



Board of Trustees
Meeting Agenda
Tuesday, October 25, 2022

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.
4. Disposition of minutes.
 - a. September 27, 2022 regular meeting.
5. Financial report and action on bills.
 - a. September 2022 City budget report.
 - b. October 2022 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 November 29, 2022.

Geneva Public Library
Board of Trustees Meeting
Tuesday, September 27, 2022

The Geneva Public Library Board of Trustees met in open session at 5:30 p.m. in the Library's Large Meeting Room, abiding by the Nebraska Open Meeting Laws. The meeting was preceded by the adby the advanced notice thereof at three locations, being the three banks in Geneva. by the advanced notice thereof at three locations, being the three banks in Geneva.

The meeting was called to order by Library Director Sarah Johnson. Trustees in attendance were Karen Schotsch, Secretary; Liz Kaye-Skinner, Vice President; Mary Stofer; and Sally Miller, Foundation Liaison. Absent was Brandon Thompson; President.

The minutes from the August 30, 2022 meeting were emailed to the Board members to read before the meeting. Schotsch made a motion to accept the minutes and Kaye-Skinner seconded. The motion passed unanimously.

The bills to be paid were presented. Miller made a motion to pay the bills as presented and Stofer seconded. The motion passed unanimously.

Johnson reviewed the Librarian's Report. She noted that OverDrive, the digital reading platform for schools and libraries, purchased Kanopy, a video streaming service for libraries. Since this purchase directly conflicted with OverDrive's streaming video collection, all videos were removed from the OverDrive collection on September 1 and customers were then pointed to Kanopy subscriptions if they wanted to pursue/continue offering video. At this time, the Nebraska OverDrive Libraries consortium does not want to include streaming video. Creation Station is going well. It is the re-branded Maker Camp from years past, and was held the last three weeks of September. The fiscal year for the Library and the City will be ending September 30 and Sarah is very busy trying to get all her paperwork completed and get ready to start another year. The new fence project has been put on hold for the time being.

The meeting was adjourned at 5:45 p.m. after a motion was made by Stofer and seconded by Schotsch. The motion passed unanimously.

The next regular Board of Trustees meeting will be Tuesday, October 25, 2022.

Submitted by Karen Schotsch

REVENUE & EXPENSE REPORT
CALENDAR 9/2022, FISCAL 12/2021

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.4000	PROPERTY TAX	.00	.00	.00	.00
01.44.4102	GRANT	.00	29,714.51	.00	29,714.51-
01.44.4103	LIBRARY MEMORIAL REVENUE	.00	560.00	.00	560.00-
01.44.4206	STATE AID	.00	1,180.00	1,200.00	20.00
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	189.53	2,710.95	3,000.00	289.05
01.44.4450	DONATIONS	539.79	4,686.19	3,000.00	1,686.19-
01.44.4550	MISCELLANEOUS	2.27	104.56	.00	104.56-
01.44.4650	SECRET GARDENER REFUND	.00	1,489.45	2,500.00	1,010.55
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
01.44.5000	SALARIES-LIBRARY	8,418.55	98,967.02	106,000.00	7,032.98
01.44.5001	FICA EXPENSE-LIBRARY	610.62	7,175.25	8,200.00	1,024.75
01.44.5002	RETIREMENT-LIBRARY	643.18	8,363.10	9,800.00	1,436.90
01.44.5005	TRAINING & CONFERENCES	95.00	1,739.43	1,600.00	139.43-
01.44.5008	EMP HEALTH INS LIBRARY	1,556.10	18,230.40	19,500.00	1,269.60
01.44.5101	OTHER LABOR	.00	110.00	200.00	90.00
01.44.5102	CLEANING SUPPLIES	63.00	685.55	1,000.00	314.45
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	1,036.39	29,923.57	.00	29,923.57-
01.44.5120	PUBLISHING	.00	704.00	200.00	504.00-
01.44.5200	UTILITIES ELECTRIC	394.91	4,216.90	5,500.00	1,283.10
01.44.5201	UTILITIES GAS	35.02	2,525.27	2,000.00	525.27-
01.44.5202	UTILITIES PHONE	129.24	1,534.90	1,500.00	34.90-
01.44.5203	UTILITIES GARBAGE	20.50	276.50	300.00	23.50
01.44.5205	UTILITIES INTERNET	59.95	733.56	700.00	33.56-
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	96.80	590.42	20,000.00	19,409.58
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	.00	1,560.60	2,000.00	439.40
01.44.5232	COMPUTER MAINT AGREEMENT	59.37	3,296.10	3,000.00	296.10-
01.44.5242	SECRET GARDEN	.00	1,356.50	2,000.00	643.50
01.44.5250	MISCELLANEOUS	.00	72.01	1,000.00	927.99
01.44.5251	MEMORIAL DONATIONS	.00	.00	.00	.00
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	.00	1,981.69	2,000.00	18.31
01.44.5501	OFFICE SUPPLIES	266.89	3,425.82	3,000.00	425.82-
01.44.5504	SUPPLIES BOOKS	564.14	16,421.70	15,000.00	1,421.70-
01.44.5505	PROGRAMMING	312.17	2,686.55	2,000.00	686.55-
01.44.5506	SUPPLIES (NONPRINT)	143.28	2,426.73	2,000.00	426.73-
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	17,012.50	.00	17,012.50-
01.44.5603	CAPITAL OUTLAY EQUIPMENT	.00	.00	7,000.00	7,000.00
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
		=====	=====	=====	=====
	DIFFERENCE	13,773.52-	185,570.41-	205,800.00-	20,229.59-
		=====	=====	=====	=====
		=====	=====	=====	=====
	PROOF	13,773.52-	185,570.41-	205,800.00-	20,229.59-
		=====	=====	=====	=====

GENERAL LEDGER HISTORY REPORT
FROM 9/2022 TO 9/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 12/2021 TO 12/2021)			DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
01.44.5000		SALARIES-LIBRARY				90,548.47		
PR3664 9/06/22 12/21					PR DT: 9/03/22	4,190.10		
PR3668 9/19/22 12/21					PR DT: 9/17/22	4,228.45		
			BUDGET		106,000.00			
			ENCUMBERED		.00			
			AVAILABLE	7,032.98		8,418.55	.00	98,967.02
01.44.5001		FICA EXPENSE-LIBRARY				6,564.63		
PR3664 9/06/22 12/21					PR DT: 9/03/22	303.84		
PR3668 9/19/22 12/21					PR DT: 9/17/22	306.78		
			BUDGET		8,200.00			
			ENCUMBERED		.00			
			AVAILABLE	1,024.75		610.62	.00	7,175.25
01.44.5002		RETIREMENT-LIBRARY				7,719.92		
AP5467 9/21/22 12/21	152	AIG	159	6	LIBRARY RETIREM	167.40		
AP5467 9/21/22 12/21	3078	AMERITAS	86	2	45284 LIBRARY EMPLOYE	391.80		
AP5467 9/21/22 12/21	3789	NATIONAL LIFE	20	2	45346 LIBRARY DEPT RE	83.98		
			BUDGET		9,800.00			
			ENCUMBERED		.00			
			AVAILABLE	1,436.90		643.18	.00	8,363.10
01.44.5005		TRAINING & CONFERENCES				1,644.43		
AP5461 9/19/22 12/21	3026	NE LIBRARY ASS	29	1	60537113 LIB TRAINING/CO	95.00		
			BUDGET		1,600.00			
			ENCUMBERED		.00			
			AVAILABLE	139.43-		95.00	.00	1,739.43
01.44.5008		EMP HEALTH INS LIBRARY				16,674.30		
AP5467 9/21/22 12/21	2663	BLUE CROSS BLU	28	6	45292 LIBRARY CITY CO	1,556.10		
			BUDGET		19,500.00			
			ENCUMBERED		.00			
			AVAILABLE	1,269.60		1,556.10	.00	18,230.40
01.44.5102		CLEANING SUPPLIES				622.55		
AP5463 9/19/22 12/21	2989	AMAZON.COM	516	1	60537130 LIB CLEANING SU	63.00		
			BUDGET		1,000.00			
			ENCUMBERED		.00			
			AVAILABLE	314.45		63.00	.00	685.55
01.44.5112		GRANT EXPENSE				28,887.18		
AP5467 9/21/22 12/21	3272	GUMDROP BOOKS	2	1	45326 LIB GRANT EXPEN	1,036.39		
			BUDGET		.00			
			ENCUMBERED		.00			
			AVAILABLE	29,923.57-		1,036.39	.00	29,923.57
01.44.5200		UTILITIES ELECTRIC				3,821.99		
AP5467 9/21/22 12/21	1408	NEBRASKA PUBLI	161	18	45353 1043 G STREET L	394.91		
			BUDGET		5,500.00			
			ENCUMBERED		.00			
			AVAILABLE	1,283.10		394.91	.00	4,216.90
01.44.5201		UTILITIES GAS				2,490.25		
AP5467 9/21/22 12/21	208	BLACK HILLS EN	220	9	45291 LIBRARY 7729-94	35.02		

GENERAL LEDGER HISTORY REPORT
FROM 9/2022 TO 9/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 12/2021 TO 12/2021)			DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
01.44.5201		UTILITIES GAS				2,490.25		
			BUDGET	2,000.00				
			ENCUMBERED	.00				
			AVAILABLE	525.27-		35.02	.00	2,525.27
01.44.5202		UTILITIES PHONE				1,405.66		
AP5467 9/21/22 12/21	2380	WINDSTREAM 190	8	45372	LIBRARY PHONE	129.24		
			BUDGET	1,500.00				
			ENCUMBERED	.00				
			AVAILABLE	34.90-		129.24	.00	1,534.90
01.44.5203		UTILITIES GARBAGE				256.00		
AP5467 9/21/22 12/21	280	BURTON ENTERPR 324	3	45293	LIBRARY GARBAGE	20.50		
			BUDGET	300.00				
			ENCUMBERED	.00				
			AVAILABLE	23.50		20.50	.00	276.50
01.44.5205		UTILITIES INTERNET				673.61		
AP5467 9/21/22 12/21	761	GENEVA BROADBA 275	4	45313	LIRBARY INTERNE	59.95		
			BUDGET	700.00				
			ENCUMBERED	.00				
			AVAILABLE	33.56-		59.95	.00	733.56
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR				493.62		
AP5463 9/19/22 12/21	2989	AMAZON.COM 516	2	60537130	LIB BLDG MAINT	77.25		
AP5467 9/21/22 12/21	705	GENEVA HOME CE 474	23	45320	LIB BLDG MAINT	6.18		
AP5467 9/21/22 12/21	705	GENEVA HOME CE 474	30	45320	LIB BLDG MAINT	3.79		
AP5467 9/21/22 12/21	705	GENEVA HOME CE 474	32	45320	LIB BLDG MAINT	4.79		
AP5467 9/21/22 12/21	705	GENEVA HOME CE 474	37	45320	LIB BLDG MAINT	4.79		
			BUDGET	20,000.00				
			ENCUMBERED	.00				
			AVAILABLE	19,409.58		96.80	.00	590.42
01.44.5232		COMPUTER MAINT AGREEMENT				3,236.73		
AP5463 9/19/22 12/21	2989	AMAZON.COM 516	3	60537130	LIB COMPUTERS	59.37		
			BUDGET	3,000.00				
			ENCUMBERED	.00				
			AVAILABLE	296.10-		59.37	.00	3,296.10
01.44.5501		OFFICE SUPPLIES				3,158.93		
AP5463 9/19/22 12/21	2989	AMAZON.COM 516	4	60537130	LIB OFFICE SUPP	14.01		
AP5467 9/21/22 12/21	501	EAKES OFFICE P 139	1	45305	LIB OFFICE SUPP	252.88		
			BUDGET	3,000.00				
			ENCUMBERED	.00				
			AVAILABLE	425.82-		266.89	.00	3,425.82
01.44.5504		SUPPLIES BOOKS				15,857.56		
AP5463 9/19/22 12/21	2989	AMAZON.COM 516	5	60537130	LIB PRINTED MAT	145.70		
AP5463 9/19/22 12/21	3748	BAKER AND TAYL 42	1	60537131	LIB PRINTED MAT	418.44		

GENERAL LEDGER HISTORY REPORT
FROM 9/2022 TO 9/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 12/2021 TO 12/2021)			DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME	INVOICE NO	CHECK NO	REFERENCE				ENDING BAL	
01.44.5504		SUPPLIES BOOKS				15,857.56		
			BUDGET	15,000.00				
			ENCUMBERED	.00	-----			
			AVAILABLE	1,421.70-		564.14	.00	16,421.70
01.44.5505		PROGRAMMING				2,374.38		
AP5463 9/19/22 12/21	2989	AMAZON.COM 516	6 60537130	LIB PROGRAMMING		84.35		
AP5467 9/21/22 12/21	755	GENEVA SUPER F 363	20 45323	LIB PROGRAMMING		168.94		
AP5467 9/21/22 12/21	755	GENEVA SUPER F 363	21 45323	LIB PROGRAMMING		20.34		
AP5467 9/21/22 12/21	755	GENEVA SUPER F 363	22 45323	LIB PROGRAMMING		25.59		
AP5476 9/30/22 12/21	3855	OGDEN PUBLICAT 3	1 60537146	LIB PRINTED MAT		12.95		
			BUDGET	2,000.00				
			ENCUMBERED	.00	-----			
			AVAILABLE	686.55-		312.17	.00	2,686.55
01.44.5506		SUPPLIES (NONPRINT)				2,283.45		
AP5463 9/19/22 12/21	2989	AMAZON.COM 516	7 60537130	LIB NONPRINT MA		136.79		
AP5467 9/21/22 12/21	705	GENEVA HOME CE 474	38 45320	LIB NONPRINT SU		6.49		
			BUDGET	2,000.00				
			ENCUMBERED	.00	-----			
			AVAILABLE	426.73-		143.28	.00	2,426.73
REPORT TOTALS					=====			
TOTAL DEBITS / CREDITS						14,505.11	.00	

**Geneva Public Library
October 2022 Revenue/Expense Report**

Revenue from August 31, 2022 through October 18, 2022*	Subtotal	Total
Faxing fees	\$6.00	
Laminating fees	\$1.90	
3D printing fees and donations	\$0.00	
Vinyl cutter printing fees and donations	\$17.50	
Laser cutter fees and donations	\$13.00	
ILL fees, Replacement costs, etc.	\$83.50	
New Nonresident fee	\$0.00	
Renewal Nonresident fee	\$40.00	
Renewal Township fee	\$0.00	
General donations	\$222.89	
Meeting Room donations	\$335.00	
Garage Sale donations	\$20.00	
Book Sale donations	\$38.90	
ThriftBooks income	\$0.00	
Grant revenue	\$0.00	
Memorial revenue	\$0.00	
Total income		\$778.69

* The September 2022 report identified revenue being from 8/16/2022 through 9/15/2022, when it should have been from 8/16/2022 through 8/30/2022.

Expenses	Subtotal	Total
Invoices to pay		
Biblionix (inv 8417)	\$1,951.00	
Black Hills Energy (September invoice)	\$35.02	
Brodart (inv 611085)	\$132.28	
Eakes (copier lease)	\$1,559.01	
Glenwood (October invoice)	\$59.95	
Kinetic (September invoice)	\$127.41	
NLC-OverDrive (inv 31478)	\$500.00	
Noel Lawn Service (application #4)	\$107.40	
NPPD (credit for lighting efficiency rebate)	\$888.00	
NPPD (October invoice)	\$245.89	
Penworthy (inv 0584634)	\$274.32	
Reinsch Pumpkin Patch (TAG activity)	\$48.00	
Sarah Johnson (reimburse for TAG games)	\$49.98	
Super Foods (9/12/2022 TAG snacks)	\$20.83	
TKE (inv 1000464185)	\$1,023.12	
Total invoiced expenses		\$7,022.21

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**Geneva Public Library
October 2022 Revenue/Expense Report**

Expenses	Subtotal	Total
Heartland Bank Credit Card		
2022-09-13 MotherEarthNews magazine subscription	\$12.95	
2022-09-20 USPS	\$11.85	
2022-09-21 USPS	\$11.85	
2022-09-24 USPS	\$3.95	
2022-09-26 Quill (Pumpkin Painting, paid by Parks & Rec)	\$23.17	
2022-09-27 USPS	\$3.32	
2022-10-03 USPS	\$17.23	
2022-10-04 Walmart (nonprint materials)	\$47.03	
2022-10-07 Fairfield (conference hotel)	\$167.21	
2022-10-11 USPS	\$11.85	
2022-10-12 Baker & Taylor (nonprint materials)	\$22.16	
2022-10-12 Baker & Taylor (print materials)	\$1,309.96	
2022-10-12 Nebraskaland magazine subscription	\$18.00	
2022-10-15 USPS	\$10.59	
2022-10-17 Amazon	\$550.79	
Total credit card expenses		\$2,221.91
Dollar General Credit Card		
2022-09-18 cleaning & paper supplies	\$75.35	
2022-10-04 paper towels	\$21.90	
2022-10-11 cleaning & paper supplies	\$35.25	
Total charged expenses		\$132.50

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
September 16, 2022 through October 15, 2022

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period*
Unassigned					
Adult Fiction	41	1	6,582	27.48%	327
Adult Nonfiction	7		2,236	9.34%	47
Christian Fiction	8	3	1,387	5.79%	107
Biography	3		447	1.87%	12
Audiobooks	1		820	3.42%	4
DVD	7	1	4,005	16.72%	401
Serial Publication	27		319	1.33%	18
Music (CD)			25	0.10%	
YA Fiction	2		611	2.55%	15
YA Nonfiction			9	0.04%	
YA Graphic Novels			19	0.08%	
YA Audiobooks			9	0.04%	
Juv Fiction	23		2,104	8.78%	50
Juv Nonfiction	2		1,259	5.26%	17
Juv Biography	1		148	0.62%	1
Juv Graphic Novel	3		175	0.73%	24
Juv Audiobooks			35	0.15%	2
First Readers	8		386	1.61%	53
Easy	9		1,973	8.24%	107
Board Books	4		127	0.53%	29
Cake Pans			92	0.38%	
Rotating Collection			4	0.02%	37
Games (used to be Puzzles)			74	0.31%	321
Kits			21	0.09%	
Yearbooks	1		115	0.48%	
Genealogy			878	3.67%	6
Keys/Equipment			22	0.09%	28
Use Records			29	0.12%	1,639
Library of Things	6		40	0.17%	18
Total	153	5	23,951	100%	3,263
<i>compared to last month</i>	<i>38%</i>	<i>-77%</i>	<i>1%</i>		<i>10%</i>
<i>compared to last year</i>	<i>5%</i>	<i>-79%</i>	<i>3%</i>		<i>98%</i>

* Circulation statistics include renewals but NOT auto-renewals.

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Geneva Public Library
September 16, 2022 through October 15, 2022

OverDrive Holdings & Circulation Report

Material Type	Total # of Titles	% of Titles	Checkouts this Period
ebooks	37,340	59%	329
audiobooks	22,160	35%	322
magazines	4,197	7%	5
Total	63,697	100%	656

ebook checkouts compared to last month **18%**
audiobook checkouts compared to last month **16%**
magazine checkouts compared to last month **0%**

ebook checkouts compared to last year **34%**
audiobook checkouts compared to last year **28%**
magazine checkouts compared to last year **-62%**

**Geneva Public Library
Librarian's Report
October 2022**

Library Status

	AVERAGE Daily Door Count	AVERAGE Daily Computer Users	AVERAGE Daily Patron Calls	TOTAL Monthly Indoor Book Drop Use	TOTAL Monthly Alley Book Drop Use
November 2021	42	10	5	205	n/a
December 2021	41	11	6	239	n/a
January 2022	35	7	5	254	n/a
February 2022	36	9	5	266	n/a
March 2022	40	10	4	284	n/a
April 2022	45	10	4	183	58*
May 2022	46	13	4	133	152
June 2022	64	16	5	162	238
July 2022	62	17	6	144	172
August 2022	52	15	4	235	163
September 2022	50	13	5	186	121
Oct to date	48	14	4	112	77

* Alley book drop in use only the last two weeks of the month.

Programming

The joint Pumpkin Painting event with Parks & Rec on October 5 was a success with 186 pumpkins painted. We are estimating around 250 people total in attendance. Since the event was held during the Nebraska Library Association conference, none of the library staff were able to help during the pumpkin event; but library staff did put together all the supplies and deliver them to the old fire barn before the event, and then picked up and cleaned all the supplies after the event.

The October 17 TAG event featured steampunk pumpkin decorating and making nachos. There were 13 teens in attendance.

LEGO® Night this month will be on October 27.

The Creation Station was successful overall. On September 15, five students made basketball catapults. On September 22, eight students made brush bots. On September 29, seven students made light-up ghosts. All projects involved circuits connecting batteries and LED bulbs at the very least. Not all the same students showed up at each activity.

Equipment Use:

	Laser Cutter	Vinyl Cutter
July 19-31, 2022	17	11
August 2022	13	19
September 2022	9	10
Oct to date	4	1

Newspaper Database Statistics

Date	Total Users	New Users	Number of Sessions	Number of Page Views	Average Session Duration
Oct 2021	271	250	416	8,842	20 minutes
Nov 2021	137	111	270	9,414	34 minutes
Dec 2021	73	55	141	4,287	31 minutes
Jan 2022	110	89	234	7,959	32 minutes
Feb 2022	85	67	206	5,548	37 minutes
Mar 2022	458	438	654	8,508	15 minutes
Apr 2022	84	66	196	6,062	31 minutes
May 2022	76	57	180	5,068	34 minutes
Jun 2022	74	60	174	4,180	29 minutes
Jul 2022	31	19	47	2,439	47 minutes
Aug 2022	83	61	205	7,929	43 minutes
Sep 2022	80	57	161	5,334	32 minutes

Building & Grounds

The Secret Garden's fall clean-up event was Saturday, October 25.

We have reached out to Udell Construction, 34 Electric, and Geneva Welding for minor improvement projects we've been waiting to tackle until the new fiscal year.

Miscellaneous

There were a total of \$276.00 in overdue fines waived between March 1 and September 26, 2022.

Respectfully submitted,
Sarah Johnson