CE	455	4	44419 LIB PROGRAMMING	31.84			
AP5259	1/19/22	4/21	2689 DOLLAR GENERAL	58	2	44408 LIB PROGRAMMING	7.00			
AP5259	1/19/22	4/21	2994 JOHNSON, SARAH	37	1	44426 LIB PROGRAMMING	20.99			
AP5259	1/19/22	4/21	3507 US CUTTER	6	1	44461 LIB PROGRAMMING	69.98			
				BUDGET		2,000.00				
				ENCUMBERED		.00	-----			
				AVAILABLE		946.32	145.11	.00	1,053.68	
01.44.5506		SUPPLIES (NONPRINT)					558.68			
AP5274	1/31/22	4/21	3748 BAKER AND TAYL	30	1	6053419 LIB NONPRINT MA	25.85			
AP5274	1/31/22	4/21	2309 WALMART	621	1	6053436 LIB NON PRINT M	68.40			
				BUDGET		2,000.00				
				ENCUMBERED		.00	-----			
				AVAILABLE		1,347.07	94.25	.00	652.93	
REPORT TOTALS							=====			
TOTAL DEBITS / CREDITS								12,860.42	.00	

**Geneva Public Library
February 2022 Revenue/Expense Report**

Revenue from January 16, 2022 through February 16, 2022	Subtotal	Total
Faxing fees	\$21.00	
Laminating fees	\$0.00	
3D printing fees and donations	\$0.00	
Vinyl cutter printing fees and donations	\$26.45	
Laser cutter fees and donations	\$5.00	
Overdue fines, ILL fees, Replacement costs, etc.	\$86.35	
New Nonresident fee	\$0.00	
Renewal Nonresident fee	\$0.00	
Renewal Township fee	\$0.00	
General donations	\$289.31	
Meeting Room donations	\$325.00	
Book Sale donations	\$32.25	
ThriftBooks income	\$105.66	
Grant revenue	\$8,088.00	
Memorial revenue	\$320.00	
Total income		\$9,299.02

Expenses from January 16, 2022 through February 15, 2022	Subtotal	Total
Invoices to pay		
34 Electric (outlets)	\$271.13	
Black Hills Energy (Jan invoice)	\$134.76	
Cengage (Inv 76516034)	\$44.58	
Cengage (Inv 76650644)	\$82.31	
Cengage (Inv 76850327)	\$51.30	
Center Point (Inv 1906722)	\$24.00	
Center Point (Inv 1910411)	\$53.14	
Dvoracek Memorial Library (half the <i>BookPage</i> subscription)	\$195.00	
Geneva Superfoods	\$7.54	
GHC (Kleenex)	\$5.77	
Glenwood (Feb invoice)	\$59.95	
Kinetic (Jan invoice)	\$123.68	
Kingsley (grant funded book drop)	\$6,091.00	
NPPD (Feb invoice)	\$348.54	
Total invoiced expenses		\$7,492.70

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**Geneva Public Library
February 2022 Revenue/Expense Report**

Expenses from January 16, 2022 through February 18, 2022	Subtotal	Total
Heartland Bank Credit Card		
2022-01-19 USPS	\$3.63	
2022-01-27 USPS	\$12.72	
2022-02-04 USPS	\$6.03	
2022-02-08 USPS	\$10.29	
2022-02-09 Nebraska Library Association (Advocacy Day)	\$35.00	
2022-02-10 USPS	\$3.63	
2022-02-15 USPS	\$3.03	
2022-02-17 USPS	\$16.89	
2022-02-18 Amazon	\$839.51	
2022-02-18 Baker & Taylor (nonprint)	\$22.16	
2022-02-18 Baker & Taylor (print)	\$654.40	
Total credit card expenses		\$1,607.29
Dollar General Credit Card		
2022-02-14 (peanut butter & chocolate chips)	\$21.75	
Total charged expenses		\$21.75

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
January 16, 2021 through February 15, 2022

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
Unassigned					
Adult Fiction	46	1	6,329	26.90%	359
Adult Nonfiction	18		2,204	9.37%	79
Christian Fiction	16	2	1,361	5.79%	111
Biography	2		418	1.78%	9
Audiobooks	2		791	3.36%	8
DVD	7	1	3,884	16.51%	203
Serial Publication	8	1	874	3.72%	26
Music (CD)			25	0.11%	2
YA Fiction	1		581	2.47%	45
YA Nonfiction			8	0.03%	
YA Graphic Novels			17	0.07%	1
YA Audiobooks			9	0.04%	
Juv Fiction	6		2,021	8.59%	135
Juv Nonfiction			1,146	4.87%	77
Juv Biography			100	0.43%	1
Juv Graphic Novel	1		133	0.57%	73
Juv Audiobooks			35	0.15%	5
First Readers			371	1.58%	59
Easy	22		1,924	8.18%	182
Board Books		1	120	0.51%	40
Cake Pans			89	0.38%	
Rotating Collection			13	0.06%	52
Puzzles			0	0.00%	
Kits			32	0.14%	6
Yearbooks			112	0.48%	
Genealogy			878	3.73%	
Keys/Equipment			22	0.09%	12
Use Records			26	0.11%	204
Library of Things			3	0.01%	
Total	129	6	23,526	100%	1,689
<i>compared to last month</i>	<i>40%</i>	<i>-90%</i>	<i>1%</i>		<i>12%</i>
<i>compared to last year</i>	<i>-54%</i>	<i>-97%</i>	<i>3%</i>		<i>18%</i>

Continued on reverse side.

Geneva Public Library
January 16, 2021 through February 15, 2022

OverDrive Holdings & Circulation Report

Material Type	Total # of Titles	% of Titles	Checkouts this Period
ebooks	36,056	59%	276
audiobooks	20,505	34%	183
magazines	3,902	6%	13
videos	355	0.6%	0
Total	60,818	100%	472

ebook checkouts compared to last month **1%**
audiobook checkouts compared to last month **no change**
magazine checkouts compared to last month **-19%**
video checkouts compared to last month **no change**

ebook checkouts compared to last year **-29%**
audiobook checkouts compared to last year **-13%**
magazine checkouts compared to last year **n/a**
video checkouts compared to last year **n/a**

**Geneva Public Library
Librarian's Report
February 2022**

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
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	42	10	5
December 2021	41	11	6
January 2022	35	7	5
February 2022 to date	35	9	5

Grants

The Library Improvement Grant for \$6,388 to purchase a curb-side book return system is coming closer to completion. Letters were sent to all neighboring residences and businesses on February 11 to advise them of the potential increase in alley traffic with the expected installation of the book drop. The book drop arrived on February 14. At that time, we learned the two bollards we ordered with the book drop were being drop shipped from a different vendor. We have no tracking information or expected arrival date for these. Once they arrive, the book drop can be installed. The City will also be installing a stop sign on the light pole on the east end of the alley.

The Youth Grant for Excellence for \$1,700 has a book purchase to be finalized, and then to host some sort of open house or event to raise awareness of these new items, for the grant to be completed.

The formula-based, ARPA-funded, non-competitive grant for \$4,324 was used to purchase a new cabinet system behind the circulation desk. While this has been ordered, the expected arrival time is early April.

The balance of our USDA Community Facilities grant should be \$3,881. On February 10, final invoices totaling \$1,907.12 were submitted to be paid out of the grant but no response has been received. I will be following up on this before March 1.

Programming

The Teen Activities Group (T.A.G.) attendance has fluctuated quite a lot. The January event featured Ozobot coding and using the Laser Cutter, making chocolate chip energy balls, and hide and seek.

Oct 18, 2021	11 attendees, 2 staff
Nov 15, 2021	11 attendees, 2 staff
Dec 20, 2021	5 attendees, 2 staff
Jan 14, 2022	13 attendees, 2 staff

LEGO® Night attendance:

Oct 28, 2021	29 attendees, 1 staff
Nov (no event due to Thanksgiving)	
Dec 23, 2021	only 3 attendees, 1 staff
Jan 27, 2022	7 attendees, 1 staff

There have been half a dozen people learn how to use the laser cutter and a half dozen youth who have been using the 3D printer.

The Fillmore County Hospital's Integrated Health Services department and their Senior Connections programming are planning a multi-generational Game Day/Evening on Wednesday, March 9, from 3:00 to 6:00 p.m., where we would like to get people of all ages together to play board, card, and dice games, with refreshments available. Hopefully, we can get some families to attend as well!



We were very slow in getting information out on Smartphone and new Tablet Classes. We have Basic Smartphone sessions scheduled each day February 22-24, and trying a new "open forum" for people to come ask any questions they have about their smartphone throughout the day on February 25. We also are trying a new Tablet "open forum" throughout the day on February 28, March 1, and March 4.

Newspaper Database Statistics

Date	Total Users	New Users	Number of Sessions	Number of Page Views	Average Session Duration
Oct 2021	271	250	416	8,842	20 minutes
Nov 2021	137	111	270	9,414	33 minutes
Dec 2021	110	89	234	7,959	32 minutes

Building & Grounds

The kiosk television on the lower landing has been up and running since February 1. The Raspberry Pi has been working nicely to edit the meeting room schedule daily, or more often as needed. All the staff has had practice in remoting to the kiosk and completing the daily update.

The Library Foundation voted at their February 1 meeting to provide the library with \$5,000 toward the purchase of new public access computers and needed software. We were able to order six all-in-one HP computers, which are being set up and transitioned into place. This will allow us an opportunity to take a substantial step in purchasing new public access computers on a rotating basis with the regular City budget.

Miscellaneous

We have been working with Karen Schotsch on the Every Door Direct mailing and Fine Free announcement. We are close getting these printed and expect to have these out in early March. We are also working toward the back end of setting up our Apollo software to be fine free with auto-renewals. We hope for a soft launch this week, and to have the bugs worked out by March 1.

Respectfully submitted,
Sarah Johnson