



Board of Trustees
Meeting Agenda
Tuesday, June 28, 2022

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.
4. Disposition of minutes.
 - a. May 31, 2022 regular meeting.
5. Financial report and action on bills.
 - a. May 2022 City budget report.
 - b. June 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 July 26, 2022.

Geneva Public Library
Board of Trustees Meeting
Tuesday, May 31, 2022

The Geneva Public Library Board of Trustees met in open session at 5:37 p.m. in the Library's Small 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 Board President, Brandon Thompson. Members in attendance were Karen Schotsch, Secretary; Mary Stofer, and Sally Miller, Foundation Liaison. Not in attendance was Board member Liz Kaye-Skinner. Also attending was librarian, Sarah Johnson.

The minutes from the April 26, 2022 meeting were emailed to the Board members to read before the meeting. Sally made a motion to accept the minutes and Mary seconded. All Board members voted to approve.

Sarah presented bills to be paid. Mary made a motion to pay the bills as presented and Sally seconded. All Board members voted to approve.

Sarah reported on the new chair delivery. There are approximately 40 of the old white folding chairs remaining which will be added to the "Library of Things" and can be checked out. The Summer Reading program has begun and is going well. TAG is going well and LEGO® Night had a good turnout. Elise Frook resigned her position and will be starting an internship. Cherie is participating in the ODEGEO Leadership class. Sarah explained the ODEGEO class to the Board and told of her experience when she participated in it. Sarah received a letter from Christa Porter Burns, the Library Development Director at the Nebraska Library Commission stating the library's accreditation due date has been extended until October 1, 2023. Sarah mentioned a leak in the small meeting room after the last rain storm. We may need to have a drain or some other solution installed to repair it.

Sarah and Board members present watched a video on Library Trustee Meetings and discussed the video in order to accrue required hours.

The meeting was adjourned at 6:48 p.m. after a motion was made by Karen and seconded by Mary. All Board members voted to approve.

The next regular Board of Trustees meeting will be Tuesday, June 28, 2022.

Submitted by Karen Schotsch

REVENUE & EXPENSE REPORT
CALENDAR 5/2022, FISCAL 8/2021

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	14,395.39	29,714.51	.00	29,714.51-
01.44.4103	LIBRARY MEMORIAL REVENUE	25.00	560.00	.00	560.00-
01.44.4206	STATE AID	1,180.00	1,180.00	1,200.00	20.00
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	149.79	2,016.98	3,000.00	983.02
01.44.4450	DONATIONS	210.41	3,271.12	3,000.00	271.12-
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	15,960.59	38,230.52	9,700.00	28,530.52-
		=====	=====	=====	=====
	LIBRARY TOTAL	15,960.59	38,230.52	9,700.00	28,530.52-
01.44.5000	SALARIES-LIBRARY	11,084.50	67,452.04	106,000.00	38,547.96
01.44.5001	FICA EXPENSE-LIBRARY	814.55	4,897.96	8,200.00	3,302.04
01.44.5002	RETIREMENT-LIBRARY	643.35	5,461.57	9,800.00	4,338.43
01.44.5005	TRAINING & CONFERENCES	173.33	1,427.43	1,600.00	172.57
01.44.5008	EMP HEALTH INS LIBRARY	1,556.10	12,006.00	19,500.00	7,494.00
01.44.5101	OTHER LABOR	.00	55.00	200.00	145.00
01.44.5102	CLEANING SUPPLIES	62.99	497.69	1,000.00	502.31
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	763.94	13,290.82	.00	13,290.82-
01.44.5120	PUBLISHING	.00	704.00	200.00	504.00-
01.44.5200	UTILITIES ELECTRIC	273.43	2,634.11	5,500.00	2,865.89
01.44.5201	UTILITIES GAS	737.08	2,188.17	2,000.00	188.17-
01.44.5202	UTILITIES PHONE	125.65	1,026.91	1,500.00	473.09
01.44.5203	UTILITIES GARBAGE	20.50	159.50	300.00	140.50
01.44.5205	UTILITIES INTERNET	59.95	493.76	700.00	206.24
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	11.99	421.65	20,000.00	19,578.35
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	.00	3,025.89	3,000.00	25.89-
01.44.5242	SECRET GARDEN	991.85	1,100.60	2,000.00	899.40
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	215.59	1,714.81	2,000.00	285.19
01.44.5501	OFFICE SUPPLIES	133.50	2,684.36	3,000.00	315.64
01.44.5504	SUPPLIES BOOKS	1,766.73	10,784.68	15,000.00	4,215.32
01.44.5505	PROGRAMMING	402.17	1,824.85	2,000.00	175.15
01.44.5506	SUPPLIES (NONPRINT)	115.11	1,433.42	2,000.00	566.58
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 5/2022, FISCAL 8/2021

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
	TOTAL EXPENSES	19,952.31	136,532.83	215,500.00	78,967.17
	LIBRARY TOTAL	19,952.31	136,532.83	215,500.00	78,967.17
	GENERAL FUND TOTAL	3,991.72-	98,302.31-	205,800.00-	107,497.69-
	Report Total	3,991.72-	98,302.31-	205,800.00-	107,497.69-

GENERAL LEDGER HISTORY REPORT
FROM 5/2022 TO 5/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	8/2021 TO	8/2021)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
01.44.4102		GRANT						15,319.12	
RM9276 5/26/22 8/21		LIBRARY GRANTS			GRANT REVENUE			14,395.39	
			BUDGET		.00				
			ENCUMBERED		.00				
			AVAILABLE	29,714.51-		.00	14,395.39		29,714.51
01.44.4103		LIBRARY MEMORIAL REVENUE						535.00	
RM9256 5/10/22 8/21		LIB MEMORIAL			MEMORIAL REVENUE			25.00	
			BUDGET		.00				
			ENCUMBERED		.00				
			AVAILABLE	560.00-		.00	25.00		560.00
01.44.4206		STATE AID						.00	
RM9276 5/26/22 8/21		LIBRARY ST AID			LIB STATE AID			1,180.00	
			BUDGET		1,200.00				
			ENCUMBERED		.00				
			AVAILABLE	20.00		.00	1,180.00		1,180.00
01.44.4400		FEES						1,867.19	
RM9256 5/10/22 8/21		LIBRARY FEES			FAXING FEES			8.00	
RM9256 5/10/22 8/21		LIBRARY FEES			VINYL CUTTER FE			2.80	
RM9256 5/10/22 8/21		LIBRARY FEES			ILL FEES, REPLA			15.00	
RM9256 5/10/22 8/21		LIBRARY FEES			RENEWAL NONRESI			20.00	
RM9276 5/26/22 8/21		LIBRARY FEES			FAXING FEES			6.00	
RM9276 5/26/22 8/21		LIBRARY FEES			ILL FEES, REPLA			37.99	
RM9276 5/26/22 8/21		LIBRARY FEES			RENEWAL NONRESI			60.00	
			BUDGET		3,000.00				
			ENCUMBERED		.00				
			AVAILABLE	983.02		.00	149.79		2,016.98
01.44.4450		DONATIONS						3,060.71	
RM9256 5/10/22 8/21		LIBR DONATIONS			GENERAL DONATIO			58.66	
RM9256 5/10/22 8/21		LIBR DONATIONS			MEETING ROOM DO			50.00	
RM9256 5/10/22 8/21		LIBR DONATIONS			BOOK SALE DONAT			21.50	
RM9276 5/26/22 8/21		LIBR DONATIONS			GENERAL DONATIO			65.75	
RM9276 5/26/22 8/21		LIBR DONATIONS			MEETING ROOM DO			10.00	
RM9276 5/26/22 8/21		LIBR DONATIONS			BOOK SALE DONAT			4.50	
			BUDGET		3,000.00				
			ENCUMBERED		.00				
			AVAILABLE	271.12-		.00	210.41		3,271.12
REPORT TOTALS						=====			
TOTAL DEBITS / CREDITS							.00	15,960.59	

GENERAL LEDGER HISTORY REPORT
FROM 5/2022 TO 5/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	8/2021 TO	8/2021)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
01.44.5000		SALARIES-LIBRARY					56,367.54		
PR3622	5/02/22	8/21			PR DT: 4/30/22		3,637.42		
PR3627	5/16/22	8/21			PR DT: 5/14/22		3,648.07		
PR3631	5/31/22	8/21			PR DT: 5/28/22		3,799.01		
			BUDGET		106,000.00				
			ENCUMBERED		.00				
			AVAILABLE		38,547.96		11,084.50	.00	67,452.04
01.44.5001		FICA EXPENSE-LIBRARY					4,083.41		
PR3622	5/02/22	8/21			PR DT: 4/30/22		261.56		
PR3627	5/16/22	8/21			PR DT: 5/14/22		262.38		
PR3631	5/31/22	8/21			PR DT: 5/28/22		290.61		
			BUDGET		8,200.00				
			ENCUMBERED		.00				
			AVAILABLE		3,302.04		814.55	.00	4,897.96
01.44.5002		RETIREMENT-LIBRARY					4,818.22		
AP5352	5/17/22	8/21	152 AIG	153	6 LIBRARY DEPT EM		167.47		
AP5352	5/17/22	8/21	3078 AMERITAS	82	2 44831 LIBRARY DEPT EM		391.90		
AP5352	5/17/22	8/21	3789 NATIONAL LIFE	16	2 44876 LIBRARY DEPT EM		83.98		
			BUDGET		9,800.00				
			ENCUMBERED		.00				
			AVAILABLE		4,338.43		643.35	.00	5,461.57
01.44.5005		TRAINING & CONFERENCES					1,254.10		
AP5352	5/17/22	8/21	2896 GENEVA ROTARY	48	1 44861 LIB TRAINING AN		173.33		
			BUDGET		1,600.00				
			ENCUMBERED		.00				
			AVAILABLE		172.57		173.33	.00	1,427.43
01.44.5008		EMP HEALTH INS LIBRARY					10,449.90		
AP5352	5/17/22	8/21	2663 BLUE CROSS BLU	23	6 44836 LIBRARY CITY CO		1,556.10		
			BUDGET		19,500.00				
			ENCUMBERED		.00				
			AVAILABLE		7,494.00		1,556.10	.00	12,006.00
01.44.5102		CLEANING SUPPLIES					434.70		
AP5352	5/17/22	8/21	2689 DOLLAR GENERAL	64	1 44847 LIB CLEANING SU		10.00		
AP5367	5/31/22	8/21	2989 AMAZON.COM	467	1 60536809 LIB CLEANING SU		52.99		
			BUDGET		1,000.00				
			ENCUMBERED		.00				
			AVAILABLE		502.31		62.99	.00	497.69
01.44.5112		GRANT EXPENSE					12,526.88		
AP5367	5/31/22	8/21	2989 AMAZON.COM	467	4 60536809 LIB GRANT EXPEN		763.94		
			BUDGET		.00				
			ENCUMBERED		.00				
			AVAILABLE		13,290.82-		763.94	.00	13,290.82
01.44.5200		UTILITIES ELECTRIC					2,360.68		
AP5352	5/17/22	8/21	1408 NEBRASKA PUBLI	157	18 44883 1043 G STREET L		273.43		

GENERAL LEDGER HISTORY REPORT
FROM 5/2022 TO 5/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	8/2021 TO	8/2021)				NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL			
01.44.5200		UTILITIES ELECTRIC				2,360.68			
			BUDGET	5,500.00					
			ENCUMBERED	.00					
			AVAILABLE	2,865.89	273.43	.00	2,634.11		
01.44.5201		UTILITIES GAS				1,451.09			
AP5352 5/17/22 8/21	208	BLACK HILLS EN 216	10	44835	LIBRARY 7729-94	79.36			
AP5352 5/17/22 8/21	321	CONSTELLATION 137	11	44844	LIBRARY RG-2477	657.72			
			BUDGET	2,000.00					
			ENCUMBERED	.00					
			AVAILABLE	188.17-	737.08	.00	2,188.17		
01.44.5202		UTILITIES PHONE				901.26			
AP5352 5/17/22 8/21	2380	WINDSTREAM 185	8	44898	LIBRARY PHONE	125.65			
			BUDGET	1,500.00					
			ENCUMBERED	.00					
			AVAILABLE	473.09	125.65	.00	1,026.91		
01.44.5203		UTILITIES GARBAGE				139.00			
AP5352 5/17/22 8/21	280	BURTON ENTERPR 318	3	44838	LIBRARY GARBAGE	20.50			
			BUDGET	300.00					
			ENCUMBERED	.00					
			AVAILABLE	140.50	20.50	.00	159.50		
01.44.5205		UTILITIES INTERNET				433.81			
AP5352 5/17/22 8/21	761	GENEVA BROADBA 271	4	44853	LIBRARY INTERNE	59.95			
			BUDGET	700.00					
			ENCUMBERED	.00					
			AVAILABLE	206.24	59.95	.00	493.76		
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR				409.66			
AP5352 5/17/22 8/21	705	GENEVA HOME CE 463	20	44859	LIB BLDG MAINT	11.99			
			BUDGET	20,000.00					
			ENCUMBERED	.00					
			AVAILABLE	19,578.35	11.99	.00	421.65		
01.44.5242		SECRET GARDEN				108.75			
AP5352 5/17/22 8/21	120	ALL AROUND 20	1	44830	SECRET GARDEN S	825.00			
AP5352 5/17/22 8/21	705	GENEVA HOME CE 463	16	44859	SECRET GARDEN S	9.59			
AP5352 5/17/22 8/21	755	GENEVA SUPER F 360	5	44862	SECRET GARDEN E	39.26			
AP5352 5/17/22 8/21	1416	NOEL LAWN CARE 14	1	44886	SECRET GARDEN S	107.40			
AP5352 5/17/22 8/21	2689	DOLLAR GENERAL 64	7	44847	SECRET GARDEN S	10.60			
			BUDGET	2,000.00					
			ENCUMBERED	.00					
			AVAILABLE	899.40	991.85	.00	1,100.60		
01.44.5500		SUPPLIES				1,499.22			
AP5352 5/17/22 8/21	231	BRODART CO. 46	1	44837	LIB SUPPLIES	50.19			
AP5352 5/17/22 8/21	3459	WORKPLACE PRO 8	1	44899	LIB SUPPLIES	82.70			
AP5387 5/31/22 8/21	3459	WORKPLACE PRO 9	1	60536874	LIB SUPPLIES	82.70			

GENERAL LEDGER HISTORY REPORT
FROM 5/2022 TO 5/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	8/2021 TO	8/2021)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME	INVOICE NO	CHECK NO	REFERENCE						ENDING BAL
01.44.5500		SUPPLIES					1,499.22		
			BUDGET	2,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	285.19			215.59	.00	1,714.81
01.44.5501		OFFICE SUPPLIES					2,550.86		
AP5352 5/17/22 8/21	2689	DOLLAR GENERAL 64	3	44847	LIB OFFICE SUPP		4.00		
AP5367 5/31/22 8/21	2989	AMAZON.COM 467	2	60536809	LIB OFFICE SUPP		129.50		
			BUDGET	3,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	315.64			133.50	.00	2,684.36
01.44.5504		SUPPLIES BOOKS					9,017.95		
AP5352 5/17/22 8/21	348	CENTER POINT L 31	1	44841	LIB PRINTED MAT		26.57		
AP5352 5/17/22 8/21	348	CENTER POINT L 31	2	44841	LIB PRINTED MAT		27.27		
AP5352 5/17/22 8/21	2689	DOLLAR GENERAL 64	6	44847	LIB PROGRAMMING		10.40		
AP5367 5/31/22 8/21	2989	AMAZON.COM 467	3	60536809	LIB PRINT SUPPL		176.32		
AP5367 5/31/22 8/21	3748	BAKER AND TAYL 36	1	60536828	LIB PRINT MATER		911.17		
AP5367 5/31/22 8/21	1240	LINCOLN JOURNA 26	1	60536835	LIB PRINT MATER		615.00		
			BUDGET	15,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	4,215.32			1,766.73	.00	10,784.68
01.44.5505		PROGRAMMING					1,422.68		
AP5347 5/12/22 8/21	310	CASEY'S GENERA 70	1	6053676	LIB PROGRAMMING		25.00		
AP5349 5/13/22 8/21	2994	JOHNSON, SARAH 40	1		AP CHECK VOIDED		25.00-		
AP5348 5/16/22 8/21	2994	JOHNSON, SARAH 40	1		LIB SUMMER READ		25.00		
AP5348 5/16/22 8/21	2309	WALMART 624	1	60536802	LIB PROGRAMMING		135.45		
AP5352 5/17/22 8/21	705	GENEVA HOME CE 463	24	44859	LIB PROGRAM LAS		34.99		
AP5352 5/17/22 8/21	755	GENEVA SUPER F 360	3	44862	LIB PROGRAMMING		14.76		
AP5352 5/17/22 8/21	755	GENEVA SUPER F 360	4	44862	LIB PROGRAMMING		6.49		
AP5352 5/17/22 8/21	2654	GENEVA CHAMBER 11	1	44855	LIB PROGRAMMING		25.00		
AP5352 5/17/22 8/21	2689	DOLLAR GENERAL 64	2	44847	LIB PROGRAMMING		8.00		
AP5352 5/17/22 8/21	2689	DOLLAR GENERAL 64	8	44847	LIB PROGRAMMING		5.00		
AP5352 5/17/22 8/21	2994	JOHNSON, SARAH 41	1	44867	LIB SUMMER READ		25.00		
AP5352 5/17/22 8/21	2994	JOHNSON, SARAH 42	1	44867	REIMB COOKIE PL		44.98		
AP5367 5/31/22 8/21	2989	AMAZON.COM 467	5	60536809	LIB PROGRAMMING		52.41		
AP5367 5/31/22 8/21	2309	WALMART 626	1	60536851	LIB PROGRAMMING		16.12		
AP5367 5/31/22 8/21	2309	WALMART 627	1	60536852	LIB PROGRAMMING		8.97		
			BUDGET	2,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	175.15			402.17	.00	1,824.85
01.44.5506		SUPPLIES (NONPRINT)					1,318.31		
AP5367 5/31/22 8/21	2989	AMAZON.COM 467	6	60536809	LIB NON-PRINT S		115.11		
			BUDGET	2,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	566.58			115.11	.00	1,433.42

GENERAL LEDGER HISTORY REPORT

FROM 5/2022 TO 5/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	8/2021 TO	8/2021)				NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL

REPORT TOTALS

TOTAL DEBITS / CREDITS

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19,952.31	.00
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**Geneva Public Library
June 2022 Revenue/Expense Report**

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	

Revenue from May 16, 2022 through June 15, 2022	Subtotal	Total
Faxing fees	\$7.00	
Laminating fees	\$5.00	
3D printing fees and donations	\$0.00	
Vinyl cutter printing fees and donations	\$32.50	
Laser cutter fees and donations	\$2.50	
ILL fees, Replacement costs, etc.	\$59.99	
New Nonresident fee	\$0.00	
Renewal Nonresident fee	\$60.00	
Renewal Township fee	\$0.00	
General donations	\$117.25	
Meeting Room donations	\$132.00	
Book Sale donations	\$11.00	
ThriftBooks income	\$0.00	
Library State Aid	\$1,180.00	
GPL Foundation	\$14,395.39	
Memorial revenue	\$0.00	
	Total income	\$16,002.63

Continued on reverse side.

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

Expenses from May 16, 2022 through June 15, 2022	Subtotal	Total
Invoices to pay		
Black Hills Energy (May invoice)	\$53.33	
Cengage (Inv 77742420)	\$102.18	
Center Point (Inv 1936739)	\$106.98	
Eakes (copy/printer fees over contract)	\$254.85	
FortresGrand (annual maint licenses)	\$70.84	
Geneva Home Center (cement bolts #A118552)	\$1.00	
Geneva Home Center (cement bolts #D86420)	\$1.00	
Glenwood (June invoice)	\$59.95	
Kinetic (May invoice)	\$124.39	
Lincoln Journal Star (52 weeks x 7 days)	\$615.00	
Neb Fire Sprinkler (annual inspection)	\$300.00	
Noel Lawn Care (May 31 application)	\$107.40	
NPPD (June invoice)	\$325.49	
Penworthy	\$1,200.97	
Taylor Lawn Sprinkler (Inv 3556)	\$126.00	
The Nebraska Signal (card of thanks)	\$22.50	
Worthington Direct (chairs)	\$14,395.39	
Total invoiced expenses		\$17,867.27

Expenses from May 16, 2022 through June 15, 2022	Subtotal	Total
Heartland Bank Credit Card		
2022-05-24 USPS	\$6.06	
2022-05-27 USPS	\$8.58	
2022-06-01 USPS	\$3.63	
2022-06-03 Walmart refund	-\$4.50	
2022-06-10 USPS	\$3.63	
2022-06-11 USPS	\$7.23	
2022-06-14 USPS	\$7.26	
2022-06-15 Amazon	\$611.03	
2022-06-15 Baker & Taylor (print)	\$1,363.66	
Total credit card expenses		\$2,006.58

Dollar General Credit Card		
2022-05-27 cleaning/paper supplies	\$54.80	
Total charged expenses		\$54.80

Geneva Public Library
May 16, 2022 through June 15, 2022

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period*
Unassigned					1
Adult Fiction	37	4	6,431	27.43%	343
Adult Nonfiction	13		2,261	9.64%	91
Christian Fiction	6		1,391	5.93%	80
Biography	9		436	1.86%	21
Audiobooks			792	3.38%	8
DVD	13	10	3,961	16.90%	382
Serial Publication	22	715	236	1.01%	30
Music (CD)			25	0.11%	3
YA Fiction	3		599	2.56%	18
YA Nonfiction			8	0.03%	
YA Graphic Novels	1		18	0.08%	3
YA Audiobooks			9	0.04%	
Juv Fiction	15	1	2,138	9.12%	173
Juv Nonfiction	52		1,157	4.94%	56
Juv Biography	2		144	0.61%	22
Juv Graphic Novel	10		163	0.70%	115
Juv Audiobooks			35	0.15%	
First Readers			379	1.62%	85
Easy	33	6	1,946	8.30%	248
Board Books	3	1	125	0.53%	104
Cake Pans			92	0.39%	2
Rotating Collection		1		0.00%	60
Games			8	0.03%	1
Kits			21	0.09%	
Yearbooks			114	0.49%	
Genealogy			878	3.75%	
Keys/Equipment			22	0.09%	10
Use Records			25	0.11%	1910
Library of Things	3		29	0.12%	3
Total	222	738	23,443	100%	3,769
<i>compared to last month</i>	<i>2%</i>	<i>2738%</i>	<i>-2%</i>		<i>49%</i>
<i>compared to last year</i>	<i>14%</i>	<i>137%</i>	<i>1%</i>		<i>93%</i>

* Circulation statistics include renewals but NOT auto-renewals.

Continued on reverse side.

Geneva Public Library
May 16, 2022 through June 15, 2022

OverDrive Holdings & Circulation Report

Material Type	Total # of Titles	% of Titles	Checkouts this Period
ebooks	37,140	59%	297
audiobooks	21,495	34%	257
magazines	3,964	6%	8
videos	355	0.6%	0
Total	62,954	100%	562

<i>ebook checkouts compared to last month</i>	11%
<i>audiobook checkouts compared to last month</i>	36%
<i>magazine checkouts compared to last month</i>	-11%
<i>video checkouts compared to last month</i>	0%
<i>ebook checkouts compared to last year</i>	6%
<i>audiobook checkouts compared to last year</i>	70%
<i>magazine checkouts compared to last year</i>	-70%
<i>video checkouts compared to last year</i>	n/a

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

Library Status

The average traffic counts are as follows:

	Door Count	Computer Users	Patron Calls	Indoor Book Drop Use	Alley Book Drop Use
October 2021	42	14	4	13	n/a
November 2021	42	10	5	10	n/a
December 2021	41	11	6	10	n/a
January 2022	35	7	5	12	n/a
February 2022	36	9	5	12	n/a
March 2022	39	9	4	10	n/a
April 2022	45	10	4	5	10
May 2022	46	13	4	6	6
June to date	64	16	4	5	11

Programming

Summer Reading activities have been going well. There are 114 youth registered for reading club, and of that number, 58 youth (almost 51 percent) have reported their reading minutes at least once.

Attendance fluctuates greatly each week at both the storytime events, which has a lot to do with whether Sowing Seeds or Precious Angels child care centers bring a group of kids. The last four weeks have utilized the Fillmore County Extension staff and resources. The next five weeks will rely solely on library staff and volunteers.

Toddler Storytime (Mondays throughout June and July)

Jun 06, 2022	7 kids, 4 adults, 1 teen volunteer, 1 staff
Jun 13, 2022	15 kids, 5 adults, 1 teen volunteer, 1 staff
Jun 20, 2022	17 kids, 5 adults, 1 staff

School-Aged Storytime (Wednesday throughout June and July)

Jun 01, 2022	6 kids, 3 adults, 1 adult volunteer, 1 staff
Jun 08, 2022	28 kids, 4 adults, 1 adult volunteer, 2 staff
Jun 15, 2022	22 kids, 4 adults, 2 adult volunteers, 1 staff
Jun 22, 2022	11 kids, 1 adult, 1 adult volunteer, 1 staff

The May Teen Activities Group (T.A.G.) event featured an interesting twist on watching the movie “Finding Nemo” where teens had to watch for key phrases and things happening in the movie that corresponded to actions they were to carry out. It was entertaining for everyone.

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
Apr 18, 2022	7 attendees, 2 staff
May 16, 2022	5 attendees, 2 staff
Jun 20, 2022	5 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
Apr 28, 2022	11 attendees, 1 staff
May 26, 2022	13 attendees, 1 staff
Jun 23, 2022	15 attendees, 2 staff

We have been doing a lot of vinyl cutter and laser cutter training and assisting this month. There have been eleven sessions, each taking a minimum of two hours of staff time. The goal is to get people willing to use the equipment on their own to design and create. Regardless of how much time we spent, it is worth getting more people in the door and having a positive experience with the equipment because it will garner more discussion and word of mouth ‘advertising’ of what is available at the library.

Grants

The follow-up documentation for the all the ARPA grant funded purchases is due to the state before June 30.

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
Mar 2022	458	438	654	8,508	15 minutes
Apr 2022	84	66	196	6,062	31 minutes
May 2022	76	57	180	5,068	34 minutes

Building & Grounds

34 Electric finished the conversion to LED lights throughout the library on May 26. Everything has been nice and bright!

Miscellaneous

Old or outstanding overdue fines removed from patron accounts (waived):

Mar 01, 2022-Mar 16, 2022	\$ 32.10
Mar 17, 2022-Apr 04, 2022	58.84
Apr 05, 2022-Apr 19, 2022	2.00
Apr 20, 2022-May 05, 2022	12.60
May 06, 2022-May 19, 2022	31.70
May 20, 2022-June 2, 2022	0
Jun 3, 2022-Jun 19, 2022	3.00

Subtotal \$140.24

Respectfully submitted,
Sarah Johnson