



Geneva Public Library

Founded 1912

Board of Trustees Conference Call Meeting Agenda Tuesday, April 28, 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. February 25 meeting minutes
 - b. (there was no March meeting)
5. Financial report and action on bills.
 - a. March 2020 revenue and expense report
 - b. April 2020 revenue and expense report
6. Librarian's report.
 - a. Circulation and holdings reports
 - i. February 21 through March 15, 2020 report
 - ii. March 16 through April 15, 2020 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, May 26, 2020.*)

Geneva Public Library
Library Board Meeting
Tuesday, February 25, 2020

The Geneva Public Library Board met in open session at 5:30 p.m. abiding by the Nebraska Open Meeting Laws, with Deb Novak— president, presiding. Other members in attendance were Trustees Debbie Bullock, Sally Miller, Apryl Schwarz, and Brandon Thompson; and Sarah Johnson, Library Director. No one was absent.

The minutes of the January Board Meeting had been emailed to members, and were also displayed for review. Sally M. made a motion to accept, seconded by Apryl S., and the minutes were approved with the following voting “aye”: Deb, Sally, Apryl, Brandon, and Debbie. No negative votes or abstentions.

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

Sarah presented the Librarian’s Report. See attached. Special mention was made of two upcoming programs: Nebraska author, Tosca Lee, who will be at the library on May 28 and will be co-sponsored by the Geneva Women’s Club; and Helen Waring Johnson, who will present a program about Weldon Kees (Beatrice native and songwriter) on June 11.

Sarah announced that the newspaper database is now fully operational.

Attorney Paul Bixby drew up three resolutions for the Board to facilitate the transfer of the Board’s assets. The first resolution was to waive the ten-day period required to change the By-laws. Sally M. made a motion, and Brandon T. seconded it with the following voting “aye”: Deb N., Sally M., Apryl S., Brandon T., and Debbie B. No negative votes or abstentions.

Next, the Board voted to amend Article VI, Section 4 of the By-Laws. Apryl S. made a motion, Sally M. seconded the motion, and the following voted “aye”: Deb N., Sally M., Apryl S., Brandon T., and Debbie B. There were no negative votes or abstentions.

In the third resolution, the Board voted to transfer outright all of the Board’s remaining assets to the Geneva Public Library Foundation. A motion was made by Brandon T., seconded by Apryl S., and the following voted “aye”: Deb N., Sally M., Apryl S., Brandon T., and Debbie B. There were no negative votes or abstentions.

The Board reviewed the four bids for the roof and gutter project with the Board making their recommendation to the City.

Sarah reviewed the Holdings and Circulation Report (see attached).

Sarah displayed and explained the City's Revenues and Expenses Report for the library.

The Board voted to adjourn the meeting at 6:45 p.m. after a motion by Sally M. and seconded by Apryl S., the following voting "aye": Deb, Debbie, Apryl, Brandon, and Sally. There were no negative votes or abstentions.

The next meeting will be March 24, 2020, a week earlier than usual due to scheduling conflicts for Sarah.

Respectfully submitted,
Debbie Bullock
Secretary

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

Revenue from February 20, 2020 through March 15, 2020	Subtotal	Total
Income: Fees		
Faxing, fines, other fees	\$162.85	
Membership fees	\$20.00	
		\$182.85
Income: Donations		
General	\$86.99	
Meeting room use	\$30.00	
		\$116.99
Expenses from February 22, 2020 to March 15, 2020	Subtotal	Total
Invoices to pay		
Daryl Strothkamp (LMR muffler)	\$908.32	
Black Hills Energy (Feb invoice)	\$106.13	
Center Point Large Print	\$27.71	
Geneva Building Supply (dowels)	\$0.76	
Geneva Home Center		
2020-02-27 pvc	\$17.94	
2020-04-30 pvc and screws	\$4.15	
Koenig Construction (down payment)	\$4,000.00	
NPPD (March invoice)	\$273.61	
Sarah Johnson (storytime supplies)	\$11.31	
Thorndike Press (Inv 70115421)	\$47.43	
		\$5,397.36
Heartland Bank Credit Card		
2020-02-25 USPS (ten ILL packages)	\$31.60	
2020-03-05 USPS (two ILL packages)	\$11.32	
2020-03-11 USPS (one ILL package)	\$3.16	
2020-03-17 USPS (two ILL packages)	\$7.82	
2020-03-19 Amazon (Mar invoice)	\$1,202.18	
		\$1,256.08
Dollar General Credit Card		
2020-03-17 toddler storytime craft materials	\$9.50	
		\$9.50

continued on reverse

Geneva Public Library
March 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 2020 Revenue/Expense Report**

Revenue from March 20, 2020 to April 15, 2020	Subtotal	Total
Income: Donations		
Kreutz Bennett Donor-Advised Fund grant	\$20,000.00	
		\$20,000.00

Expenses from March 16, 2020 to April 17, 2020	Subtotal	Total
Invoices to pay		
Black Hills Energy (Mar invoice)	\$73.91	
Center Point (Inv 1769648)	\$135.55	
Cover One (binding repair machine)	\$579.00	
Fillmore Central (yearbook)	\$40.00	
Fortres Grand (Clean Slate license x14)	\$70.84	
Geneva Home Center		
2020-03-23 (case of envelopes)	\$73.83	
2020-03-26 (shelf supports, screws)	\$10.27	
2020-04-08 (pilasters and shelf supports)	\$61.77	
2020-04-16 (cleaning supplies)	\$9.97	
GT Fire & Security (fire alarm & 4 extinguisher inspection)	\$77.00	
Hyperikon (light bulbs)	\$214.15	
NPPD (April invoice)	\$263.94	
O'Keefe Elevator (2Q maintenance)	\$239.80	
Penworthy (25 children's books)	\$441.06	
Taylor Lawn Sprinklers (repairs)	\$91.00	
Windstream (\$124.76 past due, \$128.14 current charges)	\$252.90	
		\$2,634.99
Total invoiced expenses		

Heartland Bank Credit Card		
2020-04-15 Amazon (April invoice)	\$1,120.42	
2020-03-25 USPS (4 interlibrary loan packages, stamps)	\$66.14	
2020-04-07 USPS (1 interlibrary loan package)	\$2.66	
2020-04-13 WorkPlacePro (library shirts for staff)	\$43.80	
2020-04-15 USPS (5 interlibrary loan packages)	\$14.30	
		\$1,247.32
Total credit card expenses		

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
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Library Board Secretary	Date
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Date filed with the City Clerk/Treasurer

REVENUE & EXPENSE REPORT
CALENDAR 2/2020, FISCAL 5/2019

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
LIBRARY DEPARTMENT					
01.44.4000	PROPERTY TAX	.00	.00	.00	.00
01.44.4206	STATE AID	.00	.00	1,100.00	1,100.00
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	127.50	1,541.85	4,200.00	2,658.15
01.44.4450	DONATIONS	189.30	4,196.16	5,000.00	803.84
01.44.4550	MISCELLANEOUS	.00	.00	.00	.00
01.44.4603	RENTALS	.00	.00	.00	.00
01.44.4650	SECRET GARDENER REFUND	14.89	1,682.89	2,500.00	817.11
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
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	TOTAL REVENUE	331.69	7,420.90	12,800.00	5,379.10
		=====	=====	=====	=====
	LIBRARY TOTAL	331.69	7,420.90	12,800.00	5,379.10
01.44.5000	SALARIES-LIBRARY	6,947.14	41,580.32	85,300.00	43,719.68
01.44.5001	FICA EXPENSE-LIBRARY	501.72	3,035.07	6,500.00	3,464.93
01.44.5002	RETIREMENT-LIBRARY	309.24	1,765.21	7,000.00	5,234.79
01.44.5003	HEALTH & LIFE INS.-LIBRARY	.00	.00	.00	.00
01.44.5005	TRAINING & CONFERENCES	.00	361.00	1,500.00	1,139.00
01.44.5101	OTHER LABOR	.00	55.00	300.00	245.00
01.44.5102	CLEANING SUPPLIES	72.13	306.54	1,000.00	693.46
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5120	PUBLISHING	.00	38.75	300.00	261.25
01.44.5200	UTILITIES ELECTRIC	326.32	1,665.20	5,500.00	3,834.80
01.44.5201	UTILITIES GAS	380.82	619.23	2,500.00	1,880.77
01.44.5202	UTILITIES PHONE	125.66	636.15	1,500.00	863.85
01.44.5203	UTILITIES GARBAGE	16.00	80.00	200.00	120.00
01.44.5205	UTILITIES INTERNET	56.00	290.56	700.00	409.44
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	299.67	2,248.62	40,000.00	37,751.38
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	.00	489.80	2,000.00	1,510.20
01.44.5232	COMPUTER MAINT AGREEMENT	185.00	2,831.74	3,000.00	168.26
01.44.5240	FREIGHT	.00	14.03	.00	14.03-
01.44.5241	POSTAGE	82.16	288.71	.00	288.71-
01.44.5242	SECRET GARDEN	.00	100.47	2,000.00	1,899.53
01.44.5250	MISCELLANEOUS	.00	586.44	2,000.00	1,413.56
01.44.5251	MEMORIAL DONATIONS	.00	1,080.49	500.00	580.49-
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	.00	809.92	2,000.00	1,190.08
01.44.5501	OFFICE SUPPLIES	146.46	1,176.93	3,000.00	1,823.07
01.44.5504	SUPPLIES BOOKS	1,593.19	5,142.34	14,000.00	8,857.66
01.44.5505	PROGRAMMING	50.00	983.59	2,000.00	1,016.41
01.44.5506	SUPPLIES (NONPRINT)	146.94	914.66	2,500.00	1,585.34
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	10,000.00	10,000.00
01.44.5603	CAPITAL OUTLAY EQUIPMENT	.00	.00	7,000.00	7,000.00

REVENUE & EXPENSE REPORT
CALENDAR 2/2020, FISCAL 5/2019

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
	TOTAL EXPENSES	11,238.45	67,100.77	202,300.00	135,199.23
	LIBRARY TOTAL	11,238.45	67,100.77	202,300.00	135,199.23
	GENERAL FUND TOTAL	10,906.76-	59,679.87-	189,500.00-	129,820.13-
	Report Total	10,906.76-	59,679.87-	189,500.00-	129,820.13-

GENERAL LEDGER HISTORY REPORT
FROM 2/2020 TO 2/2020

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	5/2019 TO	5/2019)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
01.44.4000		PROPERTY TAX						.00	
01.44.4206		STATE AID						.00	
01.44.4313		IN-LIEU-OF-TAX						.00	
01.44.4317		5% GROSS TAX						.00	
01.44.4400		FEES						1,414.35	
RM8109	2/06/20	5/19	LIBRARY FEES		faxing fees			5.00	
RM8109	2/06/20	5/19	LIBRARY FEES		vinyl fees+dona			1.00	
RM8109	2/06/20	5/19	LIBRARY FEES		finer, ill fees			73.70	
RM8134	2/19/20	5/19	LIBRARY FEES		faxing fees			10.00	
RM8134	2/19/20	5/19	LIBRARY FEES		FINES, ILL FEES			37.80	

							.00	127.50	1,541.85
01.44.4450		DONATIONS						4,006.86	
RM8109	2/06/20	5/19	LIBR DONATIONS		donations gener			31.56	
RM8134	2/19/20	5/19	LIBR DONATIONS		DONATIONS (GENE			92.74	
RM8134	2/19/20	5/19	LIBR DONATIONS		DONATIONS (MEET			65.00	

							.00	189.30	4,196.16
01.44.4550		MISCELLANEOUS						.00	
01.44.4603		RENTALS						.00	
01.44.4650		SECRET GARDENER REFUND						1,668.00	
RM8132	2/21/20	5/19	LIBRARY REFUND		CENAGE/GALE			1.66	
RM8148	2/29/20	5/19	LIBRARY REFUND		GALE/CENGAGE			13.23	

							.00	14.89	1,682.89
01.44.4800		TRANSFER IN						.00	
01.44.4900		BEGINNING CASH BAL-EST.						.00	
REPORT TOTALS							=====		
TOTAL DEBITS / CREDITS							.00	331.69	

GENERAL LEDGER HISTORY REPORT
FROM 2/2020 TO 2/2020

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	5/2019 TO	5/2019)				NET CHANGE
JOURNAL DATE PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.5000		SALARIES-LIBRARY				34,633.18			
PR3327 2/10/20 5/19					PR DT: 2/08/20	3,506.88			
PR3332 2/24/20 5/19					PR DT: 2/22/20	3,440.26			

						6,947.14	.00	41,580.32	
01.44.5001		FICA EXPENSE-LIBRARY				2,533.35			
PR3327 2/10/20 5/19					PR DT: 2/08/20	253.41			
PR3332 2/24/20 5/19					PR DT: 2/22/20	248.31			

						501.72	.00	3,035.07	
01.44.5002		RETIREMENT-LIBRARY				1,455.97			
AP4689 2/19/20 5/19		152 AIG	124	5	LIBRARY EMPLOYE	68.45			
AP4689 2/19/20 5/19		3078 AMERITAS	49	2	41604 LIBRARY EMPLOYE	240.79			

						309.24	.00	1,765.21	
01.44.5003		HEALTH & LIFE INS.-LIBRARY				.00			
01.44.5005		TRAINING & CONFERENCES				361.00			
01.44.5101		OTHER LABOR				55.00			
01.44.5102		CLEANING SUPPLIES				234.41			
AP4684 2/19/20 5/19		2309 WALMART	80	2	10473 LIB CLEANING SU	5.88			
AP4689 2/19/20 5/19		2689 DOLLAR GENERAL	31	1	41623 LIB CLEANING SU	66.25			

						72.13	.00	306.54	
01.44.5103		CLEANING CONTRACT				.00			
01.44.5120		PUBLISHING				38.75			
01.44.5200		UTILITIES ELECTRIC				1,338.88			
AP4689 2/19/20 5/19		1408 NEBRASKA PUBLI	126	18	41675 1043 G STREET L	326.32			

						326.32	.00	1,665.20	
01.44.5201		UTILITIES GAS				238.41			
AP4689 2/19/20 5/19		208 BLACK HILLS EN	5	11	41610 LIBRARY 7729-94	100.02			
AP4689 2/19/20 5/19		321 CONSTELLATION	7	10	41617 LIBRARY RG-2477	280.80			

						380.82	.00	619.23	
01.44.5202		UTILITIES PHONE				510.49			
AP4689 2/19/20 5/19		2380 WINDSTREAM	24	9	41706 LIBRARY PHONE	125.66			

						125.66	.00	636.15	
01.44.5203		UTILITIES GARBAGE				64.00			
AP4689 2/19/20 5/19		280 BURTON ENTERPR	79	4	41612 LIBRARY GARBAGE	16.00			

GENERAL LEDGER HISTORY REPORT
FROM 2/2020 TO 2/2020

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	5/2019 TO	5/2019)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
01.44.5203		UTILITIES GARBAGE					64.00		

							16.00	.00	80.00
01.44.5205		UTILITIES INTERNET					234.56		
AP4689	2/19/20	5/19	761	GENEVA BROADBA	91	3	41640	LIBRARY INTERNE	56.00

							56.00	.00	290.56
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR					1,948.95		
AP4689	2/19/20	5/19	705	GENEVA HOME CE	358	11	41644	LIB BLDG REPAIR	3.69
AP4689	2/19/20	5/19	705	GENEVA HOME CE	358	12	41644	LIB BLDG REPAIR	11.99
AP4689	2/19/20	5/19	705	GENEVA HOME CE	358	14	41644	LIB BLDG REPAIR	12.99
AP4689	2/19/20	5/19	3613	NEBRASKA DOOR	1	1	41671	LIB REPAIR BLDG	271.00

							299.67	.00	2,248.62
01.44.5227		REPAIR-MAINT EQUIPMENT					.00		
01.44.5230		MAINT. AGREEMENT ELEV & SPRINK					489.80		
01.44.5232		COMPUTER MAINT AGREEMENT					2,646.74		
AP4689	2/19/20	5/19	240	BIBLIONIX	7	1	41608	LIB COMP MAINT	185.00

							185.00	.00	2,831.74
01.44.5240		FREIGHT					14.03		
01.44.5241		POSTAGE					206.55		
AP4684	2/19/20	5/19	2106	U S POSTMASTER	127	1	10466	LIB POSTAGE	12.14
AP4684	2/19/20	5/19	2106	U S POSTMASTER	226	1	10467	LIB POSTAGE	9.98
AP4684	2/19/20	5/19	2106	U S POSTMASTER	227	1	10468	LIB POSTAGE	25.28
AP4705	2/28/20	5/19	2106	U S POSTMASTER	128	1	10494	LIB POSTAGE	3.16
AP4705	2/28/20	5/19	2106	U S POSTMASTER	147	1	10495	LIB POSTAGE	31.60

							82.16	.00	288.71
01.44.5242		SECRET GARDEN					100.47		
01.44.5250		MISCELLANEOUS					586.44		
01.44.5251		MEMORIAL DONATIONS					1,080.49		
01.44.5253		REFUND					.00		
01.44.5500		SUPPLIES					809.92		
01.44.5501		OFFICE SUPPLIES					1,030.47		
AP4689	2/19/20	5/19	2994	JOHNSON, SARAH	26	1	41652	OFFICE SUPPLIES	19.99
AP4705	2/28/20	5/19	2989	AMAZON.COM	45	1	10490	LIB OFFICE SUPP	126.47

GENERAL LEDGER HISTORY REPORT
FROM 2/2020 TO 2/2020

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	5/2019 TO	5/2019)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
01.44.5501		OFFICE SUPPLIES					1,030.47		

							146.46	.00	1,176.93
01.44.5504		SUPPLIES BOOKS					3,549.15		
AP4704	2/07/20	5/19	3207 GALE/CENGAGE L 14	1	10497	LIB SUPPLIES BO	165.67		
AP4683	2/19/20	5/19	1240 LINCOLN JOURNA 24	1	10456	LIB SUBSCRIPTIO	410.00		
AP4684	2/19/20	5/19	277 BARNES & NOBLE 11	1	10472	LIB PRINT MATER	27.98		
AP4684	2/19/20	5/19	3207 GALE/CENGAGE L 11	1	10475	LIB BOOKS SUPPL	22.45		
AP4684	2/19/20	5/19	3207 GALE/CENGAGE L 13	1	10476	LIB BOOK SUPPLI	22.74		
AP4684	2/19/20	5/19	3207 GALE/CENGAGE L 14	1	10497	LIB BOOK SUPPLI	165.67		
AP4689	2/19/20	5/19	3207 GALE/CENGAGE L 15	1	41639	LIB BOOK SUPPLI	127.34		
AP4699	2/25/20	5/19	3207 GALE/CENGAGE L 14	1	10497	LIB BOOK SUPPLI	165.67-		
AP4702	2/28/20	5/19	3207 GALE/CENGAGE L 14	1	10497	LIB BOOK SUPPLI	178.90		
AP4703	2/28/20	5/19	3207 GALE/CENGAGE L 14	1	10497	AP CHECK VOIDED	178.90-		
AP4705	2/28/20	5/19	2989 AMAZON.COM 45	2	10490	LIB BOOKS SUPPL	803.78		
AP4707	2/29/20	5/19	3207 GALE/CENGAGE L 14	1	10497	LIB SUPPLIES BO	165.67-		
AP4707	2/29/20	5/19	3207 GALE/CENGAGE L 14	1	10497	LIB SUPPLIES BO	178.90		

							1,593.19	.00	5,142.34
01.44.5505		PROGRAMMING					933.59		
AP4684	2/19/20	5/19	3095 HUMANITIES NEB 2	1	10474	LIB PROGRAM FEE	50.00		

							50.00	.00	983.59
01.44.5506		SUPPLIES (NONPRINT)					767.72		
AP4684	2/19/20	5/19	2309 WALMART 80	1	10473	LIB NONPRINT SU	106.76		
AP4705	2/28/20	5/19	2989 AMAZON.COM 45	3	10490	LIB NON PRINT S	40.18		

							146.94	.00	914.66
01.44.5507		FEES					.00		
01.44.5601		CAPITAL OUTLAY LAND					.00		
01.44.5602		CAPITAL OUTLAY BUILDINGS					.00		
01.44.5603		CAPITAL OUTLAY EQUIPMENT					.00		
01.44.5900		TRANSFER OUT					.00		
REPORT TOTALS							=====		
							11,238.45	.00	

Geneva Public Library
February 21, 2020 through March 15, 2020

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
[Unassigned]					
Adult Fiction	23	2	5,274	22.83%	233
Adult Nonfiction	4	6	2,372	10.27%	59
Audiobooks			623	2.70%	23
VHS		1	256	1.11%	2
DVD	9	1	3,583	15.51%	375
Easy	13	3	2,169	9.39%	191
Juv Fiction	2	8	1,843	7.98%	56
Juv Nonfiction		3	1,589	6.88%	18
Large Print	9		545	2.36%	83
Biography	1		496	2.15%	15
YA Fiction	5	3	528	2.29%	24
YA Nonfiction			6	0.03%	
YA Audiobooks			9	0.04%	
Christian Fiction	1		907	3.93%	55
Serial Publication	4		1,107	4.79%	22
Music CD			324	1.40%	1
Puzzle/Game			3	0.01%	1
[Keys]			19	0.08%	8
Reference			0	0.00%	
Juv Audiobooks			33	0.14%	
[Use Records]			11	0.05%	274
Yearbooks			107	0.46%	
First Reader - Level 0			34	0.15%	14
First Reader - Level 1			170	0.74%	10
First Reader - Level 2			125	0.54%	13
First Reader - Level 3			58	0.25%	8
First Reader - Level 4			33	0.14%	2
Genealogy			800	3.46%	
Rotating Collection/On-the-fly			3	0.01%	49
Junior Graphic Novels			63	0.27%	42
YA Graphic Novels		2	15	0.06%	1
Total	71	29	23,105	100%	1,579

OverDrive Holdings & Circulation Report

Material Type	Total # of Holdings	% of Holdings	Checkouts this Period
ebooks	29,445	65%	383
audiobooks	15,515	35%	164
Total	44,960		547

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

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
[Unassigned]					
Adult Fiction	32	1	5,300	22.79%	237
Adult Nonfiction	6		2,377	10.22%	36
Audiobooks	1		623	2.68%	5
VHS		1	255	1.10%	2
DVD	2		3,584	15.41%	234
Easy	11		2,177	9.36%	207
Juv Fiction	19		1,869	8.04%	62
Juv Nonfiction	7	1	1,595	6.86%	41
Large Print	8		551	2.37%	22
Biography	4		500	2.15%	13
YA Fiction	2		530	2.28%	38
YA Nonfiction			6	0.03%	1
YA Audiobooks			9	0.04%	
Christian Fiction	7	3	910	3.91%	45
Serial Publication	3		1,110	4.77%	15
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%	30
Yearbooks	1		108	0.46%	
First Reader - Level 0			34	0.15%	6
First Reader - Level 1	4		176	0.76%	8
First Reader - Level 2			125	0.54%	16
First Reader - Level 3			58	0.25%	1
First Reader - Level 4			33	0.14%	6
Genealogy	55		850	3.66%	
Rotating Collection/On-the-fly			4	0.02%	6
Junior Graphic Novels	2		66	0.28%	27
YA Graphic Novels			15	0.06%	
Total	164	6	23,255	100%	1,058

compared to last month* ↑ 131% ↓ 79% ↑ 1% ↓ 33%
 compared to last year ↑ 69% ↑ 100% ↓ 7% ↓ 57%

(continued)

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

OverDrive Holdings & Circulation Report

Material Type			Total # of Holdings	% of Holdings	Checkouts this Period
ebooks			29,820	65%	367
audiobooks			15,718	35%	161
Total			45,538		528

ebooks compared to last month* ↓ 4%

ebooks compared to last year ↑ 23%

audiobooks compared to last month* ↓ 2%

audiobooks compared to last year ↑ 66%

**Geneva Public Library
Librarian's Report
March & April 2020**

Library Closure

The library has been closed to public access since 6:00 p.m. on Tuesday, March 17, 2020. We originally asked the City Administrator and Mayor to allow the library to offer curbside service on March 18, which was granted, and have since extended that service to all weekdays between 9:00 a.m. and 5:00 p.m. or by appointment. We had anticipated stopping curbside service when Fillmore County had its first confirmed case of COVID-19 but that is still up for debate. We have not discussed, or made any plans for, what measures we will be taking when the library reopens.

Programming

Library staff coordinated very few programs since February 22, 2020, the date of the last report. We had three Sowing Seeds storytime events, and the last two originally planned Toddler storytime events, all in March, with attendance as expected. Between March 16 and April 30, we have cancelled ten Sowing Seeds storytimes, two Toddler storytimes, three LEGO® Night events, five Maker Camp events, the Blueprint 4 Summer event, and the Tosca Lee author visit.

We were going to try transforming the *Blueprint 4 Summer* event into a website with videos, flyers, calendars, etc., but there continues to be too many unknowns on the state of the pandemic and very few groups or organizations have finalized their summer plans.

We will not host the *Food For Fines* event throughout the month of May this year. We have lifted all due dates and overdue fines throughout the library closure, and cannot properly facilitate the donation of canned goods during quarantine.

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 program is still on the calendar.

With so many other live storytime events available online, I have been hesitant to follow the trend of recording our own library storytime. Mastering the technology and recording a storytime would not be a problem, but selecting books that either the publisher or the author has given permission to be 'produced' has to be a consideration. I also feel that our community is experiencing an increase in screen time with distance learning and distance working, so I do not believe a recorded or live storytime is advantageous, nor does it offer the interaction and benefits of in-person storytime.

We have tried two different online activities during the closure. To date, neither has been overwhelmingly successful. There were seven families (twelve individuals) who participated in the *Get Caught Reading* event between April 6 and April 10. Reagan Williams, daughter of Tyler and Megan Williams, was the winner of a \$25 Geneva Gold certificate, an anonymous donation.

We are one week into the *We're Going On A Bear Hunt* program. To date, we have seven houses who have added their address to the list of bear locations, with the actual event date where we are encouraging folks to go around town on a bear hunt and stop at the library is May 2. I thought there would be more interest and participation at this point, based on the interest and participation in the Window Easter Egg Hunt between March 28 and April 11.

We have not run any articles or advertising in the newspaper, primarily because of how quickly things were changing. That said, I have submitted an article to hopefully run April 29 as our library services are not anticipated to change in the next two weeks. Without newspaper marketing, this left all advertising capabilities restricted to physical signage on the library, the library website, and social media traffic. The vast majority of the community does not check the website even on a weekly basis, and there are many who are not on social media. I am not condemning anyone for that choice, it just means we are not having much success in making folks aware of current library services. New this year, we have been asked to submit a short article for the monthly Senior Center newsletter. This has not generated any additional circulation or library patronage, but I would like to blame the pandemic for having more of a negative impact than a lack of interest.

Summer reading is still up in the air. The Nebraska regional library systems and the Nebraska Library Commission have teamed up to provide public libraries in the state free access to "Reader Zone" between May 1 and July 31. This is web-based software that allows libraries to set up an online summer reading system where patrons sign up and then log the number of minutes, pages, books, etc., in lieu of paper log books or punch cards. I am concerned how many households in our community who will not have internet access or electronic devices after school will be out for the summer, and therefore unable to use this method. How many of those households participate in summer reading in the first place is unknown.

Library Foundation

The Foundation coordinated the purchase of summer reading supplies for the Geneva, Exeter, Fairmont, and Shickley libraries this year, in one big joint order. The other libraries reimbursed the Foundation for their purchases, and the Foundation utilized donations from the Thrivent Choice Dollars program to pay for the Geneva library's summer reading supplies.

The newspaper database has recorded 270 users since February 1, 2020. These users have had 874 sessions in the database, spending an average of 38 minutes per session, and looking at a total of 33,836 pages.

The Foundation originally had their next regular quarterly meeting scheduled for Wednesday, May 6, but with the library closure, I do not know if this will be postponed or if it will be some sort of video meeting.

Building & Grounds

We received the award letter and \$20,000 check from the Kreutz Bennett Donor-Advised Fund grant on March 10. This has been deposited in the City's library account and we are keeping

track of its use plus all matching funds. These funds will be used for the tuckpointing and masonry project. We received the "Obligation of Funds" letter from the USDA Community Facilities grant on March 4. This grant requires the City to submit documentation of payments made to contractors, which are then reimbursed. To date, only \$4,000 has been submitted for reimbursement. These funds will be used to pay for a portion of the roof project and a portion of the tuckpointing/masonry project.

Koenig Construction worked to replace the roof from April 8 to 11. Koenig subcontracted the painting part of the project, and that people have been on site since April 18 power washing the soffits and fascia. We await the rest of the old gutter being removed, and all new gutter and downspout installed.

A contract with Masonry Construction Incorporated has been signed and they plan to start work on the library as soon as they are finished with the courthouse. Early estimates thought this would be April 20, but the rain and snow earlier in the month delayed them.

The third project we were trying to accomplish with the grant applications was the renovation of the meeting room technology. After we were not awarded the Library Improvement Grant from the Nebraska Library Commission, this project was put on hold until the roof and masonry projects are completed and paid to see how much money is still needed to fund this third project.

Noel Lawn Care is taking care of the grass this year, with their first application of fertilizer and crabgrass preventer on April 21. This will be the first full year they have taken care of the lawn chemicals, and the City will continue to mow.

Chuck Chapman started working in the Secret Garden on March 2, working ten hours per week. The Spring Clean-up event was cancelled, as was the marigold planting activity with the Fillmore Central 3rd grade classes. Chuck has been taking care of most all the projects and activities that would have been done during the clean-up event, from cutting the grasses and cleaning out the beds, to laying 20 yards of mulch by himself.

I have sent a letter to the neighbors to the west of the library explaining that we needed to replace all the fence posts and we would like their permission to be on their property line as needed to accomplish this project. I have not heard back from them yet, but in an effort to maintain social distancing between the three or four people necessary to complete this task, we've put this project on the back burner.

Respectfully submitted,

Sarah Johnson