



Library Board

**Monday, December 16, 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
Sara White
3. Public Participation
4. Approval of Minutes of November 18, 2019
5. Approval of Financial Reports
6. Approval of Bills Submitted - November 26, 2019
7. Approval of Director's Report
8. Board Communications and Committee Reports

9. Approval of 2020 Library Board Meeting Schedule
10. Discussion of Library Board Governance
11. Discussion of 2020-21 Library Budget Goals
12. Next Meeting
13. Adjournment

Library Board

Monday, December 16, 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, December 16, 2019

Regular Meeting

Item B1

Approval of Minutes of November 18, 2019

Staff Contact:

CITY OF GRAND ISLAND
GRAND ISLAND PUBLIC LIBRARY BOARD
OFFICIAL PROCEEDINGS
MINUTES OF REGULAR LIBRARY BOARD MEETING
November 18, 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, November 18, 2019. Notice appeared in the *Grand Island Independent* on November 14, 2019; and was posted on November 14, 2019. A quorum present, President Ed Meedel called the meeting to order at 5:30 p.m. The following members were present: Kelli Arens, Tanya Hansen, and Maria Lopez. Also present were Steve Fosselman, Library Director and Vaughn Minton, City Council liaison.

Open Meetings Law Notice: Provided by President Ed Meedel.

Public Participation: None

Approval of Minutes: Motion by Tanya Hansen, seconded by Kelli Arens, carried unanimously to accept for filing the Minutes of the October 21, 2019 library board meeting.

REPORTS:

Approval of Financial Report: Motion by Kelli Arens, seconded by Maria Lopez, carried unanimously to accept for filing the August 2019 and the September 2019 financials.

Approval of Bills Submitted: Motion by Kelli Arens, seconded by Maria Lopez, carried unanimously to accept for filing the October 22, 2019 and November 12, 2019 Bills Submitted.

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

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

Approval of Recommendation for Filing Library Board Vacancy: Motion by Kelli Arens, seconded by Maria Lopez, carried unanimously to accept for filing the approval of recommendation of Sara White to fill the Library Board vacancy.

Approval of Makerspace Use Policy Including Waiver: Motion by Tanya Hansen, seconded by Kelli Arens, carried unanimously to accept for filing the approval of the Makerspace Use Policy including Waiver.

Discussion of Library Board Governance: Ed Meedel and Steve Fosselman met with City Administrator Jerry Janulewicz and Mayor Roger Steele to discuss continued mention of Library Board governance at City Council meetings. It is recommended that the Library Board be proactive in any subsequent discussions. Information was presented about 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. Additional discussion will take place at the next two Library Board meetings.

Next Meeting: Monday, December 16, 2019 at 5:30 pm.

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

Tanya Hansen, Secretary

Library Board

Monday, December 16, 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:

Library Board

Monday, December 16, 2019

Regular Meeting

Item B3

Approval of Bills Submitted - November 26, 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

112619

<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	TXN00064818			6539	29.28
85213		CONTRACT SERVICES						
0	10168	BANK OF AMERICA	DAHLKE - Lawncare	TXN00065077			6539	865.00
85241		COMPUTER SERVICES						
0	10168	BANK OF AMERICA	TECHSOUP - Adobe Software	TXN00065064			6539	15.00
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00064641			6539	14.47
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00064757			6539	36.97
0	10168	BANK OF AMERICA	AMAZON-Maintenance Supplies	TXN00065113			6539	59.24
0	10168	BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00064578			6539	130.49
0	10168	BANK OF AMERICA	MENARDS-Maintenance Supplies	TXN00064747			6539	54.05
0	10168	BANK OF AMERICA	PRESTOX - Pest Control	TXN00064690			6539	147.00
1	7717	ZIEMBA ROOFING COMPANY	URGENT ROOF REPAIRS	9486	35799		0	282.00
85330		REPAIR & MAINT - OFF FURN & EQ						
0	10168	BANK OF AMERICA	EAKES - Contract Billing	TXN00064729			6539	266.40
0	10168	BANK OF AMERICA	KONICA MINOLTA-Mthly Invoice	TXN00064676			6539	25.52
85413		POSTAGE						
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 - 10/31/19			0	307.92
85416		ADVERTISING						
1	214	BH MEDIA GROUP INC	BOARD MEETING AD	10040440 - OCT 2019			0	13.78
85422		DUES & SUBSCRIPTIONS						
1	3767	OCLC ONLINE COMPUTER LIBRARY	CATALOGING & METADATA SUBSCRIPTION	690136	35798		0	2,172.00
85425		BOOKS						
0	10168	BANK OF AMERICA	BRODART - Books	TXN00064833			6539	4,909.69
85426		AV/ELECTRONIC MEDIA						
0	10168	BANK OF AMERICA	AMAZON - Credit for return	TXN00064974			6539	(6.73)
0	10168	BANK OF AMERICA	OVERDRIVE-Deposit for Content	TXN00065093			6539	2,500.00
1	10432	CYPRESS INFORMATION SERVICES	ANNUAL DATABASE RENEWAL	2384			0	700.00
1	562	MIDWEST TAPE	AUDIO BOOKS,DVD'S & PLAYAWAYS	98140349	10326		0	1,068.18
1	562	MIDWEST TAPE	AUDIO BOOKS,DVD'S & PLAYAWAYS	98110555	10326		0	1,070.77

Schedule of Bills

112619

		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>	
10044301		LIBRARY							
85426		AV/ELECTRONIC MEDIA							
1	562	MIDWEST TAPE	OCT 2019 - HOOPLA	98147644	10326		0	4,083.48	
85427		PERIODICALS							
0	10168	BANK OF AMERICA	LINCOLN JOUR STAR-Subscription	TXN00064689			6539	600.00	
1	2156	EBSCO	SUBSCRIPTION RENEWAL	1586044			0	12,553.33	
85505		OFFICE SUPPLIES							
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00065063			6539	137.88	
0	10168	BANK OF AMERICA	BRODART - Books	TXN00064833			6539	1,000.40	
0	10168	BANK OF AMERICA	DISPLAYS2GO - Brochure Holders	TXN00064600			6539	53.53	
0	10168	BANK OF AMERICA	EAKES - Contract Billing	TXN00064729			6539	215.41	
0	10168	BANK OF AMERICA	QUILL - Supplies	TXN00064981			6539	31.99	
0	10168	BANK OF AMERICA	WALMART - Makerspace	TXN00064754			6539	35.88	
85510		CLEANING SUPPLIES							
0	10168	BANK OF AMERICA	SAMS - Cleaning Supplies	TXN00065101			6539	290.22	
85515		GASOLINE							
1	83	CITY OF GRAND ISLAND-TREASURY	REPAIR SHOP OCTOBER 2019	LIBR 2019-10			0	45.68	

10044301 Org Total 33,708.83

Schedule of Bills

112619

Vendor
Org Object Name/Number
20110001 LIBRARY TRUST
85425 BOOKS
0 10168 BANK OF AMERICA

Description**Invoice****PO #****WO#****Check #****Amount**

BRODART - Books

TXN00064833

6539

591.57

20110001 Org Total**591.57**

Schedule of Bills

112619

		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>	
29555001		OTHER DEPARTMENT PROJECTS							
85042		EDITH ABBOTT MEMORIAL LIBRARY							
0	10168	BANK OF AMERICA	AMAZON - Makerspace	TXN00065094			6539	6.52	
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00065063			6539	59.43	
0	10168	BANK OF AMERICA	EILEEN'S COOKIE-Primetime	TXN00064644			6539	130.00	
0	10168	BANK OF AMERICA	GLOBAL INDUST-Makerspace	TXN00064915			6539	409.90	
0	10168	BANK OF AMERICA	HY VEE - Primetime	TXN00064987			6539	67.99	
0	10168	BANK OF AMERICA	PANDA EXPRESS - Primetime	TXN00064751			6539	149.00	
0	10168	BANK OF AMERICA	QUILL - Supplies	TXN00064981			6539	635.89	
0	10168	BANK OF AMERICA	SUPER SAVER - Primetime	TXN00065041			6539	21.98	
0	10168	BANK OF AMERICA	SUPER SAVER - Primetime	TXN00064802			6539	30.45	
0	10168	BANK OF AMERICA	USCUTTER - Makerspace	TXN00065058			6539	569.75	
0	10168	BANK OF AMERICA	USCUTTER-Makerspace Supplies	TXN00064677			6539	625.64	
0	10168	BANK OF AMERICA	WALMART - Makerspace	TXN00064754			6539	6.76	
0	10168	BANK OF AMERICA	WAVE PIZZA - Primetime	TXN00064789			6539	90.00	

29555001 Org Total 2,803.31

Prepared by

Nancy Broich

Library Funds Disbursement Voucher	
Approved by: Ed Meedel	Date 11/21/19
Library Board President <i>Ed Meedel</i>	
Authenticated by: Tanya Hansen	Date 11/21/19
Library Board Secretary <i>Tanya Hansen</i>	

Library Board

Monday, December 16, 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, public use of meeting spaces, library media, and Librarians' Reports*
- 2) a quarterly statistical usage report provided in February, May, August and November of each year*
- 3) upon publication, a GI Library Journal newsletter*
- 4) and additional administrative items of note, either in the agenda packet or discussed at the meeting.*

Staff Contact: Steve Fosselman

Art Connection Art Show		Adult Cultural Program
Saturday Storytime-Stories and Crafts with Eddie the Comfort Dog	11/2/2019	Storytime
Humanities Nebraska Prime Time Preschool Reading Program	11/2/2019	Prime Time Family Reading Time
Lapsit (Play and Read)	11/4/2019	Lapsits
Baby & Toddler Lapsit - Rock and Read	11/5/2019	Baby & Toddler Lapsits
2019 Book Club for Adults	11/5/2019	Book Club for Adults
Pajametime (Family Storyhour)	11/5/2019	Family Storytime
Come, Sit & Breathe Meditation Group	11/5/2019	General Program
Storytime (Ready to Read)	11/6/2019	Storytime
Storytime (Ready to Read)	11/6/2019	Storytime
Bookbop	11/7/2019	Storytime
West Lawn School ELL Literacy Night	11/7/2019	Children's Literacy Event
Saturday Storytime	11/9/2019	Storytime
Humanities Nebraska Prime Time Preschool Reading Program	11/9/2019	Prime Time Family Reading Time
Children's Day Fonner Park	11/10/2019	Children's Literacy Event
Library Closed - Veteran's Day	11/11/2019	Hours Change
Baby & Toddler Lapsit - Rock and Read	11/12/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	11/12/2019	Family Storytime
Outreach to Headstart	11/13/2019	Outreach
Storytime (Ready to Read)	11/13/2019	Storytime
Storytime (Ready to Read)	11/13/2019	Storytime
Bookbop	11/14/2019	Storytime
GIPS Parent Engagement Night for Migrant Families	11/14/2019	General Tour
Saturday Storytime - Stories and Crafts with Remi the Comfort Dog	11/16/2019	Storytime
Humanities Nebraska Prime Time Preschool Reading Program	11/16/2019	Prime Time Family Reading Time
Doniphan 2nd graders	11/18/2019	Children's Tour
Lapsit (Play and Read)	11/18/2019	Lapsits
HomeSchoolers Program	11/18/2019	Children's Literacy Event
Library Board Meeting	11/18/2019	Library Board
Teen Library Corps (TLC)	11/18/2019	Teen General Program
Baby & Toddler Lapsit - Rock and Read	11/19/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	11/19/2019	Family Storytime
Storytime (Ready to Read)	11/20/2019	Storytime
Storytime (Ready to Read)	11/20/2019	Storytime
Bookbop	11/21/2019	Storytime
Saturday Storytime	11/23/2019	Storytime
Humanities Nebraska Prime Time Preschool Reading Program	11/23/2019	Prime Time Family Reading Time
GIPS Workforce Prep Academy Tour	11/25/2019	Teen Tour
Lapsit (Play and Read)	11/25/2019	Lapsits
To Read or Not to Read Book Club	11/25/2019	Book Club for Adults

Call for more details - some programs require registration

Baby & Toddler Lapsit - Rock and Read	11/26/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	11/26/2019	Family Storytime
Storytime (Ready to Read)	11/27/2019	Storytime
Storytime (Ready to Read)	11/27/2019	Storytime
Library Closes at 5 PM - Thanksgiving	11/27/2019	Hours Change
Library Closed - Thanksgiving	11/28/2019	Hours Change
Library Closed - Thanksgiving	11/29/2019	Hours Change
Saturday Storytime	11/30/2019	Storytime
Lapsit (Play and Read)	12/2/2019	Lapsits
Baby & Toddler Lapsit - Rock and Read	12/3/2019	Baby & Toddler Lapsits
2019 Book Club for Adults	12/3/2019	Book Club for Adults
Pajametime (Family Storyhour)	12/3/2019	Family Storytime
Storytime (Ready to Read)	12/4/2019	Storytime
Storytime (Ready to Read)	12/4/2019	Storytime
Bookbop	12/5/2019	Storytime
Saturday Storytime-Stories and Crafts with Eddie the Comfort Dog	12/7/2019	Storytime
Lapsit (Play and Read)	12/9/2019	Lapsits
HomeSchoolers Program	12/9/2019	Children's Literacy Event
Baby & Toddler Lapsit - Rock and Read	12/10/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	12/10/2019	Family Storytime
Storytime (Ready to Read)	12/11/2019	Storytime
Storytime (Ready to Read)	12/11/2019	Storytime
Central District Health Department FREE BLOOD PRESSURE CHECKS	12/11/2019	General Program
Bookbop	12/12/2019	Storytime
Saturday Storytime	12/14/2019	Storytime
Lapsit (Play and Read)	12/16/2019	Lapsits
Library Board Meeting	12/16/2019	Library Board
Baby & Toddler Lapsit - Rock and Read	12/17/2019	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	12/17/2019	Family Storytime
Storytime (Ready to Read)	12/18/2019	Storytime
Storytime (Ready to Read)	12/18/2019	Storytime
Bookbop	12/19/2019	Storytime
Breakfast with Santa	12/21/2019	Children's Holiday Break Program
Winter Break Children's Program - Frozen 2 Storytime	12/23/2019	Children's Holiday Break Program
Open at 8:00 AM/Closing at noon - Christmas Eve	12/24/2019	Hours Change
Library Closed - Christmas Day	12/25/2019	Hours Change
Winter Makerspace Building	12/26/2019	Children's Holiday Break Program
Winter Break Movie	12/28/2019	Storytime
New Year's Eve Party with Clean Community System	12/30/2019	Children's Holiday Break Program
To Read or Not to Read Book Club	12/30/2019	Book Club for Adults
Library Closed - New Year's Day	1/1/2020	Hours Change

Call for more details - some programs require registration

Winter Break Children's Program - An Eric Carle Winter	1/2/2020	Children's Holiday Break Program
Winter Break Teen Program - Super Smash Bros. Ultimate Tournament	1/2/2020	Teen Holiday Break Program
Winter Break Movie	1/4/2020	Storytime
Lapsit (Play and Read)	1/6/2020	Lapsits
Baby & Toddler Lapsit - Rock and Read	1/7/2020	Baby & Toddler Lapsits
2020 Book Club for Adults	1/7/2020	Book Club for Adults
Pajametime (Family Storyhour)	1/7/2020	Family Storytime
Storytime (Ready to Read)	1/8/2020	Storytime
Storytime (Ready to Read)	1/8/2020	Storytime
Bookbop	1/9/2020	Storytime
Saturday Storytime	1/11/2020	Storytime
Lapsit (Play and Read)	1/13/2020	Lapsits
HomeSchoolers Program	1/13/2020	Children's Literacy Event
Baby & Toddler Lapsit - Rock and Read	1/14/2020	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	1/14/2020	Family Storytime
Storytime (Ready to Read)	1/15/2020	Storytime
Storytime (Ready to Read)	1/15/2020	Storytime
Bookbop	1/16/2020	Storytime
Saturday Storytime - Stories and Crafts with Remi the Comfort Dog	1/18/2020	Storytime
Library Closed - Martin Luther King Jr. Day	1/20/2020	General Tour
Library Board Meeting	1/20/2020	Library Board
Baby & Toddler Lapsit - Rock and Read	1/21/2020	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	1/21/2020	Family Storytime
Storytime (Ready to Read)	1/22/2020	Storytime
Storytime (Ready to Read)	1/22/2020	Storytime
Bookbop	1/23/2020	Storytime
Saturday Storytime	1/25/2020	Storytime
Lapsit (Play and Read)	1/27/2020	Lapsits
Baby & Toddler Lapsit - Rock and Read	1/28/2020	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	1/28/2020	Family Storytime
Storytime (Ready to Read)	1/29/2020	Storytime
Storytime (Ready to Read)	1/29/2020	Storytime
Bookbop	1/30/2020	Storytime

Call for more details - some programs require registration

Bickford Assisted Living	11/5/2019	Meeting Room A
Youth Leadership Tomorrow	11/6/2019	Meeting Room A
Thompson Art Concepts	11/7/2019	Meeting Room C
Flames of Nebraska	11/10/2019	Meeting Room BC
Laos Community	11/10/2019	Meeting Room A
Bickford Assisted Living	11/12/2019	Meeting Room A
Deb Fischer's Mobile Office	11/12/2019	Meeting Room A
PEO Chapter EZ	11/13/2019	Meeting Room B
GI child care Association	11/14/2019	Meeting Room A
American Postal Union	11/14/2019	Meeting Room C
AARP Tax Help (training)	11/16/2019	Digital Media Lab
Prairie Romance Writers	11/17/2019	Meeting Room A
Cricut Explore Air 2 session	11/18/2019	Makerspace
Proctor Test	11/19/2019	Exam Proctoring Room
AFSP American Foundation for Suicide Prevention Ne	11/19/2019	Meeting Room A
Family and Community Engagement – MEP	11/21/2019	Meeting Room A
3D Printer session	11/21/2019	Makerspace
Tumbleweeds 4H	11/23/2019	Meeting Room A
H3C Board Meeting	11/25/2019	Meeting Room B
To Read or Not to Read Book Club	11/25/2019	Meeting Room A
Bickford Assisted Living	11/26/2019	Meeting Room A
Nebraska Ranch Horse Association	11/30/2019	Meeting Room A
Families Care	12/2/2019	Meeting Room A
Charitable Gaming	12/3/2019	Meeting Room A
Grow Grand Island	12/3/2019	Meeting Room A
Grow GI arts and Humanities	12/4/2019	Meeting Room A
Community Youth Council	12/4/2019	Meeting Room B
CNCAA	12/4/2019	Meeting Room BC
CNCAA	12/5/2019	Meeting Room BC
Thompson Art Concepts	12/5/2019	Meeting Room B
Nebraska Association of Public Employees	12/5/2019	Meeting Room A
Nebraska Department of Transportation	12/6/2019	Meeting Room C
Laser Cutter session	12/6/2019	Makerspace
Department of Education	12/7/2019	Meeting Room BC
Ann Martin's 90th Birthday	12/9/2019	Meeting Room A
3D Printer session	12/9/2019	Makerspace
Laser Cutter session	12/9/2019	Makerspace
Laser Cutter session	12/10/2019	Makerspace
Laser Cutter session	12/10/2019	Makerspace
Cricut Explore Air 2 session	12/11/2019	Makerspace
Nebraska Association of Public Employees	12/11/2019	Meeting Room A
Laser Cutter session	12/12/2019	Makerspace
Stitching Sisters	12/12/2019	Meeting Room A
American postal union	12/12/2019	Meeting Room BC
Prairie Romance Writers	12/15/2019	Meeting Room A
H3C Board Meeting	12/16/2019	Meeting Room A
H3C	12/18/2019	Meeting Room A

H3C Board Meeting	12/23/2019	Meeting Room A
Copper Creek Homeowner Association	1/2/2020	Meeting Room A
Department of Education	1/8/2020	Meeting Room A
GI child care Association	1/9/2020	Meeting Room A
Grand Island Service Providers	1/13/2020	Meeting Room B
Integrated Life Choices	1/17/2020	Meeting Room B
H3C Board Meeting	1/27/2020	Meeting Room A
Chariots4hope	1/28/2020	Meeting Room BC
Alpha Delta Kappa	1/28/2020	Meeting Room B

Library Alive: The impact of WWI on American life	11/2/2019	GI Independent
Club Calendar - November 2019	11/3/2019	GI Independent
Hall County Local Office Hour	11/4/2019	Allevnts.in
Altrusa International (library volunteer themes)	11/10/2019	GI Independent
LIBRARY ALIVE: Vote for access to news, information	11/17/2019	GI Independent
Grand Island Public Library offers variety of winter break programs	11/28/2019	GI Independent
LIBRARY ALIVE: It's the most 'makerspace' time of the year!	12/1/2019	GI Independent
Club Calendar - December 2019	12/1/2019	GI Independent
Tri-Cities bus route public open house location changed in Grand Island	12/2/2019	GI Independent
Tri-Cities are one step closer to intercity bus service	12/4/2019	NTV
Grand Island Public Library to host free health program	12/4/2019	GI Independent
Positive feedback continues for intercity bus service	12/5/2019	NTV
Grand Island hosts public meeting on proposed Tri-City bus route	12/6/2019	GI Independent
Ann Martin	12/8/2019	GI Independent

Youth & Family Service Librarian's Monthly Report

Name: Celine Swan

Date: December 2019

Last Month

Collection Development

- Ordering
- Weeding, particularly Easy Books, Juv Fiction, DVD's, Music CD's, in Children's Section and YA--collection analysis, Going through 2 and 3 copies for backroom or delete if in bad shape

Scheduling

- Holiday scheduling
- Editing templates, fixing errors

SOD/LOD Staff Work

- Librarians/LA2 Meeting Nov 15, New staff training, (new staff and page training for checkin) staff monthly trainings, duty assignment-alignment with new staff, research policies for study rooms, bringing bags in, bed bugs, and visitations, each LA2 is working with new staff, Makerspace training

Committee Work with Outside Agencies

- National League of Cities conference in San Antonio Nov 18-19
- Museum Board working for sites in GI
- H3C Committee Work-committee work for 0-11 group
- Partnerships with schools, nonprofits, mall, hospitals, United way
- Humanities Nebraska Programs regular Primetime Sept-Oct & Preschool Primetime Oct/Nov

Children's Renovation

- Collection maintenance to have a manageable collection and plan future outreach
- Ordering new furniture
- Planning areas
- Working with Zone C to plan colors

Programs

- Regular children's programming, West Lawn ELL Family Night Nov 7, Children's Day at Fonner Park Nov 10, Outreach to Headstart Nov 13-160 kids, Migrant families tour Nov 14, Doniphan Schools tour-Makerspace program Nov 18, HomeSchooler programs for children and tweens-teen Nov 18, Workforce Development (GISH) Makerspace/Teen tour Nov 25,
- Coordinator of two Humanities Nebraska Prime Times round one finishes on Nov 23
- Planning Breakfast with Santa/Winter Break Dec 21 (30 ROTC and TLC volunteers)
- Winter Break Programming for children and tweens/teens Dec 23-Jan 4
- Planning - No Small Matters documentary at the Grand Theater with Barbara Beck CCC January 16 2020
- Planning work on the Bear Fair that takes place on February 11

- Planning 2020 Summer Reading Program for Children and Teens

Library Management

- KRGI-city spot radio interview, press releases for programs
- Library Column for Dec 2
- Policies-working with LA's and Shaun on study room guidelines/booking, bug policy, and bringing bags into the library, Social Services visitation and Shaun and I met with Kathy Stolz HHS
- Constant code-of conduct interactions with patrons, and families
- Library appraisals, coaching, training
- Library Management with staff, volunteers, students

This Month

Collection Development

- Ordering
- Weeding
- Moving 2nd or 3rd copies of books to delete or save if in good shape

Scheduling

- Balancing schedule, adding monthly Management Meeting, Children's 2/Roving position
- Christmas/New Year Holiday/staff vacations
- Add new staff to reference positions

SOD/LOD Staff Work

- New staff-reference training
- Work with staff on resuming newsletter and possible library logo changes
- Makerspace Cricut Workshop in Kearney December 3 for Shaun, Elle, Chris and Celine
- Management meeting with Library Asst II's Dec 9 (new staff ref training and page training for check-in) staff monthly trainings, duty assignment-alignment with new staff, research policies for study rooms, bringing bags in (done), bed bugs (done), and visitations, each LA2 is working with a new staff member, Makerspace training, getting PITTS people entered, trainings on databases, have bug dog visit the library 2-4 times per year for prevention, updating the children's manual-Celine and Susie, Elle is updating the reference, makerspace manual, all will review the makerspace waiver, policy.

Committee Work with Outside Agencies

- Humanities Nebraska Workshop in Lincoln Dec 7-I was a group facilitator.
- National League of Cities conference only 6 months left working on No Small Matters, meeting with Nancy Lim Dec 13, webinar for NLC Dec 17, meeting with the Mayor January 14
- Museum Board monthly meeting Dec 16
- Meeting with new director of H3C 0-11-Julie, C4K, NLC reps, etc Dec 18
- H3C-No Small Matters documentary at the Grand on Jan 16-major publicity campaign

Children's Renovation

- Collection maintenance in Easy Books and ERs, more Character Bins to have a manageable collection and plan future outreach
- Painting walls

- ECRTTR Train Mural in Children's-plan vinyl train
- Planning and ordering new furniture, circ desk, shelving
- Planning areas on project planning tool

Programs

- Homeschoolers programs on Dec 9 for elementary and makerspace for tween/teen
- Partner program with Central District Health Dept FREE BLOOD PRESSURE CHECKS Dec 11
- New Humanities Nebraska Prime Time Preschool Mondays, Feb 24-March 30
- Planning Breakfast with Santa/Winter Break Dec 21 (30 ROTC and TLC volunteers)
- Planning Winter Break Programming for children and tweens/teens Dec 23-Jan 4
- Planning - No Small Matters documentary at the Grand Theater with Barbara Beck CCC January 16 2020
- Planning work on the Bear Fair that takes place on February 11
- Planning 2020 Summer Reading Program for Children and Teens, book calendar, kick off dates, and performers

Library Management

- Library appraisals, coaching, training
- Policies-working on Social Services visitation, study room guidelines/booking, and bringing bags into the library
- Working on future outreach delivery
- PLA conference-registered, booked Air, Hotel
- Grant money spending-ideas AWE quote-Sole Source Letter
- Work on new library/city logo
- Work on getting flyers on fb and web site as pdf's

Adult & Technical Service Librarian's Monthly Report

Name: Shaun Klee

Date: December 2019

Last Month

Annual Report Stats

- Continue compiling statistics for NLC annual report from KOHA and various services/databases

2020 Library Improvement Grant

- Work with Michelle Setlik from HCHS for Newspaper Digitization Grant
- Submitted Grant to NLC

Adult Collection Maintenance (600s)

- Weed and replace items in Dewey Range 660-669.99
- Weed Adult Music CDs and DVD Television series

Makerspace

- Trained Staff on Sublimation Printer & Heat Press
- Started implementing Makerspace policy/waiver

Catalog Clean-up

- Correcting catalog metadata mismatches, ccode errors, call number errors
- Removing Cutter Numbers from ANF collection so all call numbers are uniform
- Moved children's "big books" as Juvenile Super Oversize (JOS) and replace call numbers with uniform "BIG BOOK" designators

SITES Display

- Worked with Lori to put up Smithsonian WWI SITES display and display of related WWI materials

Other

- Acquisitions/collection maintenance for all areas of Adult collections
- Three staff performance reviews
- Biblioovation Testing
- Zone A Meeting

This Month

Annual Report Stats

- Continue compiling statistics for NLC annual report from KOHA and various services/databases

Adult Non-Fiction Collection Maintenance (600s)

- Weeding 650-659.99 and 610-619.99

2020 Library Improvement Grant

- Request quotes for microfilm equipment
- Decision expected December 1 or soon after

Bibliovation Testing

- Continue testing Bibliovation ILS Upgrade

Catalog Clean-up

- Correcting catalog metadata mismatches, ccode errors, call number errors
- Finish removing Cutter Numbers from ANF collection so all call numbers are uniform

Cataloging Manual

- Create/update cataloging manual for standard practices for all staff with cataloging permissions

Other

- Computer Filter upgrade with City IT and Andrew Duey
- MST Meeting
- Makerspace Training in Kearney on 12/2 presented by CPLS
- Makerspace policy/waiver implementation with staff and public
- Begin planning 2020 Art Alcove exhibits
- Meeting Room booking revisions

Library Director's Monthly Report

Name: Steve Fosselman

Date: December 2019

Last Month

Renovation and Building Needs

- Scheduled shelf moving services in Adult Fiction, Multicultural Center and Large Print collection for end of January 2020
- HVAC Study – continued work with The Clark Enersen Partners on study to determine needs and options for replacing 1970's vintage HVAC system

City and County Business

- Worked with City Legal and library staff on Makerspace Policy/Waiver approved by Library Board
- Forwarded the name of Sara White as Library Board recommendation for vacant position (appointed by Mayor and approved by Council at their November 26 meeting)
- Coordinating with City Finance Department on rolling out their new ExecuTime employee attendance and scheduling system

Management Support Team

- Assigned Nebraska Library Commission annual report compilation to Shaun and Nancy
- Finalized work with Shaun on Hall County Newspaper Digitization Nebraska Library Commission Library Improvement grant application due November 2019
- Assigned Celine to attend the Public Library Association 2020 conference in Nashville and received City Administrator approval for out-of-state travel
- Continued work with Celine on potential Every Child Ready to Read area, help desk and other Children's Section rearrangement needs

Other

- Provided letter of support from library to Central District Health Department's application for the Diabetes Care Management for Minorities Project
- Closed at 5:00 PM on Tuesday, November 26 due to the weather
- Attended Hall County Community Collaboration board meeting
- Our library's renovation data was included in the Library Journal The Year in Architecture 2019 issue <https://www.libraryjournal.com/?page=year-in-architecture-2019>

This Month

Renovation and Building Needs

- Ordering assistive hearing technology for Meeting Room BC
- Installation of Wireless Access Points week of December 9
- AV installation in Meeting Room B/C scheduled for last week of December
- Selection of AV equipment for Meeting Room A and other areas
- Work with Grand Island Public Library Foundation on alternate renovation project budget
- Finalize HVAC study and get ready to submit to City for Capital Projects consideration

- Still working on people counter system to capture all traffic through front door (currently only counting through security gates)

City and County Business

- Starting monthly meetings with City Administrator (third Monday of each month at 10:00 AM) to discuss departmental operations
- Coordinating noon Christmas Eve closing with City Administrator
- Working to schedule a meeting with Ed Meedel and City Administrator to move forward on Library Director Transition, 2020-21 Library Personnel and Library Annual Report
- City Finance is starting to do quarterly billing out of their office for Hall County interlocal agreement
- Work toward implementation of Executime after it is placed in City Hall

Management Support Team

- Work with Shaun on 2020 Art Alcove exhibits
- Work with Shaun on upgrading Heritage Room microfilm reader/printer equipment
- Work with Celine and Shaun on library collections evaluation
- Work with Celine on outreach delivery options
- Work with Shaun and Celine on Makerspace policy/waiver implementation

Other

- Pioneer Consortium membership meeting to renew Joint Entity Agreement for one year effective January 1, 2020
- Meeting with Foundation committee and artist Gary Staab about donation of crane sculpture for entrance plaza
- Hall County Community Collaboration board meeting
- Participation in community meeting on proposed tri-city bus route

Library Board

Monday, December 16, 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 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, December 16, 2019

Regular Meeting

Item F1

Approval of 2020 Library Board Meeting Schedule

The January 2020 meeting needs to be rescheduled due to our closure on Martin Luther King Jr. Day. All other scheduled days appear to be conflict free. Board approval of this schedule is recommended.

Staff Contact: Ed Meedel

2020 LIBRARY BOARD MEETING DATES

ALL MEETINGS SCHEDULED FOR 5:30 PM

Monday, January 27 (rescheduled from January 20)

Monday, February 17

Monday, March 16

Monday, April 20

Monday, May 18

Monday, June 15

Monday, July 20

Monday, August 17

Monday, September 21

Monday, October 19

Monday, November 16

Monday, December 21

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

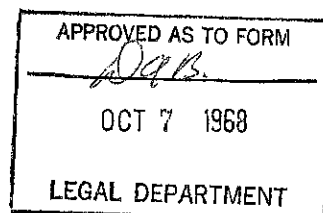
R E S O L U T I O N

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

40% COL
inc

DRAFT
JUL 11 1989

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

DRAFT

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.

Library Board

Monday, December 16, 2019

Regular Meeting

Item F3

Discussion of 2020-21 Library Budget Goals

With the City's Budget Policy Committee already meeting, it is appropriate for the Library Board to start discussing its budget goals for the coming fiscal year starting October 1, 2020. This month we'll review our current year's General Fund budget description, narrative, personnel allocations, org chart, and expenses.

Staff Contact:

Fund General	Department Summary	Library
Fund Type Community Environment/Leisure	Supervisor Library Director	44301

Description

The Grand Island Public Library, located at 1124 West 2nd Street in central Grand Island, is the gateway for the people of our diverse community to achieve a lifetime of learning and literacy. To ensure this mission, all library services are guided by a long range plan, called GILIBRARY 2020, adopted by the Library Board. Our library is used for about 1.7 million services, resources and programs annually. Services include checkout of materials in a variety of physical and electronic formats, answering reference questions and aiding citizens in their research and daily informational needs, providing access to Internet and other electronic information services through a computer lab and various computer centers (including wireless access), participating in the interlibrary loan program, offering community meeting rooms, operating the Abbott Sisters Research Center, and much more. Programming services include children's story hours, summer reading programs for all ages, various early childhood literacy and parent education efforts including our Early Literacy Discovery Center that serves as this community's literacy based Children's Museum, bi-lingual storytimes including the Humanities Nebraska Primetime program, and year round teen and literary/cultural programming for general adult audiences. Electronic services include 24/7 services through an Internet Branch at www.gilibrary.org, and social media efforts such as Facebook and Twitter.

The library has recently undergone a renovation, funded completely without City or County government tax funds. Donations and grants have been received into a special projects fund of the City of Grand Island, including transfers of funds raised by the Grand Island Public Library Foundation for their "Reinvest in Your Public Library" drive. This has resulted in the creation of a Makerspace with technologically advanced equipment, a renovated Teen area, new as well as renovated formal and informal meeting spaces with a Meeting Commons, and creation of an entrance plaza for improved safety and convenience.

Next steps in the library's GILIBRARY 2020 plan include expansion of outreach services. Formerly provided through a bookmobile, outreach services are still provided but in limited fashion.

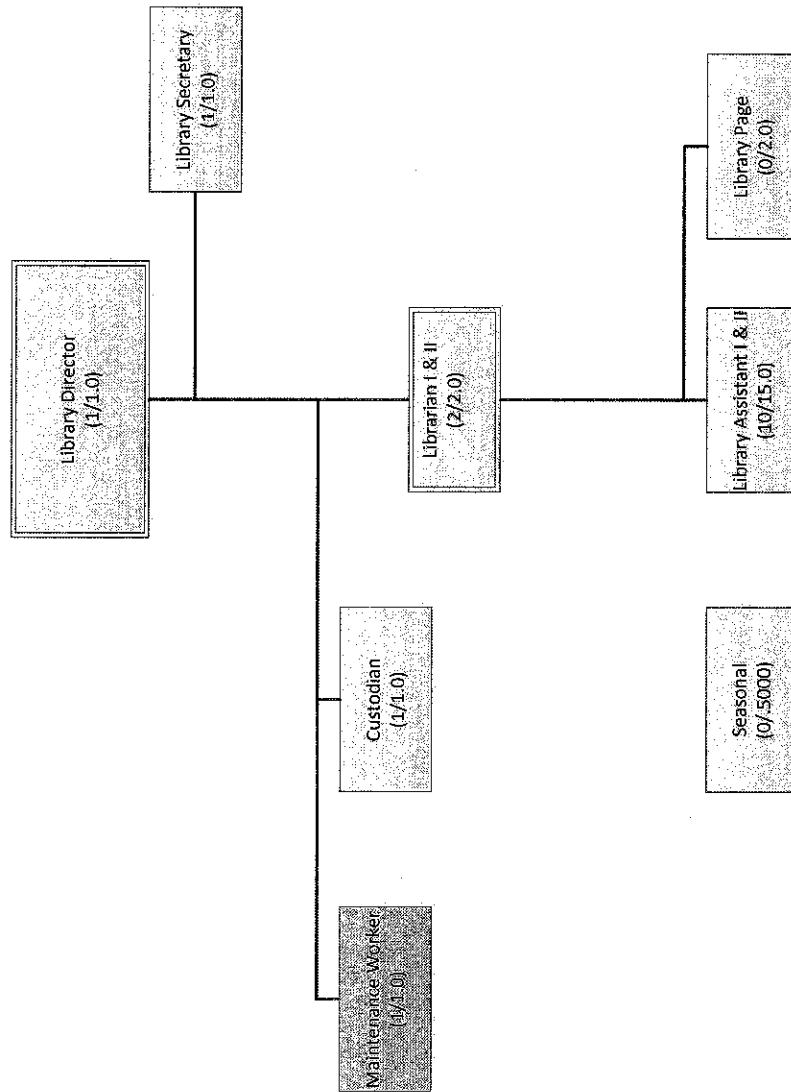
Budget Narrative

A decade of general fund budget shortfalls has had a negative impact on the library's ability to serve the community in spite of our continuing work to economize while fulfilling GILIBRARY 2020. Chief among our needs are the reinstatement of 1.5 FTE support staff to restore at least three hours of service each week and to restore outreach-vehicle based services inside Grand Island. Longer-term needs include restoration of a Librarian position, restoration of budgets for books and AV/Electronic Media, and readjustment of numerous operating expenses that have been reduced this budget season as well as throughout the past decade.

Capital (410 fund) requests include continuing upgrades of our IT systems and replacement of the 1974-era HVAC system still in use in about 1/3 of the building.

Personnel

Title	2017	2018	2019	Net Change	2020
Custodian	1	1	1	0	1
Librarian I & II	3	2	2	0	2
Library Assistant I & II	15	15	15	0	15
Library Director	1	1	1	0	1
Library Page	2.5	2	2	0	2
Library Secretary	1	1	1	0	1
Maintenance Worker I	1	1	1	0	1
Seasonal Worker	0.5	0.5	0.5	0	0.5
Totals:	25	23.5	23.5	0	23.5



FT/FTE
16/23.5000

CITY OF GRAND ISLAND
EXPENSES FOR BUDGET YEAR ENDING SEPTEMBER 30, 2020

GENERAL FUND	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 FORECAST	2020 BUDGET
LIBRARY					

PERSONNEL SERVICES					

10044301 85105 SALARIES - REGULAR	950,295	1,017,300	1,044,740	1,044,740	1,154,011
10044301 85110 SALARIES - OVERTIME	0	273	0	555	750
10044301 85115 F.I.C.A. PAYROLL TAXES	68,660	73,408	75,851	75,851	88,132
10044301 85120 HEALTH INSURANCE	161,164	106,053	124,644	121,439	131,756
10044301 85125 LIFE INSURANCE	1,329	1,549	1,577	1,577	1,500
10044301 85130 DISABILITY INSURANCE	1,309	1,754	2,006	2,006	2,135
10044301 85135 TUTION REMBURSEMENT	0	1,000	0	0	0
10044301 85145 PENSION CONTRIBUTION	44,109	47,135	44,350	44,350	50,191
10044301 85150 WORKERS COMPENSATION	2,204	1,178	1,313	878	2,043
10044301 85160 OTHER EMPLOYEE BENEFITS	703	599	1,000	710	800
10044301 85161 VEBA	30,306	18,954	12,090	12,090	11,440
TOTAL PERSONNEL SERVICES	1,260,079	1,269,203	1,307,571	1,304,196	1,442,758

OPERATING EXPENSES					

10044301 85213 CONTRACT SERVICES	0	10,147	10,000	20,000	10,000
10044301 85241 COMPUTER SERVICES	29,510	34,513	26,848	31,848	31,848
10044301 85245 PRINTING & BINDING SERVICES	2,307	3,269	2,300	2,300	2,300
10044301 85305 UTILITY SERVICES	52,968	61,970	60,000	50,000	55,000
10044301 85317 NATURAL GAS	3,081	4,670	5,000	5,000	5,000
10044301 85319 REPAIR & MAIN-LD IMP/IRRIGA	874	909	1,000	1,000	1,000
10044301 85324 REPAIR & MAINT - BUILDING	22,224	23,016	23,000	23,000	15,000
10044301 85330 REPAIR & MAINT - OFF FURN &	12,810	13,826	24,000	21,270	15,000
10044301 85335 REPAIR & MAINT - VEHICLES	0	0	480	480	480
10044301 85350 SANITATION SERVICE	854	502	900	500	500
10044301 85413 POSTAGE	5,480	5,482	7,000	6,000	6,000
10044301 85416 ADVERTISING	1,147	743	800	800	800
10044301 85422 DUES & SUBSCRIPTIONS	25,611	25,801	26,000	26,000	26,000
10044301 85425 BOOKS	106,128	123,317	109,275	109,275	106,273
10044301 85426 AV/ELECTRONIC MEDIA	126,061	128,136	109,328	109,328	106,274
10044301 85427 PERIODICALS	16,620	15,297	17,000	15,500	15,500
10044301 85428 TRAVEL & TRAINING	1,500	2,138	3,000	3,000	2,500
10044301 85453 CASH OVER & SHORT	149	88	100	100	100
10044301 85490 OTHER EXPENDITURES	1,256	1,050	450	1,000	1,000
10044301 85505 OFFICE SUPPLIES	56,190	47,131	60,000	60,000	56,000
10044301 85510 CLEANING SUPPLIES	3,840	2,220	5,000	4,000	4,000

CITY OF GRAND ISLAND
EXPENSES FOR BUDGET YEAR ENDING SEPTEMBER 30, 2020

GENERAL FUND	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 FORECAST	2020 BUDGET
10044301 85515 GASOLINE	407	399	500	400	500
10044301 85540 MISC OPERATING EQUIPMENT	19,812	15,657	15,000	15,658	15,000
TOTAL OPERATING EXPENSES	488,829	520,281	506,981	506,459	476,075
CAPITAL OUTLAY					

10044301 85620 OFFICE FURNITURE & EQUIPMEN	13,187	0	0	0	0
TOTAL CAPITAL OUTLAY	13,187	0	0	0	0
TOTAL LIBRARY	1,762,095	1,789,484	1,814,552	1,810,655	1,918,833