



Library Board

**Monday, February 25, 2019
Edith Abbott Memorial Library**

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
Edward Meedel, President
Kelli Arens, Vice President
Tanya Hansen, Secretary
Benjamin Boeselager
Maria Lopez
Jaime Parr
Sapna Purawat
3. Public Participation
4. Approval of Minutes of January 28, 2019
5. Approval of Financial Reports
6. Approval of Bills Submitted - January 22, 2019 and February 12, 2019
7. Approval of Director's Report
8. Board Communications and Committee Reports

9. Approval of Revisions to Circulation Policy
10. Approval of Change in Library Address
11. Next Meeting
12. Adjournment

Library Board

Monday, February 25, 2019

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 25, 2019

Regular Meeting

Item B1

Approval of Minutes of January 28, 2019

Staff Contact:

CITY OF GRAND ISLAND
GRAND ISLAND PUBLIC LIBRARY BOARD
OFFICIAL PROCEEDINGS
MINUTES OF REGULAR LIBRARY BOARD MEETING
January 28, 2019

Pursuant to due call and notice thereof, a Regular Meeting of the Library Board of the Grand Island Public Library was conducted in Meeting Room A of the Library on Monday, January 28, 2019. Notice appeared in the *Grand Island Independent* on January 24, 2019; and was posted on January 24, 2019. A quorum present, President Ed Meedel called the meeting to order at 5:30 p.m. The following members were present: Jaime Parr, Tanya Hansen, and Kelli Arens. Steve Fosselman, Library Director and Assistant City Administrator Brent Clark were also present.

Open Meetings Law Notice: Provided by President Ed Meedel.

Public Participation: None

Approval of Minutes: Motion by Kelli Arens, seconded by Tanya Hansen carried unanimously to accept for filing the Minutes of the December 17, 2018 library board meeting.

REPORTS:

Approval of Financial Report: Motion by Jaime Parr, seconded by Kelli Arens carried unanimously to accept for filing the November 2018 Financial Reports.

Approval of Bills Submitted: Motion by Jaime Parr, seconded by Kelli Arens carried unanimously to accept for filing the December 18, 2018 and January 8, 2019 Bills Submitted.

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

Board Communications and Committee Reports: Renovation construction progress was discussed. Ed Meedel reported on Grand Island Public Library Foundation continuing fundraising plans. Ed Meedel made final committee assignments: Building and Property – Kelli Arens and Jaime Parr; Finance and Policy – Tanya Hansen and Ben Boeselager; Board Development (including By-Laws) – Tanya Hansen and Maria Lopez.

Approval of Nebraska Statutes 51-213 Annual Report for 2017-2018 and GILIBRARY 2020 Highlights for 2018: Motion by Tanya Hansen, seconded by Kelli Arens carried unanimously to accept for filing this report.

Discussion of Policy Implementation in Newly Renovated Spaces: The board held discussion of previously approved policy changes in light of the anticipated conclusion of the renovation project. At this time there are no policy needs to be referred to committee.

Next Meeting: Monday, February 18 2019 at 5:30 pm.

There being no other business the meeting was adjourned at 6:23 p.m.

Tanya Hansen, Secretary

Library Board

Monday, February 25, 2019

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:

01/30/2019 10:03
briansc

CITY OF GRAND ISLAND
LIBRARY REVENUES
FOR THE MONTH ENDING DECEMBER 2018

P 1
glytdbud

FOR 2019 03		JOURNAL DETAIL 2019 3 TO 2019 3						
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100								
10044301 LIBRARY								
74350	COUNTY SHARE OF LIBRARY	-25,000	-25,000	-5,000.00	.00	.00	-20,000.00	20.0%
74365	STATE GRANTS	-7,653	-7,653	.00	.00	.00	-7,653.00	.0%
74576	COPY MACHINE USE FEES	-10,000	-10,000	-2,153.89	-730.05	.00	-7,846.11	21.5%
74703	FINES AND PENALTIES	-25,000	-25,000	-3,930.61	-1,337.89	.00	-21,069.39	15.7%
74725	NONRESIDENT CARD FEE	-5,500	-5,500	-1,260.00	-650.00	.00	-4,240.00	22.9%
74795	OTHER REVENUE	-26,000	-26,000	-817.49	-5.00	.00	-25,182.51	3.1%
	TOTAL LIBRARY	-99,153	-99,153	-13,161.99	-2,722.94	.00	-85,991.01	13.3%
	TOTAL GENERAL FUND	-99,153	-99,153	-13,161.99	-2,722.94	.00	-85,991.01	13.3%

01/30/2019 10:02
briansc

CITY OF GRAND ISLAND
LIBRARY EXPENSES
FOR THE MONTH ENDING DECEMBER 2018

P 1
glytdbud

FOR 2019 03		JOURNAL DETAIL 2019 3 TO 2019 3						
ACCOUNTS FOR: 100	GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY								
85105	SALARIES - REGULAR	1,044,740	1,044,740	283,397.15	82,213.47	.00	761,342.85	27.1%
85115	F.I.C.A. PAYROLL TAXES	75,851	75,851	20,558.04	5,941.20	.00	55,292.96	27.1%
85120	HEALTH INSURANCE	124,644	124,644	27,430.02	9,143.34	.00	97,213.98	22.0%
85125	LIFE INSURANCE	1,577	1,577	394.17	131.39	.00	1,182.83	25.0%
85130	DISABILITY INSURANCE	2,006	2,006	473.35	160.56	.00	1,532.65	23.6%
85145	PENSION CONTRIBUTION	44,350	44,350	13,116.87	3,777.64	.00	31,233.13	29.6%
85150	WORKERS COMPENSATION	1,313	1,313	.00	.00	.00	1,313.00	.0%
85160	OTHER EMPLOYEE BENEFITS	1,000	1,000	328.56	270.00	.00	671.44	32.9%
85161	HRA-VEBA	12,090	12,090	3,280.00	940.00	.00	8,810.00	27.1%
85213	CONTRACT SERVICES	10,000	10,000	2,710.00	2,190.00	.00	7,290.00	27.1%
85241	COMPUTER SERVICES	26,848	26,848	2,158.44	119.96	.00	24,689.56	8.0%
85245	PRINTING & BINDING SERVICES	2,300	2,300	.00	.00	.00	2,300.00	.0%
85305	UTILITY SERVICES	60,000	60,000	6,454.84	2,492.14	.00	53,545.16	10.8%
85317	NATURAL GAS	5,000	5,000	253.01	193.45	.00	4,746.99	5.1%
85319	REPAIR & MAIN-LAND IMP/IRRIGA	1,000	1,000	90.00	.00	.00	910.00	9.0%
85324	REPAIR & MAINT - BUILDING	23,000	23,000	2,985.48	285.82	400.00	19,614.52	14.7%
85330	REPAIR & MAINT-OFF FURN & EQ	24,000	24,000	1,004.70	169.16	.00	22,995.30	4.2%
85335	REPAIR & MAINT - VEHICLES	480	480	98.65	98.65	.00	381.35	20.6%
85350	SANITATION SERVICE	900	900	76.60	38.30	.00	823.40	8.5%
85413	POSTAGE	7,000	7,000	1,347.48	349.48	.00	5,652.52	19.2%
85416	ADVERTISING	800	800	46.96	14.78	.00	753.04	5.9%
85422	DUES & SUBSCRIPTIONS	26,000	26,000	4,339.33	2,093.50	2,100.00	19,560.67	24.8%
85425	BOOKS	109,275	109,275	21,845.15	5,411.23	.00	87,429.85	20.0%
85426	AV/ELECTRONIC MEDIA	109,328	109,328	37,820.74	11,484.25	.00	71,507.26	34.6%
85427	PERIODICALS	17,000	17,000	14,937.20	.00	.00	2,062.80	87.9%
85428	TRAVEL & TRAINING	3,000	3,000	2,123.52	1,013.74	.00	876.48	70.8%
85453	CASH OVER & SHORT	100	100	7.87	6.51	.00	92.13	7.9%
85490	OTHER EXPENDITURES	450	450	244.00	82.42	.00	206.00	54.2%
85505	OFFICE SUPPLIES	60,000	60,000	9,459.54	2,350.74	.00	50,540.46	15.8%
85510	CLEANING SUPPLIES	5,000	5,000	1,170.90	.00	.00	3,829.10	23.4%
85515	GASOLINE	500	500	103.09	46.41	.00	396.91	20.6%
85540	SMALL TOOLS & PARTS	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL LIBRARY		1,814,552	1,814,552	458,255.66	131,018.14	2,500.00	1,353,796.34	25.4%
TOTAL GENERAL FUND		1,814,552	1,814,552	458,255.66	131,018.14	2,500.00	1,353,796.34	25.4%

01/30/2019 10:04
briansc

CITY OF GRAND ISLAND
ALL REVENUES

P 123
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FOR THE MONTH ENDING DECEMBER 2018

FOR 2019 03		JOURNAL DETAIL 2019 3 TO 2019 3						
ACCOUNTS FOR:		ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
295	LOCAL ASSISTANCE	APPROP	BUDGET				BUDGET	USED
<hr/>								
29555001 OTHER DEPARTMENT PROJECTS								
<hr/>								
74602 PLANNING COMMISSION PLAQUE								
<hr/>								
29555001 74602 PLANNING COMMISSION		-120	-120	.00	.00	.00	-120.00	.0%
<hr/>								
TOTAL PLANNING COMMISSION PLAQUE		-120	-120	.00	.00	.00	-120.00	.0%
<hr/>								
74701 EDITH ABBOTT MEMORIAL LIBRARY								
<hr/>								
29555001 74701 EDITH ABBOTT MEMORI		-700,000	-700,000	-750.00	-750.00	.00	-699,250.00	.1%
2019/03/000211 12/26/2018 CRP		-750.00	REF 229000	LIBRARY		12/26/18 RECEIPT		
29555001 74701 100 EDITH ABBOTT MEM		-500	-500	.00	.00	.00	-500.00	.0%
29555001 74701 103 EDITH ABBOTT MEM		-1,000	-1,000	.00	.00	.00	-1,000.00	.0%
<hr/>								
TOTAL EDITH ABBOTT MEMORIAL LIBRA		-701,500	-701,500	-750.00	-750.00	.00	-700,750.00	.1%
<hr/>								
74735 CONTINGENCY PROJECTS								
<hr/>								
29555001 74735 CONTINGENCY PROJECT		-250,000	-250,000	.00	.00	.00	-250,000.00	.0%
<hr/>								
TOTAL CONTINGENCY PROJECTS		-250,000	-250,000	.00	.00	.00	-250,000.00	.0%
<hr/>								
74799 CREDIT CARD REBATE								
<hr/>								
29555001 74799 CREDIT CARD REBATE		-164	-164	.00	.00	.00	-164.00	.0%

01/30/2019 09:58
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CITY OF GRAND ISLAND
ALL EXPENSES

P 155
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FOR THE MONTH ENDING DECEMBER 2018

FOR 2019 03

JOURNAL DETAIL 2019 3 TO 2019 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							
<u>29555001 85041 PLANNING COMMISSION</u>	120	120	.00	.00	.00	120.00	.0%
<u>29555001 85042 EDITH ABBOTT MEMORI</u>	1,800,000	1,800,000	589,429.96	229,980.58	-433,502.39	1,644,072.43	8.7%
<u>2019/03/000004</u> 12/04/2018 API	1,298.89	VND 001257 VCH460812			CLARK ENERSEN PARTNE ARCHITECTURAL SERVICES CONTRAC		210457
<u>2019/03/000083</u> 12/18/2018 API	228,452.40	VND 010761 VCH461722			CHEEVER CONSTRUCTION LIBRARY RENOVATION CONSTRUCTIO		210672
<u>2019/03/000086</u> 12/12/2018 API	63.75	VND 010168 VCH461949			BANK OF AMERICA SONIC - Primetime		6091
<u>2019/03/000086</u> 12/12/2018 API	48.63	VND 010168 VCH461968			BANK OF AMERICA SUPER SAVER - Primetime		6091
<u>2019/03/000086</u> 12/12/2018 API	49.95	VND 010168 VCH462023			BANK OF AMERICA LITTLE CAESARS - Primetime		6091
<u>2019/03/000086</u> 12/12/2018 API	63.00	VND 010168 VCH462043			BANK OF AMERICA EILEEN'S - Primetime		6091
<u>2019/03/000086</u> 12/12/2018 API	3.96	VND 010168 VCH462088			BANK OF AMERICA SUPER SAVER - Primetime		6091
<u>29555001 85042 100 EDITH ABBOTT MEM</u>	500	500	.00	.00	.00	500.00	.0%
<u>29555001 85042 103 EDITH ABBOTT MEM</u>	1,000	1,000	.00	.00	.00	1,000.00	.0%
TOTAL OPERATING EXPENSES	1,801,620	1,801,620	589,429.96	229,980.58	-433,502.39	1,645,692.43	8.7%
96 CAPITAL OUTLAY							
<u>29555001 85010 CONTINGENCY PROJECT</u>	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	2,051,620	2,051,620	589,429.96	229,980.58	-433,502.39	1,895,692.43	7.6%
TOTAL LOCAL ASSISTANCE	2,086,815	2,086,815	590,794.96	230,901.87	-433,502.39	1,929,522.43	7.5%
TOTAL EXPENSES	2,086,815	2,086,815	590,794.96	230,901.87	-433,502.39	1,929,522.43	

Library Board

Monday, February 25, 2019

Regular Meeting

Item B3

Approval of Bills Submitted - January 22, 2019 and February 12, 2019

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

012219

<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						
85160		OTHER EMPLOYEE BENEFITS						
0	10168	BANK OF AMERICA	TASC - Admin Fees	TXN00053702			6133	29.28
85305		UTILITY SERVICES						
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	DEC. 2018			0	3,545.23
85413		POSTAGE						
1	82	CITY OF GRAND ISLAND-TREASURY	PETTY CASH REIMBURSEMENT	01/22/19			0	22.00
1	344	MIDWEST CONNECT LLC	12/17/18-12/31/18 POSTAGE	GI11 01/02/19			0	210.05
85416		ADVERTISING						
1	214	MIDLANDS NEWSPAPERS INC	ADVERTISING	10040440 - DEC 2018			0	14.78
85422		DUES & SUBSCRIPTIONS						
1	3767	OCLC ONLINE COMPUTER LIBRARY	OCLC	638019	35094		0	2,093.50
85426		AV/ELECTRONIC MEDIA						
1	562	MIDWEST TAPE	AUDIOBOOKS, DVDS, PLAYAWAYS	96751615	10326		0	732.52
1	562	MIDWEST TAPE	DVDS & PLAYAWAY	96778176	10326		0	308.16
1	562	MIDWEST TAPE	HOOPLA 12/31/18	96800022	10326		0	3,652.08
85490		OTHER EXPENDITURES						
1	8792	CHASE PAYMENTECH LLC	DEC 2018 CREDIT CARD USER FEE	2018 DEC 6614			6110	54.57
85515		GASOLINE						
1	83	CITY OF GRAND ISLAND-TREASURY	REPAIR SHOP DECEMBER 2018	LIBR 2018-12			0	44.16
10044301 Org Total							10,706.33	

Schedule of Bills

012219

<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>
29555001		OTHER DEPARTMENT PROJECTS						
85042		EDITH ABBOTT MEMORIAL LIBRARY						
1	10761	CHEEVER CONSTRUCTION COMPAN	LIBRARY RENOVATION CONSTRUCTION	LIBRARY RENO / PMT 7	34747		0	33,938.92
1	10761	CHEEVER CONSTRUCTION COMPAN	LIBRARY RENOVATION CONSTRUCTION	LIBRARY RENO / PMT 6	34747		0	162,239.72
1	1257	THE CLARK ENERSEN PARTNERS IN	ARCHITECTURAL SERVICES CONTRACT	10	34041		0	1,224.64
1	10841	MIDWEST STORAGE SOLUTIONS INC	SHELVING FOR RENOVATION PROJECT	6786	35041		0	4,853.86

29555001 Org Total 202,257.14

Prepared By

Nancy Brauch

Library Funds Disbursement Voucher	
Approved by: Ed Meedel	Date 1/24/19
Library Board President <i>Ed</i>	
Authenticated by: Tanya Hansen	Date 1/28/19
Library Board Secretary <i>Tanya Hansen</i>	

Schedule of Bills

021219

<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		LIBRARY						
74703		FINES AND PENALTIES						
0	999999	REFUND CUSTOMERS	REFUND DUE TO PATRON	TANISHA GRIM			0	20.00
85160		OTHER EMPLOYEE BENEFITS						
0	10168	BANK OF AMERICA	TASC-Admin Fees	TXN00054612			6153	40.26
85241		COMPUTER SERVICES						
0	10168	BANK OF AMERICA	Amazon-SSD	TXN00054823			6153	59.99
85305		UTILITY SERVICES						
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	JAN 2019			0	4,137.24
85317		NATURAL GAS						
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	18DEC2646500-5			211244	814.07
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00053680			6153	82.17
0	10168	BANK OF AMERICA	BATTERYSHARK - Battery Replace	TXN00054370			6153	338.08
0	10168	BANK OF AMERICA	ENERGY AVE - Bubls	TXN00054400			6153	252.42
0	10168	BANK OF AMERICA	KELLY SUPPLY - Maintenance	TXN00053783			6153	61.25
0	10168	BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00054050			6153	0.03
0	10168	BANK OF AMERICA	SAMS - Maintenance Supplies	TXN00054291			6153	167.84
0	10168	BANK OF AMERICA	SHIFFLER - Maintenance	TXN00053598			6153	142.22
1	9048	SALVADOR MENDOZA	TEST BACKFLOW DEVICES	2018-1477	35153		0	165.00
85330		REPAIR & MAINT - OFF FURN & EQ						
0	10168	BANK OF AMERICA	KONICA - Monthly Invoice	TXN00054576			6153	35.01
85413		POSTAGE						
1	344	MIDWEST CONNECT LLC	01/02/19-01/15/19 POSTAGE	GI11 01/09/19			0	228.58
85425		BOOKS						
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00054555			6153	16.82
0	10168	BANK OF AMERICA	BRODART - Processing	TXN00053735			6153	3,820.96
0	10168	BANK OF AMERICA	SAMS - Books	TXN00054529			6153	58.44
0	10168	BANK OF AMERICA	WALMART - Book	TXN00054521			6153	22.74
0	10168	BANK OF AMERICA	WALMART - Credit	TXN00054599			6153	(22.74)
85426		AV/ELECTRONIC MEDIA						
0	10168	BANK OF AMERICA	FINDAWAY - Playways	TXN00054491			6153	314.96

Schedule of Bills

021219

<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		LIBRARY						
85426		AV/ELECTRONIC MEDIA						
0	10168	BANK OF AMERICA	FINDAWAY - Playaway	TXN00054500			6153	194.97
1	562	MIDWEST TAPE	AUDIOBOOKS & DVDS	96866197	10326		0	1,315.80
1	562	MIDWEST TAPE	PLAYAWAYS & DVDS	96893518	10326		0	726.55
85427		PERIODICALS						
0	10168	BANK OF AMERICA	NY TIMES - Subscription	TXN00053837			6153	55.00
85490		OTHER EXPENDITURES						
1	8792	CHASE PAYMENTECH LLC	JAN 2019 CC USER FEE	2019JAN6614			6150	50.99
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	"ALA - Bookmarks, Posters"	TXN00054039			6153	75.80
0	10168	BANK OF AMERICA	AMAZON - Canned Air	TXN00053817			6153	32.66
0	10168	BANK OF AMERICA	AMAZON - Ozobot	TXN00053979			6153	99.99
0	10168	BANK OF AMERICA	AMAZON - Planners	TXN00053755			6153	21.98
0	10168	BANK OF AMERICA	AMAZON - Protection Plan	TXN00053966			6153	15.74
0	10168	BANK OF AMERICA	BRODART - Processing	TXN00053735			6153	860.77
0	10168	BANK OF AMERICA	BUILDASIGN.COM - Custom Sign	TXN00054028			6153	132.27
0	10168	BANK OF AMERICA	QUILL - Supplies	TXN00053692			6153	121.87
0	10168	BANK OF AMERICA	SAMS - Supplies	TXN00054293			6153	57.40
0	10168	BANK OF AMERICA	VISME - Software	TXN00054175			6153	120.00
0	10168	BANK OF AMERICA	WALMART - Supplies	TXN00054430			6153	99.63
1	562	MIDWEST TAPE	AUDIOBOOK	96720197	10326		0	538.99
1	562	MIDWEST TAPE	AUDIOCASES	96497626	10326		0	1,077.98
1	562	MIDWEST TAPE	AUDIOCASES	96264288	10326		0	4,398.91
1	562	MIDWEST TAPE	AUDIOCASES	96377142	10326		0	5,708.87

10044301 Org Total 26,461.51

Schedule of Bills

021219

Vendor
Org **Object** **Name/Number** **Description**
29555001 OTHER DEPARTMENT PROJECTS
85042 EDITH ABBOTT MEMORIAL LIBRARY
1 1257 THE CLARK ENERSEN PARTNERS IN ARCHITECTURAL SERVICES CONTRACT

<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
11	34041		0	1,197.18

29555001 Org Total 1,197.18

Prepared by

Nancy Breich

Library Funds Disbursement Voucher	
Approved by: Ed Meedel	Date 2/8/19
Library Board President <i>Ed Meedel</i>	
Authenticated by: Tanya Hansen	Date 2/8/19
Library Board Secretary <i>Tanya Hansen</i>	

Library Board

Monday, February 25, 2019

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 [note: the report due in February is postponed until March]*
- 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: Steve Fosselman

Title	Date	Primary Event Type
Library Closed - New Year's Day	1/1/2019	Hours Change
Children's Winter Break Program - Icy Science	1/2/2019	Children's Holiday Break Program
Teen Winter Break Program - Tie-Dye Ornament Craft	1/2/2019	Teen Holiday Break Program
Kids learn about ice at library program (Independent)	1/3/2019	Media
Children's Winter Break Program - Super Bouncy Snowballs	1/3/2019	Children's Holiday Break Program
Teen Winter Break Program - Ugly Sweater Craft Party	1/3/2019	Teen Holiday Break Program
Children's Winter Break Program - Movie and LEGOs	1/4/2019	Children's Holiday Break Program
Teen Winter Break Program - Movie & Button Making	1/4/2019	Teen Holiday Break Program
Lapsit (Play and Read)	1/7/2019	Lapsits
Teen Library Corps (TLC)	1/7/2019	Teen General Program
Baby & Toddler Lapsit-Rock and Read	1/8/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	1/8/2019	Family Storytime
2019 Book Club for Adults	1/8/2019	Book Club for Adults
Storytime (Ready to Read)	1/9/2019	Storytime
BookBop	1/10/2019	Storytime
Saturday Storytime	1/12/2019	Storytime
Lapsit (Play and Read)	1/14/2019	Lapsits
HomeSchoolers Program	1/14/2019	Children's Literacy Event
G.I. Public Library offers free programs for homeschool students (Local 4 News)	1/14/2019	Media
Baby & Toddler Lapsit-Rock and Read	1/15/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	1/15/2019	Family Storytime
Bear Fair planned for Jan. 22 at Grand Island Public Library (Independent)	1/15/2019	Media
Storytime (Ready to Read)	1/16/2019	Storytime
BookBop	1/17/2019	Storytime
Grand Island Public Library's new west entrance opening Tuesday (Independent)	1/17/2019	Media
Outreach to GIPS Preschools-GIPS	1/18/2019	Outreach
Saturday Storytime	1/19/2019	Storytime
Library Closed - Martin Luther King Jr. Day	1/21/2019	Hours Change
Grand Island Public Library officially opens its main entrance, while postponing Bear Fair (NTV)	1/22/2019	Media
Bear Fair Promotion GIPS Early Learning Center	1/22/2019	Outreach
Storytime (Ready to Read)	1/23/2019	Storytime
BookBop	1/24/2019	Storytime
Library opens renovated main entrance (Independent)	1/24/2019	Media
Saturday Storytime	1/26/2019	Storytime
LIBRARY ALIVE: May we suggest? Library staff offers ideas (Independent)	1/27/2019	Media
Library Board Meeting	1/28/2019	Library Board
Lapsit (Play and Read)	1/28/2019	Lapsits
Teen Library Corps (TLC)	1/28/2019	Teen General Program
To Read or Not to Read Book Club	1/28/2019	Book Club for Adults
Bear Fair 2019 (postponed from 1/22/2019)	1/29/2019	Children's Literacy Event

Call for more details - some programs require registration

Annual Bear Fair connects families with local organizations (Local 4 TV)	1/29/2019	Media
Kids hibernate with a good book at Bear Fair (NTV)	1/29/2019	Media
Baby & Toddler Lapsit-Rock and Read	1/29/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	1/29/2019	Family Storytime
Serving health care needs of both teddy bears and children (Independent)	1/29/2019	Media
Storytime (Ready to Read)	1/30/2019	Storytime
BookBop	1/31/2019	Storytime
Saturday Storytime-Stories and Crafts with Eddie the Comfort Dog	2/2/2019	Storytime
Altrusa International of Grand Island [Blind Date with a Book] (Independent)	2/3/2019	Media
Club Calendar - February 2019 [Grand Island Public Library Adult Bookclub] (Independent)	2/3/2019	Media
Lapsit (Play and Read)	2/4/2019	Lapsits
Teen Library Corps (TLC)	2/4/2019	Teen General Program
Baby & Toddler Lapsit-Rock and Read	2/5/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	2/5/2019	Family Storytime
2019 Book Club for Adults	2/5/2019	Book Club for Adults
Storytime (Ready to Read)	2/6/2019	Storytime
BookBop	2/7/2019	Storytime
Nebraska Association of Public Employees	2/7/2019	Public Meeting
Grand Island Public Library, AARP to offer tax help (Independent)	2/8/2019	Media
Saturday Storytime	2/9/2019	Storytime
Prairie Pioneer Genealogy Assistance	2/9/2019	Adult Cultural Program
Grand Island Gaming Guild	2/9/2019	Public Meeting
Lapsit (Play and Read)	2/11/2019	Lapsits
HomeSchoolers Program	2/11/2019	Children's Literacy Event
Baby & Toddler Lapsit-Rock and Read	2/12/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	2/12/2019	Family Storytime
Nebraska Library Commission Announces Public Library Accreditation	2/12/2019	Media
Storytime (Ready to Read)	2/13/2019	Storytime
Prairie Pioneer Genealogy Assistance	2/13/2019	Adult Cultural Program
Youth Leadership Tomorrow	2/13/2019	Teen General Program
BookBop	2/14/2019	Storytime
Saturday Storytime - Stories and Crafts with Remi the Comfort Dog	2/16/2019	Storytime
Heartland Workers Center	2/16/2019	Public Meeting
Library Board Meeting	2/18/2019	Library Board
Lapsit (Play and Read)	2/18/2019	Lapsits
Teen Library Corps (TLC)	2/18/2019	Teen General Program
Baby & Toddler Lapsit-Rock and Read	2/19/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	2/19/2019	Family Storytime
Storytime (Ready to Read)	2/20/2019	Storytime

Call for more details - some programs require registration

Grand Island Latino Network	2/20/2019	Public Meeting
BookBop	2/21/2019	Storytime
Saturday Storytime	2/23/2019	Storytime
Lapsit (Play and Read)	2/25/2019	Lapsits
To Read or Not to Read Book Club	2/25/2019	Book Club for Adults
Baby & Toddler Lapsit-Rock and Read	2/26/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	2/26/2019	Family Storytime
Newell ELL Family Night	2/26/2019	Children's Literacy Event
Storytime (Ready to Read)	2/27/2019	Storytime
BookBop	2/28/2019	Storytime
Veterans Affairs Vets Town Hall	2/28/2019	Public Meeting
Saturday Storytime-Dr. Seuss's Birthday Bash	3/2/2019	Storytime
Mid Nebraska Rabbit Club	3/3/2019	Public Meeting
Lapsit (Play and Read)	3/4/2019	Lapsits
Teen Library Corps (TLC)	3/4/2019	Teen General Program
Baby & Toddler Lapsit-Rock and Read	3/5/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	3/5/2019	Family Storytime
2019 Book Club for Adults	3/5/2019	Book Club for Adults
Storytime (Ready to Read)	3/6/2019	Storytime
Starr ELL Family Night	3/6/2019	Children's Literacy Event
BookBop	3/7/2019	Storytime
Spring Break Movie for Youth	3/8/2019	Children's Spring Break Program
Saturday Storytime	3/9/2019	Storytime
Prime Time Family Reading Time - Preschool	3/9/2019	Children's Literacy Event
Prairie Pioneer Genealogy Assistance	3/9/2019	Adult Cultural Program
Grand Island Gaming Guild	3/9/2019	Public Meeting
HomeSchoolers Program	3/11/2019	Children's Literacy Event
TBD	3/11/2019	Children's Spring Break Program
TBD	3/11/2019	Teen Spring Break Program
TBD	3/12/2019	Children's Spring Break Program
TBD	3/12/2019	Teen Spring Break Program
Prairie Pioneer Genealogy Assistance	3/13/2019	Adult Cultural Program
TBD	3/13/2019	Children's Spring Break Program
TBD	3/13/2019	Teen Spring Break Program
Prime Time Family Reading Time - Elementary	3/14/2019	Children's Literacy Event
TBD	3/14/2019	Children's Spring Break Program
TBD	3/14/2019	Teen Spring Break Program
Spring Break Movie for Youth	3/15/2019	Children's Spring Break Program
Saturday Storytime - Stories and Crafts with Remi the Comfort Dog	3/16/2019	Storytime
Prime Time Family Reading Time - Preschool	3/16/2019	Children's Literacy Event
Library Board Meeting	3/18/2019	Library Board
Lapsit (Play and Read)	3/18/2019	Lapsits
Teen Library Corps (TLC)	3/18/2019	Teen General Program
Baby & Toddler Lapsit-Rock and Read	3/19/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	3/19/2019	Family Storytime
Come, Sit & Breathe	3/19/2019	General Program

Call for more details - some programs require registration

Storytime (Ready to Read)	3/20/2019	Storytime
BookBop	3/21/2019	Storytime
Prime Time Family Reading Time - Elementary	3/21/2019	Children's Literacy Event
Saturday Storytime	3/23/2019	Storytime
Prime Time Family Reading Time - Preschool	3/23/2019	Children's Literacy Event
HOBY Youth Leadership	3/23/2019	Public Meeting
Nebraska Archaeological Society	3/23/2019	Public Meeting
Lapsit (Play and Read)	3/25/2019	Lapsits
To Read or Not to Read Book Club	3/25/2019	Book Club for Adults
Baby & Toddler Lapsit-Rock and Read	3/26/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	3/26/2019	Family Storytime
Come, Sit & Breathe	3/26/2019	General Program
Storytime (Ready to Read)	3/27/2019	Storytime
BookBop	3/28/2019	Storytime
Prime Time Family Reading Time - Elementary	3/28/2019	Children's Literacy Event
Saturday Storytime	3/30/2019	Storytime
Prime Time Family Reading Time - Preschool	3/30/2019	Children's Literacy Event

Call for more details - some programs require registration

Library Overview & Annual Report

February 2019



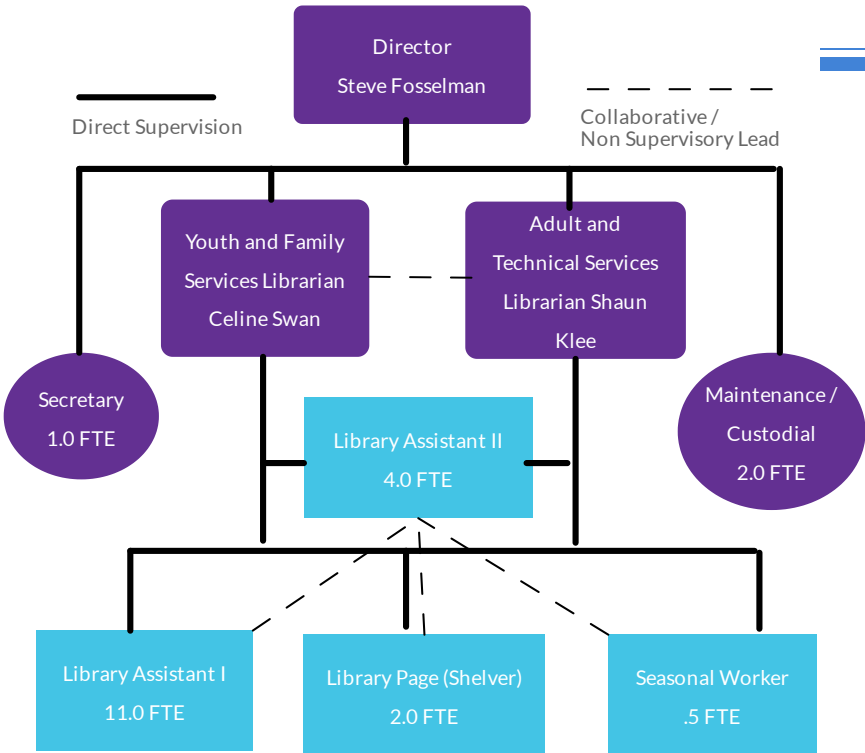
GILIBRARY 2020 Goals

- 1. Getting kids ready to read and supporting them as students
- 2. Keeping pace with Library technology
- 3. Making changes in collections and programs to match our diverse community needs
- 4. Reshaping Reference, Teen and other areas as Library Learning Center areas
- 5. Improving meeting rooms and videoconferencing capabilities
- 6. Taking our services out to our youngest and eldest / better transportation to the Library
- 7. Establishing Library Branch and expanded Internet Branch services

Upcoming Priorities

- 1. Create Every Child Ready to Read center, outdoor discovery area, Makerspace opportunities for all students.
- 2. Provide enhanced technology for meeting spaces, Makerspace suite and Wifi.
- 3. Continue rightsizing print collections and shift collections as needed.
- 4. Review and realign different learning center areas and collections provided through the reference help desk.
- 5. Rebrand meeting room services and connect more with community's need for civic spaces.
- 6. Make use of a library van or small bookmobile for city-wide delivery and checkout; continue work with GIAMPO on transit and bike/ped plans.
- 7. Work with City, citizen feasibility task force, and Library Foundation to analyze funding, (co)location, and service aspects of library branch operations.

Staffing 23.5 FTE



Library Board

- City Code Chapter 19**
Seven member board appointed by Mayor/approved by Council

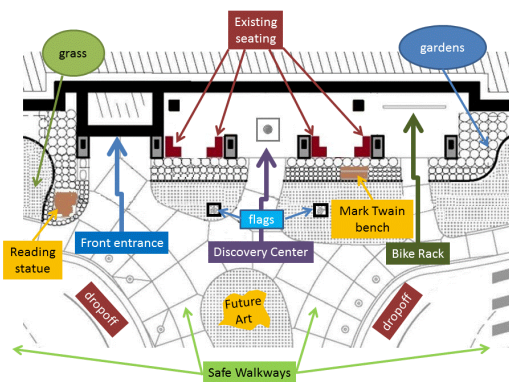
Makes policy, approves strategic plan, and other duties
- Neb. Rev. Statutes Chapter 51**
Board is formed under this portion of state law, library is forever free to inhabitants
- City Code Chapter 2**
Library director hired under Neb. Rev. Statutes Chapter 51, all library employees subject to City Personnel Rules

Mission

The Grand Island Public Library is the gateway for the people of our diverse community to achieve a lifetime of learning and literacy.

Library Services and Spaces

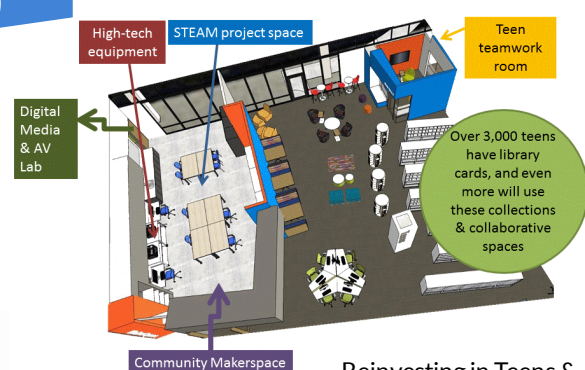
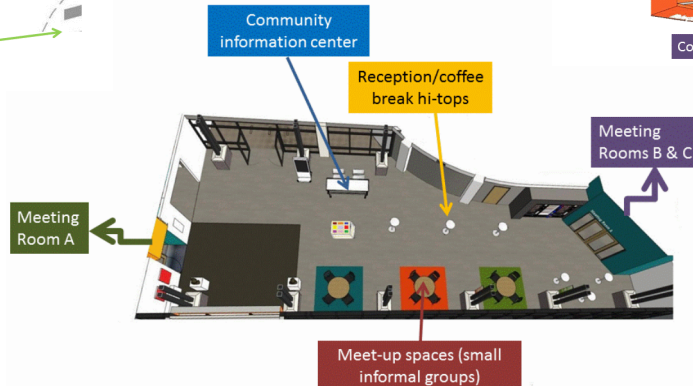
- Checkout and reference/information retrieval use of books, magazines, reference materials, DVD's, CD's, and other shelved formats; electronic media such as eBooks, eZines, eAudiobooks, streaming movies and music, electronic reference databases, etc.
- Interactive learning centers throughout the building to allow for collaborative use, discovery, and programs/classes - Children's Discovery Center, Art Alcove, Senior Lounge, Multicultural Center and much more
- For both children and teen cardholders, a live homework helper service
- Variety of programs for infants, toddlers and preschoolers designed to assist parents in preparing their children to love reading and learning, using the American Library Association's Every Child Ready to Read initiative
- 1,000 Books before Kindergarten initiative and partner with the United Way on their Born Learning Program and Dolly Parton Imagination Library
- After and out-of-school programming for grade-schoolers including a summer reading program and incorporating hands-on, teamwork, interactive and creative Makerspace activities
- Teen programs throughout the year including a summer reading program
- Adult/general programming centering around authors, history and culture
- Heritage Room featuring extensive family history collections including a state DAR library, and free research days conducted by the Hall County Genealogical Society
- Computer classes and Book a Librarian service designed for assistance to patrons in computer operations, electronic resources or in setting up personal devices to retrieve eBooks and other electronic materials
- Bilingual programming including two six-week Prime Time Family Reading Time programs each year
- Community meetings with rooms assigned for bookings and informal spaces for "meet ups", study rooms and test proctoring rooms
- Volunteer opportunities for teens through TLC - Teen Library Corps - and for adults through Friends Group
- Community conversations through Facebook, Twitter, etc.
- 24/7 services through www.gilibrary.org
- Community partnerships with Grow Grand Island, Hall County Community Collaborative, GI schools, GICC, Literacy Council, United Way, etc. for solving community needs through library services



Reinvesting in improved parking & plaza - for safer access, outdoor youth discovery center and public art civic space

Renovation Project (funded by donations)

Reinvesting in improved meeting & study spaces - repurposed lobby space for "meet-ups", programming, receptions; improved technologies in meeting rooms



Reinvesting in Teens & Makerspace with Digital Media Lab - in partnership with schools and community agencies

Hours of operation: Monday-Thursday 9:30 am - 8 pm; Friday 9:30 am - 6:00 pm, Saturday 9:30 am - 5:00 pm; Sunday 1:00 - 5:00 pm

211 North Washington Street, Grand Island, NE 68801 308-385-5333 308-385-5339 (fax) library@grand-island.com

www.gilibrary.org

www.facebook.com/gilibrary

<https://twitter.com/GIPLibrary>

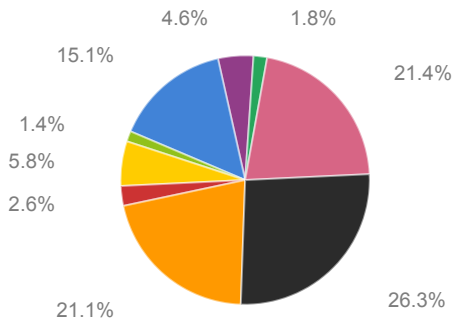
GILIBRARY by the Numbers 2017-2018

Nebraska Statutes 51-213 Annual Report

Grand Island Public Library, Grand Island, NE

Patron Use

1,557,623



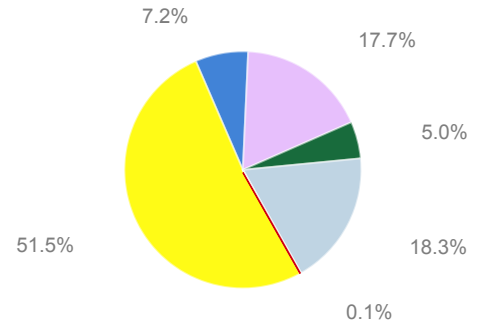
Checkouts	328,850
Borrowers	39,978
Computers / Wireless Sessions	90,297
Program/Meeting Participants	21,119
Visitors	235,139
Web Sessions	71,596
Reference, Reserves, ILL	27,346
Online Resource Use	333,511
Facebook, Twitter Reach	409,787

what's
the
IMPACT?

1.7 million
library
services &
resources for
your lifetime of
learning and
literacy!

185,454

Collections

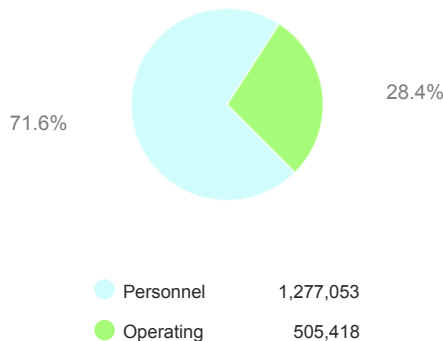


Books	95,592
Audio	13,407
eBooks	32,832
Video	9,347
Downloadable Audio/Video	34,026
Magazine / Newspaper Subscriptions	250

Total items added during year	20,670
Total items withdrawn	30,201

Library's Gen Fund Expenses (100)

Spending 98% of \$1,814,215 budget

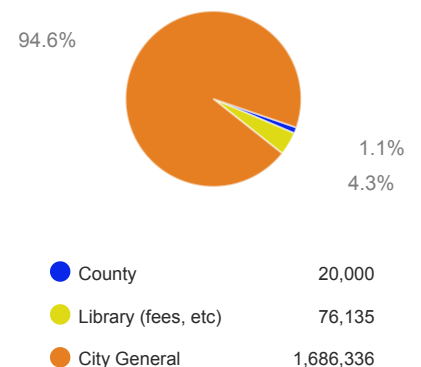


Budgetary

Other Library Funds	Revenues	Expenses
Library Trust (201)	10,542	4,415
Pioneer Consortium (280)	36,809	35,128
Special Revenues (295)	509,552	309,357

Library's Gen Fund Revenues (100)

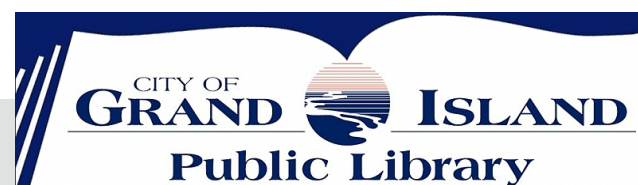
Comprising 100% of Expenses



The Grand Island Public Library is the gateway for the people of our diverse community to achieve a lifetime of learning and literacy.

A Lifetime of Learning Happens @ Your Library!

GILIBRARY 2020 Progress Report for 2018 on reverse



GILIBRARY 2018 Highlights

Grand Island Public Library, Grand Island, NE

Renovation and much more!



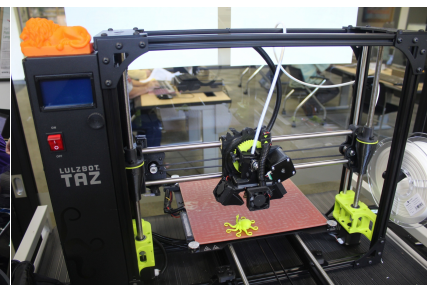
After many months of planning, construction started in August after Mayor Jensen presided at our Groundbreaking Ceremony



Thanks for the help from Tom Dinsdale, Local 4 TV and Library Foundation board member Al Lepler during the Foundation's ongoing renovation fundraiser



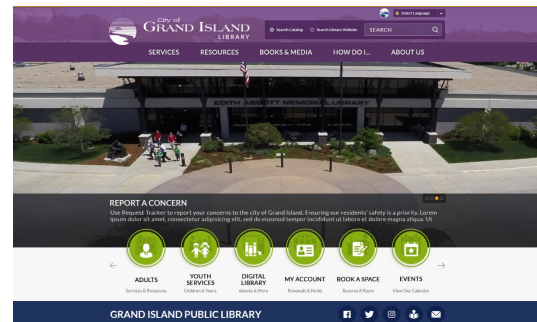
While our renovation project was still underway at the end of 2018, we got new carpet and paint, as well as most of the shelving, into our new books rotunda for a festive holiday season.



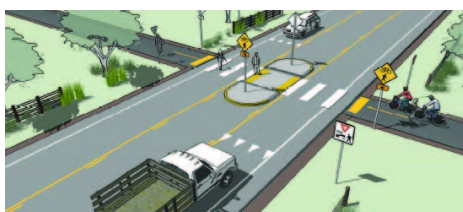
Libraries Rock was the 2018 Summer Reading Program theme and included a joint Makerspace program with GIPS middle schools



Bear Fair, Pre-Renovation Friends Book Sale and brand new www.gilibrary.org



Teen Read Week Comic Con



Work through 2018 with GIAMPO's Transportation and Bike/Ped plans include library as anchor destination for future transit service and center-lane pedestrian refuge concept shown for access across five-lane Highway 30.

More 2018 highlights and information can be found at <https://www.gilibrary.org/about-us/about-your-library/gilibrary-2020/>

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A Lifetime of Learning Happens @ Your Library!

GILIBRARY By the Numbers FY2017-2018 on reverse



National League of Cities - City Leadership for Building an Early Learning Nation 18-month Initiative

As part of the Bezos Family Foundation's vision to build an Early Learning Nation by 2025, National League of Cities (NLC) has worked with cities around the country for the last three years to develop and strengthen local early learning systems. NLC and the Bezos Family Foundation envision cities as places in which all children receive nurturing early childhood experiences, in which children and their families receive the supports they need to be healthy and thriving, in which children are considered throughout policy and practice decisions, and in which programs, services, and policies, exist and work together to ensure that every child reaches their full potential.

National League of Cities (NLC) works with communities across the US to develop Early Learning Communities. As part of Nebraska's application for this program, Former Mayor Jensen had expressed the City's support for project involvement. Early this year we found out through the Nebraska Children and Families Foundation (NCFF), which is financially supporting this project as part of its Communities for Kids (C4K) program, that NLC has approved our state application.

While NLC usually works with larger cities, our application was unique in that six communities - Grand Island, Gothenburg, Norfolk, Red Cloud, Schuyler, and Wood River - are forming together with NCFF (the Lincoln star below) as one team to participate in this initiative.



Representing Grand Island are:

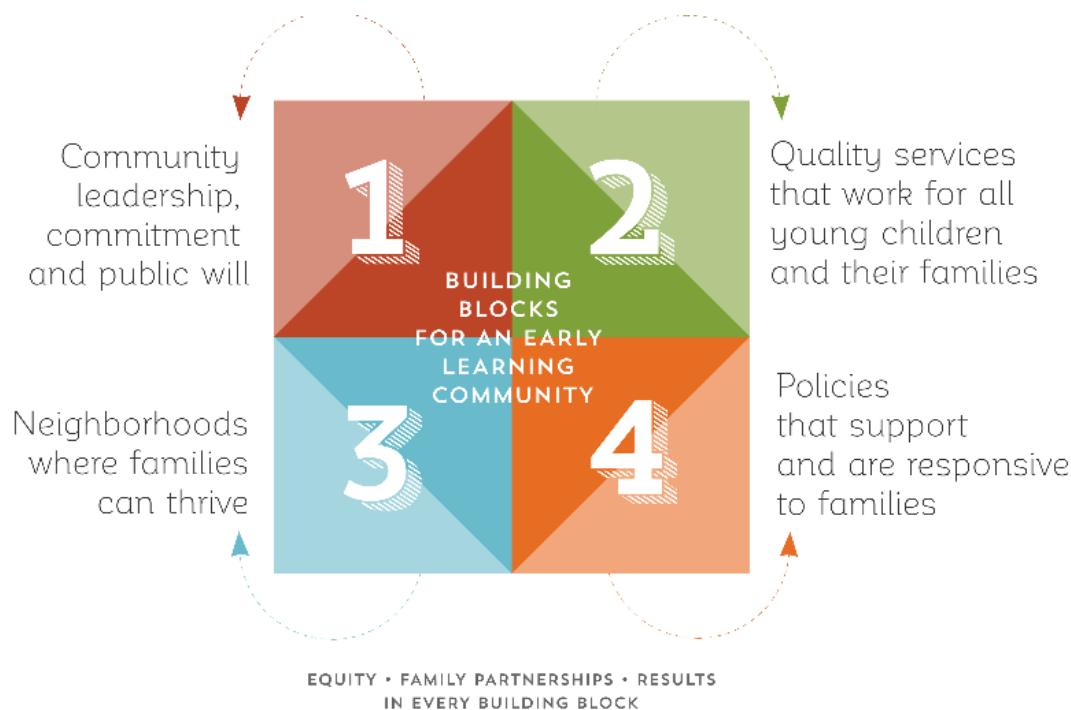
- Celine Swan, Youth and Family Services Librarian, Grand Island Public Library
- Barb Beck, Early Childhood Education Instructor, Central Community College

NCFE has established the role envisioned for Celine, Barb and the cohort of Nebraska communities as part of the initiative:

- Two representatives from each of the six communities, and two representatives from NCFE, will commit to work together to address early learning options in their own communities.
- These representatives will attend NLC's City Leadership for Building an Early Learning Nation Leadership Academy meeting in March 2019 and another conference at the end of the 18-month initiative. There should be no local expenses as NLC will support the travel expenses of seven (half) of the representatives to attend this meeting and the NCFE will support the travel expenses of the other seven.
- Nebraska communities will participate in any peer learning opportunities, including every-other-month webinars.
- NLC will work with NCFE to brainstorm other customized ways that NLC can support the work of the six communities.
- NLC will provide technical assistance throughout, and will support a site visit to visit Nebraska, possibly during the second annual Thriving Communities and Families conference in September 2019.

NLC has identified four City Leadership for Building an Early Learning Nation project goals:

1. Expand the number of cities nationally taking action to promote early learning
2. Increase city leaders' capacity to implement new early learning programs and policies through use of the Early Learning Communities Action Guide and with technical assistance support from NLC
3. Increase national recognition of the important role that city leaders play in championing healthy development and learning outcomes for young children
4. Deepen cities' efforts among four key focus areas (below).



Library Board

Monday, February 25, 2019

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: Ed Meedel

Library Board

Monday, February 25, 2019

Regular Meeting

Item F1

Approval of Revisions to Circulation Policy

Section two of the Circulation Policy (<https://www.gilibrary.org/home/showdocument?id=18480>) pertains to Check out Periods, Limits and Renewals. Subsection three lists materials with three-week checkout. Board approval is sought to designate a limit of two checkouts of kits per patron card due to the limited number of kits and their expense.

Section three of the Circulation Policy pertains to fines and fees and currently contains four subsections. Board approval is sought to add a section five delineating established procedures with the City of Grand Island as follows:

5. City of Grand Island Procedures. Patrons making payment with checks returned for nonsufficient funds shall be assessed fees by the City of Grand Island. Accounts with unpaid lost materials may be referred by the Library Director to collection agencies doing business with the City of Grand Island.

Staff Contact: Steve Fosselman

Library Board

Monday, February 25, 2019

Regular Meeting

Item F2

Approval of Change in Library Address

Washington Street between 2nd and 3rd Streets was vacated through City Council approval of Ordinance NO. 8993 on July 26, 2005. No address change was made by the library at that time. Now that we have completely closed off what used to be Washington Street in front of the library, and after consultation with representatives of the Fire Department and Regional Planning Department, board approval is sought for a change in our address from 211 North Washington Street to 1124 West 2nd Street.

Staff Contact: Steve Fosselman