



Geneva Public Library

Founded 1912

Board of Trustees Meeting Agenda Tuesday, February 23, 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 January 26, 2021 regular meeting.
5. Financial report and action on bills.
 - a. January 2020 City budget report.
 - b. February 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.
8. Adjournment.
The next regular meeting will be Tuesday, March 30, 2021.

Geneva Public Library
Library Board Meeting
Tuesday, January 26, 2021

The Geneva Public Library Board met in open session at 5:41 p.m. in the library's Large 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, Sally Miller, Debbie Bullock, and Sarah Johnson – Librarian. Karen Schotsch was absent.

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

The January bills were reviewed. Brandon T. made a motion to pay the bills, Sally M. seconded the motion, and the bills were approved. The following members voted aye: Brandon T., Deb N., Debbie B., and Sally M. 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 noted a purging of old serial materials. All computers in the library are now available for use again. The library is still offering curb -side service. The library has reinstated overdue fines as of January 1, 2021. There has been no programming.

Sarah explained that Yanda's Audio & Video will return with the white speakers which will replace the black ones currently there.

She also told the Board that some of the Emergency Exit signs (lighted) were not functioning adequately and were replaced. Since 2019 all ten Emergency Exit signs have been updated.

The next Foundation meeting is scheduled for February 2, 2021 (5:30 pm) at the library.

The Newspaper Database had 114,777 page views, with the average duration being 1.125 hours, during the 2019-2020 fiscal year.

Sarah presented the Annual Report to the City Council at their meeting on January 19, 2021. Her report took 3 minutes and there were no questions.

Sarah reported that the week of January 4-8, the adult nonfiction and biographies were shifted, using less shelving. Also, the week of January 11-15, the large print collection was separated and intershelved with general fiction and Christian fiction.

Sarah has been working with Kelly Stroh-Heath in preparation of temporarily taking on the City Clerk tasks related to City Council meetings through March 2021.

Election of officers took place with the following results:

- President—Deb Novak
- Vice President—Brandon Thompson
- Secretary—Karen Schotsch
- Liaison to the Foundation—Sally Miller

The meeting adjourned at 6:30 pm after a motion was made by Brandon T. and seconded by Sally M. The following members voted aye: Deb N., Brandon T., Debbie B., and Sally M. There were no negative votes or abstentions.

The next meeting will be Tuesday, February 23, 2021.

Submitted by Debbie Bullock.

REVENUE & EXPENSE REPORT
CALENDAR 1/2021, FISCAL 4/2020

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
LIBRARY DEPARTMENT					
01.44.4000	PROPERTY TAX	.00	.00	.00	.00
01.44.4102	GRANT	307.69	307.69	.00	307.69-
01.44.4103	LIBRARY MEMORIAL REVENUE	.00	150.00	.00	150.00-
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	84.85	939.15	4,000.00	3,060.85
01.44.4450	DONATIONS	49.25	1,388.04	5,000.00	3,611.96
01.44.4550	MISCELLANEOUS	.00	.00	.00	.00
01.44.4650	SECRET GARDENER REFUND	.00	73.05	2,500.00	2,426.95
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
	TOTAL REVENUE	441.79	2,857.93	12,600.00	9,742.07
	LIBRARY TOTAL	441.79	2,857.93	12,600.00	9,742.07
01.44.5000	SALARIES-LIBRARY	7,646.02	32,706.56	99,500.00	66,793.44
01.44.5001	FICA EXPENSE-LIBRARY	553.05	2,380.93	7,000.00	4,619.07
01.44.5002	RETIREMENT-LIBRARY	592.73	1,561.49	9,000.00	7,438.51
01.44.5005	TRAINING & CONFERENCES	.00	81.00	1,000.00	919.00
01.44.5008	EMP HEALTH INS LIBRARY	1,408.50	5,201.88	20,000.00	14,798.12
01.44.5101	OTHER LABOR	.00	110.00	150.00	40.00
01.44.5102	CLEANING SUPPLIES	47.70	649.67	1,000.00	350.33
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	307.69	307.69	.00	307.69-
01.44.5120	PUBLISHING	.00	258.00	200.00	58.00-
01.44.5200	UTILITIES ELECTRIC	314.05	1,297.44	5,500.00	4,202.56
01.44.5201	UTILITIES GAS	317.27	651.59	2,000.00	1,348.41
01.44.5202	UTILITIES PHONE	128.91	514.91	1,500.00	985.09
01.44.5203	UTILITIES GARBAGE	16.00	64.00	200.00	136.00
01.44.5205	UTILITIES INTERNET	56.00	224.00	700.00	476.00
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	910.23	1,416.04	20,000.00	18,583.96
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	120.00	1,144.20	2,000.00	855.80
01.44.5232	COMPUTER MAINT AGREEMENT	34.99	2,391.85	3,000.00	608.15
01.44.5242	SECRET GARDEN	219.15	348.90	2,000.00	1,651.10
01.44.5250	MISCELLANEOUS	.00	419.86	1,000.00	580.14
01.44.5251	MEMORIAL DONATIONS	.00	.00	.00	.00
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	497.40	718.28	2,000.00	1,281.72
01.44.5501	OFFICE SUPPLIES	716.94	1,830.68	3,000.00	1,169.32
01.44.5504	SUPPLIES BOOKS	1,515.78	4,756.96	14,000.00	9,243.04
01.44.5505	PROGRAMMING	.00	268.51	2,000.00	1,731.49
01.44.5506	SUPPLIES (NONPRINT)	.00	318.27	2,500.00	2,181.73
01.44.5507	FEES	.00	653.57	.00	653.57-
01.44.5601	CAPITAL OUTLAY LAND	.00	.00	.00	.00
01.44.5602	CAPITAL OUTLAY BUILDINGS	.00	.00	.00	.00
01.44.5603	CAPITAL OUTLAY EQUIPMENT	.00	.00	7,000.00	7,000.00

REVENUE & EXPENSE REPORT
CALENDAR 1/2021, FISCAL 4/2020

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
	TOTAL EXPENSES	15,402.41	60,276.28	206,250.00	145,973.72
	LIBRARY TOTAL	15,402.41	60,276.28	206,250.00	145,973.72
	GENERAL FUND TOTAL	14,960.62-	57,418.35-	193,650.00-	136,231.65-
	Report Total	14,960.62-	57,418.35-	193,650.00-	136,231.65-

GENERAL LEDGER HISTORY REPORT
FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	4/2020 TO	4/2020)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
01.44.4102		GRANT						.00	
RM8525	1/11/21	4/20			USDA LIBRARY GR			307.69	
		LIBRARY GRANTS	BUDGET		.00				
			ENCUMBERED		.00	-----			
			AVAILABLE	307.69-			.00	307.69	307.69
01.44.4400		FEEES						854.30	
RM8529	1/13/21	4/20			faxing fees			1.00	
RM8529	1/13/21	4/20			LAMINATING FEES			1.00	
RM8529	1/13/21	4/20			VINYL OR 3D PRI			2.00	
RM8529	1/13/21	4/20			OVER DUE FINES			5.20	
RM8529	1/13/21	4/20			RENEWAL NONRESI			20.00	
RM8541	1/21/21	4/20			VINYL OR 3D PRI			10.00	
RM8541	1/21/21	4/20			OVERDUE FINES,			45.65	
			BUDGET		4,000.00				
			ENCUMBERED		.00	-----			
			AVAILABLE	3,060.85			.00	84.85	939.15
01.44.4450		DONATIONS						1,338.79	
RM8529	1/13/21	4/20			GENERAL DONATIO			24.70	
RM8529	1/13/21	4/20			MEETING ROOM DO			20.00	
RM8541	1/21/21	4/20			GENERAL DONATIO			4.55	
			BUDGET		5,000.00				
			ENCUMBERED		.00	-----			
			AVAILABLE	3,611.96			.00	49.25	1,388.04
REPORT TOTALS						=====			
TOTAL DEBITS / CREDITS							.00	441.79	

GENERAL LEDGER HISTORY REPORT
FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	4/2020 TO	4/2020)				NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
01.44.5000		SALARIES-LIBRARY					25,060.54		
PR3456	1/11/21	4/20				PR DT: 1/09/21	3,844.90		
PR3460	1/25/21	4/20				PR DT: 1/23/21	3,801.12		
				BUDGET		99,500.00			
				ENCUMBERED		.00			
				AVAILABLE		66,793.44	7,646.02	.00	32,706.56
01.44.5001		FICA EXPENSE-LIBRARY					1,827.88		
PR3456	1/11/21	4/20				PR DT: 1/09/21	278.20		
PR3460	1/25/21	4/20				PR DT: 1/23/21	274.85		
				BUDGET		7,000.00			
				ENCUMBERED		.00			
				AVAILABLE		4,619.07	553.05	.00	2,380.93
01.44.5002		RETIREMENT-LIBRARY					968.76		
AP4962	1/20/21	4/20	152 AIG	136	6	LIBRARY EMPLOYE	165.31		
AP4962	1/20/21	4/20	3078 AMERITAS	63	2	42973 LIBRARY EMPLOYE	427.42		
				BUDGET		9,000.00			
				ENCUMBERED		.00			
				AVAILABLE		7,438.51	592.73	.00	1,561.49
01.44.5008		EMP HEALTH INS LIBRARY					3,793.38		
AP4962	1/20/21	4/20	2663 BLUE CROSS BLU	11	7	42983 CITY CONTRIBUTI	1,408.50		
				BUDGET		20,000.00			
				ENCUMBERED		.00			
				AVAILABLE		14,798.12	1,408.50	.00	5,201.88
01.44.5102		CLEANING SUPPLIES					601.97		
AP4962	1/20/21	4/20	705 GENEVA HOME CE	411	8	43005 LIB SUPPLIES D4	47.70		
				BUDGET		1,000.00			
				ENCUMBERED		.00			
				AVAILABLE		350.33	47.70	.00	649.67
01.44.5112		GRANT EXPENSE					.00		
AP4962	1/20/21	4/20	2864 34 ELECTRIC	48	1	42970 LIB GRANT EXPEN	307.69		
				BUDGET		.00			
				ENCUMBERED		.00			
				AVAILABLE		307.69-	307.69	.00	307.69
01.44.5200		UTILITIES ELECTRIC					983.39		
AP4962	1/20/21	4/20	1408 NEBRASKA PUBLI	137	18	43031 1043 G STREET L	314.05		
				BUDGET		5,500.00			
				ENCUMBERED		.00			
				AVAILABLE		4,202.56	314.05	.00	1,297.44
01.44.5201		UTILITIES GAS					334.32		
AP4962	1/20/21	4/20	208 BLACK HILLS EN	132	11	42982 LIRBARY 7729-94	108.39		
AP4962	1/20/21	4/20	321 CONSTELLATION	127	11	42990 LIRBARY RG-2477	208.88		
				BUDGET		2,000.00			
				ENCUMBERED		.00			
				AVAILABLE		1,348.41	317.27	.00	651.59
01.44.5202		UTILITIES PHONE					386.00		
AP4962	1/20/21	4/20	2380 WINDSTREAM	168	9	43048 LIBRARY	128.91		

GENERAL LEDGER HISTORY REPORT
FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	4/2020 TO	4/2020)				NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL			
01.44.5202		UTILITIES PHONE				386.00			
			BUDGET	1,500.00					
			ENCUMBERED	.00					
			AVAILABLE	985.09	128.91	.00	514.91		
01.44.5203		UTILITIES GARBAGE				48.00			
AP4962 1/20/21 4/20	280	BURTON ENTERPR 91	4	42985	LIBRARY GARBAGE	16.00			
			BUDGET	200.00					
			ENCUMBERED	.00					
			AVAILABLE	136.00	16.00	.00	64.00		
01.44.5205		UTILITIES INTERNET				168.00			
AP4962 1/20/21 4/20	761	GENEVA BROADBA 106	4	43002	LIRBARY INTERNE	56.00			
			BUDGET	700.00					
			ENCUMBERED	.00					
			AVAILABLE	476.00	56.00	.00	224.00		
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR				505.81			
AP4962 1/20/21 4/20	705	GENEVA HOME CE 411	6	43005	LIB REPAIR MAIN	5.29			
AP4962 1/20/21 4/20	705	GENEVA HOME CE 411	7	43005	LIB REPAIR MAIN	57.99			
AP4962 1/20/21 4/20	3139	REINBOTH PLUMB 16	1	43040	LIB BLDG MAINT/	640.00			
AP4974 1/30/21 4/20	2989	AMAZON.COM 203	1	6052477	LIB BLDG MAINT	34.00			
AP4974 1/30/21 4/20	3778	GLOBAL INDUSTR 1	1	6052481	LIB TRASH CAN/A	172.95			
			BUDGET	20,000.00					
			ENCUMBERED	.00					
			AVAILABLE	18,583.96	910.23	.00	1,416.04		
01.44.5230		MAINT. AGREEMENT ELEV & SPRINK				1,024.20			
AP4960 1/19/21 4/20	3599	NE STATE FIRE 2	1	6052467	LIB ELE MAINT	120.00			
			BUDGET	2,000.00					
			ENCUMBERED	.00					
			AVAILABLE	855.80	120.00	.00	1,144.20		
01.44.5232		COMPUTER MAINT AGREEMENT				2,356.86			
AP4974 1/30/21 4/20	2989	AMAZON.COM 203	2	6052477	LIB WEBCAM	34.99			
			BUDGET	3,000.00					
			ENCUMBERED	.00					
			AVAILABLE	608.15	34.99	.00	2,391.85		
01.44.5242		SECRET GARDEN				129.75			
AP4962 1/20/21 4/20	3485	GENEVA BUILDIN 17	16	43004	LIB SECRET GARD	48.70			
AP4962 1/20/21 4/20	3485	GENEVA BUILDIN 17	17	43004	LIB SECRET GARD	73.05			
AP4962 1/20/21 4/20	3485	GENEVA BUILDIN 17	18	43004	LIB SECRET GARD	48.70			
AP4962 1/20/21 4/20	3485	GENEVA BUILDIN 17	19	43004	LIB SECRET GARD	48.70			
			BUDGET	2,000.00					
			ENCUMBERED	.00					
			AVAILABLE	1,651.10	219.15	.00	348.90		
01.44.5500		SUPPLIES				220.88			
AP4956 1/19/21 4/20	3459	WORKPLACE PRO 4	1	6052459	LIB STAFF SHIRT	133.65			
AP4956 1/19/21 4/20	3459	WORKPLACE PRO 5	1	6052460	LIB STAFF SHIRT	62.80			
AP4962 1/20/21 4/20	231	BRODART CO. 40	1	42984	LIBRARY SUPPLIE	108.91			
AP4962 1/20/21 4/20	231	BRODART CO. 40	2	42984	LIBRARY SUPPLIE	117.04			
AP4962 1/20/21 4/20	1901	SERVICE PRESS 37	1	43042	LIB SUPPLIES	75.00			

GENERAL LEDGER HISTORY REPORT
FROM 1/2021 TO 1/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	4/2020 TO	4/2020)				NET CHANGE	
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.5500		SUPPLIES					220.88			
			BUDGET	2,000.00						
			ENCUMBERED	.00			-----			
			AVAILABLE	1,281.72			497.40	.00	718.28	
01.44.5501		OFFICE SUPPLIES					1,113.74			
AP4975	1/30/21	4/20	3437	QUILL CORPORAT	12	1 6052488 LIB OFFICE SUPP	716.94			
			BUDGET	3,000.00						
			ENCUMBERED	.00			-----			
			AVAILABLE	1,169.32			716.94	.00	1,830.68	
01.44.5504		SUPPLIES BOOKS					3,241.18			
AP4967	1/18/21	4/20	348	CENTER POINT L	61	1 AP CHECK VOIDED	417.90-			
AP4955	1/19/21	4/20	3592	GAME INFORMER	2	1 6052448 LIB SUPPLIES BO	19.98			
AP4956	1/19/21	4/20	3774	GOLDEN PEAK ME	1	1 6052462 LIB SUBSCRIPTIO	19.97			
AP4956	1/19/21	4/20	3774	GOLDEN PEAK ME	2	1 6052463 LIB SUBSCRIPTIO	20.97			
AP4956	1/19/21	4/20	3774	GOLDEN PEAK ME	3	1 6052464 LIB SUBSCRIPTIO	19.98			
AP4961	1/19/21	4/20	348	CENTER POINT L	61	1 LIBRARY PRINT M	417.90			
AP4962	1/20/21	4/20	3168	DVORACEK MEMOR	6	1 42994 LIB PRINT MATER	177.00			
AP4965	1/20/21	4/20	348	CENTER POINT L	8	1 43050 LIB SUPPLIES BO	417.90			
AP4974	1/30/21	4/20	2989	AMAZON.COM	203	3 6052477 LIB PRINT MATER	93.15			
AP4974	1/30/21	4/20	3748	BAKER AND TAYL	8	1 6052479 LIB PRINT	707.69			
AP4974	1/30/21	4/20	3748	BAKER AND TAYL	9	1 6052480 LIB PRINT	22.15			
AP4974	1/30/21	4/20	3776	IF A FARMER...	1	1 6052482 LIB PRINTED MAT	16.99			
			BUDGET	14,000.00						
			ENCUMBERED	.00			-----			
			AVAILABLE	9,243.04			1,515.78	.00	4,756.96	
REPORT TOTALS							=====			
TOTAL DEBITS / CREDITS								15,402.41	.00	

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

Revenue from January 20, 2021 through February 16, 2021	Subtotal	Total
Faxing fees	\$5.00	
Laminating fees	\$1.00	
Vinyl or 3D Printing fees and donations	\$0.80	
Overdue fines, ILL fees, Replacement costs	\$49.07	
New Nonresident fee	\$0.00	
Renewal Nonresident fee	\$0.00	
Renewal Township fee	\$0.00	
General donations	\$48.78	
Meeting Room donations	\$0.00	
ThriftBooks donations	\$35.27	
Book Sale donations	\$0.00	
Grant revenue	\$0.00	
Memorial revenue	\$0.00	
	Total income	\$139.92

Expenses from January 16, 2021 to February 15, 2021	Subtotal	Total
Invoices to pay		
Black Hills Energy	\$127.07	
Brodart	\$143.44	
Demco	\$187.62	
Geneva Home Center (envelopes)	\$69.99	
Geneva Home Center (Kleenex)	\$10.36	
Geneva Home Center (AAA batteries)	\$5.99	
Geneva Home Center (spackle and fasteners)	\$11.69	
Geneva Home Center (putty knife)	\$2.79	
Glenwood	\$56.00	
Kinetic (a.k.a. Windstream)	\$127.96	
NPPD (February invoice)	\$278.32	
Sarah Johnson (reimburse for Chromecast)	\$29.98	
Yanda's Music & Pro Audio	\$29,400.85	
	Total invoiced expenses	\$30,452.06

Continued on reverse side.

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

Expenses from January 16, 2021 to February 15, 2021	Subtotal	Total
Heartland Bank Credit Card		
2021-01-19 Amazon	\$162.14	
2021-01-22 Lone Tree Creek (book)	\$16.99	
2021-01-27 Baker & Taylor	\$729.84	
2021-01-28 Global Industrial (ash urn/trash can)	\$172.95	
2021-01-29 USPS	\$1.40	
2021-02-02 Junior Library Guild	\$2.95	
2021-02-02 USPS	\$3.81	
2021-02-04 USPS	\$5.93	
2021-02-08 USPS	\$7.70	
2021-02-09 USPS	\$3.28	
2021-02-12 USPS	\$2.75	
Total credit card expenses		\$1,109.74
Dollar General Credit Card		

Total charged expenses		\$0.00

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
January 16, 2021 through February 15, 2021

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
Unassigned					
Adult Fiction	34		5,609	24.46%	257
Adult Nonfiction	9		2,070	9.03%	57
Christian Fiction	2		1,094	4.77%	80
Biography	1		509	2.22%	20
Large Print	6		485	2.11%	108
Audiobooks	24	1	742	3.24%	14
VHS			125	0.54%	1
DVD	12	2	3,663	15.97%	326
Serial Publication	21		700	3.05%	26
Music (CD)			321	1.40%	
YA Fiction	4		567	2.47%	11
YA Nonfiction			8	0.03%	1
YA Graphic Novels			17	0.07%	
YA Audiobooks			9	0.04%	
Juv Fiction	12	1	1,937	8.45%	29
Juv Nonfiction	127	183	1,146	5.00%	24
Juv Biography			92	0.40%	5
Juv Graphic Novel	8		118	0.51%	43
Juv Audiobooks			35	0.15%	
First Readers		1	360	1.57%	57
Easy	15		2,101	9.16%	115
Board Books			139	0.61%	24
Cake Pans			25	0.11%	1
Rotating Collection			4	0.02%	32
Puzzles			3	0.01%	
Kits			27	0.12%	
Yearbooks			110	0.48%	
Genealogy			878	3.83%	
Keys/Equipment			21	0.09%	8
Use Records	6		21	0.09%	195
Total	281	188	22,936	100%	1,434
compared to last month	66%	-77%	0%		0%
compared to last year	127%	9300%	0%		-21%

Continued on reverse side.

Geneva Public Library
January 16, 2021 through February 15, 2021

OverDrive Holdings & Circulation Report

Material Type	Total # of Titles	% of Titles	Checkouts this Period
ebooks	32,104	57%	390
audiobooks	23,894	43%	162
Total	55,998		552

ebook checkouts compared to last month -9%
ebook checkouts compared to last year 3%

audiobook checkouts compared to last month -31%
audiobook checkouts compared to last year -33%

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

City Closure/Opening

The library is open to walk-in traffic. At this time, the Parks & Rec Department is in full operation, the Downtown Gym is being used, and City Council meetings are now open to in-person attendance. The Senior Center is still closed to public access but curbside meals are still being served. The City Office is locked but allows access upon request.

Library Status

Library staff continue to offer curbside delivery and home delivery, but no one has used the service in the last month. Masks and the use of hand sanitizer at the door are still encouraged. Materials are still being quarantined for seven days. Meeting room use and all library services and resources are open with no restrictions or limits. We propose when the county's risk dial is in the 'green' zone, that we would remove the mask request and no longer quarantine materials.

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 (curbside, delivery)	6	9	n/a
June 2020 (curbside, delivery, by appt)	11	11	n/a
July 2020 (curbside, delivery, full access)	28	6	5
August 2020	34	5	7
September 2020	43	3	13
October 2020	59	4	20
November 2020	41	5	10
December 2020	27	5	6
January 2021	31	4	9
February 2021 to date	32	4	9

Programming

We are tentatively planning to host the *Blueprint 4 Summer* event on Thursday, April 22, from 5:00 to 6:30 p.m., and to help maintain some sort of social distancing, we have reserved the Downtown Gym for the location.

Summer Reading programming is being planned, with specific activities held on Tuesday mornings from 10:30 to 11:30 a.m. for young children/toddlers, and Wednesday mornings from 10:30 to 11:30 a.m. for older children.

Building & Grounds

The library has once again had an ice dam problem on the north side of the elevator tower. With the slightly warmer weather starting February 18, water has been leaking through the ceiling tiles, around and through the window frame, and around the light fixture immediately

outside the upstairs elevator door. Ryan Koenig was at the library at the end of the week and has been discussing possible solutions with this roofing subcontractor, while library staff covered the area in plastic, arrange and empty buckets regularly, and try to dry out the carpet underneath.

Newspaper Database Statistics

Date	Total Users	New Users	Number of Sessions	Number of Page Views	Average Session Duration
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
Jan 2021	97	81	217	5,201	30 minutes

Respectfully submitted,
Sarah Johnson