



Geneva Public Library

Founded 1912

Board of Trustees Meeting Agenda Tuesday, December 29, 2020

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 November 24, 2020 regular meeting.
5. Financial report and action on bills.
 - a. November 2020 City budget report.
 - b. December 2020 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.
 - a. Annual report to City Council.
8. Adjournment.
The next regular meeting will be Tuesday, January 26, 2020.

Geneva Public Library
Library Board Meeting
Tuesday, November 24, 2020

The Geneva Public Library Board met in open session at 5:42 p.m. in the library's small meeting room, abiding by the Nebraska Open Meeting Laws, with Deb Novak -- President, presiding. Other members in attendance answered the roll call as follows: Apryl Schwarz, Brandon Thompson, Debbie Bullock, and Sarah Johnson – Librarian. Sally Miller was absent. Special guest was Karen Schotsch, who will be replacing Apryl Schwarz since Apryl will be assuming her new role as council member next month.

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

The November bills were reviewed. Apryl S. made a motion to pay the bills, Brandon T. seconded the motion, and the bills were approved. The following members voted aye: Brandon T., Deb N., Debbie B., and Apryl S. There were no negative votes or abstentions.

Sarah presented the Librarian's Report. There was a brief discussion about the Circulation and Holding Report.

Sarah explained the procedure for quarantining books that are returned to the library and noted that as of December 1, email, text, and telephone notifications to patrons will be reinstated. As of January 1, 2021, fines will once again be imposed for overdue materials.

There were approximately 400 children who stopped by the library during the "Scare on the Square" event sponsored by the Chamber on October 29, 2020.

Currently, the library is hosting "DINO-VEMBER," which will run through November 30. There are 104 entries as of today from patrons who have found the wandering dinosaurs.

The library will have the annual book sale December 7-14, with fewer tables to encourage social distancing. Masks will be required and hand sanitizer will be available.

In December, "Make & Take" activity kits will be given out in lieu of Maker Camp. Children can get kits each Tuesday in the month.

There was some vandalism in the Secret Garden around November 16. Vandals destroyed several plants and some fence panels.

Yanda's Audio & Video plans to be at the library the week of December 14 for the installation of new audio-video equipment in the large meeting room. The Library Foundation will be supplying a new large screen television for the small meeting room and a new white board for the large meeting room.

The Secret Garden Clean-up Day went well, but wasn't as well attended due to an afternoon Husker football game. Still, much was accomplished.

On December 7, the City Council will hold its meeting at the library to aid in social distancing.

The meeting adjourned at 6:15 p.m. after a motion was made by Apryl S. and seconded by Brandon T. The following members voted aye: Deb N., Brandon T., Debbie B., and Apryl S. There were no negative votes or abstentions.

The next meeting will be December 29, 2020.

REVENUE & EXPENSE REPORT
CALENDAR 11/2020, FISCAL 2/2020

PCT OF FISCAL YTD 16.6%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|--------------------|--------------------------------|----------------|----------------|-----------|------------|
| LIBRARY DEPARTMENT | | | | | |
| 01.44.4000 | PROPERTY TAX | | .00 | .00 | .00 |
| 01.44.4102 | GRANT | | .00 | .00 | .00 |
| 01.44.4103 | LIBRARY MEMORIAL REVENUE | | .00 | .00 | .00 |
| 01.44.4206 | STATE AID | | .00 | .00 | 1,100.00 |
| 01.44.4313 | IN-LIEU-OF-TAX | | .00 | .00 | .00 |
| 01.44.4317 | 5% GROSS TAX | | .00 | .00 | .00 |
| 01.44.4400 | FEES | | 192.30 | 629.08 | 4,000.00 |
| 01.44.4450 | DONATIONS | | 15.35 | 405.69 | 5,000.00 |
| 01.44.4550 | MISCELLANEOUS | | .00 | .00 | .00 |
| 01.44.4650 | SECRET GARDENER REFUND | | 65.00 | 65.00 | 2,500.00 |
| 01.44.4800 | TRANSFER IN | | .00 | .00 | .00 |
| 01.44.4900 | BEGINNING CASH BAL-EST. | | .00 | .00 | .00 |
| | TOTAL REVENUE | | 272.65 | 1,099.77 | 12,600.00 |
| | LIBRARY TOTAL | | 272.65 | 1,099.77 | 12,600.00 |
| 01.44.5000 | SALARIES-LIBRARY | | 10,212.83 | 16,990.27 | 99,500.00 |
| 01.44.5001 | FICA EXPENSE-LIBRARY | | 751.52 | 1,240.26 | 7,000.00 |
| 01.44.5002 | RETIREMENT-LIBRARY | | 261.80 | 569.41 | 9,000.00 |
| 01.44.5005 | TRAINING & CONFERENCES | | 81.00 | 81.00 | 1,000.00 |
| 01.44.5008 | EMP HEALTH INS LIBRARY | | 1,264.46 | 2,528.92 | 20,000.00 |
| 01.44.5101 | OTHER LABOR | | .00 | 110.00 | 150.00 |
| 01.44.5102 | CLEANING SUPPLIES | | 23.37 | 63.88 | 1,000.00 |
| 01.44.5103 | CLEANING CONTRACT | | .00 | .00 | .00 |
| 01.44.5112 | GRANT EXPENSE | | .00 | .00 | .00 |
| 01.44.5120 | PUBLISHING | | .00 | 258.00 | 200.00 |
| 01.44.5200 | UTILITIES ELECTRIC | | 297.52 | 675.46 | 5,500.00 |
| 01.44.5201 | UTILITIES GAS | | 123.64 | 153.08 | 2,000.00 |
| 01.44.5202 | UTILITIES PHONE | | 127.71 | 253.47 | 1,500.00 |
| 01.44.5203 | UTILITIES GARBAGE | | 16.00 | 32.00 | 200.00 |
| 01.44.5205 | UTILITIES INTERNET | | 56.00 | 112.00 | 700.00 |
| 01.44.5226 | REPAIR-MAINT BLDG&STRUCTUR | | 34.00 | 190.81 | 20,000.00 |
| 01.44.5227 | REPAIR-MAINT EQUIPMENT | | .00 | .00 | .00 |
| 01.44.5230 | MAINT. AGREEMENT ELEV & SPRINK | | .00 | 1,024.20 | 2,000.00 |
| 01.44.5232 | COMPUTER MAINT AGREEMENT | | 513.16 | 2,356.86 | 3,000.00 |
| 01.44.5242 | SECRET GARDEN | | .00 | 129.75 | 2,000.00 |
| 01.44.5250 | MISCELLANEOUS | | .00 | .00 | 1,000.00 |
| 01.44.5251 | MEMORIAL DONATIONS | | .00 | .00 | .00 |
| 01.44.5253 | REFUND | | .00 | .00 | .00 |
| 01.44.5500 | SUPPLIES | | 83.97 | 220.88 | 2,000.00 |
| 01.44.5501 | OFFICE SUPPLIES | | 773.46 | 1,079.24 | 3,000.00 |
| 01.44.5504 | SUPPLIES BOOKS | | 713.65 | 1,701.49 | 14,000.00 |
| 01.44.5505 | PROGRAMMING | | 71.66 | 186.78 | 2,000.00 |
| 01.44.5506 | SUPPLIES (NONPRINT) | | 29.05 | 129.02 | 2,500.00 |
| 01.44.5507 | FEES | | 653.57 | 653.57 | .00 |
| 01.44.5601 | CAPITAL OUTLAY LAND | | .00 | .00 | .00 |
| 01.44.5602 | CAPITAL OUTLAY BUILDINGS | | .00 | .00 | .00 |
| 01.44.5603 | CAPITAL OUTLAY EQUIPMENT | | .00 | .00 | 7,000.00 |

REVENUE & EXPENSE REPORT
CALENDAR 11/2020, FISCAL 2/2020

PCT OF FISCAL YTD 16.6%

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE | BUDGET | DIFFERENCE |
|----------------|--------------------|----------------|----------------|------------|-------------|
| 01.44.5900 | TRANSFER OUT | | .00 | .00 | .00 |
| | TOTAL EXPENSES | | 16,088.37 | 30,740.35 | 206,250.00 |
| | LIBRARY TOTAL | | 16,088.37 | 30,740.35 | 206,250.00 |
| | GENERAL FUND TOTAL | | 15,815.72- | 29,640.58- | 193,650.00- |
| | Report Total | | 15,815.72- | 29,640.58- | 193,650.00- |

GENERAL LEDGER HISTORY REPORT
FROM 11/2020 TO 11/2020

| ACCOUNT NUMBER | JOB/PO | ACCOUNT TITLE | (FISCAL 2/2020 TO 2/2020) | | | | NET CHANGE | |
|----------------------------------|------------|------------------------|---------------------------|-----------------|---------|------------|---------------|--|
| JOURNAL DATE PERIOD ACCT NO NAME | INVOICE NO | CHECK NO | REFERENCE | DEBITS | CREDITS | ENDING BAL | | |
| 01.44.4400 | | FEEES | | | | 436.78 | | |
| RM8453 11/17/20 2/20 | | LIBRARY FEES | | LIB FEE | | 42.30 | | |
| RM8453 11/17/20 2/20 | | LIBRARY FEES | | TOWNSHIP RENEWA | | 150.00 | | |
| | | | | | | | ----- | |
| | | | | | | .00 | 192.30 629.08 | |
| 01.44.4450 | | DONATIONS | | | | 390.34 | | |
| RM8453 11/17/20 2/20 | | LIBR DONATIONS | | GENERAL DONATIO | | 15.35 | | |
| | | | | | | | ----- | |
| | | | | | | .00 | 15.35 405.69 | |
| 01.44.4650 | | SECRET GARDENER REFUND | | | | .00 | | |
| RM8461 11/20/20 2/20 | | LIBRARY REFUND | | NE LIBRARY ASSN | | 65.00 | | |
| | | | | | | | ----- | |
| | | | | | | .00 | 65.00 65.00 | |
| REPORT TOTALS | | | | | | | ===== | |
| | | TOTAL DEBITS / CREDITS | | | | .00 | 272.65 | |

GENERAL LEDGER HISTORY REPORT
FROM 11/2020 TO 11/2020

| ACCOUNT NUMBER | JOB/PO | ACCOUNT TITLE | (FISCAL 2/2020 TO 2/2020) | | | | NET CHANGE |
|----------------------------------|------------|------------------------|---------------------------|-----------------|-------------------------|-------------------------|------------|
| JOURNAL DATE PERIOD ACCT NO NAME | INVOICE NO | CHECK NO | REFERENCE | DEBITS | CREDITS | ENDING BAL | |
| 01.44.4400 | | FEEES | | | | 436.78 | |
| RM8453 11/17/20 2/20 | | LIBRARY FEES | | LIB FEE | | 42.30 | |
| RM8453 11/17/20 2/20 | | LIBRARY FEES | | TOWNSHIP RENEWA | | 150.00 | |
| | | | | | | ----- | |
| | | | | | | .00 192.30 629.08 | |
| 01.44.4450 | | DONATIONS | | | | 390.34 | |
| RM8453 11/17/20 2/20 | | LIBR DONATIONS | | GENERAL DONATIO | | 15.35 | |
| | | | | | | ----- | |
| | | | | | | .00 15.35 405.69 | |
| 01.44.4650 | | SECRET GARDENER REFUND | | | | .00 | |
| RM8461 11/20/20 2/20 | | LIBRARY REFUND | | NE LIBRARY ASSN | | 65.00 | |
| | | | | | | ----- | |
| | | | | | | .00 65.00 65.00 | |
| 01.44.5000 | | SALARIES-LIBRARY | | | 6,777.44 | | |
| PR3418 11/02/20 2/20 | | | | PR DT: 10/31/20 | 3,453.90 | | |
| PR3425 11/16/20 2/20 | | | | PR DT: 11/14/20 | 3,335.93 | | |
| PR3429 11/30/20 2/20 | | | | PR DT: 11/28/20 | 3,423.00 | | |
| | | | | | | ----- | |
| | | | | | | 10,212.83 .00 16,990.27 | |
| 01.44.5001 | | FICA EXPENSE-LIBRARY | | | 488.74 | | |
| PR3418 11/02/20 2/20 | | | | PR DT: 10/31/20 | 249.35 | | |
| PR3425 11/16/20 2/20 | | | | PR DT: 11/14/20 | 240.31 | | |
| PR3429 11/30/20 2/20 | | | | PR DT: 11/28/20 | 261.86 | | |
| | | | | | | ----- | |
| | | | | | | 751.52 .00 1,240.26 | |
| 01.44.5002 | | RETIREMENT-LIBRARY | | | 307.61 | | |
| AP4909 11/17/20 2/20 | 152 | AIG | 134 | 6 | LIBRARY EMPLOYE | 78.76 | |
| AP4909 11/17/20 2/20 | 3078 | AMERITAS | 61 | 2 | 42741 LIBRARY EMPLOYE | 183.04 | |
| | | | | | | ----- | |
| | | | | | | 261.80 .00 569.41 | |
| 01.44.5005 | | TRAINING & CONFERENCES | | | .00 | | |
| AP4909 11/17/20 2/20 | 2896 | GENEVA ROTARY | 24 | 1 | 42780 MEMBERSHIP DUES | 81.00 | |
| | | | | | | ----- | |
| | | | | | | 81.00 .00 81.00 | |
| 01.44.5008 | | EMP HEALTH INS LIBRARY | | | 1,264.46 | | |
| AP4909 11/17/20 2/20 | 2663 | BLUE CROSS BLU | 9 | 7 | 42749 CITY CONTRIBUTI | 1,264.46 | |
| | | | | | | ----- | |
| | | | | | | 1,264.46 .00 2,528.92 | |
| 01.44.5102 | | CLEANING SUPPLIES | | | 40.51 | | |
| AP4904 11/16/20 2/20 | 3437 | QUILL CORPORAT | 18 | 1 | 6052316 LIB CLEANING SU | 5.99 | |
| AP4904 11/16/20 2/20 | 2309 | WALMART | 1615 | 2 | 6052320 LIB CLEANING SU | 11.79 | |
| AP4909 11/17/20 2/20 | 705 | GENEVA HOME CE | 395 | 4 | 42778 B192427 LIB SUP | 5.59 | |

GENERAL LEDGER HISTORY REPORT
FROM 11/2020 TO 11/2020

| ACCOUNT NUMBER | JOB/PO | ACCOUNT TITLE | (FISCAL 2/2020 TO 2/2020) | | | | NET CHANGE |
|----------------------------------|---------------------|----------------------------|---------------------------|-------------------------|---------|--------------|------------|
| JOURNAL DATE PERIOD ACCT NO NAME | INVOICE NO | CHECK NO | REFERENCE | DEBITS | CREDITS | ENDING BAL | |
| 01.44.5102 | | CLEANING SUPPLIES | | | | 40.51 | |
| | | | | | | ----- | |
| | | | | | 23.37 | .00 63.88 | |
| 01.44.5200 | | UTILITIES ELECTRIC | | | | 377.94 | |
| AP4909 11/17/20 2/20 | 1408 NEBRASKA PUBLI | 135 | 18 | 42802 1043 G STREET L | 297.52 | | |
| | | | | | | ----- | |
| | | | | | 297.52 | .00 675.46 | |
| 01.44.5201 | | UTILITIES GAS | | | | 29.44 | |
| AP4909 11/17/20 2/20 | 208 BLACK HILLS EN | 129 | 11 | 42748 LIBRARY 7729-94 | 67.00 | | |
| AP4909 11/17/20 2/20 | 321 CONSTELLATION | 88 | 10 | 42758 LIBRARY RG-2477 | 56.64 | | |
| | | | | | | ----- | |
| | | | | | 123.64 | .00 153.08 | |
| 01.44.5202 | | UTILITIES PHONE | | | | 125.76 | |
| AP4909 11/17/20 2/20 | 2380 WINDSTREAM | 166 | 8 | 42825 LIBRARY PHONE | 127.71 | | |
| | | | | | | ----- | |
| | | | | | 127.71 | .00 253.47 | |
| 01.44.5203 | | UTILITIES GARBAGE | | | | 16.00 | |
| AP4909 11/17/20 2/20 | 280 BURTON ENTERPR | 89 | 7 | 42753 LIBRARY | 16.00 | | |
| | | | | | | ----- | |
| | | | | | 16.00 | .00 32.00 | |
| 01.44.5205 | | UTILITIES INTERNET | | | | 56.00 | |
| AP4909 11/17/20 2/20 | 761 GENEVA BROADBA | 104 | 3 | 42776 LIBRARY INTERNE | 56.00 | | |
| | | | | | | ----- | |
| | | | | | 56.00 | .00 112.00 | |
| 01.44.5226 | | REPAIR-MAINT BLDG&STRUCTUR | | | | 156.81 | |
| AP4911 11/30/20 2/20 | 2989 AMAZON.COM | 147 | 5 | 6052332 LIB BUILDING MA | 34.00 | | |
| | | | | | | ----- | |
| | | | | | 34.00 | .00 190.81 | |
| 01.44.5232 | | COMPUTER MAINT AGREEMENT | | | | 1,843.70 | |
| AP4909 11/17/20 2/20 | 1467 NEBRASKA LIBRA | 19 | 1 | 42798 LIB MEMBERSHIP | 500.00 | | |
| AP4911 11/30/20 2/20 | 3001 NAMECHEAP SUPP | 6 | 1 | 6052344 LIB COMPUTER DO | 13.16 | | |
| | | | | | | ----- | |
| | | | | | 513.16 | .00 2,356.86 | |
| 01.44.5500 | | SUPPLIES | | | | 136.91 | |
| AP4909 11/17/20 2/20 | 2993 DEMCO | 8 | 1 | 42763 LIB SHELVING | 83.97 | | |
| | | | | | | ----- | |
| | | | | | 83.97 | .00 220.88 | |
| 01.44.5501 | | OFFICE SUPPLIES | | | | 305.78 | |
| AP4909 11/17/20 2/20 | 705 GENEVA HOME CE | 395 | 8 | 42778 LIB OFFICE SUPP | 5.99 | | |
| AP4911 11/30/20 2/20 | 2989 AMAZON.COM | 147 | 4 | 6052332 LIB OFFICE-SIDE | 515.61 | | |
| AP4911 11/30/20 2/20 | 3437 QUILL CORPORAT | 10 | 1 | 6052350 LIB OFFICE SUPP | 247.79 | | |
| AP4911 11/30/20 2/20 | 3437 QUILL CORPORAT | 11 | 1 | 6052341 LIB OFFICE SUPP | 4.37 | | |
| AP4914 11/30/20 2/20 | 3437 QUILL CORPORAT | 10 | 1 | 6052350 AP CHECK VOIDED | 247.79- | | |
| AP4915 11/30/20 2/20 | 3437 QUILL CORPORAT | 10 | 1 | 6052350 LIB OFFICE SUPP | 247.49 | | |

GENERAL LEDGER HISTORY REPORT
FROM 11/2020 TO 11/2020

| ACCOUNT NUMBER | JOB/PO | ACCOUNT TITLE | (FISCAL 2/2020 TO 2/2020) | | | | NET CHANGE | | | |
|------------------------|----------|---------------|---------------------------|---------------------|------------|----------|-------------------------|-----------|---------|------------|
| JOURNAL | DATE | PERIOD | ACCT NO | NAME | INVOICE NO | CHECK NO | REFERENCE | DEBITS | CREDITS | ENDING BAL |
| 01.44.5501 | | | | OFFICE SUPPLIES | | | | | 305.78 | |
| ----- | | | | | | | | | | |
| | | | | | | | | 773.46 | .00 | 1,079.24 |
| 01.44.5504 | | | | SUPPLIES BOOKS | | | | | 987.84 | |
| AP4909 | 11/17/20 | 2/20 | | 705 GENEVA HOME CE | 395 | 11 | 42778 LIB PRINT MATER | | 13.99 | |
| AP4909 | 11/17/20 | 2/20 | | 3748 BAKER AND TAYL | 3 | 1 | 42745 LIB PRINT MATER | | 183.25 | |
| AP4909 | 11/17/20 | 2/20 | | 3758 FREDERICK, MIC | 1 | 1 | 42775 LIB PRINT MATER | | 48.00 | |
| AP4911 | 11/30/20 | 2/20 | | 2989 AMAZON.COM | 147 | 1 | 6052332 LIB PRINT MATER | | 460.36 | |
| AP4911 | 11/30/20 | 2/20 | | 3764 MAGAZINE STORE | 1 | 1 | 6052333 LIB PRINT MATER | | 8.05 | |
| ----- | | | | | | | | | | |
| | | | | | | | | 713.65 | .00 | 1,701.49 |
| 01.44.5505 | | | | PROGRAMMING | | | | | 115.12 | |
| AP4904 | 11/16/20 | 2/20 | | 2309 WALMART | 1615 | 1 | 6052320 LIB PROGRAMMING | | 2.00 | |
| AP4909 | 11/17/20 | 2/20 | | 2689 DOLLAR GENERAL | 35 | 3 | 42765 LIB PROGRAMMING | | 25.00 | |
| AP4911 | 11/30/20 | 2/20 | | 2989 AMAZON.COM | 147 | 2 | 6052332 LIB PROGRAMMING | | 44.66 | |
| ----- | | | | | | | | | | |
| | | | | | | | | 71.66 | .00 | 186.78 |
| 01.44.5506 | | | | SUPPLIES (NONPRINT) | | | | | 99.97 | |
| AP4911 | 11/30/20 | 2/20 | | 2989 AMAZON.COM | 147 | 3 | 6052332 LIB NONPRINT MA | | 29.05 | |
| ----- | | | | | | | | | | |
| | | | | | | | | 29.05 | .00 | 129.02 |
| 01.44.5507 | | | | FEEES | | | | | .00 | |
| AP4911 | 11/30/20 | 2/20 | | 3748 BAKER AND TAYL | 4 | 1 | 6052346 LIB PRINT MATER | | 653.57 | |
| ----- | | | | | | | | | | |
| | | | | | | | | 653.57 | .00 | 653.57 |
| ===== | | | | | | | | | | |
| REPORT TOTALS | | | | | | | | | | |
| TOTAL DEBITS / CREDITS | | | | | | | | 16,088.37 | 272.65 | |

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

| Revenue from November 16, 2020 through December 15, 2020 | Subtotal | Total |
|---|-----------------|--------------|
| Income: Fees | | |
| Faxing, fines, other fees | \$92.42 | |
| Membership fees | \$0.00 | |
| Total fee income | | \$92.42 |
| Income: Donations/Grants | | |
| Book sale | \$611.05 | |
| General donations | \$53.75 | |
| Meeting room use | \$195.00 | |
| Memorial (Archie Chapman) | \$150.00 | |
| Total donation income | | \$1,009.80 |
| | | |
| Expenses from November 16, 2020 through December 15, 2020 | Subtotal | Total |
| Invoices to pay | | |
| Black Hills Energy (November invoice) | \$78.39 | |
| Demco (shelving) | \$419.86 | |
| Dvoracek Memorial Library (half of <i>Book Page</i> subscription) | \$177.00 | |
| Geneva Bldg Supply (2 posts and 2 concrete mix, #10011) | \$48.70 | |
| Geneva Bldg Supply (2 posts and 2 concrete mix, #10037) | \$48.70 | |
| Geneva Bldg Supply (2 posts and 2 concrete mix, #10028) | \$48.70 | |
| Geneva Bldg Supply (3 posts and 3 concrete mix, #9994) | \$73.05 | |
| Glenwood (December invoice) | \$56.00 | |
| MOMAR (han-i-wipes) | \$130.05 | |
| NPPD | \$307.93 | |
| The Nebraska Signal (1 year subscription) | \$44.00 | |
| Windstream (\$127.72 past due, \$132.53 current due) | \$260.25 | |
| Total invoiced expenses | | \$1,692.63 |

Continued on reverse side.

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

| Expenses from November 16, 2020 through December 15, 2020 | Subtotal | Total |
|--|----------------------------|--------------|
| Heartland Bank Credit Card | | |
| 2020-11-17 USPS | \$5.16 | |
| 2020-11-23 USPS | \$7.49 | |
| 2020-11-24 USPS | \$3.16 | |
| 2020-11-25 USPS | \$2.80 | |
| 2020-11-27 MagazineStore (American Patchwork Quilting subscr. | \$8.05 | |
| 2020-12-02 MagazineStore (cancellation & refund) | -\$8.05 | |
| 2020-12-03 USPS | \$12.64 | |
| 2020-12-08 Baker & Taylor | \$473.88 | |
| 2020-12-10 USPS | \$64.62 | |
| 2020-12-15 USPS | \$10.52 | |
| 2020-12-15 Amazon | \$1,007.55 | |
| | Total credit card expenses | \$1,587.82 |
| Dollar General Credit Card | | |
| n/a | | |
| | 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
November 16, 2020 through December 15, 2020

Physical Holdings & Circulation Report

| Material Type | Added Holdings | Deleted Holdings | Total # of Holdings | % of Holdings | Checkouts this Period |
|------------------------|----------------|------------------|---------------------|---------------|-----------------------|
| Unassigned | | | | | |
| Adult Fiction | 19 | 1 | 5,553 | 23.68% | 309 |
| Adult Nonfiction | | 3 | 2,217 | 9.45% | 47 |
| Christian Fiction | 3 | | 1,070 | 4.56% | 90 |
| Biography | 1 | | 506 | 2.16% | 9 |
| Large Print | 1 | | 546 | 2.33% | 83 |
| Audiobooks | | | 667 | 2.84% | 8 |
| VHS | | | 125 | 0.53% | |
| DVD | 5 | | 3,651 | 15.57% | 244 |
| Serial Publication | 7 | | 1,150 | 4.90% | 25 |
| Music (CD) | | | 324 | 1.38% | 6 |
| YA Fiction | 9 | | 561 | 2.39% | 23 |
| YA Nonfiction | | | 6 | 0.03% | |
| YA Graphic Novels | | | 17 | 0.07% | |
| YA Audiobooks | | | 9 | 0.04% | |
| Juv Fiction | 18 | 2 | 1,926 | 8.21% | 73 |
| Juv Nonfiction | | 35 | 1,251 | 5.33% | 12 |
| Juv Biography | | | 86 | 0.37% | |
| Juv Graphic Novel | 1 | | 101 | 0.43% | 38 |
| Juv Audiobooks | | 3 | 35 | 0.15% | |
| First Readers | | | 360 | 1.54% | 51 |
| Easy | 3 | 1 | 2,075 | 8.85% | 137 |
| Board Books | 1 | 1 | 135 | 0.58% | 35 |
| Cake Pans | | | 25 | 0.11% | |
| Rotating Collection | | | | 0.00% | 24 |
| Puzzles | | | 3 | 0.01% | |
| Kits | | | 27 | 0.12% | |
| Yearbooks | | | 110 | 0.47% | |
| Genealogy | | | 878 | 3.74% | |
| On Order | | | 1 | 0.00% | |
| Keys/Equipment | | | 21 | 0.09% | 8 |
| Use Records | | | 15 | 0.06% | 133 |
| Total | 68 | 46 | 23,451 | 100% | 1,355 |
| compared to last month | -41% | 130% | 0% | | -27% |
| compared to last year | -75% | -21% | 2% | | -63% |

Continued on reverse side.

Geneva Public Library
November 16, 2020 through December 15, 2020

OverDrive Holdings & Circulation Report

| Material Type | | Total # of Titles | % of Titles | Checkouts this Period |
|----------------------|--|------------------------------|------------------------|----------------------------------|
| ebooks | | 31,971 | 57% | 533 |
| audiobooks | | 23,790 | 43% | 137 |
| Total | | 55,761 | | 670 |

ebooks compared to last month -2%
ebooks compared to last year -9%

audiobooks compared to last month -37%
audiobooks compared to last year -52%

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

Library Closure/Opening

The library continues to be the only City department open to walk-in traffic. All other safety precautions and procedures remain in effect and unchanged. The limit of 30 minutes of computer time, in effect since November 12, has substantially affected the number of youth in the library after school and on Saturdays, and is reflected in our door counts and computer use.

Library staff continue to offer curb-side delivery and home delivery. We have had a few more deliveries to Heritage Crossings and a home delivery this last month. The average traffic counts are as follows:

| | Average daily # of patrons at or through the door | Average daily # of patrons calling, texting, or emailing | Average daily # of computer users |
|--|--|---|--|
| March, April, May (curb-side delivery only) | 6 | 9 | n/a |
| June (curb-side, delivery, appts) | 11 | 11 | n/a |
| July 6-August 1 (full access, curb-side, delivery) | 28 | 6 | 5 |
| August 2-September 5 (full access, curb-side, delivery) | 34 | 5 | 7 |
| September 6-September 26 (full access, curb-side, delivery) | 43 | 3 | 13 |
| September 27-October 31 (full access, curb-side, delivery) | 59 | 4 | 20 |
| November 1-November 29 (full access, curb-side, delivery) | 41 | 5 | 10 |
| November 30-December 19 (full access, curb-side, delivery) | 26 | 4 | 6 |

The change in quarantine check-in through the Apollo computer system went well and all patron notifications were reinstated by December 7. Library patrons are once again receiving emails, text messages, and automated phone calls warning them of overdue items, or giving them a three day pre-due notice. Library staff check in materials as soon as they are returned, which removes the items from the patron's account, and places it in a 'seven day quarantine' computer status. Staff then place the materials in a box which is set aside for seven days, and then thoroughly wash hands and disinfect all surfaces. After the seven days, that particular box is pulled from quarantine, the materials are checked in again to remove the quarantine status, and then reshelved.

With notifications enabled, library staff have been advising patrons that regular due dates and overdue fines will be reinstated on January 1, 2021. We will continue to remind patrons of these changes for several weeks, while still being flexible and forgiving with patrons who have been quarantined or dealing with illnesses.

Programming

DINO-VEMBER was a new program this year, inviting people to search throughout the library twice each week throughout November to find dinosaurs and then library staff used it as a learning opportunity to discuss the materials available in that area. For example, the dinosaurs were 'playing' in the cook books, puzzles, audiobooks, and military history books. There were a total of 72 participants (57 children and 15 adults) who turned in a total of 195 ticket entries (179 from children and 16 from adults). Reagan Williams, daughter of Tyler and Megan Williams, was the drawing winner and received three new dinosaur-themed books.

In December, we have been offering Make & Take Activity Kits in lieu of the December Maker Camp program, in an attempt to get people in the library. Each Tuesday in December, a new take-home activity kit has been made available for kids. Library staff prepared two dozen of each kit and all the kits have gone out the door for the first three weeks.

The annual book sale occurred December 7-12. The library's annual book sale typically takes place the first full week of December. It offers all the books, magazine, and movies that have been removed from the library collection throughout the year, as well as all the donations from the public throughout the year. In the 2019-2020 fiscal year, the library received 2,925 items donated from the public. The majority of these donated items were put on the book sale. We do not keep track of how many items actually go out on the book sale and how many are sold, but there were less items for sale this year, than in years past. This year, there were approximately 24 total man hours to set up and tear down the book sale, which includes City maintenance staff bringing tables over from the Downtown Gym, retrieving the tables, and helping load/move the pallet of books. No specific prices, nor a 'suggested donation' are set to avoid the requirement of collecting sales tax, but we ask people to 'set their own price' and make a donation. Here is the profit realized from the book sale the last few years:

| | |
|--------------------------|---------------------------------|
| 2020 book sale: \$611.05 | 2016 book sale: \$425.70 |
| 2019 book sale: \$489.07 | 2015 book sale: (not available) |
| 2018 book sale: \$727.01 | 2014 book sale: \$244.00 |
| 2017 book sale: \$380.38 | |

Building & Grounds

Sondra Backstom volunteered to utilize her garden nursery experience and has manipulated the arborvitae at the north entrance to encourage a new leader branch to grow. This is an effort to make the new tree appear normal again, after it was vandalized the week before Thanksgiving.

The City Maintenance staff replaced nine rotted posts with new treated timbers set in concrete, along the west property line fence on December 10 and 11. The loose fence panels vandalized at the same time as the arborvitae were not as badly damaged as I feared and, overall, the fence looks great.

Yanda’s Audio & Video completed the technology installation on December 14-15. There was a supplier delay in getting the white speakers for the Large Meeting Room, so black speakers are temporarily in place until January, when they will hopefully be in stock and switched out. Doug Risseeuw with 34 Electric coordinated his schedule with Yanda’s to install electrical lines to the new projector motor in the Large Meeting Room, and he was able to make an unexpected return trip to create a new outlet in the Small Meeting Room to power the tv and sound bar.

For the most part, all three major library capital improvements are complete. We expect Yanda’s invoice (approximately \$30,100) to arrive in late January after the speakers are switched out. Before the end of January, I hope to have an article submitted to *The Nebraska Signal* outlining the projects and grant sources.

Library Foundation

The Library Foundation purchased a double-sided, magnetic, 4’ x 6’ marker board for the Large Meeting Room, after the suggestion was made by a few organizations that use the facilities.

The Foundation also encouraged the technology upgrades for the Small Meeting Room to move forward, at their expense, if it would not be covered by grant monies. This \$4,300 project was originally abandoned when the NLA Library Improvement Grant was not awarded, and the USDA grant funds had been allocated to the other projects.

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 minutes |
| 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 |
| June 2020 | 107 (84) | 295 | 12,996 | 1.25 hours |
| July 2020 | 129 (102) | 361 | 19,177 | 1.75 hours |
| Aug 2020 | 160 (128) | 417 | 17,518 | 1 hour |
| Sep 2020 | 109 (82) | 343 | 10,815 | 1 hour |
| Oct 2020 | 120 (91) | 324 | 7,628 | 45 minutes |
| Nov 2020 | 89 (66) | 256 | 8,644 | 1 hour |
| partial Dec | 84 (64) | 178 | 4,677 | 48 minutes |

Holiday Closures

At the December 7 City Council meeting, Christmas Eve was added as a paid City holiday for full time employees. This makes a total of twelve holidays. As a special allowance for 2020, New Year’s Eve will also be a paid holiday for full time employees. To continue mirroring the other City offices when they are closed for holidays, the library will be closed all day on December 24, 25, and 31, and January 1. Signage has been posted online and at the library, and staff hours have been moved around to reflect the additional days off.

Accreditation

Around December 1, the Nebraska Library Commission made the announcement that, due to COVID, they were once again going to extend accreditation deadlines. There are three separate types that apply to us: Library accreditation, which was postponed from 2020 to 2021, and has been postponed again to 2022; Library Trustee certification, which has been postponed from 2021 to 2022; and Librarian certification. The Library Board of Trustees needs to complete a total of 16 Continuing Education credits, but now has until September 30, 2022, to accomplish this.

Respectfully submitted,
Sarah Johnson

Geneva Public Library
Annual Report
for the Fiscal Year October 1, 2019 through September 30, 2020

[Will be provided at reviewed at the December 29, 2020 Library Board meeting.]