



Board of Trustees
Meeting Agenda
Tuesday, July 26, 2022

1. Roll call of trustees.
2. Welcome and introduction of guests.
3. Open Meetings Act.
4. Disposition of minutes.
 - a. June 28, 2022 regular meeting.
5. Financial report and action on bills.
 - a. June 2022 City budget report.
 - b. July 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 August 30, 2022.

Geneva Public Library
Board of Trustees Meeting
Tuesday, June 28, 2022

The Geneva Public Library Board of Trustees met in open session at 5:35 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. Trustees in attendance were Sally Miller, Foundation Liaison; and Mary Stofer. Trustees not in attendance were Liz Kaye-Skinner, Vice President; and Karen Schotsch, Secretary. Also attending was librarian, Sarah Johnson.

The minutes from the May 31, 2022 meeting were emailed to the Board members to read before the meeting. Miller made a motion to accept the minutes and Stofer seconded. The motion passed unanimously.

The bills to be paid were presented. Stofer made a motion to pay the bills as presented and Miller seconded. The motion passed unanimously.

Johnson briefly reviewed the Librarian's Report, and provided information about used steel shelving from the Perkins Library of Hastings College that the Geneva library was going to obtain for storage room shelving in the near future.

Stofer and Miller started a discussion about the potential of getting the library's part time permanent staff any employee benefits, specifically looking at paid sick leave and paid vacation leave, on a pro-rated basis dependent upon the number of hours they work each week. Johnson provided information on how the schedule can be flexible when staff are sick or request days off ahead of time, and they are encouraged to make up their missed hours later in the pay period. She noted any changes in benefits would affect all part time permanent City employees; the City Employee Handbook would need to be changed; and an ordinance would need to be introduced, go through three readings, and passed by Council. The Trustees will plan to meet with the City Administrator in the upcoming week on this topic.

The meeting was adjourned at 6:31 p.m. after a motion was made by Miller and seconded by Stofer. The motion passed unanimously.

The next regular Board of Trustees meeting will be Tuesday, July 26, 2022.

Submitted by Sarah Johnson.

REVENUE & EXPENSE REPORT
CALENDAR 6/2022, FISCAL 9/2021

PCT OF FISCAL YTD 75.0%

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	.00	29,714.51	.00	29,714.51-
01.44.4103	LIBRARY MEMORIAL REVENUE	.00	560.00	.00	560.00-
01.44.4206	STATE AID	.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	119.25	2,136.23	3,000.00	863.77
01.44.4450	DONATIONS	447.85	3,718.97	3,000.00	718.97-
01.44.4550	MISCELLANEOUS	82.70	85.66	.00	85.66-
01.44.4650	SECRET GARDENER REFUND	4.50	1,489.45	2,500.00	1,010.55
01.44.4800	TRANSFER IN	.00	.00	.00	.00
01.44.4900	BEGINNING CASH BAL-EST.	.00	.00	.00	.00
		-----	-----	-----	-----
	TOTAL REVENUE	654.30	38,884.82	9,700.00	29,184.82-
		=====	=====	=====	=====
	LIBRARY TOTAL	654.30	38,884.82	9,700.00	29,184.82-
01.44.5000	SALARIES-LIBRARY	7,220.59	74,672.63	106,000.00	31,327.37
01.44.5001	FICA EXPENSE-LIBRARY	518.97	5,416.93	8,200.00	2,783.07
01.44.5002	RETIREMENT-LIBRARY	966.16	6,427.73	9,800.00	3,372.27
01.44.5005	TRAINING & CONFERENCES	.00	1,427.43	1,600.00	172.57
01.44.5008	EMP HEALTH INS LIBRARY	1,556.10	13,562.10	19,500.00	5,937.90
01.44.5101	OTHER LABOR	55.00	110.00	200.00	90.00
01.44.5102	CLEANING SUPPLIES	86.71	584.40	1,000.00	415.60
01.44.5103	CLEANING CONTRACT	.00	.00	.00	.00
01.44.5112	GRANT EXPENSE	15,596.36	28,887.18	.00	28,887.18-
01.44.5120	PUBLISHING	.00	704.00	200.00	504.00-
01.44.5200	UTILITIES ELECTRIC	325.49	2,959.60	5,500.00	2,540.40
01.44.5201	UTILITIES GAS	224.74	2,412.91	2,000.00	412.91-
01.44.5202	UTILITIES PHONE	124.39	1,151.30	1,500.00	348.70
01.44.5203	UTILITIES GARBAGE	20.50	180.00	300.00	120.00
01.44.5205	UTILITIES INTERNET	59.95	553.71	700.00	146.29
01.44.5226	REPAIR-MAINT BLDG&STRUCTUR	2.00	423.65	20,000.00	19,576.35
01.44.5227	REPAIR-MAINT EQUIPMENT	.00	.00	.00	.00
01.44.5230	MAINT. AGREEMENT ELEV & SPRINK	385.00	1,560.60	2,000.00	439.40
01.44.5232	COMPUTER MAINT AGREEMENT	70.84	3,096.73	3,000.00	96.73-
01.44.5242	SECRET GARDEN	255.90	1,356.50	2,000.00	643.50
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	1,714.81	2,000.00	285.19
01.44.5501	OFFICE SUPPLIES	343.61	3,027.97	3,000.00	27.97-
01.44.5504	SUPPLIES BOOKS	1,750.69	12,535.37	15,000.00	2,464.63
01.44.5505	PROGRAMMING	187.51	2,012.36	2,000.00	12.36-
01.44.5506	SUPPLIES (NONPRINT)	164.13	1,597.55	2,000.00	402.45
01.44.5507	FEES	.00	.00	.00	.00
01.44.5601	CAPITAL OUTLAY LAND	.00	.00	.00	.00
01.44.5602	CAPITAL OUTLAY BUILDINGS	8,506.25	8,506.25	.00	8,506.25-
01.44.5603	CAPITAL OUTLAY EQUIPMENT	.00	.00	7,000.00	7,000.00

REVENUE & EXPENSE REPORT
CALENDAR 6/2022, FISCAL 9/2021

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
01.44.5900	TRANSFER OUT	.00	.00	.00	.00
	TOTAL EXPENSES	38,420.89	174,953.72	215,500.00	40,546.28
	LIBRARY TOTAL	38,420.89	174,953.72	215,500.00	40,546.28
	GENERAL FUND TOTAL	37,766.59-	136,068.90-	205,800.00-	69,731.10-
	Report Total	37,766.59-	136,068.90-	205,800.00-	69,731.10-

GENERAL LEDGER HISTORY REPORT
FROM 6/2022 TO 6/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	9/2021 TO	9/2021)				NET CHANGE		
JOURNAL	DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.4400				FEEES					2,016.98		
RM9289	6/06/22	9/21		LIBRARY FEES			FAXING FEES	1.00			
RM9289	6/06/22	9/21		LIBRARY FEES			LAMINATING FEES	5.00			
RM9289	6/06/22	9/21		LIBRARY FEES			VINYL CUTTER FE	32.50			
RM9289	6/06/22	9/21		LIBRARY FEES			LASER CUTTER FE	2.50			
RM9289	6/06/22	9/21		LIBRARY FEES			ILL FEES REPLAC	22.00			
RM9319	6/23/22	9/21		LIBRARY FEES			FAXING FEES	2.00			
RM9319	6/23/22	9/21		LIBRARY FEES			VINYL CUTTER FE	8.25			
RM9319	6/23/22	9/21		LIBRARY FEES			LASER CUTTER FE	2.00			
RM9319	6/23/22	9/21		LIBRARY FEES			LII FEES, REPLA	24.00			
RM9319	6/23/22	9/21		LIBRARY FEES			RENEWAL NONRESI	20.00			
					BUDGET		3,000.00				
					ENCUMBERED		.00				
					AVAILABLE		863.77	.00	119.25	2,136.23	
01.44.4450				DONATIONS					3,271.12		
RM9289	6/06/22	9/21		LIBR DONATIONS			GENERAL DONATIO	51.50			
RM9289	6/06/22	9/21		LIBR DONATIONS			MEETING ROOM DO	122.00			
RM9289	6/06/22	9/21		LIBR DONATIONS			BOOK SALE DONAT	6.50			
RM9319	6/23/22	9/21		LIBR DONATIONS			GENERAL DONATIO	91.35			
RM9319	6/23/22	9/21		LIBR DONATIONS			MEETING ROOM DO	130.00			
RM9319	6/23/22	9/21		LIBR DONATIONS			BOOK SALE DONAT	46.50			
					BUDGET		3,000.00				
					ENCUMBERED		.00				
					AVAILABLE		718.97-	.00	447.85	3,718.97	
01.44.4550				MISCELLANEOUS					2.96		
RM9319	6/23/22	9/21		LIBRARY MISC			NEWLIFE INDUSTR	82.70			
					BUDGET		.00				
					ENCUMBERED		.00				
					AVAILABLE		85.66-	.00	82.70	85.66	
01.44.4650				SECRET GARDENER REFUND					1,484.95		
RM9293	6/08/22	9/21		LIBRARY REFUND			LIBRARY REFUND-	4.50			
					BUDGET		2,500.00				
					ENCUMBERED		.00				
					AVAILABLE		1,010.55	.00	4.50	1,489.45	
REPORT TOTALS								=====			
TOTAL DEBITS / CREDITS									.00	654.30	

GENERAL LEDGER HISTORY REPORT
FROM 6/2022 TO 6/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	9/2021 TO	9/2021)				NET CHANGE
JOURNAL DATE PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL	
01.44.5000		SALARIES-LIBRARY				67,452.04			
PR3638 6/13/22 9/21					PR DT: 6/11/22	3,521.12			
PR3643 6/27/22 9/21					PR DT: 6/25/22	3,699.47			
			BUDGET		106,000.00				
			ENCUMBERED		.00				
			AVAILABLE		31,327.37	7,220.59	.00	74,672.63	
01.44.5001		FICA EXPENSE-LIBRARY				4,897.96			
PR3638 6/13/22 9/21					PR DT: 6/11/22	252.66			
PR3643 6/27/22 9/21					PR DT: 6/25/22	266.31			
			BUDGET		8,200.00				
			ENCUMBERED		.00				
			AVAILABLE		2,783.07	518.97	.00	5,416.93	
01.44.5002		RETIREMENT-LIBRARY				5,461.57			
AP5398 6/22/22 9/21	152	AIG 154	6		LIB DEPT RETIRE	250.86			
AP5398 6/22/22 9/21	3078	AMERITAS 83	2	44964	LIBRARY DEPT. R	587.85			
AP5398 6/22/22 9/21	3789	NATIONAL LIFE 17	2	45028	LIBRARY DEPT RE	127.45			
			BUDGET		9,800.00				
			ENCUMBERED		.00				
			AVAILABLE		3,372.27	966.16	.00	6,427.73	
01.44.5008		EMP HEALTH INS LIBRARY				12,006.00			
AP5398 6/22/22 9/21	2663	BLUE CROSS BLU 25	6	44976	LIBRARY DEPT CI	1,556.10			
			BUDGET		19,500.00				
			ENCUMBERED		.00				
			AVAILABLE		5,937.90	1,556.10	.00	13,562.10	
01.44.5101		OTHER LABOR				55.00			
AP5398 6/22/22 9/21	245	BI-VERSAL PEST 57	1	44973	LIBRARY PEST CO	55.00			
			BUDGET		200.00				
			ENCUMBERED		.00				
			AVAILABLE		90.00	55.00	.00	110.00	
01.44.5102		CLEANING SUPPLIES				497.69			
AP5393 6/21/22 9/21	2989	AMAZON.COM 490	1	60536915	LIB CLEANING SU	31.91			
AP5398 6/22/22 9/21	2689	DOLLAR GENERAL 65	4	44990	LIB CLEANING SU	54.80			
			BUDGET		1,000.00				
			ENCUMBERED		.00				
			AVAILABLE		415.60	86.71	.00	584.40	
01.44.5112		GRANT EXPENSE				13,290.82			
AP5398 6/22/22 9/21	1619	PENWORTHY COMP 11	1	45042	LIB GRANT EXPEN	1,200.97			
AP5398 6/22/22 9/21	3475	WORTHINGTON DI 2	1	45061	LIB CHAIRS AND	14,395.39			
			BUDGET		.00				
			ENCUMBERED		.00				
			AVAILABLE		28,887.18-	15,596.36	.00	28,887.18	
01.44.5200		UTILITIES ELECTRIC				2,634.11			
AP5398 6/22/22 9/21	1408	NEBRASKA PUBLI 158	18	45035	1043 G STREET L	325.49			

GENERAL LEDGER HISTORY REPORT
FROM 6/2022 TO 6/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	9/2021 TO	9/2021)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
01.44.5200		UTILITIES ELECTRIC					2,634.11		
			BUDGET	5,500.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	2,540.40			325.49	.00	2,959.60
01.44.5201		UTILITIES GAS					2,188.17		
AP5398 6/22/22 9/21		208 BLACK HILLS EN 217	10	44975	LIBRARY 7729-94		53.33		
AP5398 6/22/22 9/21		321 CONSTELLATION 138	11	44984	LIRBARY RG-2477		171.41		
			BUDGET	2,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	412.91-			224.74	.00	2,412.91
01.44.5202		UTILITIES PHONE					1,026.91		
AP5398 6/22/22 9/21		2380 WINDSTREAM 186	8	45060	LIBRARY		124.39		
			BUDGET	1,500.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	348.70			124.39	.00	1,151.30
01.44.5203		UTILITIES GARBAGE					159.50		
AP5398 6/22/22 9/21		280 BURTON ENTERPR 319	3	44977	LIBRARY		20.50		
			BUDGET	300.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	120.00			20.50	.00	180.00
01.44.5205		UTILITIES INTERNET					493.76		
AP5398 6/22/22 9/21		761 GENEVA BROADBA 272	4	45002	LIB INTERNET		59.95		
			BUDGET	700.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	146.29			59.95	.00	553.71
01.44.5226		REPAIR-MAINT BLDG&STRUCTUR					421.65		
AP5398 6/22/22 9/21		705 GENEVA HOME CE 464	13	45005	LIB BLDG MAINT		1.00		
AP5398 6/22/22 9/21		705 GENEVA HOME CE 464	14	45005	LIB BLDG MAINT		1.00		
			BUDGET	20,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	19,576.35			2.00	.00	423.65
01.44.5230		MAINT. AGREEMENT ELEV & SPRINK					1,175.60		
AP5398 6/22/22 9/21		1428 NE FIRE SPRINK 11	1	45029	LIB BLDG MAINT		300.00		
AP5400 6/22/22 9/21		3311 MIDWEST ALARM 12	1	45071	LIB FIRE EXTING		85.00		
			BUDGET	2,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	439.40			385.00	.00	1,560.60
01.44.5232		COMPUTER MAINT AGREEMENT					3,025.89		
AP5398 6/22/22 9/21		3205 FORTRES GRAND 8	1	45000	LIB COMPUTER MA		70.84		
			BUDGET	3,000.00					
			ENCUMBERED	.00		-----			
			AVAILABLE	96.73-			70.84	.00	3,096.73
01.44.5242		SECRET GARDEN					1,100.60		
AP5398 6/22/22 9/21		1400 NEBRASKA SIGNA 352	3	45036	LIB SECRET GARD		22.50		
AP5398 6/22/22 9/21		1416 NOEL LAWN CARE 16	1	45039	SECRET GARDEN		107.40		
AP5398 6/22/22 9/21		3194 TAYLOR LAWN SP 29	1	45054	LIB SECRET GARD		126.00		

GENERAL LEDGER HISTORY REPORT
FROM 6/2022 TO 6/2022

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL	9/2021 TO	9/2021)		DEBITS	CREDITS	NET CHANGE	
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO	CHECK NO	REFERENCE				ENDING BAL	
01.44.5242		SECRET GARDEN					1,100.60			
			BUDGET	2,000.00						
			ENCUMBERED	.00		-----				
			AVAILABLE	643.50			255.90	.00	1,356.50	
01.44.5501		OFFICE SUPPLIES					2,684.36			
AP5393 6/21/22 9/21	2989	AMAZON.COM 490	2 60536915		LIB OFFICE SUPP		88.76			
AP5398 6/22/22 9/21	501	EAKES OFFICE P 135	1 44991		LIB OFFICE SUPP		254.85			
			BUDGET	3,000.00						
			ENCUMBERED	.00		-----				
			AVAILABLE	27.97-			343.61	.00	3,027.97	
01.44.5504		SUPPLIES BOOKS					10,784.68			
AP5393 6/21/22 9/21	3748	BAKER AND TAYL 37	1 60536914		LIB PRINTED MAT		1,363.66			
AP5393 6/21/22 9/21	2989	AMAZON.COM 490	3 60536915		LIB PRINTED MAT		177.87			
AP5398 6/22/22 9/21	348	CENTER POINT L 32	1 44981		LIB PRINT MATER		106.98			
AP5398 6/22/22 9/21	3207	GALE/CENGAGE L 37	1 45001		LIB PRINTED MAT		102.18			
			BUDGET	15,000.00						
			ENCUMBERED	.00		-----				
			AVAILABLE	2,464.63			1,750.69	.00	12,535.37	
01.44.5505		PROGRAMMING					1,824.85			
AP5393 6/21/22 9/21	2989	AMAZON.COM 490	4 60536915		LIB PROGRAMMING		148.36			
AP5398 6/22/22 9/21	2994	JOHNSON, SARAH 43	1 45016		LIB SUMMER READ		24.13			
AP5420 6/30/22 9/21	2309	WALMART 628	1 60536939		LIB PROGRAMMING		15.02			
			BUDGET	2,000.00						
			ENCUMBERED	.00		-----				
			AVAILABLE	12.36-			187.51	.00	2,012.36	
01.44.5506		SUPPLIES (NONPRINT)					1,433.42			
AP5393 6/21/22 9/21	2989	AMAZON.COM 490	5 60536915		LIB NONPRINT MA		164.13			
			BUDGET	2,000.00						
			ENCUMBERED	.00		-----				
			AVAILABLE	402.45			164.13	.00	1,597.55	
01.44.5602		CAPITAL OUTLAY BUILDINGS					.00			
AP5398 6/22/22 9/21	2864	34 ELECTRIC 62	3 44960		LIB LIGHT REPAI		8,506.25			
			BUDGET	.00						
			ENCUMBERED	.00		-----				
			AVAILABLE	8,506.25-			8,506.25	.00	8,506.25	
REPORT TOTALS							=====			
TOTAL DEBITS / CREDITS								38,420.89	.00	

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

Revenue from June 16, 2022 through July 15, 2022	Subtotal	Total
Faxing fees	\$8.00	
Laminating fees	\$3.00	
3D printing fees and donations	\$0.00	
Vinyl cutter printing fees and donations	\$78.55	
Laser cutter fees and donations	\$24.50	
ILL fees, Replacement costs, etc.	\$74.65	
New Nonresident fee	\$40.00	
Renewal Nonresident fee	\$60.00	
Renewal Township fee	\$0.00	
General donations	\$274.69	
Meeting Room donations	\$170.00	
Book Sale donations	\$64.50	
ThriftBooks income	\$0.00	
Grant revenue	\$0.00	
Memorial revenue	\$0.00	
	Total income	\$797.89

Expenses from June 16, 2022 through July 15, 2022	Subtotal	Total
Invoices to pay		
Black Hills Energy (June invoice)	\$38.07	
Brodart (Inv 605195)	\$75.47	
Cengage (Inv 77947893)	\$42.47	
Cengage (Inv 78051461)	\$42.48	
Cengage (Inv 78112051)	\$121.78	
Center Point Large Print (Inv 1936093)	\$106.28	
Center Point Large Print (Inv 1940133)	\$25.87	
Center Point Large Print (Inv 1943399)	\$25.87	
Geneva Home Center (sand)	\$5.79	
Glenwood (July invoice)	\$59.95	
Kinetic (June invoice)	\$124.82	
Midwest Tapes (1 audiobook)	\$14.99	
Neb Library Commission (CAT Express contract)	\$140.00	
NPPD (July invoice)	\$473.16	
Quill (Inv 25814031)	\$86.08	
US Cutter (Inv 100184905)	\$140.94	
Weaver Pharmacy (2 button batteries)	\$3.20	
Weaver Pharmacy (2 button batteries)	-\$3.20	
	Total invoiced expenses	\$1,524.02

Continued on reverse side.

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

Expenses from June 16, 2022 through July 15, 2022	Subtotal	Total
Heartland Bank Credit Card		
2022-06-17 Walmart (programming supplies)	\$15.02	
2022-06-29 USPS	\$4.79	
2022-07-05 USPS	\$3.63	
2022-07-06 USPS	\$14.52	
2022-07-08 USPS	\$7.26	
2022-07-11 Walmart (tote boxes)	\$44.88	
2022-07-12 Home Depot (light fixture)	\$69.97	
2022-07-12 Walmart (dvd and programming supplies)	\$17.03	
2022-07-15 Amazon	\$316.86	
Total credit card expenses		\$493.96
Dollar General Credit Card		
2022-06-19 (programming supplies)	\$7.00	
2022-06-30 (returned vinegar from Easter Egg program)	-\$7.30	
2022-06-30 (cleaning and paper supplies)	\$38.15	
Total charged expenses		\$37.85

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
June 16, 2022 through July 15, 2022

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period*
Unassigned					
Adult Fiction	27		6,455	27.41%	339
Adult Nonfiction	3		2,235	9.49%	52
Christian Fiction	12	1	1,401	5.95%	80
Biography	1		437	1.86%	10
Audiobooks	1		793	3.37%	16
DVD	3		3,963	16.83%	283
Serial Publication	21	1	256	1.09%	23
Music (CD)			25	0.11%	2
YA Fiction	3		602	2.56%	17
YA Nonfiction	1		9	0.04%	
YA Graphic Novels			18	0.08%	
YA Audiobooks			9	0.04%	
Juv Fiction	5	1	2,064	8.76%	191
Juv Nonfiction	50		1,257	5.34%	79
Juv Biography	2		146	0.62%	6
Juv Graphic Novel	2		165	0.70%	110
Juv Audiobooks			35	0.15%	1
First Readers	5	1	380	1.61%	103
Easy	1	3	1,947	8.27%	211
Board Books			125	0.53%	85
Cake Pans			92	0.39%	
Rotating Collection	8		13	0.06%	79
Games	30		39	0.17%	3
Kits			21	0.09%	
Yearbooks			114	0.48%	
Genealogy			878	3.73%	
Keys/Equipment			22	0.09%	14
Use Records			25	0.11%	1946
Library of Things		1	27	0.11%	3
Total	175	8	23,553	100%	3,653
<i>compared to last month</i>	-21%	-99%	0%		-3%
<i>compared to last year</i>	11%	-97%	2%		98%

* Circulation statistics include renewals but NOT auto-renewals.

Continued on reverse side.

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

OverDrive Holdings & Circulation Report

Material Type	Total # of Titles	% of Titles	Checkouts this Period
ebooks	37,305	59%	302
audiobooks	21,660	34%	231
magazines	3,986	6%	12
videos	355	0.6%	1
Total	63,306	100%	546

ebook checkouts compared to last month **2%**
audiobook checkouts compared to last month **-10%**
magazine checkouts compared to last month **50%**
video checkouts compared to last month **0%**

ebook checkouts compared to last year **11%**
audiobook checkouts compared to last year **76%**
magazine checkouts compared to last year **20%**
video checkouts compared to last year **n/a**

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

Library Status

	AVERAGE Daily Door Count	AVERAGE Daily Computer Users	AVERAGE Daily Patron Calls	TOTAL Monthly Indoor Book Drop Use	TOTAL Monthly Alley Book Drop Use
October 2021	42	14	4	256	n/a
November 2021	42	10	5	205	n/a
December 2021	41	11	6	239	n/a
January 2022	35	7	5	254	n/a
February 2022	36	9	5	266	n/a
March 2022	40	10	4	284	n/a
April 2022	45	10	4	183	58*
May 2022	46	13	4	133	152
June 2022	64	16	5	162	238
July to date	65	17	6	59	90

* Alley book drop in use only the last two weeks of the month.

Programming

Summer Reading activities have been going well. There are 119 youth registered for reading club, and 65 youth (almost 55 percent) have reported their reading minutes at least once. For the adult reading club, we have 92 entries for the Molcajete gift certificate, 100 entries for the Casey's gift certificate, and 158 entries for the Geneva Gold certificate. The reading club and the opportunity to turn in reading minutes or log books will be Thursday, July 28, so the drawings can be completed on Friday, July 29.

We have been fortunate to have Lauren Godown and Susan Kerl volunteering their time to help with storytime activities this month.

Monday Toddler Storytime

Jun 06	7 kids, 4 adults, 1 volunteer, 1 staff
Jun 13	15 kids, 5 adults, 1 volunteer, 1 staff
Jun 20	17 kids, 5 adults, 1 staff
Jun 27	17 kids, 5 adults, 1 staff
Jul 04	no storytime because of holiday
Jul 11	12 kids, 5 adults, 2 volunteers, 1 staff
Jul 18	17 kids, 4 adults, 1 staff
Jul 25	

Wednesday School-Aged Storytime

Jun 01	6 kids, 3 adults, 1 volunteer, 1 staff
Jun 08	28 kids, 4 adults, 1 volunteer, 2 staff
Jun 15	22 kids, 4 adults, 2 volunteers, 1 staff
Jun 22	11 kids, 1 adult, 1 volunteer, 1 staff
Jun 29	27 kids, 5 adults, 1 volunteer, 2 staff
Jul 6	8 kids, 2 volunteers, 1 staff
Jul 13	10 kids, 2 volunteers, 1 staff
Jul 20	
Jul 27	

The July Teen Activities Group (T.A.G.) event featured water balloon games and hide and seek, in addition to making Chinese Chicken Salad.

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
Jul 18, 2022	14 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
Jul 28, 2022	

There were three laser cutter training sessions and 25 other times when the public came in to use the equipment on their own.

Grants

The final report and supporting invoices for the American Rescue Plan Act (ARPA) Formula Grant was submitted to the Nebraska Library Commission on June 28, and on July 6, we received notification that everything was in order and the grant closed out.

The final report and supporting invoices for the ARPA Library Improvement Grant was submitted to the Nebraska Library Commission on June 29. We have not received confirmation that the grant was closed yet.

The final documentation for the ARPA Youth Grant for Excellence is due September 14, 2022. We still have one requirement to complete, which is to have at least one program that utilizes the new materials.

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
Jun 2022	74	60	174	4,180	29 minutes

Building & Grounds

We submitted the Commercial Prescriptive Lighting Application to NPPD for an \$888 rebate on July 5, 2022. Cory Fuehrer, the NPPD Energy Efficiency Program Manager visited the library on July 8 to follow up on the rebate application. At this time, we are waiting to hear how this will be issued, either as an account credit or as a check.

Molly Carbonneau, Ray Richert, Aiyana Rhoten, Shannon Johnson, and I went to Hastings College's Perkins Library on Sunday, July 10 and brought back three shelving ranges for the library storage areas. Trever Zelenka and Riley Hiatt helped unload the shelving at the library on Monday, July 11, and on Tuesday, July 12, they hauled out three of the old, wood shelving and relocated it to a City garage to be used for storage. We are slowly working to get all the shelving set up and all the materials put back in the storage room.

On Saturday, July 2, the library was open almost two hours longer than usual due to the Geneva Days parade at 2:00 p.m. and the Pop-up Art Show and Book Signing that was being held in the Large Meeting Room. While neither event involved the library, there were a lot of people in the area needing restroom facilities and a brief respite from the heat.

On Wednesday, July 13, the Library Trustees attended the City of Geneva City Council's Finance Committee meeting (at noon) and presented the request for paid sick leave and paid vacation leave for permanent, part-time City employees, on a commensurate scale with the number of hours they work each week. The Finance Committee found this satisfactory and presented this request to the City Council at their regular meeting on Monday, July 18. After discussion, the Council voted to amend the City Employee handbook, effective January 1, 2023, to add that all permanent employees who work a minimum of 1,000 hours in the previous twelve months of employment, would accrue paid time off at a rate commensurate to the number of hours worked each week.

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-Jun 2, 2022	0
Jun 3, 2022-Jun 19, 2022	3.00
Jun 20, 2022-Jul 7, 2022	25.58
Jul 8, 2022-Jul 15, 2022	3.30

Subtotal \$169.12

The library is responsible for five volunteer workers at the Rialto II Theater on both Saturday, August 6 and Sunday, August 7, 2022. The movie that weekend will be "Thor: Love and Thunder". If any Trustees might be available to help either night, please let me know at your earliest convenience.

Respectfully submitted,
Sarah Johnson