



# Geneva Public Library

Founded 1912

Board of Trustees  
Conference Call Meeting Agenda  
Tuesday, June 30, 2020

## CONFERENCE CALL INSTRUCTIONS

Toll Free US/Canada: 866-848-2216

Conference Code: 3970553978

1. Roll call of trustees.
2. Introduction of all other conference call attendees.
3. Open Meetings Act (*A current copy of the Open Meetings Act is posted in the Library Board Room and is also available at [https://nitc.nebraska.gov/documents/statutes/nebraskaopenmeetingsact\\_current.pdf](https://nitc.nebraska.gov/documents/statutes/nebraskaopenmeetingsact_current.pdf)*)
4. Disposition of minutes of previous regular meeting.
  - a. May 26, 2020 meeting minutes
5. Financial report and action on bills.
  - a. May 2020 City budget report
  - b. June 2020 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, July 28, 2020.*)

**Geneva Public Library**  
**Library Board Meeting**  
**Tuesday, May 26, 2020**

The Geneva Public Library Board met in open session at 5:32 p.m. abiding by the Nebraska Open Meeting Laws, with Deb Novak– president, presiding. Attending the meeting at the library were Deb Novak, Sally Miller, Apryl Schwarz, and Sarah Johnson, librarian. Joining the meeting via teleconference were Debbie Bullock and Brandon Thompson. Roll call was taken by Sarah Johnson, Library Director. Members answering roll call were as follows: Trustees Deb Novak, Debbie Bullock, Apryl Schwarz, Brandon Thompson, and Sally Miller.

The minutes of the April Board Meeting had been emailed to members, and were also displayed for review. Sally M. made a motion to accept, seconded by Apryl S., and the minutes were approved with the following voting “aye”: Deb, Sally, Apryl, Brandon, and Debbie. No negative votes or abstentions.

The May bills were reviewed. Brandon T. made a motion to pay the bills, Apryl S. seconded the motion, and the bills were approved with the following voting “aye”: Deb, Sally, Apryl, Brandon, and Debbie. No negative votes or abstentions.

Sarah presented the Librarian’s Report. Due to the continued closure of the library because of the Covid-19 pandemic, the circulation continues to be much lower than usual. Library staff continues to offer a curbside pickup of library books for anyone who would like to utilize this service.

Sarah asked if anyone had any questions about the June 1 opening of the library and the restrictions associated with it. She emphasized that there would be just six available computers in order to follow social distancing recommendations. One person can use a computer for one hour a day only. While some members expressed concern for lack of activities available for the youth due to the swimming pool being closed at this time, all agreed that following the safe distancing recommendations is the wise course of action. A member asked if there were to be a posting outside of the number of patrons inside the library so that parents would not drop off their children, assuming they could go inside, only to find out that the limit of patrons had already been reached. Sarah said she would investigate some way to do this.

Sarah explained that the library recently ordered \$600 of extra cleaning supplies to help with the sanitation needed to open the library at this time.

A member asked about an intern and Sarah said that Elise Frook started working two weeks ago, not as an intern, but as part time summer help.

There was a brief discussion about the Summer Reading Program.

The board voted to adjourn the meeting at 5:47 p.m. after a motion by Apryl S. and seconded by Sally M. with the following voting "aye": Sally, Apryl, Brandon, Debbie, and Deb. There were no negative votes or abstentions.

The next meeting will be June 30, 2020.

Respectfully submitted,  
Debbie Bullock  
Secretary

**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2020, FISCAL 8/2019**

**PCT OF FISCAL YTD 66.6%**

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	.00	20,000.00	.00	20,000.00-
01.44.4206	STATE AID	1,183.00	1,183.00	1,100.00	83.00-
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	108.20	1,892.90	4,200.00	2,307.10
01.44.4450	DONATIONS	34.36	4,347.51	5,000.00	652.49
01.44.4550	MISCELLANEOUS	.00	.00	.00	.00
01.44.4603	RENTALS	.00	.00	.00	.00
01.44.4650	SECRET GARDENER REFUND	.00	1,682.89	2,500.00	817.11
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
	TOTAL REVENUE	1,325.56	29,106.30	12,800.00	16,306.30-
	LIBRARY TOTAL	1,325.56	29,106.30	12,800.00	16,306.30-
01.44.5000	SALARIES-LIBRARY	7,323.65	63,384.67	85,300.00	21,915.33
01.44.5001	FICA EXPENSE-LIBRARY	530.51	4,613.86	6,500.00	1,886.14
01.44.5002	RETIREMENT-LIBRARY	308.28	2,691.35	7,000.00	4,308.65
01.44.5003	HEALTH & LIFE INS.-LIBRARY	.00	.00	.00	.00
01.44.5005	TRAINING & CONFERENCES	.00	361.00	1,500.00	1,139.00
01.44.5101	OTHER LABOR	49.50	104.50	300.00	195.50
01.44.5102	CLEANING SUPPLIES	39.20	378.84	1,000.00	621.16
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	35,968.00	35,968.00	.00	35,968.00-
01.44.5120	PUBLISHING	.00	38.75	300.00	261.25
01.44.5200	UTILITIES ELECTRIC	248.92	2,451.67	5,500.00	3,048.33
01.44.5201	UTILITIES GAS	115.54	1,276.28	2,500.00	1,223.72
01.44.5202	UTILITIES PHONE	125.89	1,014.94	1,500.00	485.06
01.44.5203	UTILITIES GARBAGE	16.00	128.00	200.00	72.00
01.44.5205	UTILITIES INTERNET	56.00	458.56	700.00	241.44
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	193.66	7,735.53	40,000.00	32,264.47
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	.00	1,046.40	2,000.00	953.60
01.44.5232	COMPUTER MAINT AGREEMENT	.00	2,933.96	3,000.00	66.04
01.44.5240	FREIGHT	.00	14.03	.00	14.03-
01.44.5241	POSTAGE	18.94	431.22	.00	431.22-
01.44.5242	SECRET GARDEN	1,059.75	1,251.22	2,000.00	748.78
01.44.5250	MISCELLANEOUS	.00	586.44	2,000.00	1,413.56
01.44.5251	MEMORIAL DONATIONS	.00	1,080.49	500.00	580.49-
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	629.97	1,483.69	2,000.00	516.31
01.44.5501	OFFICE SUPPLIES	21.99	1,390.85	3,000.00	1,609.15
01.44.5504	SUPPLIES BOOKS	934.33	8,869.87	14,000.00	5,130.13
01.44.5505	PROGRAMMING	48.21	1,305.04	2,000.00	694.96
01.44.5506	SUPPLIES (NONPRINT)	85.96	1,161.92	2,500.00	1,338.08
01.44.5507	FEES	.00	.00	.00	.00
01.44.5601	CAPITAL OUTLAY LAND	.00	.00	.00	.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2020, FISCAL 8/2019**

**PCT OF FISCAL YTD 66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.5602	CAPITAL OUTLAY BUILDINGS	.00	.00	10,000.00	10,000.00
01.44.5603	CAPITAL OUTLAY EQUIPMENT	.00	.00	7,000.00	7,000.00
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
		-----	-----	-----	-----
	TOTAL EXPENSES	47,774.30	142,161.08	202,300.00	60,138.92
		=====	=====	=====	=====
	LIBRARY TOTAL	47,774.30	142,161.08	202,300.00	60,138.92
		=====	=====	=====	=====
	GENERAL FUND TOTAL	46,448.74-	113,054.78-	189,500.00-	76,445.22-
		=====	=====	=====	=====
	Report Total	46,448.74-	113,054.78-	189,500.00-	76,445.22-

**GENERAL LEDGER HISTORY REPORT**  
**FROM 5/2020 TO 5/2020**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	8/2019 TO	8/2019)		DEBITS	CREDITS	NET CHANGE
JOURNAL	DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE		ENDING BAL
01.44.4000				PROPERTY TAX				.00	
01.44.4102				GRANT				20,000.00	
01.44.4206				STATE AID				.00	
RM8227	5/19/20	8/19		LIBRARY ST AID			STATE OF NEBRAS	1,183.00	
							-----		
							.00	1,183.00	1,183.00
01.44.4313				IN-LIEU-OF-TAX				.00	
01.44.4317				5% GROSS TAX				.00	
01.44.4400				FEES				1,784.70	
RM8215	5/06/20	8/19		LIBRARY FEES			VINYL FEES +DON	5.00	
RM8215	5/06/20	8/19		LIBRARY FEES			FINES, ILL FEE,	40.30	
RM8229	5/21/20	8/19		LIBRARY FEES			FINES, ILL FEES	2.90	
RM8229	5/21/20	8/19		LIBRARY FEES			RENEWAL NONRESI	60.00	
							-----		
							.00	108.20	1,892.90
01.44.4450				DONATIONS				4,313.15	
RM8215	5/06/20	8/19		LIBR DONATIONS			DONATIONS (GENE	19.26	
RM8229	5/21/20	8/19		LIBR DONATIONS			DONATIONS GENER	15.10	
							-----		
							.00	34.36	4,347.51
01.44.4550				MISCELLANEOUS				.00	
01.44.4603				RENTALS				.00	
01.44.4650				SECRET GARDENER REFUND				1,682.89	
01.44.4800				TRANSFER IN				.00	
01.44.4900				BEGINNING CASH BAL-EST.				.00	
REPORT TOTALS							=====		
TOTAL DEBITS / CREDITS							.00	1,325.56	

**GENERAL LEDGER HISTORY REPORT**  
**FROM 5/2020 TO 5/2020**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	8/2019 TO	8/2019)				NET CHANGE
JOURNAL DATE PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.5000		SALARIES-LIBRARY				56,061.02			
PR3354 5/04/20 8/19					PR DT: 5/02/20	3,725.36			
PR3359 5/18/20 8/19					PR DT: 5/16/20	3,598.29			
						-----			
						7,323.65	.00	63,384.67	
01.44.5001		FICA EXPENSE-LIBRARY				4,083.35			
PR3354 5/04/20 8/19					PR DT: 5/02/20	270.12			
PR3359 5/18/20 8/19					PR DT: 5/16/20	260.39			
						-----			
						530.51	.00	4,613.86	
01.44.5002		RETIREMENT-LIBRARY				2,383.07			
AP4762 5/19/20 8/19		152 AIG	127	6	LIRBARY EMPLOYE	68.12			
AP4762 5/19/20 8/19		3078 AMERITAS	54	2	42003 LIRBARY EMPLOYE	240.16			
						-----			
						308.28	.00	2,691.35	
01.44.5003		HEALTH & LIFE INS.-LIBRARY				.00			
01.44.5005		TRAINING & CONFERENCES				361.00			
01.44.5101		OTHER LABOR				55.00			
AP4762 5/19/20 8/19		245 BI-VERSAL PEST 49		2	42010 LIBRARY PEST CO	49.50			
						-----			
						49.50	.00	104.50	
01.44.5102		CLEANING SUPPLIES				339.64			
AP4761 5/18/20 8/19		2309 WALMART	60	1	10611 LIB CLEANING/PA	8.28			
AP4762 5/19/20 8/19		705 GENEVA HOME CE	389	19	42036 LIB CLEANING SU	9.97			
AP4762 5/19/20 8/19		2689 DOLLAR GENERAL	60	1	42025 LIB CLEANING SU	20.95			
						-----			
						39.20	.00	378.84	
01.44.5103		CLEANING CONTRACT				.00			
01.44.5112		GRANT EXPENSE				.00			
AP4762 5/19/20 8/19		2796 KOENIG SEAMLES 2		1	42047 LIBRARY ROOF/GU	35,968.00			
						-----			
						35,968.00	.00	35,968.00	
01.44.5120		PUBLISHING				38.75			
01.44.5200		UTILITIES ELECTRIC				2,202.75			
AP4762 5/19/20 8/19		1408 NEBRASKA PUBLI	129	18	42059 1043 G STREET L	248.92			
						-----			
						248.92	.00	2,451.67	
01.44.5201		UTILITIES GAS				1,160.74			
AP4762 5/19/20 8/19		208 BLACK HILLS EN	8	11	42012 LIRBARY 7729-94	47.38			
AP4762 5/19/20 8/19		321 CONSTELLATION	11	9	42022 LIRBARY RG-2477	68.16			

**GENERAL LEDGER HISTORY REPORT**  
**FROM 5/2020 TO 5/2020**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	8/2019 TO	8/2019)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
01.44.5201		UTILITIES GAS					1,160.74		
							-----		
							115.54	.00	1,276.28
01.44.5202		UTILITIES PHONE					889.05		
AP4762 5/19/20 8/19		2380 WINDSTREAM	27	9	42088 LIBRARY PHONE		125.89		
							-----		
							125.89	.00	1,014.94
01.44.5203		UTILITIES GARBAGE					112.00		
AP4762 5/19/20 8/19		280 BURTON ENTERPR	82	7	42015 LIBRARY		16.00		
							-----		
							16.00	.00	128.00
01.44.5205		UTILITIES INTERNET					402.56		
AP4762 5/19/20 8/19		761 GENEVA BROADBA	94	3	42033 LIBRARY INTERNE		56.00		
							-----		
							56.00	.00	458.56
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR					7,541.87		
AP4762 5/19/20 8/19		705 GENEVA HOME CE	389	15	42036 LIB REPAIR BLDG		61.77		
AP4762 5/19/20 8/19		705 GENEVA HOME CE	389	16	42036 LIB REPAIR BLDG		85.31		
AP4762 5/19/20 8/19		705 GENEVA HOME CE	389	17	42036 LIB PAINT RESTR		42.99		
AP4762 5/19/20 8/19		705 GENEVA HOME CE	389	18	42036 LIB PAINT RESTR		3.59		
							-----		
							193.66	.00	7,735.53
01.44.5227		REPAIR-MAINT EQUIPMENT					.00		
01.44.5230		MAINT. AGREEMENT ELEV & SPRINK					1,046.40		
01.44.5232		COMPUTER MAINT AGREEMENT					2,933.96		
01.44.5240		FREIGHT					14.03		
01.44.5241		POSTAGE					412.28		
AP4769 5/31/20 8/19		2106 U S POSTMASTER	221	1	10636 LIB POST OFFICE		7.96		
AP4769 5/31/20 8/19		2106 U S POSTMASTER	230	1	10638 LIB POST OFFICE		2.66		
AP4769 5/31/20 8/19		2106 U S POSTMASTER	231	1	10639 LIB POSTAGE		8.32		
							-----		
							18.94	.00	431.22
01.44.5242		SECRET GARDEN					191.47		
AP4762 5/19/20 8/19		120 ALL AROUND	10	1	42002 SECRET GARDEN S		960.00		
AP4762 5/19/20 8/19		1416 NOEL LAWN CARE	8	1	42062 SECRET GARDEN		99.75		
							-----		
							1,059.75	.00	1,251.22
01.44.5250		MISCELLANEOUS					586.44		
01.44.5251		MEMORIAL DONATIONS					1,080.49		
01.44.5253		REFUND					.00		



**GENERAL LEDGER HISTORY REPORT**  
**FROM 5/2020 TO 5/2020**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	8/2019 TO	8/2019)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
01.44.5500		SUPPLIES					853.72		
AP4762 5/19/20 8/19		231 BRODART CO.	39	1	42014 LIBRARY SUPPLIE		50.97		
AP4762 5/19/20 8/19		3681 COVER ONE	1	1	42023 LIBRARY EQUIPME		579.00		
							-----		
							629.97	.00	1,483.69
01.44.5501		OFFICE SUPPLIES					1,368.86		
AP4761 5/18/20 8/19		2989 AMAZON.COM	58	1	10612 LIB OFFICE SUPP		21.99		
							-----		
							21.99	.00	1,390.85
01.44.5504		SUPPLIES BOOKS					7,935.54		
AP4761 5/18/20 8/19		2989 AMAZON.COM	58	2	10612 LIB PRINT SUPPL		797.45		
AP4762 5/19/20 8/19		2994 JOHNSON, SARAH 29		1	42044 LIB BOOK REIMB		17.23		
AP4762 5/19/20 8/19		2994 JOHNSON, SARAH 29		2	42044 LIB BOOKS AND E		98.19		
AP4769 5/31/20 8/19		3468 COUNTRY SAMPLE 2		1	10644 LIB MAG SUBSCRI		21.46		
							-----		
							934.33	.00	8,869.87
01.44.5505		PROGRAMMING					1,256.83		
AP4762 5/19/20 8/19		2994 JOHNSON, SARAH 29		3	42044 LIB PROGRAMMING		36.32		
AP4769 5/31/20 8/19		2309 WALMART	106	1	10635 SUMMER READING		11.89		
							-----		
							48.21	.00	1,305.04
01.44.5506		SUPPLIES (NONPRINT)					1,075.96		
AP4761 5/18/20 8/19		2989 AMAZON.COM	58	3	10612 LIB NON-PRINT S		85.96		
							-----		
							85.96	.00	1,161.92
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							47,774.30	.00	

**Geneva Public Library**  
**June 2020 Revenue/Expense Report**

<b>Revenue from May 16, 2020 through June 15, 2020</b>	<b>Subtotal</b>	<b>Total</b>
Income: Fees		
Faxing, fines, other fees	\$3.25	
Membership fees	\$40.00	
		\$43.25
Income: Donations		
Archie Chapman memorial	\$200.00	
ThriftBooks income	\$185.65	
		\$385.65
<b>Expenses from May 16, 2020 through June 15, 2020</b>	<b>Subtotal</b>	<b>Total</b>
Invoices to pay		
Andrews Electric	\$140.40	
Black Hills Energy	\$23.68	
Demco	\$294.18	
GHC (caulk and sealant)	\$13.18	
GHC (expanding foam)	\$4.99	
Glenwood	\$56.00	
Nebraska Fire Sprinkler	\$295.00	
NPPD	\$280.52	
Noel Lawn Care	\$99.75	
Penworthy	\$266.82	
Right On Site, LLC	\$106.60	
Scholastic	\$150.00	
Weaver's	\$34.36	
Windstream (\$125.89 past due, \$123.98 current)	\$249.87	
		\$2,015.35
	Total invoiced expenses	
Heartland Bank Credit Card		
2020-05-15 USPS	\$7.96	
2020-05-15 Country Sampler (subscription renewal)	\$21.46	
2020-05-22 USPS	\$2.66	
2020-05-28 Walmart	\$11.89	
2020-05-28 USPS	\$8.32	
2020-06-02 USPS	\$1.95	
2020-06-04 USCutter	\$93.95	
2020-06-10 USPS	\$12.64	
		\$160.83
	Total credit card expenses	

*continued on reverse*

**Geneva Public Library  
June 2020 Revenue/Expense Report**

<b>Expenses from May 16, 2020 through June 15, 2020</b>	<b>Subtotal</b>	<b>Total</b>
Dollar General Credit Card		
2020-06-04 programming and cleaning supplies	\$22.50	
<hr/> Total charged expenses		<hr/> \$22.50

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**  
**May 16, 2020 through June 15, 2020**

**Physical Holdings & Circulation Report**

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
[Unassigned]					
Adult Fiction	34		5,358	22.91%	177
Adult Nonfiction	2		2,381	10.18%	17
Audiobooks			623	2.66%	3
VHS			255	1.09%	
DVD	1		3,594	15.37%	165
Easy	7		2,194	9.38%	109
Juv Fiction	22		1,883	8.05%	58
Juv Nonfiction	7	85	1,516	6.48%	25
Large Print			554	2.37%	48
Biography	1		504	2.16%	8
YA Fiction	3		537	2.30%	18
YA Nonfiction			6	0.03%	
YA Audiobooks			9	0.04%	
Christian Fiction	4		931	3.98%	60
Serial Publication	2		1,117	4.78%	12
Music CD			324	1.39%	1
Puzzle/Game			3	0.01%	
[Keys]			19	0.08%	
Reference				0.00%	
Juv Audiobooks			33	0.14%	
[Use Records]			11	0.05%	8
Yearbooks			108	0.46%	
First Reader - Level 0			34	0.15%	5
First Reader - Level 1			177	0.76%	19
First Reader - Level 2			127	0.54%	6
First Reader - Level 3			59	0.25%	
First Reader - Level 4			33	0.14%	3
Genealogy			874	3.74%	
Rotating Collection/On-the-fly			1	0.00%	49
Junior Graphic Novels	15		81	0.35%	24
YA Graphic Novels			15	0.06%	2
Summer Reading Activity Kits	16		26	0.11%	2
<b>Total</b>	<b>98</b>	<b>85</b>	<b>23,387</b>	<b>100%</b>	<b>817</b>
	compared to last month	-13%	325%	0.08%	8%
	compared to last year	-20%	-22%	-7%	-69%

(continued)

**Geneva Public Library**  
**May 16, 2020 through June 15, 2020**

**OverDrive Holdings & Circulation Report**

<b>Material Type</b>			<b>Total # of Titles</b>	<b>% of Titles</b>	<b>Checkouts this Period</b>
ebooks			30,342	65%	301
audiobooks			16,053	35%	139
<b>Total</b>			<b>46,395</b>		<b>440</b>

ebooks compared to last month\* -5%

ebooks compared to last year -7%

audiobooks compared to last month\* 18%

audiobooks compared to last year 28%

**Geneva Public Library  
Librarian's Report  
June 2020**

**Library Closure**

The library has been partially closed to public access all month. Staff have been fulfilling curbside delivery requests and home delivery, and allowing family groups of six or less into the building for 20 minute appointments, since June 1. The average door counts are as follows:

	<b>Average daily # of patrons at the door</b>	<b>Average daily # of patrons calling, texting, or emailing</b>
March, April, May (curb-side delivery only)	6	9
June (curb-side AND appointments)	12	7

There has been only one home delivery request in June to date, and this patron requests items approximately every three weeks. Book deliveries to Heritage Crossings have continued every two to three weeks, with the staff at Heritage managing the book circulation.

The library staff wish to propose to both the Library Board and to the City Team, to move to Phase 2.1 of the reopening plan on July 1. This would mean two slight changes in public accessibility: Moving from "by appointment only" to a 25 person capacity limit, and making the restrooms available. All other restrictions and safety measures would remain in place. Any changes in the use of the meeting rooms is unknown at the time, but opinions from the Library Board on a target date to reopen the facilities would be welcome.

**Programming**

All library programs for June and July have been tentatively cancelled.

Tosca Lee had originally postponed her author visit to October 15, 2020, and then made the decision to cancel all her events for the remainder of the year. They are mailing back the payment and a new date has not been scheduled.

Helen Waring Johnson's Humanities Nebraska program about Weldon Kees has been postponed until September 24.

Summer reading was launched on Monday, May 18. We opted to not require registration forms this year, since patrons do not have full access to the building. This makes our statistics more difficult to track, particularly when we try to understand the difference between those who registered for summer reading activities but did not participate, and those who did participate.

We are offering the *Reader Zone* reading app for youth to track their minutes and adults to track the number of books they have read. Paper reading logs and punch cards are available once again for anyone not wanting to use the app.

- At this time, we have 16 adults participating in Summer Reading activity, who have recorded 99 books. Three of those 16 adults have actually turned in punch cards, or come into the library to transfer their reading app entries into punch cards.
- There are seven youth signed up for the Teen or Advanced Reader level. Collectively, they have recorded 9,192 minutes in the reading app or on paper forms they have reported at the library, and three of these seven have come into the library for reading level prizes they have earned.
- There are 28 youth signed up for the Young Reader level. Collectively, they have recorded 12,838 minutes, and seven of these 28 have visited the library for reading level prizes.

In lieu of summer reading programming, staff created 16 take-home activity kits revolving around the “Imagine Your Story” summer reading theme. These were made available to the public for checkout and advertising started the week of June 15. When the kit returns, it will go into quarantine for three days, then staff will restock the consumable items and make it available for check out again.

**Building & Grounds**

Ackland Construction poured the new landing and stairs for the North entrance on June 10 and the sidewalk from the stairs to the street curb on June 11. Geneva Welding has been on site to discuss the new railing for the north entrance. This will be fabricated and delivered within the next few weeks. Masonry Construction Incorporated (MCI) plans to return before the end of the month to caulk the base of the south patio knee wall and to do a final walk through.

The exterior water faucet on the north side of the building is apparently cracked or otherwise broken. There was not any problems on April 18 when the painters were connected to the waterline. On April 30, when MCI was connected, the old, north restroom; north hallway; northeast storage room; and furnace/book sale storage room all flooded with an inch or more of water. On June 10, when Ackland was connected to the waterline, the same area flooded again. Clean Plumbing will be figuring out the leak and fixing it by the end of the month.

There have been a number of meeting room reservations that have had to be cancelled with the facilities closed to public use. The City of Geneva has been the exception, as they held the June 1 council meeting in the Large Meeting Room, as well as two joint City/County meetings on June 8 and 22. The number of reservation cancellations are shown in the chart below:

<b>Community Facility</b>	<b>March 15-30</b>	<b>April</b>	<b>May</b>	<b>June 1-15</b>
Small Meeting Room	4	14	8	4
Large Meeting Room	8	13	12	7

### Newspaper Database Statistics

Date	Total Users (New Users)	Number of Sessions	Number of Page Views	Average Session Duration
Feb 2020	105 (105)	268	9,546	50 min
Mar 2020	101 (78)	341	12,984	1 hour
Apr 2020	141 (114)	356	15,729	1 hour
May 2020	107 (81)	312	17,012	1.5 hours

### Other

The Association for Rural and Small Libraries national conference was to be held in Wichita, KS, from September 30 through October 3, 2020. I had received a continuing education grant from the Nebraska Library Commission to attend this conference, but the conference has been moved to completely virtual with no details on costs yet.

The joint Nebraska Library Association and Nebraska School Librarians Association state conference was to be held in Kearney on October 7-9, 2020, and has been cancelled altogether.

Respectfully submitted,

Sarah Johnson