



Geneva Public Library

Founded 1912

Board of Trustees Meeting Agenda Tuesday, January 26, 2021

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.
A current copy of the Open Meetings Act is posted in the Library and is also available at https://nitc.nebraska.gov/documents/statutes/nebraskaopenmeetingsact_current.pdf.
4. Disposition of minutes of the December 29, 2020 regular meeting.
5. Financial report and action on bills.
 - a. December 2020 City budget report.
 - b. January 2021 Library 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.
 - a. Election of the 2021 officers of the Board of Trustees
 - President
 - Vice President
 - Secretary
 - Liaison to the GPL Foundation
8. Adjournment.
The next regular meeting will be Tuesday, February 23, 2021.

Geneva Public Library
Library Board Meeting
Tuesday, December 29, 2020

The Geneva Public Library Board met in open session at 5:33 p.m. in the library's Small Meeting Room, abiding by the Nebraska Open Meeting Laws, with Deb Novak -- President, presiding. Other members in attendance answered the roll call as follows: Brandon Thompson, Karen Schotsch, Debbie Bullock, and Sarah Johnson – Librarian. Sally Miller was absent.

The minutes of the November board meeting had been sent to members via e-mail and were approved by the Board after a motion to accept was made by Brandon T. and seconded by Karen S. The following members voted aye: Brandon T., Karen S., Deb N., and Debbie B. No negative votes or abstentions.

The December bills were reviewed. Brandon T. made a motion to pay the bills, Karen S. seconded the motion, and the bills were approved. The following members voted aye: Brandon T., Deb N., Debbie B., and Karen S. There were no negative votes or abstentions.

Sarah presented the Librarian's Report (see attached). There was a brief discussion about the Circulation and Holding Report. Sarah explained the various activities at the library the previous month, including "DINO-VEMBER" and the "Make And Take" activity kits that were distributed. The book sale brought in \$611.05, which was a pleasant surprise. Sondra Backstrom volunteered has helped to fix the arborvitae that had been damaged in the Secret Garden. The fence has also been repaired. Yanda's Audio & Video was at the library December 14-15 for the installation of new audio-video equipment in the Large Meeting Room. Everything is complete except the installation of white speakers which will replace the black ones currently there. The Library Foundation purchased a 4' x 6' white board and large screen television (installed in small meeting room).

There was a brief discussion of possible topics to be presented for the board accreditation requirements.

Sarah showed the board the Annual Report that will be presented to the City Council at a meeting in January 2021. After viewing the report, a motion was made by Brandon T. and seconded by Karen S. to approve the report. The following members voted aye: Brandon T., Karen S., Deb N., and Debbie B. No negative votes or abstentions.

The meeting adjourned at 6:43 p.m. after a motion was made by Brandon T. and seconded by Karen S. The following members voted aye: Deb N., Brandon T., Debbie B., and Karen S. There were no negative votes or abstentions.

The next meeting will be January 26, 2020.

REVENUE & EXPENSE REPORT
CALENDAR 12/2020, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|--------------------|--------------------------------|----------------|----------------|-----------|------------|
| LIBRARY DEPARTMENT | | | | | |
| 01.44.4000 | PROPERTY TAX | | .00 | .00 | .00 |
| 01.44.4102 | GRANT | | .00 | .00 | .00 |
| 01.44.4103 | LIBRARY MEMORIAL REVENUE | | 150.00 | 150.00 | .00 |
| 01.44.4206 | STATE AID | | .00 | .00 | 1,100.00 |
| 01.44.4313 | IN-LIEU-OF-TAX | | .00 | .00 | .00 |
| 01.44.4317 | 5% GROSS TAX | | .00 | .00 | .00 |
| 01.44.4400 | FEES | | 225.22 | 854.30 | 4,000.00 |
| 01.44.4450 | DONATIONS | | 933.10 | 1,338.79 | 5,000.00 |
| 01.44.4550 | MISCELLANEOUS | | .00 | .00 | .00 |
| 01.44.4650 | SECRET GARDENER REFUND | | 8.05 | 73.05 | 2,500.00 |
| 01.44.4800 | TRANSFER IN | | .00 | .00 | .00 |
| 01.44.4900 | BEGINNING CASH BAL-EST. | | .00 | .00 | .00 |
| | | | ----- | ----- | ----- |
| | TOTAL REVENUE | | 1,316.37 | 2,416.14 | 12,600.00 |
| | | | ===== | ===== | ===== |
| | LIBRARY TOTAL | | 1,316.37 | 2,416.14 | 12,600.00 |
| 01.44.5000 | SALARIES-LIBRARY | | 8,070.27 | 25,060.54 | 99,500.00 |
| 01.44.5001 | FICA EXPENSE-LIBRARY | | 587.62 | 1,827.88 | 7,000.00 |
| 01.44.5002 | RETIREMENT-LIBRARY | | 399.35 | 968.76 | 9,000.00 |
| 01.44.5005 | TRAINING & CONFERENCES | | .00 | 81.00 | 1,000.00 |
| 01.44.5008 | EMP HEALTH INS LIBRARY | | 1,264.46 | 3,793.38 | 20,000.00 |
| 01.44.5101 | OTHER LABOR | | .00 | 110.00 | 150.00 |
| 01.44.5102 | CLEANING SUPPLIES | | 538.09 | 601.97 | 1,000.00 |
| 01.44.5103 | CLEANING CONTRACT | | .00 | .00 | .00 |
| 01.44.5112 | GRANT EXPENSE | | .00 | .00 | .00 |
| 01.44.5120 | PUBLISHING | | .00 | 258.00 | 200.00 |
| 01.44.5200 | UTILITIES ELECTRIC | | 307.93 | 983.39 | 5,500.00 |
| 01.44.5201 | UTILITIES GAS | | 181.24 | 334.32 | 2,000.00 |
| 01.44.5202 | UTILITIES PHONE | | 132.53 | 386.00 | 1,500.00 |
| 01.44.5203 | UTILITIES GARBAGE | | 16.00 | 48.00 | 200.00 |
| 01.44.5205 | UTILITIES INTERNET | | 56.00 | 168.00 | 700.00 |
| 01.44.5226 | REPAIR-MAINT BLDG&STRUCTUR | | 315.00 | 505.81 | 20,000.00 |
| 01.44.5227 | REPAIR-MAINT EQUIPMENT | | .00 | .00 | .00 |
| 01.44.5230 | MAINT. AGREEMENT ELEV & SPRINK | | .00 | 1,024.20 | 2,000.00 |
| 01.44.5232 | COMPUTER MAINT AGREEMENT | | .00 | 2,356.86 | 3,000.00 |
| 01.44.5242 | SECRET GARDEN | | .00 | 129.75 | 2,000.00 |
| 01.44.5250 | MISCELLANEOUS | | 419.86 | 419.86 | 1,000.00 |
| 01.44.5251 | MEMORIAL DONATIONS | | .00 | .00 | .00 |
| 01.44.5253 | REFUND | | .00 | .00 | .00 |
| 01.44.5500 | SUPPLIES | | .00 | 220.88 | 2,000.00 |
| 01.44.5501 | OFFICE SUPPLIES | | 34.50 | 1,113.74 | 3,000.00 |
| 01.44.5504 | SUPPLIES BOOKS | | 1,539.69 | 3,241.18 | 14,000.00 |
| 01.44.5505 | PROGRAMMING | | 81.73 | 268.51 | 2,000.00 |
| 01.44.5506 | SUPPLIES (NONPRINT) | | 189.25 | 318.27 | 2,500.00 |
| 01.44.5507 | FEES | | .00 | 653.57 | .00 |
| 01.44.5601 | CAPITAL OUTLAY LAND | | .00 | .00 | .00 |
| 01.44.5602 | CAPITAL OUTLAY BUILDINGS | | .00 | .00 | .00 |
| 01.44.5603 | CAPITAL OUTLAY EQUIPMENT | | .00 | .00 | 7,000.00 |

REVENUE & EXPENSE REPORT
CALENDAR 12/2020, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|--------------------|----------------|----------------|------------|-------------|
| 01.44.5900 | TRANSFER OUT | | .00 | .00 | .00 |
| | | | ----- | ----- | ----- |
| | TOTAL EXPENSES | | 14,133.52 | 44,873.87 | 206,250.00 |
| | | | ===== | ===== | ===== |
| | LIBRARY TOTAL | | 14,133.52 | 44,873.87 | 206,250.00 |
| | | | ===== | ===== | ===== |
| | GENERAL FUND TOTAL | | 12,817.15- | 42,457.73- | 193,650.00- |
| | | | ===== | ===== | ===== |
| | Report Total | | 12,817.15- | 42,457.73- | 193,650.00- |

GENERAL LEDGER HISTORY REPORT
FROM 12/2020 TO 12/2020

| ACCOUNT NUMBER | JOB/PO | ACCOUNT TITLE | (FISCAL 3/2020 TO 3/2020) | NET CHANGE |
|----------------------------------|------------|---------------|---------------------------|------------------------|
| JOURNAL DATE PERIOD ACCT NO NAME | INVOICE NO | CHECK NO | REFERENCE | ENDING BAL |
| | DEBITS | CREDITS | | |
| 01.44.4103 | | | LIBRARY MEMORIAL REVENUE | .00 |
| RM8493 12/14/20 3/20 | | | LIB MEMORIAL | MEMORIAL REVENU 150.00 |
| | | | | ----- |
| | | | | .00 150.00 150.00 |
| 01.44.4400 | | | FEEES | 629.08 |
| RM8493 12/14/20 3/20 | | | LIBRARY FEES | FAXING FEES 20.00 |
| RM8493 12/14/20 3/20 | | | LIBRARY FEES | VINYL OR 3D PRI 23.25 |
| RM8493 12/14/20 3/20 | | | LIBRARY FEES | OVERDUE FEES, I 49.17 |
| RM8515 12/31/20 3/20 | | | LIBRARY FEES | FAXING FEES 14.00 |
| RM8515 12/31/20 3/20 | | | LIBRARY FEES | LAMINATING FEES 10.00 |
| RM8515 12/31/20 3/20 | | | LIBRARY FEES | VINYL OR 3D PRI 4.80 |
| RM8515 12/31/20 3/20 | | | LIBRARY FEES | OVERDUES FINES, 104.00 |
| | | | | ----- |
| | | | | .00 225.22 854.30 |
| 01.44.4450 | | | DONATIONS | 405.69 |
| RM8493 12/14/20 3/20 | | | LIBR DONATIONS | GENERAL DONATIO 53.75 |
| RM8493 12/14/20 3/20 | | | LIBR DONATIONS | MEETING ROOM DO 195.00 |
| RM8495 12/16/20 3/20 | | | LIBR DONATIONS | BOOK SALE DONAT 611.05 |
| RM8515 12/31/20 3/20 | | | LIBR DONATIONS | GENERAL DONATIO 73.30 |
| | | | | ----- |
| | | | | .00 933.10 1,338.79 |
| 01.44.4650 | | | SECRET GARDENER REFUND | 65.00 |
| RM8487 12/09/20 3/20 | | | LIBRARY REFUND | magazine store 8.05 |
| | | | | ----- |
| | | | | .00 8.05 73.05 |
| REPORT TOTALS | | | | ===== |
| | | | TOTAL DEBITS / CREDITS | .00 1,316.37 |

GENERAL LEDGER HISTORY REPORT
FROM 12/2020 TO 12/2020

| ACCOUNT NUMBER | JOB/PO | ACCOUNT TITLE | (FISCAL 3/2020 TO 3/2020) | | | | DEBITS | CREDITS | NET CHANGE | |
|----------------|----------|---------------|---------------------------|------------------------|------------|----------|-------------------------|------------|------------|-----------|
| JOURNAL | DATE | PERIOD | ACCT NO | NAME | INVOICE NO | CHECK NO | REFERENCE | ENDING BAL | | |
| 01.44.5000 | | | | SALARIES-LIBRARY | | | | 16,990.27 | | |
| PR3432 | 12/09/20 | 3/20 | | | | | PR DT: 12/09/20 | 1,028.71 | | |
| PR3436 | 12/14/20 | 3/20 | | | | | PR DT: 12/12/20 | 3,365.21 | | |
| PR3441 | 12/28/20 | 3/20 | | | | | PR DT: 12/26/20 | 3,676.35 | | |
| | | | | | | | | ----- | | |
| | | | | | | | | 8,070.27 | .00 | 25,060.54 |
| 01.44.5001 | | | | FICA EXPENSE-LIBRARY | | | | 1,240.26 | | |
| PR3432 | 12/09/20 | 3/20 | | | | | PR DT: 12/09/20 | 78.71 | | |
| PR3436 | 12/14/20 | 3/20 | | | | | PR DT: 12/12/20 | 242.55 | | |
| PR3441 | 12/28/20 | 3/20 | | | | | PR DT: 12/26/20 | 266.36 | | |
| | | | | | | | | ----- | | |
| | | | | | | | | 587.62 | .00 | 1,827.88 |
| 01.44.5002 | | | | RETIREMENT-LIBRARY | | | | 569.41 | | |
| AP4936 | 12/22/20 | 3/20 | | 152 AIG | 135 | 7 | LIBRARY EMPLOYE | 119.39 | | |
| AP4936 | 12/22/20 | 3/20 | | 3078 AMERITAS | 62 | 2 | 42869 LIBRARY EMPLOYE | 279.96 | | |
| | | | | | | | | ----- | | |
| | | | | | | | | 399.35 | .00 | 968.76 |
| 01.44.5008 | | | | EMP HEALTH INS LIBRARY | | | | 2,528.92 | | |
| AP4936 | 12/22/20 | 3/20 | | 2663 BLUE CROSS BLU | 196 | 7 | 42878 CITY LIB CONTRI | 1,264.46 | | |
| | | | | | | | | ----- | | |
| | | | | | | | | 1,264.46 | .00 | 3,793.38 |
| 01.44.5102 | | | | CLEANING SUPPLIES | | | | 63.88 | | |
| AP4930 | 12/21/20 | 3/20 | | 2989 AMAZON.COM | 53 | 6 | 6052373 LIB CLEANING SU | 408.04 | | |
| AP4936 | 12/22/20 | 3/20 | | 1390 MOMAR | 57 | 2 | 42923 LIB CLEANING SU | 130.05 | | |
| | | | | | | | | ----- | | |
| | | | | | | | | 538.09 | .00 | 601.97 |
| 01.44.5200 | | | | UTILITIES ELECTRIC | | | | 675.46 | | |
| AP4936 | 12/22/20 | 3/20 | | 1408 NEBRASKA PUBLI | 136 | 18 | 42930 1043 G STREET L | 307.93 | | |
| | | | | | | | | ----- | | |
| | | | | | | | | 307.93 | .00 | 983.39 |
| 01.44.5201 | | | | UTILITIES GAS | | | | 153.08 | | |
| AP4936 | 12/22/20 | 3/20 | | 208 BLACK HILLS EN | 131 | 11 | 42877 LIBRARY 7729-94 | 78.39 | | |
| AP4936 | 12/22/20 | 3/20 | | 321 CONSTELLATION | 89 | 11 | 42886 LIBRARY RG-2477 | 102.85 | | |
| | | | | | | | | ----- | | |
| | | | | | | | | 181.24 | .00 | 334.32 |
| 01.44.5202 | | | | UTILITIES PHONE | | | | 253.47 | | |
| AP4936 | 12/22/20 | 3/20 | | 2380 WINDSTREAM | 167 | 8 | 42953 LIBRARY | 132.53 | | |
| | | | | | | | | ----- | | |
| | | | | | | | | 132.53 | .00 | 386.00 |
| 01.44.5203 | | | | UTILITIES GARBAGE | | | | 32.00 | | |
| AP4936 | 12/22/20 | 3/20 | | 280 BURTON ENTERPR | 90 | 6 | 42880 LIBRARY | 16.00 | | |

GENERAL LEDGER HISTORY REPORT
FROM 12/2020 TO 12/2020

| ACCOUNT NUMBER | JOB/PO | ACCOUNT TITLE | (FISCAL 3/2020 TO 3/2020) | | | | NET CHANGE | | | |
|------------------------|----------|---------------|---------------------------|----------------------------|------------|----------|-------------------------|-----------|----------|------------|
| JOURNAL | DATE | PERIOD | ACCT NO | NAME | INVOICE NO | CHECK NO | REFERENCE | DEBITS | CREDITS | ENDING BAL |
| 01.44.5203 | | | | UTILITIES GARBAGE | | | | | 32.00 | |
| | | | | | | | | | ----- | |
| | | | | | | | | 16.00 | .00 | 48.00 |
| 01.44.5205 | | | | UTILITIES INTERNET | | | | | 112.00 | |
| AP4936 | 12/22/20 | 3/20 | 761 | GENEVA BROADBA | 105 | 4 | 42903 LIBRARY INTERNE | | 56.00 | |
| | | | | | | | | | ----- | |
| | | | | | | | | 56.00 | .00 | 168.00 |
| 01.44.5226 | | | | REPAIR-MAINT BLDG&STRUCTUR | | | | | 190.81 | |
| AP4936 | 12/22/20 | 3/20 | 2864 | 34 ELECTRIC | 41 | 3 | 42864 LIB REPLACED BR | | 315.00 | |
| | | | | | | | | | ----- | |
| | | | | | | | | 315.00 | .00 | 505.81 |
| 01.44.5250 | | | | MISCELLANEOUS | | | | | .00 | |
| AP4936 | 12/22/20 | 3/20 | 2993 | DEMCO | 45 | 1 | 42888 LIB SHELVES | | 419.86 | |
| | | | | | | | | | ----- | |
| | | | | | | | | 419.86 | .00 | 419.86 |
| 01.44.5501 | | | | OFFICE SUPPLIES | | | | | 1,079.24 | |
| AP4930 | 12/21/20 | 3/20 | 2989 | AMAZON.COM | 53 | 2 | 6052373 LIB BARCODE SCA | | 34.50 | |
| | | | | | | | | | ----- | |
| | | | | | | | | 34.50 | .00 | 1,113.74 |
| 01.44.5504 | | | | SUPPLIES BOOKS | | | | | 1,701.49 | |
| AP4930 | 12/21/20 | 3/20 | 2989 | AMAZON.COM | 53 | 3 | 6052373 LIB PRINT MATER | | 350.39 | |
| AP4930 | 12/21/20 | 3/20 | 3748 | BAKER AND TAYL | 5 | 1 | 6052380 LIB PRINT SUPPL | | 473.88 | |
| AP4936 | 12/22/20 | 3/20 | 1400 | NEBRASKA SIGNA | 151 | 4 | 42931 LIB YEAR SUBSCR | | 44.00 | |
| AP4936 | 12/22/20 | 3/20 | 3168 | DVORACEK MEMOR | 5 | 1 | 42892 LIB PRINT MATER | | 177.00 | |
| AP4940 | 12/29/20 | 3/20 | 3748 | BAKER AND TAYL | 7 | 1 | 6052402 LIB SUPPLIES BO | | 464.52 | |
| AP4940 | 12/29/20 | 3/20 | 3771 | MOTHEREARTH NE | 1 | 1 | 6052404 LIB PRINT MATER | | 12.95 | |
| AP4940 | 12/29/20 | 3/20 | 3771 | MOTHEREARTH NE | 1 | 2 | 6052404 LIB PRINT MATER | | 16.95 | |
| | | | | | | | | | ----- | |
| | | | | | | | | 1,539.69 | .00 | 3,241.18 |
| 01.44.5505 | | | | PROGRAMMING | | | | | 186.78 | |
| AP4930 | 12/21/20 | 3/20 | 2989 | AMAZON.COM | 53 | 4 | 6052373 LIB PROGRAMMING | | 81.73 | |
| | | | | | | | | | ----- | |
| | | | | | | | | 81.73 | .00 | 268.51 |
| 01.44.5506 | | | | SUPPLIES (NONPRINT) | | | | | 129.02 | |
| AP4930 | 12/21/20 | 3/20 | 2989 | AMAZON.COM | 53 | 5 | 6052373 LIB NON-PRINT S | | 23.89 | |
| AP4940 | 12/29/20 | 3/20 | 3748 | BAKER AND TAYL | 6 | 1 | 6052401 LIB NONPRINT SU | | 165.36 | |
| | | | | | | | | | ----- | |
| | | | | | | | | 189.25 | .00 | 318.27 |
| REPORT TOTALS | | | | | | | | ===== | | |
| TOTAL DEBITS / CREDITS | | | | | | | | 14,133.52 | .00 | |

**Geneva Public Library
January 2021 Revenue/Expense Report**

| Revenue from December 30, 2020 through January 19, 2021 | Subtotal | Total |
|---|-----------------|--------------|
| Income: Fees | | |
| Faxing, fines, other fees | \$64.85 | |
| Membership fees | \$20.00 | |
| Total Fee Income | | \$84.85 |
| Income: Donations/Grants | | |
| General donations | \$29.25 | |
| Grant income (USDA) | \$307.69 | |
| Meeting room use | \$20.00 | |
| Total Donation/Grant Income | | \$356.94 |
| | | |
| Expenses from December 16, 2020 through January 15, 2021 | Subtotal | Total |
| Invoices to pay | | |
| 34 Electric (in conjunction with Yanda's install) | \$307.69 | |
| Black Hills Energy (December invoice) | \$108.39 | |
| Brodart | \$108.91 | |
| Brodart | \$117.04 | |
| Center Point Large Print | \$417.90 | |
| Dvoracek Memorial Library (BookPage subscription) | \$177.00 | |
| GHC (spackle and piece of screen) | \$5.29 | |
| GHC (ceiling tiles) | \$57.99 | |
| GHC (paper towels) | \$47.70 | |
| Glenwood (January invoice) | \$56.00 | |
| NPPD (December invoice) | \$307.93 | |
| NPPD (January invoice) | \$314.05 | |
| Reinboth Plumbing (main floor men's room toilet) | \$640.00 | |
| Service Press (library cards) | \$75.00 | |
| Windstream (past due \$132.54, current due \$128.91) | \$261.45 | |
| Total invoiced expenses | | \$3,002.34 |

Continued on reverse side.

**Geneva Public Library
January 2021 Revenue/Expense Report**

| Expenses from December 16, 2020 through January 15, 2021 | Subtotal | Total |
|---|-----------------|-------------------|
| Heartland Bank Credit Card | | |
| 2020-12-22 USPS | \$3.16 | |
| 2020-12-22 Mother Earth News (2 subscriptions) | \$29.90 | |
| 2020-12-23 Baker & Taylor (seven invoices of nonprint) | \$165.36 | |
| 2020-12-23 Baker & Taylor (eleven invoices of print) | \$464.52 | |
| 2020-12-30 USPS | \$2.66 | |
| 2021-01-07 Game Informer (1 subscription) | \$19.98 | |
| 2021-01-08 WorkPlacePro (staff shirts) | \$133.65 | |
| 2021-01-08 WorkPlacePro (staff shirts) | \$62.80 | |
| 2021-01-11 USPS | \$6.68 | |
| 2021-01-13 Golden Peak Media: Quiltmaker (subscription) | \$19.97 | |
| 2021-01-13 Golden Peak Media: Quick+Easy Quilts (subscrip) | \$19.98 | |
| 2021-01-13 Golden Peak Media: F&P Love of Quilting (subsc) | \$20.97 | |
| 2021-01-14 USPS | \$2.66 | |
| 2021-01-15 State Of Neb Fire Marshal (elevاتور inspection) | \$120.00 | |
| 2021-01-15 USPS | \$6.32 | |
| 2021-01-15 Quill (toner) | \$716.94 | |
| Total credit card expenses | | \$1,795.55 |

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
December 16, 2020 through January 15, 2021

Physical Holdings & Circulation Report

| Material Type | Added Holdings | Deleted Holdings | Total # of Holdings | % of Holdings | Checkouts this Period |
|------------------------|----------------|------------------|---------------------|---------------|-----------------------|
| Unassigned | | | | | |
| Adult Fiction | 25 | 7 | 5,575 | 24.43% | 267 |
| Adult Nonfiction | 6 | 179 | 2,057 | 9.01% | 74 |
| Christian Fiction | | 1 | 1,091 | 4.78% | 91 |
| Biography | | | 506 | 2.22% | 25 |
| Large Print | 21 | 63 | 480 | 2.10% | 132 |
| Audiobooks | 62 | | 730 | 3.20% | 11 |
| VHS | | | 125 | 0.55% | |
| DVD | 3 | | 3,654 | 16.01% | 287 |
| Serial Publication | 18 | 493 | 683 | 2.99% | 19 |
| Music (CD) | | 3 | 321 | 1.41% | 2 |
| YA Fiction | 5 | | 565 | 2.48% | 29 |
| YA Nonfiction | | | 7 | 0.03% | 1 |
| YA Graphic Novels | | | 17 | 0.07% | 1 |
| YA Audiobooks | | | 9 | 0.04% | |
| Juv Fiction | 6 | | 1,923 | 8.43% | 49 |
| Juv Nonfiction | 1 | 76 | 1,192 | 5.22% | 41 |
| Juv Biography | | | 87 | 0.38% | 4 |
| Juv Graphic Novel | 1 | | 101 | 0.44% | 39 |
| Juv Audiobooks | | | 35 | 0.15% | |
| First Readers | 2 | | 361 | 1.58% | 45 |
| Easy | 9 | 1 | 2,083 | 9.13% | 98 |
| Board Books | 3 | | 139 | 0.61% | 42 |
| Cake Pans | | | 25 | 0.11% | |
| Rotating Collection | | | 4 | 0.02% | 34 |
| Puzzles | | | 3 | 0.01% | |
| Kits | | | 27 | 0.12% | |
| Yearbooks | | | 110 | 0.48% | |
| Genealogy | | | 878 | 3.85% | |
| Keys/Equipment | 1 | | 21 | 0.09% | 7 |
| Use Records | 6 | 2 | 15 | 0.07% | 141 |
| Total | 169 | 825 | 22,824 | 100% | 1,439 |
| compared to last month | 149% | 1693% | -3% | | 6% |
| compared to last year | 41% | 4242% | 0% | | -28% |

Continued on reverse side.

Geneva Public Library
December 16, 2020 through January 15, 2021

OverDrive Holdings & Circulation Report

| Material Type | Total # of Titles | % of Titles | Checkouts this Period |
|---------------|-------------------|-------------|-----------------------|
| ebooks | 32,104 | 57% | 429 |
| audiobooks | 23,894 | 43% | 157 |
| Total | 55,998 | | 586 |

ebook checkouts compared to last month -20%
ebook checkouts compared to last year 15%

audiobook checkouts compared to last month -8%
audiobook checkouts compared to last year 22%

**Geneva Public Library
Librarian's Report
January 2021**

Library Closure/Opening

The library continues to be the only City department open to walk-in traffic. All other safety precautions and procedures remain in effect and unchanged. On January 1, the limit of computer time (in effect since November 12) was quietly lifted, and all twelve computers were made available for use once again. As a result, the door count and computer use has incrementally increased.

Library staff continue to offer curbside delivery and home delivery, although there are few interested parties. A large general delivery of approx. 50 books to Heritage Crossing occurs the second Tuesday of each month, plus deliveries for individual residents as requested. The average traffic counts are as follows:

| | Average daily # of patrons through the door | Average daily # of patrons calling, texting, or emailing | Average daily # of computer users |
|--|---|--|-----------------------------------|
| March, April, May 2020 (curb-side, delivery) | 6 | 9 | n/a |
| June 2020 (curb-side, delivery, by appt) | 11 | 11 | n/a |
| July 2020 (curb-side, delivery, full access) | 28 | 6 | 5 |
| August 2020 | 34 | 5 | 7 |
| September 2020 | 43 | 3 | 13 |
| September 2020 | 59 | 4 | 20 |
| November 2020 | 41 | 5 | 10 |
| December 2020 | 27 | 5 | 6 |
| January 2020 to date | 31 | 4 | 8 |

Regular borrowing periods and overdue fines were reinstated on January 1. Library staff continue to remind patrons of these changes but many do not remember and there has been a sharp increase in the amount of overdue fines.

Programming

Staff weren't sure if the December Make & Take Activity Kits were going to be wildly popular during the school's holiday break or of no interest. Two dozen kits for each week's unique activity were put together, but during the week of Christmas and the week of New Year, less than half went out the door. There has been no programming in January to date, but are looking into different summer reading options and starting weekly storytime by July.

Building & Grounds

Yanda's Audio & Video will be making a few minor changes, such as exchanging the black speakers for the white speakers, before the first of February. We still expect Yanda's invoice (approximately \$30,100) to arrive at the end of January. We still hope to have an article submitted to *The Nebraska Signal* outlining the projects and grant sources, although this information was included in the Annual Report presented to the City Council.

During the semi-annual maintenance check of the emergency exit lights, we found that six of the seven remaining old signs/lights could not maintain their battery power for the required 15 minutes. All seven signs will be replaced with newer LED lights, and at this point, all ten signs in the building will have been updated since 2019.

Library Foundation

The Library Foundation will meet for their regular, annual meeting on Tuesday, February 2, at 5:30 p.m. at the library.

Newspaper Database Statistics

The library reported 115,777 as the number of “successful retrieval of electronic information” for the FY2019-2020 Public Library Survey. While this was technically only the number of identified page views between 2/1/2020 and 9/30/2020 (only nine months of the fiscal year), we felt this was acceptable with all the other unknown variables during the year.

| Date | Total Users | New Users | Number of Sessions | Number of Page Views | Average Session Duration |
|--------------------------|-------------|-----------|--------------------|----------------------|--------------------------|
| 10/01/2019 to 09/30/2020 | 959 | 774 | 2,693 | 115,777 | 1.125 hours |

| | | | | | |
|----------|-----|----|-----|-------|------------|
| Oct 2020 | 120 | 91 | 324 | 7,628 | 45 minutes |
| Nov 2020 | 89 | 66 | 256 | 8,644 | 1 hour |
| Dec 2020 | 101 | 77 | 251 | 6,729 | 46 minutes |

Miscellaneous

The Board of Trustee’s annual report to the City Council was made on Tuesday, January 19. The written report had been provided as part of the overall Council packet to the public. The verbal report was brief and while there were no questions from the Council or the public, several in attendance congratulated the library on a job well done, especially during a challenging year.

The week of January 4-8, the adult nonfiction and biographies were shifted, with less shelving being used less. The week of January 11-15, the large print collection was separated and intershelved with general fiction and Christian Fiction. This allowed staff to give Christian Fiction more breathing room and utilize all the shelves along the east and south wall.

I have been spending several hours at the City office working with Kelly Stroh-Heath in preparation of temporarily taking on only those City Clerk tasks specifically related to City Council meetings, with the expectation I will be filling this partial role through the end of March 2020.

Respectfully submitted,
Sarah Johnson