



Geneva Public Library

Founded 1912

Board of Trustees Meeting Agenda Tuesday, May 25, 2021

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.
4. Disposition of minutes of the April 27, 2021 regular meeting.
5. Financial report and action on bills.
 - a. April 2021 City budget report.
 - b. May 2021 Library revenue and expense report.
6. Librarian's report.
 - a. Circulation and holdings report.
 - b. Librarian's narrative report.
7. Unfinished business; new business; or public presentation to, or discussion with, the Board.
8. Adjournment.

The next regular meeting will be Tuesday, June 29, 2021.

**Geneva Public Library
Board of Trustees Meeting
Tuesday, April 27, 2021**

The Geneva Public Library Board of Trustees met in open session at 5:30 p.m. in the Geneva Public Library's Large Meeting 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 Deb Novak, President. Other members in attendance answering the roll call were: Debbie Bullock, Sally Miller, Karen Schotsch, and Brandon Thompson. Sarah Johnson, Librarian, was also in attendance.

The minutes of the March 30, 2021, Board meeting had been sent to members via email and were approved by the Board after a motion to accept was made by Thompson and seconded by Miller. All Board members voted to approve.

The April bills were reviewed. Miller made a motion to pay the bills and Thompson seconded. All Board members voted to approve.

Sarah Johnson presented the Librarian's Report. Sarah also reported a discussion held with the Nebraska Libraries OverDrive consortium regarding adding videos to the OverDrive collection. The consortium will be deciding this in the future, as the Nebraska Library Commission is planning to direct several thousand dollars of American Rescue Plan Act monies toward digital materials in OverDrive. Sarah suggested spending funds on popular audio and e-books since there is such a long wait for them, as opposed to spending funds on videos.

The meeting was adjourned at 6:09 p.m. and the Board adjourned.

The next regular Board of Trustees meeting will be Tuesday, May 25, 2021.

Submitted by Karen Schotsch.

REVENUE & EXPENSE REPORT
CALENDAR 4/2021, FISCAL 7/2020

PCT OF FISCAL YTD 58.3%

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	398.98	30,107.52	.00	30,107.52-
01.44.4103	LIBRARY MEMORIAL REVENUE	.00	150.00	.00	150.00-
01.44.4206	STATE AID	.00	.00	1,100.00	1,100.00
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	172.55	1,448.37	4,000.00	2,551.63
01.44.4450	DONATIONS	56.16	1,795.87	5,000.00	3,204.13
01.44.4550	MISCELLANEOUS	.00	.00	.00	.00
01.44.4650	SECRET GARDENER REFUND	.00	73.05	2,500.00	2,426.95
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
	TOTAL REVENUE	627.69	33,574.81	12,600.00	20,974.81-
	LIBRARY TOTAL	627.69	33,574.81	12,600.00	20,974.81-
01.44.5000	SALARIES-LIBRARY	6,948.65	53,814.12	99,500.00	45,685.88
01.44.5001	FICA EXPENSE-LIBRARY	500.01	3,900.63	7,000.00	3,099.37
01.44.5002	RETIREMENT-LIBRARY	535.84	3,176.50	9,000.00	5,823.50
01.44.5005	TRAINING & CONFERENCES	.00	106.00	1,000.00	894.00
01.44.5008	EMP HEALTH INS LIBRARY	1,408.50	9,427.38	20,000.00	10,572.62
01.44.5101	OTHER LABOR	.00	110.00	150.00	40.00
01.44.5102	CLEANING SUPPLIES	.00	686.03	1,000.00	313.97
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	115.98	29,824.52	.00	29,824.52-
01.44.5120	PUBLISHING	.00	258.00	200.00	58.00-
01.44.5200	UTILITIES ELECTRIC	352.84	2,226.15	5,500.00	3,273.85
01.44.5201	UTILITIES GAS	88.31	1,322.67	2,000.00	677.33
01.44.5202	UTILITIES PHONE	133.73	906.02	1,500.00	593.98
01.44.5203	UTILITIES GARBAGE	16.00	112.00	200.00	88.00
01.44.5205	UTILITIES INTERNET	56.00	392.00	700.00	308.00
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	.00	1,794.07	20,000.00	18,205.93
01.44.5227	REPAIR-MAINT EQUIPMENT	47.98	47.98	.00	47.98-
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	.00	1,144.20	2,000.00	855.80
01.44.5232	COMPUTER MAINT AGREEMENT	.00	2,450.90	3,000.00	549.10
01.44.5242	SECRET GARDEN	1.99	409.87	2,000.00	1,590.13
01.44.5250	MISCELLANEOUS	.00	419.86	1,000.00	580.14
01.44.5251	MEMORIAL DONATIONS	.00	.00	.00	.00
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	.00	1,049.34	2,000.00	950.66
01.44.5501	OFFICE SUPPLIES	29.12	1,969.67	3,000.00	1,030.33
01.44.5504	SUPPLIES BOOKS	134.25	10,208.63	14,000.00	3,791.37
01.44.5505	PROGRAMMING	85.75	354.26	2,000.00	1,645.74
01.44.5506	SUPPLIES (NONPRINT)	58.44	532.11	2,500.00	1,967.89
01.44.5507	FEES	.00	653.57	.00	653.57-
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 4/2021, FISCAL 7/2020

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
	TOTAL EXPENSES	10,513.39	127,296.48	206,250.00	78,953.52
	LIBRARY TOTAL	10,513.39	127,296.48	206,250.00	78,953.52
	GENERAL FUND TOTAL	9,885.70-	93,721.67-	193,650.00-	99,928.33-
	Report Total	9,885.70-	93,721.67-	193,650.00-	99,928.33-

GENERAL LEDGER HISTORY REPORT
FROM 4/2021 TO 4/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	7/2020 TO	7/2020)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
01.44.4102		GRANT						29,708.54	
RM8685	4/30/21	7/20			USDA LIB GRANT			398.98	
		LIBRARY GRANTS	BUDGET		.00				
			ENCUMBERED		.00	-----			
			AVAILABLE	30,107.52-			.00	398.98	30,107.52
01.44.4400		FEEES						1,275.82	
RM8650	4/06/21	7/20			faxing fees			12.00	
RM8650	4/06/21	7/20			VINYL/3D PRINTI			16.35	
RM8650	4/06/21	7/20			OVERDUES FINES,			68.54	
RM8650	4/06/21	7/20			NEW NONRESIDENT			20.00	
RM8669	4/19/21	7/20			FAXING FEES			7.00	
RM8669	4/19/21	7/20			VINYL OR 3D FEE			9.80	
RM8669	4/19/21	7/20			OVERDUE FINES,			38.86	
			BUDGET		4,000.00				
			ENCUMBERED		.00	-----			
			AVAILABLE	2,551.63			.00	172.55	1,448.37
01.44.4450		DONATIONS						1,739.71	
RM8650	4/06/21	7/20			GENERAL DONATIO			31.19	
RM8669	4/19/21	7/20			GENERAL DONATIO			24.97	
			BUDGET		5,000.00				
			ENCUMBERED		.00	-----			
			AVAILABLE	3,204.13			.00	56.16	1,795.87
REPORT TOTALS						=====			
TOTAL DEBITS / CREDITS							.00	627.69	

GENERAL LEDGER HISTORY REPORT
FROM 4/2021 TO 4/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	7/2020 TO	7/2020)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
01.44.5000		SALARIES-LIBRARY					46,865.47		
PR3480	4/05/21	7/20				PR DT: 4/03/21	3,453.90		
PR3484	4/19/21	7/20				PR DT: 4/17/21	3,494.75		
				BUDGET		99,500.00			
				ENCUMBERED		.00			
				AVAILABLE		45,685.88	6,948.65	.00	53,814.12
01.44.5001		FICA EXPENSE-LIBRARY					3,400.62		
PR3480	4/05/21	7/20				PR DT: 4/03/21	248.60		
PR3484	4/19/21	7/20				PR DT: 4/17/21	251.41		
				BUDGET		7,000.00			
				ENCUMBERED		.00			
				AVAILABLE		3,099.37	500.01	.00	3,900.63
01.44.5002		RETIREMENT-LIBRARY					2,640.66		
AP5016	4/20/21	7/20	152 AIG	139	6	LIBRARY EMPLOYE	162.56		
AP5016	4/20/21	7/20	3078 AMERITAS	68	2	43279 LIRBARY EMPLOYE	373.28		
				BUDGET		9,000.00			
				ENCUMBERED		.00			
				AVAILABLE		5,823.50	535.84	.00	3,176.50
01.44.5008		EMP HEALTH INS LIBRARY					8,018.88		
AP5016	4/20/21	7/20	2663 BLUE CROSS BLU	89	7	43287 EMP HELATH INS	1,408.50		
				BUDGET		20,000.00			
				ENCUMBERED		.00			
				AVAILABLE		10,572.62	1,408.50	.00	9,427.38
01.44.5112		GRANT EXPENSE					29,708.54		
AP5016	4/20/21	7/20	705 GENEVA HOME CE	367	20	43313 LIB CEILING PAN	115.98		
				BUDGET		.00			
				ENCUMBERED		.00			
				AVAILABLE		29,824.52-	115.98	.00	29,824.52
01.44.5200		UTILITIES ELECTRIC					1,873.31		
AP5016	4/20/21	7/20	1408 NEBRASKA PUBLI	142	18	43336 1043 G STREET L	352.84		
				BUDGET		5,500.00			
				ENCUMBERED		.00			
				AVAILABLE		3,273.85	352.84	.00	2,226.15
01.44.5201		UTILITIES GAS					1,234.36		
AP5016	4/20/21	7/20	208 BLACK HILLS EN	135	12	43286 LIBRARY 7729-94	88.31		
				BUDGET		2,000.00			
				ENCUMBERED		.00			
				AVAILABLE		677.33	88.31	.00	1,322.67
01.44.5202		UTILITIES PHONE					772.29		
AP5016	4/20/21	7/20	2380 WINDSTREAM	172	9	43352 LIBRARY PHONE	133.73		
				BUDGET		1,500.00			
				ENCUMBERED		.00			
				AVAILABLE		593.98	133.73	.00	906.02
01.44.5203		UTILITIES GARBAGE					96.00		
AP5016	4/20/21	7/20	280 BURTON ENTERPR	94	4	43288 LIBRARY	16.00		

GENERAL LEDGER HISTORY REPORT
FROM 4/2021 TO 4/2021

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	7/2020 TO	7/2020)		DEBITS	CREDITS	NET CHANGE	
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL	
01.44.5203		UTILITIES GARBAGE					96.00			
				BUDGET	200.00					
				ENCUMBERED	.00					
				AVAILABLE	88.00		16.00	.00	112.00	
01.44.5205		UTILITIES INTERNET					336.00			
AP5016	4/20/21	7/20	761 GENEVA BROADBA 109	4	43310	LIBRARY INTERNE	56.00			
				BUDGET	700.00					
				ENCUMBERED	.00					
				AVAILABLE	308.00		56.00	.00	392.00	
01.44.5227		REPAIR-MAINT EQUIPMENT					.00			
AP5016	4/20/21	7/20	705 GENEVA HOME CE 367	10	43313	POOL SUPPLIES D	47.98			
				BUDGET	.00					
				ENCUMBERED	.00					
				AVAILABLE	47.98-		47.98	.00	47.98	
01.44.5242		SECRET GARDEN					407.88			
AP5016	4/20/21	7/20	705 GENEVA HOME CE 367	19	43313	SECRET GARDEN S	1.99			
				BUDGET	2,000.00					
				ENCUMBERED	.00					
				AVAILABLE	1,590.13		1.99	.00	409.87	
01.44.5501		OFFICE SUPPLIES					1,940.55			
AP5025	4/30/21	7/20	2989 AMAZON.COM 304	1	6052674	LIB OFFICE SUPP	29.12			
				BUDGET	3,000.00					
				ENCUMBERED	.00					
				AVAILABLE	1,030.33		29.12	.00	1,969.67	
01.44.5504		SUPPLIES BOOKS					10,074.38			
AP5025	4/30/21	7/20	2989 AMAZON.COM 304	2	6052674	LIB PRINT SUPPL	134.25			
				BUDGET	14,000.00					
				ENCUMBERED	.00					
				AVAILABLE	3,791.37		134.25	.00	10,208.63	
01.44.5505		PROGRAMMING					268.51			
AP5025	4/30/21	7/20	2989 AMAZON.COM 304	3	6052674	LIB PROGRAMMING	85.75			
				BUDGET	2,000.00					
				ENCUMBERED	.00					
				AVAILABLE	1,645.74		85.75	.00	354.26	
01.44.5506		SUPPLIES (NONPRINT)					473.67			
AP5025	4/30/21	7/20	2989 AMAZON.COM 304	4	6052674	LIB NONPRINT SU	58.44			
				BUDGET	2,500.00					
				ENCUMBERED	.00					
				AVAILABLE	1,967.89		58.44	.00	532.11	
REPORT TOTALS							=====			
TOTAL DEBITS / CREDITS								10,513.39	.00	

**Geneva Public Library
May 2021 Revenue/Expense Report**

Revenue from April 16, 2021 through May 15, 2021	Subtotal	Total
Faxing fees	\$19.00	
Laminating fees	\$0.00	
Vinyl or 3D Printing fees and donations	\$27.72	
Overdue fines, ILL fees, Replacement costs	\$88.58	
New Nonresident fee	\$0.00	
Renewal Nonresident fee	\$40.00	
Renewal Township fee	\$0.00	
General donations	\$112.71	
Meeting Room donations	\$50.00	
ThriftBooks donations	\$0.00	
Book Sale donations	\$0.00	
Grant revenue	\$0.00	
Memorial revenue	\$0.00	
Total income		\$338.01

Expenses from April 16, 2021 through May 15, 2021	Subtotal	Total
Invoices to pay		
All Around Lawn (sod prep and install)	\$283.00	
All Around Lawn (20 yards of mulch)	\$960.00	
Black Hills Energy (April invoice)	\$71.38	
Cengage/Thorndike Large Print (Inv. 74141901)	\$24.79	
Center Point Large Print	\$77.61	
Fortres Grand (public computer security software)	\$70.84	
Geneva Home Center (paint, conduit)	\$36.96	
Geneva Home Center (hose washers, smooth rod)	\$6.58	
Geneva Home Center (bolts, cement anchors)	\$3.20	
Geneva Home Center (bolts, drill bit)	\$5.79	
Glenwood (May invoice)	\$56.00	
Kinetic (April invoice)	\$132.59	
Midwest Alarm	\$115.00	
NPPD (May invoice)	\$353.10	
Nebraska Signal (B4S display ads x3 weeks)	\$93.00	
Noel Lawn Care	\$99.75	
Quill (tape)	\$23.22	

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**Geneva Public Library
May 2021 Revenue/Expense Report**

Expenses from April 16, 2021 through May 15, 2021	Subtotal	Total
Invoices to pay (continued)		
Rotary (2Q2021 dues)	\$129.00	
Taylor Lawn Sprinkler	\$107.50	
Total invoiced expenses		\$2,649.31

Expenses from April 16, 2021 through May 15, 2021	Subtotal	Total
Heartland Bank Credit Card		
2021-04-19 Amazon	\$307.56	
2021-04-20 USPS	\$4.34	
2021-04-23 USPS	\$2.75	
2021-04-26 USPS	\$2.89	
2021-04-30 Baker & Taylor	\$457.99	
2021-05-03 Home Depot (light fixtures basement restrooms)	\$139.94	
2021-05-06 USPS	\$9.74	
2021-05-10 WorkPlacePro (library shirts)	\$58.50	
2021-05-13 USPS	\$7.09	
2021-05-12 Walmart (summer reading)	\$36.95	
2021-05-12 Naber's Locksmith Service	\$2.25	
Total credit card expenses		\$1,030.00

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
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Library Board Secretary	Date
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Date filed with the City Clerk/Treasurer

Geneva Public Library
April 16, 2021 through May 15, 2021

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
Unassigned					
Adult Fiction	36		6,018	25.78%	280
Adult Nonfiction	8		2,127	9.11%	60
Christian Fiction	10		1,260	5.40%	111
Biography	4		526	2.25%	12
Large Print				*	
Audiobooks			742	3.18%	6
VHS			125	0.54%	
DVD	75	1	3,751	16.07%	199
Serial Publication	25		756	3.24%	31
Music (CD)			321	1.38%	2
YA Fiction	3	1	572	2.45%	8
YA Nonfiction			7	0.03%	
YA Graphic Novels			17	0.07%	
YA Audiobooks			9	0.04%	
Juv Fiction	18	11	1,953	8.37%	41
Juv Nonfiction			1,128	4.83%	26
Juv Biography			90	0.39%	1
Juv Graphic Novel			120	0.51%	17
Juv Audiobooks			35	0.15%	
First Readers			360	1.54%	37
Easy	19		2,141	9.17%	71
Board Books		3	136	0.58%	40
Cake Pans	5		78	0.33%	
Rotating Collection			4	0.02%	48
Puzzles			3	0.01%	1
Kits			27	0.12%	
Yearbooks			110	0.47%	
Genealogy			878	3.76%	
Keys/Equipment	1		22	0.09%	13
Use Records			27	0.12%	174
Total	204	16	23,343	100%	1,178
<i>compared to last month</i>	81%	129%	1%		-19%
<i>compared to last year</i>	81%	-20%	0%		56%

* LARGE PRINT was split and shelved with regular print materials.

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Geneva Public Library
April 16, 2021 through May 15, 2021

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OverDrive Holdings & Circulation Report

Material Type	Total # of Titles	% of Titles	Checkouts this Period
ebooks	33,400	54%	269
audiobooks	24,615	40%	202
magazines	3,305	5%	8
Total	61,320		479

ebook checkouts compared to last month **-4%**
ebook checkouts compared to last year **-15%**

audiobook checkouts compared to last month **27%**
audiobook checkouts compared to last year **-36%**

magazine checkouts compared to last month **-27%**
magazine checkouts compared to last year **n/a**