

Director's notes for February

We will need a new printer for the patrons soon. Page Office Supply is starting to have trouble getting ink for the printer that sits on the floor. Board will need to vote on this.

A copy of what we covered in the Employee meeting on 1/31/25 is in your hand out. We will be having the next employee meeting on 2/28/25. I will get an agenda sent out to you.

Email was sent on 2/6/25 on lockers to see what the cost would be for turning them on for 3 months.

On Friday I met with Faron Bartens who is a Field Archivist. I am trying to get a new Micro Film machine through a grant. Our machine is in good shape, but the money for getting a new machine will run out at the end of the year.

Each employee got a job description. They also got the Employee policy. I will give them a sign sheet stating that they read the policies.

Numbers for the month of January

Pam got 286 pieces catalogued

ILL'S Outbound-1247

ILL'S Inbound-1168

Users that accessed Libby in January 2025

514

Number of checkouts in Libby, for January 2025

2,904

Amount of people that walked through the front door, minus two days that the staff forgot to get.

4,711

Deposits

Meeting Room fees-Cash- \$94.75 Debits \$140.00

Lost Damaged Items Cash \$57.47 Debits \$65.47

Book Sale Shelf Cash \$323.00 Debits \$105.00

Museum \$69.98

Patron Visits

Route 66 Museum: 649

Outreach Numbers

Deliveries: 16

Books Delivered: 476

Events: 3

People Served: 393

Programming Numbers

Children's Events: 10

People Served: 99

Teen Events: 0

People Served: 0

Adult Events: 2

People Served: 100

Total Events: 12

Total People Served: 199