

**Geneva Public Library Annual Report
Fiscal Year October 1, 2016 to September 30, 2017**

Staff

Sarah Johnson, Director
Molly Carbonneau, Assistant Librarian
Joseph Chapman, Library Clerk
Shannon Johnson, maintenance/janitor
Elise Frook, summer intern

Board of Trustees

Debbie Bullock, President
Troy Berggren, Vice President
Stan Meyer, Secretary
Sally Miller
Deb Novak

Volunteer staff

Ellen Hollis, 24 years
Michael Bullock, 3 years
Ben Hoarty, 3 years
various other short term volunteers
throughout the year
146 total volunteer hours

Geneva Public Library Foundation

David Frook
Linda Heinisch
Paul Bixby
Karla Jacobson
Pat Kowalski
Angela Ruhl
Vicky Strothkamp

Secret Garden Committee

Kristi Godown
Sharon Kennel
Margaret Nichols
Beth Wilkins

Accreditation and Continuing Education

Library accreditation, Gold level for 2018-2020
Library Board Certification, complete for 2017-2019
Public Librarian Certification
Sarah Johnson, Level 5 certificate for 2017-2019
Molly Carbonneau, Level 1 certificate for 2017-2019
Joseph Chapman, Level 3 certificate for 2018-2020

Marketing and Advertising

Half a dozen articles in *The Nebraska Signal*
Activities listed in the *York News-Times* Community Calendar each month
GenevaLibrary.com website constantly updated
Geneva Nebraska Public Library Facebook page posted to several times each week

Meeting Room Reservations

Board Room reserved 26 times
Small Meeting Room reserved 131 times
Large Meeting Room reserved 301 times

Programming and Special Events

Every week: Toddler and preschool storytimes.

Every month: Heritage Crossing outreach program, Family Game Night, Teen Activity Group, and LEGO® Night.

October: OverDrive ebook/audiobook class, Fillmore Central (FC) early out movie matinee, staff and Board volunteered at Rialto II Theater, Secret Garden fall clean-up, Scare on the Square, and Halloween Party.

November: FC early out movie matinee, and Stuffed Animal Sleepover.

December: Maker Camp (five sessions), FC early out movie matinee, one week long Used Book Sale, participated in the An Evening With Books event, staff and Board volunteered at Rialto II Theater, surplus fixture sale, and the Holiday Stories & Cocoa event.

January: [Catching our breath between the regular monthly activities.]

February: Closed to the public for two weeks for carpet installation, and staff spackled, sanded, and painted meeting room walls.

March: Library staff and board volunteered at the Rialto II Theater.

April: Maker Camp (four sessions), FC 3rd graders planted flowers in Secret Garden for Earth Day, and Secret Garden spring clean-up.

May: Blueprint 4 Summer, Food For Fines, awarded Internship grant, and Summer Reading began.

June: Summer Reading activities, partner programming with Nebraska Extension (three sessions), Junk Drawer Robotics (six sessions), and 3D printing classes (five sessions).

July: Community Word Scavenger Hunt, staff and Board volunteered at Rialto II Theater, Raptorology program by Raptor Recovery, 3D printing classes (four sessions), and Summer Reading finale hot dog picnic.

August: Maker Camp (five sessions), and the solar eclipse weekend.

September: Fillmore Central early out movie matinee, finished strategic plan and submitted accreditation application.



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for the Fiscal Year October 1, 2016 to September 30, 2017,
provided by the Geneva Public Library Board and Director,
as per Nebraska State Statute 51-213.

Library Finances

Revenue	FY2016-2017	FY2015-2016	FY2014-2015
City of Geneva total amount budgeted to the library	\$149,700	\$139,900	\$110,700
Chelsea Township	\$150	\$150	\$150
Madison Township	\$200	\$150	\$150
Stanton Township	\$150	\$150	\$150
Geneva Township	\$150	n/a	n/a
Library State Aid	\$926	\$942	\$960
Fines and fees collected	\$2,592	\$2,396	\$2,802
Donations collected	\$5,052	\$4,630	\$4,114
Nonresident fees collected	\$320	\$460	\$280
E-Rate funds received	\$451	\$474	\$671
Library Board private funds received	\$59,419	\$22,255	\$8,796
Total revenue	<u>\$219,110</u>	<u>\$171,507</u>	<u>\$128,773</u>
Expenditures	FY2016-2017	FY2015-2016	FY2014-2015
Salaries and wages	\$83,495	\$70,701	\$46,311
Employee benefits	\$9,520	\$8,110	\$4,367
Library materials in print format	\$14,829	\$13,300	\$10,384
Library materials in electronic format (OverDrive)	\$500	\$500	\$500
Library materials in audio or video formats	\$2,239	\$2,512	\$2,294
Facility expenses	\$4,889	\$1,200	\$28,682
Utility expenses	\$7,010	\$7,333	\$8,971
Office supply expenses	\$4,390	\$5,525	\$4,060
Postage expenses	\$711	\$658	\$783
Telephone expenses	\$952	\$1,057	\$760
Contracted expenses (elevator, sprinkler, exterminator, HVAC)	\$4,217	\$2,471	\$6,490
Computer expenses (Biblionix, CatExpress, etc.)	\$2,481	\$501	\$4,348
Electronic access expenses	\$627	\$603	\$490
Continuing education expenses	\$920	\$1,067	\$1,655
Misc (cleaning supplies, publishing fees, programming)	\$5,835	\$7,418	\$8,030
Total expenditures	<u>\$142,615</u>	<u>\$122,956</u>	<u>\$128,125</u>

Geneva Public Library Annual Report, Continued
for the Fiscal Year October 1, 2015 to September 30, 2016

Library Collections

	<u>FY2016-2017</u>	<u>FY2015-2016</u>	<u>FY2014-2015</u>
Books (Print format)			
Number held at end of previous fiscal year	20,310	22,167	23,024
Number added during year	1,116	1,335	1,089
Number withdrawn	3,549	3,192	1,946
Number held at end of current fiscal year	17,877	20,310	22,167
Books (Electronic format)			
Number held as part of the Nebraska OverDrive group	24,506	22,659	19,286
Audiobooks (Physical units)			
Number held at end of previous fiscal year	1,015	986	989
Number added during year	16	33	20
Number withdrawn	4	4	23
Number held at end of current fiscal year	1,027	1,015	986
Audiobooks (Electronic format)			
Number held as part of the Nebraska OverDrive group	11,906	11,290	8,482
Videos (Physical units)			
Number held at end of previous fiscal year	3,893	4,043	3,924
Number added during year	190	177	135
Number withdrawn	144	327	16
Number held at end of current fiscal year	3,939	3,893	4,043
Print Serials (Subscriptions of magazines and newspapers)			
Number held at end of previous fiscal year	39	43	35
Number added during year	4	4	8
Number withdrawn	4	8	n/a
Number held at end of current fiscal year	39	39	43

Library Services

	<u>FY2016-2017</u>	<u>FY2015-2016</u>	<u>FY2014-2015</u>
Number of registered borrowers	2,008	1,944	1,818
Number of NebrasKard registrations issued this fiscal year	10	3	4
Number of annual library visits	23,671	27,087	25,012
Number of public internet computers	11	10	9
Number of uses of public internet computers	7,868	8,289	6,732
Number of library materials borrowed from other libraries	282	400	169
Circulation of adult materials	15,361	17,528	21,200
Circulation of adult downloadable materials	2,500	2,412	1,873
Circulation of children's materials	6,222	5,584	4,783
Circulation of children's downloadable materials	262	322	296
Number of children's programs	117	116	85
Average attendance	15	14	17
Number of young adult programs	12	7	2
Average attendance	10	8	2
Number of adult programs	5	5	10
Average attendance	135	15	3

Geneva Public Library Annual Report, Continued
for the Fiscal Year October 1, 2016 to September 30, 2017

Library Board's Funds

Revenue


Total Certificates of Deposit cashed out	\$35,000.00
Total dividends earned	\$7,691.20
Total interest earned	<u>\$564.48</u>
Total revenue	<u><u>\$43,255.68</u></u>

Expenditures

10/31/2016 City of Geneva-Secret Garden employee	\$2,685.00
10/31/2016 NLA conference hotel charge for librarian	\$79.34
12/15/2016 Swartzendruber Flooring (flooring project)	\$20,000.00
01/20/2017 Safe Deposit Box rental fee	\$15.00
03/14/2017 VonRenzell Van & Storage (furniture movers)	\$7,309.75
03/17/2017 Swartzendruber Flooring (flooring project)	\$14,276.33
04/03/2017 Swartzendruber Flooring (flooring project)	\$15,000.00
09/19/2017 Funeral arrangement for Kathryn Ashby	<u>\$53.75</u>
Total expenditures	<u><u>\$59,419.17</u></u>

Affidavit of the Geneva Public Library Board of Trustees

We, the members of the Geneva Public Library Board of Trustees, affirm that the information and facts contained in the Geneva Public Library's fiscal year, October 1, 2016 to September 30, 2017, annual report are true and correct the best of our knowledge.




Troy Berggren, President


1/30/18

Date


Deb Novak, Vice President



Deborah Bullzell, Secretary



Apryl Schwarz, Trustee



Sally Miller, Trustee