



Librarian Report

January 14, 2025

Building Maintenance: Yearly elevator inspection complete. I expect our certificate of operation to arrive by the end of February. Current Certificate of Operations expires March 8, 2025.

Memorial Endowment Account Not For Profit Annual Report application: At the December 2024 meeting, it was discussed that Rodney Schreckenbergs was listed on the application as the Treasurer. Before submitting the application, we need to have the name updated to Sara Joergens. The application states this can be done two different ways.

- **Approved by affirmative vote of a majority of the directors in office at a board meeting.**
 - Dan Brutton
 - Chris Trowbridge
- **Approved by written consent, signed by all the directors in office.**
 - Dan Brutton
 - Chris Trowbridge

Memorial Endowment Account EIN: Edward Jones has resolved the TIN mystery. When the Treasurer position was changed, during that process the information used had caused a red flag with the IRS. When the city's EIN number was given to Edward Jones, it wasn't the correct number associated to that account. Now that the correct TIN was entered, we expect no further issues with the account. I have included that information in your packet if it needs to be referenced in the future. I have also included that number with the Edward Jones file.

Patron Policy Violation: A patron has been asked not to return to the library due to inappropriate language and threats that were used on December 14th. This was also the same day we had our yearly Santa visit. A library patron also gave a statement of the disruption. This patron has become increasingly disruptive during their daily visits. The police have been called to assist with disruptive situations four times in the past two months, with two of them resulting in his removal from the library. The last, being charged with criminal trespass. Staff have also had to engage with several conversations to better control noise levels and disruptions from this individual. In order to reassure everyone, staff and public, that we are serious about a safe and nonaggressive work place, I feel it to be in the best interest to ban this individual until April 8, 2025, which would be a total of 3 months. Highlighted below are violations that occurred. Stealing was highlighted due to the fact he was attempting to pry open our already damaged collecting box for the Friends of the Library book sale.

- b. All library users are expected to conduct themselves in a manner, which shows respect for others using the library. Disruptive conduct which prevents others from enjoying the library or which endangers people or property is not allowed. Disruptive behavior includes, but is not limited to:
 - Destruction of property
 - Stealing (attempted)
 - Harassment of employee and patrons

- Threats toward employees and patrons
- Racial insults or hate speeches
- Fighting
- Noisy or boisterous behavior that is disturbing other people in the library
- Running
- Inappropriate or annoying behavior
- Eating or drinking on Main floor of library

Mileage Rate: Internal Revenue Service has increased the rate to .70 cents per mile.

Library Director Position: A total of twenty-five applicants have been received. Of those twenty-five, five have been selected to advance to the next stage. The committee will arrange to have a zoom meeting prior to an in-person interview. If you have questions that you feel should be part of this interview, please share before that takes place.

Zoom Meeting: What day and time would the committee like to arrange?

Library Director Selection: After the interviews take place, the next step is to arrange a day and time to discuss the selection and other details regarding the position?

	December	November	October	September	August	July
Physical Items Circulated	5198 With renewals 5638	5013 With renewals 5370	5742 Ren. 6302	5922 Ren. 6489	6171	8261
Physical Items Circulated 2023	5197	6277	6417	6320	6921	8560
Online Items Circulated	2022	1987	2038	2064	2274	2392
Online Items Circulated 2023	1581	1620	1615	1584	1895	1574
Online Newspapers	2193	2401	2105	1904	NA	NA
Online Newspapers 2023	2924	2924	1674	2897	2946	3042
New Items Added To Collection	42	230	258	139	264	273
Library Website Visits	2901	2592	2938	3153	3223	3180
New Patrons	30	25	38	27	37	54
New Patrons 2023		26	42	63	70	60
Program attendance	293	276	890	535	155	1864
Notary Service	1	7	26	16	11	17
Door Count	2900	2900	4432	3546	3718	4685