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| **C:\Users\Annette\Desktop\logo color 1.jpgLibrarian Report** **December 10, 2024** |

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**Building Maintenance:** Two large projects have taken place.

Hot Water Heater: New item purchased due to equipment failure. It also caused water damage. We will more than likely need the basement hot water heater replaced in the near future.

* Midwest Restoration – water mitigation $ 800.00
* Jatho Plumbing – new hot water heater $1,483.00
* J&J Septic Sewer line repair $ 225.00
* J&J Septic Sewer line additional repair 2 days later $ 250.00

Network Update: Update was discussed at the August meeting: New equipment was needed to allow for a more secure system as equipment was outdated. Labor expense was higher than anticipated in part due to the work around of the hot water heater issue, and printer connectivity issues. I will offset some of the expense by cutting back on other items in the budget. Hopefully no more surprises will arise.

Sidebarr. Equipment & Labor $4,733.15

 $ 544.50

**Community gifts:** Our “Thankful for Our Community” campaign resulted in 26 swag bags disbursed into the community to promote the library. I have 16 more to deliver.

**Banners:** Banners have been placed throughout town. Where you can borrow, You paid for it, claim it. Got ebooks? We do. Your game zone.

**Christmas Parade:** 3 staff participated in the event on Saturday night.

**Girl Scouts:** The community project presentation will take place at the January meeting. In order to obtain their Silver Award, a scout reach out to do a butterfly garden on library property.

**Memorial Endowment Account:** Not For Profit Annual Report. This is submitted every year. Signatures of Secretary, Treasurer, President and Directors are needed. First a change of treasurer information needs to be completed as it still has Rodney Schreckenberg as registered agent. This will need to be added to the agenda for the January meeting. I have included a Statement of Change form with guidelines.

* Verify the Board of Directors (Board members are voted upon at the annual meeting)
* Per Trustee Krizan, when people are appointed to the library board, they automatically become members of the endowment association board. The officers of the library board then become the officers of the endowment board. The endowment board members must be voted upon at the annual endowment meeting.

Review forms and discuss.

* **Account Information**
	+ Opened December 17, 2014.
	+ Vanguard check in the amount of $64,473.00.
	+ 26 other checks in the amount of $1,145.00.
	+ Edward Jones needs a copy of a letter from IRS that indicates our EIN number
	+ After calling the IRS I tried to use the following information to obtain a verification letter
		- Columbia Public Library Memorial Endowment Association
			* 106 N. Metter
			* 1316 Palmer Creek Dr.
			* 208 S. Rapp Ave
* Perhaps City Hall has a letter from the IRS. I will contact if needed. Sara was also working on this.

**Director Position:** Ads were placed with City of Columbia, Illinois Library Association, Missouri Library Association, RAILS Library System up north by Chicago, IHLS our library system,

INALJ.COM (I Need a Library Job) Indeed, LinkedIn, and X. As of today we have 12 applications.

Applications will be accepted until January 7th. Would the committee like to schedule a meeting to review applications that have been received as of now?

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|  | November  | October | September | August | July |
| Physical Items Circulated  | 5013With renewals5370 | 5742Ren. 6302 | 5922Ren.6489 | 6171 | 8261 |
| Physical Items Circulated 2023 | 6277 | 6417 | 6320 | 6921 | 8560 |
| Online Items Circulated | 1987 | 2038 | 2064 | 2274 | 2392 |
| Online Items Circulated 2023 | 1620 | 1615 | 1584 | 1895 | 1574 |
| Online Newspapers | 2401 | 2105 | 1904 | NA | NA |
| Online Newspapers 2023 | 2924 | 1674 | 2897 | 2946 | 3042 |
| New Items Added To Collection  | 230 | 258 | 139 | 264 | 273 |
| Library Website Visits | 2592 | 2938 | 3153 | 3223 | 3180 |
| New Patrons | 25 | 38 | 27 | 37 | 54 |
| New Patrons 2023 | 26 | 42 | 63 | 70 | 60 |
| Program attendance | 276 | 890 | 535 | 155 | 1864 |
| Notary Service | 7 | 26 | 16 | 11 | 17 |
| Door Count | 2900 | 4432 | 3546 | 3718 | 4685 |