
Library Board

Monday, December 16, 2019

Regular Meeting

Item F2

Discussion of Library Board Governance

Last month the Library Board started a three month discussion of board governance:

1) November 2019 included a presentation of key difference between Chapter 51 and Chapter 16 models, and how libraries in cities of the first class (including Grand Island) are formed under one or the other chapter, as well as information about two Council meetings in 2012 regarding appointment of department directors.

2) December 2019

(a) Information (attached) about practices from the 1980's and earlier showing how the Library and City Hall have worked together for many years for the best interests of the citizens of Grand Island.

(b) Information (presented at meeting) from other Chapter 51 libraries in cities of the first class with attention to similarities in their operations and interactions with City Hall.

3. January 2020

(a) Review of past annual report mechanisms and current report to be approved.

(b) Discussion of proposed annual report presentation to Council by Library Board with information about board governance as well as operations.

Staff Contact:

Claims of 20 September 1965

SEP 20 1965
Exhibit "K" 1577

Manager's Office 101

1. Northwestern Bell Telephone Company
2. The Beaver Press

Telephone	\$114.60
Printing	3.65
	<u>\$118.25</u>

Mayor-Council 102

Clerk's Office 103

1. Nebraska Office Service
2. Rinders Printing
3. First National Bank

Office Supplies	\$ 13.85
Printing	14.55
Data Processing	90.77
	<u>\$119.17</u>

Treasurer's Office 104

1. Credit Bureau of Grand Island
2. Water & Light Dept.

Credit Reports	\$ 2.50
Use of Postage machine	81.78
	<u>\$ 84.28</u>

City Attorney's Office 105

1. Matthew Bender & Co.
2. Office Equipment Company
3. West Publishing Company

Books	\$ 18.50
Office supplies	48.40
Law Books	28.00
	<u>\$ 94.90</u>

Planning Commission 106

City Hall Maintenance 107

1. Grand Island Daily Independent
2. Otis Elevator Company
3. Richard Nelson
4. Bartenbach's
5. Coast-to-Coast
6. Model Laundry Company
7. Lawrence Electric
8. Rapid Film Service
9. Richard Nelson
10. Otis Elevator Company
11. Northwestern Bell Telephone Company
12. Water & Light Department

Advertising	\$ 1.80
Elevator Contract	165.18
Painting	40.00
Brushes, etc.	30.49
Garbage Can	5.79
Laundry Service	3.40
Building repairs	29.96
Fire Extinguishers	544.00
Painting	10.00
Elevator Contract	165.18
Telephone Service	8.60
Utilities	616.68
	<u>\$ 1,621.08</u>

Civil Service 108

Incidentals and Miscellaneous 109

1. Grand Island Daily Independent
2. Office Equipment Company
3. The Beaver Press
4. Carpenter Paper Company
5. Eastman Kodak Stores
6. Beaver Press
7. R. E. Murphy Company
8. Bill-A-Pak Company
9. Water & Light Department

Advertising	\$304.05
Duplicating Supplies	15.75
Letterheads & Envelopes	287.35
Cups	4.25
Duplicating Supplies	112.16
Printing	24.25
Mimeograph Paper	8.35
Message Books	18.91
Utilities	133.35
	<u>\$908.42</u>

Library Fund 145

1. City Electric Department
2. City Sanitation Service
3. Northwestern Public Service
4. Northwestern Bell Telephone
American Bindry
Doubleday & Company, Inc.
5. Charles M. Garner & Company
6. C. S. Hammond & Company
9. Harr Wagner Publishing Company
10. Life Nature Library
11. A. C. McClurg & Company
12. McNaughton Book Service
13. Collier-Macmillan Library
14. New Method Book Bindery
15. Silver Burdett Company
16. Columbia Record Club
17. Christian Century Foundation
18. Grand Island Daily Independent
19. Gaylord Brothers, Inc.
20. Demco Library Supp.
21. American Bindery, Inc.
22. Boardman Company
23. Grand Island Typewriter Company
24. Johnson Cashway Lumber Company
25. Model Laundry
26. Cates Tire Company
27. Lewis Auto Supply
28. Cox Body Shop
29. Tom's Floor Service
30. Tom's Floor Service
31. John O. Baumann
32. Grand Island Public Library

Utilities	\$ 64.94
Garbage Collection	4.00
Natural Gas	3.39
Telephone Service	34.65
Books	40.35
Books	194.97
Books	149.98
Books	14.45
Books	70.98
Books	4.30
Books	127.57
Books	153.94
Books	32.02
Books	216.84
Books	7.60
Record	4.17
Periodicals	7.50
Advertising	18.87
Office Supplies	94.60
Office Supplies	142.74
Binding	536.68
Incidentals	307.56
Office supplies	4.35
Building maintenance	3.19
Laundry service	1.08
Bookmobile maintenance	5.00
Bookmobile maintenance	14.65
Bookmobile maintenance	25.50
Janitor work	200.00
Building maintenance	41.85
Rent	225.00
Office Supplies	20.74
	<u>\$2,773.46</u>

1581

Park Fund 146

1. Farmers Union Co-op
2. U. S. Department of Interior
3. Lee Myers Seed Company
4. Northwestern Bell Telephone Company
5. Pedersen Farm Equipment
6. Sherwin-Williams Company
7. Sanitary Plumbing
8. Water & Light Department
9. City Shop Garage

Oil	\$ 7.85
Pamphlet	4.00
Grass Seed	70.00
Telephone Service	19.51
Equipment repairs	7.50
Paint, etc.	48.90
Equipment repairs	12.15
Utilities	581.67
Equipment maintenance	419.47
	<u>\$1,171.05</u>

Park Fund (Ryder) 147

1. Water & Light Department

Utilities	\$524.58
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Police Fund 148

1. Northwestern Bell Telephone Company
2. Lee's Radio
3. Motorola Communications
4. The Beaver Press
5. Hornady Bullet Manufacturing Company
6. Howard Hofeldt
7. Credit Bureau of Grand Island
8. Lee's Radio
- Sidles Company
- Nebraska Office Service

Telephone Service	\$ 1.00
Repair Siren	2.50
Radio Contract	67.80
Printing	12.75
Ammunition	52.50
Prisoners Meals	163.10
Credit Report	3.00
Repairs	9.43
Batteries	6.24
Office supplies	3.95

COMMUNICATIONS TO CITY COUNCIL

August 12, 1968

TO: Honorable Mayor John Ditter
City Council

FROM: Milan Bish, General Chairman
Community Development Action Council

SUBJECT: Minimum Housing Code & Ordinance Council Intent on
Cultural Center Development

The following recommendations are respectfully submitted for City Council consideration upon the unanimous recommendation of the CDAC Steering Committee:

(1) MINIMUM HOUSING CODE - After careful consideration and acting upon the recommendations of the CDAC Housing Committee, the CDAC Steering Committee is unanimous in its recommendation that the City Council implement the proposed Minimum Housing Code at the Council's earliest convenience. A large number of citizens and organized groups including the Board of Directors of the Chamber of Commerce have reviewed the code and all are in agreement that this is a necessary tool for future community development. The CDAC Steering Committee compliments Mr. Lee Butts for his interest and work in this area.

(2) COUNCIL INTENT ON CULTURAL CENTER DEVELOPMENT - In the opinion of the CDAC Steering Committee one of the most important projects with a high community priority is the development of the proposed 12 acre cultural center, library and government center complex to be located east of Sycamore Streets between Front and Second Streets.

The Council is familiar with the Library Board's request for funds to build a proposed new library on the quarter block of the southeast corner on Cleburn and Third Streets across the street south from Diers Motor Company.

The Library Board is understandably hesitant to endorse locating the library in the cultural center complex unless they can be assured that the project, in a reasonable length of time, can become a reality.

The CDAC Cultural Center Committee and the Greater Grand Island Development Corporation with the concurrence of the Regional Planner are of the opinion that the

proposed City-County Library would best serve the public's interest by being one of the three (and perhaps four) projects that would locate in this complex. Further, the plan would be in agreement with the total downtown development plan recommended by Candeb, Fleissig & Associates, the general concept of which the Council has already agreed to and formally adopted.

We would, therefore, urge the City Council to go on record with a resolution supporting the concept of the cultural center complex and pledging the Council's intent to become a part of the cultural center complex if and when the development can become a reality.

Envisioned in the cultural center complex would be City Government offices, City Electric Department, (perhaps county buildings) the proposed civic auditorium and the City-County Library. Approximately half of the proposed 12 acre area would be covered with actual buildings with the balance being off-street parking and aesthetic surroundings (trees, shrubs, grass, flowers and a plaza).

The Council's favorable reaction to this recommendation is respectfully requested.

Milan Bish, General Chairman
Steering Committee
Community Development Action Council

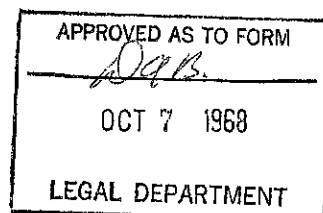
R E S O L U T I O N

WHEREAS, the Cultural Center Committee of the CDAC working as a joint committee with the Library Board and the GGIDC have determined the necessity for a Cultural Center Development on the basis of the Candeub, Fleissig Development Plan and Program; and

WHEREAS, this Council should go on record as approving the Cultural Center development;

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the Candeub, Fleissig Development Plan and Program be adhered to and that it is the intent of this Council to work with the Cultural Center Committee of the CDAC, the Library Board and the GGIDC to accomplish the Cultural Center developments as proposed by the Candeub study.

Moved by Councilman Albee
Seconded by Councilman Burke
Roll call vote: "Yes": Albee, Bradthauer, Burke, Ditter, Eaton, Ethusen, McGahan
"No": None
Motion carried this 7 day of Oct., 1968.



The Grand Island Public Library met for their regular meeting on January 5, 1987 at 12:15 p.m. Present at the meeting were Mrs. Joan Davis, Mrs. Linda Gartner, Duane Burns, David Gruendel and Vern Throop. Notice of the meeting can be found on page 14 of the December 31, 1986 issue of the Grand Island Daily Independent. Duane Burns presided at the meeting.

The minutes of the previous meeting were read. Joan Davis moved the minutes be approved as presented. Vern Throop seconded the motion. Roll call: Davis, aye; Throop, aye; Burns, aye; Gartner, aye; and Gruendel, aye. Motion carried.

The financial report for December and the circulation report for November were presented. Linda Gartner moved the reports be accepted and placed on file. Joan Davis seconded the motion. Roll call: Gartner, aye; Davis, aye; Burns, aye; Gruendel, aye; and Throop, aye. Motion carried.

CORRESPONDENCE

A letter was received from John Kopischke of the Nebraska Library Commission concerning phone lines for our interlibrary loan computer operation. Mr. Kopischke is asking local boards to assess the telephone connection they have with the NELCMS network and prepare for the Commission's reduction of financial support for local telephone lines. The Commission will not provide local phone line support for any NELCMS participant after September 30, 1987.

OLD BUSINESS

Miss Lawrey reported to the Board that she had visited with the County Board about the request from the Farwell school for Hall County Bookmobile service. Because of the age and condition of the bookmobile the County Board was not interested in the request. Miss Lawrey indicated that she would let Farwell know and explore other ways of getting books to their school children.

Additional pages of the proposed Public Library Standards were distributed for study.

A Fines and Fees report was distributed. To improve communication with our patrons in the area of circulation and fines policies, the librarian proposed placing a copy of this information into each set of books checked out. The suggested form could also be used as a receipt if the patron paid a fine at the circulation desk. The form would be used on a trial basis for a period of six-weeks. She also asked that a committee be formed to study our fines and collections policies. The board gave their consent to the use of the form and gave general approval to the formation of a committee at a later time.

NEW BUSINESS

The librarian introduced a draft of a new city personnel policy. For the first time the library is listed as one of the departments being affected by the policy. Duane Burns indicated that he would study the policy during the month and visit with the City Attorney about some of the areas of concern.

As there was no further business, the meeting adjourned. The next

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ORDINANCE NO. 7581

An ordinance classifying the officers and employees of the City of Grand Island, Nebraska; fixing the ranges of compensation of such officers and employees and the effective date hereof; establishing the hours and work period for overtime eligibility; providing for quarterly payments of clothing allowances to uniformed services; repealing Ordinance No. 7533 and all other ordinances in conflict with this ordinance; providing for severability; providing for the effective date thereof; and providing for publication of this ordinance in pamphlet form.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA:

SECTION 1. The classification of officers and employees of the City of Grand Island, Nebraska, and the ranges of compensation (salary and wages, excluding shift differential as provided by contract) to be paid for such classification, and the number of hours and work period which certain such officers and employees shall work prior to overtime eligibility are as follows:

1989-1990
SALARY SCHEDULES

CLASS	PAY GRADE	MONTHLY PAY RANGE (Dollars)	HOURS/WORK PERIOD (Days)
General Schedule			
Accountant I	18	1502-2092	40/7
Acct Clerk I	6	861-1127	40/7
Acct Clerk II	9	984-1365	40/7
Acct Clerk III	13	1185-1653	40/7
Administrative Asst I	21	1731-2409	Ineligible
Administrative Asst II	24	1992-2785	Ineligible
Administrative Secretary	16	1365-1904	40/7
Asst Cemetery Supt	15	1300-1814	40/7

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ORDINANCE NO. 7581 (Contd)

Utility Technician I	1797-2340	40/7
Utility Technician II	2050-2670	40/7
Utility Worker II	1107-1442	40/7
Water Meter Technician	1380-1797	40/7
Wireman I	1380-1797	40/7
Wireman II	1645-2143	40/7
Wireman III	1877-2445	40/7

COMMUNICATION WORKERS OF AMERICA

Sr Communications Operator-EMD	1084-1500	40/7
Communications Opr-Com Opr EMD	1034-1432	40/7

LIBRARY

Library Director	2066-2833	Ineligible
Librarian I	1300-1814	40/7
Librarian II	1430-1993	40/7
Library Assistant	658-1239	40/7
Inter-Library Loan Librarian	941-1300	40/7
Library Clerk	644-1078	40/7
Library Page	605-663	40/7

SECTION 2. All full-time firefighters, police officers, ambulance attendants, shop garage employees, Power Plant Electrician, Maintenance Man III-Power, Maintenance Man IV-Power, Materials Handler, Materials Handler Foreman, and Utility Technician II, shall be paid a clothing and uniform allowance which shall be paid quarterly, in addition to the regular salary to which such employees are entitled. The range of this allowance is \$6.00

BOOKMOBILE EXPENDITURES

The following budget, totaling \$33,000, was sent to the County Board for their approval. This represents a 4% increase over last year. The proposed expenditures are as follows:

Salaries for 1.75 FTE employees	\$ 20,591	
Social Security	1,547	
Pension	1,230	
Insurance	2,282	
Sub Total		25,650
Bookmobile maintenance	3,300	
Supplies	500	
Binding	300	
Books	3,250	
Sub Total		7,350
Grand Total		\$33,000

SALARIES, BENEFITS, PENSION

Bringing library salaries into line with those paid to other city employees has been a constant concern since July 1987 when library employees were included in the City Personnel Plan. Prior to that time, library employees received raises equal to whatever Cost of Living increases were granted by the City, but no merit increases were given. Two years ago when this happened, library positions were included in the salary ordinance for the first time. The various positions were plugged into the existing salary range at whatever level they happened to be. There were some inequities because years of tenure could not be easily accounted for. The Council felt that all library salaries could be brought into line over a 3 year period of time.

The concern of the Council since that time has been to equalize salaries as quickly as possible. Last year, although other city departments did not receive money for cost of living increases, the library was granted a 2% increase in the salary portion of their budget for salary equalization. The following several pages illustrate through figures and graphics the progress that has been made so far.

It should be noted that for Library Assistant's Range 7 and Library Clerk's Range 5, new ranges had to be created. The City Pay Schedule for Range 7 is 862 to 1191 monthly with the Library's Range 7 is 632-1191. In the same way, the City Range 5 is 793-1036, the Library's 619-1036.