



## **Library Board**

**Monday, January 27, 2020  
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 December 16, 2019
5. Approval of Financial Reports
6. Approval of Bills Submitted - December 17, 2019 and December 30, 2019 and January 14, 2020
7. Approval of Director's Report

8. Board Communications and Committee Reports
9. Discussion of Library Board Governance
10. Approval of Library Overview and Annual Report
11. Discussion of Proposed Policy Additions and Referral to Finance and Policy Committee
12. Discussion of 2020-21 Library Budget Goals
13. Next Meeting
14. Adjournment

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# **Library Board**

## **Monday, January 27, 2020**

### **Regular Meeting**

## **Item A1**

### **Public Participation**

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

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

Staff Contact:

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# **Library Board**

**Monday, January 27, 2020**

**Regular Meeting**

## **Item B1**

### **Approval of Minutes of December 16, 2019**

**Staff Contact:**

CITY OF GRAND ISLAND  
GRAND ISLAND PUBLIC LIBRARY BOARD  
OFFICIAL PROCEEDINGS  
MINUTES OF REGULAR LIBRARY BOARD MEETING  
December 16, 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, December 16, 2019. Notice appeared in the *Grand Island Independent* on December 12, 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, Ben Boeselager, Sara White, Jaime Parr 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 November 18, 2019 library board meeting.

REPORTS:

Approval of Financial Report: No reports were available from city hall at the time of the meeting.

Approval of Bills Submitted: Motion by Ben Boeselager, seconded by Jaime Parr, carried unanimously to accept for filing the November 26, 2019 Bills Submitted.

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

Board Communications and Committee Reports: Ed Meedel said there is a model for all to see of the sculpture to be donated through the Foundation that will eventually be on display in the grassy area out front.

Approval of 2020 Library Board Meeting Schedule: Board was given a printout of meeting dates for 2020. Motion by Kelli Arens, seconded by Tanya Hansen, carried unanimously to accept for filing the approval of 2020 Library Board Meeting Schedule.

Discussion of Library Board Governance: Steve provided information 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, as well as information about how other Nebraska public libraries function. He suggested the board review this as well as last month's information and go online to view Revised State Statutes Chapter 51 and Chapter 16.251. More discussion will take place at January's board meeting.

Discussion of 2020-21 Library Budget Goals: Steve provided the current year's General Fund budget description, narrative, personnel allocations, org chart, and expenses. Further discussion will take place at January's board meeting.

Next Meeting: Monday, January 27, 2020 at 5:30 pm.

There being no other business the meeting was adjourned at 6:30 p.m.

Tanya Hansen, Secretary

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# **Library Board**

**Monday, January 27, 2020**

**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:

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CITY OF GRAND ISLAND  
LIBRARY REVENUES  
FOR THE MONTH ENDED OCTOBER 2019

P 1  
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FOR 2020 01

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
74350 COUNTY SHARE OF LIBRARY	-25,000	-25,000	.00	.00	.00	-25,000.00	.0%
74365 STATE GRANTS	-7,107	-7,107	.00	.00	.00	-7,107.00	.0%
74576 COPY MACHINE USE FEES	-11,000	-11,000	-1,100.28	-1,100.28	.00	-9,899.72	10.0%
74703 FINES AND PENALTIES	-25,000	-25,000	-1,555.08	-1,555.08	.00	-23,444.92	6.2%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-110.00	-110.00	.00	-5,390.00	2.0%
74795 OTHER REVENUE	-14,000	-14,000	.00	.00	.00	-14,000.00	.0%
TOTAL LIBRARY	-87,607	-87,607	-2,765.36	-2,765.36	.00	-84,841.64	3.2%
TOTAL GENERAL FUND	-87,607	-87,607	-2,765.36	-2,765.36	.00	-84,841.64	3.2%

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CITY OF GRAND ISLAND  
LIBRARY EXPENSES  
FOR THE MONTH ENDED OCTOBER 2019

P 1  
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FOR 2020 01

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
85105 SALARIES - REGULAR	1,154,011	1,154,011	74,904.04	74,904.04	.00	1,079,106.96	6.5%
85110 SALARIES - OVERTIME	750	750	.00	.00	.00	750.00	.0%
85115 F.I.C.A. PAYROLL TAXES	88,132	88,132	5,367.28	5,367.28	.00	82,764.72	6.1%
85120 HEALTH INSURANCE	131,756	131,756	9,141.26	9,141.26	.00	122,614.74	6.9%
85125 LIFE INSURANCE	1,500	1,500	122.90	122.90	.00	1,377.10	8.2%
85130 DISABILITY INSURANCE	2,135	2,135	148.37	148.37	.00	1,986.63	6.9%
85145 PENSION CONTRIBUTION	50,191	50,191	3,491.27	3,491.27	.00	46,699.73	7.0%
85150 WORKERS COMPENSATION	2,043	2,043	.00	.00	.00	2,043.00	.0%
85160 OTHER EMPLOYEE BENEFITS	800	800	29.28	29.28	.00	770.72	3.7%
85161 HRA-VEBA	11,440	11,440	880.00	880.00	.00	10,560.00	7.7%
85213 CONTRACT SERVICES	10,000	10,000	1,747.49	1,747.49	-877.49	9,130.00	8.7%
85241 COMPUTER SERVICES	31,848	31,848	.00	.00	.00	31,848.00	.0%
85245 PRINTING & BINDING SERVICES	2,300	2,300	.00	.00	.00	2,300.00	.0%
85305 UTILITY SERVICES	55,000	55,000	5,107.77	5,107.77	.00	49,892.23	9.3%
85317 NATURAL GAS	5,000	5,000	37.59	37.59	.00	4,962.41	.8%
85319 REPAIR & MAIN-LAND IMP/IRRIGA	1,000	1,000	.00	.00	.00	1,000.00	.0%
85324 REPAIR & MAINT - BUILDING	15,000	15,000	6,404.30	6,404.30	1,297.24	7,298.46	51.3%
85330 REPAIR & MAINT-OFF FURN & EQ	15,000	15,000	8,463.20	8,463.20	5,000.00	1,536.80	89.8%
85335 REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%
85350 SANITATION SERVICE	500	500	76.60	76.60	.00	423.40	15.3%
85413 POSTAGE	6,000	6,000	477.43	477.43	.00	5,522.57	8.0%
85416 ADVERTISING	800	800	14.78	14.78	.00	785.22	1.8%
85422 DUES & SUBSCRIPTIONS	26,000	26,000	2,172.00	2,172.00	.00	23,828.00	8.4%
85425 BOOKS	106,273	106,273	4,555.97	4,555.97	.00	101,717.03	4.3%
85426 AV/ELECTRONIC MEDIA	106,274	106,274	16,119.27	16,119.27	.00	90,154.73	15.2%
85427 PERIODICALS	15,500	15,500	466.20	466.20	.00	15,033.80	3.0%
85428 TRAVEL & TRAINING	2,500	2,500	1,548.62	1,548.62	.00	951.38	61.9%
85453 CASH OVER & SHORT	100	100	1.33	1.33	.00	98.67	1.3%
85490 OTHER EXPENDITURES	1,000	1,000	115.56	115.56	.00	884.44	11.6%
85505 OFFICE SUPPLIES	56,000	56,000	1,687.26	1,687.26	.00	54,312.74	3.0%
85510 CLEANING SUPPLIES	4,000	4,000	.00	.00	.00	4,000.00	.0%
85515 GASOLINE	500	500	.00	.00	.00	500.00	.0%
85540 SMALL TOOLS & PARTS	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL LIBRARY	1,918,833	1,918,833	143,079.77	143,079.77	5,419.75	1,770,333.48	7.7%
TOTAL GENERAL FUND	1,918,833	1,918,833	143,079.77	143,079.77	5,419.75	1,770,333.48	7.7%



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CITY OF GRAND ISLAND  
ALL REVENUES

FOR THE MONTH ENDED OCTOBER 2019

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FOR 2020 01		JOURNAL DETAIL 2020 1 TO 2020 1						
ACCOUNTS FOR:		ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
295	LOCAL ASSISTANCE	APPROP	BUDGET				BUDGET	USED
29555001 OTHER DEPARTMENT PROJECTS								
74602 PLANNING COMMISSION PLAQUE								
<a href="#">29555001 74602 PLANNING COMMISSION</a>		-120	-120	.00	.00	.00	-120.00	.0%
TOTAL PLANNING COMMISSION PLAQUE		-120	-120	.00	.00	.00	-120.00	.0%
74701 EDITH ABBOTT MEMORIAL LIBRARY								
<a href="#">29555001 74701 EDITH ABBOTT MEMORI</a>		-500,000	-500,000	.00	.00	.00	-500,000.00	.0%
TOTAL EDITH ABBOTT MEMORIAL LIBRA		-500,000	-500,000	.00	.00	.00	-500,000.00	.0%
74735 CONTINGENCY PROJECTS								
<a href="#">29555001 74735 CONTINGENCY PROJECT</a>		-250,000	-250,000	.00	.00	.00	-250,000.00	.0%
TOTAL CONTINGENCY PROJECTS		-250,000	-250,000	.00	.00	.00	-250,000.00	.0%
74799 CREDIT CARD REBATE								
<a href="#">29555001 74799 CREDIT CARD REBATE</a>		-164	-164	.00	.00	.00	-164.00	.0%
TOTAL CREDIT CARD REBATE		-164	-164	.00	.00	.00	-164.00	.0%
TOTAL OTHER DEPARTMENT PROJECTS		-750,284	-750,284	.00	.00	.00	-750,284.00	.0%

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CITY OF GRAND ISLAND  
ALL EXPENSES

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FOR THE MONTH ENDED OCTOBER 2019

FOR 2020 01		JOURNAL DETAIL 2020 1 TO 2020 1						
ACCOUNTS FOR:		ORIGINAL	REVISED				AVAILABLE	PCT
295	LOCAL ASSISTANCE	APPROP	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	BUDGET	USED
29555001 OTHER DEPARTMENT PROJECTS								
91 OPERATING EXPENSES								
<u>29555001 85041 PLANNING COMMISSION</u>		120	120	106.61	106.61	.00	13.39	88.8%
<u>2020/01/000177</u>	10/16/2019 API	106.61 VND	010168 VCH482187	BANK OF AMERICA	LASER WORKS - PLAQUES + ENGRAV			6489
<u>29555001 85042 EDITH ABBOTT MEMORI</u>		500,000	500,000	19,090.23	19,090.23	25,470.44	455,439.33	8.9%
<u>2020/01/000029</u>	10/04/2019 API	40.29 VND	010168 VCH481474	BANK OF AMERICA	SUPER SAVER - Primetime			6473
<u>2020/01/000029</u>	10/04/2019 API	6.00 VND	010168 VCH481485	BANK OF AMERICA	DOLLAR GENERAL - Primetime			6473
<u>2020/01/000029</u>	10/04/2019 API	97.63 VND	010168 VCH481490	BANK OF AMERICA	AMAZON - Supplies			6473
<u>2020/01/000177</u>	10/16/2019 API	97.00 VND	010168 VCH482100	BANK OF AMERICA	PIZZA HUT - Primetime			6489
<u>2020/01/000177</u>	10/16/2019 API	103.00 VND	010168 VCH482111	BANK OF AMERICA	PIZZA HUT-OFFSETS TXN00063662			6489
<u>2020/01/000177</u>	10/16/2019 API	93.00 VND	010168 VCH482114	BANK OF AMERICA	PIZZA HUT-OFFSETS TXN00063643			6489
<u>2020/01/000177</u>	10/16/2019 API	-93.00 VND	010168 VCH482134	BANK OF AMERICA	PIZZA HUT-OFFSETS TXN00063563			6489
<u>2020/01/000177</u>	10/16/2019 API	-103.00 VND	010168 VCH482139	BANK OF AMERICA	PIZZA HUT-OFFSETS TXN00063548			6489
<u>2020/01/000177</u>	10/16/2019 API	37.90 VND	010168 VCH482157	BANK OF AMERICA	SUPER SAVER - Primetime			6489
<u>2020/01/000177</u>	10/16/2019 API	35.97 VND	010168 VCH482163	BANK OF AMERICA	AMAZON - Makerspace			6489
<u>2020/01/000177</u>	10/16/2019 API	90.48 VND	010168 VCH482168	BANK OF AMERICA	SUPER SAVER - Primetime			6489
<u>2020/01/000177</u>	10/16/2019 API	95.00 VND	010168 VCH482352	BANK OF AMERICA	SONIC - Primetime			6489
<u>2020/01/000177</u>	10/16/2019 API	17.96 VND	010168 VCH482434	BANK OF AMERICA	DOLLARE GENERAL - Primetime			6489
<u>2020/01/000184</u>	10/22/2019 API	18,572.00 VND	010740 VCH481942	R8 PRODUCTIONS	AV EQUIPMENT FOR MEETING ROOMS			214760
TOTAL OPERATING EXPENSES		500,120	500,120	19,196.84	19,196.84	25,470.44	455,452.72	8.9%
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		750,120	750,120	19,196.84	19,196.84	25,470.44	705,452.72	6.0%

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CITY OF GRAND ISLAND  
LIBRARY REVENUES  
FOR THE MONTH ENDED NOVEMBER 2019

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FOR 2020 02

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
74350 COUNTY SHARE OF LIBRARY	-25,000	-25,000	-3,750.00	-3,750.00	.00	-21,250.00	15.0%
74365 STATE GRANTS	-7,107	-7,107	.00	.00	.00	-7,107.00	.0%
74576 COPY MACHINE USE FEES	-11,000	-11,000	-2,142.17	-1,041.89	.00	-8,857.83	19.5%
74703 FINES AND PENALTIES	-25,000	-25,000	-2,773.31	-1,218.23	.00	-22,226.69	11.1%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-450.00	-340.00	.00	-5,050.00	8.2%
74795 OTHER REVENUE	-14,000	-14,000	-613.03	-613.03	.00	-13,386.97	4.4%
TOTAL LIBRARY	-87,607	-87,607	-9,728.51	-6,963.15	.00	-77,878.49	11.1%
TOTAL GENERAL FUND	-87,607	-87,607	-9,728.51	-6,963.15	.00	-77,878.49	11.1%

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CITY OF GRAND ISLAND  
LIBRARY EXPENSES  
FOR THE MONTH ENDED NOVEMBER 2019

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FOR 2020 02

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
85105 SALARIES - REGULAR	1,154,011	1,154,011	201,393.18	126,489.14	.00	952,617.82	17.5%
85110 SALARIES - OVERTIME	750	750	.00	.00	.00	750.00	.0%
85115 F.I.C.A. PAYROLL TAXES	88,132	88,132	14,640.44	9,273.16	.00	73,491.56	16.6%
85120 HEALTH INSURANCE	131,756	131,756	18,282.52	9,141.26	.00	113,473.48	13.9%
85125 LIFE INSURANCE	1,500	1,500	245.80	122.90	.00	1,254.20	16.4%
85130 DISABILITY INSURANCE	2,135	2,135	304.12	155.75	.00	1,830.88	14.2%
85145 PENSION CONTRIBUTION	50,191	50,191	9,405.37	5,914.10	.00	40,785.63	18.7%
85150 WORKERS COMPENSATION	2,043	2,043	.00	.00	.00	2,043.00	.0%
85160 OTHER EMPLOYEE BENEFITS	800	800	58.56	29.28	.00	741.44	7.3%
85161 HRA-VEBA	11,440	11,440	2,200.00	1,320.00	.00	9,240.00	19.2%
85213 CONTRACT SERVICES	10,000	10,000	4,030.20	2,282.71	-2,352.75	8,322.55	16.8%
85241 COMPUTER SERVICES	31,848	31,848	6,815.00	6,815.00	-6,800.00	31,833.00	.0%
85245 PRINTING & BINDING SERVICES	2,300	2,300	.00	.00	.00	2,300.00	.0%
85305 UTILITY SERVICES	55,000	55,000	10,121.28	5,013.51	.00	44,878.72	18.4%
85317 NATURAL GAS	5,000	5,000	55.70	18.11	.00	4,944.30	1.1%
85319 REPAIR & MAIN-LAND IMP/IRRIGA	1,000	1,000	.00	.00	.00	1,000.00	.0%
85324 REPAIR & MAINT - BUILDING	15,000	15,000	7,292.08	887.78	5,419.24	2,288.68	84.7%
85330 REPAIR & MAINT-OFF FURN & EQ	15,000	15,000	8,909.28	446.08	5,000.00	1,090.72	92.7%
85335 REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%
85350 SANITATION SERVICE	500	500	76.60	.00	.00	423.40	15.3%
85413 POSTAGE	6,000	6,000	979.09	501.66	.00	5,020.91	16.3%
85416 ADVERTISING	800	800	28.56	13.78	.00	771.44	3.6%
85422 DUES & SUBSCRIPTIONS	26,000	26,000	4,344.00	2,172.00	2,200.00	19,456.00	25.2%
85425 BOOKS	106,273	106,273	15,709.61	11,153.64	.00	90,563.39	14.8%
85426 AV/ELECTRONIC MEDIA	106,274	106,274	29,076.63	12,957.36	.00	77,197.37	27.4%
85427 PERIODICALS	15,500	15,500	13,619.53	13,153.33	.00	1,880.47	87.9%
85428 TRAVEL & TRAINING	2,500	2,500	1,548.62	.00	40.00	911.38	63.5%
85453 CASH OVER & SHORT	100	100	3.03	1.70	.00	96.97	3.0%
85490 OTHER EXPENDITURES	1,000	1,000	219.52	103.96	.00	780.48	22.0%
85505 OFFICE SUPPLIES	56,000	56,000	5,359.80	3,672.54	.00	50,640.20	9.6%
85510 CLEANING SUPPLIES	4,000	4,000	290.22	290.22	.00	3,709.78	7.3%
85515 GASOLINE	500	500	45.68	45.68	.00	454.32	9.1%
85540 SMALL TOOLS & PARTS	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL LIBRARY	1,918,833	1,918,833	355,054.42	211,974.65	3,506.49	1,560,272.09	18.7%
TOTAL GENERAL FUND	1,918,833	1,918,833	355,054.42	211,974.65	3,506.49	1,560,272.09	18.7%

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CITY OF GRAND ISLAND  
ALL REVENUES

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FOR THE MONTH ENDED NOVEMBER 2019

FOR 2020 02		JOURNAL DETAIL 2020 2 TO 2020 2						
ACCOUNTS FOR:		ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
295	LOCAL ASSISTANCE	APPROP	BUDGET				BUDGET	USED
<hr/>								
29555001 OTHER DEPARTMENT PROJECTS								
<hr/>								
74602 PLANNING COMMISSION PLAQUE								
<hr/>								
<a href="#">29555001 74602 PLANNING COMMISSION</a>		-120	-120	.00	.00	.00	-120.00	.0%
<hr/>								
TOTAL PLANNING COMMISSION PLAQUE		-120	-120	.00	.00	.00	-120.00	.0%
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74701 EDITH ABBOTT MEMORIAL LIBRARY								
<hr/>								
<a href="#">29555001 74701 EDITH ABBOTT MEMORI</a>		-500,000	-500,000	-250.00	-250.00	.00	-499,750.00	.1%
<a href="#">2020/02/000307</a> 11/27/2019 CRP		-250.00	REF 242397	FIRST NATIONAL BANK		11/27/19 NEST SRP AWARD		
<hr/>								
TOTAL EDITH ABBOTT MEMORIAL LIBRA		-500,000	-500,000	-250.00	-250.00	.00	-499,750.00	.1%
<hr/>								
74735 CONTINGENCY PROJECTS								
<hr/>								
<a href="#">29555001 74735 CONTINGENCY PROJECT</a>		-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/>								
<a href="#">29555001 74799 CREDIT CARD REBATE</a>		-164	-164	.00	.00	.00	-164.00	.0%
<hr/>								
TOTAL CREDIT CARD REBATE		-164	-164	.00	.00	.00	-164.00	.0%
TOTAL OTHER DEPARTMENT PROJECTS		-750,284	-750,284	-250.00	-250.00	.00	-750,034.00	.0%

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CITY OF GRAND ISLAND  
ALL EXPENSES

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FOR THE MONTH ENDED NOVEMBER 2019

FOR 2020 02

JOURNAL DETAIL 2020 2 TO 2020 2

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD	MTD	ENCUMBRANCES	AVAILABLE	PCT
295 LOCAL ASSISTANCE	APPROP	BUDGET	EXPENDED	EXPENDED		BUDGET	USED
29555001 OTHER DEPARTMENT PROJECTS							
91 OPERATING EXPENSES							
29555001 85041 PLANNING COMMISSION	120	120	106.61	.00	.00	13.39	88.8%
29555001 85042 EDITH ABBOTT MEMORI	500,000	500,000	26,530.66	7,440.43	25,973.95	447,495.39	10.5%
2020/02/000057 11/06/2019 API	40.00 VND	010168 VCH483300	BANK OF AMERICA	AMAZON-Supplies/Makerspace	6519		
2020/02/000057 11/06/2019 API	27.96 VND	010168 VCH483315	BANK OF AMERICA	SUPER SAVER - Primetime	6519		
2020/02/000057 11/06/2019 API	18.00 VND	010168 VCH483342	BANK OF AMERICA	DOLLAR GENERAL - Primetime	6519		
2020/02/000057 11/06/2019 API	9.28 VND	010168 VCH483351	BANK OF AMERICA	SUPER SAVER - Primetime	6519		
2020/02/000057 11/06/2019 API	64.68 VND	010168 VCH483414	BANK OF AMERICA	SUPER SAVER - Primetime	6519		
2020/02/000057 11/06/2019 API	399.95 VND	010168 VCH483437	BANK OF AMERICA	AMERICAN BUTTON-Button Machine	6519		
2020/02/000057 11/06/2019 API	977.09 VND	010168 VCH483439	BANK OF AMERICA	HEAT PRESS -Heat Press Machine	6519		
2020/02/000057 11/06/2019 API	90.00 VND	010168 VCH483523	BANK OF AMERICA	SONIC - Primetime	6519		
2020/02/000057 11/06/2019 API	17.94 VND	010168 VCH483542	BANK OF AMERICA	WALMART - Primetime	6519		
2020/02/000057 11/06/2019 API	57.99 VND	010168 VCH483561	BANK OF AMERICA	AMAZON - Protection Plan	6519		
2020/02/000057 11/06/2019 API	78.21 VND	010168 VCH483562	BANK OF AMERICA	SAMSCUB - Primetime	6519		
2020/02/000057 11/06/2019 API	90.30 VND	010168 VCH483565	BANK OF AMERICA	MCDONALD'S - Primetime	6519		
2020/02/000057 11/06/2019 API	114.18 VND	010168 VCH483580	BANK OF AMERICA	AMAZON - Makerspace	6519		
2020/02/000057 11/06/2019 API	962.58 VND	010168 VCH483591	BANK OF AMERICA	AMAZON - Makerspace	6519		
2020/02/000057 11/06/2019 API	1,645.00 VND	010168 VCH483594	BANK OF AMERICA	CENTRAL SIGN-Cutter/Makerspace	6519		
2020/02/000057 11/06/2019 API	43.96 VND	010168 VCH483608	BANK OF AMERICA	SUPER SAVER - Primetime	6519		
2020/02/000170 11/20/2019 API	130.00 VND	010168 VCH484159	BANK OF AMERICA	EILEEN'S COOKIE-Primetime	6539		
2020/02/000170 11/20/2019 API	625.64 VND	010168 VCH484169	BANK OF AMERICA	USCUTTER-Makerspace Supplies	6539		
2020/02/000170 11/20/2019 API	149.00 VND	010168 VCH484211	BANK OF AMERICA	PANDA EXPRESS - Primetime	6539		
2020/02/000170 11/20/2019 API	6.76 VND	010168 VCH484214	BANK OF AMERICA	WALMART - Makerspace	6539		
2020/02/000170 11/20/2019 API	90.00 VND	010168 VCH484248	BANK OF AMERICA	WAVE PIZZA - Primetime	6539		
2020/02/000170 11/20/2019 API	30.45 VND	010168 VCH484260	BANK OF AMERICA	SUPER SAVER - Primetime	6539		
2020/02/000170 11/20/2019 API	409.90 VND	010168 VCH484371	BANK OF AMERICA	GLOBAL INDUST-Makerspace	6539		
2020/02/000170 11/20/2019 API	635.89 VND	010168 VCH484434	BANK OF AMERICA	QUILL - Supplies	6539		
2020/02/000170 11/20/2019 API	67.99 VND	010168 VCH484440	BANK OF AMERICA	HY VEE - Primetime	6539		
2020/02/000170 11/20/2019 API	21.98 VND	010168 VCH484494	BANK OF AMERICA	SUPER SAVER - Primetime	6539		
2020/02/000170 11/20/2019 API	569.75 VND	010168 VCH484510	BANK OF AMERICA	USCUTTER - Makerspace	6539		
2020/02/000170 11/20/2019 API	59.43 VND	010168 VCH484515	BANK OF AMERICA	AMAZON - Supplies	6539		
2020/02/000170 11/20/2019 API	6.52 VND	010168 VCH484544	BANK OF AMERICA	AMAZON - Makerspace	6539		
TOTAL OPERATING EXPENSES	500,120	500,120	26,637.27	7,440.43	25,973.95	447,508.78	10.5%

96 CAPITAL OUTLAY

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CITY OF GRAND ISLAND  
LIBRARY REVENUES  
FOR THE MONTH ENDED DECEMBER 2019

P 1  
glytdbud

FOR 2020 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
74350 COUNTY SHARE OF LIBRARY	-25,000	-25,000	-3,750.00	.00	.00	-21,250.00	15.0%
74365 STATE GRANTS	-7,107	-7,107	.00	.00	.00	-7,107.00	.0%
74576 COPY MACHINE USE FEES	-11,000	-11,000	-3,176.37	-1,034.20	.00	-7,823.63	28.9%
74703 FINES AND PENALTIES	-25,000	-25,000	-4,561.62	-1,788.31	.00	-20,438.38	18.2%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-1,230.00	-780.00	.00	-4,270.00	22.4%
74795 OTHER REVENUE	-14,000	-14,000	-613.03	.00	.00	-13,386.97	4.4%
TOTAL LIBRARY	-87,607	-87,607	-13,331.02	-3,602.51	.00	-74,275.98	15.2%
TOTAL GENERAL FUND	-87,607	-87,607	-13,331.02	-3,602.51	.00	-74,275.98	15.2%

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CITY OF GRAND ISLAND  
LIBRARY EXPENSES  
FOR THE MONTH ENDED DECEMBER 2019

P 1  
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FOR 2020 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
85105 SALARIES - REGULAR	1,154,011	1,154,011	286,503.89	85,110.71	.00	867,507.11	24.8%
85110 SALARIES - OVERTIME	750	750	193.09	193.09	.00	556.91	25.7%
85115 F.I.C.A. PAYROLL TAXES	88,132	88,132	20,841.56	6,201.12	.00	67,290.44	23.6%
85120 HEALTH INSURANCE	131,756	131,756	27,920.94	9,638.42	.00	103,835.06	21.2%
85125 LIFE INSURANCE	1,500	1,500	368.70	122.90	.00	1,131.30	24.6%
85130 DISABILITY INSURANCE	2,135	2,135	465.19	161.07	.00	1,669.81	21.8%
85145 PENSION CONTRIBUTION	50,191	50,191	13,368.36	3,962.99	.00	36,822.64	26.6%
85150 WORKERS COMPENSATION	2,043	2,043	.00	.00	.00	2,043.00	.0%
85160 OTHER EMPLOYEE BENEFITS	800	800	87.84	29.28	.00	712.16	11.0%
85161 HRA-VEBA	11,440	11,440	3,080.00	880.00	.00	8,360.00	26.9%
85213 CONTRACT SERVICES	10,000	10,000	7,115.20	3,085.00	-4,352.75	7,237.55	27.6%
85241 COMPUTER SERVICES	31,848	31,848	6,815.00	.00	-6,800.00	31,833.00	.0%
85245 PRINTING & BINDING SERVICES	2,300	2,300	787.50	787.50	.00	1,512.50	34.2%
85305 UTILITY SERVICES	55,000	55,000	14,308.44	4,187.16	.00	40,691.56	26.0%
85317 NATURAL GAS	5,000	5,000	286.54	230.84	.00	4,713.46	5.7%
85319 REPAIR & MAIN-LAND IMP/IRRIGA	1,000	1,000	.00	.00	.00	1,000.00	.0%
85324 REPAIR & MAINT - BUILDING	15,000	15,000	13,539.99	6,247.91	506.24	953.77	93.6%
85330 REPAIR & MAINT-OFF FURN & EQ	15,000	15,000	8,909.28	.00	5,000.00	1,090.72	92.7%
85335 REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%
85350 SANITATION SERVICE	500	500	120.00	43.40	.00	380.00	24.0%
85413 POSTAGE	6,000	6,000	1,366.75	387.66	.00	4,633.25	22.8%
85416 ADVERTISING	800	800	28.56	.00	.00	771.44	3.6%
85422 DUES & SUBSCRIPTIONS	26,000	26,000	6,635.00	2,291.00	2,300.00	17,065.00	34.4%
85425 BOOKS	106,273	106,273	25,040.74	9,331.13	.00	81,232.26	23.6%
85426 AV/ELECTRONIC MEDIA	106,274	106,274	34,203.04	5,126.41	.00	72,070.96	32.2%
85427 PERIODICALS	15,500	15,500	13,676.73	57.20	.00	1,823.27	88.2%
85428 TRAVEL & TRAINING	2,500	2,500	2,051.22	502.60	40.00	408.78	83.6%
85453 CASH OVER & SHORT	100	100	22.08	19.05	.00	77.92	22.1%
85490 OTHER EXPENDITURES	1,000	1,000	341.25	121.73	.00	658.75	34.1%
85505 OFFICE SUPPLIES	56,000	56,000	10,129.84	4,770.04	156.40	45,713.76	18.4%
85510 CLEANING SUPPLIES	4,000	4,000	389.19	98.97	.00	3,610.81	9.7%
85515 GASOLINE	500	500	94.62	48.94	.00	405.38	18.9%
85540 SMALL TOOLS & PARTS	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL LIBRARY	1,918,833	1,918,833	498,690.54	143,636.12	-3,150.11	1,423,292.57	25.8%
TOTAL GENERAL FUND	1,918,833	1,918,833	498,690.54	143,636.12	-3,150.11	1,423,292.57	25.8%



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CITY OF GRAND ISLAND  
ALL REVENUES

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FOR THE MONTH ENDED DECEMBER 2019

FOR 2020 03		JOURNAL DETAIL 2020 3 TO 2020 3						
ACCOUNTS FOR:		ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
295	LOCAL ASSISTANCE	APPROP	BUDGET				BUDGET	USED
<hr/>								
29555001 OTHER DEPARTMENT PROJECTS								
<hr/>								
74602 PLANNING COMMISSION PLAQUE								
<hr/>								
<a href="#">29555001 74602 PLANNING COMMISSION</a>		-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/>								
<a href="#">29555001 74701 EDITH ABBOTT MEMORI</a>		-500,000	-500,000	-250.00	.00	.00	-499,750.00	.1%
<hr/>								
TOTAL EDITH ABBOTT MEMORIAL LIBRA		-500,000	-500,000	-250.00	.00	.00	-499,750.00	.1%
<hr/>								
74735 CONTINGENCY PROJECTS								
<hr/>								
<a href="#">29555001 74735 CONTINGENCY PROJECT</a>		-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/>								
<a href="#">29555001 74799 CREDIT CARD REBATE</a>		-164	-164	.00	.00	.00	-164.00	.0%
<hr/>								
TOTAL CREDIT CARD REBATE		-164	-164	.00	.00	.00	-164.00	.0%
<hr/>								
TOTAL OTHER DEPARTMENT PROJECTS		-750,284	-750,284	-250.00	.00	.00	-750,034.00	.0%

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CITY OF GRAND ISLAND  
ALL EXPENSES

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FOR THE MONTH ENDED DECEMBER 2019

FOR 2020 03

JOURNAL DETAIL 2020 3 TO 2020 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	106.61	.00	.00	13.39	88.8%
<u>29555001 85042 EDITH ABBOTT MEMORI</u>	500,000	500,000	31,415.60	4,884.94	32,828.83	435,755.57	12.8%
<u>2020/03/000093</u> 12/11/2019 API	21.98 VND	010168 VCH485304	BANK OF AMERICA	SUPER SAVER - Primetime			6569
<u>2020/03/000093</u> 12/11/2019 API	120.00 VND	010168 VCH485308	BANK OF AMERICA	EL TAPATIO - Primetime			6569
<u>2020/03/000093</u> 12/11/2019 API	27.68 VND	010168 VCH485392	BANK OF AMERICA	SUPER SAVER - Primetime			6569
<u>2020/03/000093</u> 12/11/2019 API	60.00 VND	010168 VCH485439	BANK OF AMERICA	TACO BELL - Primetime			6569
<u>2020/03/000093</u> 12/11/2019 API	768.86 VND	010168 VCH485509	BANK OF AMERICA	HEATPRESSNATION - Makerspace			6569
<u>2020/03/000093</u> 12/11/2019 API	85.00 VND	010168 VCH485576	BANK OF AMERICA	EILEENS COOKIES - Primetime			6569
<u>2020/03/000093</u> 12/11/2019 API	20.00 VND	010168 VCH485663	BANK OF AMERICA	SUPER SAVER - Primetime			6569
<u>2020/03/000093</u> 12/11/2019 API	101.98 VND	010168 VCH485675	BANK OF AMERICA	HY VEE - Primetime			6569
<u>2020/03/000093</u> 12/11/2019 API	27.17 VND	010168 VCH485737	BANK OF AMERICA	AMAZON-Makerspace Supplies			6569
<u>2020/03/000098</u> 12/17/2019 API	46.76 VND	999999 VCH485185	REFUND CUSTOMERS	REFUND UNSPENT PRIMETIME PROGR			215517
<u>2020/03/000249</u> 12/23/2019 API	3,605.51 VND	010168 VCH486368	BANK OF AMERICA	B&H PHOTO - ListenIR			6592
TOTAL OPERATING EXPENSES	500,120	500,120	31,522.21	4,884.94	32,828.83	435,768.96	12.9%
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	750,120	750,120	31,522.21	4,884.94	32,828.83	685,768.96	8.6%

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# **Library Board**

**Monday, January 27, 2020**

**Regular Meeting**

## **Item B3**

### **Approval of Bills Submitted - December 17, 2019 and December 30, 2019 and January 14, 2020**

*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

Vendor				121719				
<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						
85213			CONTRACT SERVICES					
1	1257	THE CLARK ENERSEN PARTNERS IN	HVAC STUDY	002	35571		0	2,000.00
85245			PRINTING & BINDING SERVICES					
0	10168	BANK OF AMERICA	PEREGRINE - Library Insert	TXN00065554			6569	787.50
85305			UTILITY SERVICES					
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	NOV 2019			0	4,187.16
85317			NATURAL GAS					
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	19OCT2646500-5			215299	230.84
85324			REPAIR & MAINT - BUILDING					
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00065203			6569	21.56
0	10168	BANK OF AMERICA	HOME DEPOT-Maintenance Supplie	TXN00065834			6569	999.36
0	10168	BANK OF AMERICA	ROBERTS PUMP - Maintenance	TXN00065160			6569	76.96
1	10856	BOB'S CARPET & UPHOLSTERY CLE	CARPET/FURNITURE CLEANING	184632	35695		0	4,913.00
85350			SANITATION SERVICE					
0	10168	BANK OF AMERICA	MID NE DISPOSAL-Sanitation 10/	TXN00065570			6569	43.40
85413			POSTAGE					
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 - 11/15/19			0	183.24
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 - 11/30/19			0	183.77
85422			DUES & SUBSCRIPTIONS					
0	10168	BANK OF AMERICA	Amazon Prime - Membership	TXN00065197			6569	119.00
1	3767	OCLC ONLINE COMPUTER LIBRARY	ONLINE MONTHLY SUBSCRIPTION	694705	35809		0	2,172.00
85425			BOOKS					
0	10168	BANK OF AMERICA	BRODART- Processing	TXN00065671			6569	4,629.73
0	10168	BANK OF AMERICA	WALMART - Books	TXN00065576			6569	48.74
0	10168	BANK OF AMERICA	WALMART - Books	TXN00065389			6569	53.91
0	10168	BANK OF AMERICA	WALMART - Books	TXN00065565			6569	39.16
85426			AV/ELECTRONIC MEDIA					
0	10168	BANK OF AMERICA	WALMART - Books	TXN00065576			6569	19.96
1	562	MIDWEST TAPE	AUDIOBOOK & DVDS	98207549	10326		0	179.91
1	562	MIDWEST TAPE	AUDIOBOOKS & DVDS	98238955	10326		0	162.19
1	562	MIDWEST TAPE	AUDIOBOOKS & DVDS	98173959	10326		0	371.35

**Schedule of Bills**

		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	DVD	98268339	10326		0	21.74
1	562	MIDWEST TAPE	DVDS	98266347	10326		0	278.13
1	562	MIDWEST TAPE	HOOPLA 11/30/19	98284394	10326		0	4,093.13
85427		PERIODICALS						
0	10168	BANK OF AMERICA	NY TIMES NATL-Subscription	TXN00065732			6569	57.20
85490		OTHER EXPENDITURES						
1	8792	CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	2019NOV6614			6556	80.29
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	AMAZON - Dvd Cases	TXN00065878			6569	37.98
0	10168	BANK OF AMERICA	AMAZON - Protection Plan	TXN00065346			6569	9.99
0	10168	BANK OF AMERICA	AMAZON - Staff Planners	TXN00065862			6569	209.75
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00065217			6569	33.97
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00065445			6569	95.98
0	10168	BANK OF AMERICA	BRODART - Processing Supplies	TXN00065682			6569	670.65
0	10168	BANK OF AMERICA	BRODART- Processing	TXN00065671			6569	870.91
0	10168	BANK OF AMERICA	CREDIT PURCHASE FINANCE-Credit	TXN00064959			6569	(0.14)
0	10168	BANK OF AMERICA	HOBBY LOBBY - Craft Supplies	TXN00065186			6569	36.90
0	10168	BANK OF AMERICA	INNOVATIVE LAB - Spine Labels	TXN00065675			6569	347.89
0	10168	BANK OF AMERICA	WALMART - Books	TXN00065389			6569	2.98
0	10168	BANK OF AMERICA	WALMART - SUPPLIES	TXN00065603			6569	13.40
0	10168	BANK OF AMERICA	WALMART- Books	TXN00065565			6569	81.77
85510		CLEANING SUPPLIES						
0	10168	BANK OF AMERICA	SCHOOL HEALTH - Cleaner	TXN00065340			6569	98.97
85515		GASOLINE						
1	83	CITY OF GRAND ISLAND-TREASURY	REPAIR SHOP NOVEMBER 2019	LIBR 2019-11			0	48.94

10044301 Org Total 28,513.17

**Schedule of Bills**

121719

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

<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
BRODART- Processing	TXN00065671			6569	588.44
20110001 Org Total				588.44	

Schedule of Bills

121719

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 Supplies	TXN00065822			6569	27.17
0	10168	BANK OF AMERICA	EILEENS COOKIES - Primetime	TXN00065650			6569	85.00
0	10168	BANK OF AMERICA	EL TAPATIO - Primetime	TXN00065290			6569	120.00
0	10168	BANK OF AMERICA	HEATPRESSNATION - Makerspace	TXN00065581			6569	768.86
0	10168	BANK OF AMERICA	HY VEE - Primetime	TXN00065758			6569	101.98
0	10168	BANK OF AMERICA	SUPER SAVER - Primetime	TXN00065746			6569	20.00
0	10168	BANK OF AMERICA	SUPER SAVER - Primetime	TXN00065259			6569	21.98
0	10168	BANK OF AMERICA	SUPER SAVER - Primetime	TXN00065458			6569	27.68
0	10168	BANK OF AMERICA	TACO BELL - Primetime	TXN00065508			6569	60.00
0	999999	REFUND CUSTOMERS	REFUND UNSPENT PRIMETIME PROGRAM FUNDING-FALL 2019	FALL 2019			0	46.76

29555001 Org Total 1,279.43

Prepared by

Nancy Broich

Library Funds Disbursement Voucher	
Approved by: Ed Meedel	Date 12/13/19
Library Board President <i>Ed Meedel</i>	
Authenticated by: Tanya Hansen	Date 12/12/19
Library Board Secretary <i>Tanya Hansen</i>	

## Schedule of Bills

123019

		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						
85160		OTHER EMPLOYEE BENEFITS						
0	10168	BANK OF AMERICA	TASC-ADMIN & Renewal Fees	TXN00066443			6592	29.28
85213		CONTRACT SERVICES						
0	10168	BANK OF AMERICA	DAHLKE - Lawncare	TXN00066020			6592	1,085.00
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00066132			6592	18.98
0	10168	BANK OF AMERICA	JOHNNY'S LOCK- 2 Keys Made	TXN00066094			6592	7.00
0	10168	BANK OF AMERICA	MENARDS-Maintenance Supplies	TXN00066084			6592	64.05
0	10168	BANK OF AMERICA	PRESTOX - Pest Control	TXN00066061			6592	147.00
85413		POSTAGE						
0	10168	BANK OF AMERICA	UPS - Pickup Charges	TXN00066208			6592	6.90
0	10168	BANK OF AMERICA	UPS - Shipping Fees	TXN00066219			6592	13.75
85425		BOOKS						
0	10168	BANK OF AMERICA	AMAZON - Kits	TXN00066314			6592	12.99
0	10168	BANK OF AMERICA	BRODART - Books	TXN00066143			6592	4,546.60
85428		TRAVEL & TRAINING						
0	10168	BANK OF AMERICA	AMERICAN AIR-Travel/Swan	TXN00066053			6592	327.60
0	10168	BANK OF AMERICA	PLA - Conference/Swan	TXN00066089			6592	175.00
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	BRODART - Books	TXN00066143			6592	1,031.14
0	10168	BANK OF AMERICA	DEMCO - Processing Supplies	TXN00066226			6592	439.90
0	10168	BANK OF AMERICA	EAKES - Office Supplies	TXN00066138			6592	80.97
0	10168	BANK OF AMERICA	MINITEX - RFID Tags	TXN00066168			6592	806.00
10044301 Org Total							8,792.16	



## Schedule of Bills

123019

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

**Description**

**Invoice**

**PO #**

**WO#**

**Check #**

**Amount**

BRODART - Books

TXN00066143

6592

1,333.85

**20110001 Org Total**

**1,333.85**

# Schedule of Bills

123019

Vendor

Org	Object	Name/Number	Description
29555001		OTHER DEPARTMENT PROJECTS	
85042		EDITH ABBOTT MEMORIAL LIBRARY	
0	10168	BANK OF AMERICA	B&H PHOTO - ListenLR

Invoice	PO #	WO#	Check #	Amount
TXN00065919			6592	3,605.51

29555001 Org Total 3,605.51

Prepared by

*Nancy Broich*

Library Funds Disbursement Voucher	
Approved by: Ed Meedel	Date 1/1/20
Library Board President <i>Ed Meedel</i>	
Authenticated by: Tanya Hansen	Date 1/3/20
Library Board Secretary <i>Tanya Hansen</i>	

**Schedule of Bills**

011420

<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						
85160			OTHER EMPLOYEE BENEFITS					
0	10168	BANK OF AMERICA	TASC - Admin Fees	TXN00066934			6605	29.28
85305			UTILITY SERVICES					
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	DEC 2019			0	3,828.74
85317			NATURAL GAS					
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	19NOV2646500-5			215745	438.49
85324			REPAIR & MAINT - BUILDING					
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00066591			6605	34.65
0	10168	BANK OF AMERICA	MENARDS-Maintenance Supplies	TXN00066405			6605	28.47
0	10168	BANK OF AMERICA	MENARDS-Maintenance Supplies	TXN00066434			6605	34.99
0	10168	BANK OF AMERICA	MID NE DISPOSAL - Sanitation	TXN00066410			6605	43.40
0	10168	BANK OF AMERICA	PRESTOX - Pest Control	TXN00066427			6605	147.00
1	559	CITY OF GRAND ISLAND	2020 ALARM MONITORING	2020_ALARM			0	275.00
1	117	OHARA PLUMBING CO INC	INSTALL WATER HEATER	99043	35830		0	3,333.95
85330			REPAIR & MAINT - OFF FURN & EQ					
0	10168	BANK OF AMERICA	CAPITAL BUS - Copies	TXN00066653			6605	225.83
0	10168	BANK OF AMERICA	CAPITAL BUS. - Copies	TXN00066676			6605	159.52
85413			POSTAGE					
1	344	MIDWEST CONNECT LLC	DEC 2-15, 2019 POSTAGE	GI11 12/15/19			0	202.46
85416			ADVERTISING					
1	214	BH MEDIA GROUP INC	BOARD MEETING NOTICE AD	10040440 - NOV 2019			0	14.78
85422			DUES & SUBSCRIPTIONS					
1	10995	HALL COUNTY COMMUNITY COLL	2020 MEMBERSHIP DUES	1091	35878		0	100.00
85425			BOOKS					
0	10168	BANK OF AMERICA	WALMART - DVD's	TXN00066479			6605	19.58
85426			AV/ELECTRONIC MEDIA					
0	10168	BANK OF AMERICA	AMAZON - Dvd	TXN00066688			6605	9.96
0	10168	BANK OF AMERICA	WALMART - DVD's	TXN00066479			6605	37.92
1	562	MIDWEST TAPE	AUDIO BOOKS,DVD'S	98362538	10326		0	217.94
1	562	MIDWEST TAPE	AUDIO BOOKS,DVD'S	98331620	10326		0	993.47
1	562	MIDWEST TAPE	DVD'S	98293824	10326		0	65.97

## Schedule of Bills

011420

<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						
1	562	MIDWEST TAPE	DVD'S	98301591	10326		0	312.58
85490		OTHER EXPENDITURES						
1	8792	CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	2019DEC6614			6603	70.51
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	ACE - Program Supplies	TXN00066667			6605	6.00
0	10168	BANK OF AMERICA	AMAZON - Processing Supplies	TXN00066646			6605	13.26
0	10168	BANK OF AMERICA	AMAZON - Processing Supplies	TXN00066596			6605	125.50
0	10168	BANK OF AMERICA	DEMCO - Processing Supplies	TXN00066390			6605	451.53
0	10168	BANK OF AMERICA	HOBBY LOBBY - Craft Supplies	TXN00066613			6605	13.45
0	10168	BANK OF AMERICA	HOBBY LOBBY - Program Supplies	TXN00066599			6605	34.74
0	10168	BANK OF AMERICA	QUILL - Office Supplies	TXN00066623			6605	51.97
0	10168	BANK OF AMERICA	WALMART - Supplies	TXN00066486			6605	29.91
85515		GASOLINE						
1	83	CITY OF GRAND ISLAND-TREASURY	DEC 2019 REPAIR SHOP BILL	LIBR 2019-12			0	35.09
10044301 Org Total							11,385.94	

## Schedule of Bills

011420

**Vendor**  
**Org**   **Object**   **Name/Number**   **Description**  
29555001   OTHER DEPARTMENT PROJECTS  
85042   EDITH ABBOTT MEMORIAL LIBRARY  
0   10168 BANK OF AMERICA   AMAZON - Makerspace

Invoice	PO #	WO#	Check #	Amount
TXN00066630			6605	64.99

29555001   Org Total   64.99

Prepared by

*Nancy Broich*

Library Funds Disbursement Voucher	
Approved by: Ed Meedel	Date 1/21/20
Library Board President <i>Ed Meedel</i>	
Authenticated by: Tanya Hansen	Date 1/21/20
Library Board Secretary <i>Tanya Hansen</i>	

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# **Library Board**

## **Monday, January 27, 2020**

### **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 Report of Household Library Cards Issued to Hall County Residents Outside of Grand Island provided in January, April, July and October of each year*
- 3) a quarterly statistical usage report provided in February, May, August and November of each year*
- 4) upon execution of agreement, regularly scheduled report of use of Grand Island Public Library Foundation library support funds*
- 5) upon publication, a Library newsletter*
- 6) 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
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
AV Installation	12/30/2019	Staff Use
Foundation Board Meeting	12/30/2019	Foundation
AV Installation	12/31/2019	Staff Use
Library Closes at 5 PM - New Year's Eve	12/31/2019	Hours Change
Library Closed - New Year's Day	1/1/2020	Hours Change
AV Installation	1/1/2020	Staff Use
Winter Break Children's Program - An Eric Carle Winter	1/2/2020	Children's Holiday Break Program

Call for more details - some programs require registration

Winter Break Teen Program - Super Smash Bros. Ultimate Tournament	1/2/2020	Teen Holiday Break Program
Winter Break Super Smash Brother's Tween/Teen Tournament	1/2/2020	Teen Holiday Break Program
AV Installation	1/3/2020	Staff Use
Winter Break Movie	1/4/2020	Storytime
AV Install	1/6/2020	Staff Use
Lapsit (Play and Read)	1/6/2020	Lapsits
AV Install	1/7/2020	Staff Use
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
AV Install	1/8/2020	Staff Use
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
AV Install	1/14/2020	Staff Use
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
Central District Health Department FREE BLOOD PRESSURE CHECKS	1/15/2020	General Program
Foundation Board Meeting	1/15/2020	Foundation
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
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
Local Author Visit - George Ayoub	1/26/2020	Adult Author Program
Lapsit (Play and Read)	1/27/2020	Lapsits
Library Board Meeting	1/27/2020	Library Board
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
Saturday Storytime-Stories and Crafts with Eddie the Comfort Dog	2/1/2020	Storytime

Call for more details - some programs require registration



Lapsit (Play and Read)	2/3/2020	Lapsits
Baby & Toddler Lapsit - Rock and Read	2/4/2020	Baby & Toddler Lapsits
AARP Tax Help	2/4/2020	Adult Program
2020 Book Club for Adults	2/4/2020	Book Club for Adults
Pajametime (Family Storyhour)	2/4/2020	Family Storytime
Storytime (Ready to Read)	2/5/2020	Storytime
Storytime (Ready to Read)	2/5/2020	Storytime
Bookbop	2/6/2020	Storytime
AARP Tax Help	2/7/2020	Adult Program
Saturday Storytime	2/8/2020	Storytime
test	2/9/2020	Adult Author Program
Lapsit (Play and Read)	2/10/2020	Lapsits
HomeSchoolers Program	2/10/2020	Children's Literacy Event
2020 Bear Fair	2/11/2020	Children's Literacy Event
2020 Bear Fair	2/11/2020	Children's Literacy Event
AARP Tax Help	2/11/2020	Adult Program
2020 Bear Fair	2/11/2020	Children's Literacy Event
Storytime (Ready to Read)	2/12/2020	Storytime
Storytime (Ready to Read)	2/12/2020	Storytime
Bookbop	2/13/2020	Storytime
AARP Tax Help	2/14/2020	Adult Program
Saturday Storytime - Stories and Crafts with Remi the Comfort Dog	2/15/2020	Storytime
Lapsit (Play and Read)	2/17/2020	Lapsits
Library Board Meeting	2/17/2020	Library Board
Baby & Toddler Lapsit - Rock and Read	2/18/2020	Baby & Toddler Lapsits
Central District Health Dept. Breastfeeding Education Class	2/18/2020	Adult Program
AARP Tax Help	2/18/2020	Adult Program
Pajametime (Family Storyhour)	2/18/2020	Family Storytime
Storytime (Ready to Read)	2/19/2020	Storytime
Storytime (Ready to Read)	2/19/2020	Storytime
Bookbop	2/20/2020	Storytime
AARP Tax Help	2/21/2020	Adult Program
Saturday Storytime	2/22/2020	Storytime
Lapsit (Play and Read)	2/24/2020	Lapsits
Nebraska Humanities Preschool PrimeTime	2/24/2020	Children's Literacy Event
Nebraska Humanities Preschool PrimeTime	2/24/2020	Children's Literacy Event
Baby & Toddler Lapsit - Rock and Read	2/25/2020	Baby & Toddler Lapsits
AARP Tax Help	2/25/2020	Adult Program
Pajametime (Family Storyhour)	2/25/2020	Family Storytime
Storytime (Ready to Read)	2/26/2020	Storytime
Storytime (Ready to Read)	2/26/2020	Storytime
Bookbop	2/27/2020	Storytime
AARP Tax Help	2/28/2020	Adult Program

Call for more details - some programs require registration

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/Engraver session	12/9/2019	Makerspace
Laser Cutter/Engraver session	12/10/2019	Makerspace
Cricut Explore Air 2 session	12/11/2019	Makerspace
Laser Cutter/Engraver session	12/11/2019	Makerspace
Nebraska Association of Public Employees	12/11/2019	Meeting Room A
Laser Cutter/Engraver session	12/12/2019	Makerspace
Laser Cutter/Engraver session	12/12/2019	Makerspace
Cricut Explore Air 2 session	12/12/2019	Makerspace
Stitching Sisters	12/12/2019	Meeting Room A
American postal union	12/12/2019	Meeting Room BC
Laser Cutter/Engraver session	12/13/2019	Makerspace
Laser Cutter/Engraver session	12/14/2019	Makerspace
Prairie Romance Writers	12/15/2019	Meeting Room A
H3C Board Meeting	12/16/2019	Meeting Room A
Laser Cutter/Engraver session	12/16/2019	Makerspace
Laser Cutter/Engraver session	12/16/2019	Makerspace
H3C	12/18/2019	Meeting Room A
Laser Cutter/Engraver session	12/19/2019	Makerspace
Laser Cutter/Engraver session	12/21/2019	Makerspace
H3C Board Meeting	12/23/2019	Meeting Room A
Test Proctoring	12/23/2019	Exam Proctoring Room
Laser Cutter/Engraver session	12/23/2019	Makerspace
To Read or Not to Read Book Club	12/30/2019	Meeting Room A
Copper Creek Homeowner Association	1/2/2020	Meeting Room A
Laser Cutter/Engraver session	1/4/2020	Makerspace
Altrusa	1/6/2020	Meeting Room A
Laser Cutter/Engraver session	1/6/2020	Makerspace
Department of Education	1/8/2020	Meeting Room A
Grand Island Gaming Guild	1/11/2020	Meeting Room B
NEBRASKA PROBATION	1/13/2020	Meeting Room C
3D Printer session	1/13/2020	Makerspace
Leadership Tomorrow	1/13/2020	Digital Media Lab
Central NE District Assessors	1/15/2020	Meeting Room A

Stitching Sisters	1/16/2020	Meeting Room A
Integrated Life Choices	1/17/2020	Meeting Room B
Prairie Romance Writers	1/19/2020	Digital Media Lab
3D Printer session	1/21/2020	Makerspace
Grow Grand Island	1/21/2020	Meeting Room A
Laser Cutter/Engraver session	1/23/2020	Makerspace
Senator Ben Sasse Office	1/24/2020	Meeting Room A
CCCEA	1/24/2020	Meeting Room A
Tumbleweeds 4H	1/25/2020	Meeting Room B
Youth Philathropy Board	1/26/2020	Meeting Room A
H3C	1/27/2020	Meeting Room C
To Read or Not to Read Book Club	1/27/2020	Digital Media Lab
Grand Island Service Providers	1/27/2020	Meeting Room B
GIPS Migrant Program	1/27/2020	Meeting Room B
Laser Cutter/Engraver session	1/27/2020	Makerspace
Chariots4hope	1/28/2020	Meeting Room BC
Alpha Delta Kappa	1/28/2020	Meeting Room B
GICC	1/28/2020	Meeting Room A
Alicia's Knitting and Crocheting Club	1/28/2020	Digital Media Lab
Families Care	1/30/2020	Meeting Room A
Grand Island MPO	2/4/2020	Meeting Room BC
GI child care Association	2/6/2020	Meeting Room A
Grand Island Gaming Guild	2/8/2020	Meeting Room B
Prairieland Romance Writer's Group	2/9/2020	Digital Media Lab
Greater Nebraska Workforce Dev Board	2/13/2020	Meeting Room A
Stitching Sisters	2/13/2020	Meeting Room A
PEO CK	2/18/2020	Meeting Room A
H3C Board Meeting	2/24/2020	Meeting Room B
To Read or Not to Read Book Club	2/24/2020	Meeting Room A
NET/KUON - Nebraska Educational Telecommunications	2/27/2020	Meeting Room B

<a href="#">LIBRARY ALIVE: It's the most 'makerspace' time of the year!</a>	12/1/2019	GI Independent
<a href="#">Club Calendar - December 2019</a>	12/1/2019	GI Independent
<a href="#">Tri-Cities bus route public open house location changed in Grand Island</a>	12/2/2019	GI Independent
<a href="#">Tri-Cities are one step closer to intercity bus service</a>	12/4/2019	NTV
<a href="#">Grand Island Public Library to host free health program</a>	12/4/2019	GI Independent
<a href="#">Positive feedback continues for intercity bus service</a>	12/5/2019	NTV
<a href="#">Grand Island hosts public meeting on proposed Tri-City bus route</a>	12/6/2019	GI Independent
<a href="#">Ann Martin</a>	12/8/2019	GI Independent
<a href="#">Loneliness an epidemic among seniors</a>	12/14/2019	GI Independent
<a href="#">LIBRARY ALIVE: It's beginning to look a lot like the holidays</a>	12/15/2019	GI Independent
<a href="#">Twas the "Working for the Weekend" before Christmas</a>	12/19/2019	Local 4 TV
<a href="#">Children of all ages turn out to have Breakfast With Santa at Grand Island Public Library</a>	12/21/2019	GI Independent
<a href="#">Grant to help digitize Wood River historic newspapers</a>	12/22/2019	GI Independent
<a href="#">Children's Day event a huge success</a>	12/22/2019	GI Independent
<a href="#">Makerspace keeps families engaged in learning during Christmas break</a>	12/26/2019	NTV
<a href="#">Kids keep busy at library winter break program</a>	12/26/2019	GI Independent
<a href="#">Kids keep busy at library winter break program</a>	12/26/2019	Spot On Nebraska
<a href="#">Club Calendar - January 2020</a>	12/27/2019	GI Independent
<a href="#">GISH upper academies launch top education, county stories</a>	12/27/2019	GI Independent
<a href="#">Photos for Publication Friday, December 27, 2019</a>	12/27/2019	GI Independent
<a href="#">LIST: Top local stories of the decade, 2010-2018</a>	12/27/2019	GI Independent
<a href="#">LIBRARY ALIVE: Bringing in 2020 GILIBRARY style</a>	12/28/2019	GI Independent
<a href="#">Weather Outtakes gallery from Monday, December 30, 2019</a>	12/30/2019	GI Independent
<a href="#">Free blood pressure checks support healthy New Year's resolutions</a>	1/2/2020	KFXL
<a href="#">Weekend activities keep holiday mindset rolling</a>	1/2/2020	Local 4 TV
<a href="#">Free blood pressure checks support healthy New Year's resolutions</a>	1/2/2020	NTV
<a href="#">Polar bear is fitting subject for craft project this time of year</a>	1/2/2020	GI Independent
<a href="#">Film speaks up for early childhood education</a>	1/3/2020	GI Independent
<a href="#">Ann Martin</a>	1/5/2020	GI Independent
<a href="#">Former Independent columnist pens biography on Omaha World-Herald's former publisher John Gottschalk</a>	1/7/2020	GI Independent
<a href="#">Blood pressure check set for Wednesday at library</a>	1/8/2020	GI Independent
<a href="#">GI library celebrates law enforcement appreciation day</a>	1/9/2020	Local 4 TV
<a href="#">Library shows support for police during Law Enforcement Appreciation day</a>	1/10/2020	News Channel Nebraska
<a href="#">Children read with police officer</a>	1/10/2020	GI Independent
<a href="#">Library shows support for police during Law Enforcement Appreciation day</a>	1/10/2020	Local 4 TV
<a href="#">LIBRARY ALIVE: Pay it forward with your library</a>	1/11/2020	GI Independent
<a href="#">'No Small Matter' documentary to be shown at the Grand on Thursday</a>	1/11/2020	GI Independent
<a href="#">Local briefs: City offices observe MLK holiday</a>	1/15/2020	GI Independent
<a href="#">Sasse Staff to Hold Mobile Office in Hall County</a>	1/18/2020	Doniphan Herald
<a href="#">Grand Island thinking long term with 2045 Long Range Transportation Plan</a>	1/21/2020	Local 4 TV
<a href="#">Your Ticket: Local author to discuss new book at library event</a>	1/22/2020	GI Independent

# Youth & Family Service Librarian's Monthly Report

**Name:** Celine Swan

**Date:** January 2020

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## Last Month

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### Collection Development

- Ordering new books for kids and teens.
- Weeding and Placing 2/3<sup>rd</sup> copies in good shape in back for future outreach.

### Scheduling

- Winter Break scheduling for staff
- Program Break Scheduling
- Added Children's/Roving back in
- Added Pages to phone/checkin for one or two hours per week

### SOD/LOD Staff Work

- 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.
- Librarians/LA2 Meeting Dec 30 Went over final policy work, and bug dog visits 2x a year and give to Steve. Zone leads will hand out staff job duties, we will meet monthly Week B Wed 2-4 pm, LA2s are working on Staff Training, Makerspace-new policy, waiver, and staff training on book a librarian, Database training, SRP donations-SC,LM and KM, marketing promotions with Irasema and supervised visitation handout, Updating Manuals, working with new staff, wireless printing training for LOD's, and staff safety training, Supercharge Storytimes work-JS. Entering all PITS, Elle on CYC Board, Reference training for new

### Committee Work with Outside Agencies

- H3C monthly 0-11 meeting
- National League of Cities webinars
- NLC/H3C planning No Small Matter
- Children's Museum Board Meeting 12/16/19
- Communities for Kid's meeting at the library 12/18/2019
- Partnerships with schools, nonprofits, mall, hospitals, United way
- Humanities Nebraska PrimeTime Idea Exchange 12/7 in Lincoln 9:30-3 pm.

### Children's Renovation

- Collection maintenance to have a manageable collection and plan future outreach
- Ordered New AWE computers
- Planning More Character Bins
- Working with Zone C to plan colors

## Programs

- Regular children's programming
- Homeschooler's programs for children and tween/teen makerspace Dec 9
- TLC program
- Breakfast with Santa/Winter Break Dec 21 (30 ROTC and TLC volunteers)
- Winter Break Programs for children and tweens/teens Dec 23-Jan 4. We had 6 children's programs and 4 tween/teen.
- 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-partner programs with Early Learning Center
- Planning 2020 Summer Reading Program for Children and Teens
- Partner Program with Central District Health Dept 12/11/2019 Free Blood Pressure Checks

## Library Management

- Press releases for programs for library, No Small Matter Event
- Library Column Dec 1
- Children's Programming Meeting-Dec 31, discussed Supercharged Storytimes training, nutritional snacks, ordering supplies, spring calendar-New Dog Hazel and trainer teacher Megan will start on Saturday in January
- Constant code-of conduct interactions with patrons, and families
- Library appraisals, coaching, training
- Library Management with staff, volunteers, students
- Makerspace Cricut Central Plains Workshop in Kearney December 3 for Shaun, Elle, Chris and Celine
- Turned in NLC 2018 Youth Summer Grant report for programs and makerspace materials purchased from Summer 2019

## This Month

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### Collection Development

- Ordering
- Weeding

### Scheduling

- Add new staff to reference positions
- Schedule children's staff for the Central Plains Library System Summer Reading Workshop Gala held at the GIPL March 19

### SOD/LOD Staff Work

- Meeting 1/22/2020
- Work with Irasema on new library logo, marketing for the summer reading program flyers, etc, resuming newsletter and Supervised Visits Flyer.
- Libraries Lead with Digital Skills Grant, work with Shaun then 6 staff

### Committee Work with Outside Agencies

- National League of Cities meetings with H3C director and Barb for No Small Matter And met with Mayor Steele 1/14/2020
- H3C-No Small Matters documentary at the Grand on Jan 16-major publicity campaign



- H3C Committee planning work-Zoom mtg with Robin Dexter 1/3/2020
- NLC webinar 1/22/2020
- H3C visit to Red Cloud to visit Child Care Centers 1/24/2020
- Meet with United Way and Youth Leadership Tomorrow for promotion of Summer Reading Program's efforts to combat summer learning slide

## **Children's Renovation**

- Collection maintenance in Easy Books and ERs, more Character Bins to have a manageable collection and plan future outreach
- Painting wall planning
- Adding Cupboards to the Children's Office
- Planning ECRTTR Train Mural in Children's-plan vinyl train
- Planning and ordering new furniture, circ desk, shelving
- Planning areas on project planning tool
- AWE Computers came in

## **Programs**

- Homeschoolers programs on Jan 13 for elementary and makerspace for tween/teen
- Partner program with Central District Health Dept FREE BLOOD PRESSURE CHECKS 1/15/2020
- Planning meeting for staff for New Humanities Nebraska Prime Time Preschool that starts Mondays, Feb 24-March 30
- 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
- Outreach programs-Alessandra visited Central Community College, had large number of library applications applied for, taught students and staff about databases, 3 more outreaches in Feb
- Breastfeeding Class 2/18/2020 from 11-1 with CDHD/WIC
- Outreach to Early Learning Center 3 locations on 2/5, 2/6, and 2/10 for Bear Fair and Literacy

## **Library Management**

- Library appraisals, coaching, training
- Working on future outreach delivery
- Booked PLA conference-registered, and booked Air, Hotel
- Grant money spending-ideas
- Have worked on getting flyers on fb and web site as pdf's
- Applied for the NLC First Books Grant "Books2Kids Learning Initiative", webinar 1/30/2020
- Library Column on 1/12/2020

# Adult & Technical Service Librarian's Monthly Report

**Name:** Shaun Klee

**Date:** January 2020

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## Last Month

### NLC Annual Stats

- Compile statistics for the Nebraska Library Commission Annual Report

### Collection Development/Maintenance

- Catalog Cleanup—item notes
- Children's Audiobooks—repackage into slim cases
- Serials—Work Title Changes List from Ebsco to update MARC records & Serials enumeration/planning from magazine publishers
- Weeding
- Acquisitions—ordering print, AV, and digital content

### Technology

- Coordinating computer filter upgrade with vendor, IT and Duey's Computer Service (contract IT)
- Coordinating EZProxy server upgrade with IT and Duey's Computer Service
- SAM & printing troubleshooting, various
- Pioneer Consortium troubleshooting problems (various issues) with South Sioux City, Bennington, St. Paul, and Central City
- Microfilm reader quotes for grant (grant ultimately not funded)

### Adult Programming

- Planning January 2020 local author visit, George Ayoub
- Local Art Show in Art Galley
- Summer Reading merchandise ordering

### Other

- Central Plains Library System Workshop in Kearney, Dec 3, 2019
- Library Column, published Dec 15, 2019
- MST meeting – discussing policies and having Bed Bug sniffing dogs inspect library

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## This Month

### Collection Development/Maintenance

- Catalog cleanup
- Children's audiobooks
- Weeding
- Acquisitions

### Technology

- Finish EZProxy upgrade



- Complete the filter Installation with Comprise and City IT
- Schedule Biblioovation Koha upgrade
- Start working on digitization of patron application forms

## Programming

- George Ayoub visit on January 26
- Library Column for publication on January 26
- Register for Sheldon Statewide art exhibition
- Start working on Libraries Lead With Digital Skills project with Public Library Association and Google
- Determine resources for expanded fact-based services and promotion with public

# Library Director's Monthly Report

**Name:** Steve Fosselman

**Date:** January 2020

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## Last Month

### Renovation and Building Needs

- Installation of Wireless Access Points week of December 9
- AV installation in Meeting Room B/C started last week of December, including assistive hearing technology
- HVAC Study – continued work with The Clark Enersen Partners on study to determine needs and options for replacing 1970's vintage HVAC system
- Installation of additional furniture for meeting rooms, Makerspace, etc.
- Ordered new Hot Picks shelving
- Worked with Foundation consultant on a Best Buy grant application

### 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

- Started review of Nebraska Library Commission annual report compilation by Shaun and Nancy
- Continued work with Celine on potential Every Child Ready to Read area, help desk and other Children's Section rearrangement needs
- Assigned Shaun to develop means of digitizing our patron application forms

### Other

- Attended Hall County Community Collaboration board meeting

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## This Month

### Renovation and Building Needs

- Still working on selection of AV equipment for Meeting Room A and other areas
- Work with Grand Island Public Library Foundation on alternate renovation project budget possibilities, 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)
- Still working on shelf moving services in Adult Fiction, Multicultural Center and Large Print collection
- Anticipate installation of Commons welcome desk

## City and County Business

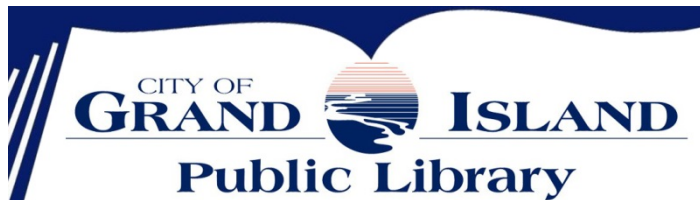
- Start process of recruiting temp/seasonal summer employees
- Work with City on future media contact procedures
- Continuing work toward implementation of Executime after it is placed in City Hall
- Start work with Nancy on possible division of Supplies budget (85505) into multiple codes for City budget

## Management Support Team

- Assign Shaun to develop plan to upgrade our PTFS Liblime Koha automated system (checkout/checkin/online catalog) to the latest version called Bibliovation
- Work with Celine and Shaun on Libraries Lead with Digital Skills grant received from Public Library Association (attached)
- Work with Celine on possible grant for New Books and eBooks by Nonprofit First Book through Nebraska Library Commission
- Work with Celine and approve recommended procedures and brochure for Supervised Visits (will distribute)
- Finalize work with Celine and Shaun for their policy recommendations regarding Health and Safety, Personal Belongings, and Study Room
- Assign Shaun to coordinate an Art Alcove exhibit through Sheldon Statewide program
- Assign Shaun to expand our resources for fact-based services and promotion with public
- Work with Celine on a possible Summer Reading Program related partnership with United Way and Youth Leadership Tomorrow on a project to combat summer reading slide
- Work on FY 2018-19 annual report with Celine and Shaun
- 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

- Partnership Statement of Commitment with Grand Island Public Schools for their expansion grant for GIPS preschool (attached)
- Start working on American Library Association Libraries Transform Communities Engagement Grant due February 3, 2020
- Work with Foundation on 2020 book sale plans, funding assistance for Sheldon Statewide art exhibition and other fine arts needs, and formalizing an agreement between the Library Board and the Foundation Board
- Hall County Community Collaboration board meeting
- Participation in community meeting on proposed tri-city bus route



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**Quarterly Report of  
Household Library Cards  
Issued to Hall County Residents  
Outside of Grand Island**

**October-December 2019**

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**To Hall County Board of Supervisors:**

At the end of December 2019 our statistical report showed a total of 1,030 Hall County household cards, yielding 26 household cards issued this past quarter.

Our automated reporting of household cards is based on one member of each household manually coded as “head of household” no matter how many in the household have cards.

Balance September 30, 2019	1,004
October – December 2019 Issues	26
Balance December 30, 2019	1,030

A handwritten signature in black ink, reading "Steve Fosselman".

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Steve Fosselman, Library Director  
January 3, 2020

**From:** [Libraries Lead](#)  
**To:** [Marijke Visser](#)  
**Subject:** Congratulations from Libraries Lead with Digital Skills - NE  
**Date:** Monday, January 06, 2020 9:40:03 AM

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Dear applicant:

Congratulations! It is our sincere pleasure to inform you that your application was accepted (pending verification below) for Libraries Lead with Digital Skills! Please review this email carefully as it includes information about your next steps. We are looking forward to supporting your extraordinary work and learning from you; but before we can move forward, we need your help with just a few administrative matters that require a complete response from you.

**1: Please “reply” within 48 hours**

On behalf of your library, please reply to this email to certify that you agree to the following terms. Unless you would like to add any caveats or questions, your reply can simply say “I agree to comply with the requirements of the program scope and I confirm that ALA has permission to introduce me to Google’s team.”

- 

**Program requirements:**

- **Your program must be free of cost (including deposits) for attendees to participate.**
- **You be able to implement the program in your application within 60 days of this email. If not, you will be ineligible for Spotlight Award consideration.**
- **Understand that upon selection, you will receive a pre-approval notice but will only receive funding after you hold your event and return a completed report showing successful accomplishment of your program to PLA.**
- **Upon selection, will you be able to share photos, video, or other relevant media of your funded program in local media and social media outlets.**
- **You have prior approval from your library administration to implement this program.**

- **Permission to introduce you to our Google colleagues.** We would like your permission to share your name, contact information, and application with our collaborators at Google for the purpose working together on Libraries Lead with Digital Skills, for example, coordinating the community of practice, or answering questions you may have, or provide support where possible. Your information will not be shared outside of this small team for any other purpose unless you agree. If you do not want to be introduced to the team at Google, please let us know and we can discuss alternatives.

## **2: Submit your W9**

The American Library Association requires that you submit a [W9](#) for your library. Please send an email to [librarieslead@gmail.com](mailto:librarieslead@gmail.com) with the subject line: "Libraries Lead with Digital Skills - [insert Library Name]" and attach a completed and signed W9 for your library.

## **3: Announce the excitement to your community!**

If you would like your community and stakeholders to know that you have been accepted into this initiative, please feel free to use the communications suggestions we've provided in the [Awardee Toolkit](#). The ALA and PLA will be sharing the good news, so keep an eye out on their social channels if you'd like to launch your announcement as an engagement from theirs. We will keep you posted when our announcement is released.

## **4: Join the Community of Practice**

You will be invited to the Libraries Lead Community of Practice Google discussion group where you will find key information about the project as well as recorded informational sessions. Please let us know if you have any trouble accessing - we want to set you up for success! Once you've joined, please introduce yourself to the discussion group and view the [recorded informational session](#).

## **5: Start planning!**

Your program must be held within 60 days of receiving this acceptance letter. Please take a look at the [Awardee Toolkit](#) to review communications assets, branding graphics, event ideas, and more resources to support your program. If you notice that anything is missing that would be helpful to your program, please let us know at [librarieslead@gmail.com](mailto:librarieslead@gmail.com) and we will try to create it for you! We are always looking to improve our resources to create a better experience for future librarians and your feedback is key.

## **6: [Sign up for Project Outcome](#)**

You are encouraged to administer one of the appropriate topical surveys (Education/Lifelong Learning, Job Skills, Digital Learning, Economic Development) at the end of your workshop or event to measure your impact and outcomes. The topical surveys are available at [projectoutcome.org](http://projectoutcome.org).

**What happens after your workshop or event?** We will cover requirements in the community of practice call and full details are also included in our [Awardee Toolkit](#). To make sure you are thinking ahead, you are required to submit a recap report to PLA within one week upon completion of your event (recap requirements are in the [Awardee Toolkit](#)). Once your program has been implemented, and you have submitted your recap report, we will begin processing your award funds and reviewing your submission for Spotlight Award eligibility. Please allow 3-4 weeks for processing time for your funds. If you are selected for the Spotlight Award, we will be in touch soon.

### **Questions?**

We are here to help! Contact us [librarieslead@gmail.com](mailto:librarieslead@gmail.com).

Thank you and we look forward to working with you!

Sincerely,

The Libraries Lead Team  
Leighann Wood, Program Manager, PLA  
Marijke Visser, Senior Policy Advocate, ALA Washington  
Nicky Rigg, engEDU Program Manager, Google

## PARTNERSHIP STATEMENT of COMMITMENT

*Directions: This form should be completed by each local partner (agency, organization, etc.), including the applicant district/ESU. Please make copies of this form for each partner to complete and submit with the application.*

<b>Partner Name:</b> Grand Island Public Library		
<b>Address:</b> 1124 West Second Street	<b>City:</b> Grand Island	<b>Zip Code:</b> 68801
<b>Contact Person:</b> Steve Fosselman	<b>Title:</b> Library Director	
<b>Telephone Number:</b> 308-385-5333	<b>Email Address:</b> stevef@gilibrary.org	

As a partner in the program, this agency will commit the following resources, time, ongoing representation, etc. to assure that the program provides a high quality early childhood experience:

Grand Island Public Library will provide GIPS Preschool with literacy resources and experiences for students through resources and activities. GI Public Library will also provide GIPS Preschool with ideas and suggestions regarding training and resources that would be beneficial to staff and families in the community. We will also refer families that would benefit from a preschool experience.


We will also partner with GIPS Preschool by providing opportunities to participate in library preschool programming and community outreach. Examples are:

- The annual Bear Fair, a health and safety fair at Grand Island Public Library for preschool children
- Preschool story times, Summer Reading Program, Primetime Family Reading Time
- Library card sign-up events

GIPS Preschool will share information with families about these events.

We will maintain our long-standing partnership with GIPS preschool including participation in Hall County Community Collaborative committees and activities.

The partner's signature on this form verifies participation in the development of the grant application, a full awareness of the content of the grant application, and agreement to participate in the development of a written partnership agreement.

<b>Signature of Partner:</b> 	<b>Date:</b> January 2, 2020
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# **Library Board**

## **Monday, January 27, 2020**

### **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:

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# **Library Board**

## **Monday, January 27, 2020**

### **Regular Meeting**

## **Item F1**

### **Discussion of Library Board Governance**

*1) November 2019 discussion 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 discussion included information 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, and information 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 discussion will include a presentation of past annual report mechanisms and explanation of the current report structure to be approved later in the agenda.*

Staff Contact:

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# **Library Board**

## **Monday, January 27, 2020**

### **Regular Meeting**

## **Item F2**

### **Approval of Library Overview and Annual Report**

*Board approval is recommended for our FY 2018-19 annual report in accordance with Nebraska Statutes 51-213, incorporating a 2019 calendar year Library overview and highlights. After board approval, an affidavit will be executed by the Library Board President and the report will be transmitted to the City of Grand Island for distribution to the City Council. Arrangements are also being made for a Library Board representative to present this report at an upcoming Council meeting.*

Staff Contact:

# Library Overview & Annual Report

DRAFT January 27, 2020



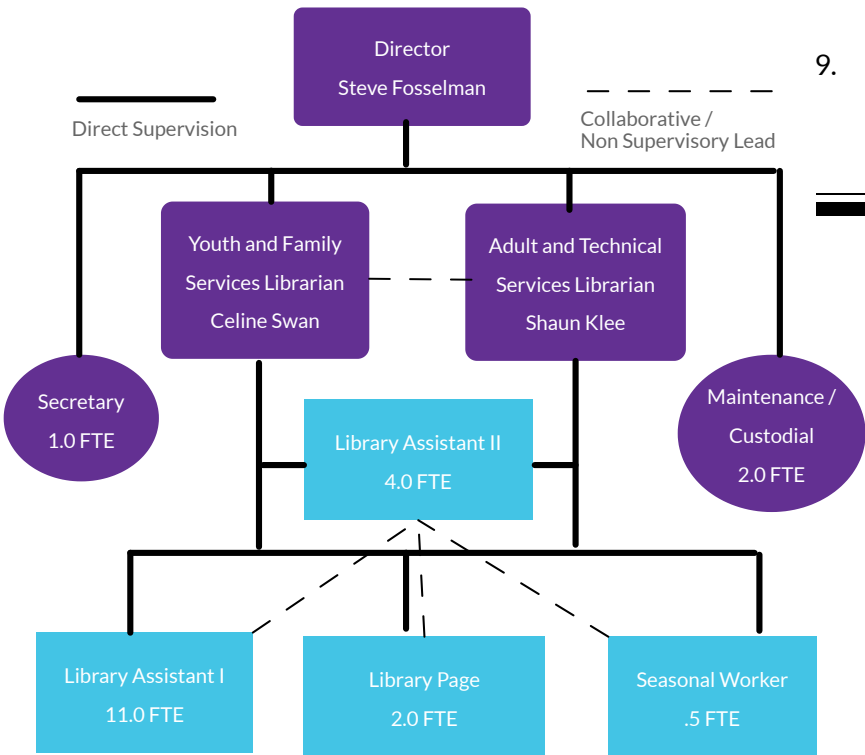
## GILIBRARY 2020 Goals

- 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. Retire GILIBRARY 2020 and devise a new community strategic planning process.
- 2. Finalize Every Child Ready to Read center, outdoor discovery area, Makerspace opportunities for all patrons.
- 3. Continue rightsizing print collections and shift collections as needed with attention to increased usage measures.
- 4. Improve access to meeting rooms and meeting commons services for community groups, library partnerships with public service agencies, and an engaged community.
- 5. Expand fact-based resources for an informed citizenry.
- 6. Secure a Library van for short term city-wide outreach while starting to plan for long term services; continue work with GIAMPO on transit and bike/ped plans.
- 7. Restore funding for third Librarian, 1.5 FTE support staff, materials budget and other needs.
- 8. Work with City and County to increase funding of County interlocal agreement and to explore means of other tax-based Library services outside of Grand Island.
- 9. Work with City, citizen feasibility task force, and Library Foundation to explore funding, (co)location, and service aspects of future library branch operations.

## Staffing 23.5 FTE



## Library Board

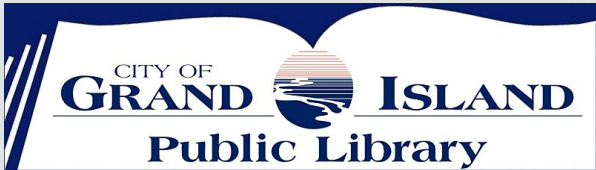
**City Code Chapter 19**  
Seven member board appointed by Mayor/approved by Council. Makes policy, approves strategic plan, and other duties.

**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, Makerspace 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](http://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



### Renovation Progress 2019 (funded by donations)

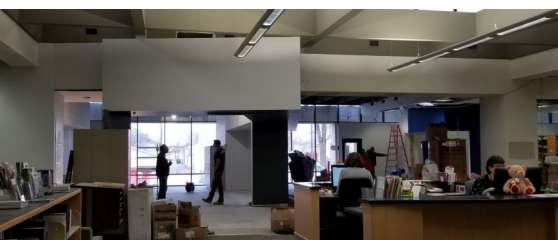


For the next few months there was a lot of noise, carpeting, painting, finish carpentry, furnishing, shelving and equipping while open for all services with a few areas blocked off from time to time.



We were all moved into this space in time for the Summer Reading Program with plenty of Makerspace and Teen Area activities.

Throughout the year additional furniture was placed around the library and AV equipment was added to our main meeting room. There are just a few more odds 'n ends to finish up on in 2020.



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

1124 West 2nd Street, Grand Island, NE 68801 308-385-5333 308-385-5339 (fax) [library@grand-island.com](mailto:library@grand-island.com)

[www.gilibrary.org](http://www.gilibrary.org)

[www.facebook.com/gilibrary](https://www.facebook.com/gilibrary)

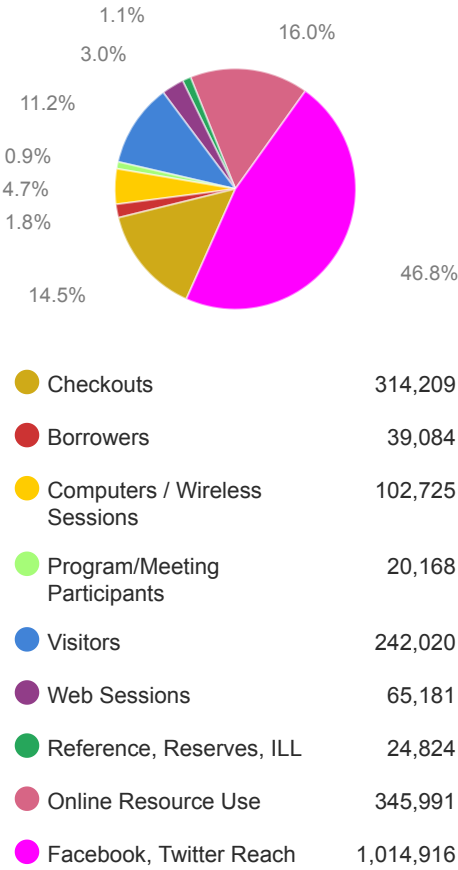
<https://twitter.com/GIPLibrary>

# GILIBRARY by the Numbers 2018-2019

## Nebraska Statutes 51-213 Annual Report

### Grand Island Public Library, Grand Island, NE

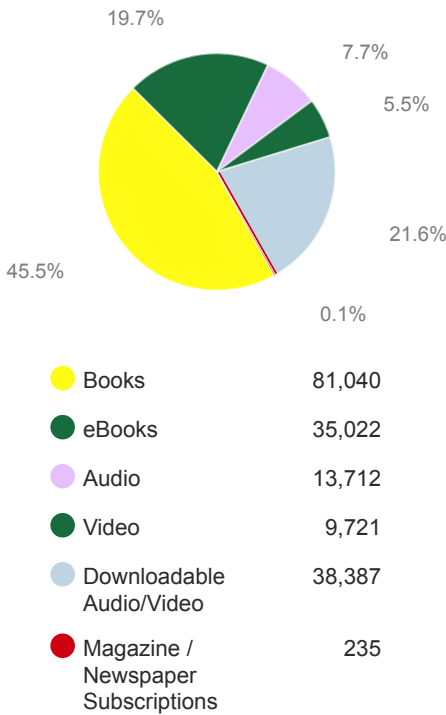
Patron Use 2,169,118



what's  
the  
IMPACT?

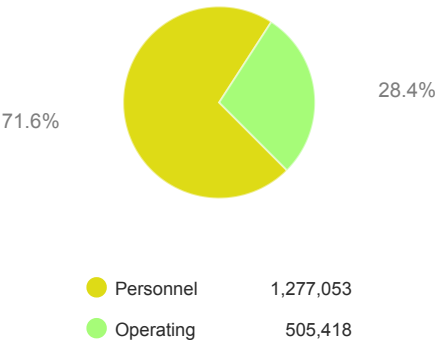
2.3 million  
library  
services &  
resources for  
your lifetime of  
learning and  
literacy!

178,117 Collections



Total items added during year 10,585  
Total items withdrawn 24,473

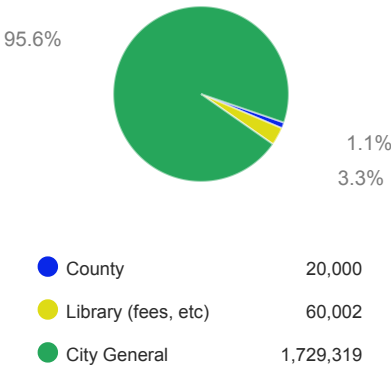
Library's Gen Fund Expenses (100)  
Spending 99.7% of \$1,814,552 budget



### Budgetary

Other Library Funds	Revenues	Expenses
Library Trust (201)	-2,073	4,927
Pioneer Consortium (280)	32,923	29,356
Special Revenues (295)	331,980	1,137,290

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 2019 on reverse







# Highlights of 2019

## Back to Normal as Renovation Continued



A late winter storm didn't phase this Mark Twain sculpture bench donated by Ray & Jennifer O'Connor and family. Soon after, the Foundation held a grand opening and open house to honor this and other donations.



Our renovated large meeting room has been host to many programs and meetings, including this Lego Guy activity during the Summer Reading Program.



Evenings shine bright with our new entrance extending out into the plaza, pick-up/drop-off lanes, promise of outdoor children's discovery area, and future crane sculpture thanks to a substantial donation by the Staab family.



Makerspace & Digital Media Lab activities aplenty during 2019 with learning projects for teens and adults!

*learning through reading and library resources & programs ...  
for all ages and all segments of our community*



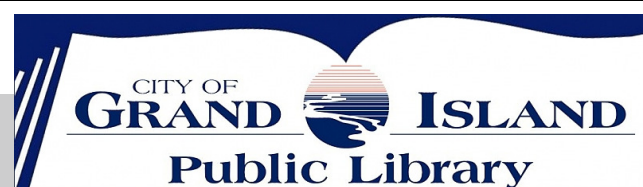
Find more 2019 highlights at <https://www.gilibrary.org/about-us/about-your-library/gilibrary-2020/>



*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 By the Numbers FY2018-2019 on reverse*



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# **Library Board**

## **Monday, January 27, 2020**

### **Regular Meeting**

## **Item F3**

### **Discussion of Proposed Policy Additions and Referral to Finance and Policy Committee**

*Librarians Celine and Shaun have been working on drafts of three policies based on staff experiences and research into other libraries' policies dealing with personal belongings, study rooms, and health and safety. I have reviewed with some changes to the point that I can provide a brief overview at the board meeting and recommend referral to committee and City Legal review. Once the final drafts are completed, the committee will bring each policy out to the entire board for approval.*

**Staff Contact:**



# Grand Island Public Library Personal Belongings Policy

Grand Island Public Library (GIPL) welcomes every member of our community to use the Library's facilities, collections, programs, and services. The Personal Belongings Policy ensures that a safe and welcoming environment is provided for all patrons.

The Policy applies to the entire Library grounds, including the building, adjacent walkways, parking lot and landscaped areas.

The Library is not responsible for lost or stolen personal items. If a patron feels that something has been stolen from them at the Library, they will need to contact the Grand Island Police Department (GIPD) at 308-385-5400.

Library users are expected to:

- ✓ Keep personal belongings with them at all times.
- ✓ Keep access to resources available to all users.
- ✓ Keep walkways, entrances, aisles, and emergency exits clear of electrical cords/cables, backpacks, and other personal property for everyone's safety.
- ✓ Keep bicycles secured at the designated bike rack.
- ✓ Carry skates, skateboards, or collapsible scooters.

Library users may not:

- ✓ Place belongings on or in front of Library resources in a way that restricts access to furniture, shelving, computers, or other library resources
- ✓ Unpack personal belongings that are not necessary for Library use.
- ✓ Bring belongings in the building that require more than a single trip.
- ✓ Hide or store belongings in the building or on the grounds.
- ✓ Bring bicycles, unicycles, tricycles, grocery shopping carts, trashcans, uncontained bedding, or other large wheeled conveyances into the Library building. [*Wheelchairs and strollers are permitted if they are being used for the transport of an adult or child and are stored in a safe manner.*]
- ✓ Leave bicycles, unicycles, tricycles, grocery shopping carts or other large wheeled conveyance leaning against the building, laying on the lawn, on the sidewalks, or secured to outside signs, landscaping, or light posts.

A. The Personal Belongings Policy applies to all patrons. Parents, guardians, or designated care givers are responsible for children's personal safety and their belongings.

B. Library staff will intervene to ensure that personal belongings comply with access and safety measures. Failure to comply will result in the progressive code of conduct process that begins with a verbal warning.

- ✓ Any patron who is under Bed Bug suspension may not bring any personal property into the Library building until they have submitted a notice from a professional exterminator stating that their place of residence has been treated for bed bugs.

C. Any item may be disallowed if staff determines it is a potential health or safety risk for staff or other visitors.

#### D. Lost and Found Procedures:

GIPL and its employees are not responsible for the security of personal items brought into any Library facility. Patrons are expected to maintain their belongings and keep them within their sight. This includes valuables such as wallets, purses, cell phones, and laptops.

##### **Property Found Inside Library Facilities:**

All found property will be stored by Library staff at the circulation desk in lost-and-found. A reasonable attempt will be made to return lost property to the proper owner. After a specified time, all items will be donated, destroyed, or turned over to Grand Island Police Department (GIPD).

- ✓ High value items, such as wallets, cell phones, and legal documents, will be logged and kept in a locked cabinet. A supervisor will try to return these items to patrons. If the patron cannot be contacted within 10 days, these items may then be turned over to the Grand Island Police Department (GIPD).
- ✓ Other items will be held for 10 days at the Circulation Desk and then subject to disposal at the discretion of Library staff.
- ✓ Items identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately at the discretion of Library staff.

##### **Property Left Unattended Outside of Library Facilities:**

In order to maintain the safety of patrons and staff, clean and attractive Library grounds, and unobstructed access to Library entrances, GIPL does not allow individuals to leave personal items on Library grounds, with the exception of bicycles left in the provided bicycle racks while patrons or staff are inside the facility.

- ✓ Items left on Library grounds are subject to disposal by Library staff.
- ✓ Items found on Library grounds will be stored for 48 hours from time of pickup, and then subject to disposal, or immediately turned over to the Grand Island Police Department.
- ✓ Library staff will not typically open backpacks and other similar items left outside in an attempt to determine ownership or whether valuables are contained therein.
- ✓ Items identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately.
- ✓ Persons who have questions about items left outside of Library facilities should contact the Library staff, who will inform them if the items are currently in the Library's possession.

## Grand Island Public Library Study Room Policy

The Grand Island Public Library study rooms are a semi-private space designed to provide a quiet area of study for individual or small groups. The fundamental purpose of these study rooms is to provide a suitable environment for research, individual study, group study and collaboration, and tutoring. Individuals using Library Study Rooms must also adhere to the Library's Code of Conduct.

The rooms are available on a first-come, first-served basis. Study rooms cannot be reserved. All study rooms must be vacated 10 minutes prior to Library closing time.

Study room use is limited to those in high school and above unless accompanied by an adult. The teen study room is limited to ages 12-18.

Inappropriate study room use includes, but is not limited to:

- ✓ Social gatherings
- ✓ Recreational use
- ✓ Gaming
- ✓ Sleeping
- ✓ Temporary storage of personal belongings
- ✓ Craft projects using glitter, paint, etc.

The Library is not responsible for personal items left in study rooms. Items left in an unoccupied room longer than 5 minutes will be considered abandoned and staff may remove any items from the room.

The Library cannot ensure privacy in the Study Rooms. Use of the Study Rooms for activities which require privacy is not recommended, including confidential interviews, depositions and other legal proceedings. Please be aware that rooms are not soundproof and noise will carry.

Study room users must maintain a moderate noise level.

Covered drinks are allowed in the study rooms. No food is allowed in the study rooms.

Library furniture cannot be moved into or out of the study rooms. The study room must be left in the condition it was found.

Doors may not be blocked; windows in study rooms may not be covered at any time.

Library staff reserves the right to deny study room use to any individual or group violating the posted rules for use and/or any Grand Island Public Library policies. Enforcement and appeals will be done in accordance with the Library's Code of Conduct.

# Grand Island Public Library Health and Safety Policy

## Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the Grand Island Public Library to maintain a healthy and clean environment for all Library users and to protect the City's investment in Library collections, equipment, and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit the Library when such use may jeopardize the health and cleanliness of Library facilities, collections, or users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. bed bugs, roaches, silverfish, and some types of beetles

Examples of situations where access to Library facilities may be suspended include, but are not limited to:

- Customers or customer possessions with fleas, lice, roaches, or bed bugs
- Customers with clothing that is stained with vomit, urine, or feces

Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities, or other users, notification of the suspension will be made by assigned Library staff. Appeals will be done in accordance with the Library's Code of Conduct.

## Patron Protocol

Library patrons must cease to borrow materials from Library if they are experiencing a bed bug infestation in their residence.

In the event that a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs in Library materials, the patron must immediately do the following:

- If the materials are inside of the Library: Bring the materials to a staff member and inform the staff member of the problem.

- If the materials are outside of the Library and in the possession of the patron: Place the materials into a sealable plastic bag. Return the sealed materials directly to a staff member and inform the staff member of the problem. Patrons must not use book drops to return materials suspected or with evidence of bed bugs.
- Patrons will be held responsible for any damages sustained to Library materials due to infestation. The Library will not circulate materials that have evidence of infestation that cannot be completely eradicated from the item(s). Items that are too damaged with infestation evidence to circulate will be discarded.
- Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs.
- Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.

#### Health and Safety Service Suspensions

Customers who have had Library privileges suspended under Suspension of Privileges for Health and Safety Reasons may request reinstatement upon the ability to demonstrate that the situation that resulted in loss of privileges has been resolved. This includes paying for any damaged materials in full.

For reinstatement requests relating to suspensions due to pest infestation, decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been professionally treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.

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# **Library Board**

## **Monday, January 27, 2020**

### **Regular Meeting**

## **Item F4**

### **Discussion of 2020-21 Library Budget Goals**

*Current year's General Fund budget description, narrative, personnel allocations, org chart, and expenses were provided at the December 2019 meeting. Further discussion will take place at January's board meeting.*

Staff Contact: