



## **Library Board**

**Monday, April 16, 2018  
Edith Abbott Memorial Library  
211 N. Washington Street**

## **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 March 19, 2018
5. Approval of Financial Reports
6. Approval of Bills Submitted - March 27, 2018 and April 10, 2018
7. Approval of Director's Report

8. Board Communications and Committee Reports
9. Approval of Revision to Meeting Room Policy
10. Approval of Specialized Adult Service Areas Policy
11. Discussion of Revision to Policy on Smoking
12. Next Meeting
13. Adjournment

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# **Library Board**

## **Monday, April 16, 2018**

### **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:

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# **Library Board**

**Monday, April 16, 2018**

**Regular Meeting**

## **Item B1**

### **Approval of Minutes of March 19, 2018**

**Staff Contact:**

CITY OF GRAND ISLAND  
GRAND ISLAND PUBLIC LIBRARY BOARD  
OFFICIAL PROCEEDINGS  
MINUTES OF REGULAR LIBRARY BOARD MEETING  
March 19, 2018

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, March 19, 2018. Notice appeared in the *Grand Island Independent* on March 15, 2018; and was posted on March 15, 2018. A quorum present, President Alan Lepler called the meeting to order at 5:30 p.m. The following members were present: Tanya Hansen, Sapna Purawat, Kelli Arens, Ed Meedel. Steve Fosselman, Library Director and City Council Member 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 Minutes of the February 26, 2018 library board meeting.

REPORTS:

Approval of Financial Report: Motion by Tanya Hansen, seconded by Ed Meedel carried unanimously to accept for filing the January 2018 Financial Reports.

Approval of Bills Submitted: Motion by Tanya Hansen, seconded by Ed Meedel carried unanimously to accept for filing the February 27, 2018 and March 13, 2018 Bills Submitted.

Approval of Director's Report: Motion by Ed Meedel, seconded by Kelli Arens carried unanimously to accept for filing the Director's Report.

Board Communications and Committee Reports: Alan Lepler gave brief update.

NEW BUSINESS:

Approval of Designated Spaces Policy: Tabled.

Board Certification Training Session on Open Meetings Act: This month our session pertains to the Nebraska Open Meetings Act and the board listened to a short portion of a February 16, 2018 webinar sponsored by the Nebraska State Bar Association. Steve would like all board members to watch this in its entirety as well as another assigned resource and then let Nancy know when they completed them.

Discussion of Interlocal Agreement with Hall County and Referral to Committee: Our two-year agreement with Hall County for county-wide card access is almost three-quarters over. At the end of December 2017 the number of household card was 652, an increase of 63% from the October 2016 baseline of 400. This is a good time for the committee to prepare for negotiations with Hall County as part of their budget process.

Next Meeting: Monday, April 16, 2018 at 5:30 pm.

There being no other business the meeting was adjourned at 6:25 p.m.

Edward Meedel, Secretary

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# **Library Board**

**Monday, April 16, 2018**

**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:

03/21/2018 11:25  
briansc

CITY OF GRAND ISLAND  
LIBRARY REVENUES  
FOR THE MONTH ENDED FEBRUARY 2018

P 1  
glytdbud

FOR 2018 05		JOURNAL DETAIL 2018 5 TO 2018 5						
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY								
74350	COUNTY SHARE OF LIBRARY	-18,750	-18,750	-5,000.00	.00	.00	-13,750.00	26.7%
74365	STATE GRANTS	-8,482	-8,482	.00	.00	.00	-8,482.00	.0%
74576	COPY MACHINE USE FEES	-10,000	-10,000	-3,954.87	-958.05	.00	-6,045.13	39.5%
74703	FINES AND PENALTIES	-25,000	-25,000	-7,798.18	-1,600.92	.00	-17,201.82	31.2%
74725	NONRESIDENT CARD FEE	-5,000	-5,000	-2,467.45	-520.00	.00	-2,532.55	49.3%
74795	OTHER REVENUE	-22,000	-22,000	-2,063.60	-551.93	.00	-19,936.40	9.4%
TOTAL LIBRARY		-89,232	-89,232	-21,284.10	-3,630.90	.00	-67,947.90	23.9%
TOTAL GENERAL FUND		-89,232	-89,232	-21,284.10	-3,630.90	.00	-67,947.90	23.9%

03/21/2018 11:26  
briansc

CITY OF GRAND ISLAND  
LIBRARY EXPENSES  
FOR THE MONTH ENDED FEBRUARY 2018

P 1  
glytdbud

FOR 2018 05		JOURNAL DETAIL 2018 5 TO 2018 5						
ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
10044301 LIBRARY								
85105 SALARIES - REGULAR	1,029,413	1,029,413	427,439.43	78,636.81	.00	601,973.57	41.5%	
85115 F.I.C.A. PAYROLL TAXES	74,890	74,890	30,711.86	5,664.35	.00	44,178.14	41.0%	
85120 HEALTH INSURANCE	140,928	140,928	45,376.98	8,899.02	.00	95,551.02	32.2%	
85125 LIFE INSURANCE	1,356	1,356	646.60	131.39	.00	709.40	47.7%	
85130 DISABILITY INSURANCE	1,552	1,552	699.97	154.04	.00	852.03	45.1%	
85145 PENSION CONTRIBUTION	43,116	43,116	19,915.03	3,625.37	.00	23,200.97	46.2%	
85150 WORKERS COMPENSATION	2,167	2,167	.00	.00	.00	2,167.00	.0%	
85160 OTHER EMPLOYEE BENEFITS	6,476	6,476	409.10	25.62	.00	6,066.90	6.3%	
85161 HRA-VEBA	12,090	12,090	5,078.47	930.00	.00	7,011.53	42.0%	
85213 CONTRACT SERVICES	25,000	25,000	.00	.00	.00	25,000.00	.0%	
85241 COMPUTER SERVICES	26,848	26,848	1,395.00	1,395.00	.00	25,453.00	5.2%	
85245 PRINTING & BINDING SERVICES	2,000	2,000	.00	.00	.00	2,000.00	.0%	
85305 UTILITY SERVICES	60,000	60,000	23,605.22	4,139.31	.00	36,394.78	39.3%	
85317 NATURAL GAS	5,000	5,000	1,231.71	692.28	.00	3,768.29	24.6%	
85319 REPAIR & MAIN-LAND IMP/IRRIGA	1,000	1,000	130.00	.00	.00	870.00	13.0%	
85324 REPAIR & MAINT - BUILDING	23,000	23,000	6,742.13	3,013.92	.00	16,257.87	29.3%	
85330 REPAIR & MAINT-OFF FURN & EQ	24,000	24,000	10,889.71	683.51	.00	13,110.29	45.4%	
85335 REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%	
85350 SANITATION SERVICE	900	900	195.60	38.30	.00	704.40	21.7%	
85413 POSTAGE	7,000	7,000	2,209.32	472.50	.00	4,790.68	31.6%	
85416 ADVERTISING	349	349	526.54	325.28	.00	-177.54	150.9%	
85422 DUES & SUBSCRIPTIONS	24,000	24,000	10,490.52	2,153.42	4,040.00	9,469.48	60.5%	
85425 BOOKS	90,000	90,000	40,651.84	6,394.84	.00	49,348.16	45.2%	
85426 AV/ELECTRONIC MEDIA	97,500	97,500	54,864.58	17,089.74	.00	42,635.42	56.3%	
85427 PERIODICALS	17,000	17,000	14,946.98	.00	.00	2,053.02	87.9%	
85428 TRAVEL & TRAINING	2,500	2,500	1,249.50	35.53	.00	1,250.50	50.0%	
85453 CASH OVER & SHORT	100	100	-.24	.29	.00	100.24	-.2%	
85490 OTHER EXPENDITURES	450	450	406.16	75.33	.00	43.84	90.3%	
85505 OFFICE SUPPLIES	60,000	60,000	18,224.44	2,435.29	.00	41,775.56	30.4%	
85510 CLEANING SUPPLIES	4,600	4,600	.00	.00	.00	4,600.00	.0%	
85515 GASOLINE	500	500	85.61	.00	.00	414.39	17.1%	
85540 SMALL TOOLS & PARTS	15,000	15,000	.00	.00	.00	15,000.00	.0%	
85620 OFFICE FURNITURE & EQUIPMENT	15,000	15,000	.00	.00	.00	15,000.00	.0%	
TOTAL LIBRARY	1,814,215	1,814,215	718,122.06	137,011.14	4,040.00	1,092,052.94	39.8%	
TOTAL GENERAL FUND	1,814,215	1,814,215	718,122.06	137,011.14	4,040.00	1,092,052.94	39.8%	



03/21/2018 11:21  
briansc

CITY OF GRAND ISLAND  
ALL REVENUES

P 125  
glytdbud

FOR THE MONTH ENDED FEBRUARY 2018

FOR 2018 05		JOURNAL DETAIL 2018 5 TO 2018 5						
ACCOUNTS FOR:		ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
295	LOCAL ASSISTANCE	APPROP	BUDGET				BUDGET	USED
29555001 OTHER DEPARTMENT PROJECTS								
74602 PLANNING COMMISSION PLAQUE								
<a href="#">29555001 74602 PLANNING COMMISSION</a>		-120	-120	-46.71	.00	.00	-73.29	38.9%
TOTAL PLANNING COMMISSION PLAQUE		-120	-120	-46.71	.00	.00	-73.29	38.9%
74701 EDITH ABBOTT MEMORIAL LIBRARY								
<a href="#">29555001 74701 EDITH ABBOTT MEMORI</a>		-700,000	-700,000	-4,000.00	.00	.00	-696,000.00	.6%
<a href="#">29555001 74701 100 EDITH ABBOTT MEM</a>		-500	-500	.00	.00	.00	-500.00	.0%
<a href="#">29555001 74701 103 EDITH ABBOTT MEM</a>		-1,000	-1,000	-1,000.00	.00	.00	.00	100.0%
TOTAL EDITH ABBOTT MEMORIAL LIBRA		-701,500	-701,500	-5,000.00	.00	.00	-696,500.00	.7%
74735 CONTINGENCY PROJECTS								
<a href="#">29555001 74735 CONTINGENCY PROJECT</a>		-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								
<a href="#">29555001 74799 CREDIT CARD REBATE</a>		-164	-164	.00	.00	.00	-164.00	.0%

03/21/2018 11:28  
briansc

CITY OF GRAND ISLAND  
ALL EXPENSES

P 201  
glytdbud

FOR THE MONTH ENDED FEBRUARY 2018

FOR 2018 05		JOURNAL DETAIL 2018 5 TO 2018 5						
ACCOUNTS FOR:		ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
295	LOCAL ASSISTANCE	APPROP	BUDGET				BUDGET	USED
29555001 OTHER DEPARTMENT PROJECTS								
91 OPERATING EXPENSES								
<a href="#">29555001 85041</a>	<a href="#">PLANNING COMMISSION</a>	120	120	229.07	.00	.00	-109.07	190.9%
<a href="#">29555001 85042</a>	<a href="#">EDITH ABBOTT MEMORI</a>	700,000	700,000	59,764.46	.00	-58,764.46	699,000.00	.1%
<a href="#">29555001 85042 100</a>	<a href="#">EDITH ABBOTT MEM</a>	500	500	-250.00	.00	.00	750.00	-50.0%
<a href="#">29555001 85042 101</a>	<a href="#">EDITH ABBOTT MEM</a>	650,000	650,000	.00	.00	.00	650,000.00	.0%
<a href="#">29555001 85042 103</a>	<a href="#">EDITH ABBOTT MEM</a>	1,000	1,000	.00	.00	.00	1,000.00	.0%
<a href="#">29555001 85490</a>	<a href="#">OTHER EXPENDITURES</a>	0	0	10,000.00	.00	.00	-10,000.00	100.0%
TOTAL OPERATING EXPENSES		1,351,620	1,351,620	69,743.53	.00	-58,764.46	1,340,640.93	.8%
96 CAPITAL OUTLAY								
<a href="#">29555001 85010</a>	<a href="#">CONTINGENCY PROJECT</a>	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		1,601,620	1,601,620	69,743.53	.00	-58,764.46	1,590,640.93	.7%

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# **Library Board**

**Monday, April 16, 2018**

**Regular Meeting**

## **Item B3**

### **Approval of Bills Submitted - March 27, 2018 and April 10, 2018**

*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

032718

<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85213		CONTRACT SERVICES						
1	366	SAINT FRANCIS MEDICAL CENTER	PRE-EMPL/POST ACCIDENT&WC SCREENS	CITYOFGI-EBT/DEC2017	6949		0	29.80
85241		COMPUTER SERVICES						
0	10168	BANK OF AMERICA	WORDPRESS - Software	TXN00042684			5759	99.00
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	DAHLKE - Snow removal	TXN00042774			5759	965.00
85413		POSTAGE						
0	10168	BANK OF AMERICA	USPS - postage	TXN00042951			5759	3.95
1	344	MIDWEST CONNECT LLC	02/16/18-02/28/18 POSTAGE	GI11 03/01/18			0	167.93
85416		ADVERTISING						
1	214	MIDLANDS NEWSPAPERS INC	ADS	10040440 - FEB 2018			0	14.78
85422		DUES & SUBSCRIPTIONS						
1	3767	OCLC ONLINE COMPUTER LIBRARY	MONTHLY SUBSCRIPTION	584472	34483		0	2,016.22
85425		BOOKS						
0	10168	BANK OF AMERICA	BRODART - Books	TXN00042832			5759	2,300.69
0	10168	BANK OF AMERICA	SAMS - Books	TXN00042778			5759	245.68
85426		AV/ELECTRONIC MEDIA						
0	10168	BANK OF AMERICA	AMAZON - Dvd	TXN00042550			5759	17.20
0	10168	BANK OF AMERICA	RECORDED BOOKS - Audiobook	TXN00043069			5759	48.42
0	10168	BANK OF AMERICA	RECORDED BOOKS - Audiobooks	TXN00043084			5759	153.61
0	10168	BANK OF AMERICA	RECORDED BOOKS - Audiobooks	TXN00043042			5759	507.60
0	10168	BANK OF AMERICA	RECORDED BOOKS - Audiobooks	TXN00043064			5759	510.80
0	10168	BANK OF AMERICA	RECORDED BOOKS - Consortium	TXN00043054			5759	43.33
0	10168	BANK OF AMERICA	RECORDED BOOKS - Consortium	TXN00043035			5759	93.44
1	562	MIDWEST TAPE	DVD	95885759	10326		0	22.99
1	562	MIDWEST TAPE	DVD'S & AUDIOBOOKS	95874684	10326		0	1,447.42
1	562	MIDWEST TAPE	FEB 2018 HOOPLA	95871270	10326		0	2,705.01
85428		TRAVEL & TRAINING						
0	10168	BANK OF AMERICA	CASEYS GEN STORE -Fuel Travers	TXN00043205			5759	22.03
1	9897	CENTRAL PLAINS LIBRARY SYSTEM	SUMMER READING WORKSHOP	116	34477		0	30.00
85505		OFFICE SUPPLIES						

**Schedule of Bills**

<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	ACE - Supplies	TXN00043079			5759	8.80
0	10168	BANK OF AMERICA	ACE - Supplies	TXN00042928			5759	19.77
0	10168	BANK OF AMERICA	BRODART - Books	TXN00042832			5759	482.60
0	10168	BANK OF AMERICA	DEMCO - Processing Supplies	TXN00042744			5759	54.90
0	10168	BANK OF AMERICA	HOBBY LOBBY - Craft Supplies	TXN00042791			5759	38.97
0	10168	BANK OF AMERICA	HOBBY LOBBY - Craft Supplies	TXN00042704			5759	53.51
0	10168	BANK OF AMERICA	HOBBY LOBBY-Craft Supplies	TXN00042899			5759	15.92
0	10168	BANK OF AMERICA	QUILL - Office Supplies	TXN00042708			5759	65.34
0	10168	BANK OF AMERICA	RECORDED BOOKS - Audiobook	TXN00043069			5759	3.50
0	10168	BANK OF AMERICA	RECORDED BOOKS - Audiobooks	TXN00043084			5759	10.50
0	10168	BANK OF AMERICA	RECORDED BOOKS - Audiobooks	TXN00043042			5759	21.00
0	10168	BANK OF AMERICA	RECORDED BOOKS - Audiobooks	TXN00043064			5759	21.00
0	10168	BANK OF AMERICA	WALMART - Supplies	TXN00042868			5759	50.54
0	10168	BANK OF AMERICA	WALMART - Supplies	TXN00042767			5759	52.86
0	10168	BANK OF AMERICA	WALMART - Vacuum	TXN00043033			5759	108.00
85515		GASOLINE						
1	83	CITY OF GRAND ISLAND-TREASURY	FEB 2018 REPAIR SHOP BILL	LIBR 2018-02			0	48.35

10044301 Org Total 12,500.46

Schedule of Bills

032718

		Vendor								
<u>Org</u>	<u>Object</u>	<u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>		
20110001		LIBRARY TRUST								
	85425	BOOKS								
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00042832			5759	668.00		
20110001 Org Total							668.00			

## Schedule of Bills

032718

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**Vendor**

**Name/Number**

**Description**

**Invoice**

**PO #**

**WO#**

**Check #**

**Amount**

<u>Org</u>	<u>Object</u>	<u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
29555001	85042	OTHER DEPARTMENT PROJECTS EDITH ABBOTT MEMORIAL LIBRARY						
1	1257	THE CLARK ENERSEN PARTNERS IN	NOV 2017-JAN 2018 ARCHITECTURAL SERVICES CONTRACT	5 (REVISED)	34041		0	11,539.06
29555001 Org Total							11,539.06	

Prepared by

*Nancy Brouch*

Library Funds Disbursement Voucher	
Approved by: alan lepler	Date 3/22/18
Library Board President <i>Alan Lepler</i>	
Authenticated by: Ed Meedel	Date 3/22/18
Library Board Secretary <i>Ed Meedel</i>	

## Schedule of Bills

041018

<u>Org</u>	<u>Object</u>	<u>Vendor Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		<b>LIBRARY</b>						
85241		<b>COMPUTER SERVICES</b>						
0	10168	BANK OF AMERICA	AMAZON-APC Battery	TXN00043773			5763	279.01
85245		<b>PRINTING &amp; BINDING SERVICES</b>						
0	10168	BANK OF AMERICA	COPYCAT - Printing	TXN00042768			5763	113.09
85305		<b>UTILITY SERVICES</b>						
1	92	CITY OF GRAND ISLAND-UTILITIES	ELECTRICITY	04602120 - FEB 2018			0	4,184.42
1	92	CITY OF GRAND ISLAND-UTILITIES	UTILITIES	04602141 - FEB 2018			0	135.43
85317		<b>NATURAL GAS</b>						
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	18FEB2646500-5			207136	1,040.42
85324		<b>REPAIR &amp; MAINT - BUILDING</b>						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00043171			5763	89.55
0	10168	BANK OF AMERICA	ENERGY AVENUE - Light Bulbs	TXN00043535			5763	198.13
0	10168	BANK OF AMERICA	HYDRO TECH - Inspection	TXN00043120			5763	45.00
0	10168	BANK OF AMERICA	PRESTOX - Pest Control	TXN00043520			5763	131.00
85330		<b>REPAIR &amp; MAINT - OFF FURN &amp; EQ</b>						
0	10168	BANK OF AMERICA	CAPITAL - Overage Chrg 2/14/18	TXN00043526			5763	146.18
0	10168	BANK OF AMERICA	KONICA-Monthly main. invoice	TXN00043096			5763	28.80
0	10168	BANK OF AMERICA	SP VENMILL-BufferMachineRepair	TXN00043299			5763	469.92
85350		<b>SANITATION SERVICE</b>						
0	10168	BANK OF AMERICA	MID NEBR DISPOSAL-Sanitation	TXN00043459			5763	38.30
85413		<b>POSTAGE</b>						
1	82	CITY OF GRAND ISLAND-TREASURI	PETTY CASH REIMBURSEMENT	04/10/18			0	18.75
1	344	MIDWEST CONNECT LLC	03/01/18-03/15/18 POSTAGE	GI11 03/16/18			0	195.42
85422		<b>DUES &amp; SUBSCRIPTIONS</b>						
1	1943	JENSEN PUBLISHING	RENEW NEWSPAPER	2018			0	35.00
85425		<b>BOOKS</b>						
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00043207			5763	7.24
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00043506			5763	7.98
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00043700			5763	9.84
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00043616			5763	10.94
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00043642			5763	12.90



## Schedule of Bills

041018

<u>Org</u>	<u>Object</u>	<u>Vendor Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301	85425	LIBRARY BOOKS						
	0	10168 BANK OF AMERICA	AMAZON - Book	TXN00042859			5763	14.99
	0	10168 BANK OF AMERICA	AMAZON - Book	TXN00043228			5763	22.53
	0	10168 BANK OF AMERICA	AMAZON - Books	TXN00043175			5763	41.96
	0	10168 BANK OF AMERICA	AMAZON - Books	TXN00042551			5763	197.23
	0	10168 BANK OF AMERICA	AMAZON - Dvd's	TXN00043245			5763	158.90
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00043809			5763	3,217.35
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00043275			5763	3,539.88
85426		AV/ELECTRONIC MEDIA						
	0	10168 BANK OF AMERICA	AMAZON - CD	TXN00043655			5763	14.90
	0	10168 BANK OF AMERICA	AMAZON - DVD	TXN00042847			5763	13.99
	0	10168 BANK OF AMERICA	AMAZON - Dvd's	TXN00043245			5763	76.13
	0	10168 BANK OF AMERICA	DEMCO-Summer Reader Database	TXN00043624			5763	959.00
	0	10168 BANK OF AMERICA	RECORDED BOOKS-Audiobook-Conso	TXN00043699			5763	43.33
	0	10168 BANK OF AMERICA	RECORDED BOOKS-Audiobook-Conso	TXN00043701			5763	43.33
	0	10168 BANK OF AMERICA	RECORDED BOOKS-Audiobook-Conso	TXN00043681			5763	56.90
	1	562 MIDWEST TAPE	DVD'S	95939037	10326		0	878.55
	1	562 MIDWEST TAPE	DVD'S & AUDIOBOOKS	95919049	10326		0	1,314.39
	1	562 MIDWEST TAPE	PLAYAWAY & DVD	95895349	10326		0	1,070.54
85428		TRAVEL & TRAINING						
	0	10168 BANK OF AMERICA	CORNHUSKERSQUARE-Parking/Fosse	TXN00043124			5763	6.25
85505		OFFICE SUPPLIES						
	0	10168 BANK OF AMERICA	AMAZON - DVD	TXN00042847			5763	73.58
	0	10168 BANK OF AMERICA	AMAZON - Protection plan	TXN00043297			5763	5.54
	0	10168 BANK OF AMERICA	AMAZON - Supplies	TXN00043272			5763	521.86
	0	10168 BANK OF AMERICA	AMAZON - Toys and Supplies	TXN00043478			5763	50.88
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00043809			5763	574.35
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00043275			5763	698.25
	0	10168 BANK OF AMERICA	BRODART - Processing Supplies	TXN00043225			5763	318.85
	0	10168 BANK OF AMERICA	BRODART - Processing Supplies	TXN00043737			5763	580.60
	0	10168 BANK OF AMERICA	DEMCO - Processing Supplies	TXN00043631			5763	115.60
	0	10168 BANK OF AMERICA	DEMCO - Processing Supplies	TXN00043206			5763	609.16
	0	10168 BANK OF AMERICA	EAKES - Receipt Paper	TXN00043230			5763	10.36
	0	10168 BANK OF AMERICA	QUILL - Office Supplies	TXN00043250			5763	8.94

Schedule of Bills

041018

		Vendor							
Org	Object	Name/Number	Description	Invoice	PO #	WO#	Check #	Amount	
10044301		LIBRARY							
	85505	OFFICE SUPPLIES							
	0	10168 BANK OF AMERICA	QUILL - Office Supplies	TXN00043261			5763	159.90	
	0	10168 BANK OF AMERICA	SAMS - Supplies	TXN00043495			5763	252.86	
	0	10168 BANK OF AMERICA	ULINE - DVD Cases	TXN00043564			5763	174.71	
	0	10168 BANK OF AMERICA	WALMART - Supplies	TXN00043720			5763	30.23	
	0	10168 BANK OF AMERICA	WALMART - Supplies	TXN00043442			5763	69.96	
							10044301 Org Total	23,123.10	

Schedule of Bills

041018

<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
20110001		LIBRARY TRUST						
	85425	BOOKS						
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00043275			5763	121.08
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00043809			5763	194.55
20110001 Org Total							315.63	

## Schedule of Bills

041018

**Vendor**

**Name/Number**

**Description**

**Invoice**

**PO #**

**WO#**

**Check #**

**Amount**

**29555001**

**OTHER DEPARTMENT PROJECTS**

**85042**

**EDITH ABBOTT MEMORIAL LIBRARY**

0 10168 BANK OF AMERICA

MCDONALD'S - Primetime

TXN00043730

5763

129.15

0 10168 BANK OF AMERICA

SUPER SAVER - Primetime

TXN00043705

5763

24.00

**29555001 Org Total**

**153.15**

Prepared by

*Nancy Branch*

### **Library Funds Disbursement Voucher**

**Approved by:** alan lepler

**Date** 4/6/18

**Library Board  
President**

*Alan Lepler*

**Authenticated by:** Ed Meedel

**Date** 4/6/18

**Library Board  
Secretary**

*Ed Meedel*

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# **Library Board**

## **Monday, April 16, 2018**

### **Regular Meeting**

## **Item C1**

### **Approval of Director's Report**

*The Director's Report typically consists of:*

- 1) a monthly report of programs and activities, including a quarterly statistical usage report provided in February, May, August and November of each year*
- 2) upon publication, a GI Library Journal newsletter*
- 3) and additional administrative items of note, either in the agenda packet or discussed at the meeting.*

Staff Contact:

Title	Date	Primary Event Type
Sixpence Circle of Security	3/1/2018	Hosting Meeting
AARP Tax Help	3/2/2018	Tax Assistance Program
Dr. Seuss Storytime @ Conestoga Mall	3/2/2018	Children's Literacy Event
<a href="#">Kids read, do crafts at Dr. Seuss event (Independent)</a>	3/2/2018	Media
Dr. Seuss Storytime	3/3/2018	Children's Literacy Event
Literacy Council - English for Spanish Speakers	3/4/2018	Literacy Education
Children's Spring Fever Program - National Parachute Day	3/5/2018	Spring Break
Teen/Tween Spring Fever Program - Bookend Art	3/5/2018	Spring Break
<a href="#">Books and much more: Grand Island library provided 1.5 million resources in 2017 (NTV)</a>	3/5/2017	Media
AARP Tax Help	3/6/2018	Tax Assistance Program
Grand Island Senior High Outreach	3/6/2018	Outreach
2018 Book Club for Adults	3/6/2018	Book Club for Adults
Children's Spring Fever Program - Kite Day	3/6/2018	Spring Break
Teen/Tween Spring Fever Program - Anime Club	3/6/2018	Spring Break
<a href="#">AARP Foundation offers free tax assistance (Local 4 TV)</a>	3/6/2018	Media
Wood River 21st Century Grant Program	3/7/2018	Spring Break
Children's Spring Fever Program - Spring Basket Craft	3/7/2018	Spring Break
Teen/Tween Spring Fever Program - DIY Journal	3/7/2018	Spring Break
Prairie Pioneer Genealogical Society	3/7/2018	Research Assistance
<a href="#">Joan Davis, 94 (Independent)</a>	3/7/2018	Media
<a href="#">Spring Break (107.7 Radio)</a>	3/7/2018	Media
Children's Spring Fever Program - Create Your Own Tote Bag	3/8/2018	Spring Break
Teen/Tween Spring Fever Program - Video Gaming	3/8/2018	Spring Break
Sixpence Circle of Security	3/8/2018	Parent Education
<a href="#">Comfort dogs are providing valuable service (Independent)</a>	3/8/2018	Media
<a href="#">Spring fever story time (Independent)</a>	3/8/2018	Media
Children's Spring Fever Program - LEGO Build-Along	3/9/2018	Spring Break
Teen/Tween Spring Fever Program - Movie Day	3/9/2018	Spring Break
AARP Tax Help	3/9/2018	Tax Assistance Program
Nebraska Press Women	3/10/2018	Hosting Meeting
Literacy Council - English for Spanish Speakers	3/11/2018	Literacy Education
<a href="#">LIBRARY ALIVE: Wake up and read for library week (Independent)</a>	3/11/2018	Media
Lapsit (Play and Read)	3/12/2018	Lapsits
Outreach Howard School	3/12/2018	Outreach
Teen Library Corps (TLC)	3/12/2018	Teen General Program
Baby & Toddler Lapsit-Rock and Read	3/13/2018	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	3/13/2018	Family Storytime
HomeSchoolers Program	3/13/2018	Children's Literacy Event
AARP Tax Help	3/13/2018	Tax Assistance Program
Grand Island Senior High Outreach	3/13/2018	Outreach
Outreach Dodge School	3/13/2018	Outreach
BookBop	3/14/2018	Storytime
Storytime (Ready to Read)	3/14/2018	Storytime
Prairie Pioneer Genealogical Society	3/14/2018	Research Assistance

Call for more details

<a href="#">Prime Time reading program returning to G.I. Library (Independent)</a>	3/14/2018	Media
Nebraska Humanities Prime Time Family Reading Time	3/15/2018	Prime Time
AARP Tax Help	3/16/2018	Tax Assistance Program
Saturday Storytime	3/17/2018	Storytime
Prairie Weavers and Spinners group	3/17/2018	Hosting Meeting
4H	3/17/2018	Hosting Meeting
Prairie Pioneer Genealogical Society	3/17/2018	Research Assistance
Literacy Council - English for Spanish Speakers	3/18/2018	Literacy Education
Library Board Meeting	3/19/2018	Library Board
Lapsit (Play and Read)	3/19/2018	Lapsits
Baby & Toddler Lapsit-Rock and Read	3/20/2018	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	3/20/2018	Family Storytime
AARP Tax Help	3/20/2018	Tax Assistance Program
Grand Island Senior High Outreach	3/20/2018	Outreach
BookBop	3/21/2018	Storytime
Storytime (Ready to Read)	3/21/2018	Storytime
United States Department of Agriculture	3/21/2018	Hosting Meeting
Prairie Pioneer Genealogical Society	3/21/2018	Research Assistance
<a href="#">Senator Dan Quick to hold event at Grand Island Public Library (Independent)</a>	3/21/2018	Media
Nebraska Humanities Prime Time Family Reading Time	3/22/2018	Prime Time
AARP Tax Help	3/23/2018	Tax Assistance Program
Saturday Storytime : BookBop	3/24/2018	Storytime
Nebraska Archaeological Society	3/24/2018	Hosting Meeting
Senator Dan Quick	3/24/2018	Hosting Meeting
Grand Comic-Con Outreach	3/24/2018	Outreach
Literacy Council - English for Spanish Speakers	3/25/2018	Literacy Education
<a href="#">LIBRARY ALIVE: Spring at the chance to read the next bestseller (Independent)</a>	3/25/2018	Media
Lapsit (Play and Read)	3/26/2018	Lapsits
To Read or Not to Read Book Club	3/26/2018	Book Club for Adults
Baby & Toddler Lapsit-Rock and Read	3/27/2018	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	3/27/2018	Family Storytime
Dodge School ELL Night	3/27/2018	Children's Literacy Event
Grand Island Senior High Outreach	3/27/2018	Outreach
AARP Tax Help	3/27/2018	Tax Assistance Program
BookBop	3/28/2018	Storytime
Storytime (Ready to Read)	3/28/2018	Storytime
Sixpence Circle of Security	3/28/2018	Parent Education
Prairie Pioneer Genealogical Society	3/28/2018	Research Assistance
<a href="#">Library to host art group's debut exhibit (Independent)</a>	3/28/2018	Media
<a href="#">Proposed C&amp;D Disposal Area Hearing Scheduled April 25 in Grand Island (NDEQ)</a>	3/28/2018	Media
Grand Island Senior High Outreach	3/29/2018	Outreach
<a href="#">Library renovations mean a lot to community (Independent)</a>	3/29/2018	Media
Nebraska Humanities Prime Time Family Reading Time	3/29/2018	Prime Time

Call for more details

AARP Tax Help	3/30/2018	Tax Assistance Program
Senator Sasse Mobile Office Hours	3/30/2018	Hosting Meeting
Art Connections Art Show	3/31/2018	Art Alcove
Saturday Storytime	3/31/2018	Storytime
Easter	4/1/2018	Closed
Lapsit (Play and Read)	4/2/2018	Lapsits
Baby & Toddler Lapsit-Rock and Read	4/3/2018	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	4/3/2018	Family Storytime
2018 Book Club for Adults	4/3/2018	Book Club for Adults
AARP Tax Help	4/3/2018	General Program
Wood River 21st Century Grant Program	4/4/2018	Children's Literacy Event
BookBop	4/4/2018	Storytime
Storytime (Ready to Read)	4/4/2018	Storytime
Sixpence Circle of Security	4/4/2018	Parent Education
Prairie Pioneer Genealogical Society	4/4/2018	Research Assistance
Nebraska Humanities Prime Time Family Reading Time	4/5/2018	Prime Time Family Reading Time
AARP Tax Help	4/6/2018	General Program
Saturday Storytime-Stories and Crafts with Eddie the Comfort Dog	4/7/2018	Storytime
<a href="#">Police: Man flips G.I. library checkout (Independent)</a>	4/7/2018	Media
<a href="#">Library activity will continue to grow with upcoming renovation (Independent)</a>	4/8/2018	Media
Literacy Council - English for Spanish Speakers	4/8/2018	Literacy Education
<a href="#">National Library Week (107.7 Radio)</a>	4/8/2018	Media
<a href="#">LIBRARY ALIVE: Celebrating National Library Week as libraries lead (Independent)</a>	4/8/2018	Media
Lapsit (Play and Read)	4/9/2018	Lapsits
Teen Library Corps (TLC)	4/9/2018	Teen General Program
Baby & Toddler Lapsit-Rock and Read	4/10/2018	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	4/10/2018	Family Storytime
Rotary Club of Grand Island	4/10/2018	Hosting Meeting
AARP Tax Help	4/10/2018	General Program
BookBop	4/11/2018	Storytime
Storytime (Ready to Read)	4/11/2018	Storytime
Sixpence Circle of Security	4/11/2018	Parent Education
Prairie Pioneer Genealogical Society	4/11/2018	Research Assistance
Library Volunteer Appreciation Luncheon	4/11/2018	General Program
Nebraska Humanities Prime Time Family Reading Time	4/12/2018	Prime Time Family Reading Time
Page Turners Book Club	4/12/2018	Book Club for Adults
Patron Appreciation Day	4/12/2018	General Program
AARP Tax Help	4/13/2018	General Program
Saturday Storytime	4/14/2018	Storytime
Toastmasters International Speech Contest	4/14/2018	Hosting Meeting
"Libraries Lead" Storytime (National Library Week)	4/14/2018	Storytime
Literacy Council - English for Spanish Speakers	4/15/2018	Literacy Education
Library Board Meeting	4/16/2018	Library Board
Lapsit (Play and Read)	4/16/2018	Lapsits
Baby & Toddler Lapsit-Rock and Read	4/17/2018	Baby & Toddler Lapsits

Call for more details



Pajametime (Family Storyhour)	4/17/2018	Family Storytime
BookBop	4/18/2018	Storytime
Storytime (Ready to Read)	4/18/2018	Storytime
Sixpence Circle of Security	4/18/2018	Parent Education
Prairie Pioneer Genealogical Society	4/18/2018	Research Assistance
Nebraska Humanities Prime Time Family Reading Time	4/19/2018	Prime Time Family Reading Time
Central Nebraska District Assessors	4/19/2018	Hosting Meeting
Saturday Storytime	4/21/2018	Storytime
Prairie Pioneer Genealogical Society	4/21/2018	Research Assistance
Lapsit (Play and Read)	4/23/2018	Lapsits
Baby & Toddler Lapsit-Rock and Read	4/24/2018	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	4/24/2018	Family Storytime
BookBop	4/25/2018	Storytime
Storytime (Ready to Read)	4/25/2018	Storytime
Sixpence Circle of Security	4/25/2018	Parent Education
Prairie Pioneer Genealogical Society	4/25/2018	Research Assistance
Saturday Storytime : BookBop	4/28/2018	Storytime
Literacy Council - English for Spanish Speakers	4/29/2018	Literacy Education
Outreach to GISH Around the World in One Day	4/29/2018	Children's Literacy Event
To Read or Not to Read Book Club	4/30/2018	Book Club for Adults
Lapsit (Play and Read)	4/30/2018	Lapsits
Baby & Toddler Lapsit-Rock and Read	5/1/2018	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	5/1/2018	Family Storytime
Sixpence Circle of Security	5/2/2018	Parent Education
BookBop	5/2/2018	Storytime
Storytime (Ready to Read)	5/2/2018	Storytime
Storytime (Ready to Read)	5/2/2018	Storytime
Prairie Pioneer Genealogy Assistance	5/2/2018	General Program
Saturday Storytime-Stories and Crafts with Eddie the Comfort Dog	5/5/2018	Storytime
Literacy Council - English for Spanish Speakers	5/6/2018	Literacy Education
Teen Library Corps (TLC)	5/7/2018	Teen General Program
2018 Book Club for Adults	5/8/2018	Book Club for Adults
Prairie Pioneer Genealogy Assistance	5/9/2018	General Program
Sixpence Circle of Security	5/9/2018	Parent Education
Literacy Council - English for Spanish Speakers	5/13/2018	Literacy Education
2018 Nebraska Primary Elections	5/15/2018	General Program
Prairie Pioneer Genealogy Assistance	5/16/2018	General Program
Prairie Pioneer Genealogy Assistance	5/19/2018	General Program
Literacy Council - English for Spanish Speakers	5/20/2018	Literacy Education
Library Board Meeting	5/21/2018	Library Board
Prairie Pioneer Genealogy Society	5/23/2018	Research Assistance
Children's Summer Reading Program Kickoff with Jack & Kitty	5/24/2018	Children's Summer Reading
Children's Summer Reading Program Kickoff with Jack & Kitty	5/25/2018	Children's Summer Reading
Nebraska Tax Equalization and Review Commission	5/25/2018	Hosting Meeting
Memorial Day	5/27/2018	Closed
Memorial Day	5/28/2018	Closed
Prairie Pioneer Genealogy Society	5/30/2018	Research Assistance

Call for more details

Teen and Adult Summer Reading Program Kickoff	5/31/2018	Teen Summer Reading
Summer Reading Enrichment Club - Rock Star Kickoff!	5/31/2018	Children's Summer Reading

Call for more details

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# **Library Board**

## **Monday, April 16, 2018**

### **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 Unfinished Business or Consideration of New Business.*

Staff Contact:

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# **Library Board**

## **Monday, April 16, 2018**

### **Regular Meeting**

## **Item F1**

### **Approval of Revision to Meeting Room Policy**

*Library board approval of a revision of our Meeting Room Policy (attached) is recommended to move forward with rearranging our lobby area to conform to the "Meet-Up" program aspects that were determined during our renovation planning.*

Staff Contact: Steve Fosselman



## Meeting Room Policy

DRAFT Revised April 16, 2018

A variety of meeting room spaces are provided by this library to fulfill our mission as this diverse community's center for a lifetime of learning and literacy. Such space is made available by the library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." (Article 6, Library Bill of Rights). Permission to use a Library meeting room does not imply Library endorsement of the aims, policies, or activities of any group or organization.

Meetings must be for purposes consistent with the objectives and goals of the Library including educational, cultural, informational, community or governmental/civic activities. Use of library meeting room space is subject to the approval of the Library Director or Library Board.

### Library Director-Authorized Uses:

Programs, sponsored events, and employee meetings of Library and city government are given priority consideration for use of all meeting rooms. In addition, the Library Director is authorized to accept requests for the following permitted reservations of meeting room space. Such meetings must be open to the general public at all times. Unless specified below, no admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees. The Director may delegate this authority to staff members in their various areas of responsibility.

- Meetings of other governmental agencies
- Meetings of non-profit community and educational groups
- Library programs involving the sale of library products or featured speakers' literary or artistic works
- Non-profit sponsored educational training sessions with or without registration fees
- Library sponsored or co-sponsored programs conducted with the assistance of a business firm

### Library Board-Authorized Uses:

Specific Library Board approval is required for the following uses of meeting room space:

- Meetings of non-profit groups involving the sale, advertising, or promotion of commercial products or services
- Meetings not open to the general public at all times

### Non-permitted Uses:

- Any uses that interfere with the normal functions of the library
- Meetings solely sponsored by a business firm, regardless of purpose
- Political campaign purposes other than debates with all candidates having the opportunity to participate
- Private social events
- Worship services held as part of a faith's regular religious regimen and bearing no relationship to a specific civic purpose

### Designation of Spaces for Meeting Room Purposes:

The Library's meeting rooms, children's programming room and computer lab (when in use for training sessions) are not available for individual or unreserved use. Requests for reserved use of these areas as well as study rooms, Heritage Room or other Library spaces for meeting room purposes are subject to this policy. Otherwise, Library spaces used by individuals and small groups informally on an unscheduled basis are not subject to this policy and their use is covered under the Library's Code of Conduct.

### Fees for Use:

The Library Board reserves the right to formulate policy on usage fees. There are presently no fees for use of these meeting room spaces.

### Meeting Procedures:

To schedule a meeting room, a group representative should follow all staff-specified meeting room booking procedures.

Meeting rooms may be booked up to six months in advance but should be made at least 24 hours prior to intended use.

Multiple bookings are not allowed, with the following exceptions:

- Library sponsored events
- Meetings of federal, state and local government agencies
- Non-profit sponsored educational training sessions
- Other meetings specifically authorized by the Director or delegated authority

Meetings rooms are scheduled on a first come, first serve basis. Additional furniture and AV equipment is available upon advance request. Groups should provide their own laptops for presentations connected to the Library's LCD projectors.

Unless authorized by the Library Director or delegated authority, meetings must be held during regular library hours and must end on time so the room can be cleared or prepared for other meetings. The meeting rooms must be vacated at least 10 minutes before closing time.

Library staff should be notified at least 24 hours in advance of cancellations.

Light refreshments may be served and use of the Library's kitchenette may be requested. (Note: alcoholic beverages are prohibited.)

The group is responsible for leaving any rooms used in the condition in which they were found.

Violations of this policy may result in future suspension or ban from meeting room use. Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

Any advertisement of scheduled meetings NOT sponsored by the Library must clearly indicate the sponsoring organization and contact information. Description of the meeting site is as follows: Edith Abbott Memorial Library, 211 North Washington Street, Grand Island, NE.

## Meet-Up Spaces

When not in use for library programs, several tables in the lobby are specifically designated for informal community meet-ups of groups involving fewer than six participants at each table. No approval is needed. General seating is available elsewhere in the library for individual patrons. Reservations are not available unless authorized by the Library Director. The Director may delegate this authority to staff members in their various areas of responsibility. Time limits may apply depending on demand as determined by library staff.

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# **Library Board**

## **Monday, April 16, 2018**

### **Regular Meeting**

## **Item F2**

### **Approval of Specialized Adult Service Areas Policy**

*Originally titled "Designated Spaces Policy", the attached draft provides needed changes to indicate board authority in designating specific locations' intended use. Board approval is recommended.*

Staff Contact: Steve Fosselman





## **Specialized Adult Service Areas Policy**

DRAFT Approved April 16, 2018

The following sections of the adult services area of the library have been designed, programmed and equipped for specific audiences and for intended purposes.

- Senior Lounge
- Multicultural Center
- Literacy Niche
- Heritage Room

Within these sections all library collections are accessible to all patrons at all times. Seating areas, equipment and public access computer workstations within these rooms are reserved for their intended users, however. General seating and public access computer workstations are available elsewhere in the library for patrons not involved in the intended use of these sections.

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# **Library Board**

## **Monday, April 16, 2018**

### **Regular Meeting**

## **Item F3**

### **Discussion of Revision to Policy on Smoking**

*Our current policy is attached as well as UNL's newly adopted campus-wide policy. We anticipate using our front exterior area for the Summer Reading Program and the current designated smoking area will be eliminated as a result of the renovation project. This agenda item is intended for board discussion of changes to this policy to be considered for approval at its May 21 meeting.*

Staff Contact: Steve Fosselman

## Policy on Smoking

Revised March 17, 2014

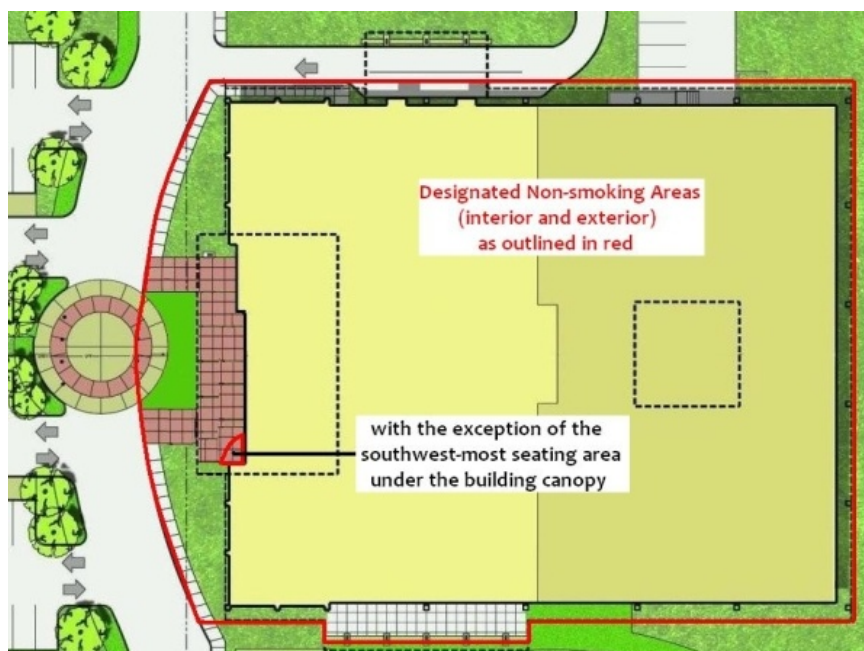
Smoking and use of tobacco products in various areas of the library building and grounds is detrimental to the health, safety and welfare of patrons and staff and is a prohibited activity in accordance with the library's Code of Conduct.

All interior spaces of the Edith Abbott Memorial Library are designated as non-smoking areas.

The exterior areas of the library within the north and south corners of the building and the west edge of the semi-circular walkway immediately to the west of the building are designated as non-smoking with the exception of the southwest-most seating area under the building canopy; and all walkways immediately adjacent to the library building.

During library programs conducted outside, those exterior areas will also be designated as non-smoking.

No smoking, including electronic cigarettes, or use of tobacco products is permitted within these non-smoking areas. Designated disposal receptacles must be used when entering these exterior non-smoking areas, and disposal by any other means within the building or outside a vehicle on library grounds is prohibited.



WELCOME TO NEBRASKA

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## Tobacco-Free and Smoke-Free Campus Policy

**Approved:** August 2, 2017

Effective January 1, 2018, the University of Nebraska (NU) Central Administration and University of Nebraska-Lincoln will become tobacco-free and smoke-free campuses.

To provide a healthy environment that promotes the wellness and safety of students, faculty, staff and visitors, NU and the University of Nebraska-Lincoln prohibit Smoking and the use of Tobacco Products in and on all University Property.

### Definitions

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated tobacco, plant (including marijuana) or synthetic products.

“Tobacco Products” includes all forms of tobacco, inclusive of but not limited to, cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and similar devices, and smokeless tobacco products. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine. FDA approved nicotine replacement therapy products, when used for the purpose of cessation, are not considered “Tobacco Products” under this policy.

“University Property” means all buildings, structures, grounds, parking structures, parking lots, and vehicles (on or off campus) owned, leased, occupied, operated, maintained or otherwise controlled by the University.

### Exceptions

The following activities may receive an exception to this policy:

- Smoking or use of Tobacco Products for ceremonial or theatrical performance purposes at the University of Nebraska-Lincoln may be permitted with advance approval from the Vice Chancellor for Business and Finance.
- Smoking or use of Tobacco Products may be permitted for a medical, scientific, or research program provided that such Smoking or use of Tobacco Products is an integral part of such program and the appropriate University research oversight body has approved the inclusion of Smoking or use of Tobacco Products. In such circumstances, the approved program use shall restrict use to the amount reasonably warranted for medical, scientific or research purposes, include reasonable measures to protect the University of Nebraska-Lincoln community from adverse health effects of such use, and require the safe and appropriate disposal of any remaining used or unused Tobacco Products.
- Other reasonable exceptions as determined by the Vice Chancellor for Business and Finance and approved by the Chancellor.

The University reserves the right to modify, amend, or terminate this policy, in part or in whole, at any time.

### Enforcement

Responsibility for complying with the policy rests with the individual. If someone is observed in violation of the policy, they will be asked to dispose of the tobacco product. If he/she refuses, faculty may be referred to Academic Affairs, students to Student Affairs, staff to Human Resources, and visitors may be escorted off campus.

### Resources

#### Campus Counseling and Support

For Students

University Health Center (<http://health.unl.edu/>)

Phone: 402-472-5000

For Faculty & Staff

Employee Assistance Program (EAP) (<http://hr.unl.edu/eap/>)

Phone: 402-472-3107

### Other Resources

Nebraska Department of Health & Human Services

Phone: 1-800-QUITNOW (1-800-784-8669)

American Lung Association

Phone: 1-800-LUNGUSA (1-800-586-4872)

American Cancer Society

Phone: 1-800-227-2345