# Library Board

# Monday, February 20, 2017
# Edith Abbott Memorial Library
# 211 N. Washington Street, Grand Island, NE

# AGENDA

1. Call to Order
   This is a public meeting subject to the open meetings laws of the State of Nebraska. The requirements for an open meeting are posted on the wall in this room and anyone that wants to find out what those are is welcome to read through them. The Library Board may vote to go into Closed Session on any Agenda Item as allowed by State Law.

2. Roll Call & Introductions
   Alan Lepler, President
   Rebecca Rosenlund, Vice President
   Edward Meedel, Secretary
   Rob Czaplewski
   Kelli Arens
   Sapna Purawat
   Tanya Hansen

3. Public Participation

4. Approval of Minutes of January 17, 2017

5. Approval of Financial Reports

6. Approval of Bills Submitted - January 24, 2017 and February 14, 2017

7. Approval of Director's Report

8. Board Communications and Committee Reports
9. Discussion of Potential Partnership with Central Health Center
10. Approval of Renovation Needs and Concepts Plan
11. Approval of Issuance of RFP for Architectural Services for Public Library Renovations
12. Next Meeting
13. Adjournment

# Library Board

## Monday, February 20, 2017

## Regular Meeting

# Item A1

## Public Participation

***This is an opportunity for individuals wishing to provide input on any of tonight's agenda items to reserve time to speak. Please come forward, state your name and address, and the Agenda topic on which you will be speaking.***

***Individuals may also request items for future library board meetings. If the issue can be handled administratively, notification will be provided. If the item is scheduled for a future meeting, notification of the date will be given.***

**Staff Contact:**

# Library Board

## Monday, February 20, 2017

## Regular Meeting

# Item B1

## Approval of Minutes of January 17, 2017

***The reports of revenues and expenditures since the last board meeting are submitted as generated and made available by the City Finance Department.***

**Staff Contact:**

CITY OF GRAND ISLAND
GRAND ISLAND PUBLIC LIBRARY BOARD
OFFICIAL PROCEEDINGS
MINUTES OF REGULAR LIBRARY BOARD MEETING
January 23, 2017

Pursuant to due call and notice thereof, a Regular Meeting of the Library Board of the Grand Island Public Library was conducted in the Meeting Room of the Library on Monday, January 23, 2017. Notice appeared in the *Grand Island Independent* on January 19, 2017; and was posted on January 20, 2017. A quorum present, President Alan Lepler called the meeting to order at 5:30 p.m. The following members were present: Ed Meedel, Kelli Arens, Sapna Purawat, and Tanya Hansen. Steve Fosselman, Library Director and Julie Hehnke were also present.

Open Meetings Law Notice: Provided by President Alan Lepler.

Public Participation: None

Approval of Minutes: Motion by Ed Meedel, seconded by Tanya Hansen, carried unanimously to accept for filing the December 2016 Consideration of Minutes.

REPORTS:
Approval of Financial Report: Motion by Tanya Hansen, seconded by Ed Meedel carried unanimously to accept for filing the December 2016 Financial Reports.

Approval of Bills Submitted: Motion by Tanya Hansen, seconded by Ed Meedel carried unanimously to accept for filing the December 27 and January 10, 2017 Bills Submitted.

Approval of Director's Report: Motion by Kelli Arens, seconded by Tanya Hansen carried unanimously to accept for filing the December 2016 Directors Report.

NEW BUSINESS:
Board Communications and Committee Reports: Nothing to report at this time.

Approval of Nebraska Statutes 51-213 Annual Report for 2015-2016 and GILIBRARY 2020 Progress Report for 2016: This report was enclosed in the library board packets for board members to review. Motion by Ed Meedel, seconded by Tanya Hansen carried unanimously to accept for filing the Nebraska Statutes 51-213 Annual Report for 2015-2016 and GILIBRARY 2020 Progress Report for 2016.

There being no other business meeting was adjourned at 6:30 p.m. **Next regular meeting will be: February 20, 2017 at 5:30.**

Edward Meedel, Secretary

# Library Board

## Monday, February 20, 2017

## Regular Meeting

# Item B2

## Approval of Financial Reports

***The reports of revenues and expenditures since the last board meeting are submitted as generated and made available by the City Finance Department.***

**Staff Contact:**

FOR THE MONTH ENDED DECEMBER 2016

FOR 2017 03

| ACCOUNTS FOR: 100 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| 10044301 LIBRARY | | | | | | | |
| 74365 STATE GRANTS | | | | | | | |
| 10044301 74365 STATE GRANTS | -8,482 | -8,482 | .00 | .00 | .00 | -8,482.00 | .0% |
| TOTAL STATE GRANTS | -8,482 | -8,482 | .00 | .00 | .00 | -8,482.00 | .0% |
| 74576 COPY MACHINE USE FEES | | | | | | | |
| 10044301 74576 COPY MACHINE USE FE | -15,000 | -15,000 | -2,088.85 | -740.13 | .00 | -12,911.15 | 13.9% |
| TOTAL COPY MACHINE USE FEES | -15,000 | -15,000 | -2,088.85 | -740.13 | .00 | -12,911.15 | 13.9% |
| 74703 FINES AND PENALTIES | | | | | | | |
| 10044301 74703 FINES AND PENALTIES | -36,565 | -36,565 | -4,791.68 | -1,476.46 | .00 | -31,773.32 | 13.1% |
| TOTAL FINES AND PENALTIES | -36,565 | -36,565 | -4,791.68 | -1,476.46 | .00 | -31,773.32 | 13.1% |
| 74725 NONRESIDENT CARD FEE | | | | | | | |
| 10044301 74725 NONRESIDENT CARD FE | -15,000 | -15,000 | -1,306.92 | -300.00 | .00 | -13,693.08 | 8.7% |
| TOTAL NONRESIDENT CARD FEE | -15,000 | -15,000 | -1,306.92 | -300.00 | .00 | -13,693.08 | 8.7% |
| 74773 CO-PAY HEALTH INSURANCE | | | | | | | |
| 10044301 74773 CO-PAY HEALTH INSUR | -28,041 | -28,041 | -8,827.78 | -2,948.10 | .00 | -19,212.82 | 31.5% |
| TOTAL CO-PAY HEALTH INSURANCE | -28,041 | -28,041 | -8,827.78 | -2,948.10 | .00 | -19,212.82 | 31.5% |
| 74795 OTHER REVENUE | | | | | | | |
| 10044301 74795 OTHER REVENUE | -3,500 | -3,500 | -1,701.79 | -5.01 | .00 | -1,798.21 | 48.6% |

FOR 2017 03

| ACCOUNTS FOR: 100 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| TOTAL OTHER REVENUE | -3,500 | -3,500 | -1,701.79 | -5.01 | .00 | -1,798.21 | 48.6% |
| TOTAL LIBRARY | -106,588 | -106,588 | -18,717.02 | -5,469.70 | .00 | -87,870.58 | 17.6% |
| TOTAL GENERAL FUND | -106,588 | -106,588 | -18,717.02 | -5,469.70 | .00 | -87,870.58 | 17.6% |
| TOTAL REVENUES | -106,588 | -106,588 | -18,717.02 | -5,469.70 | .00 | -87,870.58 | |

FOR 2017 03

| ACCOUNTS FOR: 100 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| 10044301 LIBRARY | | | | | | | |
| 85105 SALARIES - REGULAR | | | | | | | |
| 10044301 85105 SALARIES - REGULAR | 1,025,011 | 1,025,011 | 279,516.76 | 122,062.10 | .00 | 745,494.24 | 27.3% |
| TOTAL SALARIES - REGULAR | 1,025,011 | 1,025,011 | 279,516.76 | 122,062.10 | .00 | 745,494.24 | 27.3% |
| 85115 F.I.C.A. PAYROLL TAXES | | | | | | | |
| 10044301 85115 F.I.C.A. PAYROLL TA | 76,368 | 76,368 | 20,360.90 | 8,967.57 | .00 | 56,007.10 | 26.7% |
| TOTAL F.I.C.A. PAYROLL TAXES | 76,368 | 76,368 | 20,360.90 | 8,967.57 | .00 | 56,007.10 | 26.7% |
| 85120 HEALTH INSURANCE | | | | | | | |
| 10044301 85120 HEALTH INSURANCE | 190,962 | 190,962 | 49,658.31 | 16,215.07 | .00 | 141,303.69 | 26.0% |
| TOTAL HEALTH INSURANCE | 190,962 | 190,962 | 49,658.31 | 16,215.07 | .00 | 141,303.69 | 26.0% |
| 85125 LIFE INSURANCE | | | | | | | |
| 10044301 85125 LIFE INSURANCE | 1,425 | 1,425 | 355.92 | 118.64 | .00 | 1,069.08 | 25.0% |
| TOTAL LIFE INSURANCE | 1,425 | 1,425 | 355.92 | 118.64 | .00 | 1,069.08 | 25.0% |
| 85130 DISABLITY INSURANCE | | | | | | | |
| 10044301 85130 DISABILITY INSURANC | 1,596 | 1,596 | 364.71 | 121.12 | .00 | 1,231.29 | 22.9% |
| TOTAL DISABLITY INSURANCE | 1,596 | 1,596 | 364.71 | 121.12 | .00 | 1,231.29 | 22.9% |
| 85145 PENSION CONTRIBUTION | | | | | | | |
| 10044301 85145 PENSION CONTRIBUTIO | 41,139 | 41,139 | 13,236.35 | 5,835.04 | .00 | 27,902.65 | 32.2% |

FOR 2017 03

| ACCOUNTS FOR: 100 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| TOTAL PENSION CONTRIBUTION | 41,139 | 41,139 | 13,236.35 | 5,835.04 | .00 | 27,902.65 | 32.2% |
| 85150 WORKERS COMPENSATION | | | | | | | |
| 10044301 85150 WORKERS COMPENSATIO | 2,204 | 2,204 | .00 | .00 | .00 | 2,204.00 | .0% |
| TOTAL WORKERS COMPENSATION | 2,204 | 2,204 | .00 | .00 | .00 | 2,204.00 | .0% |
| 85160 OTHER EMPLOYEE BENEFITS | | | | | | | |
| 10044301 85160 OTHER EMPLOYEE BENE | 6,476 | 6,476 | 514.86 | 463.62 | .00 | 5,961.14 | 8.0% |
| TOTAL OTHER EMPLOYEE BENEFITS | 6,476 | 6,476 | 514.86 | 463.62 | .00 | 5,961.14 | 8.0% |
| 85161 HRA-VEBA | | | | | | | |
| 10044301 85161 VEBA | 10,530 | 10,530 | 22,154.41 | 20,174.41 | .00 | -11,624.41 | 210.4% |
| TOTAL HRA-VEBA | 10,530 | 10,530 | 22,154.41 | 20,174.41 | .00 | -11,624.41 | 210.4% |
| 85213 CONTRACT SERVICES | | | | | | | |
| 10044301 85213 CONTRACT SERVICES | 2,400 | 2,400 | .00 | .00 | 2,400.00 | .00 | 100.0% |
| TOTAL CONTRACT SERVICES | 2,400 | 2,400 | .00 | .00 | 2,400.00 | .00 | 100.0% |
| 85241 COMPUTER SERVICES | | | | | | | |
| 10044301 85241 COMPUTER SERVICES | 26,848 | 26,848 | 522.38 | 228.17 | -294.21 | 26,619.83 | .8% |
| TOTAL COMPUTER SERVICES | 26,848 | 26,848 | 522.38 | 228.17 | -294.21 | 26,619.83 | .8% |
| 85245 PRINTING & BINDING SERVICES | | | | | | | |
| 10044301 85245 PRINTING & BINDING | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |

FOR 2017 03

| ACCOUNTS FOR: 100 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| TOTAL PRINTING & BINDING SERVICES | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| 85305 UTILITY SERVICES | | | | | | | |
| 10044301 85305 UTILITY SERVICES | 20,000 | 20,000 | 13,468.35 | 8,620.06 | .00 | 6,531.65 | 67.3% |
| TOTAL UTILITY SERVICES | 20,000 | 20,000 | 13,468.35 | 8,620.06 | .00 | 6,531.65 | 67.3% |
| 85317 NATURAL GAS | | | | | | | |
| 10044301 85317 NATURAL GAS | 5,000 | 5,000 | 116.66 | 63.83 | .00 | 4,883.34 | 2.3% |
| TOTAL NATURAL GAS | 5,000 | 5,000 | 116.66 | 63.83 | .00 | 4,883.34 | 2.3% |
| 85319 REPAIR & MAIN-LAND IMP/IRRIGAT | | | | | | | |
| 10044301 85319 REPAIR & MAIN-LD IM | 1,500 | 1,500 | .00 | .00 | .00 | 1,500.00 | .0% |
| TOTAL REPAIR & MAIN-LAND IMP/IRRI | 1,500 | 1,500 | .00 | .00 | .00 | 1,500.00 | .0% |
| 85324 REPAIR & MAINT - BUILDING | | | | | | | |
| 10044301 85324 REPAIR & MAINT - BU | 28,000 | 28,000 | 1,021.68 | 478.84 | 473.64 | 26,504.68 | 5.3% |
| TOTAL REPAIR & MAINT - BUILDING | 28,000 | 28,000 | 1,021.68 | 478.84 | 473.64 | 26,504.68 | 5.3% |
| 85330 REPAIR & MAINT-OFF FURN & EQ | | | | | | | |
| 10044301 85330 REPAIR & MAINT - OF | 24,000 | 24,000 | 1,723.47 | 616.14 | 368.00 | 21,908.53 | 8.7% |
| TOTAL REPAIR & MAINT-OFF FURN & E | 24,000 | 24,000 | 1,723.47 | 616.14 | 368.00 | 21,908.53 | 8.7% |
| 85335 REPAIR & MAINT - VEHICLES | | | | | | | |
| 10044301 85335 REPAIR & MAINT - VE | 480 | 480 | .00 | .00 | .00 | 480.00 | .0% |

FOR 2017 03

| ACCOUNTS FOR: 100 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| TOTAL REPAIR & MAINT - VEHICLES | 480 | 480 | .00 | .00 | .00 | 480.00 | .0% |
| 85350 SANITATION SERVICE | | | | | | | |
| 10044301 85350 SANITATION SERVICE | 900 | 900 | 222.00 | 74.70 | .00 | 678.00 | 24.7% |
| TOTAL SANITATION SERVICE | 900 | 900 | 222.00 | 74.70 | .00 | 678.00 | 24.7% |
| 85413 POSTAGE | | | | | | | |
| 10044301 85413 POSTAGE | 8,000 | 8,000 | 1,274.95 | 398.13 | .00 | 6,725.05 | 15.9% |
| TOTAL POSTAGE | 8,000 | 8,000 | 1,274.95 | 398.13 | .00 | 6,725.05 | 15.9% |
| 85416 ADVERTISING | | | | | | | |
| 10044301 85416 ADVERTISING | 1,350 | 1,350 | .00 | .00 | .00 | 1,350.00 | .0% |
| TOTAL ADVERTISING | 1,350 | 1,350 | .00 | .00 | .00 | 1,350.00 | .0% |
| 85422 DUES & SUBSCRIPTIONS | | | | | | | |
| 10044301 85422 DUES & SUBSCRIPTION | 24,000 | 24,000 | 4,193.62 | 2,048.59 | 2,000.00 | 17,806.38 | 25.8% |
| TOTAL DUES & SUBSCRIPTIONS | 24,000 | 24,000 | 4,193.62 | 2,048.59 | 2,000.00 | 17,806.38 | 25.8% |
| 85425 BOOKS | | | | | | | |
| 10044301 85425 BOOKS | 95,000 | 95,000 | 31,647.70 | 24,489.62 | .00 | 63,352.30 | 33.3% |
| TOTAL BOOKS | 95,000 | 95,000 | 31,647.70 | 24,489.62 | .00 | 63,352.30 | 33.3% |
| 85426 AV/ELECTRONIC MEDIA | | | | | | | |
| 10044301 85426 AV/ELECTRONIC MEDIA | 115,000 | 115,000 | 25,440.10 | 13,113.18 | .00 | 89,559.90 | 22.1% |

FOR 2017 03

| ACCOUNTS FOR: 100 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| TOTAL AV/ELECTRONIC MEDIA | 115,000 | 115,000 | 25,440.10 | 13,113.18 | .00 | 89,559.90 | 22.1% |
| 85427 PERIODICALS | | | | | | | |
| 10044301 85427 PERIODICALS | 18,000 | 18,000 | 16,436.26 | 226.20 | .00 | 1,563.74 | 91.3% |
| TOTAL PERIODICALS | 18,000 | 18,000 | 16,436.26 | 226.20 | .00 | 1,563.74 | 91.3% |
| 85428 TRAVEL & TRAINING | | | | | | | |
| 10044301 85428 TRAVEL & TRAINING | 2,500 | 2,500 | 871.42 | 113.25 | .00 | 1,628.58 | 34.9% |
| TOTAL TRAVEL & TRAINING | 2,500 | 2,500 | 871.42 | 113.25 | .00 | 1,628.58 | 34.9% |
| 85453 CASH OVER & SHORT | | | | | | | |
| 10044301 85453 CASH OVER & SHORT | 100 | 100 | 22.20 | -.89 | .00 | 77.80 | 22.2% |
| TOTAL CASH OVER & SHORT | 100 | 100 | 22.20 | -.89 | .00 | 77.80 | 22.2% |
| 85490 OTHER EXPENDITURES | | | | | | | |
| 10044301 85490 OTHER EXPENDITURES | 450 | 450 | 267.82 | 119.62 | .00 | 182.18 | 59.5% |
| TOTAL OTHER EXPENDITURES | 450 | 450 | 267.82 | 119.62 | .00 | 182.18 | 59.5% |
| 85505 OFFICE SUPPLIES | | | | | | | |
| 10044301 85505 OFFICE SUPPLIES | 63,000 | 63,000 | 15,497.16 | 10,198.09 | 1,537.80 | 45,965.04 | 27.0% |
| TOTAL OFFICE SUPPLIES | 63,000 | 63,000 | 15,497.16 | 10,198.09 | 1,537.80 | 45,965.04 | 27.0% |
| 85510 CLEANING SUPPLIES | | | | | | | |
| 10044301 85510 CLEANING SUPPLIES | 4,600 | 4,600 | 213.36 | 213.36 | .00 | 4,386.64 | 4.6% |

FOR 2017 03

| ACCOUNTS FOR: 100 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| TOTAL CLEANING SUPPLIES | 4,600 | 4,600 | 213.36 | 213.36 | .00 | 4,386.64 | 4.6% |
| 85515 GASOLINE | | | | | | | |
| 10044301 85515 GASOLINE | 500 | 500 | 69.97 | .00 | .00 | 430.03 | 14.0% |
| TOTAL GASOLINE | 500 | 500 | 69.97 | .00 | .00 | 430.03 | 14.0% |
| 85540 SMALL TOOLS & PARTS | | | | | | | |
| 10044301 85540 MISC OPERATING EQUI | 15,000 | 15,000 | 5.00 | .00 | .00 | 14,995.00 | .0% |
| TOTAL SMALL TOOLS & PARTS | 15,000 | 15,000 | 5.00 | .00 | .00 | 14,995.00 | .0% |
| 85620 OFFICE FURNITURE & EQUIPMENT | | | | | | | |
| 10044301 85620 OFFICE FURNITURE & | 15,000 | 15,000 | .00 | .00 | 13,187.00 | 1,813.00 | 87.9% |
| TOTAL OFFICE FURNITURE & EQUIPMEN | 15,000 | 15,000 | .00 | .00 | 13,187.00 | 1,813.00 | 87.9% |
| TOTAL LIBRARY | 1,829,339 | 1,829,339 | 499,176.32 | 234,958.46 | 19,672.23 | 1,310,490.45 | 28.4% |
| TOTAL GENERAL FUND | 1,829,339 | 1,829,339 | 499,176.32 | 234,958.46 | 19,672.23 | 1,310,490.45 | 28.4% |
| TOTAL EXPENSES | 1,829,339 | 1,829,339 | 499,176.32 | 234,958.46 | 19,672.23 | 1,310,490.45 | |

FOR 2017 03

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| GRAND TOTAL | 1,829,339 | 1,829,339 | 499,176.32 | 234,958.46 | 19,672.23 | 1,310,490.45 | 28.4% |

** END OF REPORT - Generated by Brian Schultz **

FOR 2017 03 JOURNAL DETAIL 2017 3 TO 2017 3

| ACCOUNTS FOR: 295 LOCAL ASSISTANCE | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| 29555001 OTHER DEPARTMENT PROJECTS | | | | | | | |
| 74602 PLANNING COMMISSION PLAQUE | | | | | | | |
| 29555001 74602 PLANNING COMMISSION | -120 | -120 | .00 | .00 | .00 | -120.00 | .0% |
| TOTAL PLANNING COMMISSION PLAQUE | -120 | -120 | .00 | .00 | .00 | -120.00 | .0% |
| 74701 EDITH ABBOTT MEMORIAL LIBRARY | | | | | | | |
| 29555001 74701 EDITH ABBOTT MEMORI | -1,000 | -1,000 | -445.00 | .00 | .00 | -555.00 | 44.5% |
| 29555001 74701 104 EDITH ABBOTT MEM | 0 | 0 | -725.00 | .00 | .00 | 725.00 | 100.0% |
| TOTAL EDITH ABBOTT MEMORIAL LIBRA | -1,000 | -1,000 | -1,170.00 | .00 | .00 | 170.00 | 117.0% |
| 74735 CONTINGENCY PROJECTS | | | | | | | |
| 29555001 74735 CONTINGENCY PROJECT | -250,000 | -250,000 | .00 | .00 | .00 | -250,000.00 | .0% |
| TOTAL CONTINGENCY PROJECTS | -250,000 | -250,000 | .00 | .00 | .00 | -250,000.00 | .0% |
| 74799 CREDIT CARD REBATE | | | | | | | |
| 29555001 74799 CREDIT CARD REBATE | -164 | -164 | .00 | .00 | .00 | -164.00 | .0% |
| TOTAL CREDIT CARD REBATE | -164 | -164 | .00 | .00 | .00 | -164.00 | .0% |
| TOTAL OTHER DEPARTMENT PROJECTS | -251,284 | -251,284 | -1,170.00 | .00 | .00 | -250,114.00 | .5% |

FOR 2017 03 JOURNAL DETAIL 2017 3 TO 2017 3

| ACCOUNTS FOR: 295 LOCAL ASSISTANCE | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|---|---|---|---|---|---|---|
| 29555001 OTHER DEPARTMENT PROJECTS | | | | | | | |
| 91 OPERATING EXPENSES | | | | | | | |
| 29555001 85041 PLANNING COMMISSION | 120 | 120 | 57.27 | .00 | .00 | 62.73 | 47.7% |
| 29555001 85042 EDITH ABBOTT MEMORI | 200,000 | 200,000 | 5,000.00 | 752.79 | -4,000.00 | 199,000.00 | .5% |
| 2017/03/000065 12/13/2016 API | 142.29 VND 999999 VCH411783 | | REFUND CUSTOMERS | | REFUND REMAINING FUNDS FROM PR | | 200939 |
| 2017/03/000095 12/09/2016 API | 110.50 VND 010168 VCH412062 | | BANK OF AMERICA | | EILEEN'S - Food for Primetime | | 5118 |
| 2017/03/000178 12/27/2016 API | 500.00 VND 002335 VCH412847 | | CANNON MOSS BRYGGER | | NOV 2016 SCHEMATIC DESIGN SERV | | 201064 |
| 29555001 85749 GRANDER VISION PLAN | 50,000 | 50,000 | .00 | .00 | .00 | 50,000.00 | .0% |
| TOTAL OPERATING EXPENSES | 250,120 | 250,120 | 5,057.27 | 752.79 | -4,000.00 | 249,062.73 | .4% |
| 96 CAPITAL OUTLAY | | | | | | | |
| 29555001 85010 CONTINGENCY PROJECT | 250,000 | 250,000 | .00 | .00 | .00 | 250,000.00 | .0% |
| TOTAL CAPITAL OUTLAY | 250,000 | 250,000 | .00 | .00 | .00 | 250,000.00 | .0% |
| TOTAL OTHER DEPARTMENT PROJECTS | 500,120 | 500,120 | 5,057.27 | 752.79 | -4,000.00 | 499,062.73 | .2% |
| TOTAL LOCAL ASSISTANCE | 535,315 | 535,315 | 4,957.27 | 752.79 | -4,000.00 | 534,357.73 | .2% |
| TOTAL EXPENSES | 535,315 | 535,315 | 4,957.27 | 752.79 | -4,000.00 | 534,357.73 | |

# Library Board

## Monday, February 20, 2017

## Regular Meeting

# Item B3

## Approval of Bills Submitted - January 24, 2017 and February 14, 2017

***The following bills were submitted by the Library Director in accordance with the Library Funds Policy since the last library board meeting.***

**Staff Contact:**

# Schedule of Bills

012417



| Org | Object | Vendor Name/Number | Description | Invoice | PO # | WO# | Check # | Amount |
|---|---|---|---|---|---|---|---|---|
| **10044301** | | **LIBRARY** | | | | | | |
| | **85324** | **REPAIR & MAINT - BUILDING** | | | | | | |
| 1 | 559 | CITY OF GRAND ISLAND | 2017 ALARM MONITORING FEE | DA0470 - 2017 | | | 0 | 275.00 |
| 1 | 301 | MID-NEBRASKA DISPOSAL INC | SANITATION | 1799-310 | | | 0 | 74.70 |
| | **85413** | **POSTAGE** | | | | | | |
| 1 | 344 | MIDWEST CONNECT LLC | POSTAGE | GI11 12/31/16 | | | 0 | 212.13 |
| | **85422** | **DUES & SUBSCRIPTIONS** | | | | | | |
| 1 | 3767 | OCLC ONLINE COMPUTER LIBRARY | DEC 2016 MONTHLY ONLINE SUBSCRIPTION | 499887 | 33550 | | 0 | 1,949.59 |
| | **85426** | **AV/ELECTRONIC MEDIA** | | | | | | |
| 1 | 10432 | CYPRESS INFORMATION SERVICES | CYPRESS RESUME ECONTENT LICENSE RENEWAL | 1703 | | | 0 | 700.00 |
| 1 | 562 | MIDWEST TAPE | DVD'S | 94600869 | 10326 | | 0 | 1,241.36 |
| | **85490** | **OTHER EXPENDITURES** | | | | | | |
| 1 | 8720 | TSYS MERCHANT SOLUTIONS LLC | DEC 2016 CREDIT CARD USER FEE | 16DEC3334 | | | 5146 | 41.94 |
| | | | | | **10044301 Org Total** | | | **4,494.72** |

# Schedule of Bills



| Org | Object | Vendor Name/Number | Description | Invoice | PO # | WO# | Check # | Amount |
|---|---|---|---|---|---|---|---|---|
| **29555001** | | **OTHER DEPARTMENT PROJECTS** | | | | | | |
| **85042** | | **EDITH ABBOTT MEMORIAL LIBRARY** | | | | | | |
| 1 | 2335 | CANNON MOSS BRYGGER & ASSOC | SCHEMATIC DESIGN SERVICES | 24 | 32792 | | 0 | 500.00 |
| | | | | **29555001 Org Total** | | | | **500.00** |

# Schedule of Bills



021417

| Org | Object | Vendor | Name/Number | Description | Invoice | PO # | WO# | Check # | Amount |
|---|---|---|---|---|---|---|---|---|---|
| **10044301** | | | **LIBRARY** | | | | | | |
| **85150** | | | **WORKERS COMPENSATION** | | | | | | |
| 1 | | 36 | CITY OF GRAND ISLAND-FINANCE I | 2016-2017 WORKERS COMP | 2017FY WORK COMP | | | 0 | 2,204.00 |
| **85160** | | | **OTHER EMPLOYEE BENEFITS** | | | | | | |
| 0 | | 10168 | FIA CARD SERVICES, N | TASC - March 2017 Cafeteria Fe | TXN00028468 | | | 5192 | 21.96 |
| **85241** | | | **COMPUTER SERVICES** | | | | | | |
| 0 | | 10168 | FIA CARD SERVICES, N | AMAZON-Hard Drive | TXN00028043 | | | 5192 | 159.59 |
| 0 | | 10168 | FIA CARD SERVICES, N | Amazon-Network Parts | TXN00028109 | | | 5192 | 80.98 |
| 0 | | 10168 | FIA CARD SERVICES, N | BestBuy-Tablet/CreditCardChgUs | TXN00027943 | | | 5192 | 139.97 |
| **85305** | | | **UTILITY SERVICES** | | | | | | |
| 1 | | 92 | CITY OF GRAND ISLAND-UTILITIES | UTILITY BILL | 04602141 - DEC 2016 | | | 0 | 111.07 |
| 1 | | 92 | CITY OF GRAND ISLAND-UTILITIES | UTILITY BILL | 04602120 - DEC 2016 | | | 0 | 4,480.13 |
| **85317** | | | **NATURAL GAS** | | | | | | |
| 1 | | 336 | NORTHWESTERN ENERGY | NATURAL GAS BILL | 17JAN2646500-5 | | | 201511 | 839.50 |
| **85324** | | | **REPAIR & MAINT - BUILDING** | | | | | | |
| 0 | | 10168 | FIA CARD SERVICES, N | ACE - Maintenance Supplies | TXN00027386 | | | 5192 | 87.56 |
| 0 | | 10168 | FIA CARD SERVICES, N | ACE - Maintenance supplies | TXN00027626 | | | 5192 | 19.15 |
| **85330** | | | **REPAIR & MAINT - OFF FURN & EQ** | | | | | | |
| 2 | | 311 | CAPITAL BUSINESS SYSTEMS, INC | CITY & LIBRARY COPIER LEASE | 18178-25 | | | 0 | 244.59 |
| **85350** | | | **SANITATION SERVICE** | | | | | | |
| 1 | | 301 | MID-NEBRASKA DISPOSAL INC | TRASH SERVICES | 1806-309 | | | 0 | 74.70 |
| **85413** | | | **POSTAGE** | | | | | | |
| 1 | | 344 | MIDWEST CONNECT LLC | POSTAGE SERVICE 01/03/17-01/13/17 | GI11 01/17/17 | | | 0 | 203.83 |
| 1 | | 344 | MIDWEST CONNECT LLC | POSTAGE SERVICE 01/17/17-01/31/17 | GI11 02/01/17 | | | 0 | 259.59 |
| **85422** | | | **DUES & SUBSCRIPTIONS** | | | | | | |
| 0 | | 10168 | FIA CARD SERVICES, N | COMSLIDER-Basic Cloud Subscrip | TXN00027453 | | | 5192 | 31.50 |
| 1 | | 3767 | OCLC ONLINE COMPUTER LIBRARY | OCLC | 505274 | 33605 | | 0 | 1,949.59 |
| **85425** | | | **BOOKS** | | | | | | |
| 0 | | 10168 | FIA CARD SERVICES, N | BAKER & TAYLOR - Book | TXN00027813 | | | 5192 | 10.19 |
| 0 | | 10168 | FIA CARD SERVICES, N | BAKER & TAYLOR - Book | TXN00027815 | | | 5192 | 20.82 |
| 0 | | 10168 | FIA CARD SERVICES, N | BAKER & TAYLOR - Books | TXN00027828 | | | 5192 | 3,685.92 |

# Schedule of Bills



021417

| Org | Object | Vendor Name/Number | Description | Invoice | PO # | WO# | Check # | Amount |
|---|---|---|---|---|---|---|---|---|
| **10044301** | | **LIBRARY** | | | | | | |
| **85426** | | **AV/ELECTRONIC MEDIA** | | | | | | |
| 0 | 10168 | FIA CARD SERVICES, N | AMAZON - Dvd | TXN00027982 | | | 5192 | 8.98 |
| 0 | 10168 | FIA CARD SERVICES, N | FINDAWAY - Playaways | TXN00027356 | | | 5192 | 148.47 |
| 1 | 562 | MIDWEST TAPE | AUDIOBOOKS | 94685667 | 10326 | | 0 | 29.99 |
| 1 | 562 | MIDWEST TAPE | AUDIOBOOKS | 94664104 | 10326 | | 0 | 264.92 |
| 1 | 562 | MIDWEST TAPE | AUDIOBOOKS | 94656571 | 10326 | | 0 | 301.92 |
| 1 | 562 | MIDWEST TAPE | AUDIOBOOKS | 94629764 | 10326 | | 0 | 304.90 |
| 1 | 562 | MIDWEST TAPE | AUDIOBOOKS | 94607013 | 10326 | | 0 | 519.85 |
| 1 | 562 | MIDWEST TAPE | DVD | 94681429 | 10326 | | 0 | 22.99 |
| 1 | 562 | MIDWEST TAPE | DVD'S | 94660052 | 10326 | | 0 | 245.94 |
| 1 | 562 | MIDWEST TAPE | DVD'S | 94676007 | 10326 | | 0 | 811.54 |
| 1 | 562 | MIDWEST TAPE | DVD'S & PLAYAWAYS | 94695829 | 10326 | | 0 | 454.81 |
| 1 | 562 | MIDWEST TAPE | DVD'S & PLAYAWAYS | 94644143 | 10326 | | 0 | 665.78 |
| 1 | 562 | MIDWEST TAPE | JAN 2017 HOOPLA SERVICE | 94733384 | 10326 | | 0 | 1,745.77 |
| **85490** | | **OTHER EXPENDITURES** | | | | | | |
| 0 | 10168 | FIA CARD SERVICES, N | CITY GI - OFFSETS TXN00028212 | TXN00028253 | | | 5192 | 1.00 |
| 0 | 10168 | FIA CARD SERVICES, N | CITY GI - OFFSETS TXN00028253 | TXN00028212 | | | 5192 | (1.00) |
| **85505** | | **OFFICE SUPPLIES** | | | | | | |
| 0 | 10168 | FIA CARD SERVICES, N | AMAZON - Thumb Drives | TXN00027401 | | | 5192 | 199.99 |
| 0 | 10168 | FIA CARD SERVICES, N | BAKER & TAYLOR - Book | TXN00027813 | | | 5192 | 4.20 |
| 0 | 10168 | FIA CARD SERVICES, N | BAKER & TAYLOR - Books | TXN00027828 | | | 5192 | 1,258.66 |
| 0 | 10168 | FIA CARD SERVICES, N | BRODART - Audio cases | TXN00027447 | | | 5192 | 32.48 |
| 0 | 10168 | FIA CARD SERVICES, N | BRODART - Processing supplies | TXN00027464 | | | 5192 | 237.20 |
| 0 | 10168 | FIA CARD SERVICES, N | DEMCO - Audio cases | TXN00027438 | | | 5192 | 79.34 |
| 0 | 10168 | FIA CARD SERVICES, N | DEMCO - Processing Supplies | TXN00027635 | | | 5192 | 71.40 |
| 0 | 10168 | FIA CARD SERVICES, N | DEMCO - Processing Supplies | TXN00027736 | | | 5192 | 106.28 |
| 0 | 10168 | FIA CARD SERVICES, N | QUILL - Office Supplies | TXN00027520 | | | 5192 | 139.90 |
| 0 | 10168 | FIA CARD SERVICES, N | QUILL - Office Supplies | TXN00027987 | | | 5192 | 375.77 |
| 0 | 10168 | FIA CARD SERVICES, N | QUILL - office supplies | TXN00027461 | | | 5192 | 17.98 |
| 0 | 10168 | FIA CARD SERVICES, N | SAMS-RetirementGift/GeriannePi | TXN00027074 | | | 5192 | 140.00 |
| 0 | 10168 | FIA CARD SERVICES, N | ULINE - dvd cases | TXN00027426 | | | 5192 | 110.36 |

**Library Funds Disbursement Voucher**

**Approved by:** Alan Lepler **Date** 2/10/17

**Library Board President** Alan Lepler

**Authenticated by:** Ed Meedel **Date** 2/10/17

**Library Board Secretary** Ed Meedel

**10044301 Org Total 22,924.06**

# Library Board

## Monday, February 20, 2017

## Regular Meeting

# Item C1

## Approval of Director's Report

***The Director's Report typically consists of:***

***1) a statistical usage report from the previous month including checkouts, visitors, program numbers and attendance, computer and database usage, and other statistics***

***2) a monthly GI Library Journal newsletter***

***3) and additional programming and administrative items***

***Items not present in the agenda packet will be distributed at the meeting.***

**Staff Contact: Steve Fosselman**

**MONTHLY REPORT** **January 2017**

*** Edith Abbott Memorial Library * Mobile Outreach * Internet Branch www.gilibrary.org**

| | | |
|---|---|---|
| Days Open to Public | 29 | 116 |
| Hours Open to Public | 288 | 1,144 |
| | | |
| Checkouts - EAML | 21,823 | 86,680 |
| Checkouts - Electronic | 3,164 | 11,123 |
| Checkouts - Outreach | 98 | 595 |
| Total Checkouts | 25,085 | 98,398 |
| | | |
| Average Daily Checkou | 865 | 848 |
| | | |
| | | |
| | | |
| Reserves Placed | 1,519 | 4,980 |
| | | |
| Patrons Registered | 187 | 800 |
| Total Patrons | | 183 |
| | | |
| | | |
| Items Deleted | 142 | 3,219 |
| Total Items in Collec | | |
| | | |
| Telephone Calls Receive | 750 | 2,972 |
| | | |
| Public Meeting Room U | 18 | 66 |
| | | |
| | | |
| Patrons Visiting Library | 20,000 | 73,859 |
| Outreach Patron Visits | 17 | 81 |
| | | |
| | | |
| Reference Services: | | |
| Reference Questions An | 765 | 3,869 |
| Microfilm Use | 70 | 287 |
| Interlibrary Loans Recei | 8 | 34 |
| Interlibrary Loans Sent | 64 | 265 |
| Total | | 4,455 |
| | | |
| Friends Online Book Cl | | |
| Members | -1 | 985 |
| Accesses | 21670 | 91,294 |

| | | |
|---|---|---|
| Library Programming: | | |
| Children's Programs | 27 | 149 |
| Participants | 1,743 | 6,603 |
| Adult Programs | 4 | 19 |
| Participants | 20 | 185 |
| Young Adult Progra | 4 | 10 |
| Pa | 29 | 87 |
| Computer Classes | 0 | 0 |
| Participants | 0 | 0 |
| Outreach Programs | 0 | 0 |
| Participants | 0 | 0 |
| Tours Given | 0 | 1 |
| Number in Tours | 0 | 10 |
| Total Programs | 35 | 179 |
| Total Participants | 1,792 | 6,885 |
| Computer Services: | | |
| Children's Computer | 1070 | 3,981 |
| Hours | 357 | 1,327 |
| Reference/Lab User | 2887 | 11,246 |
| Hours | 962 | 3,748 |
| Teen User Sessions | 166 | 426 |
| Hours | 148 | 327 |
| Wireless User Sessic | 45 | 239 |
| Hours | 8666 | 42,728 |
| Total User Sessions | 4,168 | 15,892 |
| Total Hours | 10,133 | 48,130 |
| Selected Database Uses | | |
| Ancestry | 6,386 | 28,271 |
| Chilton | 32 | 49 |
| Driver's Ed | 19 | 63 |
| Ebsco Magazine Ind | 0 | 39 |
| FirstSearch | 485 | 1,737 |
| Grolier Online | 614 | 2,678 |
| Hoopla | 873 | 2,993 |
| Mango | 265 | 1,321 |
| Novelist Plus | 0 | 75 |
| One Click Digital Au | 23 | 129 |
| Overdrive | 2,139 | 7,462 |
| Points of View Refe | 1 | 12 |
| Price It Antiques | 0 | 3 |
| Reference USA | 12 | 67 |
| Salem Health | 0 | 0 |
| Student Research | 0 | 0 |
| TumbleBooks for Te | 1 | 7 |
| TumbleBooks for K | 26 | 317 |
| Tutor.com | 30 | 212 |
| Wilson Web | 3 | 34 |
| Zinio eMagazines | 129 | 539 |
| | 32,708 | 137,302 |

**Grand Island Public Library Board**
**February 20, 2017 Meeting**
**C1 - Director's Report – Additional Information**

1. **Librarian II Position**

We have conducted three interviews for the Librarian II position. I hope to have more news on our reorganization to share with you at the board meeting.

2. **Abbott Sisters Day**

The monthly newsletter is still in production and should be ready to hand out at the meeting. The lead story will be as follows pending verification of the partner agencies:

## ABBOTT SISTERS DAY AND NE150 CONVERGE ON MARCH 19 & 20

We've been celebrating Abbott Sisters Day on March 20 since 2002. This year, we'll just be kicking off the celebration a day early!

We invite you to come to the Library on Sunday, March 19 for an open house and program on the convergence of Nebraska 150 and the Abbott Sisters and their family. Hall County Historical Society, Prairie Pioneer Genealogical Society and Stuhr Museum will be joining the Library in featuring our Abbott and Nebraska 150 related services and resources. The open house runs 1:30—4:00 pm with an educational program starting at 2:00 pm in the Library's meeting room. More details will follow including an Abbott-infused NE150 related book club to run through our Library's Adult Summer Reading Program.

Proclaimed statewide, Abbott Sisters Day is an integral part of this community's Abbott Sisters Project. The goal of both efforts is to raise public awareness of the lives and achievements of Edith and Grace Abbott, natives of Grand Island, who achieved international renown as educators, social reformers, and authors. We celebrate so that these important women may continue to influence policy on children's and immigrants' issues and so that their story may serve as an inspiration to future generations.

Our building's namesake is Edith Abbott, who became the first woman dean in the School of Social Services at the University of Chicago 1924-1942, and the first dean of a graduate school in an American University. Her bequest was instrumental in the construction of the Edith Abbott Memorial Library in 1974. Her legacy lives on with an expansion of our facility in 2007 and plans underway for needed improvements to serve us well into the future.

Special thanks to the Hall County Historical Society for donating refreshments for this event. Happy Nebraska 150 and Abbott Sisters Day everyone!

3. **Nebraska Library Association Advocacy Day**

Please let me know if you would like to attend this event, to be held in Lincoln on Tuesday, March 21. The event begins with a legislative briefing at 10:00 am in Room 1507 of the State Capitol. After visiting with your senator and/or legislative staff, a luncheon will be held at the Cornhusker Marriott. I will provide additional details at the meeting including possible plans to nominate one of our volunteers for an award at the luncheon.

4. **Library Programs and Activities [from previous month, current month and next month]** - attached

| Title | Date | Primary Event Type |
|---|---|---|
| Children's Displays for January: Bear Fair, Winter Books, New Books, New Fiction Books, Bear Books, Fractured Fairy Tales, Martin Luther King, New Animal Books Series, Wild Animals | 1/1/2017 | Display - Children's |
| Teen Displays for January: Teen New Books, Playaways and CD's, Yalsa Top Ten, Create Coloring Table, Harry Potter, New Award Books | 1/1/2017 | Display - Teen |
| The Library is Closed for the New Year's Day Holiday | 1/1/2017 | Announcement |
| The Library is Closed for the New Year's Day Holiday | 1/2/2017 | Announcement |
| Baby & Toddler Lapsit-Rock and Read | 1/3/2017 | Baby & Toddler Lapsits |
| Book Club for Adults 2017 | 1/3/2017 | Book Club for Adults |
| Pajamatime (Family Storyhour) | 1/3/2017 | Family Storytime |
| Storytime (Ready to Read) | 1/4/2017 | Storytime |
| Storytime (Ready to Read) | 1/4/2017 | Storytime |
| BookBop-Stories, Music and Movement | 1/4/2017 | Storytime |
| Baby & Toddler Lapsit-Rock and Read | 1/4/2017 | Baby & Toddler Lapsits |
| Winter weather advisory issued for the area (Independent) | 1/4/2017 | Media |
| Proctor USPS Exam | 1/5/2017 | Proctor Exam |
| Central Nebraska Writers Group | 1/5/2017 | Hosting Meeting |
| Sixpence Parent Advisory Group | 1/6/2017 | Hosting Meeting |
| Nebraska Warrior Writers Project | 1/7/2017 | Adult Cultural Program |
| Saturday Storytime-Stories and Crafts with Eddie the Comfort Dog | 1/7/2017 | Storytime |
| Get Healthy Month | 1/7/2017 | Teen General Program |
| Heartland Health Center | 1/8/2017 | Hosting Meeting |
| LIBRARY ALIVE: Inspiration for new year's resolutions at the library (Independent) | 1/8/2017 | Media |
| Lapsits | 1/9/2017 | Lapsits |
| HomeSchooler's Program | 1/9/2017 | Children's Literacy Event |
| Stories with Dori | 1/9/2017 | Adult Cultural Program |
| VELOCITY VORTEX: Robotics team hoping to represent Nebraska in regional competition (Independent) | 1/9/2017 | Media |
| Baby & Toddler Lapsit-Rock and Read | 1/10/2017 | Baby & Toddler Lapsits |
| AARP Tax Help Training | 1/10 to 1/13//2017 | Hosting Meeting |
| Pajamatime (Family Storyhour) | 1/10/2017 | Family Storytime |
| Storytime (Ready to Read) | 1/11/2017 | Storytime |
| Storytime (Ready to Read) | 1/11/2017 | Storytime |
| BookBop-Stories, Music and Movement | 1/11/2017 | Storytime |
| Baby & Toddler Lapsit-Rock and Read | 1/11/2017 | Baby & Toddler Lapsits |
| Get Healthy Month at the Library (107.7) | 1/11/2017 | Media |
| Saturday Storytime-Clean Community System | 1/14/2017 | Storytime |
| Get Healthy Month-UNL Extension Healthy Snacking | 1/14/2017 | Teen General Program |
| LIBRARY ALIVE: OK, so winter isn't 'the most wonderful time of the year' (Independent) | 1/15/2017 | Media |
| The Library is Closed in Observance of Martin Luther King, Jr Day | 1/16/2017 | Announcement |
| Baby & Toddler Lapsit-Rock and Read | 1/17/2017 | Baby & Toddler Lapsits |
| Pajamatime (Family Storyhour) | 1/17/2017 | Family Storytime |

Call for more details

| | | |
|---|---|---|
| City Employees Sexual Harassment and Other Unlawful Harassment Awareness Training | 1/17/2017 | Hosting Meeting |
| WINTER STORM JUPITER: Ice left in Jupiter's wake (Independent) | 1/17/2017 | Media |
| Council to hear presentations on police, library (Independent) | 1/18/2017 | Media |
| Storytime (Ready to Read) | 1/18/2017 | Storytime |
| Storytime (Ready to Read) | 1/18/2017 | Storytime |
| Wood River School 21st Century Grant Program | 1/18/2017 | Children's Literacy Event |
| BookBop-Stories, Music and Movement | 1/18/2017 | Storytime |
| City Council learns about state of police, library during study session (Independent) | 1/18/2017 | Media |
| Baby & Toddler Lapsit-Rock and Read | 1/18/2017 | Baby & Toddler Lapsits |
| GI Library plans improvements without using tax dollars (NTV) | 1/18/2017 | Media |
| GIPS Parent PTO Meeting/Parent Advisry Group Meeting | 1/19/2017 | Hosting Meeting |
| Central District Assessors Association | 1/19/2017 | Hosting Meeting |
| Grand Island Public Schools | 1/19/2017 | Hosting Meeting |
| City to begin making tough budget decisions (Independent) | 1/19/2017 | Media |
| City Employees Sexual Harassment and Other Unlawful Harassment Awareness Training | 1/20/2017 | Hosting Meeting |
| Warrior Writers sessions offered at Grand Island Public Library | 1/21/2017 | Media |
| ANAC Traveling Art Show | 1/21 to 2/11/2017 | Art Alcove |
| Nebraska Warrior Writers Project | 1/21/2017 | Adult Cultural Program |
| Saturday Storytime-World Neighbors with the Multicultural Coalition | 1/21/2017 | Storytime |
| Get Healthy Month | 1/21/2017 | Teen General Program |
| Working out at the library | 1/21/2017 | Media |
| 2017 Bear Fair for Preschoolers and Their Families | 1/23/2017 | Children's Literacy Event |
| A PLACE TO GATHER: G.I. library to undergo renovations to meet more needs beyond books | 1/23/2017 | Media |
| Library Board Meeting | 1/23/2017 | Library Board |
| 2017 Bear Fair for Preschoolers and Their Families | 1/24/2017 | Children's Literacy Event |
| 2017 Bear Fair for Preschoolers and Their Families | 1/25/2017 | Children's Literacy Event |
| Bears provide fun and literacy at Bear Fair | 1/26/2017 | Media |
| Serve Nebraska - Nebraska Volunteer Service Commission | 1/27/2016 | Hosting Meeting |
| There is NOT a Storytime today! | 1/28/2017 | Storytime |
| Get Healthy Month-UNL Extension Healthy Snacking | 1/28/2017 | Teen General Program |
| LIBRARY ALIVE: 2016 was a very good year at the public library | 1/29/2017 | Media |
| Prairieland Romance Writers | 1/29/2017 | Hosting Meeting |
| Lapsits | 1/30/2017 | Lapsits |
| Baby & Toddler Lapsit-Rock and Read | 1/31/2017 | Baby & Toddler Lapsits |
| Vibrant library serves the G.I. community well | 1/31/2017 | Media |
| Pajamatime (Family Storyhour) | 1/31/2017 | Family Storytime |
| Storytime (Ready to Read) | 2/1/2017 | Storytime |
| Storytime (Ready to Read) | 2/1/2017 | Storytime |
| BookBop-Stories, Music and Movement | 2/1/2017 | Storytime |
| Baby & Toddler Lapsit-Rock and Read | 2/1/2017 | Baby & Toddler Lapsits |

Call for more details

| | | |
|---|---|---|
| Greater Nebraska Workforce Development Board | 2/2/2017 | Hosting Meeting |
| Central Nebraska Writers Group | 2/2/2017 | Hosting Meeting |
| Hall County Community Collaborative | 2/3/2017 | Hosting Meeting |
| Nebraska Warrior Writers Project | 2/4/2017 | Adult Cultural Program |
| Saturday Storytime-Stories and Crafts with Eddie the Comfort Dog | 2/4/2017 | Storytime |
| Local author to speak at Moonshell Munch and Learn program | 2/5/2017 | Media |
| Lapsits | 2/6/2017 | Lapsits |
| HomeSchooler's Program | 2/6/2017 | Children's Literacy Event |
| Greater Nebraska Workforce Development Board | 2/6/2017 | Hosting Meeting |
| Baby & Toddler Lapsit-Rock and Read | 2/7/2017 | Baby & Toddler Lapsits |
| Book Club for Adults 2017 | 2/7/2017 | Book Club for Adults |
| Pajamatime (Family Storyhour) | 2/7/2017 | Family Storytime |
| AARP Income Tax Assistance | 2/7/2017 | Tax Assistance |
| Storytime (Ready to Read) | 2/8/2017 | Storytime |
| Storytime (Ready to Read) | 2/8/2017 | Storytime |
| BookBop-Stories, Music and Movement | 2/8/2017 | Storytime |
| Baby & Toddler Lapsit-Rock and Read | 2/8/2017 | Baby & Toddler Lapsits |
| Moonshell Munch and Learn | 2/9/2017 | Adult Cultural Program |
| AARP Income Tax Assistance | 2/10/2017 | Tax Assistance |
| THE BLACK ANGEL: Local author describes process of writing a novel at Munch and Learn | 2/10/2017 | Media |
| Saturday Storytime-Stories and Crafts with Clean Community System | 2/11/2017 | Storytime |
| LIBRARY ALIVE: Celebrate Nebraska's 150th anniversary at the library | 2/12/2017 | Media |
| Lapsits | 2/13/2017 | Lapsits |
| Stories with Dori | 2/13/2017 | Adult Cultural Program |
| Baby & Toddler Lapsit-Rock and Read | 2/14/2017 | Baby & Toddler Lapsits |
| Pajamatime (Family Storyhour) | 2/14/2017 | Family Storytime |
| Teen Valentine Party | 2/14/2017 | Teen General Program |
| AARP Income Tax Assistance | 2/14/2017 | Tax Assistance |
| Storytime (Ready to Read) | 2/15/2017 | Storytime |
| Storytime (Ready to Read) | 2/15/2017 | Storytime |
| BookBop-Stories, Music and Movement | 2/15/2017 | Storytime |
| Baby & Toddler Lapsit-Rock and Read | 2/15/2017 | Baby & Toddler Lapsits |
| Wood River School 21st Century Grant Program | 2/16/2017 | Children's Literacy Event |
| Central District Assessors Association | 2/16/2017 | Hosting Meeting |
| Public needs to speak up on post office (meeting at library 2/28) | 2/16/2017 | Media |
| DAY WITHOUT IMMIGRANTS: Peace march down Third Street part of national event (included stop outside library) | 3/16/2017 | Media |
| AARP Income Tax Assistance | 2/17/2017 | Tax Assistance |
| Nebraska Warrior Writers Project | 2/18/2017 | Adult Cultural Program |
| Saturday Storytime-World Neighbors with the Multicultural Coalition | 2/18/2017 | Storytime |
| Prairieland Romance Writers | 2/19/2017 | Hosting Meeting |
| Lapsits | 2/20/2017 | Lapsits |
| Library Board Meeting | 2/20/2017 | Library Board |
| Baby & Toddler Lapsit-Rock and Read | 2/21/2017 | Baby & Toddler Lapsits |

Call for more details

| | | |
|---|---|---|
| Pajamatime (Family Storyhour) | 2/21/2017 | Family Storytime |
| AARP Income Tax Assistance | 2/21/2017 | Tax Assistance |
| AARP Nebraska | 2/22/2017 | Hosting Meeting |
| Storytime (Ready to Read) | 2/22/2017 | Storytime |
| Storytime (Ready to Read) | 2/22/2017 | Storytime |
| BookBop-Stories, Music and Movement | 2/22/2017 | Storytime |
| Baby & Toddler Lapsit-Rock and Read | 2/22/2017 | Baby & Toddler Lapsits |
| AARP Income Tax Assistance | 2/24/2017 | Tax Assistance |
| Saturday Storytime-BookBop | 2/25/2017 | Storytime |
| Teen Volunteer Day | 2/25/2017 | Teen General Program |
| Lapsits | 2/27/2017 | Lapsits |
| Read All About It Book Club | 2/27/2017 | Hosting Meeting |
| Baby & Toddler Lapsit-Rock and Read | 2/28/2017 | Baby & Toddler Lapsits |
| Pajamatime (Family Storyhour) | 2/28/2017 | Family Storytime |
| AARP Income Tax Assistance | 2/28/2017 | Tax Assistance |
| United States Postal Service Public Hearing on Main Post Office | 2/28/2017 | Hosting Meeting |
| Storytime (Ready to Read) | 3/1/2017 | Storytime |
| Storytime (Ready to Read) | 3/1/2017 | Storytime |
| BookBop-Stories, Music and Movement | 3/1/2017 | Storytime |
| Baby & Toddler Lapsit-Rock and Read | 3/1/2017 | Baby & Toddler Lapsits |
| Central Nebraska Writers Group | 3/2/2017 | Hosting Meeting |
| Spring Break Children's Program-Dr. Seuss's Birthday Party | 3/3/2017 | Children's Spring Break Program |
| Teen Spring Break Programming | 3/3/2017 | Teen Spring Break Program |
| Saturday Storytime-Stories and Crafts with Eddie the Comfort Dog | 3/4/2017 | Storytime |
| Teen Spring Break Programming | 3/4/2017 | Teen Spring Break Program |
| Spring Break Children's Program-Creative Engineering | 3/6/2017 | Children's Spring Break Program |
| Teen Spring Break Programming | 3/6/2017 | Teen Spring Break Program |
| Spring Break Children's Program-Minecraft | 3/7/2017 | Children's Spring Break Program |
| Teen Spring Break Programming | 3/7/2017 | Teen Spring Break Program |
| Book Club for Adults 2017 | 3/7/2017 | Book Club for Adults |
| Spring Break Children's Programs | 3/8/2017 | Children's Spring Break Program |
| Teen Spring Break Programming | 3/8/2017 | Teen Spring Break Program |
| Spring Break Children's Programs | 3/9/2017 | Children's Spring Break Program |
| Teen Spring Break Programming | 3/9/2017 | Teen Spring Break Program |
| Spring Break Children's Programs | 3/10/2017 | Children's Spring Break Program |
| Teen Spring Break Programming | 3/10/2017 | Teen Spring Break Program |

Call for more details

| | | |
|---|---|---|
| Spring Break Children's Programs | 3/11/2017 | Children's Spring Break Program |
| Saturday Storytime-Stories and Crafts | 3/11/2017 | Storytime |
| Teen Spring Break Programming | 3/11/2017 | Teen Spring Break Program |
| Lapsits | 3/13/2017 | Lapsits |
| HomeSchooler's Program | 3/13/2017 | Children's Literacy Event |
| Stories with Dori | 3/13/2017 | Adult Cultural Program |
| Baby & Toddler Lapsit-Rock and Read | 3/14/2017 | Baby & Toddler Lapsits |
| Pajamatime (Family Storyhour) | 3/14/2017 | Family Storytime |
| Storytime (Ready to Read) | 3/15/2017 | Storytime |
| Storytime (Ready to Read) | 3/15/2017 | Storytime |
| BookBop-Stories, Music and Movement | 3/15/2017 | Storytime |
| U.S. Environmental Protection Agency Region 7 | 3/15/2017 | Hosting Meeting |
| Baby & Toddler Lapsit-Rock and Read | 3/15/2017 | Baby & Toddler Lapsits |
| Wood River School 21st Century Grant Program | 3/16/2017 | Children's Literacy Event |
| Nebraska Warrior Writers Project | 3/18/2017 | Adult Cultural Program |
| Saturday Storytime-Stories and Crafts | 3/18/2017 | Storytime |
| Nebraska 150 Abbott Sisters Day | 3/19/2017 | Adult Cultural Program |
| Lapsits | 3/20/2017 | Lapsits |
| Library Board Meeting | 3/20/2017 | Library Board |
| Baby & Toddler Lapsit-Rock and Read | 3/21/2017 | Baby & Toddler Lapsits |
| Pajamatime (Family Storyhour) | 3/21/2017 | Family Storytime |
| Storytime (Ready to Read) | 3/22/2017 | Storytime |
| Storytime (Ready to Read) | 3/22/2017 | Storytime |
| BookBop-Stories, Music and Movement | 3/22/2017 | Storytime |
| Baby & Toddler Lapsit-Rock and Read | 3/22/2017 | Baby & Toddler Lapsits |
| Start Up Business Basics- SBA-Brown Bag Lunch | 3/23/2017 | General Program |
| Nebraska Warrior Writers Project | 3/25/2017 | Adult Cultural Program |
| Saturday Storytime-Stories and Crafts | 3/25/2017 | Storytime |
| Lapsits | 3/27/2017 | Lapsits |
| Prime Time Family Reading Time | 3/27/2017 | Prime Time Family Reading Time |
| Humanities Nebraska-Prime Time Family Reading Preschool | 3/27/2017 | Prime Time Family Reading Time |
| Baby & Toddler Lapsit-Rock and Read | 3/28/2017 | Baby & Toddler Lapsits |
| Pajamatime (Family Storyhour) | 3/28/2017 | Family Storytime |
| Storytime (Ready to Read) | 3/29/2017 | Storytime |
| Storytime (Ready to Read) | 3/29/2017 | Storytime |
| BookBop-Stories, Music and Movement | 3/29/2017 | Storytime |
| Baby & Toddler Lapsit-Rock and Read | 3/29/2017 | Baby & Toddler Lapsits |

Call for more details

# Library Board

## Monday, February 20, 2017

## Regular Meeting

# Item D1

## Board Communications and Committee Reports

***This item allows for the introduction and discussion of board communications and committee reports. Included in this item are items of discussion and communication with the City Council liaison to the Library Board. Items requiring approval must also be indicated in Consideration of Unfinisished Business or Consideration of New Business.***

**Staff Contact:**

# Library Board

## Monday, February 20, 2017

## Regular Meeting

# Item F1

## Discussion of Potential Partnership with Central Health Center

***Our library is exploring a new community service in partnership with Central Health Center, a non-profit, public health organization providing basic reproductive health care by combining medical, educational and referral services. Through a grant, Central Health Center is starting an outreach program in a variety of locations throughout Grand Island to provide, on a monthly basis, free sexually transmitted infection testing and arrangements for follow-up treatment. As staff continues exploring program options, personnel from Central Health Center have offered to explain their services and partnership possibilities with the Library Board.***

***Such partnerships aren't new to the library. For example, we partnered with Red Cross in December 2016 to bring a blood drive to our meeting room. Along with the monthly testing through Central Health Center, we have been discussing their mental health services to help with community needs.***

**Staff Contact:**

# Library Board

## Monday, February 20, 2017

## Regular Meeting

# Item F2

## Approval of Renovation Needs and Concepts Plan

***Previous board discussion and actions have culminated in a planning document that can be used as a preliminary guide for architects responding to a REQUEST FOR PROPOSALS by the City of Grand Island Public Library for Architectural Services. This document includes sections describing interior and exterior renovation needs and concepts. We will review interior plans and delve more into ADA Parking and Patron Walkway Access. Board approval of this plan is recommended.***

**Staff Contact: Steve Fosselman**

# Renovation Needs and Concepts Plan

## Edith Abbott Memorial Library

## 211 North Washington Street

## Grand Island, NE

Approved by Grand Island Public Library Board of Trustees

February 20, 2017

## Section One: Introduction

The Edith Abbott Memorial Library was constructed in 1974 encompassing 25,000 square feet. Utilizing an extensive Building Program Document, this facility was expanded in 2006/2007 to 49,000 square feet.

It's been ten years since our expansion and 12 years since its design in 2005. During that time, we've seen different areas where we have needs that were either not realized at the time due to lack of funding, or we would like to redesign to be more efficient and usable far into the future. We do have a non-tax funding source — a donation from the Grimminger estate—that will go far in helping us move forward to make some needed renovations and improve our services to respond to patron needs and evolving library services.

The Grand Island Public Library Board of Trustees engaged the services of CMBA Architects and Olsson Associates Engineers to assist in exploring areas of needed improvements and preliminary concepts for a future renovation project. These areas include:

- Lobby / Friends-Internet Café & Book Sale Area (Section Two)
- Meeting Rooms (Section Three)
- Administration Area Flip (Section Four)
- Teen/Makerspace / Study Rooms (Section Five)
- ADA Parking and Patron Walkway Access (Section Six)
- Other Renovation Needs (Section Seven)

We are estimating a broad cost range for these improvements, from $900,000 to $1,300,000, not including architect fees. Actual costs will be dependent on final fundraising for this project and an approved design that allows options in consideration of those available funds.

This Renovation Needs and Concepts Plan is a preliminary guide for architects responding to a REQUEST FOR PROPOSALS by the City of Grand Island Public Library for Architectural Services. The selected architect will be expected to perform full design services, using the Renovation Needs and Concepts Plan as a foundation for a full range of renovation project services including, but not limited to design development, construction documents, construction bidding and construction administration.

## Section Two: Lobby / Friends-Internet Café & Book Sale Area

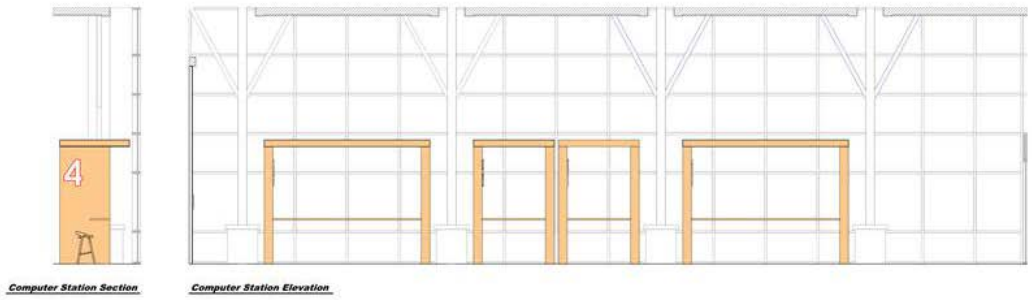
An Internet café was originally intended in the current curved wall space and adjacent areas in our lobby. While functional for a tribute wall, these spaces have largely been without a defined library function. The following concepts convey a café operated by our Friends just inside the library with volunteer services and coffee in the book sale area. The orange dividers on the right side along the west glass wall convey the concept of counter-height seating for patrons using their portable devices on our free WiFi, sipping Friends coffee, or in small conversation groups. Not shown in this concept drawing are the round tables that will remain.

**NEW LOBBY SPACE**

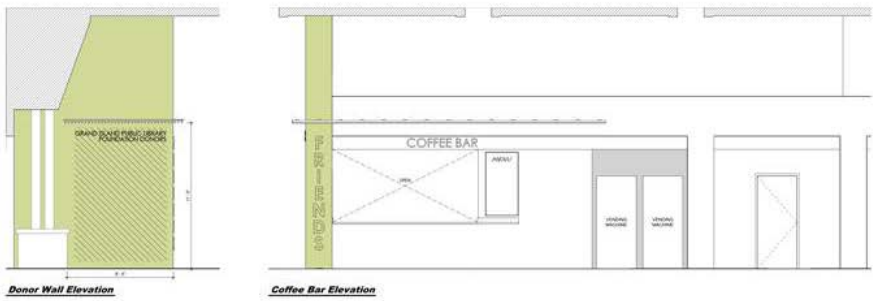
USING COLORS AS A WAY TO HIGHLIGHT DONOR WALL, COFFEE BAR, MEETING ROOMS, STUDY NOOKS

possible options include a more walled-in look and one with more visibility between areas of the library

## THE LOBBY / COFFEE SHOP



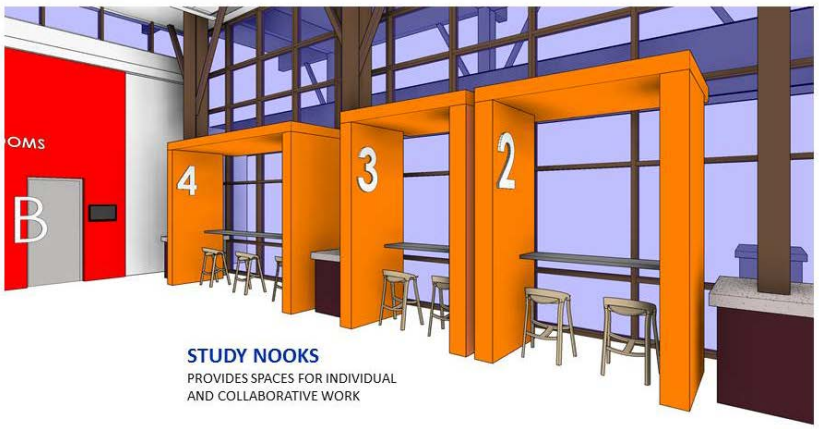

Computer Station Section  Computer Station Elevation




Donor Wall Elevation  Coffee Bar Elevation

**ARCHITECTURAL ELEMENTS**
RETAIN AND REPEAT EXISTING
COLUMN AND ARCHITRAVE

Two more viewing angles



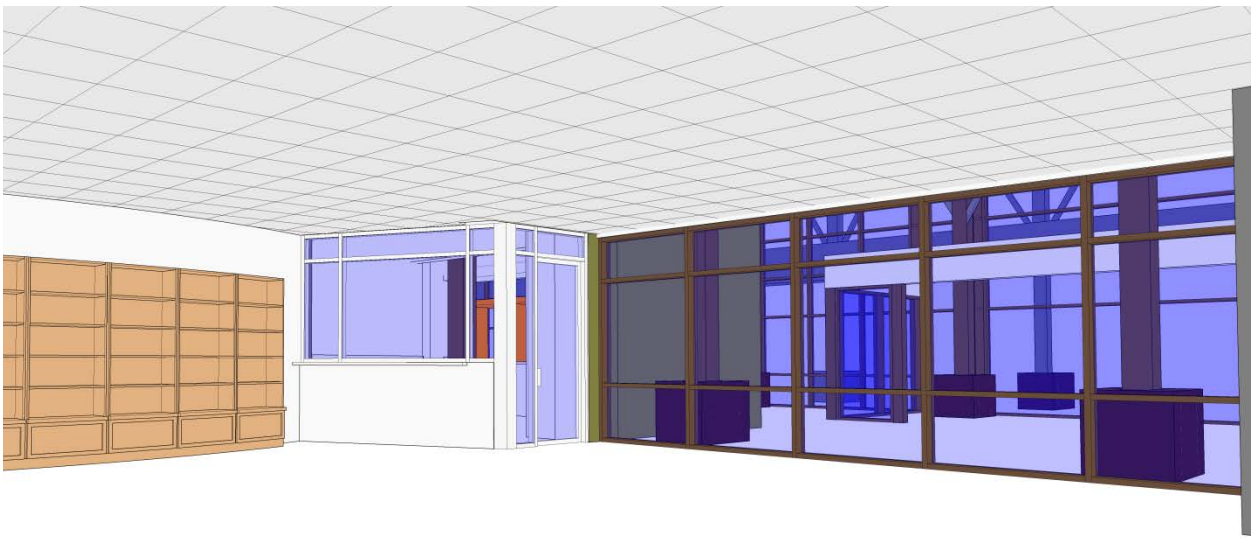

**STUDY NOOKS**
PROVIDES SPACES FOR INDIVIDUAL
AND COLLABORATIVE WORK

**RECONFIGURED BOOK SHELVES**

**FRIENDS COUNTER**

TIES INTO COFFEE BAR IN LOBBY
FOR SALE OF BOOKS AND COFFEE

possible options include a more walled-in look and one with more visibility between areas of the library



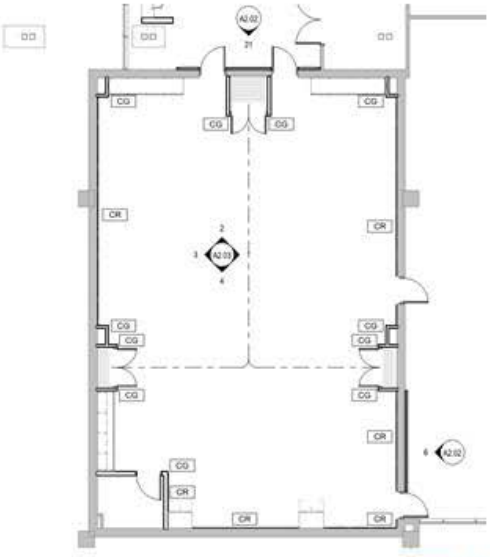
## Section Three: Meeting Rooms

### THE MEETING ROOMS

- BRINGS ATTENTION TO MEETING ROOMS AS ADDITIONAL AMENITIES OFFERED BY THE LIBRARY
- LARGE SIGNAGE AND BRIGHT COLORS HELP WITH WAYFINDING

- CREATE "FRIENDS OF THE LIBRARY" STORAGE SPACE AND NEW MEETING ROOM

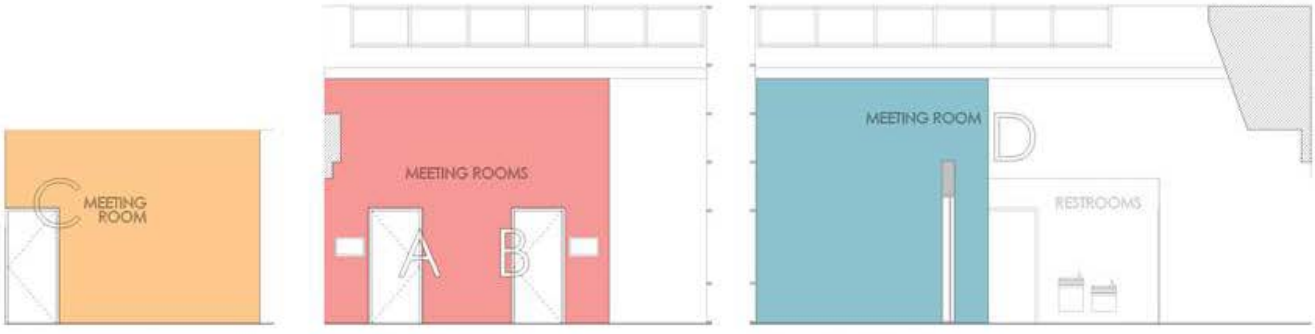
- INCREASED FLEXIBILITY WITH ACOUSTICAL PANELS, WALL PROTECTION AND ADDITIONAL RECESSED PROJECTION SCREENS
- VISUAL IMPACT OF CONFERENCE CENTERS



Even though our current meeting room is large and can be divided into three rooms, quite often the entire space is in use and we can't accommodate additional requests. This concept adds another meeting room in our lobby, and adds videoconferencing capabilities. The current meeting rooms will also have additional technology, wall protection and other features that were missing due to lack of funding in 2005. The back of the meeting room (which we call Meeting Room C) is adjacent to the Children's Section and will have cabinetry to store materials for kids' after and out-of-school Makerspace activities.

In the previous section, the concept of color was used to bring more attention to our current meeting rooms at the end of the lobby. And as close as the new meeting room (Meeting Room D for now) would be to our front door, we need to make sure it is easily identified and accessible since it would be next to restrooms.

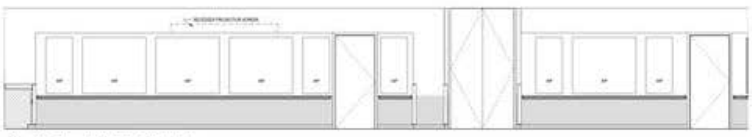
# THE MEETING ROOMS



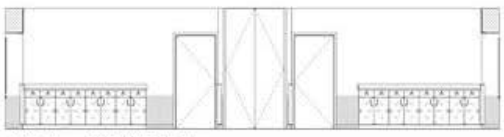

Meeting Room C Elevation

Meeting Rooms AB Elevation

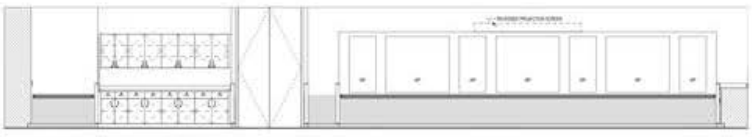
Conference Room C Elevation



Meeting Rooms ABC - East Elevation



Meeting Rooms ABC - North Elevation



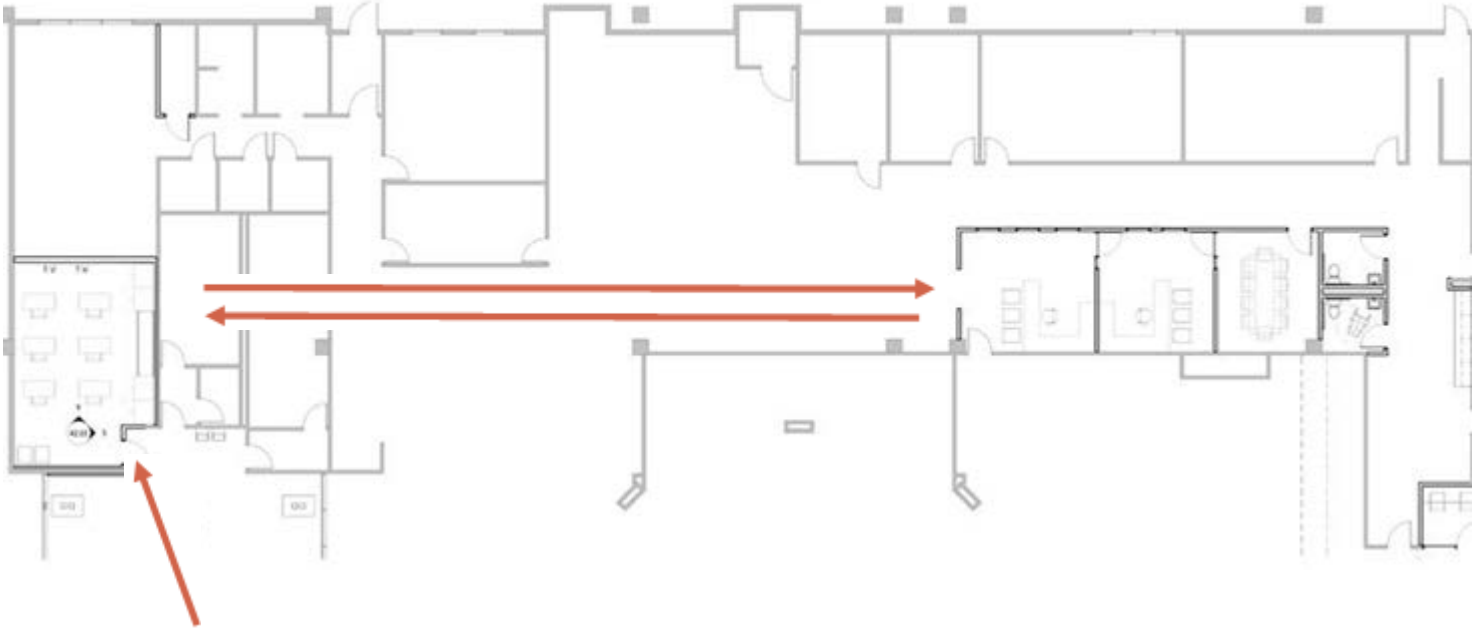
Meeting Rooms ABC - West Elevation

Meeting Rooms ABC - South Elevation

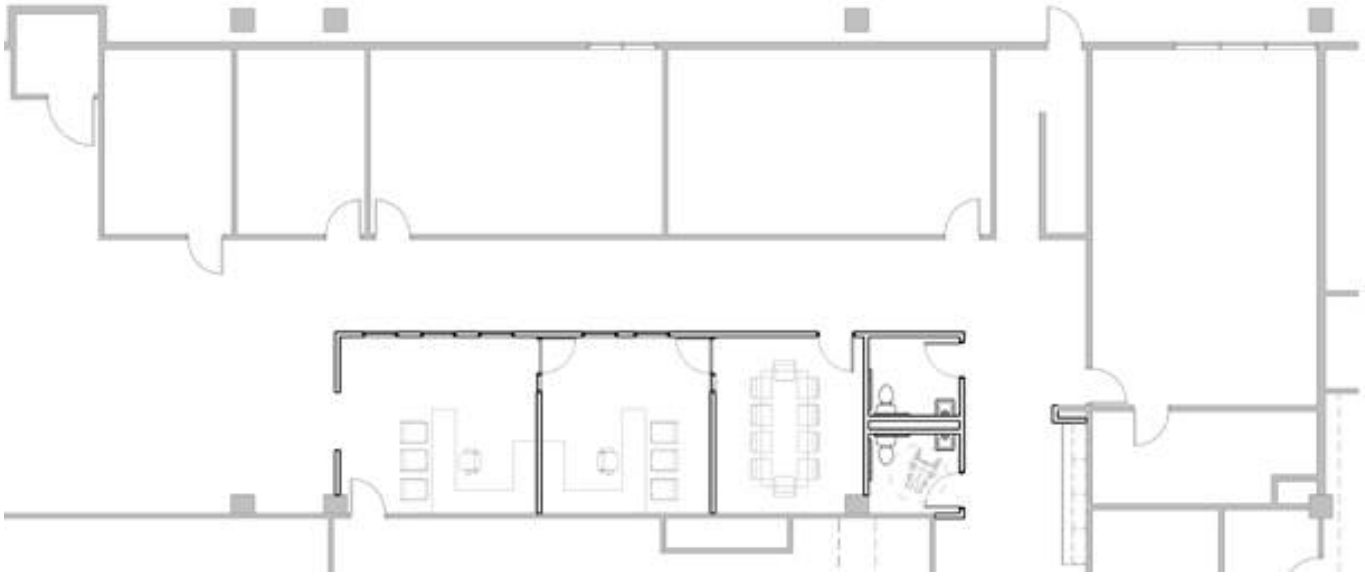
## SIGNAGE

LARGE LETTERS IN BOLD COLORS AND PLACED STRATEGICALLY

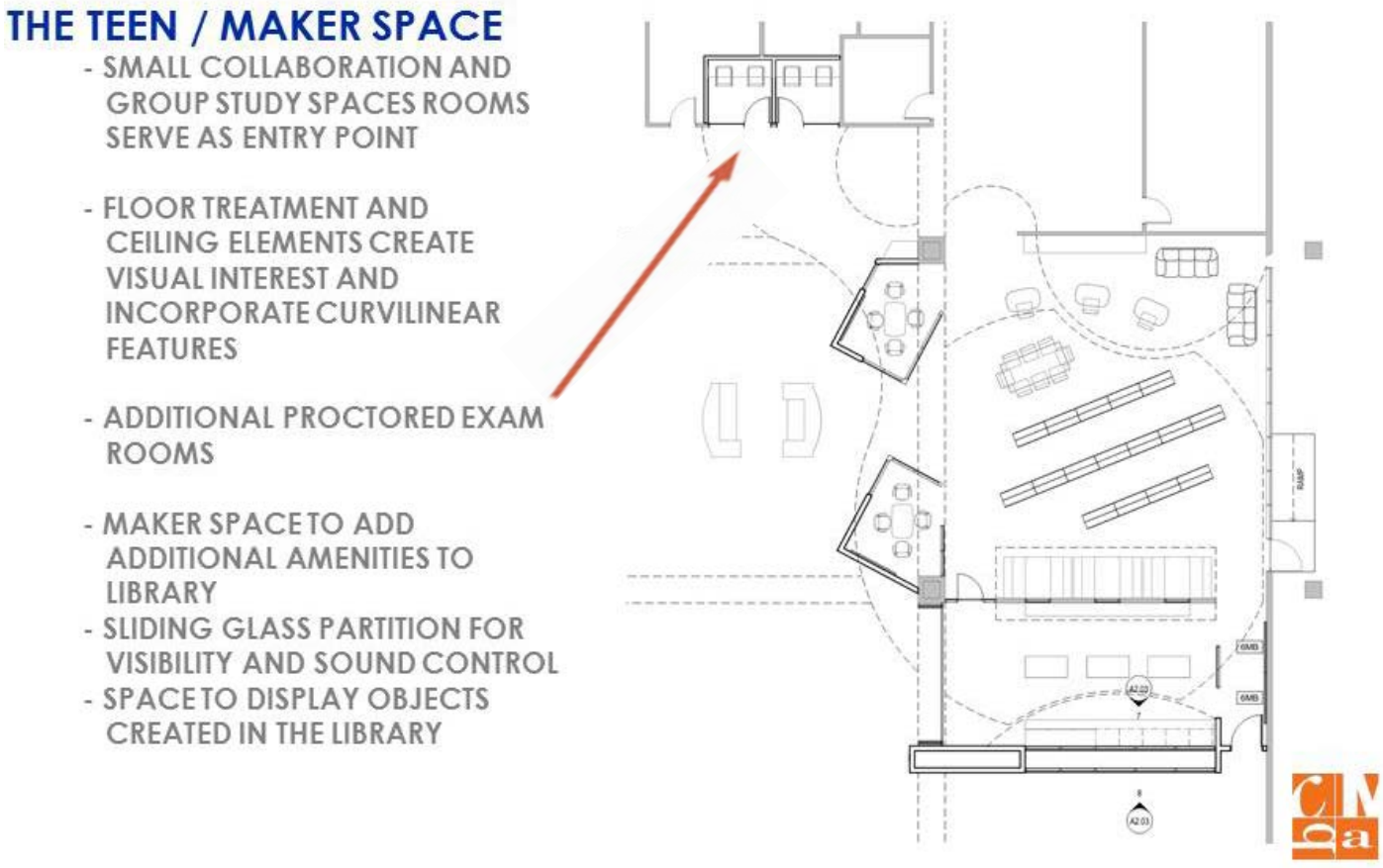
## Section Four: Administration Area Flip



The new meeting room is made possible by "flipping" the Administration Area with a space in our general staff workroom where we currently have Friends book storage. Even though our future offices will be smaller than if they had been kept where they are now, this is well worth the flip to better serve the public.



## Section Five: Teen/Makerspace / Study Rooms




Over time, the space originally designed for teens has become overcrowded and needs to be expanded. Fortunately, our building design allows for such changes without much problem. An adjacent Makerspace is also needed for teens and the general public to learn and create with 3-D printing and other high-tech equipment and materials. And new study rooms within eyesight of the Help Desk will be used when necessary for the growing need to proctor exams for online college classes and other testing.

**WINDOWS INTO TEEN SPACE**

ALLOWS FOR INTERACTION
AND INSPIRATION

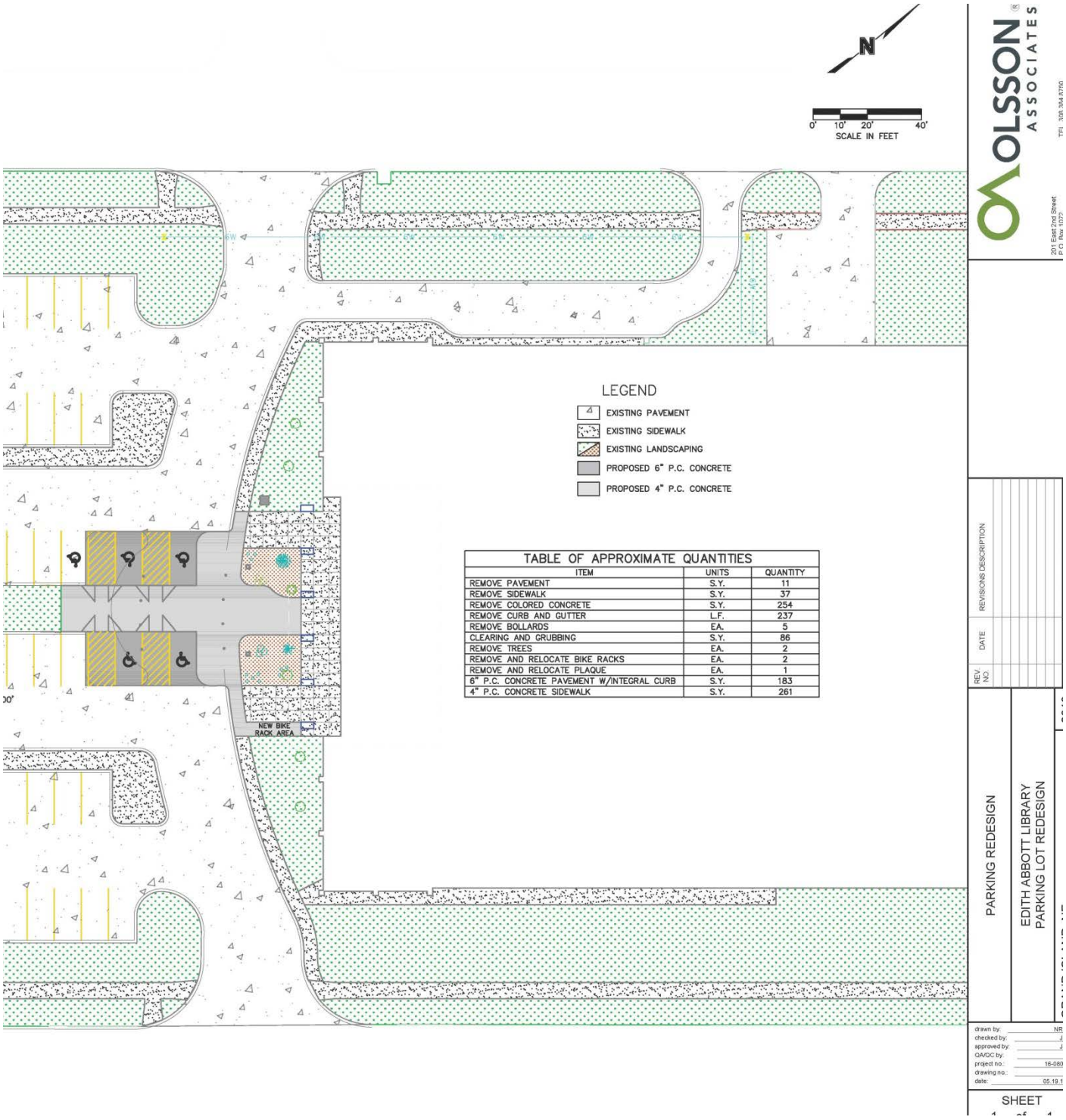
**GALLERY DISPLAY CASES**

OPPORTUNITIES TO DISPLAY
OBJECTS MADE IN THE LIBRARY

**CEILING ELEMENTS**

CREATES MINI-SPACES WITHIN
INCORPORATES CURVILINEAR ELEMENTS
ADDS VISUAL INTEREST

## Section Six: ADA Parking and Patron Walkway Access




This concept brings ADA parking closer to the building, increases patron safety in walking from the parking lot, and makes a clear entry walkway north and south along the building, with seating taken out and relocated and smoking prohibited. There is room at the south end of this walkway for the bike rack. We've checked and it's OK for us to close off the existing circle to make this happen.

## Section Seven: Other Renovation Needs

This section shows flooring improvements in areas to be renovated along with other recommended areas of the library. Also included as starred are exit door/ramp improvements on the east (original) side of the library to improve patron safety. As the project continues, other areas of needed improvement may be included.

# Library Board

## Monday, February 20, 2017

## Regular Meeting

# Item F3

## Approval of Issuance of RFP for Architectural Services for Public Library Renovations

***Board approval is recommended for the issuance of an RFP for Architectural Services for Public Library Renovations based on the Renovation Needs and Concepts Plan. The City Legal Department has approved the RFP documents, and so issuance will occur on February 21, 2017.***

**Staff Contact: Steve Fosselman**

**ADVERTISEMENT**

**REQUEST FOR PROPOSALS**
**FOR**
**Architectural Services – Design of Renovations**
**FOR**
**THE GRAND ISLAND PUBLIC LIBRARY**
**EDITH ABBOTT MEMORIAL LIBRARY**
**211 NORTH WASHINGTON STREET**
**GRAND ISLAND, NEBRASKA**

Proposals will be received by the **City Clerk, 100 East First Street, Grand Island, NE 68801** or **PO Box 1968, Grand Island, NE 68802** until **4:00 P.M**. (local time) **on March 15, 2017,** for furnishing architectural services for design and construction of renovations to the Grand Island Public Library. Proposals received after the specified time will be returned unopened to sender. Proposals must be based on the City's Request for Proposals. Contact the Grand Island Public Library Director Steve Fosselman at 308-385-5333 x101 with any questions regarding this RFP. Submit an **original and eight (8) copies and one (1) PDF copy** if submitting by mail. Proposal package and any addenda are also available on-line at www.grand-island.com under Business-Bid Calendars and www.questcdn.com. Proposals received after the specified time will be returned unopened to sender.

The successful proposal will be required to comply with fair labor standards as required by Nebraska R.R.S. 73-102 and comply with Nebraska R.R.S 48-65y pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska. Successful proposers shall maintain a drug free workplace policy. Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Proposals will be evaluated based upon qualifications, previous experience of similar scope, and the agreement terms and conditions. Proposals shall remain firm for a period of sixty (60) days after proposal due date. The City Of Grand Island reserves the right to refuse any or all proposals, to waive technicalities, and to accept whichever proposal that may be in the best interest of the City, at its sole discretion.

RaNae Edwards
City Clerk

DRAFT

# REQUEST FOR PROPOSALS

By the
City of Grand Island Public Library
For
Architectural Services for Public Library Renovations

## Introduction:

The Grand Island Public Library requests proposals from qualified Architectural Firms for the design of renovations to the Edith Abbott Memorial Library, 211 North Washington Street, Grand Island, NE. Upon review of proposals received in response to this Request for Proposal (RFP), the Grand Island Public Library anticipates awarding a single contract for the services required.

## Project Description:

The Edith Abbott Memorial Library was constructed in 1974 and expanded in 2007. A Renovation Needs and Concepts Plan has been approved by the Grand Island Public Library Board of Trustees, indicating necessary improvements in response to changing citizen needs and evolving library services.

The selected architect will be expected to perform full design services, using the Renovation Needs and Concepts Plan as a foundation including, but not limited to:

- Design Development
- Construction Documents
- Construction Bidding
- Construction Administration

The successful respondent will be required to comply with fair labor standards as required by Nebraska R.R.S. 73-102 and comply with Nebraska R.R.S 48-65y pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska. Successful proposers shall maintain a drug free workplace policy. Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

## Project Schedule:

The following is a preliminary milestone date list for this project:

| Task | Date |
|---|---|

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| | |
|---|---|
| Proposal Deadline | March 15, 2017, 4:00 pm |
| Interview Architecture Firms | March 22, 2017 |
| Award Contract | April 11, 2017 |
| Bid Project | July 2017 |

## Proposal Format:

A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. A total of **eight (8) hard copies and one (1) PDF copy** of the proposal shall be required if submitted by mail. Proposal package and any addenda are also available on-line at www.grand-island.com under Business-Bid Calendars and www.questcdn.com. Proposals received after the specified time will be returned unopened to sender.

## Proposal Content:

The written proposal should provide background information about the company, its employees, and its experience with related projects and related clients. It should cover the experience of the firm, as well as any consultants on the proposed team. For the purposes of the RFP, the term "company" shall refer to the prime respondent of this RFP, or in other words, the company with whom the City of Grand Island will contract.

The term "consultant" shall refer to any and all consultants with whom the prime respondent will be including on the project team. The proposal shall clearly delineate any experience, background, etc. held by the prime "company" and "consultants".

Specifically, the proposal should address the following information in order:

1: Company profile listing: name, address, year established, type of ownership, and number of company staff. If company has multiple offices, please list where the work for this project will be performed.

2: Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and each team members experience with library renovation design projects.

3: Information about any consultants to be included on the team. Identify consultant company name, address, telephone number, contact person, and names and job descriptions of key personnel. Identify consultants experience with library renovation design projects.

4: Summary of at least **ten (10) similar projects** for which the designer or consultant was responsible. Each of the project summaries should include the following:
   - a: Description of the facility, including: size, functions housed, base bid price and year completed.
   - b: Degree of involvement (principals or consultant).
   - c: Consulting firms involved and their assigned responsibilities.
   - d: Project references including names and telephone numbers.

5: Suggestions the company might have to accelerate the design schedule.

6: Current company workload, and ability to perform work for this project given the schedule listed above.

7: Proposed design approach by company for this project.

8: Company proximity to, and familiarity with the area where the project is located.

9: Listing of any pending or settled lawsuits or professional liability claims in which the company was involved during the past ten (10) years.

10: Please provide references of clients for whom company and consultants have provided **library renovation design services**. Include name, title, department or agency, and telephone number for each reference.

11: Additional information the respondent believes to be relevant to the selection efforts of the Grand Island Public Library.

## Proposal Submission:

All proposal material must be submitted no later than **4:00 PM, March 15, 2017.** Submit **an original and eight (8) copies and one (1) PDF copy** if submitted by mail. Proposal package and any addenda are also available on-line at www.grand-island.com under Business-Bid Calendars and www.questcdn.com. Proposals received after the specified time will be returned unopened to sender. No proposal will be accepted after this time.

**Submit proposals to:**
**RaNae Edwards, City Clerk**
**City Of Grand Island**
**100 East First**
**Grand Island, NE 68801**

All questions regarding this project should be directed in written form (preferably by email) to Library Director Steve Fosselman. In order that the selection process is as objective as possible, do not contact any Grand Island Public Library or City of Grand Island official other than Mr. Fosselman.

**Submit questions to:**
**Steve Fosselman, Director**
**Grand Island Public Library**
**stevef@gilibrary.org**
**211 North Washington Street**
**Grand Island, NE 68801**

**General Comments:**

1: Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.

2: All responses, inquiries, or correspondence relating to this RFP will become the property of the Grand Island Public Library when received.

3: The Grand Island Public Library reserves the right to refuse any or all responses received.

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