



Board of Trustees
Meeting Agenda
Tuesday, January 31, 2023

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.
4. Disposition of minutes.
 - a. November 29, 2022 regular meeting.
5. Financial report and action on bills.
 - a. December 2022 City budget report.
 - b. December 2022 Library revenue and expense report.
 - c. January 2023 Library revenue and expense report.
6. Librarian's report.
 - a. Circulation and holdings report.
 - b. Narrative report.
7. Unfinished business; new business; or public presentation to, or discussion with, the Board.
 - a. Appointment of Board officers for the 2023 calendar year.
 - b. Consideration of the Meeting Room Reservation and Use Policy.
 - c. Consideration of the FY2021-2022 Annual Report.
8. Adjournment.

The next regular meeting will be February 28, 2023.

Geneva Public Library
Board of Trustees Meeting
Tuesday, November 29, 2022

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

The meeting was called to order by Brandon Thompson, President, at 5:33 p.m. Trustees in attendance were Karen Schotsch, Secretary, and Liz Kaye-Skinner, Vice President. Absent were Sally Miller, Foundation Liaison, and Mary Stofer. Also present was Sarah Johnson, Library Director.

The minutes from the October 25, 2022 meeting were emailed to the Board members to read before the meeting. Kaye-Skinner made a motion to accept the minutes and Schotsch seconded. The motion passed unanimously.

The bills to be paid were presented. Schotsch made a motion to pay the bills as presented and Kaye-Skinner seconded. The motion passed unanimously.

Johnson reviewed the Librarian's Report. She reported that Biblionix, the Apollo integrated library software company, now offers FlexShare, allowing patrons in check out from multiple libraries with just one library card. This could replace the Nebraska Library Commission's NebrasKard program currently. The Board was in support of adding the FlexShare module to the current Apollo software.

There was some discussion on the City Council's potential decision to dis-allow electronic payments and the problems could cause in the day-to-day running of the library. Since the library budget is approved for the entire year by the City Council, the Board would recommend continuing to allow Johnson to pay bills using electronic payments to not disrupt deliveries and delay orders and payments.

The meeting was adjourned at 6:27 p.m. after a motion was made by Kaye-Skinner and seconded by Schotsch. The motion passed unanimously.

Karen Schotsch, Secretary

REVENUE & EXPENSE REPORT
CALENDAR 12/2022, FISCAL 3/2022

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BALANCE	BALANCE	BUDGET	DIFFERENCE
LIBRARY DEPARTMENT					
01.44.4000	PROPERTY TAX	.00	.00	.00	.00
01.44.4102	GRANT	.00	.00	10,000.00	10,000.00
01.44.4103	LIBRARY MEMORIAL REVENUE	200.00	200.00	500.00	300.00
01.44.4206	STATE AID	.00	.00	1,200.00	1,200.00
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	566.94	728.27	3,000.00	2,271.73
01.44.4450	DONATIONS	764.81	1,086.61	3,000.00	1,913.39
01.44.4550	MISCELLANEOUS	106.87	106.87	.00	106.87-
01.44.4650	SECRET GARDENER REFUND	.00	1,266.00	2,500.00	1,234.00
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	1,638.62	3,387.75	20,200.00	16,812.25
		=====	=====	=====	=====
	LIBRARY TOTAL	1,638.62	3,387.75	20,200.00	16,812.25
01.44.5000	SALARIES-LIBRARY	10,679.00	33,236.11	108,250.00	75,013.89
01.44.5001	FICA EXPENSE-LIBRARY	783.53	2,442.32	8,300.00	5,857.68
01.44.5002	RETIREMENT-LIBRARY	673.72	2,330.62	10,620.00	8,289.38
01.44.5005	TRAINING & CONFERENCES	.00	490.25	1,800.00	1,309.75
01.44.5008	EMP HEALTH INS LIBRARY	1,556.10	4,668.30	21,500.00	16,831.70
01.44.5101	OTHER LABOR	.00	.00	200.00	200.00
01.44.5102	CLEANING SUPPLIES	.00	189.91	1,000.00	810.09
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	.00	.00	10,000.00	10,000.00
01.44.5120	PUBLISHING	.00	.00	200.00	200.00
01.44.5200	UTILITIES ELECTRIC	.00	.00	5,500.00	5,500.00
01.44.5201	UTILITIES GAS	469.35	628.50	2,500.00	1,871.50
01.44.5202	UTILITIES PHONE	125.79	380.30	1,500.00	1,119.70
01.44.5203	UTILITIES GARBAGE	20.50	61.50	300.00	238.50
01.44.5205	UTILITIES INTERNET	59.95	191.69	800.00	608.31
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	187.77	264.65	20,000.00	19,735.35
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	.00	2,209.56	2,000.00	209.56-
01.44.5232	COMPUTER MAINT AGREEMENT	.00	4,306.07	3,500.00	806.07-
01.44.5242	SECRET GARDEN	107.40	297.00	2,000.00	1,703.00
01.44.5250	MISCELLANEOUS	.00	.00	1,000.00	1,000.00
01.44.5251	MEMORIAL DONATIONS	.00	.00	600.00	600.00
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	.00	163.26	2,000.00	1,836.74
01.44.5501	OFFICE SUPPLIES	115.69	1,838.68	4,000.00	2,161.32
01.44.5504	SUPPLIES BOOKS	2,350.14	5,723.92	16,000.00	10,276.08
01.44.5505	PROGRAMMING	705.75	1,050.18	2,500.00	1,449.82
01.44.5506	SUPPLIES (NONPRINT)	35.13	320.76	2,500.00	2,179.24
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	.00	.00
01.44.5603	CAPITAL OUTLAY EQUIPMENT	.00	.00	7,000.00	7,000.00

REVENUE & EXPENSE REPORT
CALENDAR 12/2022, FISCAL 3/2022

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BALANCE	BALANCE	BUDGET	DIFFERENCE
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
	TOTAL EXPENSES	17,869.82	60,793.58	235,570.00	174,776.42
	LIBRARY TOTAL	17,869.82	60,793.58	235,570.00	174,776.42
	GENERAL FUND TOTAL	16,231.20-	57,405.83-	215,370.00-	157,964.17-
	Report Total	16,231.20-	57,405.83-	215,370.00-	157,964.17-

GENERAL LEDGER HISTORY REPORT
FROM 12/2022 TO 12/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	3/2022 TO	3/2022)				NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
01.44.4000			PROPERTY TAX					.00	
01.44.4102			GRANT					.00	
01.44.4103			LIBRARY MEMORIAL REVENUE					.00	
RM9568	12/29/22	3/22	LIB MEMORIAL			MEMORIAL REVENU		200.00	

							.00	200.00	200.00
01.44.4206			STATE AID					.00	
01.44.4313			IN-LIEU-OF-TAX					.00	
01.44.4317			5% GROSS TAX					.00	
01.44.4400			FEEES					161.33	
RM9537	12/01/22	3/22	LIBRARY FEES			FAXING FEES		10.00	
RM9537	12/01/22	3/22	LIBRARY FEES			3D PRINTING FEE		2.00	
RM9537	12/01/22	3/22	LIBRARY FEES			VINYL CUTTER FE		20.25	
RM9537	12/01/22	3/22	LIBRARY FEES			LASER CUTTER FE		3.00	
RM9537	12/01/22	3/22	LIBRARY FEES			ILL FEES, REPLA		52.47	
RM9556	12/16/22	3/22	LIBRARY FEES			FAXING FEES		2.00	
RM9556	12/16/22	3/22	LIBRARY FEES			VINYL CUTTER FE		18.75	
RM9556	12/16/22	3/22	LIBRARY FEES			LASER CUTTER FE		26.00	
RM9556	12/16/22	3/22	LIBRARY FEES			ILL FEES REPLAC		34.91	
RM9556	12/16/22	3/22	LIBRARY FEES			NEW NONRESIDENT		20.00	
RM9556	12/16/22	3/22	LIBRARY FEES			RENEWAL NONRSID		20.00	
RM9568	12/29/22	3/22	LIBRARY FEES			FAXING FEES		1.00	
RM9568	12/29/22	3/22	LIBRARY FEES			VINYL CUTTER FE		20.60	
RM9568	12/29/22	3/22	LIBRARY FEES			LASER CUTTER FE		12.00	
RM9568	12/29/22	3/22	LIBRARY FEES			ILL FEES, REPLA		23.96	
RM9568	12/29/22	3/22	LIBRARY FEES			RENEWL TOWNSHIP		300.00	

							.00	566.94	728.27
01.44.4450			DONATIONS					321.80	
RM9537	12/01/22	3/22	LIBR DONATIONS			GENERAL DONATIO		98.11	
RM9537	12/01/22	3/22	LIBR DONATIONS			MEETING ROOM DO		280.00	
RM9537	12/01/22	3/22	LIBR DONATIONS			BOOK SALE DONAT		5.00	
RM9537	12/01/22	3/22	LIBR DONATIONS			GARAGE SALE DON		6.00	
RM9556	12/16/22	3/22	LIBR DONATIONS			GENERAL DONATIO		146.89	
RM9556	12/16/22	3/22	LIBR DONATIONS			BOOK SALE DONAT		9.24	
RM9568	12/29/22	3/22	LIBR DONATIONS			GENERAL DONATIO		219.57	

							.00	764.81	1,086.61
01.44.4550			MISCELLANEOUS					.00	
RM9547	12/10/22	3/22	LIBRARY MISC			HP.COM		106.87	

							.00	106.87	106.87
01.44.4650			SECRET GARDENER REFUND					1,266.00	
01.44.4800			TRANSFER IN					.00	

GENERAL LEDGER HISTORY REPORT
FROM 12/2022 TO 12/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	3/2022 TO	3/2022)			NET CHANGE	
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
01.44.4900			BEGINNING CASH BAL-EST.					.00	
REPORT TOTALS							=====	=====	
			TOTAL DEBITS / CREDITS				.00	1,638.62	

GENERAL LEDGER HISTORY REPORT
FROM 12/2022 TO 12/2022

ACCOUNT NUMBER	JOURNAL DATE	PERIOD	JOB/PO ACCT NO	ACCOUNT TITLE NAME	(FISCAL INVOICE NO	3/2022 TO CHECK NO	3/2022) REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
01.44.5000				SALARIES-LIBRARY				22,557.11		
PR3696	12/06/22	3/22					PR DT: 12/06/22	1,894.97		
PR3700	12/13/22	3/22					PR DT: 12/10/22	4,591.59		
PR3707	12/27/22	3/22					PR DT: 12/24/22	4,192.44		

								10,679.00	.00	33,236.11
01.44.5001				FICA EXPENSE-LIBRARY				1,658.79		
PR3696	12/06/22	3/22					PR DT: 12/06/22	144.97		
PR3700	12/13/22	3/22					PR DT: 12/10/22	334.54		
PR3707	12/27/22	3/22					PR DT: 12/24/22	304.02		

								783.53	.00	2,442.32
01.44.5002				RETIREMENT-LIBRARY				1,656.90		
AP5554	12/21/22	3/22	152	AIG	162	5	LIBRARY EMPLOYE	173.45		
AP5554	12/21/22	3/22	3078	AMERITAS	90	1	45625 LIBRARY EMPLOYE	415.41		
AP5554	12/21/22	3/22	3789	NATIONAL LIFE	24	2	45700 LIBRARY EMPLOYE	84.86		

								673.72	.00	2,330.62
01.44.5005				TRAINING & CONFERENCES				490.25		
01.44.5008				EMP HEALTH INS LIBRARY				3,112.20		
AP5554	12/21/22	3/22	2663	BLUE CROSS BLU	32	6	45637 CITY CONTRIB-LI	1,556.10		

								1,556.10	.00	4,668.30
01.44.5101				OTHER LABOR				.00		
01.44.5102				CLEANING SUPPLIES				189.91		
01.44.5103				CLEANING CONTRACT				.00		
01.44.5112				GRANT EXPENSE				.00		
01.44.5120				PUBLISHING				.00		
01.44.5200				UTILITIES ELECTRIC				.00		
01.44.5201				UTILITIES GAS				159.15		
AP5554	12/21/22	3/22	208	BLACK HILLS EN	223	10	45636 LIBRARY 7729-94	96.79		
AP5554	12/21/22	3/22	321	CONSTELLATION	142	9	45647 LIBRARY RG-2477	372.56		

								469.35	.00	628.50
01.44.5202				UTILITIES PHONE				254.51		
AP5554	12/21/22	3/22	2380	WINDSTREAM	193	8	45746 LIBRARY	125.79		

								125.79	.00	380.30
01.44.5203				UTILITIES GARBAGE				41.00		
AP5554	12/21/22	3/22	280	BURTON ENTERPR	330	3	45639 LIBRARY	20.50		

GENERAL LEDGER HISTORY REPORT
FROM 12/2022 TO 12/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	3/2022 TO	3/2022)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
01.44.5203		UTILITIES GARBAGE					41.00		

							20.50	.00	61.50
01.44.5205		UTILITIES INTERNET					131.74		
AP5554	12/21/22	3/22	761 GENEVA BROADBA 278	4	45664	LIBRARY INTERNE	59.95		

							59.95	.00	191.69
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR					76.88		
AP5554	12/21/22	3/22	705 GENEVA HOME CE 476	4	45668	LIB BLDG MAINT	13.98		
AP5559	12/31/22	3/22	2989 AMAZON.COM 545	1	60537367	LIB ENTRY RUG	159.95		
AP5559	12/31/22	3/22	2309 WALMART 354	1	60537385	LIB BLDG SUPPLI	13.84		

							187.77	.00	264.65
01.44.5227		REPAIR-MAINT EQUIPMENT					.00		
01.44.5230		MAINT. AGREEMENT ELEV & SPRINK					2,209.56		
01.44.5232		COMPUTER MAINT AGREEMENT					4,306.07		
01.44.5242		SECRET GARDEN					189.60		
AP5554	12/21/22	3/22	1416 NOEL LAWN CARE 20	1	45709	LIB SECRET GARD	107.40		

							107.40	.00	297.00
01.44.5250		MISCELLANEOUS					.00		
01.44.5251		MEMORIAL DONATIONS					.00		
01.44.5253		REFUND					.00		
01.44.5500		SUPPLIES					163.26		
01.44.5501		OFFICE SUPPLIES					1,722.99		
AP5554	12/21/22	3/22	3999 A&D TECHNICAL 1	1	45619	LIB OFFICE SUPP	87.25		
AP5559	12/31/22	3/22	2989 AMAZON.COM 545	2	60537367	LIB CARDSTOCK	28.44		

							115.69	.00	1,838.68
01.44.5504		SUPPLIES BOOKS					3,373.78		
AP5554	12/21/22	3/22	348 CENTER POINT L 36	1	45643	LIB SUPPLIES BO	29.04		
AP5554	12/21/22	3/22	348 CENTER POINT L 36	2	45643	LIB SUPPLIES BO	52.44		
AP5554	12/21/22	3/22	1400 NEBRASKA SIGNA 386	1	45706	LIB PAPER RENEW	49.00		
AP5554	12/21/22	3/22	2978 ABDO-SPOTLIGHT 4	1	45620	LIB SUPPLIES BO	941.15		
AP5554	12/21/22	3/22	3272 GUMDROP BOOKS 3	1	45673	LIB SUPPLIES	24.95		
AP5559	12/31/22	3/22	2989 AMAZON.COM 545	3	60537367	LIB PRINT MATER	355.57		
AP5559	12/31/22	3/22	3748 BAKER AND TAYL 147	1	60537373	LIB PRINT MATER	897.99		

GENERAL LEDGER HISTORY REPORT
FROM 12/2022 TO 12/2022

ACCOUNT NUMBER	JOURNAL DATE	JOB/PO PERIOD	ACCOUNT ACCT NO	TITLE NAME	(FISCAL INVOICE NO	3/2022 TO CHECK NO	3/2022) REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
01.44.5504				SUPPLIES BOOKS				3,373.78		

								2,350.14	.00	5,723.92
01.44.5505				PROGRAMMING				344.43		
AP5535	12/19/22	3/22	3998	DOLLAR TREE	1	1	60537321 LIB PROGRAMMING	21.25		
AP5535	12/19/22	3/22	2309	WALMART	353	1	60537341 LIB PROGRAMMING	52.96		
AP5554	12/21/22	3/22	705	GENEVA HOME CE	476	2	45668 LIB PROGRAMMING	2.29		
AP5554	12/21/22	3/22	3507	US CUTTER	8	1	45740 LIB PROGRAMMING	178.73		
AP5554	12/21/22	3/22	3507	US CUTTER	8	2	45740 LIB PROGRAMMING	425.91		
AP5559	12/31/22	3/22	2989	AMAZON.COM	545	4	60537367 LIB PROGRAMMING	24.61		

								705.75	.00	1,050.18
01.44.5506				SUPPLIES (NONPRINT)				285.63		
AP5559	12/31/22	3/22	2989	AMAZON.COM	545	5	60537367 LIB NONPRINT MA	12.97		
AP5559	12/31/22	3/22	3748	BAKER AND TAYL	146	1	60537372 LIB NON PRINT M	22.16		

								35.13	.00	320.76
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								=====		
TOTAL DEBITS / CREDITS								17,869.82	.00	

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

Revenue from November 4, 2022 through December 28, 2022	Subtotal	Total
Faxing fees	\$13.00	
Laminating fees	\$0.00	
3D printing fees and donations	\$2.00	
Vinyl cutter printing fees and donations	\$59.60	
Laser cutter fees and donations	\$41.00	
ILL fees, Replacement costs, etc.	\$111.34	
New Nonresident fee	\$20.00	
Renewal Nonresident fee	\$20.00	
Renewal Township fee	\$300.00	
General donations	\$464.57	
Meeting Room donations	\$280.00	
Garage Sale donations	\$6.00	
Book Sale donations	\$14.24	
ThriftBooks income	\$0.00	
Grant revenue	\$0.00	
Memorial revenue	\$200.00	
	Total income	\$1,531.75

Expenses	Subtotal	Total
Invoices to pay		
A&D Technical Supply (Inv 341317)	\$87.25	
ABDO (Inv 252778)	\$941.15	
Black Hills Energy (November invoice)	\$159.23	
Center Point (Inv 1974079)	\$29.04	
Center Point (Inv 1976169)	\$52.44	
Eakes (Inv416028)	\$355.58	
Glenwood (December invoice)	\$59.95	
Gundrop (Inv PINV135797)	\$24.95	
Kinetic (November invoice)	\$125.79	
Noel Lawn Care (July 6 application #3)	\$107.40	
NPPD (December invoice), \$217.94 charge leaves a credit of \$251.19)		
The Nebraska Signal (2023 subscription)	\$49.00	
US Cutter (Inv 100233230)	\$425.91	
US Cutter (Inv 100248902)	\$178.73	
	Total invoiced expenses	\$2,596.42

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

Expenses	Subtotal	Total
Heartland Bank Credit Card		
2022-11-18 Neb State Fire Marshall	\$120.00	
2022-11-18 USPS	\$7.27	
2022-11-20 Walmart (nonprint, restock first aid kit)	\$48.51	
2022-11-22 USPS	\$3.95	
2022-11-23 Walmart (bingo game)	\$12.97	
2022-11-28 USPS	\$3.95	
2022-11-30 USPS	\$8.53	
2022-12-01 USPS	\$2.52	
2022-12-02 USPS	\$9.79	
2022-12-04 Dollar Tree (TAG game supplies)	\$21.25	
2022-12-04 Walmart (programming)	\$52.96	
2022-12-06 USPS	\$3.32	
2022-12-08 HP tax refund	-\$106.87	
2022-12-13 USPS (\$60 roll os stamps, \$3.95 ILL)	\$63.95	
2022-12-15 Amazon	\$581.54	
Total credit card expenses		\$833.64
Dollar General Credit Card		
2022-12-05 cleaning/paper supplies, bottled water	\$79.75	
2022-12-21 Lysol and air fresheners	\$12.75	
Total charged expenses		\$92.50

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
January 2023 Revenue/Expense Report**

Revenue from December 29, 2022 through January 16, 2023	Subtotal	Total
Faxing fees	\$2.00	
Laminating fees	\$0.00	
3D printing fees and donations	\$0.00	
Vinyl cutter printing fees and donations	\$7.20	
Laser cutter fees and donations	\$5.00	
ILL fees, Replacement costs, etc.	\$65.79	
New Nonresident fee	\$0.00	
Renewal Nonresident fee	\$20.00	
Renewal Township fee	\$150.00	
General donations	\$104.21	
Meeting Room donations	\$0.00	
Book Sale donations	\$4.15	
Grant revenue	\$0.00	
Memorial revenue	\$20.00	
Total income		\$378.35

Expenses	Subtotal	Total
Invoices to pay		
ABDO (Inv 253794)	\$92.85	
Black Hills Energy (December 2022 invoice)	\$156.34	
Brodart (Inv 615961)	\$162.87	
Brodart (Inv 616740)	\$61.48	
Center Point (Inv 1976425)	\$27.27	
Center Point (Inv 1983302)	\$106.28	
Center Point Large Print (Inv 1982779)	\$83.91	
Geneva Home Center (tape)	\$23.98	
Glenwood (January 2023 invoice, \$5 credit for digital billing)	\$54.95	
Kinetic (December 2022 invoice)	\$127.14	
NPPD (January invoice), \$213.76 charge leaves a credit of \$37.43)		
Rotary (1Q2023 dues)	\$142.00	
Sarah Johnson (reimbursement)	\$286.12	
Udell Construction (extending Genealogy shelving)	\$459.63	
Total invoiced expenses		\$1,784.82

Continued on reverse side.

**Geneva Public Library
January 2023 Revenue/Expense Report**

Expenses	Subtotal	Total
Heartland Bank VISA		
2022-12-27 Baker & Taylor print invoices	\$897.99	
2022-12-27 Baker & Taylor NONprint invoices	\$22.13	
2022-12-29 USPS	\$4.58	
2022-12-30 Walmart (coat hook for restroom)	\$13.84	
2023-01-04 USPS	\$5.21	
2023-01-09 USPS	\$19.12	
2023-01-18 Amazon	\$412.50	
Total credit card expenses		\$1,375.37
Dollar General Charge Account		
2022-01-13 cleaning and paper supplies	\$38.40	
Total charged expenses		\$38.40

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, 2022 through January 15, 2023

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total Holdings	% of Holdings	Checkouts this Period*
Unassigned					
Adult Fiction	27	3	6,658	30.28%	344
Adult Nonfiction	4	822	1,218	5.54%	32
Christian Fiction	6	134	1,272	5.78%	95
Biography	3		460	2.09%	12
Audiobooks			820	3.73%	8
DVD	16		4,045	18.39%	576
Serial Publication	16	26	138	0.63%	21
Music (CD)			25	0.11%	
YA Fiction	4	146	479	2.18%	28
YA Nonfiction			8	0.04%	
YA Graphic Novels			19	0.09%	
YA Audiobooks			9	0.04%	
Juv Fiction	7	525	1,600	7.28%	58
Juv Nonfiction	1	1	1,307	5.94%	19
Juv Biography	2		151	0.69%	8
Juv Graphic Novel	3		184	0.84%	25
Juv Audiobooks			35	0.16%	
First Readers	13		402	1.83%	45
Easy	8	245	1,748	7.95%	50
Board Books			135	0.61%	33
Cake Pans			92	0.42%	
Rotating Collection			3	0.01%	28
Games	1		77	0.35%	19
Kits	1		22	0.10%	
Yearbooks			115	0.52%	
Genealogy		1	877	3.99%	
Keys/Equipment	1		23	0.10%	15
Use Records			29	0.13%	1,194
Library of Things			40	0.18%	
Total	113	1,903	21,991	100%	2,610
<i>compared to last month</i>	<i>-12%</i>	<i>649%</i>	<i>-9%</i>		<i>-16%</i>
<i>compared to last year</i>	<i>23%</i>	<i>3125%</i>	<i>-6%</i>		<i>73%</i>

* Circulation statistics include renewals but NOT auto-renewals.

Continued on reverse side.

Geneva Public Library
December 16, 2022 through January 15, 2023

OverDrive Holdings & Circulation Report

Material Type	Total # of Titles	% of Titles	Checkouts this Period
ebooks	37,937	58%	285
audiobooks	22,626	35%	244
magazines	4,354	7%	15
Total	64,917	100%	544

ebook checkouts compared to last month **6%**
audiobook checkouts compared to last month **-13%**
magazine checkouts compared to last month **50%**

ebook checkouts compared to last year **5%**
audiobook checkouts compared to last year **33%**
magazine checkouts compared to last year **-6%**

**Geneva Public Library
Librarian's Report
January 2023**

Library Status

	TOTAL Door Count	TOTAL Computer Users	TOTAL Patron Calls/Text	TOTAL Indoor Book Drop Use	TOTAL Alley Book Drop Use
January 2022	812	168	109	254	n/a
February 2022	832	202	113	266	n/a
March 2022	1,209	290	111	284	n/a
April 2022	996	245	93	183	58*
May 2022	1,099	320	88	133	152
June 2022	1,850	461	133	162	238
July 2022	1,422	390	137	144	172
August 2022	1,573	462	136	235	163
September 2022	1,141	318	105	186	121
October 2022	1,173	334	95	206	142
November 2022	1,487	318	123	202	215
December 2022	932	214	97	106	177
Jan 2023 to date	532	87	60	105	85

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

Programming

There has not been any new training sessions but we have had people in using the equipment.

LEGO® Night is always held the fourth Thursday of the month. January's event will be the 26th, from 6 p.m. to 8 p.m.

Teen Activities Group (T.A.G.) is held the second Monday of the month. The last event was held Monday, January 9. We had six kids attend, and they enjoyed a Saran wrap game, a combination bingo and white elephant game, some JackBox games on Steam, and snacked on meats, cheeses, and crackers.

(circs+in lib)	Laser Cutter	Vinyl Cutter
July 19-31, 2022	17	12
August 2022	11	19
September 2022	10	10
October 2022	6	6
November 2022	5	7
December 2022	31	13
Jan 2023 to date	3	4

We are working on scheduling several programs throughout the rest of the spring, for both kids and adults.

Newspaper Database Statistics

Date	Total Users	New Users	Number of Sessions	Number of Page Views	Average Session Duration
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
Oct 2022	76	58	137	3,217	32 minutes
Nov 2022	83	60	169	7,560	26 minutes
Dec 2022	87	71	191	6,714	30 minutes

Respectfully submitted,
Sarah Johnson

Geneva Public Library Meeting Room Reservation and Use Policy

Geneva Public Library, in response to the needs of community residents, provides meeting areas in the library for public use on a request basis. The ultimate goal of providing for public meeting space within the library is to recognize the available library materials, resources, and services within the library and to promote awareness in the community that the library is an active informational and educational service of the local government.

Meeting Rooms

There are no fees for the use of library meeting rooms, but donations are encouraged.

The meeting rooms within the library building are available for use by individuals, local government, non-profit groups, civic groups, and/or businesses for informational, educational, charitable, or cultural meetings and programs when not needed for library purposes. Meeting rooms are open to all groups in the community regardless of the beliefs and affiliations of their members.

Individuals/groups authorized to use library meeting rooms must not discriminate against persons in regard to race, age, color, national origin, gender, religious or sexual preference, or physical abilities; and are responsible for meeting all Americans with Disabilities Act requirements.

All meetings or programs must be open to the public. No meetings or programs may be restricted through tuition or admission fees without prior consent from the Library Director, Board of Trustees, or City Administrator.

Use of the library meeting rooms does not imply that the Geneva Public Library, the Board of Trustees or the City of Geneva endorses the viewpoints presented.

Groups must not exceed the legal posted capacity of the meeting room as determined by the Nebraska State Fire Marshall. Maximum occupancy for the Large Meeting Room is 166 persons. Maximum occupancy for the Small Meeting Room is 40 persons. Maximum occupancy for the Library Board Room is 12 persons.

Events or meetings may not be publicized in a manner which suggests library sponsorship or affiliation without permission from the Library Director.

Library programming is an important aspect of the library's service to the community; therefore, library needs will take precedence over public use of the meeting areas. The library reserves the right to cancel reservations for meeting rooms if the space is needed for library activities, with at least two weeks' notice, **if at all possible**.

There will be no solicitation or proselytizing outside of library meeting rooms or the library building.

Political campaigning on library property will not be allowed, though meeting rooms may be used for general political purposes including information sharing, organizational meetings, or community forums.

No meeting which interferes with the operations and purpose of the library is allowed.

Youth, either organized groups or individuals, may only use meeting rooms if accompanied by a responsible adult over the age of 18.

All children under the age of 8 must be accompanied by a responsible adult over the age of 18 to a program or meeting, and must remain with the adult at all times. The library is not responsible for unattended children.

All individuals/groups agree to abide by the regulations of the library and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

Reservations

Reservations may be made up to 12 months in advance of the scheduled event. Library entities, and city or county governments are exempt from this restriction. If space is available, reservations may be made up to 24 hours before the scheduled event.

Local groups wishing to reserve library meeting rooms must first designate at least one person as their representative and only he/she may request meeting space for that organization. All contact between the library and the group will be conducted through this representative. The representative is responsible for seeing that restitution is made in the case of damage to the facility.

If an individual or group representative wishing to reserve library meeting rooms holds a current Geneva Public Library card, the patron's account must be in good standing.

Library staff should be notified of cancellations at least 24 hours before the scheduled meeting. Failure to abide by this rule may result in forfeiture of future use.

Reservations are taken on a first-come, first-served basis.

Approval to use library meeting rooms is not transferable to another individual or group.

Appropriate Room Use

No illegal activities may be conducted on library property.

No hazardous materials or weapons may be brought onto library property.

Open flames or candles are not allowed on library property.

Smoking or any use of tobacco is not allowed anywhere inside the library building.

Wireless internet is generally available for use by the public.

All users of the meeting rooms must conduct themselves in an orderly manner and observe the Library Behavior Policy.

Individuals/groups using the Large or Small Meeting Rooms outside of regular library business hours are responsible for opening, closing, and locking the library building; as well as turning off the lights. Keys may be checked out up to 24 hours in advance of the scheduled event only by an authorized contact person during regular library hours and must be returned in person or in the book drop within 24 hours of the meeting's conclusion. Any group responsible for losing a library key will be charged the entire cost for re-keying the entire library. This may be several hundred dollars.

The Library Board Room is only available during regular library business hours.

Groups must vacate the meeting rooms by the originally scheduled time to allow for use by other groups.

Individuals/groups are required to clean up after their events and to leave the room in the condition in which it was found, or better. Tables, chairs, and countertops should be wiped clean and the floor should be vacuumed. A vacuum and basic cleaning supplies are provided but if further cleaning is required, the individuals/groups using the meeting rooms will be charged for professional cleaning expenses.

Trash should be collected in the provided trash cans within trash liners. After the use of the facility, individuals/groups are required to remove their trash from the meeting room and take it to the trash collection bin in the alley. Trash is not to be left in the meeting room.

Library staff are not responsible for arranging room furniture before or after an event and the individual/group using the facility is responsible for returning the room to its previous condition, including the previous arrangement of room furniture.

Library staff are not available to assist in carrying in supplies or materials for meetings, although a wheeled cart may be available to borrow.

Nothing may be affixed or mounted in any way to the ceiling, walls, or furniture of any room.

An ~~overhead projector~~ audio/video projection system is available in the Large Meeting Room, with a remote that may be checked out up to 24 hours in advance of the scheduled event only by the authorized contact person during regular library hours and must be returned in person

~~or in the book drop within 24 hours of the event's conclusion.~~ and a wall-mounted tv and speaker system is available in the Small Meeting Room. Any group responsible for losing the overhead projector remote will be charged replacement costs.

~~A composite cable (red/yellow/white RCA connector) and a DVD/VHS player are provided by the library to connect to the overhead projector and the integrated sound system. A VGA cable (DE-15 male connector) with 3.5mm stereo connector is provided by the library to connect a laptop (not provided) to the overhead projector and integrated sound system.~~ Any group utilizing the meeting rooms will be held responsible for theft of any components or any degree of damaging the equipment that renders said equipment responsible for losing or rendering any of these items unusable, will be charged full replacement costs and future use of the facilities will be determined by the Library Director and Board of Trustees.

Refreshments

Food and drink may be served in the Large and Small Meeting Rooms, if the individual/group notifies library staff before the event. Individuals/groups should check with library staff before their scheduled event regarding the availability of coffee pots and drink dispensers. All consumables including, but not limited to, coffee filters, coffee grounds, napkins, cups, spoons, etc., are the responsibility of the individual/group using the facility. The library does not provide consumables. Faucets and sinks are available in both the Large and Small Meeting Rooms. A refrigerator with freezer and microwave are available for use in the Large Meeting Room.

Alcoholic beverages are not allowed anywhere on library property without permission of the Library Director, the Board of Trustees, or the City Administrator; and the required legal permits. The group utilizing the meeting room is responsible for obtaining all legal permits and neither the Geneva Public Library nor the City of Geneva can be held liable for any permit errors.

Fillmore County Genealogy Society

The Small Meeting Room is also home to the Fillmore County Genealogy Society and therefore holds ~~items donated by a major benefactor, plus others~~ genealogical-related materials and items. Due to the irreplaceable nature of the items kept here, use of the room may be limited. The Small Meeting Room is kept locked, except when occupied. Patrons or guests wishing to use the room must request entry at the library's circulation desk.

All genealogy materials must remain in the room unless photocopies are needed and a copier is not available in the room or when permission is received from the Library Director or members of the Fillmore County Genealogy Society to remove materials.

All materials must be handled with extreme care. Do not mark in, fold, trace over, or lean on the books, photographs, or documents. Make sure hands are free of grease and lotions when handling materials.

Patrons must stop back at the library’s circulation desk and notify staff when they are finished with the room.

Rights and Exclusions

The library retains the right to deny space to any user whose planned use of the space does not comply with this policy or whose past use has violated the rules listed herein. Those parties who do not comply with this policy may be immediately removed from the room and/or library property.

The Library Director is responsible for the administration of this policy.

The library is not responsible for theft of or damage to items brought onto library property.

The library shall bear no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of any organization using library meeting rooms.

The library will not provide storage for any purpose or group other than its own without advance permission of the Library Director or Board of Trustees.

The library reserves the right to cancel room reservations for operational purposes including, but not limited to, weather closings, power outages, or other unforeseen events.

In the event circumstances arise which are not covered by the document above, the decisions of the Library Director or other appropriate staff are binding.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

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- Adopted by the Library Board of Trustees..... 2/24/2015
- Reviewed by the City Administrator 2/20/2015
- Reviewed and Revised by the Library Board of Trustees 9/26/2017
- Reviewed and Revised by the Library Board of Trustees 1/31/2023