



# Geneva Public Library

Founded 1912

## Board of Trustees Meeting Agenda Tuesday, March 29, 2022

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.
4. Disposition of minutes.
  - a. February 22, 2022 regular meeting.
5. Financial report and action on bills.
  - a. February 2022 City budget report.
  - b. March 2022 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 April 26, 2022.*

Geneva Public Library  
**Board of Trustees Meeting**  
Tuesday, February 22, 2022

The Geneva Public Library Board of Trustees met in open session at 5:32 p.m. 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. Members in attendance were Liz Kaye-Skinner, Vice President; Karen Schotsch, Secretary; Sally Miller, Foundation Liaison; and Mary Stofer.

Sally made a motion to accept the Library revenue and expense report for January, 2022. Liz seconded. All Board members voted to approve.

Sarah presented bills to be paid and spent some time explaining a few things to the new Board members. Mary made a motion to pay the bills as presented and Sally seconded. All Board members voted to approve.

Sarah reported that the library's Fine Free mailer (an Every Door Direct Mailing) is out for printing and will be mailed out to every address in the 68361 zip code as soon as it is delivered.

Patrons and staff are excited to see the new book return box and are anxious for it to be installed outdoors along the alley. Sarah sent letters to neighbors of the library to inform them that the box will be installed soon and that alley traffic might increase. She is getting estimates on changing out the florescent light bulbs to LED bulbs or moving to new LED fixtures throughout the library. Two long-range projects were briefly discussed: A storywalk similar to the one in York and in other communities, in conjunction with the future walking path around the community; and to expand the parking to the south closer to the alley, adding one additional handicap stall and possibly three other stalls.

The meeting was adjourned at 6:30 p.m. after a motion was made by Sally and seconded by Liz. All Board members voted to approve.

The next regular Board of Trustees meeting will be Tuesday, March 29, 2022.

Submitted by Karen Schotsch

**REVENUE & EXPENSE REPORT**  
**CALENDAR 2/2022, FISCAL 5/2021**

**PCT OF FISCAL YTD 41.6%**

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	9,995.12	14,319.12	.00	14,319.12-
01.44.4103	LIBRARY MEMORIAL REVENUE	.00	320.00	.00	320.00-
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	65.50	1,572.75	3,000.00	1,427.25
01.44.4450	DONATIONS	642.48	2,363.13	3,000.00	636.87
01.44.4550	MISCELLANEOUS	.00	2.96	.00	2.96-
01.44.4650	SECRET GARDENER REFUND	.00	1,484.95	2,500.00	1,015.05
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
	TOTAL REVENUE	10,703.10	20,062.91	9,700.00	10,362.91-
	LIBRARY TOTAL	10,703.10	20,062.91	9,700.00	10,362.91-
01.44.5000	SALARIES-LIBRARY	6,969.21	41,743.92	106,000.00	64,256.08
01.44.5001	FICA EXPENSE-LIBRARY	499.72	3,031.21	8,200.00	5,168.79
01.44.5002	RETIREMENT-LIBRARY	640.93	3,564.97	9,800.00	6,235.03
01.44.5005	TRAINING & CONFERENCES	185.50	914.62	1,600.00	685.38
01.44.5008	EMP HEALTH INS LIBRARY	1,556.10	7,337.70	19,500.00	12,162.30
01.44.5101	OTHER LABOR	.00	55.00	200.00	145.00
01.44.5102	CLEANING SUPPLIES	64.03	328.60	1,000.00	671.40
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	6,240.31	8,287.64	.00	8,287.64-
01.44.5120	PUBLISHING	704.00	704.00	200.00	504.00-
01.44.5200	UTILITIES ELECTRIC	348.54	1,818.98	5,500.00	3,681.02
01.44.5201	UTILITIES GAS	799.89	1,213.62	2,000.00	786.38
01.44.5202	UTILITIES PHONE	123.68	642.81	1,500.00	857.19
01.44.5203	UTILITIES GARBAGE	20.50	98.00	300.00	202.00
01.44.5205	UTILITIES INTERNET	59.95	313.91	700.00	386.09
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	20.79	160.25	20,000.00	19,839.75
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	.00	1,175.60	2,000.00	824.40
01.44.5232	COMPUTER MAINT AGREEMENT	239.22	2,667.71	3,000.00	332.29
01.44.5242	SECRET GARDEN	.00	108.75	2,000.00	1,891.25
01.44.5250	MISCELLANEOUS	.00	72.01	1,000.00	927.99
01.44.5251	MEMORIAL DONATIONS	.00	.00	.00	.00
01.44.5253	REFUND	.00	.00	.00	.00
01.44.5500	SUPPLIES	.00	1,091.20	2,000.00	908.80
01.44.5501	OFFICE SUPPLIES	.00	2,049.40	3,000.00	950.60
01.44.5504	SUPPLIES BOOKS	1,884.88	6,529.79	15,000.00	8,470.21
01.44.5505	PROGRAMMING	188.48	1,242.16	2,000.00	757.84
01.44.5506	SUPPLIES (NONPRINT)	522.15	1,175.08	2,000.00	824.92
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 2/2022, FISCAL 5/2021**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
	TOTAL EXPENSES	21,067.88	86,326.93	215,500.00	129,173.07
	LIBRARY TOTAL	21,067.88	86,326.93	215,500.00	129,173.07
	GENERAL FUND TOTAL	10,364.78-	66,264.02-	205,800.00-	139,535.98-
	Report Total	10,364.78-	66,264.02-	205,800.00-	139,535.98-

**GENERAL LEDGER HISTORY REPORT**  
**FROM 2/2022 TO 2/2022**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	5/2021 TO	5/2021)		DEBITS	CREDITS	NET CHANGE	
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL	
01.44.4102			GRANT					4,324.00		
RM9104	2/01/22	5/21	LIBRARY GRANTS			STATE OF NEBRAS		8,088.00		
RM9154	2/26/22	5/21	LIBRARY GRANTS			USDA LIB GRANT		1,907.12		
				BUDGET		.00				
				ENCUMBERED		.00				
				AVAILABLE	14,319.12-		.00	9,995.12	14,319.12	
01.44.4400			FEES					1,507.25		
RM9113	2/04/22	5/21	LIBRARY FEES			FAXING FEES		6.00		
RM9113	2/04/22	5/21	LIBRARY FEES			OVERDUE FINES,		28.85		
RM9143	2/22/22	5/21	LIBRARY FEES			FAXING FEES		12.00		
RM9143	2/22/22	5/21	LIBRARY FEES			VINYL OR 3D PRI		.55		
RM9143	2/22/22	5/21	LIBRARY FEES			LASER CUTTER FE		3.50		
RM9143	2/22/22	5/21	LIBRARY FEES			OVERDUES FINE I		14.60		
				BUDGET		3,000.00				
				ENCUMBERED		.00				
				AVAILABLE	1,427.25		.00	65.50	1,572.75	
01.44.4450			DONATIONS					1,720.65		
RM9113	2/04/22	5/21	LIBR DONATIONS			GENERAL DONATIO		66.05		
RM9113	2/04/22	5/21	LIBR DONATIONS			MEETING ROOM DO		75.00		
RM9113	2/04/22	5/21	LIBR DONATIONS			THRIFT BOOKS DO		105.66		
RM9113	2/04/22	5/21	LIBR DONATIONS			BOOK SALE DONAT		1.00		
RM9143	2/22/22	5/21	LIBR DONATIONS			GENRAL DONATION		144.52		
RM9143	2/22/22	5/21	LIBR DONATIONS			MEETING ROOM DO		250.00		
RM9143	2/22/22	5/21	LIBR DONATIONS			BOOK SALE DONAT		.25		
				BUDGET		3,000.00				
				ENCUMBERED		.00				
				AVAILABLE	636.87		.00	642.48	2,363.13	
REPORT TOTALS							=====			
TOTAL DEBITS / CREDITS								.00	10,703.10	

**GENERAL LEDGER HISTORY REPORT**  
**FROM 2/2022 TO 2/2022**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	5/2021 TO	5/2021)				NET CHANGE
JOURNAL DATE PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.5000		SALARIES-LIBRARY				34,774.71			
PR3595 2/07/22 5/21					PR DT: 2/05/22	3,274.68			
PR3600 2/22/22 5/21					PR DT: 2/19/22	3,694.53			
			BUDGET	106,000.00					
			ENCUMBERED	.00					
			AVAILABLE	64,256.08		6,969.21	.00	41,743.92	
01.44.5001		FICA EXPENSE-LIBRARY				2,531.49			
PR3595 2/07/22 5/21					PR DT: 2/05/22	233.80			
PR3600 2/22/22 5/21					PR DT: 2/19/22	265.92			
			BUDGET	8,200.00					
			ENCUMBERED	.00					
			AVAILABLE	5,168.79		499.72	.00	3,031.21	
01.44.5002		RETIREMENT-LIBRARY				2,924.04			
AP5292 2/23/22 5/21	152	AIG	150	6	LIBRARY EMPLOYE	166.77			
AP5292 2/23/22 5/21	3078	AMERITAS	79	2	44509 LIBRARY EMPLOYE	391.90			
AP5292 2/23/22 5/21	3789	NATIONAL LIFE	12	2	44587 LIBRARY EMPLOYE	82.26			
			BUDGET	9,800.00					
			ENCUMBERED	.00					
			AVAILABLE	6,235.03		640.93	.00	3,564.97	
01.44.5005		TRAINING & CONFERENCES				729.12			
AP5292 2/23/22 5/21	2896	GENEVA ROTARY	47	1	44554 LIB MEMBER FEES	150.50			
AP5292 2/23/22 5/21	3026	NE LIBRARY ASS	27	1	6053488 LIB TRAINING CO	35.00			
AP5294 2/23/22 5/21	3026	NE LIBRARY ASS	27	1	6053488 LIB TRAINING CO	35.00-			
AP5294 2/23/22 5/21	3026	NE LIBRARY ASS	27	1	6053488 LIB TRAINING CO	35.00			
			BUDGET	1,600.00					
			ENCUMBERED	.00					
			AVAILABLE	685.38		185.50	.00	914.62	
01.44.5008		EMP HEALTH INS LIBRARY				5,781.60			
AP5292 2/23/22 5/21	2663	BLUE CROSS BLU	20	6	44519 LIBRARY CITY CO	1,556.10			
			BUDGET	19,500.00					
			ENCUMBERED	.00					
			AVAILABLE	12,162.30		1,556.10	.00	7,337.70	
01.44.5102		CLEANING SUPPLIES				264.57			
AP5292 2/23/22 5/21	705	GENEVA HOME CE	458	15	44553 LIB PAPER CLEAN	5.77			
AP5298 2/28/22 5/21	2989	AMAZON.COM	233	1	6053496 LIB CLEANING	51.92			
AP5298 2/28/22 5/21	2309	WALMART	623	1	6053510 LIB CLEANING SU	6.34			
			BUDGET	1,000.00					
			ENCUMBERED	.00					
			AVAILABLE	671.40		64.03	.00	328.60	
01.44.5112		GRANT EXPENSE				2,047.33			
AP5280 2/11/22 5/21	3909	KINGSLEY	1	1	44494 LIB GRANT EXPEN	5,969.18			
AP5292 2/23/22 5/21	2864	34 ELECTRIC	57	1	44505 LIB NEW OUTLETS	271.13			
			BUDGET	.00					
			ENCUMBERED	.00					
			AVAILABLE	8,287.64-		6,240.31	.00	8,287.64	
01.44.5120		PUBLISHING				.00			
AP5298 2/28/22 5/21	3490	CUTTHROAT PRIN	27	1	6053499 LIB SUPPLIES	704.00			

**GENERAL LEDGER HISTORY REPORT**  
**FROM 2/2022 TO 2/2022**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	5/2021 TO	5/2021)				NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.5120		PUBLISHING				.00			
			BUDGET	200.00					
			ENCUMBERED	.00					
			AVAILABLE	504.00-		704.00	.00	704.00	
01.44.5200		UTILITIES ELECTRIC				1,470.44			
AP5292 2/23/22 5/21		1408 NEBRASKA PUBLI 153	18	44594	1043 G STREET L	348.54			
			BUDGET	5,500.00					
			ENCUMBERED	.00					
			AVAILABLE	3,681.02		348.54	.00	1,818.98	
01.44.5201		UTILITIES GAS				413.73			
AP5292 2/23/22 5/21		208 BLACK HILLS EN 213	10	44518	LIBRARY 7729-94	134.76			
AP5292 2/23/22 5/21		321 CONSTELLATION 136	11	44525	LIBRARY RG-2477	665.13			
			BUDGET	2,000.00					
			ENCUMBERED	.00					
			AVAILABLE	786.38		799.89	.00	1,213.62	
01.44.5202		UTILITIES PHONE				519.13			
AP5292 2/23/22 5/21		2380 WINDSTREAM 182	8	44624	LIRBARY	123.68			
			BUDGET	1,500.00					
			ENCUMBERED	.00					
			AVAILABLE	857.19		123.68	.00	642.81	
01.44.5203		UTILITIES GARBAGE				77.50			
AP5292 2/23/22 5/21		280 BURTON ENTERPR 312	3	44520	LIBRARY GARBAGE	20.50			
			BUDGET	300.00					
			ENCUMBERED	.00					
			AVAILABLE	202.00		20.50	.00	98.00	
01.44.5205		UTILITIES INTERNET				253.96			
AP5292 2/23/22 5/21		761 GENEVA BROADBA 268	4	44549	LIBRARY INTERNE	59.95			
			BUDGET	700.00					
			ENCUMBERED	.00					
			AVAILABLE	386.09		59.95	.00	313.91	
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR				139.46			
AP5298 2/28/22 5/21		2989 AMAZON.COM 233	2	6053496	LIB BLDG MAINT	20.79			
			BUDGET	20,000.00					
			ENCUMBERED	.00					
			AVAILABLE	19,839.75		20.79	.00	160.25	
01.44.5232		COMPUTER MAINT AGREEMENT				2,428.49			
AP5298 2/28/22 5/21		2989 AMAZON.COM 233	3	6053496	LIB COMPUTER	239.22			
			BUDGET	3,000.00					
			ENCUMBERED	.00					
			AVAILABLE	332.29		239.22	.00	2,667.71	
01.44.5504		SUPPLIES BOOKS				4,644.91			
AP5287 2/22/22 5/21		3748 BAKER AND TAYL 31	1	6053483	LIB PRINT MATER	654.40			
AP5292 2/23/22 5/21		348 CENTER POINT L 26	1	44524	LIB PRINT MATER	24.00			
AP5292 2/23/22 5/21		348 CENTER POINT L 27	1	44524	LIB SUPPLIES BO	53.14			
AP5292 2/23/22 5/21		3168 DVORACEK MEMOR 7	1	44534	LIB PRINT MATER	195.00			
AP5292 2/23/22 5/21		3207 GALE/CENGAGE L 32	1	44548	LIB PRINT MATER	377.03			

**GENERAL LEDGER HISTORY REPORT**  
**FROM 2/2022 TO 2/2022**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	5/2021 TO	5/2021)		DEBITS	CREDITS	NET CHANGE	
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE				ENDING BAL	
01.44.5504		SUPPLIES BOOKS					4,644.91			
AP5292 2/23/22 5/21		3207 GALE/CENGAGE L 33	1	44548	LIB PRINT MATER		44.58			
AP5292 2/23/22 5/21		3207 GALE/CENGAGE L 34	1	44548	LIB PRINT MATER		82.31			
AP5292 2/23/22 5/21		3207 GALE/CENGAGE L 35	1	44548	LIB PRINT MATER		51.30			
AP5298 2/28/22 5/21		2989 AMAZON.COM 233	4	6053496	LIB PRINTED MAT		349.30			
AP5298 2/28/22 5/21		2309 WALMART 622	1	6053509	LIB PRINT MATER		53.82			
		BUDGET		15,000.00						
		ENCUMBERED		.00						
		AVAILABLE		8,470.21		1,884.88		.00	6,529.79	
01.44.5505		PROGRAMMING					1,053.68			
AP5292 2/23/22 5/21		2689 DOLLAR GENERAL 61	3	44533	LIB PROGRAMMING		10.20			
AP5298 2/28/22 5/21		2989 AMAZON.COM 233	5	6053496	LIB NON PRINTED		178.28			
		BUDGET		2,000.00						
		ENCUMBERED		.00						
		AVAILABLE		757.84		188.48		.00	1,242.16	
01.44.5506		SUPPLIES (NONPRINT)					652.93			
AP5287 2/22/22 5/21		3748 BAKER AND TAYL 32	1	6053484	LIB NONPRINT MA		22.16			
AP5292 2/23/22 5/21		3902 FINDAWAY WORLD 1	1	44545	LIB NONPRINT MA		98.04			
AP5292 2/23/22 5/21		3902 FINDAWAY WORLD 2	1	44545	LIB NONPRINT MA		401.95			
		BUDGET		2,000.00						
		ENCUMBERED		.00						
		AVAILABLE		824.92		522.15		.00	1,175.08	
REPORT TOTALS							=====			
TOTAL DEBITS / CREDITS							21,067.88	.00		



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

<b>Revenue from February 16, 2022 through March 15, 2022</b>	<b>Subtotal</b>	<b>Total</b>
Faxing fees	\$44.00	
Laminating fees	\$0.00	
3D printing fees and donations	\$0.00	
Vinyl cutter printing fees and donations	\$6.30	
Laser cutter fees and donations	\$5.50	
Overdue fines before 3/1/22, ILL fees, Replacement costs, etc.	\$40.59	
New Nonresident fee	\$0.00	
Renewal Nonresident fee	\$20.00	
Renewal Township fee	\$0.00	
General donations	\$189.79	
Meeting Room donations	\$20.00	
Book Sale donations	\$11.00	
ThriftBooks income	\$0.00	
Grant revenue	\$0.00	
Memorial revenue	\$0.00	
	<b>Total income</b>	<b>\$337.18</b>

<b>Expenses from February 16, 2022 through March 15, 2022</b>	<b>Subtotal</b>	<b>Total</b>
Invoices to pay		
B&H Photo (Inv. 200049494)	\$358.18	
Black Hills Energy (Feb invoice)	\$123.46	
Brodart	\$154.94	
Brodart (Inv. 598286)	\$68.05	
Cengage (Inv. 77319978)	\$46.30	
Center Point (Inv. 1917815)	\$79.01	
Center Point (Inv. 1917900)	\$25.87	
Demco (Inv. 7090022)	\$166.90	
Eakes (Inv. 345464)	\$190.79	
FCDC (Odegeo registration)	\$233.75	
Glenwood (Mar invoice)	\$59.95	
Kinetic (Feb invoice)	\$126.49	
NPPD (Mar invoice)	\$274.65	
Sarah Johnson (parking garage fee)	\$6.25	
Sarah Johnson (Ted Dekker trilogy)	\$33.98	
	<b>Total invoiced expenses</b>	<b>\$1,948.57</b>

*Continued on reverse side.*

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

<b>Expenses from February 16, 2022 through March 15, 2022</b>	<b>Subtotal</b>	<b>Total</b>
<b>Heartland Bank Credit Card</b>		
2022-02-19 Walmart (cleaning supplies)	\$6.34	
2022-02-22 USPS	\$3.03	
2022-02-23 eCheck to Cutthroat Print (2,500 EDDM postcards)	\$704.00	
2022-02-24 USPS	\$3.63	
2022-02-26 Walmart (Dr. Seuss books)	\$53.82	
2022-02-28 USPS	\$3.03	
2022-03-07 USPS	\$13.73	
2022-03-09 USPS (EDDM postage)	\$260.60	
2022-03-17 Amazon	\$638.07	
2022-03-17 Baker & Taylor (nonprint)	\$22.16	
2022-03-17 Baker & Taylor (print)	\$678.20	
2022-03-17 Kingsley (bollards)	\$527.24	
<b>Total credit card expenses</b>		<b>\$2,913.85</b>
<b>Dollar General Credit Card</b>		
2022-02-18 paper products	\$55.80	
<b>Total charged expenses</b>		<b>\$55.80</b>

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**  
**February 16, 2022 through March 15, 2022**

**Physical Holdings & Circulation Report**

<b>Material Type</b>	<b>Added Holdings</b>	<b>Deleted Holdings</b>	<b>Total # of Holdings</b>	<b>% of Holdings</b>	<b>Checkouts this Period*</b>
Unassigned					
Adult Fiction	41	33	6,351	26.84%	274
Adult Nonfiction	5	1	2,210	9.34%	74
Christian Fiction	8		1,374	5.81%	88
Biography	4		423	1.79%	7
Audiobooks	1		792	3.35%	6
DVD	12	1	3,896	16.47%	212
Serial Publication	26		911	3.85%	19
Music (CD)			25	0.11%	17
YA Fiction	11	1	593	2.51%	25
YA Nonfiction			8	0.03%	1
YA Graphic Novels			17	0.07%	1
YA Audiobooks			9	0.04%	
Juv Fiction	11	10	2,025	8.56%	51
Juv Nonfiction	6	1	1,154	4.88%	43
Juv Biography			100	0.42%	0
Juv Graphic Novel	8		144	0.61%	44
Juv Audiobooks			35	0.15%	
First Readers			371	1.57%	41
Easy	8		1,934	8.17%	218
Board Books	4	1	124	0.52%	20
Cake Pans			89	0.38%	
Rotating Collection			2	0.01%	49
Games			1	0.00%	
Kits			32	0.14%	
Yearbooks			112	0.47%	
Genealogy			878	3.71%	
Keys/Equipment			22	0.09%	18
Use Records			26	0.11%	232
Library of Things			3	0.01%	
<b>Total</b>	<b>145</b>	<b>48</b>	<b>23,661</b>	<b>100%</b>	<b>1,440</b>

*compared to last month*    **12%**    **700%**    **1%**    **-15%**  
*compared to last year*    **-4%**    **9%**    **3%**    **1%**

**\* Circulation statistics include renewals but NOT auto-renewals.**

*Continued on reverse side.*

**Geneva Public Library**  
**February 16, 2022 through March 15, 2022**

**OverDrive Holdings & Circulation Report**

Material Type	Total # of Titles	% of Titles	Checkouts this Period
ebooks	36,466	59%	423
audiobooks	20,800	34%	244
magazines	3,921	6%	8
videos	355	0.6%	1
<b>Total</b>	<b>61,542</b>	<b>100%</b>	<b>676</b>

<i>ebook checkouts compared to last month</i>	<b>53%</b>
<i>audiobook checkouts compared to last month</i>	<b>33%</b>
<i>magazine checkouts compared to last month</i>	<b>-38%</b>
<i>video checkouts compared to last month</i>	<b>100%</b>
<i>ebook checkouts compared to last year</i>	<b>11%</b>
<i>audiobook checkouts compared to last year</i>	<b>-50%</b>
<i>magazine checkouts compared to last year</i>	<b>n/a</b>
<i>video checkouts compared to last year</i>	<b>n/a</b>

**Geneva Public Library  
Librarian's Report  
March 2022**

**Library Status**

The average traffic counts are as follows:

	<b>Door Count</b>	<b>Computer Users</b>	<b>Patron Calls</b>
October 2021	42	14	4
November 2021	42	10	5
December 2021	41	11	6
January 2022	35	7	5
February 2022	36	9	5
March 2022 to date	39	9	4

**Grants**

We are still awaiting the installation of the book drop by City Maintenance staff. The Youth Grant for Excellence has a book purchase to be finalized, and then to host some sort of open house or event to raise awareness of these new items, for the grant to be completed. We have received tentative info that the new cabinet system for behind the circulation desk may arrive March 30-31.

**Programming**

The March Teen Activities Group (T.A.G.) event featured JackBox games, making apple roll-ups, and hide and seek.

Oct 18, 2021	11 attendees, 2 staff
Nov 15, 2021	11 attendees, 2 staff
Dec 20, 2021	5 attendees, 2 staff
Jan 10, 2022	6 attendees, 2 staff
Feb 14, 2022	13 attendees, 2 staff
Mar 21, 2022	9 attendees, 2 staff



**LEGO® Night attendance:**

Oct 28, 2021	29 attendees, 1 staff
Nov (no event due to Thanksgiving)	
Dec 23, 2021	3 attendees, 1 staff
Jan 27, 2022	7 attendees, 1 staff
Feb 24, 2022	13 attendees, 1 staff
Mar 24, 2022	13 attendees, 1 staff



We offered eight different sessions of leveled smartphone classes, with five attendees total. We offered thirteen different smartphone and/or tablet open forums for people to come ask any questions they had about their devices, with eight attendees total. Most of these sessions were held at the Geneva Senior Center. We also offered three leveled smartphone classes, with a total of eight attendees total, held at the Fairmont Public Library.



The Multi-generational Game Night event, in partnership with Fillmore County Hospital’s *Senior Connections*, was held Wednesday, March 9, 2022, from 3:00 to 6:00 p.m. This first-time event ended up being a snowy afternoon and evening, which likely impacted the number of senior citizens attending. Library staff felt this was a success though, with 8 youth, 5 teens, 5 adults (only 2 over the age of 60), and 3 staff.

An Easter Egg Decorating event, in partnership with the Geneva Parks & Recreation Department, will be held Wednesday, April 6, 2022, from 2:00 to 6:00 p.m., to coincide with an early out for Fillmore Central. This free event will be held at the Downtown Gym. Youth will be given a dozen hard-boiled eggs to dye or decorate, and take home.



We are excited to host photographer, author, and conservationist Chris Helzer for a speaking event on Thursday, April 21, 2022, from 7:00 to 8:30 p.m. Helzer is the Director of Science for The Nature Conservancy in Nebraska. He will be presenting his book, “Hidden Prairie: Photographing Life in One Square Meter.” This event will be co-sponsored by the library and the Geneva Women’s Club.

### Newspaper Database Statistics

Date	Total Users	New Users	Number of Sessions	Number of Page Views	Average Session Duration
Oct 2021	271	250	416	8,842	20 minutes
Nov 2021	137	111	270	9,414	34 minutes
Dec 2021	73	55	141	4,287	31 minutes
Jan 2022	110	89	234	7,959	32 minutes
Feb 2022	85	67	206	5,548	37 minutes

### Building & Grounds

We have lost six of the white, plastic meeting room chairs in the last two weeks due to wear and tear. While we have lost chairs on occasion in the past, we've not experienced this high volume before. These were purchased in 2015 and no longer under warranty. New seating will run between \$75-200 per chair.

We have approved a quote from 34 Electric to change 96 light fixtures throughout the library from fluorescent bulbs to LED line voltage bulbs and replace the acrylic lens covers, for approximately \$17,100. This cost will be divided between the FY21-22 and FY22-23 budget. We anticipate the work only taking no more than a couple days, but exact timing will depend on when the materials arrive.

The Secret Garden Committee will be meeting in early April to schedule the spring clean-up date. Charles Chapman has accepted the gardener position again this summer and will be trimming the grasses before the end of the month.

### Miscellaneous

The Every Door Direct Mailing was delivered to every address in the 68361 zip code, including businesses and post office boxes, on March 12, 2022.

The integrated library software, Apollo, was altered on February 28, 2022 to reflect the new fine free policy with auto-renewals. We've needed to make a few adjustments but believe it is working smoothly at this point. A total of \$32.10 in (old or outstanding) overdue fines were removed from patron accounts between March 1 and March 16.

Respectfully submitted,  
Sarah Johnson