

**Geneva Public Library Annual Report  
Fiscal Year October 1, 2016 to September 30, 2017**

**Staff**

Sarah Johnson, Director  
Molly Carbonneau, Assistant Librarian  
Joseph Chapman, Library Clerk  
Shannon Johnson, maintenance/janitor  
Elise Froom, summer intern

**Board of Trustees**

Debbie Bullock, President  
Troy Berggren, Vice President  
Stan Meyer, Secretary  
Sally Miller  
Deb Novak

**Volunteer staff**

Ellen Hollis, 24 years  
Michael Bullock, 3 years  
Ben Hoarty, 3 years  
various other short term volunteers  
throughout the year  
146 total volunteer hours

**Geneva Public Library Foundation**

David Froom  
Linda Heinisch  
Paul Bixby  
Karla Jacobson  
Pat Kowalski  
Angela Ruhl  
Vicky Strothkamp

**Secret Garden Committee**

Sharon Kennel  
Margaret Nichols  
Beth Wilkins

**Accreditation and Continuing Education**

Library accreditation, Gold level for 2018-2020  
Library Board Certification, complete for 2017-2019  
Public Librarian Certification  
Sarah Johnson, Level 5 certificate for 2017-2019  
Molly Carbonneau, Level 1 certificate for 2017-2019  
Joseph Chapman, Level 3 certificate for 2018-2020

**Marketing and Advertising**

Half a dozen articles in *The Nebraska Signal*  
Activities listed in the *York News-Times* Community Calendar each month  
*GenevaLibrary.com* website constantly updated  
*Geneva Nebraska Public Library* Facebook page posted to several times each week

**Meeting Room Reservations**

Board Room reserved 26 times  
Small Meeting Room reserved 131 times  
Large Meeting Room reserved 301 times

## Programming and Special Events

Every week: Toddler and preschool storytimes.

Every month: Heritage Crossing outreach program, Family Game Night, Teen Activity Group, and LEGO® Night.

October: OverDrive ebook/audiobook class, Fillmore Central (FC) early out movie matinee, staff and Board volunteered at Rialto II Theater, Secret Garden fall clean-up, Scare on the Square, and Halloween Party.

November: FC early out movie matinee, and Stuffed Animal Sleepover.

December: Maker Camp (five sessions), FC early out movie matinee, one week long Used Book Sale, participated in the An Evening With Books event, staff and Board volunteered at Rialto II Theater, surplus fixture sale, and the Holiday Stories & Cocoa event.

January: [Catching our breath between the regular monthly activities.]

February: Closed to the public for two weeks for carpet installation, and staff spackled, sanded, and painted meeting room walls.

March: Library staff and board volunteered at the Rialto II Theater.

April: Maker Camp (four sessions), FC 3rd graders planted flowers in Secret Garden for Earth Day, and Secret Garden spring clean-up.

May: Blueprint 4 Summer, Food For Fines, awarded Internship grant, and Summer Reading began.

June: Summer Reading activities, partner programming with Nebraska Extension (three sessions), Junk Drawer Robotics (six sessions), and 3D printing classes (five sessions).

July: Community Word Scavenger Hunt, staff and Board volunteered at Rialto II Theater, Raptorology program by Raptor Recovery, 3D printing classes (four sessions), and Summer Reading finale hot dog picnic.

August: Maker Camp (five sessions), and the solar eclipse weekend.

September: Fillmore Central early out movie matinee, finished strategic plan and submitted accreditation application.



**Geneva Public Library Annual Report**  
**for the Fiscal Year October 1, 2015 to September 30, 2016,**  
provided by the Geneva Public Library Board and Director,  
as per Nebraska State Statute 51-213.

**Library Finances**

Revenue	FY2015-2016	FY2014-2015	FY2013-2014
City of Geneva total amount budgeted to the library	\$139,900	\$110,700	\$106,950
Chelsea Township	\$150	\$150	\$150
Madison Township	\$150	\$150	\$150
Stanton Township	\$150	\$150	n/a
Library State Aid	\$942	\$960	\$990
Fines and fees collected	\$2,396	\$2,802	\$2,441
Donations collected	\$4,630	\$4,114	\$3,175
Nonresident fees collected	\$460	\$280	\$520
E-Rate funds received	\$474	\$671	\$789
Library Board private funds received	n/a	\$27,163	n/a
Total revenue	<u>\$149,252</u>	<u>\$147,140</u>	<u>\$115,165</u>
Expenditures	FY2015-2016	FY2014-2015	FY2013-2014
Salaries and wages	\$70,701	\$46,311	\$24,729
Employee benefits	\$8,110	\$4,367	\$2,658
Library materials in print format	\$13,300	\$10,384	\$8,480
Library materials in electronic format (OverDrive)	\$500	\$500	\$500
Library materials in audio or video formats	\$2,512	\$2,294	\$2,923
Facility expenses	\$1,200	\$28,682	\$595
Utility expenses	\$7,333	\$8,971	\$8,543
Office supply expenses	\$5,525	\$4,060	\$2,833
Postage expenses	\$658	\$783	\$170
Telephone expenses	\$1,057	\$760	\$704
Contracted expenses (elevator, sprinkler, exterminator, HVAC)	\$2,471	\$6,490	\$8,915
Computer expenses (Biblionix, CatExpress, etc.)	\$501	\$4,348	\$18,819
Electronic access expenses	\$603	\$490	\$480
Continuing education expenses	\$1,067	\$1,655	\$103
Misc (cleaning supplies, publishing fees, programming)	\$7,418	\$8,030	\$2,371
Total expenditures	<u>\$122,956</u>	<u>\$128,125</u>	<u>\$82,823</u>

**Geneva Public Library Annual Report, Continued**  
**for the Fiscal Year October 1, 2015 to September 30, 2016**

**Library Collections**

	<u>FY2015-2016</u>	<u>FY2014-2015</u>	<u>FY2013-2014</u>
Books (Print format)			
Number held at end of previous fiscal year	22,167	23,024	20,848
Number added during year	1,335	1,089	2,986
Number withdrawn	3,192	1,946	810
Number held at end of current fiscal year	20,310	22,167	23,024
Books (Electronic format)			
Number held as part of the Nebraska OverDrive group	22,659	19,286	15,858
Audiobooks (Physical units)			
Number held at end of previous fiscal year	986	989	936
Number added during year	33	20	63
Number withdrawn	4	23	10
Number held at end of current fiscal year	1,015	986	989
Audiobooks (Electronic format)			
Number held as part of the Nebraska OverDrive group	11,290	8,482	7,870
Videos (Physical units)			
Number held at end of previous fiscal year	4,043	3,924	3,747
Number added during year	177	135	211
Number withdrawn	327	16	34
Number held at end of current fiscal year	3,893	4,043	3,924
Print Serials (Subscriptions of magazines and newspapers)			
Number held at end of previous fiscal year	43	35	35
Number added during year	4	8	1
Number withdrawn	8	-	1
Number held at end of current fiscal year	39	43	35

**Library Services**

	<u>FY2015-2016</u>	<u>FY2014-2015</u>	<u>FY2013-2014</u>
Number of registered borrowers	1,944	1,818	1,698
Number of NebrasKard registrations issued this fiscal year	3	4	12
Number of annual library visits	27,087	25,012	23,048
Number of public internet computers	10	9	9
Number of uses of public internet computers	8,289	6,732	3,944
Number of library materials borrowed from other libraries	400	169	34
Circulation of adult materials	17,528	21,200	21,207
Circulation of adult downloadable materials	2,412	1,873	1,695
Circulation of children's materials	5,584	4,783	4,330
Circulation of children's downloadable materials	322	296	161
Number of children's programs	116	85	42
Average attendance	14	17	9
Number of young adult programs	7	2	n/a
Average attendance	8	2	n/a
Number of adult programs	5	10	4
Average attendance	15	3	12

**Geneva Public Library Annual Report, Continued**  
**for the Fiscal Year October 1, 2015 to September 30, 2016**

**Library Board Trust Account**

Revenue

Total interest from checking account	\$24.43
Total interest from Certificates of Deposit	\$468.85
Total dividend earnings from stock	\$7,434.24
Total Certificates of Deposit cashed out	\$30,895.69
Total miscellaneous revenue	\$7.18
Total revenue	<u>\$38,830.39</u>

Expenditures

10/26/2015 City of Geneva-Secret Garden employee	\$1,850.00
12/07/2015 McCormicks (five furnaces)	\$14,450.00
01/21/2016 Safety Deposit Box rental fee	\$15.00
01/26/2016 Window World (new windows)	\$5,840.00
02/25/2016 Stan Meyer reimbursement (gift card for man who fixed clock)	\$100.00
Total expenditures	<u>\$22,255.00</u>