



Geneva Public Library

Founded 1912

Board of Trustees
Conference Call Meeting Agenda
Tuesday, May 26, 2020

CONFERENCE CALL INSTRUCTIONS

Toll Free US/Canada: 866-848-2216

Conference Code: 3970553978

1. Roll call of trustees.
2. Introduction of all other conference call attendees.
3. Open Meetings Act (*A current copy of the Open Meetings Act is posted in the Library Board Room and is also available at https://nitc.nebraska.gov/documents/statutes/nebraskaopenmeetingsact_current.pdf*)
4. Disposition of minutes of previous regular meeting.
 - a. April 28, 2020 meeting minutes
5. Financial report and action on bills.
 - a. May 2020 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 Tuesday, June 30, 2020.*)

Geneva Public Library
Library Board Meeting
Tuesday, April 28, 2020

The Geneva Public Library Board met in open session via teleconference at 5:30 p.m. abiding by the Nebraska Open Meeting Laws, with Deb Novak– president, presiding. Roll call was taken by Sarah Johnson, Library Director. Members answering roll call were as follows: Trustees Deb Novak, Debbie Bullock, Apryl Schwarz, and Brandon Thompson. Absent: Sally Miller.

The minutes of the February Board Meeting had been emailed to members, and were also displayed for review. There was no meeting in March due to the COVID-19 pandemic, so there were no March minutes. Brandon T. made a motion to accept, seconded by Apryl S., and the minutes were approved with the following voting “aye”: Deb, Apryl, Brandon, and Debbie. No negative votes or abstentions.

The March bills were reviewed. After brief discussion, Apryl S. made a motion to pay the bills, Brandon T. seconded the motion, and the bills were approved with the following voting “aye”: Deb, Apryl, Brandon, and Debbie. No negative votes or abstentions.

The April bill were reviewed. Brandon T. made a motion to pay the bill, Apryl S. seconded the motion, and the bills were approved with the following voting “aye”: Deb, Apryl, Brandon, and Debbie. No negative votes or abstentions.

Sarah presented the Librarian’s Report. (See attached). Due to the fact that the library has been closed since March 17 because of the COVID-19 pandemic, the circulation has been much lower. (See attached Circulation and Holdings Report). Library staff is offering a curbside pickup of library books for anyone who would like to utilize this service.

Sarah discussed the work that has been done to the library building in recent weeks.

The library has had little programming since the closure due to the pandemic. A “Bear Hunt” is scheduled for May 2, with participants traveling throughout Geneva to find bears that have been placed in the windows of homes in town.

Plans for Summer Reading include participation online. Arrangements will be made to handle paper registrations if online services are not available to the participants.

The board voted to adjourn the meeting at 5:49 p.m. after a motion by Brandon T. and seconded by Apryl S. with the following voting “aye”: Deb, Debbie, Apryl, Brandon. There were no negative votes or abstentions.

The next meeting will be May 26, 2020.

Respectfully submitted,
Debbie Bullock
Secretary

The City Budget Report
for the library department, for April 1-31, 2020,
was not available at the time this packet was compiled.

**Geneva Public Library
May 2020 Revenue/Expense Report**

Revenue from April 16, 2020 through May 20, 2020	Subtotal	Total
Income: Fees		
Faxing, fines, other fees	\$48.20	
Membership fees	\$60.00	
		\$108.20
Income: Donations		
General	\$34.36	
State Aid	\$1,183.00	
		\$1,217.36
Expenses from April 18, 2020 through May 15, 2020	Subtotal	Total
Invoices to pay		
All Around Lawn & Landscape (20 yards mulch)	\$960.00	
Black Hills Energy (April invoice)	\$47.38	
Brodart	\$50.97	
Geneva Home Center		
2020-04-29 (one gallon of paint)	\$42.99	
2020-04-29 (paint edger pad)	\$3.59	
2020-04-28 (pilaster standards/supports, wood screws)	\$85.31	
Koenig Construction	\$35,968.00	
Noel Lawn Care	\$99.75	
NPPD (May invoice)	\$248.92	
Sarah Johnson (ebay and UBAM book orders)	\$115.42	
Sarah Johnson (teddy grahams for Bear Hunt activity)	\$36.32	
Windstream (\$128.15 past due, \$125.89 current charges)	\$254.04	
		\$37,912.69
Total invoiced expenses		
Heartland Bank Credit Card		
2020-04-17 USPS (3 interlibrary loans)	\$15.01	
2020-04-23 USPS (1 interlibrary loan)	\$3.16	
2020-05-14 Walmart (paper towels and snap blades)	\$8.28	
2020-05-14 Amazon (May statement)	\$905.40	
		\$931.85
Total credit card expenses		
Dollar General Credit Card		
2020-04-21 paper towels, band-aids	\$20.95	
2020-05-07 disinfecting wipes	\$5.30	
		\$26.25
Total charged expenses		

continued on reverse

Geneva Public Library
May 2020 Revenue/Expense Report

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
April 16, 2020 through May 15, 2020

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
[Unassigned]					
Adult Fiction	21		5,328	22.80%	183
Adult Nonfiction	2		2,379	10.18%	27
Audiobooks			623	2.67%	5
VHS			255	1.09%	
DVD	14	5	3,594	15.38%	148
Easy	14		2,190	9.37%	126
Juv Fiction	8	14	1,874	8.02%	36
Juv Nonfiction		1	1,600	6.85%	15
Large Print	3		554	2.37%	76
Biography	2		503	2.15%	11
YA Fiction	1		534	2.29%	10
YA Nonfiction			6	0.03%	
YA Audiobooks			9	0.04%	
Christian Fiction	11		921	3.94%	43
Serial Publication	5		1,115	4.77%	7
Music CD			324	1.39%	
Puzzle/Game			3	0.01%	
[Keys]			19	0.08%	
Reference			0	0.00%	
Juv Audiobooks			33	0.14%	
[Use Records]			11	0.05%	
Yearbooks			108	0.46%	
First Reader - Level 0			34	0.15%	2
First Reader - Level 1	3		177	0.76%	12
First Reader - Level 2	3		127	0.54%	6
First Reader - Level 3			59	0.25%	1
First Reader - Level 4			33	0.14%	1
Genealogy	24		874	3.74%	
Rotating Collection/On-the-fly			1	0.00%	39
Junior Graphic Novels	2		66	0.28%	5
YA Graphic Novels			15	0.06%	
Summer Reading Activity Kits	10		10		
Total	113	20	23,369	100%	753
	compared to last month	-31%	233%	0%	-29%
	compared to last year	71%	186%	-7%	-63%

(continued)

Geneva Public Library
April 16, 2020 through May 15, 2020

OverDrive Holdings & Circulation Report

Material Type		Total # of Titles	% of Titles	Checkouts this Period
ebooks		30,146	65%	316
audiobooks		15,888	35%	149
Total		46,034		465

ebooks compared to last month* -14%

ebooks compared to last year -7%

audiobooks compared to last month* 29%

audiobooks compared to last year 46%

**Geneva Public Library
Librarian's Report
May 2020**

Library Closure

The library has been closed to public access all month. Staff have been fulfilling curbside delivery requests, these have also started diminishing in the couple weeks. We propose to open the library to public access on June 1 with the following restrictions:

- No public access to meeting room facilities.
- No in-person library programs will be scheduled through July 31.
- Public access to the library is allowed.
 - Patrons are encouraged to use the library in a quick and efficient manner.
 - Library use is limited to checking out materials, use the public computers or Wi-Fi, making copies, and faxing services.
 - Building capacity is limited to ten people at any point in time.
 - Restrooms and drinking fountain will be available, but “use at your own risk” signs will be posted.
 - Use of 3D printers, vinyl cutter, and genealogy collection is prohibited.
 - Newspapers will not be available.
 - Toys and games will not be available.
- Extended stays and social gatherings are prohibited. Patrons may be asked to leave after one hour if others are waiting to enter the building.
- Patron and staff safety is strongly encouraged.
 - Hand sanitizer will be available at the door and at the circulation desk. Patrons are encouraged to use sanitizer when they enter the library to limit the exposure of touch contamination on books and materials.
 - Patrons must maintain social distancing of at least six feet at all times.
 - Masks are encouraged but not required.
 - Patrons who have been sick or exposed to anyone sick; experiencing a fever or cough; or have recently traveled are asked to not enter the library.
 - High touch surfaces will be cleaned frequently.
- All computer sessions are limited to one hour per patron, per day.
 - Computer keyboards, mice, and desk surfaces will be wiped after each use.
 - Half of all computer stations will be unavailable to maintain six feet of space between patrons.
- Curbside service and home delivery will continue to be available.
- Use of digital resources and services are encouraged.
- Donations will not be accepted.
- Interlibrary loan requests can be made but there is limited availability.
- Book drop is open, materials will be quarantined for seven days.
- No fines will be assessed and due dates will be extended.
- The library's free Wi-Fi access will be continue to be available.

I fully expect to adjust the restrictions after we determine how things will run, and I would appreciate any feedback the Board cares to give.

Programming

The *We're Going On A Bear Hunt* program was well received by those who participated. We had approximately 46 youth who participated (the number of adults is unknown) and there were 36 confirmed bear locations.

We hoped to turn the *Blueprint 4 Summer* event into a website with information, but there has only been one submission from other organizations to advertise their summer offerings as no one really knows what they will be doing this summer.

Tosca Lee has postponed her author visit to October 15, 2020, from 6:30 p.m. to 8:00 p.m.

Helen Waring Johnson's June 11 Humanities Nebraska program about Weldon Kees has been postponed but a new date has not been confirmed yet.

Summer reading was launched on Monday, May 18. We are offering the *Reader Zone* reading app for youth to track their minutes and adults to track the number of books they have read. Paper reading logs and punch cards are available once again for anyone not wanting to use the app. We have had over a dozen people pick up these physical items. There are 11 people signed up to use the adult reading challenge on the app, 2 signed up for the 'teen' program, and 20 signed up for the 'kids' program.

Staff is putting together take-home activity kits revolving around the "Imagine Your Story" summer reading theme. The goal is to have possibly 20 kits that feature two picture books with at least one corresponding craft or activity, used in lieu of in-person summer reading events, and available for one 2-week checkout starting June 1. When the kit returns, staff will restock the consumable items and make it available for check out again.

Newspaper Database Stats

Feb 2020	105 users	268 sessions	9,546 page views	Avg. Session Duration 50 min
Mar 2020	101 users	341 sessions	12,984 page views	Avg. Session Duration 1 hour
Apr 2020	141 users	356 sessions	15,729 page views	Avg. Session Duration 1 hour

Building & Grounds

The roof, downspout, and gutter project is complete. Koenig Construction's final payment was approved by City Council on May 18 and those payments have been turned into the USDA grant coordinator for review, approval, and release of the percent match of funds.

Masonry Construction Incorporated (MCI) was on site April 27 through May 8, working on the mortar, tuckpointing, caulking, brick cleaning, and removing the brick knee walls or "piers" at the north entrance. Ackland Concrete was on site May 5, 6, and 8 to remove the old stairs and part of the sidewalk. MCI will be back May 28 to rebuild the knee walls and continue their

other tasks. Ackland will return once the knee walls are in place to pour the new landing and stairs, plus they will remove and replace the rest of the sidewalk between the stairs and the street.

Other

The library's accreditation that was due this fall, 2020, has been postponed one year due to the pandemic. It has been suggested that this year's statistics will not be used for the peer library comparison, which is fortunate.

Respectfully submitted,

Sarah Johnson