

## Library Board

**Monday, April 20, 2020  
Virtual**

### **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 February 17, 2020
5. Approval of Financial Reports
6. Approval of Bills Submitted - February 25, 2020, March 10, 2020, March 24, 2020 and April 11, 2020
7. Approval of Director's Report

8. Board Communications and Committee Reports
9. Receipt of Mechanical Study
10. Approval of Reduced Library Hours and Service Planning for Anticipated Re-opening
11. Discussion of FY 2020/2021 Budget Process
12. Approval of Proposed Fees for FY 2020/2021
13. Approval of Strategic Planning Process Committee
14. Discussion of Hall County Interlocal Agreement and Referral to Committee
15. Next Meeting
16. Adjournment

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# Library Board

## Monday, April 20, 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, April 20, 2020**  
**Regular Meeting**

**Item B1**

**Approval of Minutes of February 17, 2020**

**Staff Contact:**

CITY OF GRAND ISLAND  
GRAND ISLAND PUBLIC LIBRARY BOARD  
OFFICIAL PROCEEDINGS  
MINUTES OF REGULAR LIBRARY BOARD MEETING  
February 17, 2020

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, February 17, 2020. Notice appeared in the *Grand Island Independent* on February 13, 2020; and was posted on February 13, 2020. A quorum present, President Ed Meedel called the meeting to order at 5:30 p.m. The following members were present: Tanya Hansen, Ben Boeselager, Sara White, Kelli Arens, Jaime Parr and Maria Lopez. Also present were Library Director Steve Fosselman, Library Youth and Family Services Librarian Celine Swan, and City Council liaison Vaughn Minton.

Open Meetings Law Notice: Provided by President Ed Meedel.

Public Participation: None

Approval of Minutes: Motion by Tanya Hansen, seconded by Jaime Parr, carried unanimously to accept for filing the Minutes of the January 27, 2020 library board meeting.

REPORTS:

Approval of Financial Report: Motion by Kelli Arens, seconded by Maria Lopez, carried unanimously to accept for filing the January 2020 Financial Reports.

Approval of Bills Submitted: Motion by Kelli Arens, seconded by Ben Boeselager, carried unanimously to accept for filing the January 28, 2020, February 11, 2020 Bills Submitted.

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

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

Consideration of Rescinding Temporary Entranceway Policy: Motion by Tanya Hansen, seconded by Kelli Arens, carried unanimously to accept for filing to Rescind Temporary Entranceway Policy.

Consideration of Rescinding Edith Abbott Memorial Library Projects Fund (Donations): Motion by Tanya Hansen, seconded by Kelli Arens, carried unanimously to accept for filing to Rescind Edith Abbott Memorial Library Projects Fund (Donations).

Discussion of Proposed Revision to Library Funds Policy and Referral to Finance and Policy Committee: Motion by Tanya Hansen, seconded by Jaime Parr to have the Library Fund Policy referred to Finance and Policy Committee.

Discussion of Proposed Policy Additions Currently in Committee: Tanya Hansen stated the committee will be looking over all policies for changes or additions.

Next Meeting: Monday, March 23, 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, April 20, 2020  
Regular Meeting

## Item B2

### Approval of Financial Reports

*The reports of revenues and expenditures since the last board meeting are submitted as generated, subject to City Finance Department journal entry changes.*

Staff Contact:

04/15/2020 12:01  
mollym

CITY OF GRAND ISLAND  
LIBRARY REVENUES  
FOR THE MONTH ENDED FEBRUARY 2020

P 1  
glytdbud

FOR 2020 05

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	-10,000.00	-6,250.00	.00	-15,000.00	40.0%
74365 STATE GRANTS	-7,107	-7,107	.00	.00	.00	-7,107.00	.0%
74576 COPY MACHINE USE FEES	-11,000	-11,000	-5,326.04	-1,239.45	.00	-5,673.96	48.4%
74703 FINES AND PENALTIES	-25,000	-25,000	-8,639.41	-1,987.43	.00	-16,360.59	34.6%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-2,210.00	-550.00	.00	-3,290.00	40.2%
74795 OTHER REVENUE	-14,000	-14,000	-1,245.97	-628.40	.00	-12,754.03	8.9%
TOTAL LIBRARY	-87,607	-87,607	-27,421.42	-10,655.28	.00	-60,185.58	31.3%
TOTAL GENERAL FUND	-87,607	-87,607	-27,421.42	-10,655.28	.00	-60,185.58	31.3%

04/15/2020 12:06  
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CITY OF GRAND ISLAND  
LIBRARY EXPENSES  
FOR THE MONTH ENDED FEBRUARY 2020

P 1  
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FOR 2020 05

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	457,208.87	85,372.27	.00	696,802.13	39.6%
85110 SALARIES - OVERTIME	750	750	193.09	.00	.00	556.91	25.7%
85115 F.I.C.A. PAYROLL TAXES	88,132	88,132	32,504.53	6,224.58	.00	55,627.47	36.9%
85120 HEALTH INSURANCE	131,756	131,756	48,856.46	10,467.76	.00	82,899.54	37.1%
85125 LIFE INSURANCE	1,500	1,500	629.70	130.50	.00	870.30	42.0%
85130 DISABILITY INSURANCE	2,135	2,135	865.24	200.44	.00	1,269.76	40.5%
85145 PENSION CONTRIBUTION	50,191	50,191	21,369.99	4,009.13	.00	28,821.01	42.6%
85150 WORKERS COMPENSATION	2,043	2,043	.00	.00	.00	2,043.00	.0%
85160 OTHER EMPLOYEE BENEFITS	800	800	308.40	29.28	.00	491.60	38.6%
85161 HRA-VEBA	11,440	11,440	4,960.00	940.00	.00	6,480.00	43.4%
85213 CONTRACT SERVICES	10,000	10,000	9,200.20	1,420.00	-4,352.75	5,152.55	48.5%
85241 COMPUTER SERVICES	31,848	31,848	7,760.00	945.00	-6,800.00	30,888.00	3.0%
85245 PRINTING & BINDING SERVICES	2,300	2,300	787.50	.00	.00	1,512.50	34.2%
85305 UTILITY SERVICES	55,000	55,000	22,035.60	3,898.42	.00	32,964.40	40.1%
85317 NATURAL GAS	5,000	5,000	1,383.81	658.78	.00	3,616.19	27.7%
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	22,259.06	4,489.23	-3,015.76	-4,243.30	128.3%
85330 REPAIR & MAINT-OFF FURN & EQ	15,000	15,000	9,670.57	375.94	5,000.00	329.43	97.8%
85335 REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%
85350 SANITATION SERVICE	500	500	178.40	.00	.00	321.60	35.7%
85413 POSTAGE	6,000	6,000	2,363.67	544.59	.00	3,636.33	39.4%
85416 ADVERTISING	800	800	331.90	273.78	.00	468.10	41.5%
85422 DUES & SUBSCRIPTIONS	26,000	26,000	6,735.00	.00	2,200.00	17,065.00	34.4%
85425 BOOKS	106,273	106,273	33,593.95	4,860.59	.00	72,679.05	31.6%
85426 AV/ELECTRONIC MEDIA	106,274	106,274	51,204.43	7,934.48	.00	55,069.57	48.2%
85427 PERIODICALS	15,500	15,500	13,849.68	.00	.00	1,650.32	89.4%
85428 TRAVEL & TRAINING	2,500	2,500	2,151.22	100.00	40.00	308.78	87.6%
85453 CASH OVER & SHORT	100	100	17.71	-4.53	.00	82.29	17.7%
85490 OTHER EXPENDITURES	1,000	1,000	552.37	109.59	.00	447.63	55.2%
85505 OFFICE SUPPLIES	56,000	56,000	17,109.15	4,676.81	.00	38,890.85	30.6%
85510 CLEANING SUPPLIES	4,000	4,000	389.19	.00	.00	3,610.81	9.7%
85515 GASOLINE	500	500	129.71	.00	.00	370.29	25.9%
85540 SMALL TOOLS & PARTS	15,000	15,000	.00	.00	13,537.00	1,463.00	90.2%
TOTAL LIBRARY	1,918,833	1,918,833	768,599.40	137,656.64	6,608.49	1,143,625.11	40.4%
TOTAL GENERAL FUND	1,918,833	1,918,833	768,599.40	137,656.64	6,608.49	1,143,625.11	40.4%



03/19/2020 09:25  
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CITY OF GRAND ISLAND  
ALL REVENUES  
FOR THE MONTH ENDED FEBRUARY 2020

P 129  
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FOR 2020 05		JOURNAL DETAIL 2020 5 TO 2020 5						
ACCOUNTS FOR:		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
295	LOCAL ASSISTANCE							
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	-1,500.00	-1,250.00	.00	-498,500.00	.3%
<a href="#">2020/05/000091</a> 02/12/2020 CRP		-1,250.00	REF 245222	HUMANITIES NEBRASKA	Spring 2020 Primetime			
TOTAL EDITH ABBOTT MEMORIAL LIBRA		-500,000	-500,000	-1,500.00	-1,250.00	.00	-498,500.00	.3%
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	-1,500.00	-1,250.00	.00	-748,784.00	.2%

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CITY OF GRAND ISLAND  
ALL EXPENSES  
FOR THE MONTH ENDED FEBRUARY 2020

P 159  
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FOR 2020 05		JOURNAL DETAIL 2020 5 TO 2020 5							
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									
<a href="#">29555001 85041 PLANNING COMMISSION</a>	120	120	106.61	.00	.00	13.39	88.8%		
<a href="#">29555001 85042 EDITH ABBOTT MEMORI</a>	500,000	500,000	57,739.85	19,849.04	19,210.06	423,050.09	15.4%		
<a href="#">2020/05/000028</a> 02/11/2020 API	19,543.44	VND 004289 VCH488515	AOI CORPORATION		FURNITURE FOR RENOVATION PROJE		216181		
<a href="#">2020/05/000028</a> 02/11/2020 API	305.60	VND 003412 VCH488520	CHIEF INDUSTRIES INC		ELECTRICAL WORK MEETING ROOM		216138		
TOTAL OPERATING EXPENSES	500,120	500,120	57,846.46	19,849.04	19,210.06	423,063.48	15.4%		
96 CAPITAL OUTLAY									
<a href="#">29555001 85010 CONTINGENCY PROJECT</a>	250,000	250,000	.00	.00	.00	250,000.00	.0%		
TOTAL CAPITAL OUTLAY	250,000	250,000	.00	.00	.00	250,000.00	.0%		
TOTAL OTHER DEPARTMENT PROJECTS	750,120	750,120	57,846.46	19,849.04	19,210.06	673,063.48	10.3%		

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CITY OF GRAND ISLAND  
LIBRARY REVENUES  
FOR THE MONTH ENDED MARCH 2020

P 1  
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FOR 2020 06

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	-16,250.00	-6,250.00	.00	-8,750.00	65.0%
74365 STATE GRANTS	-7,107	-7,107	.00	.00	.00	-7,107.00	.0%
74576 COPY MACHINE USE FEES	-11,000	-11,000	-5,988.15	-662.11	.00	-5,011.85	54.4%
74703 FINES AND PENALTIES	-25,000	-25,000	-9,921.04	-1,281.63	.00	-15,078.96	39.7%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-2,400.00	-190.00	.00	-3,100.00	43.6%
74795 OTHER REVENUE	-14,000	-14,000	-1,245.97	.00	.00	-12,754.03	8.9%
TOTAL LIBRARY	-87,607	-87,607	-35,805.16	-8,383.74	.00	-51,801.84	40.9%
TOTAL GENERAL FUND	-87,607	-87,607	-35,805.16	-8,383.74	.00	-51,801.84	40.9%

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CITY OF GRAND ISLAND  
LIBRARY EXPENSES  
FOR THE MONTH ENDED MARCH 2020

P 1  
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FOR 2020 06

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	542,122.25	84,913.38	.00	611,888.75	47.0%
85110 SALARIES - OVERTIME	750	750	193.09	.00	.00	556.91	25.7%
85115 F.I.C.A. PAYROLL TAXES	88,132	88,132	38,649.91	6,145.38	.00	49,482.09	43.9%
85120 HEALTH INSURANCE	131,756	131,756	60,365.18	11,508.72	.00	71,390.82	45.8%
85125 LIFE INSURANCE	1,500	1,500	760.20	130.50	.00	739.80	50.7%
85130 DISABLITY INSURANCE	2,135	2,135	1,066.16	200.92	.00	1,068.84	49.9%
85145 PENSION CONTRIBUTION	50,191	50,191	25,388.79	4,018.80	.00	24,802.21	50.6%
85150 WORKERS COMPENSATION	2,043	2,043	.00	.00	.00	2,043.00	.0%
85160 OTHER EMPLOYEE BENEFITS	800	800	337.68	29.28	.00	462.32	42.2%
85161 HRA-VEBA	11,440	11,440	5,900.00	940.00	.00	5,540.00	51.6%
85213 CONTRACT SERVICES	10,000	10,000	15,001.20	5,801.00	-6,852.75	1,851.55	81.5%
85241 COMPUTER SERVICES	31,848	31,848	12,662.15	4,902.15	-6,800.00	25,985.85	18.4%
85245 PRINTING & BINDING SERVICES	2,300	2,300	787.50	.00	.00	1,512.50	34.2%
85305 UTILITY SERVICES	55,000	55,000	26,119.72	4,084.12	.00	28,880.28	47.5%
85317 NATURAL GAS	5,000	5,000	2,318.04	934.23	.00	2,681.96	46.4%
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	22,964.47	705.41	-3,015.76	-4,948.71	133.0%
85330 REPAIR & MAINT-OFF FURN & EQ	15,000	15,000	9,740.57	70.00	4,930.00	329.43	97.8%
85335 REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%
85350 SANITATION SERVICE	500	500	295.20	116.80	.00	204.80	59.0%
85413 POSTAGE	6,000	6,000	2,816.97	453.30	.00	3,183.03	46.9%
85416 ADVERTISING	800	800	331.90	.00	.00	468.10	41.5%
85422 DUES & SUBSCRIPTIONS	26,000	26,000	6,875.00	140.00	2,200.00	16,925.00	34.9%
85425 BOOKS	106,273	106,273	46,624.28	13,030.33	.00	59,648.72	43.9%
85426 AV/ELECTRONIC MEDIA	106,274	106,274	63,648.38	12,443.95	.00	42,625.62	59.9%
85427 PERIODICALS	15,500	15,500	13,849.68	.00	.00	1,650.32	89.4%
85428 TRAVEL & TRAINING	2,500	2,500	3,282.09	1,130.87	40.00	-822.09	132.9%
85453 CASH OVER & SHORT	100	100	16.50	-1.21	.00	83.50	16.5%
85490 OTHER EXPENDITURES	1,000	1,000	631.83	79.46	.00	368.17	63.2%
85505 OFFICE SUPPLIES	56,000	56,000	22,024.53	4,915.38	.00	33,975.47	39.3%
85510 CLEANING SUPPLIES	4,000	4,000	389.19	.00	.00	3,610.81	9.7%
85515 GASOLINE	500	500	174.03	44.32	.00	325.97	34.8%
85540 SMALL TOOLS & PARTS	15,000	15,000	536.00	536.00	13,001.00	1,463.00	90.2%
TOTAL LIBRARY	1,918,833	1,918,833	925,872.49	157,273.09	3,502.49	989,458.02	48.4%
TOTAL GENERAL FUND	1,918,833	1,918,833	925,872.49	157,273.09	3,502.49	989,458.02	48.4%

04/14/2020 15:01  
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CITY OF GRAND ISLAND  
ALL REVENUES  
FOR THE MONTH ENDED MARCH 2020

P 129  
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FOR 2020 06		JOURNAL DETAIL 2020 6 TO 2020 6						
ACCOUNTS FOR:		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
295	LOCAL ASSISTANCE							
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	-1,500.00	.00	.00	-498,500.00	.3%
TOTAL EDITH ABBOTT MEMORIAL LIBRA		-500,000	-500,000	-1,500.00	.00	.00	-498,500.00	.3%
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	-1,500.00	.00	.00	-748,784.00	.2%

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CITY OF GRAND ISLAND  
ALL EXPENSES

P 165  
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FOR THE MONTH ENDED MARCH 2020

FOR 2020 06

JOURNAL DETAIL 2020 6 TO 2020 6

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	74,221.17	16,481.32	3,497.41	422,281.42	15.5%
<u>2020/06/000064</u> 03/04/2020 API	61.40	VND 010168	VCH490327	BANK OF AMERICA	AMERICAN BUTTON-Buttons/Makers		6680
<u>2020/06/000064</u> 03/04/2020 API	97.49	VND 010168	VCH490406	BANK OF AMERICA	HEAT PRESS NATION - Makerspace		6680
<u>2020/06/000064</u> 03/04/2020 API	182.26	VND 010168	VCH490532	BANK OF AMERICA	AMAZON-Primetime Supplies		6680
<u>2020/06/000212</u> 03/24/2020 API	9,785.65	VND 004289	VCH491057	AOI CORPORATION	FURNITURE/RENOVATION PROJECT		216713
<u>2020/06/000212</u> 03/24/2020 API	5,927.00	VND 010965	VCH491068	LIBRARY FURNITURE IN	SHELVING, MOVING AND INSTALLAT		216762
<u>2020/06/000220</u> 03/18/2020 API	140.47	VND 010168	VCH491210	BANK OF AMERICA	SAMS CLUB- Primetime		6701
<u>2020/06/000220</u> 03/18/2020 API	21.98	VND 010168	VCH491220	BANK OF AMERICA	SUPER SAVER - Primetime		6701
<u>2020/06/000220</u> 03/18/2020 API	18.09	VND 010168	VCH491296	BANK OF AMERICA	SUPER SAVER - Primetime		6701
<u>2020/06/000220</u> 03/18/2020 API	120.00	VND 010168	VCH491343	BANK OF AMERICA	EL TAPATIO - Primetime		6701
<u>2020/06/000220</u> 03/18/2020 API	105.00	VND 010168	VCH491380	BANK OF AMERICA	PANDA EXPRESS-Primetime food		6701
<u>2020/06/000220</u> 03/18/2020 API	21.98	VND 010168	VCH491389	BANK OF AMERICA	SUPER SAVER - Primetime		6701
TOTAL OPERATING EXPENSES	500,120	500,120	74,327.78	16,481.32	3,497.41	422,294.81	15.6%
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	74,327.78	16,481.32	3,497.41	672,294.81	10.4%

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# **Library Board**

**Monday, April 20, 2020**  
**Regular Meeting**

## **Item B3**

### **Approval of Bills Submitted - February 25, 2020, March 10, 2020, March 24, 2020 and April 11, 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**

022520

<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						
	85241		COMPUTER SERVICES					
	0	10168 BANK OF AMERICA	GRANICUS - Customizations	TXN00067847			6664	945.00
	85324		REPAIR & MAINT - BUILDING					
	0	10168 BANK OF AMERICA	ACE-Maintenance Supplies	TXN00067983			6664	28.76
	0	10168 BANK OF AMERICA	AMAZON-Maintenance Supplies	TXN00068076			6664	36.99
	0	10168 BANK OF AMERICA	FLAGSTORE - 2 NE Flags	TXN00067836			6664	138.95
	0	10168 BANK OF AMERICA	MENARDS-Maintenance Supplies	TXN00067820			6664	73.43
	0	10168 BANK OF AMERICA	PRESTOX - Pest Control	TXN00067816			6664	147.00
	1	117 OHARA PLUMBING CO INC	RESET 3 TOILETS & CHECKED WATER FOUNTAIN VIBRATION	98995	35795		0	535.15
	85330		REPAIR & MAINT - OFF FURN & EQ					
	0	10168 BANK OF AMERICA	CAPITAL-ContractOverage 12/14/	TXN00067925			6664	129.09
	0	10168 BANK OF AMERICA	EAKES-Contract Billing OCT-DEC	TXN00067859			6664	246.85
	85413		POSTAGE					
	1	82 CITY OF GRAND ISLAND-TREASURI	PETTY CASH REIMBURSEMENT	02/25/20			0	18.20
	1	344 MIDWEST CONNECT LLC	POSTAGE	GI11 - 01/31/20			0	237.05
	85416		ADVERTISING					
	1	214 BH MEDIA GROUP INC	BEAR FAIR ADS	31122640 - JAN 2020			0	260.00
	1	214 BH MEDIA GROUP INC	BOARD MEETING AD	10040440 - JAN 2020			0	13.78
	85425		BOOKS					
	0	10168 BANK OF AMERICA	AMAZON - Book	TXN00068129			6664	12.98
	0	10168 BANK OF AMERICA	AMAZON - Books	TXN00068059			6664	15.98
	0	10168 BANK OF AMERICA	AMAZON - Books	TXN00068040			6664	25.77
	85426		AV/ELECTRONIC MEDIA					
	0	10168 BANK OF AMERICA	WALMART - Adult DVD	TXN00067933			6664	16.96
	1	562 MIDWEST TAPE	AUDIOBOOKS & DVD'S	98544275	10326		0	817.60
	1	562 MIDWEST TAPE	JAN 2020 HOOPLA	98554446	10326		0	4,662.92
	1	562 MIDWEST TAPE	JAN 2020 HOOPLA CREDIT	0132772360	10326		0	(22.65)
	1	320 NE LIBRARY COMMISSION	JAN 2020-2021 WORLD NEWS DIGEST DATABASE SUBSCRIPT	29837	35939		0	742.50
	85428		TRAVEL & TRAINING					
	1	9897 CENTRAL PLAINS LIBRARY SYSTEM	STAFF ATTENDING SUMMER READING GALA 2020 FOR 5 CEU	MAR 19, 2020	35925		0	100.00
	85505		OFFICE SUPPLIES					



**Schedule of Bills**

022520

<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						
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00068095			6664	9.71
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00067924			6664	78.98
0	10168	BANK OF AMERICA	AMAZON-Processing Supplies	TXN00067888			6664	12.81
0	10168	BANK OF AMERICA	AMAZON-Processing Supplies	TXN00068190			6664	168.00
0	10168	BANK OF AMERICA	AMAZON-Supplies/Processing Sup	TXN00067860			6664	70.35
0	10168	BANK OF AMERICA	DEMCO-Processing Supplies	TXN00068091			6664	228.03
0	10168	BANK OF AMERICA	DEMCO-Processing Supplies/Prog	TXN00067900			6664	140.45
0	10168	BANK OF AMERICA	HOBBYTOWN - Toys for Kids Dept	TXN00068158			6664	147.88
0	10168	BANK OF AMERICA	SP TFD - Headphones	TXN00067828			6664	27.50
0	10168	BANK OF AMERICA	WALMART - Clorox Wipes	TXN00068004			6664	25.56

10044301 Org Total 10,091.58

Prepared by

*Nancy Broich*

<b>Library Funds Disbursement Voucher</b>	
<b>Approved by:</b> Ed Meedel	<b>Date</b> Feb 20, 2020
<b>Library Board President</b> <i>Ed Meedel</i>	
<b>Authenticated by:</b> Tanya Hansen	<b>Date</b> Feb 20, 2020
<b>Library Board Secretary</b> <i>Tanya Hansen</i>	

**Schedule of Bills**

<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						
<b>85160</b>		<b>OTHER EMPLOYEE BENEFITS</b>						
0	10168	BANK OF AMERICA	TASC - Admin Fees	TXN00068820			6680	29.28
<b>85213</b>		<b>CONTRACT SERVICES</b>						
1	1257	THE CLARK ENERSEN PARTNERS IN	HVAC STUDY	003	35571		0	2,500.00
<b>85241</b>		<b>COMPUTER SERVICES</b>						
0	10168	BANK OF AMERICA	Amazon - Drives	TXN00068636			6680	190.50
0	10168	BANK OF AMERICA	CDW - SSD Drives	TXN00068557			6680	1,356.30
0	10168	BANK OF AMERICA	QUIPU GROUP-PITS Subscription	TXN00068464			6680	2,500.00
<b>85305</b>		<b>UTILITY SERVICES</b>						
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	FEB 2020			0	4,084.12
<b>85317</b>		<b>NATURAL GAS</b>						
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	20JAN2646500 5			216456	934.23
<b>85324</b>		<b>REPAIR &amp; MAINT - BUILDING</b>						
0	10168	BANK OF AMERICA	CRESCENT - Refund for tax	TXN00068254			6680	(7.09)
0	10168	BANK OF AMERICA	MENARDS -MaintenanceSupplies	TXN00068648			6680	50.59
0	10168	BANK OF AMERICA	PRESOX - Pest Control	TXN00068588			6680	147.00
<b>85330</b>		<b>REPAIR &amp; MAINT - OFF FURN &amp; EQ</b>						
1	10416	AUDIO MARKETING SOLUTIONS	RESET MAILBOX 103	59955	35747		0	35.00
<b>85413</b>		<b>POSTAGE</b>						
1	344	MIDWEST CONNECT LLC	POSTAGE	GH11 02/15/20			0	197.20
<b>85422</b>		<b>DUES &amp; SUBSCRIPTIONS</b>						
0	10168	BANK OF AMERICA	NE LIBRARY ASSOC-Dues/Fosselma	TXN00068803			6680	60.00
0	10168	BANK OF AMERICA	NE LIBRARY ASSOC-Renew/E.Supen	TXN00068272			6680	40.00
0	10168	BANK OF AMERICA	NE LIBRARY ASSOC-Renew/J.Simon	TXN00068268			6680	40.00
<b>85425</b>		<b>BOOKS</b>						
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00068340			6680	14.95
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00068589			6680	16.78
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00068618			6680	22.64
0	10168	BANK OF AMERICA	BRODART - Trust	TXN00068331			6680	4,969.71
0	10168	BANK OF AMERICA	SAMS CLUB - Books	TXN00068236			6680	35.96
0	10168	BANK OF AMERICA	WALMART - Dvd's	TXN00068279			6680	58.92

**Schedule of Bills**

031020

<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>	
<b>10044301</b>		<b>LIBRARY</b>							
<b>85425</b>		<b>BOOKS</b>							
<b>85426</b>		<b>AV/ELECTRONIC MEDIA</b>							
0	10168	BANK OF AMERICA	WALMART - Dvd's	TXN00068279			6680	47.88	
0	10168	BANK OF AMERICA	WALMART - Dvd's	TXN00068724			6680	113.72	
1	562	MIDWEST TAPE	AUDIO BOOKS & DVD'S	98610755	10326		0	297.66	
1	562	MIDWEST TAPE	AUDIO BOOKS,PLAYAWAYS, DVDS	98578776	10326		0	811.19	
<b>85490</b>		<b>OTHER EXPENDITURES</b>							
1	8792	CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	2020FEB6614			6679	54.90	
<b>85505</b>		<b>OFFICE SUPPLIES</b>							
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00068343			6680	16.96	
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00068340			6680	32.84	
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00068482			6680	164.28	
0	10168	BANK OF AMERICA	BRODART - Trust	TXN00068331			6680	684.74	
0	10168	BANK OF AMERICA	DEMCO-Processing Supplies	TXN00068500			6680	220.61	
0	10168	BANK OF AMERICA	INNOVATIVE LABEL-ProcessingSup	TXN00068487			6680	347.89	
0	10168	BANK OF AMERICA	OFFICEMAX - Supplies	TXN00068436			6680	46.95	
0	10168	BANK OF AMERICA	VENMILL-Dvd Cleaner Supplies	TXN00068356			6680	491.19	
0	10168	BANK OF AMERICA	WALMART - Supplies	TXN00068324			6680	31.38	
<b>10044301 Org Total</b>								<b>20,638.28</b>	

**Schedule of Bills**

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

**Description**

031020

**Invoice**

**PO #**

**WO#**

**Check #**

**Amount**

BRODART - Trust

TXN00068331

6680

261.51

**20110001 Org Total**

**261.51**

**Schedule of Bills**

031020

<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
28014310	85241	PIONEER CONSORTIUM COMPUTER SERVICES	WORDPRESS - SUBSCRIPTION	TXN00068701			6680	99.00

**28014310 Org Total 99.00**

**Schedule of Bills**

031020

<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>
29555001		OTHER DEPARTMENT PROJECTS						
85042		EDITH ABBOTT MEMORIAL LIBRARY						
0	10168	BANK OF AMERICA	AMAZON-Primetime Supplies	TXN00068558			6680	182.26
0	10168	BANK OF AMERICA	AMERICAN BUTTON-Buttons/Makers	TXN00068321			6680	61.40
0	10168	BANK OF AMERICA	HEAT PRESS NATION - Makerspace	TXN00068424			6680	97.49

29555001 Org Total 341.15

Prepared by

*Nancy Broich*

<b>Library Funds Disbursement Voucher</b>	
<b>Approved by:</b> Ed Meedel	<b>Date</b> Mar 7, 2020
<b>Library Board President</b> <i>Ed Meedel</i>	
<b>Authenticated by:</b> Tanya Hansen	<b>Date</b> Mar 6, 2020
<b>Library Board Secretary</b> <i>Tanya Hansen</i>	

**Schedule of Bills**

Org	Object	Vendor Name/Number	Description	Invoice	PO #	WO#	Check #	Amount
10044301		LIBRARY						
85213		<b>CONTRACT SERVICES</b>						
0	10168	BANK OF AMERICA	DAHLKE LAWNCARE-Mulch	TXN00069088			6701	896.00
0	10168	BANK OF AMERICA	DAHLKE-SpringCleanup/SnowServi	TXN00068968			6701	2,405.00
85241		<b>COMPUTER SERVICES</b>						
0	10168	BANK OF AMERICA	CDW-Library Extreme Maintenanc	TXN00069010			6701	705.35
0	10168	BANK OF AMERICA	DUEY'S-EZProxy Certificate	TXN00069210			6701	150.00
85324		<b>REPAIR &amp; MAINT - BUILDING</b>						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00069126			6701	19.58
0	10168	BANK OF AMERICA	HYDRO TECH - Maint. Inspection	TXN00068971			6701	106.00
0	10168	BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00068778			6701	54.33
0	10168	BANK OF AMERICA	NE SAFETY/FIRE-AlarmInspection	TXN00069025			6701	335.00
85330		<b>REPAIR &amp; MAINT - OFF FURN &amp; EQ</b>						
1	10416	AUDIO MARKETING SOLUTIONS	FLIPPED EXT 121/112 & CALL FORWARDING INSTRUCTIONS	60034	35747		0	35.00
85350		<b>SANITATION SERVICE</b>						
0	10168	BANK OF AMERICA	MID NE DISPOSAL - Sanitation	TXN00068996			6701	116.80
85413		<b>POSTAGE</b>						
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 - 02/29/20			0	256.10
85425		<b>BOOKS</b>						
0	10168	BANK OF AMERICA	BRODART - Processing	TXN00069075			6701	7,911.37
85426		<b>AV/ELECTRONIC MEDIA</b>						
0	10168	BANK OF AMERICA	OVERDRIVE - Deposit for conten	TXN00068876			6701	2,500.00
0	10168	BANK OF AMERICA	RECORDED BOOKS-Digital	TXN00069183			6701	1,436.37
0	10168	BANK OF AMERICA	RECORDED BOOKS-DigitalSubscrip	TXN00069154			6701	2,529.60
0	10168	BANK OF AMERICA	WALMART - Dvd	TXN00068955			6701	14.96
1	562	MIDWEST TAPE	DVD	98674559	10326		0	11.24
1	562	MIDWEST TAPE	DVD'S	98642248	10326		0	47.21
1	562	MIDWEST TAPE	FEB 2020 HOOPLA SERVICE	98691174	10326		0	4,634.12
85428		<b>TRAVEL &amp; TRAINING</b>						
0	10168	BANK OF AMERICA	HOLIDAY INN-Lodging for Swan	TXN00068895			6701	870.30
85505		<b>OFFICE SUPPLIES</b>						
0	10168	BANK OF AMERICA	BRODART - Processing	TXN00068986			6701	653.11

**Schedule of Bills**

032420

<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>
<b>10044301</b>		<b>LIBRARY</b>						
<b>85505</b>		<b>OFFICE SUPPLIES</b>						
0	10168	BANK OF AMERICA	BRODART - Processing	TXN00069075			6701	1,318.45
0	10168	BANK OF AMERICA	QUILL - Office Supplies	TXN00069109			6701	98.97
0	10168	BANK OF AMERICA	QUILL - Supplies	TXN00068821			6701	655.91
0	10168	BANK OF AMERICA	TFD - Earbuds	TXN00068868			6701	82.50
0	10168	BANK OF AMERICA	WALMART - Planner	TXN00069141			6701	16.88
0	10168	BANK OF AMERICA	WALMART - Supplies	TXN00068995			6701	52.72
<b>85515</b>		<b>GASOLINE</b>						
1	83	CITY OF GRAND ISLAND-TREASURI	FEB 2020 REPAIR SHOP BILL	LIBR 2020-02			0	44.32
<b>85540</b>		<b>MISC OPERATING EQUIPMENT</b>						
1	7491	AWE ACQUISITION INC	REIMAGE 2 ELS INTO 2 BLS	GIPL20001-1	35985		0	536.00
<b>10044301 Org Total</b>								<b>28,493.19</b>



**Schedule of Bills**

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

**Description**

032420

**Invoice**

**PO #**

**WO#**

**Check #**

**Amount**

BRODART - Processing

TXN00069075

6701

401.70

**20110001 Org Total**

**401.70**

**Schedule of Bills**

032420

<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>
29555001		OTHER DEPARTMENT PROJECTS						
85042		EDITH ABBOTT MEMORIAL LIBRARY						
1	4289	AOI CORPORATION	FURNITURE/RENOVATION PROJECT	164550	35789		0	9,785.65
0	10168	BANK OF AMERICA	EL TAPATIO - Primetime	TXN00068925			6701	120.00
0	10168	BANK OF AMERICA	PANDA EXPRESS-Primetime food	TXN00068964			6701	105.00
0	10168	BANK OF AMERICA	SAMS CLUB- Primetime	TXN00068658			6701	140.47
0	10168	BANK OF AMERICA	SUPER SAVER - Primetime	TXN00068878			6701	18.09
0	10168	BANK OF AMERICA	SUPER SAVER - Primetime	TXN00068714			6701	21.98
0	10168	BANK OF AMERICA	SUPER SAVER - Primetime	TXN00068973			6701	21.98
1	10965	LIBRARY FURNITURE INTERNATIO	SHELVING, MOVING AND INSTALLATION	6864	35743		0	5,927.00

**29555001 Org Total 16,140.17**

Prepared by

*Nancy Broich*

<b>Library Funds Disbursement Voucher</b>	
<b>Approved by:</b> Ed Meedel	<b>Date</b> Apr 13, 2020
<b>Library Board President</b> <i>Ed Meedel</i>	
<b>Authenticated by:</b> Tanya Hansen	<b>Date</b> Apr 13, 2020
<b>Library Board Secretary</b> <i>Tanya Hansen</i>	

**Schedule of Bills**

Org	Object	Vendor Name/Number	Description	Invoice	PO #	WO#	Check #	Amount
10044301		LIBRARY						
85160		<b>OTHER EMPLOYEE BENEFITS</b>						
0	10168	BANK OF AMERICA	TASC - Admin Fees	TXN00069970			6726	29.28
85305		<b>UTILITY SERVICES</b>						
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	MAR 2020			0	3,831.99
85317		<b>NATURAL GAS</b>						
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	20FEB2646500-5			216830	665.10
85324		<b>REPAIR &amp; MAINT - BUILDING</b>						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00069708			6726	14.79
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00069421			6726	20.95
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00069794			6726	70.77
0	10168	BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00069388			6726	58.85
0	10168	BANK OF AMERICA	MENARDS-COVID-19/COVERALLS & B	TXN00069639			6726	46.67
0	10168	BANK OF AMERICA	MENARDS-Maintenance Supplies	TXN00069144			6726	39.29
0	10168	BANK OF AMERICA	PRESTOX - Pest Control	TXN00069244			6726	147.00
0	10168	BANK OF AMERICA	SAMS CLUB-COVID-19/BAGS&TOWELS	TXN00069382			6726	52.44
0	10168	BANK OF AMERICA	WALMART-COVID-19/GLOVES&TOWELS	TXN00069500			6726	61.05
85330		<b>REPAIR &amp; MAINT - OFF FURN &amp; EQ</b>						
0	10168	BANK OF AMERICA	CAPITAL-JAN 2020 COPY OVERAGES	TXN00069288			6726	244.21
0	10168	BANK OF AMERICA	KONICA MINOLTA-SEE TXN00069204	TXN00069726			6726	(193.90)
0	10168	BANK OF AMERICA	KONICA MINOLTA-SEE TXN00069726	TXN00069204			6726	193.90
85416		<b>ADVERTISING</b>						
1	214	BH MEDIA GROUP INC	BOARD MEETING ADVERTISEMENT	10040440 - FEB 2020			0	13.78
85422		<b>DUES &amp; SUBSCRIPTIONS</b>						
1	3767	OCLC ONLINE COMPUTER LIBRARY	OCLC RENEWAL	1000007278			0	2,172.00
85425		<b>BOOKS</b>						
0	10168	BANK OF AMERICA	AMAZON - Books	TXN00069941			6726	12.47
0	10168	BANK OF AMERICA	AMAZON - BOOKS & MAKERSPACE	TXN00069485			6726	96.16
0	10168	BANK OF AMERICA	AMAZON -Books	TXN00069456			6726	24.98
85426		<b>AV/ELECTRONIC MEDIA</b>						
1	562	MIDWEST TAPE	HOOPLA 03/31/20	98790387	10326		0	4,838.70
1	562	MIDWEST TAPE	PLAYAWAYS, AUDIOBOOKS, DVD'S	98708663	10326		0	1,768.20

**Schedule of Bills**

041420

<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>
<b>10044301</b>		<b>LIBRARY</b>						
<b>85490</b>		<b>OTHER EXPENDITURES</b>						
1	8792	CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	2020 MAR 6614			6719	51.39
<b>85505</b>		<b>OFFICE SUPPLIES</b>						
0	10168	BANK OF AMERICA	AMAZON - Program Supply	TXN00069775			6726	41.99
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00069286			6726	127.78
0	10168	BANK OF AMERICA	AMAZON-SUPPLIES & MAKERSPACE	TXN00069317			6726	59.18
0	10168	BANK OF AMERICA	EAKES - Supplies	TXN00069310			6726	9.99
0	10168	BANK OF AMERICA	WALMART - Supplies	TXN00069295			6726	37.20
0	10168	BANK OF AMERICA	WALMART-COVID-19/WIPES & TOTES	TXN00069707			6726	42.93
<b>10044301 Org Total</b>							<b>14,579.14</b>	

**Schedule of Bills**

041420

**Vendor**  
**Org Object Name/Number**  
**28014310 PIONEER CONSORTIUM**  
**85241 COMPUTER SERVICES**  
 0 10168 BANK OF AMERICA

**Description**  
 WORDPRESS -Domain Registration

**Invoice**

**PO #**

**WO#**

**Check #**

**Amount**

TXN00069215

6726

18.00

**28014310 Org Total**

**18.00**

**Schedule of Bills**

<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>
29555001		OTHER DEPARTMENT PROJECTS						
85042		EDITH ABBOTT MEMORIAL LIBRARY						
0	10168	BANK OF AMERICA	AMAZON - BOOKS & MAKERSPACE	TXN00069485			6726	164.95
0	10168	BANK OF AMERICA	AMAZON - Makerspace	TXN00069474			6726	24.99
0	10168	BANK OF AMERICA	AMAZON-SUPPLIES & MAKERSPACE	TXN00069317			6726	255.56
0	10168	BANK OF AMERICA	SUPER SAVER - Primetime	TXN00069241			6726	31.98
<b>29555001 Org Total</b>							<b>477.48</b>	

Prepared by

*Nancy Broich*

<b>Library Funds Disbursement Voucher</b>	
<b>Approved by:</b> Ed Meedel	<b>Date</b> Apr 13, 2020
<b>Library Board President</b> <i>Ed Meedel</i>	
<b>Authenticated by:</b> Tanya Hansen	<b>Date</b> Apr 13, 2020
<b>Library Board Secretary</b> <i>Tanya Hansen</i>	

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# Library Board

Monday, April 20, 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

Grand Island Art Club Art Show	2/1/2020	Adult Cultural Program
Saturday Storytime-Stories and Crafts with Eddie the Comfort Dog	2/1/2020	Storytime
Lapsit (Play and Read)	2/3/2020	Lapsits
2020 Book Club for Adults	2/4/2020	Book Club for Adults
AARP Tax Help	2/4/2020	Adult Program
Baby & Toddler Lapsit - Rock and Read	2/4/2020	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	2/4/2020	Family Storytime
Outreach ELC	2/5/2020	Bear Fair
Storytime (Ready to Read)	2/5/2020	Storytime
Storytime (Ready to Read)	2/5/2020	Storytime
Bookbop	2/6/2020	Storytime
Outreach ELC	2/6/2020	Bear Fair
AARP Tax Help	2/7/2020	Adult Program
Outreach CCC	2/7/2020	Outreach
Saturday Storytime	2/8/2020	Storytime
HomeSchoolers Program	2/10/2020	Children's Literacy Event
Lapsit (Play and Read)	2/10/2020	Lapsits
2020 Bear Fair AM	2/11/2020	Children's Literacy Event
2020 Bear Fair Evening	2/11/2020	Children's Literacy Event
2020 Bear Fair PM	2/11/2020	Children's Literacy Event
AARP Tax Help	2/11/2020	Adult Program
Outreach CCC	2/12/2020	Outreach
Storytime (Ready to Read)	2/12/2020	Storytime
Storytime (Ready to Read)	2/12/2020	Storytime
Bookbop	2/13/2020	Storytime
Historical Hall County Newspapers Digital Launch	2/13/2020	Adult Program
AARP Tax Help	2/14/2020	Adult Program
Platte Valley Adventist School Tour	2/14/2020	Children's Tour
Saturday Storytime 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
AARP Tax Help	2/18/2020	Adult Program
Baby & Toddler Lapsit - Rock and Read	2/18/2020	Baby & Toddler Lapsits
Central District Health Dept. Breastfeeding Education Class	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
AARP Tax Help	2/25/2020	Adult Program
Baby & Toddler Lapsit - Rock and Read	2/25/2020	Baby & Toddler Lapsits
Creating a Resume in Google Docs	2/25/2020	Adult Program

Call for more details - some programs require registration



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
Saturday Storytime	2/29/2020	Storytime
Association of Nebraska Art Clubs 2020 Annual Traveling Art Show	3/5/2020	Adult Cultural Program
Lapsit (Play and Read)	3/2/2020	Lapsits
Nebraska Humanities Preschool PrimeTime	3/2/2020	Children's Literacy Event
2020 Book Club for Adults	3/3/2020	Book Club for Adults
AARP Tax Help	3/3/2020	Adult Program
Baby & Toddler Lapsit - Rock and Read	3/3/2020	Baby & Toddler Lapsits
DODGE ELL FAMILY NIGHT	3/3/2020	Children's Tour
Pajametime (Family Storyhour)	3/3/2020	Family Storytime
Storytime (Ready to Read)	3/4/2020	Storytime
Storytime (Ready to Read)	3/4/2020	Storytime
Bookbop	3/5/2020	Storytime
Living Well With Diabetes with Heartland Health Center	3/5/2020	Adult Program
AARP Tax Help	3/6/2020	Adult Program
Spring Break Children's Program	3/6/2020	Children's Spring Break Program
Dr. Seuss Birthday Party	3/7/2020	Children's Literacy Event
HomeSchoolers Program	3/9/2020	Children's Literacy Event
Nebraska Humanities Preschool PrimeTime	3/9/2020	Children's Literacy Event
Spring Break for Kids - Make Something Monday	3/9/2020	Children's Spring Break Program
Spring Break for Tweens & Teens - Movie Monday	3/9/2020	Teen Spring Break Program
AARP Tax Help	3/10/2020	Adult Program
Spring Break for Kids - Unicorns & Dragons	3/10/2020	Children's Spring Break Program
Spring Break for Tweens & Teens - Anime Club	3/10/2020	Teen Spring Break Program
Spring Break for Tweens & Teens - Gaming	3/11/2020	Teen Spring Break Program
Living Well With Diabetes with Heartland Health Center	3/12/2020	Adult Program
Spring Break for Kids - Clean Community	3/12/2020	Children's Spring Break Program
Spring Break for Tweens & Teens - Clean Community System	3/12/2020	Teen Spring Break Program
AARP Tax Help	3/13/2020	Adult Program
Spring Break Movie for All Ages	3/13/2020	Children's Spring Break Program
Lapsit (Play and Read)	3/16/2020	Lapsits
Nebraska Humanities Preschool PrimeTime	3/16/2020	Children's Literacy Event
AARP Tax Help	3/17/2020	Adult Program
Baby & Toddler Lapsit - Rock and Read	3/17/2020	Baby & Toddler Lapsits
Come, Sit & Breathe Meditation Group	3/17/2020	General Program
Pajametime (Family Storyhour)	3/17/2020	Family Storytime
Storytime (Ready to Read)	3/18/2020	Storytime
Storytime (Ready to Read)	3/18/2020	Storytime
Bookbop	3/19/2020	Storytime

Call for more details - some programs require registration

Living Well With Diabetes with Heartland Health Center	3/19/2020	Adult Program
AARP Tax Help	3/20/2020	Adult Program
NLC Hall County Reading Classic Competition	3/20/2020	Children's Literacy Event
Saturday Storytime - Stories and Crafts with Remi the Comfort Dog	3/21/2020	Storytime
Lapsit (Play and Read)	3/23/2020	Lapsits
Library Board Meeting	3/23/2020	Library Board
Nebraska Humanities Preschool PrimeTime	3/23/2020	Children's Literacy Event
AARP Tax Help	3/24/2020	Adult Program
Baby & Toddler Lapsit - Rock and Read	3/24/2020	Baby & Toddler Lapsits
Come, Sit & Breathe Meditation Group	3/24/2020	General Program
Pajametime (Family Storyhour)	3/24/2020	Family Storytime
Storytime (Ready to Read)	3/25/2020	Storytime
Storytime (Ready to Read)	3/25/2020	Storytime
Bookbop	3/26/2020	Storytime
Living Well With Diabetes with Heartland Health Center	3/26/2020	Adult Program
AARP Tax Help	3/27/2020	Adult Program
Saturday Storytime	3/28/2020	Storytime
Lapsit (Play and Read)	3/30/2020	Lapsits
Nebraska Humanities Preschool PrimeTime	3/30/2020	Children's Literacy Event
AARP Tax Help	3/31/2020	Adult Program
Baby & Toddler Lapsit - Rock and Read	3/31/2020	Baby & Toddler Lapsits
Come, Sit & Breathe Meditation Group	3/31/2020	General Program
Pajametime (Family Storyhour)	3/31/2020	Family Storytime
US CENSUS/YMCA	4/1/2020	General Program
Storytime (Ready to Read)	4/1/2020	Storytime
Storytime (Ready to Read)	4/1/2020	Storytime
Bookbop	4/2/2020	Storytime
Living Well Workshop with Heartland Health Center	4/2/2020	Adult Program
AARP Tax Help	4/3/2020	Adult Program
Saturday Storytime with Eddie the Comfort Dog	4/4/2020	Storytime
Lapsit (Play and Read)	4/6/2020	Lapsits
Baby & Toddler Lapsit - Rock and Read	4/7/2020	Baby & Toddler Lapsits
AARP Tax Help	4/7/2020	Adult Program
2020 Book Club for Adults	4/7/2020	Book Club for Adults
Pajametime (Family Storyhour)	4/7/2020	Family Storytime
Come, Sit & Breathe Meditation Group	4/7/2020	General Program
Storytime (Ready to Read)	4/8/2020	Storytime
Storytime (Ready to Read)	4/8/2020	Storytime
Bookbop	4/9/2020	Storytime
Living Well Workshop with Heartland Health Center	4/9/2020	Adult Program
AARP Tax Help	4/10/2020	Adult Program
Saturday Storytime	4/11/2020	Storytime
Library Closed - Easter	4/12/2020	Hours Change
Lapsit (Play and Read)	4/13/2020	Lapsits

Call for more details - some programs require registration

HomeSchoolers Program	4/13/2020	Children's Literacy Event
Baby & Toddler Lapsit - Rock and Read	4/14/2020	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	4/14/2020	Family Storytime
Come, Sit & Breathe Meditation Group	4/14/2020	General Program
Storytime (Ready to Read)	4/15/2020	Storytime
Storytime (Ready to Read)	4/15/2020	Storytime
Bookbop	4/16/2020	Storytime
Saturday Storytime with Remi the Comfort Dog	4/18/2020	Storytime
Lapsit (Play and Read)	4/20/2020	Lapsits
Library Board Meeting	4/20/2020	Library Board
Baby & Toddler Lapsit - Rock and Read	4/21/2020	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	4/21/2020	Family Storytime
Come, Sit & Breathe Meditation Group	4/21/2020	General Program
Storytime (Ready to Read)	4/22/2020	Storytime
Storytime (Ready to Read)	4/22/2020	Storytime
Bookbop	4/23/2020	Storytime
Saturday Storytime	4/25/2020	Storytime
Lapsit (Play and Read)	4/27/2020	Lapsits
Baby & Toddler Lapsit - Rock and Read	4/28/2020	Baby & Toddler Lapsits
Pajametime (Family Storyhour)	4/28/2020	Family Storytime
Come, Sit & Breathe Meditation Group	4/28/2020	General Program
Storytime (Ready to Read)	4/29/2020	Storytime
Storytime (Ready to Read)	4/29/2020	Storytime
Bookbop	4/30/2020	Storytime

Call for more details - some programs require registration

Equipment - Laser Cutter/Engraver	2/1/2020	Makerspace
Equipment - Cricut Explore Air 2	2/1/2020	Makerspace
Equipment - Cricut Explore Air 2	2/3/2020	Makerspace
Equipment - Cricut Explore Air 2	2/3/2020	Makerspace
AFSP American Foundation for Suicide Prevention Ne	2/3/2020	Meeting Room A
Grand Island MPO	2/4/2020	Meeting Room BC
Equipment - Cricut Explore Air 2	2/5/2020	Makerspace
CCCEA	2/5/2020	Meeting Room A
Equipment - Plotter	2/5/2020	Makerspace
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
Youth Philathropy Board	2/9/2020	Meeting Room B
Equipment - Cricut Explore Air 2	2/10/2020	Makerspace
Leadership Tomorrow	2/12/2020	Digital Media Lab
Stitching Sisters	2/13/2020	Meeting Room A
Equipment - Laser Cutter/Engraver	2/14/2020	Makerspace
GICC FBLA	2/16/2020	Meeting Room B
Equipment - Laser Cutter/Engraver	2/17/2020	Makerspace
PEO CK	2/18/2020	Meeting Room A
Families Care	2/20/2020	Meeting Room A
Equipment - Cricut Explore Air 2	2/20/2020	Makerspace
Equipment - Laser Cutter/Engraver	2/20/2020	Makerspace
Equipment - Button Maker (Large)	2/20/2020	Makerspace
Families Care	2/20/2020	Meeting Room A
Toastmaster's international speech contest	2/22/2020	Meeting Room C
Tumbleweeds 4H	2/22/2020	Meeting Room B
Youth Philathropy Board	2/23/2020	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
Thompson Art Concepts	2/24/2020	Meeting Room A
Equipment - Plotter	2/24/2020	Makerspace
Alicia's Knitting and Crocheting Club	2/25/2020	Meeting Room A
Equipment - Laser Cutter/Engraver	2/25/2020	Makerspace
Central Mediation	2/27/2020	Meeting Room A
Grow Grand Island	2/27/2020	Digital Media Lab
NET/KUON - Nebraska Educational Telecommunications	2/27/2020	Meeting Room B
Central Mediation	2/27/2020	Meeting Room A
Stitching Sisters	2/27/2020	Meeting Room A
Grand Island City Singers	2/27/2020	Digital Media Lab
Laos Community	3/1/2020	Meeting Room B
NEBRASKA PROBATION	3/2/2020	Meeting Room B
City of Grand Island -- HR Employment Screening	3/2/2020	City Use
NEBRASKA PROBATION	3/4/2020	Meeting Room B
Equipment - Plotter	3/4/2020	Makerspace
City of Grand Island	3/5/2020	Meeting Room BC
Copper Creek Homeowner Association	3/5/2020	Meeting Room A

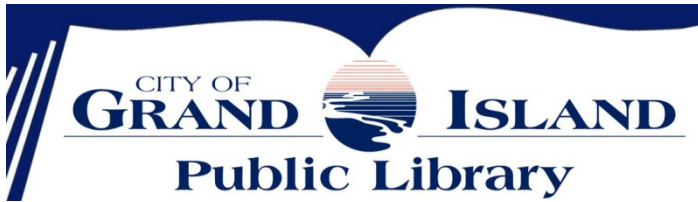
Catholic Elementary Exploratory Committee	3/5/2020	Digital Media Lab
NEBRASKA PROBATION	3/6/2020	Meeting Room A
2020 US Census	3/6/2020	Digital Media Lab
2020 US Census	3/7/2020	Meeting Room C
Nebraska Youth Leadership Counsel	3/7/2020	Meeting Room A
Equipment - Plotter	3/9/2020	Makerspace
Equipment - Cricut Explore Air 2	3/10/2020	Makerspace
Equipment - Laser Cutter/Engraver	3/10/2020	Makerspace
Equipment - Cricut Explore Air 2	3/10/2020	Makerspace
Equipment - 3D Printer	3/11/2020	Makerspace
Equipment - 3D Printer	3/12/2020	Makerspace
GI child care Association	3/12/2020	Meeting Room A
Stitching Sisters	3/12/2020	Digital Media Lab
2020 US Census	3/13/2020	Digital Media Lab
2020 US Census	3/14/2020	Meeting Room C
Grand Island Gaming Guild	3/14/2020	Meeting Room B
DAR - Betsey Hager Chapter	3/14/2020	Meeting Room A
Prairieland Romance Writer's Group	3/15/2020	Meeting Room A
Youth Philathropy Board	3/15/2020	Digital Media Lab
Laos Community	3/15/2020	Meeting Room B
Equipment - Plotter	3/16/2020	Makerspace
Youth Leadership Tomorrow	3/17/2020	Meeting Room BC
UNL EXTENSION	3/18/2020	Meeting Room C
UNL EXTENSION	3/18/2020	Meeting Room B
UNL EXTENSION	3/18/2020	Meeting Room A
Central Plains Library System	3/19/2020	Meeting Room BC
Nebraska Injured Brain Network	3/19/2020	Meeting Room A
Central Plains Library System	3/19/2020	Meeting Room BC
Nebraska Injured Brain Network	3/19/2020	Meeting Room A
Families Care	3/19/2020	Meeting Room C
HOBY Youth Leadership	3/21/2020	Meeting Room BC
HOBY Youth Leadership	3/21/2020	Meeting Room BC
Tumbleweeds 4H	3/22/2020	Meeting Room B
HC3 Circle of Security	3/23/2020	Meeting Room A
HC3 Circle of Security	3/23/2020	Meeting Room A
Health Resources and Services Administration	3/24/2020	Digital Media Lab
Health Resources and Services Administration	3/24/2020	Digital Media Lab
Pioneer Consortium	3/25/2020	Meeting Room B
Pioneer Consortium	3/25/2020	Meeting Room B
Health Resources and Services Administration	3/26/2020	Meeting Room B
Health Resources and Services Administration	3/26/2020	Meeting Room B
Grow GI arts and Humanities	3/26/2020	Digital Media Lab
Nebraska Archaeological Society	3/28/2020	Meeting Room B
To Read or Not to Read Book Club	3/30/2020	Meeting Room A
Alicia's Knitting and Crocheting Club	3/31/2020	Digital Media Lab
International Executive Housekeepers Association	4/1/2020	Meeting Room B
Nebraska Department of Transportation	4/1/2020	Meeting Room C

2020 US Census	4/2/2020	Meeting Room B
GI child care Association	4/2/2020	Meeting Room A
Nebraska Youth Leadership Counsel	4/4/2020	Meeting Room A
2020 US Census	4/8/2020	Meeting Room B
Grand Island Gaming Guild	4/11/2020	Meeting Room B
Veterans Affairs	4/15/2020	Meeting Room A
Veterans Affairs	4/16/2020	Meeting Room A
Heartland CASA	4/17/2020	Meeting Room B
Prairie Weavers and Spinners group	4/18/2020	Meeting Room B
Grow Grand Island	4/23/2020	Meeting Room B
HC3 Circle of Security	4/27/2020	Meeting Room A
To Read or Not to Read Book Club	4/27/2020	Digital Media Lab
Nebraska Association of Public Employees	4/29/2020	Meeting Room A

<a href="#">Grand Island Public Library, AARP team up to offer tax help</a>	2/1/2020	GI Independent
<a href="#">Club Calendar - February 2020</a>	2/2/2020	GI Independent
<a href="#">Altrusa International of Grand Island</a>	2/2/2020	GI Independent
<a href="#">'Quilt Detective' helps owners investigate quilts' origins</a>	2/2/2020	GI Independent
<a href="#">Central Nebraska Grants 101 Workshop</a>	2/3/2020	Eventbrite
<a href="#">GI YMCA to close satellite branch as cost cutting measure</a>	2/3/2020	NTV
<a href="#">Heartland Health Center plans health workshop at Grand Island Public Library</a>	2/4/2020	GI Independent
<a href="#">Public input will drive Grand Island transportation infrastructure plans</a>	2/4/2020	GI Independent
<a href="#">Donations sought for Kits 4 Kids summer program</a>	2/4/2020	GI Independent
<a href="#">LIBRARY ALIVE: Looking back, moving forward in 2020</a>	2/9/2020	GI Independent
<a href="#">Around the region: Library to host annual Bear Fair on Tuesday</a>	2/9/2020	GI Independent
<a href="#">City Council approves one- and six-year street improvement plan</a>	2/11/2020	GI Independent
<a href="#">Bear Fair 2020</a>	2/11/2020	allevents.in
<a href="#">Annual Bear Fair seeks to educate about literacy from young age</a>	2/11/2020	GI Independent
<a href="#">There's still time to enjoy the Bear Fair at the City of Grand Island - Public Library</a>	2/11/2020	NTV Facebook
<a href="#">I've got my bear ears on, reading at the City of Grand Island - Public Library Bear Fair!</a>	2/11/2020	NTV Facebook
<a href="#">Bear Fair connects preschoolers with health and safety message</a>	2/11/2020	NTV
<a href="#">Cal Larsen Local4 talks an upcoming Bear Fair at the Grand Island - Public Library in the 6 o'clock hour.</a>	2/11/2020	Local 4 Facebook
<a href="#">Bear Fair encourages early learning, hands on interaction</a>	2/11/2020	Local 4 News
<a href="#">Phase one of Hall County Newspaper Digitization Project completed</a>	2/12/2020	GI Independent
<a href="#">Groups digitize historic Hall County newspapers</a>	2/13/2020	Local 4 News
<a href="#">Humanities Nebraska reacts to potential funding cuts</a>	2/14/2020	1011 News
<a href="#">Sandhill crane season is upon us — the City of Grand Island - Public Library wants your help naming a sculpture that will go in front of the library.</a>	2/15/2020	NTV Facebook
<a href="#">SATURDAY SALUTE: Newspapers a valuable resource</a>	2/15/2020	GI Independent
<a href="#">Grand Island Public Library given funding to provide digital skills training</a>	2/16/2020	GI Independent
<a href="#">Knowing what to put on a resume and how to create one can be tricky, but the Grand Island Public Library - and Google - are ready to help.</a>	2/17/2020	Local 4 Facebook
<a href="#">GI Library receives funding for workshops through Google sponsored program</a>	2/17/2020	Local 4 TV
<a href="#">Sandhill cranes inspire library sculpture but it needs a name</a>	2/17/2020	NTV
<a href="#">Grand Island Public Library looks forward to crane sculpture</a>	2/17/2020	Local 4 News
<a href="#">Grand Island Public Library to install large crane sculpture in plaza area</a>	2/19/2020	GI Independent
<a href="#">Grand Island looks to improve railroad crossing on busy street</a>	2/19/2020	NTV
<a href="#">LIBRARY ALIVE: Everyday moments really do matter in child development</a>	2/23/2020	GI Independent
<a href="#">NET to host flood recovery discussion panel in Grand Island</a>	2/25/2020	GI Independent
<a href="#">Grand Island Public Library will host spring break programs March 9-13</a>	2/26/2020	NTV
<a href="#">NET Nebraska is hosting a panel discussion tonight at the City of Grand Island - Public Library about ongoing flood relief:</a>	2/27/2020	NTV Facebook
<a href="#">Area officials speak on panel about flood efforts, what is to come</a>	2/27/2020	GI Independent
<a href="#">Flood Recovery One Year Later: A Panel Discussion</a>	2/27/2020	allevents.in
<a href="#">Flood leaders give update on recovery process</a>	2/27/2020	Local 4 TV
<a href="#">Local leaders met with public to discuss flood recovery updates</a>	2/27/2020	NTV
<a href="#">Flood Recovery One Year Later: A Panel Discussion</a>	2/27/2020	NET Nebraska
<a href="#">Local leaders in mostly Dannebrog and Wood River discuss where their areas stand a</a>	2/27/2020	NTV Facebook
<a href="#">Grand Island Public Library programs to celebrate Dr. Seuss</a>	2/28/2020	GI Independent

<a href="#">Howard Elementary students able to read, compete as part of book club</a>	2/29/2020	GI Independent
<a href="#">Club Calendar - March 2020</a>	3/1/2020	GI Independent
<a href="#">Thursday meeting to focus on U.P., Broadwell grade separation study</a>	3/2/2020	GI Independent
<a href="#">Events during Dr. Seuss week</a>	3/2/2020	Local 4 TV
<a href="#">Recognizing Read Across America Day</a>	3/2/2020	Local 4 TV
<a href="#">GI nonprofits raise awareness on census importance</a>	3/3/2020	Local 4 TV
<a href="#">Public learns more about traffic and safety study at Union Pacific Broadwell crossing</a>	3/5/2020	GI Independent
<a href="#">Celebrate Dr. Seuss!</a>	3/7/2020	allevents.in
<a href="#">Happy Birthday Dr. Seuss! (video)</a>	3/7/2020	NTV Facebook
<a href="#">Happy Birthday, Dr. Seuss: Families celebrate children's author at public library's Saturday event</a>	3/7/2020	GI Independent
<a href="#">LIBRARY ALIVE: Spring books have sprung at the library</a>	3/8/2020	GI Independent
<a href="#">Altrusa International</a>	3/8/2020	GI Independent
<a href="#">Grand Island Census Day event will have volunteers and resources on April 1</a>	3/9/2020	NTV
<a href="#">Grand Island Public Library gets kids' creative juices flowing</a>	3/10/2020	GI Independent
<a href="#">Heartland United Way seeking item donations for Kits 4 Kids</a>	3/14/2020	GI Independent
<a href="#">It's not just the shelves at the grocery store, it's City of Grand Island - Public Library</a>	3/15/2020	NTV Facebook
<a href="#">City of Grand Island lists new restrictions on city facilities</a>	3/16/2020	Local 4 TV
<a href="#">Grand Island mayor orders closing of library, Fieldhouse</a>	3/16/2020	GI Independent
<a href="#">Mayor Roger Steele sets closings to avoid stress on local health care system</a>	3/16/2020	GI Independent
<a href="#">The mayor announces the City of Grand Island - Public Library and City of Grand</a>	3/16/2020	NTV Facebook
<a href="#">City of Grand Island suspends city buildings and meetings until further notice</a>	3/16/2020	NTV
<a href="#">LIBRARY ALIVE: Doing the best we can under difficult circumstances</a>	3/22/2020	GI Independent
<a href="#">The quarantines of epidemics past</a>	3/22/2020	GI Independent
<a href="#">Area coronavirus business and event cancellation roundup</a>	3/22/2020	GI Independent
<a href="#">Central Nebraska Grants 101 Workshop</a>	3/24/2020	allevents.in
<a href="#">LIBRARY ALIVE: Getting more digital all the time at your library</a>	4/4/2020	GI Independent
<a href="#">Grand Island lays off library staff</a>	4/6/2020	NTV
<a href="#">City of Grand Island working to protect employees, continue essential services</a>	4/7/2020	GI Independent
<a href="#">UPDATE: Mayor says normal life won't return in Grand Island for some time</a>	4/14/2020	GI Independent





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

**January-March 2020**

**To Hall County Board of Supervisors:**

At the end of March 2020 our statistical report showed a total of 1,041 Hall County household cards, yielding 11 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 December 31, 2019	1,030
January - March 2020 Issues	11
Balance March 31, 2020	1,041

A handwritten signature in cursive script that reads "Steve Fosselman".

Steve Fosselman, Library Director  
April 15, 2020

# Youth & Family Service Librarian's Monthly Report

Name: Celine Swan

Date: March 2020

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## Last Month

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### Collection Development

- Ordering & Weeding
- Rearranged bins for Bear Fair and began work getting more bins clear for Character Bins

### Scheduling

- Coordinate Bear Fair/Volunteers/Organizations with Elle as LA2 Lead
- Two staff members resigned-changed schedules
- Scheduled CPR training for 20 full-timers
- Work on scheduling for Bear Fair, Outreach to Stolley Park Makerspace, Early Learning Center outreach for Dr. Seuss-Read Across America Week, Spring Break programs
- Met with UNL/Extension Office staff and setup schedule for Makerspace Summer Programs and Parks and Rec Dept. for summer park outreach

### SOD/LOD/Staff Work

- Librarians/LA2 Meeting February 12
- Met with Davis for training on new electronics systems in Meeting Room BC
- New staff-reference training-continuing
- Work with Irasema for library logo changes and summer reading program calendar

### Committee Work with Outside Agencies

- 2/3 Mtg with H3C, NLC, YMCA, and Cathedral Daycare
- 2/7 Children's Museum Meeting
- 2/10 Prime Time Planning Meeting CCC
- 2/14 & 2/26 National League of Cities Web Meeting
- 2/14 Met with UNL/Extension Office
- 2/17 Met with Tara Coon Parks and Rec Dept.

### Children's Renovation

- Collection maintenance to have a manageable collection and plan future outreach
- Working on new Character Bins with Nicole
- Zone C meeting Feb 19 (planned colors and staff feedback ideas)
- 4 new AWE touch screen computers arrived, others shipped back, admin setup and promotions and bookmarks put out

### Programs

- 2/5 and 2/6 Visits to all 400 children at ELC, all three sites to promote reading/Bear Fair
- Homeschoolers programs on Feb 10 for elementary and makerspace for tween/teen
- 2/10 Homeschoolers Elementary and Makerspace Tween/Teen Programs
- 2/11 Bear Fair
- 2/18 Partner program with Central District Health Dept Breastfeeding Program 11-1 pm
- Feb 24-March 24 Humanities Nebraska Prime Time Preschool 6 week program

- Alessandra outreach to Central Community College 2/6 and 2/12
- Planning 2020 Summer Reading Program for Children and Teens, book calendar, kick off dates, and performers

## Library Management

- 2/4 Interview with KRGI
- 2/7 AWE training webinar
- 2/11 Interviews with Channel 4 News 5:45 AM, NTV, and Independent for the Bear Fair
- 2/20 Summer Temp Positions jobs went out with HR worked with Shaun
- 2/23 Library Column
- Constant code-of conduct interactions with patrons, and families PITS entries
- Library appraisal-Karla
- Library Management with staff, volunteers, students
- New student Andrew and teacher come from GISH two-three times a week switching in March to a new student from GISH
- Working with Irasema on library logo, and summer reading program
- 2/26 PLA conference Nashville TN

## This Month

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### Collection Development

- Ordering & Weeding
- Re-did Music CD Classification-Shaun and staff, weeding Board Books, Spanish collection

### Scheduling

- Two new staff members -put in templates
- Work on scheduling for CPR training for full-timers, Programs in Library, Outreach, Dr. Seuss-Read Across America Week, Spring Break
- Work on summer reading program planning with outside people for Makerspace-UNL Extension and Parks and Rec Dept.SOD/LOD Staff Work

### Children's Renovation

- Collection maintenance in Easy Books and ERs, more Character Bins to have a manageable collection and plan future outreach
- Painting walls-Zone Meeting to plan train and wall colors
- ECRTR Train Mural in Children's-plan vinyl train
- Planning and ordering new furniture, circ desk, shelving
- Planning areas on project planning tool

### Programs

- 3/2 Dr. Seuss-Read Across America promotions all week. Dr. Seuss Outreach to Early Learning Center Preschools for 400 children
- 3/2 Stolley Park Makerspace Program 3:30-4:30 PM (Lori and Susie) 4 programs total
- 3/2-3/30 Humanities Nebraska Prime Time Preschool Programs
- 3/3 Dodge School ELL Night
- 3/5 Heartland Health Living Well with Diabetes 6 week partnership program started
- 3/7 Dr. Seuss Birthday Bash
- 3/9-3/13 Spring Break Programs for Children and Tweens/Teens
- 3/17 Alessandra to CCC

- 3/17 Youth Leadership Tomorrow tour and talk in the AM
- 3/18 Dodge School visit
- 3/19 Library Gala Workshop 10 staff attending at GIPL
- 3/20 H3C Meeting at GIPS
- 3/20 Nebraska Library Commission Reading Competition 330-6 PM with Sally Snyder (Celine will help)
- 3/24 National League of Cities Web Mtg 3-4 PM
- Partnership with UNL Extension from Hastings Read4Resilience display and books that help children from the flood and other crisis

## Library Management

- Library appraisal-Priscila
- Working on future outreach delivery opportunities
- Work on new library logo template, calendar, newsletter with Shaun and Irasema
- Beanstack setup with Shaun
- Work on getting flyers on facebook and web site as pdf's
- Summer Temp job Interviews
- 2 Library Assistant Job Interviews, scheduling and training
- AWE promotions and training
- Meeting Room BC training instructions LA2
- Coronavirus informational plans for staff and the public
- First Book Marketplace through the Offering More Great Books (OMG Books) initiative gave us \$345.67 for new books through the NLC grant
- CPR Training for 20 staff-Coordination with Rose Rhoads
- NLA Advocacy Day in Lincoln-Ella McDowall nominated and received volunteer award
- 3/2 Interview with Channel 4 at 5:45 AM
- 3/7 Interview with the Independent
- Work with GIPS on school calendar promotions
- Photo waiver and procedure

# Adult & Technical Service Librarian's Monthly Report

Name: Shaun Klee

Date: March 2020

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## Last Month

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### Collection Development/Maintenance

- Continued catalog cleanup
- Children's audiobooks – continue working, Alessandra is helping
- Weeding
- Acquisitions
- Reclassified Children's Music CDs with word-based classification scheme
- Worked with LFI adding shelves, moving shelves, and shifting
- Cataloging while Jeanne was on vacation
- DAR Cataloging (50+ new items to their collection)
- Updating Serials (Title Changes report from Ebsco)

### Technology

- Biblioovation Koha upgrade
  - Coordinating users Group Meeting March 2<sup>nd</sup>
- Hall County Historic Newspapers Launch, Feb 13
- Acquired InfoBase Facts on File database
  - Planning staff training for rollout to public
- SmartAlec Wireless printing
  - Working w/ LA2s & Celine so staff can be trained and can be rolled out to public
- Bibliotecha rep meeting Feb 13
- Public Access Computers upgrades—Windows 10, Office 2016, new hard drives, SAM upgrade—starting Feb 18
  - Remaining Staff computer and PAC upgrades starting Feb 19
- Makerspace Appointment/Tour Request Form added to website
- Hold slip programming (with IT)

### Programming

- Libraries Lead With Digital Skills Grant
  - Lori & Susie taught a Grow Your Resume class Feb. 25, first program we are hosted under this grant
  - Finished post-program assessments
- Hall County Historic Newspapers Launch Drop in Session, Feb 13<sup>th</sup>
- Begin planning Adult SRP – Irasema, Denise, Stephanie, Kim B. and I will be having a full Adult SRP this summer (reading & programs)
- Worked with Danielle at YWCA—booth in lobby on April 1<sup>st</sup> for Census volunteers

### Staff Development/Training

- Database Overview/Review (all month)
- Makerspace Policy training (upcoming)

- Summer Temp Assistant hiring process – 4 positions
- Library Assistant I-PT hiring process – 2 position

## This Month

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### Collection Development/Maintenance

- Catalog cleanup
- Children's audiobooks with Alessandra
- Weeding – 610-619s
- Acquisitions
- Updating Serials (Title Changes report from Ebsco)
- Cataloging while Jeanne is on vacation
- Shifting A/V
- Senior/Spanish area rearrangement

### Technology

- KOHA users meeting (March 2)
- KOHA consortium wide catalog clean up, ccode consolidation, etc.
- KOHA Bibliovation migration scheduling
- Public Access Computers upgrades—wrapping up, still a few left
- Meeting Room Registration form and process

### Programming

- Planning Adult SRP – Irasema, Denise, Stephanie, Kim B. and I will be having a full Adult SRP this summer (reading & programs)
- TEDCircles registration

### Staff Development & Trainings

- Summer Temp Assistant hiring process – 4 positions
- Library Assistant I-PT hiring process – 2 position

# Library Director's Monthly Report

**Name:** Steve Fosselman

**Date:** March 2020

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## Last Month

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### Library Board

- Work in committee on policy additions for Study Rooms, Personal Belongings and Health & Safety
- Present recommendations to rescind two policies no longer relevant: Temporary Entranceway Policy and Edith Abbott Memorial Library Projects Fund Policy
- Present recommendation to revise Library Funds Policy and refer to Finance and Policy Committee
- Continue working with Library Board President on Foundation agreement, Name the Crane display, and Hall County Newspaper Digitization project funding need through Foundation

### City and County Business

- Teamed with Library Board President to present annual report to City Council
- Working with City on standard photo/video permissions procedures
- Recruiting temp/seasonal summer employees, two vacant part-time Library Assistant I positions
- Participated in 2045 Long Range Transportation Plan visioning workshop
- Start working with City Administrator on Library Director recruitment process and County interlocal agreement
- Work toward April roll-out of ExecuTime employee attendance

### Management Support Team

- Assign Shaun to work on Census 2020 partnership
- Determine staff attendance at Nebraska Library Association Advocacy Day March 5
- Work with Librarians and Friends on newly-installed Commons welcome desk staffing need
- Continued 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
- Approved procedures and brochure for Supervised Visits
- Worked with Celine and Shaun on Libraries Lead with Digital Skills grant received from Public Library Association
- Assigned Shaun to develop plan to upgrade our PTFS Liblime Koha automated system (checkout/checkin/online catalog) to the latest version called Bibliovation
- Assigned Celine to submit grant for New Books and eBooks by Nonprofit First Book through Nebraska Library Commission
- Assigned Shaun to coordinate an Art Alcove exhibit through Sheldon Statewide program
- Assigned Shaun to expand our resources for fact-based services and promotion with public
- Assigned Celine to partner with United Way and Youth Leadership Tomorrow on a project to combat summer reading slide

- Continued work with Shaun and Celine on Makerspace policy/waiver implementation, outreach delivery options,

## Renovation and Building Needs

- Continued work 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, installation of Commons welcome desk

## Other

- Attended Nebraska Information Technology Commission Community Council meeting
- Attended Hall County Community Collaboration board meeting/training
- Work with Nebraska OCIO (Office of the Chief Information Officer)/Network Nebraska on procurement of internet and data transport services for 2020/2021
- Explore community partnership with non-profit Civic Nebraska's newly formed local office

## This Month

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### Library Board

- Continued working in committee on policy additions for Study Rooms, Personal Belongings, Health & Safety and Library Funds Policy
- Continue working with Library Board President on Foundation agreement, Name the Crane display, and Hall County Newspaper Digitization project funding need through Foundation
- Start working with Library Board President on intended process for strategic planning process to replace GILIBRARY 2020, Library Director recruitment process, and County interlocal agreement

### City and County Business

- Work with City Administration and Emergency Management on Coronavirus COVID-19 matters
- Continuing work with City on standard photo/video permissions procedures
- Start working with City Administrator on Library Director recruitment process and County interlocal agreement
- Continuing work toward April roll-out of ExecuTime employee attendance

### Management Support Team

- Attended Nebraska Library Association Advocacy Day with Celine and Elle. Ed Meedel also attended along with volunteer award recipient Ella McDowall and her father Matt.
- Working with Librarians and Friends on newly-installed Commons welcome desk staffing need
- Assigned Shaun to develop meeting room application form and improved booking procedures now that we've picked up speed with this service
- Team work on library responses regarding COVID-19
- Assigned Shaun to work on forming a TED Circles group for library programming

### Renovation and Building Needs

- Present final HVAC study to Library Board and submit to City for Capital Projects consideration
- Testing and installing people counter system to capture all traffic through front door



- Shelf moving services in Adult Fiction, Multicultural Center and Large Print collection were conducted.

## Other

- Attend Hall County Community Collaboration board meeting
- Work with Nebraska OCIO (Office of the Chief Information Officer)/Network Nebraska on procurement of internet and data transport services for 2020/2021
- Work with City Hall on possibility of the City joining in on the library's Network Nebraska membership
- Meet with non-profit Civic Nebraska on program partnerships
- Attend Pioneer Consortium Exec and Membership meetings

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# Library Board

Monday, April 20, 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, April 20, 2020

### Regular Meeting

## Item F1

### Receipt of Mechanical Study

*I have been working with The Clark Enersen Partners on a study of our 1973-vintage HVAC (heating, ventilation, and air conditioning) system. This study will be transmitted to City Administration as part of our capital improvements budget proposal for 2020-21.*

Staff Contact: Steve Fosselman

# **EDITH ABBOTT MEMORIAL LIBRARY MECHANICAL STUDY**

**1124 W 2<sup>nd</sup> Street  
GRAND ISLAND, NEBRASKA 68801**

**February 13, 2020**



## TABLE OF CONTENTS

<b>Section 1</b>	<b>Executive Summary</b>	
	1.1 – Executive Summary.....	4
<b>Section 2</b>	<b>Purpose and Objectives</b>	
	2.1 – Purpose and Objectives .....	6
	2.2 – Justification for Project .....	6
	2.3 – Replacement Cost of the Existing Building.....	6
<b>Section 3</b>	<b>Existing Systems</b>	
	3.1 – Mechanical System Description .....	8
	<i>Heating</i> .....	8
	<i>Cooling</i> .....	8
	<i>Air Handling Unit</i> .....	9
	<i>Temperature Controls</i> .....	9
	<i>Fire Protection</i> .....	9
	3.2 – Existing Mechanical System Observations and Evaluation .....	9
	<i>Cooling</i> .....	9
	<i>Multi-Zone Air Handling Units</i> .....	10
	<i>Hydronic Water, Piping and Associated Equipment</i> .....	11
	<i>Boilers</i> .....	12
	<i>Control System</i> .....	12
	<i>Envelope</i> .....	13
	<i>Miscellaneous Items</i> .....	13
	3.3 – Electrical System Description .....	14
	<i>Electrical Service</i> .....	14
	<i>Lighting Systems</i> .....	14
	3.4 – Summary.....	14
<b>Section 4</b>	<b>Recommendations</b>	
	4.1 – Mechanical Recommendations.....	16
	<i>Heating and Cooling Systems Life Cycle Cost Analysis</i> .....	16
	<i>HVAC Recommendations</i> .....	18
	4.2 – Electrical Recommendations.....	19
	<i>Electrical Service</i> .....	19
	<i>Lighting Systems</i> .....	19
	4.3 – Additional Considerations.....	19
<b>Section A</b>	<b>Appendices</b>	
	Appendix 1 – Grand Island Public Utility Rate Structure .....	A.1
	Appendix 2 – Edith Abbott Memorial Library Electrical Usage .....	A.2
	Appendix 3 – System 1 Equipment Diagrams .....	A.3
	Appendix 4 – System 2 Equipment Diagrams .....	A.4
	Appendix 5 – Opinion of Probable System Cost .....	A.5

# Section 1

## Executive Summary



Section 1 – Executive Summary

## **EXECUTIVE SUMMARY**

The report reviews the existing mechanical systems serving the portion of the library that was the original structure (1973). The report documents the condition of the equipment and makes recommendations for replacement. A 20-year life cycle cost analysis reviews three different system types that are suitable replacements. The life cycle cost analysis was used to determine economically if one system is more beneficial than the alternates.

The Clark Enersen Partners recommends moving forward with System 1 (Multi-Zone Air Handling Unit and Air-Cooled Condenser) as described in Section 4 which has an opinion of probable cost equal to \$720,000.



## **Section 2**

### Purpose and Objectives



Section 2 – Purpose and Objectives



## **2. PURPOSE AND OBJECTIVES**

### **2.1 - PURPOSE AND OBJECTIVES FOR A PROJECT**

The primary purpose is to review the existing air handler, water cooled chiller, and associated accessories that serve the original library. Then, The Clark Enersen Partners propose system alternates to replace this equipment. The library had an addition that was completed in the spring of 2008. At this time the staff has not had any issues with the mechanical equipment serving that area, and it will not be the focus of the review.

### **2.2 - JUSTIFICATION FOR PROJECT**

The equipment under review is original to the library which was constructed in 1973. The water-cooled chiller utilizes a refrigerant that is no longer being produced (R22). The air handler had a coil that was designed to supplement cooling thru the use of the water well, the coil began to leak excessively and have been isolated. A water well located within the basement, pumps well water through the equipment to provide cooling before discharging to storm. The condition of the water well is unknown and the quality of the water has over time deteriorated the condition of the equipment it serves.

## **Section 3**

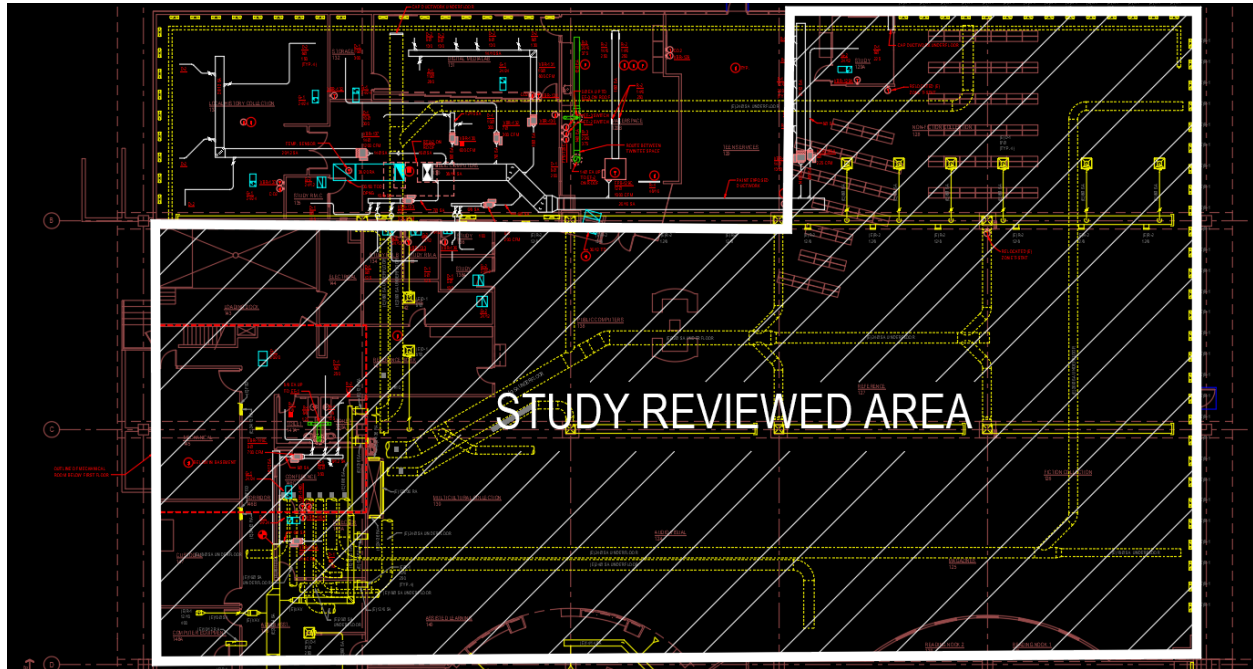
### Existing Conditions



### Section 3 – Existing Conditions

### 3. EXISTING SYSTEMS

#### 3.1 - MECHANICAL SYSTEM DESCRIPTION



Above: General Area of Review

#### Heating

The heating is provided through the use of three LES boilers (model VW-135), which have a vertical fire tube design that produce 1,000 MBH heating output. The heating water is distributed through a two-pipe heating water system to: cabinet unit heaters, reheat coils, and a hot / cold deck within the air handling unit. The heating water pumps installed during the remodel in 2008 distribute the water to the existing Air Handler in the basement. The boilers, heating water pumps, and heating water hydronic accessories are located in the main mechanical room on first level.

#### Cooling

The existing building cooling is provided through the use of a single water-cooled chiller. The chiller is a Trane unit that is original to the building (1973). The chiller is a semi-hermetic reciprocating compressor design that uses R-22 refrigerant. The chiller has an associated condenser that receives water from a water well located within the basement mechanical room. The water from the well serves as the heat sink for the chiller. The well water is rejected to the storm water system after it passes through the condenser. The water well is original to the building and initially was piped through the air handler to pre-condition the air. It has since been changed due to complications with the coil within the air handler. The well water is untreated, unfiltered, and over time has deteriorated the equipment it serves. The use of the well water was an efficient method to provide chilled water to the building.

There is a Daikin roof top unit that serves the northeast quadrant of the existing library, and was installed in 2019 during a recent remodel. The roof top unit is an air-cooled direct expansion air conditioning unit, and it is not on the existing chilled water system.

### **Air Handling Units**

The air handling unit (AHU) is a Trane #65 medium pressure, multi-zone, blow thru unit. The AHU is original to the space, and it serves 10 zones, some of which have been modified. This unit has a centrifugal fan, chilled / heating water deck, economizer, zone dampers, and a filter roll. The return plenum and outside air is lined, and the liner is deteriorating. The outside air is provided from an area well located within the basement.

A return fan located in the basement mechanical room and return registers in a central location return air back to the AHU or outside if the unit is in economizer operation. The relief air is discharged via an adjacent area well to the outside.

### **Temperature Controls**

The building has recently converted to a DDC electric control system in lieu of the previous pneumatic. The facility utilizes a building management system to monitor and track temperatures and other system functions throughout.

### **Fire Protection**

The facility is protected by a wet pipe fire suppression system. The system includes a fire department connection, backflow prevention, and supervisory valves required to meet state and local code requirements.

## **3.2 - EXISTING MECHANICAL SYSTEM OBSERVATIONS AND EVALUATION**

### **Cooling**

***The 1973 Trane chiller has had several maintenance items in recent years and is of the primary concern for catastrophic failure.*** The unit utilizes R22 refrigerant which was set to be 100% phased out of production January 1, 2020. It is becoming increasingly difficult to attain parts to repair the chiller due to its age and the ongoing refrigerant phase out. The chiller has a single hermetic compressor, so if the compressor were to fail, there is no cooling available at the air handler until the unit is repaired or replaced. New chiller designs have multiple compressors to provide redundancy to prevent a system shut down. The condenser coil has been operating on the well water, which has corroded the air handling coil and will corrode the condenser coil. It will become increasingly more difficult to repair the unit if one of the aforementioned components fail. Replacement of the chiller could take in excess of two months if it were to fail, which could lead to additional items that would need to be replaced. The ASHRAE life expectancy of a reciprocating chiller is expected to be 20 years, and the chiller has more than exceeded its usability for the library.

The domestic water well installed in the mid 1970's is located in the lower level mechanical room and was designed to deliver water through the air handler pre-conditioning coil and then to the condenser on the Trane chiller. The pre-conditioning coil began to leak excessively in the air handler and had to be abandoned. The untreated well water caused the damage to the coil. Untreated well water can cause damaging affects to mechanical equipment and the water chemistry within the well can change throughout the life of the well without the owner knowing. The well has a submersible pump that has had little maintenance completed to it dating back to the 1980's. That said the condition of the well casing and pump is unknown, and if this system is going to be re-used, it will require a thorough inspection. The well is located in a difficult location to replace or maintain and it has no redundancy. If the pump were to fail, the cooling system would be down. Due to the lack of redundancy, unknown condition of the well pump and casing, and harmful side effects that the well

water can create, it is not recommended that the existing well pump be re-used for a new system. ***The domestic water well is the second highest point of concern. If the well were to fail, either the pump cannot be replaced or the casing cannot be repaired and the chilled water system will not operate. This has a compounding effect because a completely new heat rejection system would have to be developed, which would change the cooling system entirely. If this were to occur, the cooling system could be down 3-6 months or possibly more.***



Trane Chiller & Domestic Water Well

### Multi-Zone Air Handling Units

The multi-zone air handling unit has exceeded its useable life. The unit does not meet energy code fan performance per ASHRAE Standard 90.1-2007. The unit has noticeable rust on the interior cooling coils, drain pan, lower unit structure, and coil connections. The unit has combustible material located within the return air section of the unit. The insulation liner is deteriorating and losing its adherence to the unit which is causing thermal and air quality concerns.

The owner has reported issues cooling with the air handler. Without the use of the pre-conditioning coil, a percentage of capacity has been lost, and the loss of this capacity does not allow the unit to effectively dehumidify. This has also been reported by the building occupants as a noticeable change in humidity has been felt within the central section served by the air handler.

The cooling coil recently had to be repaired as it sprung a pin hole leak. The repair appeared to be an anomaly as the remaining portion of the coil was reported to be in fair condition. In order to make the repair a portion of the coil had to be removed, and an estimated 10% loss in capacity resulting from the removal. If the leak was not an anomaly and the coil develops more pin hole leaks that cannot be repaired, the coil will need to be replaced.

The air handler has a constant speed supply and return fan that run at full speed during occupied operation. The use of a variable frequency drive (VFD) would reduce energy consumption considerably, however these fan motors cannot be retrofitted with a VFD. The VFD can damage the windings and bearings in the existing motors through repetitive and rapid pulses applied to the motor from non-sinusoidal power-switching circuitry known as parasitic capacitance or harmonic content. The supply fan has never been replaced or repaired and it is located on top of the air handler. The return fan was replaced approximately 20 years ago. Due to the existing location of the supply fan, scarcity of parts, and availability of skilled personnel that could repair the fan motors, the AHU could be down for 1-2 weeks before the fans are repaired or replaced.



Multi-Zone AHU Interior Condition

### Hydronic Water, Piping, and Associated Equipment

Pictured below is the single chilled water pump which shows hard insulation that may have suspected asbestos. The condition of the existing chilled water interior piping is uncertain. It is not recommended the piping be used if a future remodel is pursued. The chilled water piping is in excess of 40 years old and was reported that it has iron deposits within the piping restricting fluid flow. The chilled water pump is undersized to accommodate the required cooling capacity since the system is relying solely on the chiller and has abandoned the pre-conditioning coil. The chilled water pump has no redundancy, so if it were to fail, the system would be down. It is expected that a repair to the pump would not exceed 5 days.



Hydronic Pump and Piping

## Boilers

The existing 2007 LES VW-135 vertical fire tube boilers are operational and have no significant mechanical problems at this time. The boilers have an efficiency between 75-80% when new. Due to these being 12 years old, performance derate may be occurring. The boilers have limited turn-down at reduced load and are designed to provide 180F supply water temperature. The boilers are not able to operate at temperatures below 140F as this would produce condensation. That would incur damaging effects to the boilers.



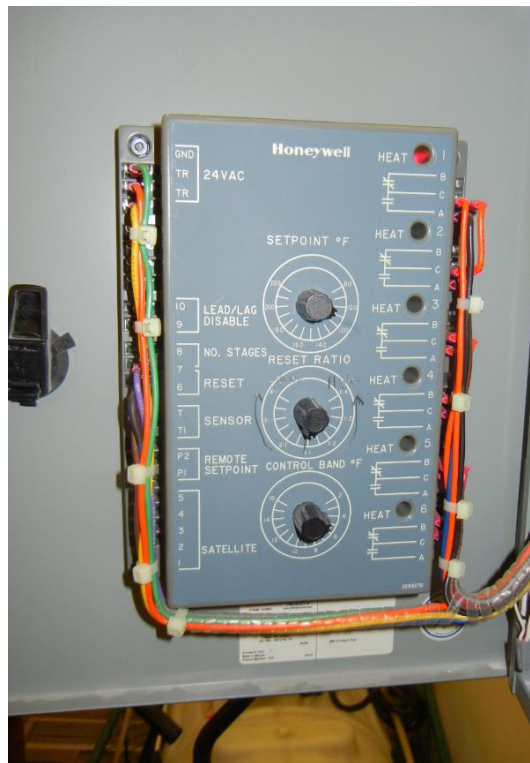
LES Fire Tube Boiler

The American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) recommend steel fire tube boilers have a median life expectancy equal to 25 years.

Boilers of similar configuration are able to operate at lower temperatures and improve the boiler efficiency to as high as 95%. The replacement of these boilers with a more energy efficient boiler is not warranted at this time as these boilers have no operational problems and are at half the ASHRAE life expectancy.

## Control System

The digital control system will need to be reviewed to determine if a software update is necessary. At this time the system is operational and does not concern the staff. The existing boiler control panel is dated, and if a new boiling implementation were to occur, it is recommended that this control panel be upgraded with the new boiler systems.



Boiler Control Panel

**Envelope**

There are no envelope improvements expected or proposed as part of this study.

**Miscellaneous Items**

The floor diffusers are worn and are in need of replacement if the below floor duct system is to be re-used.



Floor Diffuser Example



### **3.3 - ELECTRICAL SYSTEM DESCRIPTION**

#### **Electrical Service**

Electrical Service is provided by the Grand Island Public Power Utility. The existing service voltage is 208/120 Volts, 3 Phase, 4 wire. The service is provided with a 2000 Amp main service with disconnect switch.

The electrical service was upgraded during the 2008 remodel, and the associated equipment in the lower level mechanical room were back fed from the new service main. The library is billed on consumption only and not on demand. The rate structure is attached in Appendix 1. The existing electrical service was reviewed to determine if it has sufficient capacity to power the proposed mechanical systems.

#### **Lighting Systems**

Lighting throughout the existing building is comprised primarily of parabolic fluorescent lighting fixtures. Lighting fixtures use T8 lamps and electronic ballasts.

Fluorescent fixtures with T8 lamps and magnetic ballasts are not very energy efficient and are becoming obsolete. LED lighting often provides an attractive payback and reduced maintenance costs.

### **3.4 - SUMMARY**

The items that will have a significant impact to library operations if they were to fail are as follows:

1. Trane Chiller Failure
2. Domestic Water Well Failure
3. AHU Chilled Water Coil Leak
4. Air Handler Supply and Return Fan Failure
5. Hydronic Chilled Water Pump Failure

As mentioned above, each of these items have exceeded their ASHRAE recommended life and are becoming increasingly more difficult to attain parts to repair. The loss of the Trane chiller or the domestic water well could leave the area served by AHU-1 (approximately 19,000 SF) without cooling for an extended period of time.

The existing McQuay and Daikin rooftop units may be able to temper the area served by AHU-1 if a system failure were to occur. Conditions may not be ideal, but the units could run extended operation at adjusted set points during non-occupied hours to mitigate temperature swings. The faculty could experiment with the existing systems to see how the building reacts. There are many factors that are uncertain at this time to provide an affirmative answer to whether this is a feasible approach. Mechanical systems are designed to have redundancy, it is likely during most days throughout the year the equipment will have additional capacity.

The side effects using existing equipment to temper the space are:

- Temperature / Humidity Complaints
  - o Over cooling & heating areas to compensate
  - o Building Automation System Alarms
- Excessive use and wear on the existing equipment
- Lower occupant census
- Lower productivity
- Employee and Occupant Health affects



## **Section 4**

### Recommendations



Section 4 – Recommendations

## 4. RECOMMENDATIONS

### 4.1 – MECHANICAL RECOMMENDATIONS

#### Heating and Cooling Systems Life Cycle Cost Analysis

Three systems were reviewed with a 20-year life cycle cost payback. The systems were: System 1: Multi-Zone Air Handler with remote Air-Cooled Condenser, System 2: Variable Air Volume Roof Top Unit with Reheat, and System 3: Single Zone Variable Air Volume Roof Top Unit(s). The energy rates used for the life cycle cost analysis were:

#### 2019 Grand Island Utilities Consumption Fee

- \$70 Customer charge assumed based on connected horsepower
- Summer consumption charge (KWH). See attached rate schedule in Appendix 1.
- Winter consumption charge (KWH). See attached rate schedule in Appendix 1.

#### 2019 Blackhills Energy

- \$18.50 Facilities Charge
- \$0.61865 per therm

See Appendix 2 for a historic energy consumption listing provided by Grand Island Public Utilities.

TCEP also reviewed replacement of individual system components. This may produce a short-term solution and extend equipment life, but it is not recommended due to the compounding issues surrounding the entirety of the existing heating and cooling systems.

#### System 1 Description:

System 1 would utilize a replacement multi-zone air handler with a fan array or similar technology. The replacement air handler would utilize direct expansion or (DX) cooling. A remote air-cooled condenser would be located either on the roof or at grade on the exterior of the building. A pre-heat and reheat heating water coil would be installed in the unit to pre-condition ventilation air and heat the supply air. The multi-zone air handler would tie into the existing ductwork that serves the underfloor and above floor supply air networks in the library. Due to the location, the unit would need to be provided in sections that can fit through the intake plenums or constructed in place.

The floor diffusers would be updated throughout, and the ceiling diffusers would remain the same. A duct cleaning to include bacteriological fogging would be specified to remove any contaminants from existing infrastructure. System balancing would be required to ensure equal air distribution through the supply and return air network.

The existing domestic water well would need to be abandoned in an appropriate manner. This mechanical system would have minimal construction impact to the space and all the existing infrastructure on first level can remain as is. Regardless, the mechanical system serving this area would be down for a period of time while the replacement is being completed. Temporary heating and cooling could be provided to temper these areas during the replacement.

See Appendix 3 for an image of the proposed Multi-Zone Air Handling Units and associated Air-Cooled Condenser.

Advantages:

- Minimal impact to the existing first floor plan, all existing infrastructure to remain in place
- Improved system performance
- Familiar System to facility maintenance

Disadvantage

- Limited Conditioning Zones due to the existing underfloor ductwork
- Does not dehumidify as effectively as other systems
- Temporary heating and cooling may be necessary



Above: Potential Locations for the Air-Cooled Condenser

System 2 Description:

System 2 would utilize a variable air volume roof top unit (RTU) system with reheat boxes. The RTU system is similar to what was installed within the library addition in 2007 and renovation in 2018. The RTU system would be connected to a network of ducts above the ceiling. The above ceiling ductwork network would provide additional zoning capability. The zones would be served by a reheat variable volume box which would also improve dehumidification and comfort within the library space. It is estimated (2) 45 ton RTU's would be adequate to serve the library portion reviewed as part of the study. Additional structural reinforcement would be necessary to support the equipment. The location of the RTU's would be in strategic locations to avoid visibility through the existing library clearstory and from grade.

The RTU system would require the existing ceilings to be removed and replaced in order to install the new ductwork. The existing lighting would need to remain hanging in place however this would present a challenge to the contractor to work around the existing equipment without damaging it. The contractor would need to provide floor protection and the area would need to be isolated during this installation.

Advantages

- Able to provide multiple climate-controlled zones
- Improved dehumidification compared to System 1
- Familiar System to facility maintenance

- Existing System could remain active during installation

Disadvantage

- Intrusive to the existing space
- Longer installation time
- Equipment located on the roof
- More expensive option

See Appendix 4 for and image of the proposed Roof Top Unit.

System 3 Description:

System 3 would be similar to System 2, however it would utilize multiple rooftop units that would be of a single zone variable air volume design. In this configuration, the RTU's would serve specific zones without the reheat boxes as proposed in System 2. This system would be similar to the other configurations within the library space. It is estimated that there could be up to 12 roof top zones in this configuration. Each unit would heat or cool the respective zone.

Advantages

- Able to provide multiple climate-controlled zones (estimated 12)
- Redundancy if a system were to fail
- Familiar System to facility maintenance
- Existing System to remain active during installation

Disadvantage

- Intrusive to the existing space
- Longer installation time
- Equipment located on the roof
- More roof penetrations

**HVAC System Recommendation**

Several factors and assumptions went into the life cycle cost analysis, which include initial system costs, annual maintenance costs, and annual utility costs. Replacement costs were not included as part of the 20-year life cycle analysis.

System Initial Opinion of Probable Cost

- System 1: \$720,000
- System 2: \$1,261,000
- System 3: \$1,178,000

The 20-year life cycle costs are:

- System 1: 2.05 Million
- System 2: 2.50 Million
- System 3: 2.30 Million

System 2 and System 3 had substantially higher costs due to the interior renovation that would be necessary to complete the above ceiling mechanical work. Based on the interior renovation, these systems had a simple payback in excess of 50 years.



**It is recommended to install System 1. This option provides the lowest probable cost, reduces impact to library occupants, and utilizes existing system infrastructure.**

#### **4.2 – ELECTRICAL RECOMMENDATIONS**

##### **Electrical Service**

The existing electrical service was reviewed along with historical power usage. The existing 2000 Amp service will support any of the three recommended mechanical systems.

##### **Lighting Systems**

If funds are available, new lighting shall be provided in all remodeled spaces. We recommend the use of LED volumetric type light fixtures in all open offices, private offices and conference rooms. Industrial-type LED fixtures may be used in storage and mechanical and electrical spaces that do not contain ceilings. Also, LED type battery back-up exit signs shall be added where required to provide adequate marking of the egress path. Battery-backed up emergency lighting shall be added in all areas to provide proper illumination of the path of egress.

It is recommended that a low-voltage lighting control system be provided for all spaces and that occupancy sensors be provided in all private offices, conference rooms, storage rooms, and restrooms.

#### **4.3 – Additional Considerations**

As part of the study some additional items are included for consideration. These options have **not** been included within the life cycle cost analysis

- Lighting Improvement (LED Conversion – 19,000 SF Approximately)      \$100,000 – \$150,000
  - Opinion of Probable Cost includes Equipment & Installation



Pictures Above: Illustration of the Existing Parabolic Lighting

- Boiler System Upgrade      \$140,000 – \$160,000
  - Provide (3) 1,000 MBH High Efficiency Condensing Boilers
  - Opinion of Probable Cost includes Equipment & Installation

## **Appendix 1**

### Grand Island Public Utility Electrical Rate Structure

**ELECTRIC RATE SCHEDULE  
EFFECTIVE OCTOBER 1, 2018  
ORDINANCE NO. 9133**

**010, RESIDENTIAL SERVICE**

Applicable in urban and rural distribution areas. Available in single phase, through a single meter, to residential consumers for domestic use in a single family dwelling unit, but is not available for commercial or non-domestic use.

Individual single-phase motors not to exceed 10 HP each may be connected, however the City Utilities Department must be notified in writing if a motor over 5 HP is installed.

This schedule has two sets of rates; one for the summer period of five months beginning with the June billing and the second for the winter season of seven months beginning with the November billing.

**Summer Rate (June—October)**

Kilowatt Hours Used Per Month	Rate
First 300 KWH	0.105 per KWH
Next 700 KWH	0.083 per KWH
All Additional KWH	0.083per KWH

**Winter Rate (November—May)**

Kilowatt Hours Used Per Month	Rate
First 300 KWH	0.105 per KWH
Next 700 KWH	0.064 per KWH
All Additional KWH	0.057 per KWH

Plus a customer charge of \$8.00 per month, in addition to that charged for the electrical energy used, plus the applicable Power Cost Adjustment Charge. The minimum monthly bill shall be the monthly customer charge.

**Service Specifications**

Residential Service shall be supplied at a nominal voltage of 120/240 Volts, single phase, only.

**030, SINGLE-PHASE COMMERCIAL SERVICE**

Applicable in urban and rural distribution areas. Available for commercial customers, for lighting and small appliances. Available for single meter multi-family dwelling units, and combined residential-commercial use, where the Residential Rate is not applicable. Service shall be through a single meter.

Individual single-phase motors, not to exceed 10 HP each may be Connected, however the City Utilities Department must be notified in writing if a motor over 5 HP is installed.

Kilowatt Hours Used Per Month	Rate
First 1,000 KWH	0.107 per KWH
All additional KWH	0.080 per KWH

Plus a customer charge of \$12.00 per month, in addition to that charged for the electrical energy used, plus the applicable Power Cost Adjustment Charge. The minimum monthly bill shall be the monthly customer charge.

**Service Specifications**

Single-Phase Commercial service shall be supplied at a nominal voltage of 120/240 Volts, single phase. At the discretion of the Utilities Department 240/480 Volts, single phase, may be furnished.

**Discounts for Primary Service**

If the Single-Phase Commercial user owns and maintains all necessary transformation equipment and structures, a 3% reduction will be made in the energy billed. If energy is metered on the primary side (7.2 KV or above) of the service, a 2% reduction will be made in the energy billed. These discounts, however do not apply to the minimum stated.

**050, THREE-PHASE COMMERCIAL SERVICE**

Applicable in the territory served by the City of Grand Island; and is available through a single meter at three phase, for any electric service uses where three-phase service is available.

This schedule has two sets of rates; one for the summer period of five months beginning with the June meter reading and the second for the winter season of seven months beginning with the November meter reading.

**Summer Rate (June-October)**

Kilowatt Hours Used Per Month	Rate
First 1,000 KWH	0.107 per KWH
Next 4,000 KWH	0.095 per KWH
All Additional KWH	0.087 per KWH

**Winter Rate (November-May)**

Kilowatt Hours Used Per Month	Rate
First 500 KWH	0.107 per KWH
Next 1,000 KWH	0.095 per KWH
All Additional KWH	0.082 per KWH

Plus a customer charge of \$16.00 per month, in addition to that charged for the electrical energy used, plus the applicable Power Cost Adjustment Charge.

**Minimum**

The minimum monthly bill shall be the larger of the customer charge or the total connected HP x \$0.70.

**050, THREE-PHASE COMEMRCIAL SERVICE, continued**

The billing horsepower shall be determined as follows:

1. Total connected horsepower, if total connected horsepower is less than 20 HP.
2. If total connected horsepower exceeds 20 HP, then the billing horsepower shall be the larger of 20 HP, or the largest single connected motor.
3. If questions arise as to the actual billing horsepower, the City Utilities Department may, at its option, install demand meters. The Kilowatt reading shall determine the billing horsepower on the basis of 0.75 Kilowatt = 1.0 HP.

It is the responsibility of the customer to inform the City Utilities Department of changes that may affect minimum billings.

**Service Specifications**

Three-Phase Commercial Service is supplied at three phase, four wire wye, at 120/208 Volts or 277/480 Volts; or three phase, three wire delta, at 240 Volts or 480 Volts. Delta services must operate ungrounded, unless prior written approval is obtained by the customer from the City Utilities Department.

Current unbalance between phases should not exceed 15%.

**Discounts for Primary Service**

If the Three-Phase Commercial user owns and maintains all necessary transformation equipment and structures, a 3% reduction will be made in the energy billed. If energy is metered on the primary side (7.2 KV or above) of the service, a 2% reduction will be made in the energy billed. These discounts, however do not apply to the minimum stated.

**Power Factor**

The customer shall install power-factor correction equipment, if necessary to ensure a power factor of no less than 90%, lagging or leading.

**100, THREE-PHASE POWER SERVICE**

Applicable in the territory served by the City of Grand Island, available through a single meter at three phase. Available for any commercial or industrial use of energy.

**Demand Charge**

\$14.30 KW of billing demand during summer months (June-October)  
\$ 9.70 KW of billing demand during winter months (November-May)

<b>Energy Charge</b>	<b>Summer</b>	<b>Winter</b>
First 450 hours of demand	\$0.051	\$0.047
All additional energy	\$0.042	\$0.039

Plus applicable Power Cost Adjustment Charge

**Customer Charge**

\$300 per month

**Minimum—**

The minimum monthly bill shall be no less than \$700.00. The Power Cost Adjustment charge is applied to energy consumption only.

The monthly demand shall be the highest integrated demand (in KW) during a 15-minute time interval in the billing period. The billing demand shall be the greater of (1) the monthly demand or (2) 65% of the monthly demand in the five (5) most recent summer months.

**100, THREE-PHASE POWER SERVICE, continued**

The Monthly Demand shall be the highest rate of use in KW during a time interval of the billing period as established by the City Utilities Department, based upon the nature of the business of the customer. In no event shall the Monthly Demand be less than 50 KW.

The Summer Demand shall be defined as the maximum of the Monthly Demands established during June through October.

**Discounts for Primary Service**

If Three-Phase Power energy is metered on the primary side (7.2 KV or above) of the service, a 3% reduction will be made in the energy billed. In addition, if the user owns and maintains all necessary transformation equipment and structures, a 5% reduction will be made in the demand billed. These discounts, however do not apply to the minimum stated.

**Service Specifications**

Any standard, nationally recognized, three-phase voltage will be supplied if transformation is available.

**Power Factor**

The customer shall install power-factor correction equipment, if necessary, to ensure a power factor of no less than 90%, lagging or leading.

**114, AREA FLOODLIGHTING**

Applicable in the territory served by the City of Grand Island and is available for any outdoor area floodlighting of consumer's property from dusk to dawn, where such service can be rendered directly from existing secondary distribution lines of the City.

Luminare will be selected by Electric Department and provided from Electric Department stock. For installation on an existing wood pole and connected to existing overhead secondary conductors on such pole, please refer to City Code 15-68 for lighting rates, billed on a monthly basis.

Power Cost Adjustment is not applicable to the Area Floodlighting Rate.

**CONTRACT PERIOD AND CONDITIONS**

**Service under Rate 114 is available for a minimum of 24 months and thereafter until terminated by thirty (30) days notice in writing.**

**The City of Grand Island will install, own, and operate and maintain all area lighting equipment under this schedule. If underground service is desired, approval of the City must be obtained and the additional cost therefore shall be paid in advance to the City by the consumer on a nonrefundable basis.**

**The burning of the lamps shall be controlled by automatic control equipment installed by the City and burning time shall be approximately thirty minutes after sunset to approximately thirty minutes before sunrise.**

**The City shall be notified by the consumer of any operational failure of lamps. Lamp replacement or repairs will be performed only during regular working hours.**

**Non-Standard Installation: If underground service is desired or extension of overhead secondary facilities is required or special materials are requested, approval of the City must be obtained. All additional cost for materials and labor shall be paid in advance to the City, by the consumer, on a nonrefundable basis.**



**WATER RATE SCHEDULE  
EFFECTIVE December 7, 2016  
ORDINANCE NO. 9613**

**SCHEDULE OF RATES WITHIN CITY**

The rate to be charged for water within the corporate limits of the City shall be as follows:

**MONTHLY BILLINGS**

First 500	\$0.800
Next 500	\$1.040
Next 500	\$1.352
Next 2,500	\$1.352
Next 6,000	\$0.800
Next 90,000	\$0.750
Next 100,000	\$0.700
Over 200,000	\$0.635
Cubic feet per month	Rate per 100 cubic feet

**SCHEDULE OF RATES: OUTSIDE CITY**

The rate to be charged for water furnished outside and beyond the corporate limits of the City shall be as follows:

**MONTHLY BILLINGS**

Cubic feet per month	Rate per 100 cubic feet
First 500	\$0.800
Next 500	\$1.248
Next 500	\$1.622
Next 2,500	\$1.622
Next 6,000	\$0.960
Next 90,000	\$0.900
Next 100,000	\$0.840
Over 200,000	\$0.762

\*Plus a customer charge of \$0.70 per month for unfunded federal mandates for the Clean Water Act and the City's back-flow program, in addition to the regular rates charged for water furnished to the customer.

In addition to consumption, a monthly fee would be charged according to the meter size supplying water to the property:

Meter Size	Monthly Fee
≤1"	\$6.50
1 1/2"	\$12.00
2"	\$28.50
3"	\$48.50
4"	\$66.00
6"	\$225.00
8"	\$1,250.00
10"	\$4,000.00

**SEWER RATE SCHEDULE  
EFFECTIVE OCTOBER 1, 2017  
ORDINANCE NO. 9524**

The charges to be paid by residential consumers for use of the sewerage system and disposal plant shall be based upon water consumption. The monthly residential sewer charges for the twelve months following April 1st of each year will be based on the average water consumption for that property during the months of January, February and March. Commercial customers shall pay according to the meter reading which precedes billing.

**RESOLUTION NO. 2017-219  
SCHEDULE OF RATES: WITHIN CITY  
MONTHLY BILLINGS**

Service Charge	\$8.24
Per each 100 Cu. Ft. used	\$3.52
Unmetered Customers	\$30.00

**RESOLUTION 2016-192  
SCHEDULE OF RATES: OUTSIDE CITY  
MONTHLY BILLINGS**

Service Charge	\$9.89
Per each 100 Cu. Ft. used	\$4.23
Unmetered Customers	\$23.81

The service charge for sewer contributions to consumers and users, shall be billed regardless of the volume of sewer contributed.

If more than one dwelling unit is served from a single water meter or single water source, a minimum charge will be made for each dwelling unit.

In case of apartment and mobile courts, the minimum charge shall be computed on the yearly average of dwelling units occupied.

\*These rates apply only to ordinary domestic sewage. See the Director of Public Works for information on the "Extra Strength Surcharge" and "Industrial Four Part Charge".

**PAYMENT CONDITIONS  
EFFECTIVE MARCH 17, 2015  
§15-51 of Grand Island City Code**

- All bills are due when received.
- If full payment is not received by the due date stated on the bill, a late payment charge shall be assessed in accordance with the City of Grand Island Fee Schedule. This charge shall be \$2.00, plus 1% of the unpaid balance of \$5.00 or more.
- A \$50.00 service charge shall be collected before reconnection, in each instance of disconnection for non-payment of billing.
- A \$50.00 service charge will be assessed for each check returned for insufficient funds. This charge is in addition to any other charges.
- A \$20.00 service charge shall be collected, before all new connections are made by the City Utilities Department.
- A \$20.00 service charge shall be collected, to transfer service from one occupant to another occupant at the same location.
- A \$50.00 trip fee shall be collected when payment is made to stop disconnection when disconnect personnel are on site.
- A \$50.00 final notice fee shall be collected when a trip is required to notify of pending shut off.
- Service periods are normally for periods of one year or longer. If it appears that services are being disconnected and reconnected within a twelve month period, in order to avoid minimum billing charges, an amount equivalent to the minimum billings for the disconnection period (not to exceed eleven months) must be paid before the service is reconnected. This is in addition to the normal connection charges.

**RATE ASSIGNMENT**

The Grand Island Utility Department will attempt to assign customers to the lowest applicable rate. It is the customer's responsibility to inform the Utility Department of any changes that may affect the assignment of billing conditions within a given rate.

The customer is in a better position than the Utility Department to analyze electric usage. When more than one rate assignment is applicable, the customer may select the rate considered the most beneficial. Customer-requested rate reassignments will not be made more frequently than once every twelve months. In no event will the Utility Department be responsible for losses incurred due to improper rate assignment.

At customer request, demand metering will be installed by the Utility Department. The Utility Department may, at its option, assess a one-time charge of \$200.00 to pay for the additional metering facilities.



**ELECTRIC, WATER  
AND SEWER  
RATE SCHEDULES**

## **Appendix 2**

### Library Historical Energy Consumption Past 24 Months

Created Date/Time: 11/06/2019 08:08:11 AM  
 Service Address: 1124 W 2ND ST

Service	Read Date	Meter #	Read Type	Read Status	Previous	Current	Days	Billed Usage
Electric	10/4/2019 0:00	0143618660	KWH	Actual Read	5651	6149	28	49800
Demand	10/4/2019 0:00	0143618660	KW	Actual Read	2.191	2.191	28	219.1
Electric	9/6/2019 0:00	0143618660	KWH	Actual Read	5125	5651	30	52600
Demand	9/6/2019 0:00	0143618660	KW	Actual Read	2.142	2.191	30	219.1
Electric	8/7/2019 0:00	0143618660	KWH	Actual Read	4471	5125	33	65400
Demand	8/7/2019 0:00	0143618660	KW	Actual Read	2.005	2.142	33	214.2
Electric	7/5/2019 0:00	0143618660	KWH	Actual Read	3983	4471	28	48800
Demand	7/5/2019 0:00	0143618660	KW	Actual Read	1.896	2.005	28	200.5
Electric	6/7/2019 0:00	0143618660	KWH	Actual Read	3515	3983	32	46800
Demand	6/7/2019 0:00	0143618660	KW	Actual Read	1.896	1.896	32	189.6
Electric	5/6/2019 0:00	0143618660	KWH	Actual Read	3063	3515	32	45200
Demand	5/6/2019 0:00	0143618660	KW	Actual Read	1.896	1.896	32	189.6
Electric	4/4/2019 0:00	0143618660	KWH	Actual Read	2628	3063	29	43500
Demand	4/4/2019 0:00	0143618660	KW	Actual Read	1.896	1.896	29	189.6
Electric	3/6/2019 0:00	0143618660	KWH	Actual Read	2150	2628	29	47800
Demand	3/6/2019 0:00	0143618660	KW	Actual Read	1.896	1.896	29	189.6
Electric	2/5/2019 0:00	0143618660	KWH	Actual Read	1704	2150	28	44600
Demand	2/5/2019 0:00	0143618660	KW	Actual Read	1.896	1.896	28	189.6
Electric	1/8/2019 0:00	0143618660	KWH	Actual Read	1227	1704	34	47700
Demand	1/8/2019 0:00	0143618660	KW	Actual Read	1.896	1.896	34	189.6
Electric	12/5/2018 0:00	0143618660	KWH	Actual Read	812	1227	30	41500
Demand	12/5/2018 0:00	0143618660	KW	Actual Read	1.896	1.896	30	189.6
Electric	11/5/2018 0:00	0143618660	KWH	Actual Read	370	812	32	44200
Demand	11/5/2018 0:00	0143618660	KW	Actual Read	1.896	1.896	32	189.6
Electric	10/4/2018 0:00	0143618660	KWH	Actual Read	0	370	22	37000
Demand	10/4/2018 0:00	0143618660	KW	Actual Read	0	1.896	22	189.6
Electric	9/12/2018 0:00	0005013167	KWH	Actual Read	71109	71149	2	4000
Demand	9/12/2018 0:00	0005013167	KW	Actual Read	1.888	1.824	2	182.4
Electric	9/10/2018 0:00	0005013167	KWH	Actual Read	70528	71109	34	58100
Demand	9/10/2018 0:00	0005013167	KW	Actual Read	2.043	1.888	34	188.8
Electric	8/7/2018 0:00	0005013167	KWH	Actual Read	69951	70528	29	57700
Demand	8/7/2018 0:00	0005013167	KW	Actual Read	2.078	2.043	29	204.3
Electric	7/9/2018 0:00	0005013167	KWH	Actual Read	69274	69951	34	67700
Demand	7/9/2018 0:00	0005013167	KW	Actual Read	1.955	2.078	34	207.8
Electric	6/5/2018 0:00	0005013167	KWH	Actual Read	68728	69274	32	54600
Demand	6/5/2018 0:00	0005013167	KW	Actual Read	1.788	1.955	32	195.5
Electric	5/4/2018 0:00	0005013167	KWH	Actual Read	68279	68728	30	44900
Demand	5/4/2018 0:00	0005013167	KW	Actual Read	1.316	1.788	30	178.8
Electric	4/4/2018 0:00	0005013167	KWH	Actual Read	67866	68279	28	41300

Demand	4/4/2018 0:00	0005013167	KW	Actual Read	1.385	1.316	28	131.6
Electric	3/7/2018 0:00	0005013167	KWH	Actual Read	67397	67866	30	46900
Demand	3/7/2018 0:00	0005013167	KW	Actual Read	1.363	1.385	30	138.5
Electric	2/5/2018 0:00	0005013167	KWH	Actual Read	66983	67397	28	41400
Demand	2/5/2018 0:00	0005013167	KW	Actual Read	1.374	1.363	28	136.3
Electric	1/8/2018 0:00	0005013167	KWH	Actual Read	66535	66983	32	44800
Demand	1/8/2018 0:00	0005013167	KW	Actual Read	1.79	1.374	32	137.4
Electric	12/7/2017 0:00	0005013167	KWH	Actual Read	66110	66535	31	42500
Demand	12/7/2017 0:00	0005013167	KW	Actual Read	1.876	1.79	31	179
Electric	11/6/2017 0:00	0005013167	KWH	Actual Read	65640	66110	32	47000
Demand	11/6/2017 0:00	0005013167	KW	Actual Read	1.925	1.876	32	187.6
Electric	10/5/2017 0:00	0005013167	KWH	Actual Read	65157	65640	28	48300
Demand	10/5/2017 0:00	0005013167	KW	Actual Read	1.922	1.925	28	192.5
Electric	9/7/2017 0:00	0005013167	KWH	Actual Read	64522	65157	35	63500
Demand	9/7/2017 0:00	0005013167	KW	Actual Read	2.136	1.922	35	192.2
Electric	8/3/2017 0:00	0005013167	KWH	Actual Read	63914	64522	28	60800
Demand	8/3/2017 0:00	0005013167	KW	Actual Read	2.119	2.136	28	213.6
Electric	7/6/2017 0:00	0005013167	KWH	Actual Read	63290	63914	30	62400
Demand	7/6/2017 0:00	0005013167	KW	Actual Read	1.974	2.119	30	211.9
Electric	6/6/2017 0:00	0005013167	KWH	Actual Read	62758	63290	33	53200
Demand	6/6/2017 0:00	0005013167	KW	Actual Read	1.824	1.974	33	197.4
Electric	5/4/2017 0:00	0005013167	KWH	Actual Read	62339	62758	28	41900
Demand	5/4/2017 0:00	0005013167	KW	Actual Read	1.082	1.824	28	182.4
Electric	4/6/2017 0:00	0005013167	KWH	Actual Read	61838	62339	31	50100
Demand	4/6/2017 0:00	0005013167	KW	Actual Read	1.846	1.082	31	108.2
Electric	3/6/2017 0:00	0005013167	KWH	Actual Read	61359	61838	31	47900
Demand	3/6/2017 0:00	0005013167	KW	Actual Read	1.394	1.846	31	184.6
Electric	2/3/2017 0:00	0005013167	KWH	Actual Read	60949	61359	25	41000
Demand	2/3/2017 0:00	0005013167	KW	Actual Read	1.414	1.394	25	139.4
Electric	1/9/2017 0:00	0005013167	KWH	Actual Read	60445	60949	34	50400
Demand	1/9/2017 0:00	0005013167	KW	Actual Read	1.879	1.414	34	141.4

## **Appendix 3**

### System 1 – Multi Zone AHU & Condensing Unit

# SYSTEM 1: REPLACEMENT MULTI - ZONE AIR HANDLER

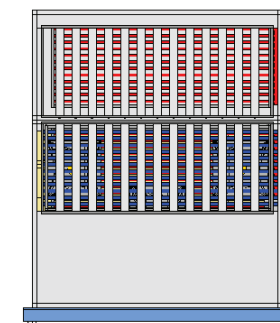
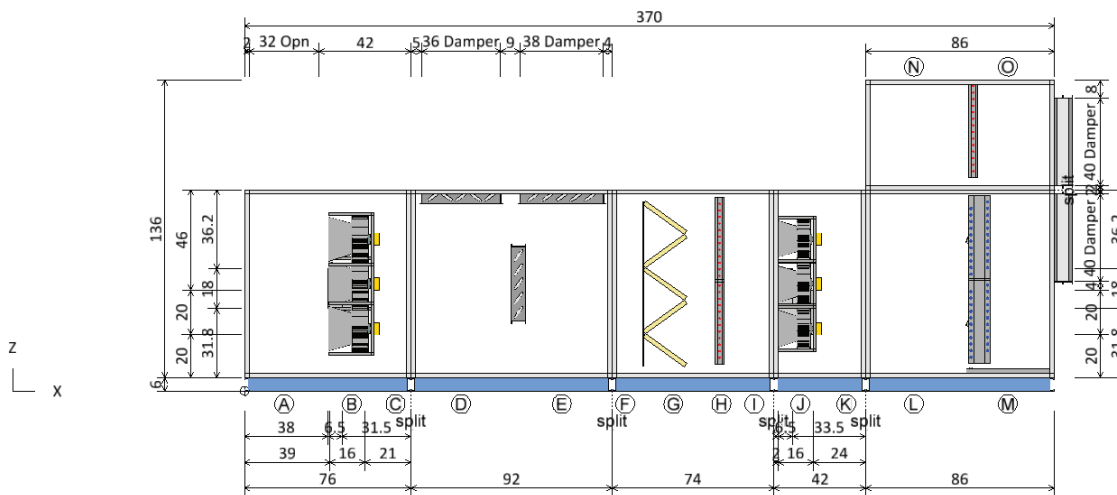
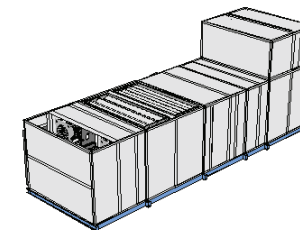
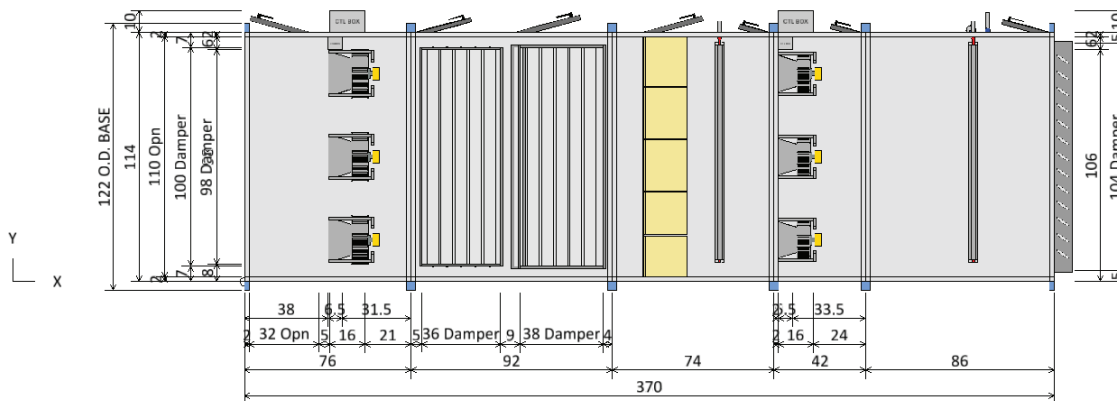
Drawing for AHU-MZ-1

Job Number: YGW3LR  
 Job Name: Grand Island Public Library Clark

Page 15 of 35

Prepared Date:

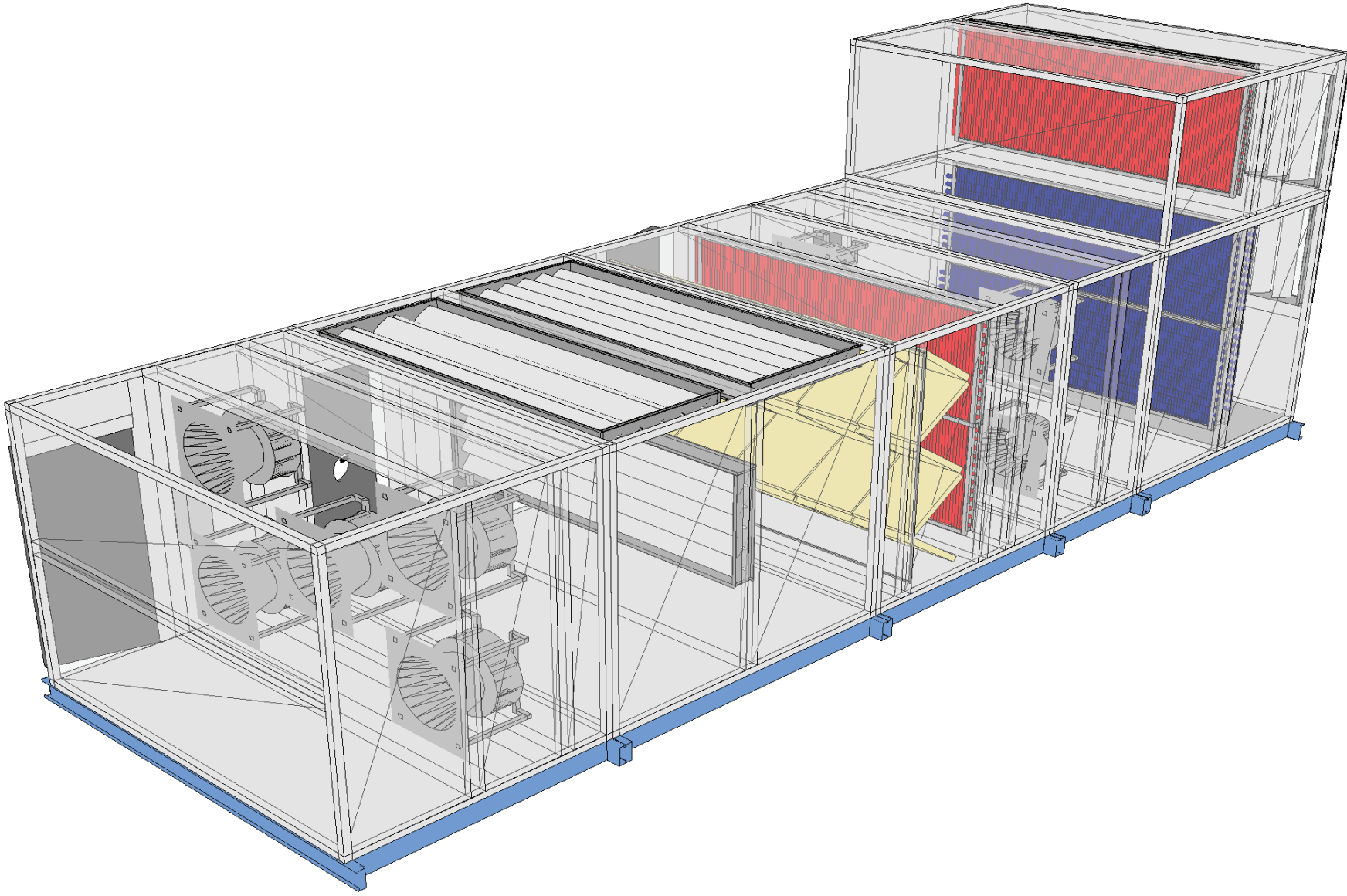
www.DaikinApplied.com  
 11/5/2019



Plan/Elevation	Unit Tag: AHU-MZ-1	Sales Office: Mechanical Sales, Inc. (Omaha)				
Product: Vision Air Handler	Project Name: Grand Island Public Library Clark	Energy Efficient Multizone AHU Study		13600 Industrial Park Blvd, Minneapolis, MN 55441		
Model: CAH055GMQM	Nov. 5, 2019	Ver/Rev:	Sheet: 1 of 1	Scale: NTS	Tolerance: +/-0.25"	www.DaikinApplied.com Software Version: 11.92
				Dwg Units: in		

# SYSTEM 1: REPLACEMENT MULTI - ZONE AIR HANDLER

Drawing for AHU-MZ-1




Job Number: YGW31R  
 Job Name: Grand Island Public Library Clark

Page 20 of 35

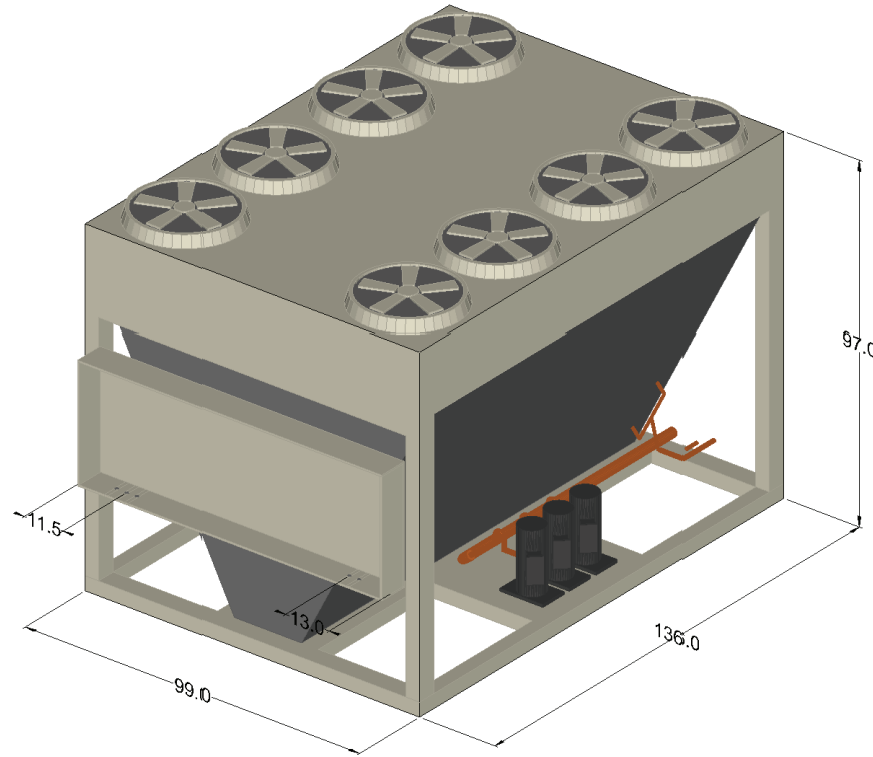
Prepared Date:

www.DaikinApplied.com  
 11/5/2019

<b>Product Drawing</b>	Unit Tag: AHU-MZ-1	Sales Office: Mechanical Sales, Inc. (Omaha)			 13600 Industrial Park Blvd, Minneapolis, MN 55441 www.DaikinApplied.com Software Version: 11.92
Product: Vision Air Handler	Project Name: Grand Island Public Library Clark	Energy Efficient Multizone AHU Study			
Model: CAH055GMQM	Nov. 5, 2019	Ver/Rev:	Sheet: 1 of 1	Scale: NTS Tolerance: +/-0.25" Dwg Units: in	

# SYSTEM 1: AIR COOLED CONDENSER TO DX COIL

Drawings(1) for RCS 001




Job Number: YGW3LR  
Job Name: Grand Island Public Library Clark

Page 30 of 35

Prepared Date:

www.DaikinApplied.com 11/5/2019

<b>Product Drawing</b>	Unit Tag: RCS 001	Sales Office: Mechanical Sales, Inc. (Omaha)		 13600 Industrial Park Blvd. Minneapolis, MN 55441 www.DaikinApplied.com Software Version: 07.10		
Product:	Project Name: Grand Island Public Library	Sales Engineer:				
Model: RCS110D	Nov. 05, 2019	Ver/Rev:	Sheet: 1 of 1	Scale: NTS	Tolerance: +/- 0.25"	Dwg Units: in [mm]
No change to th						

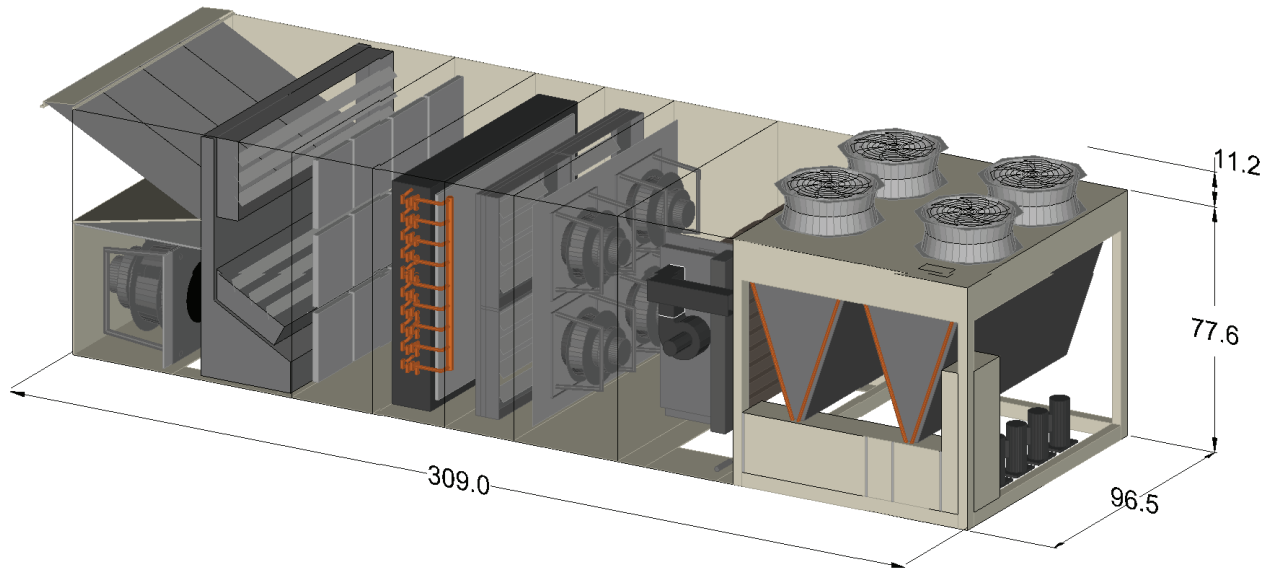


## **Appendix 4**

### System 2 – VAV Rooftop AHU with Reheat

# System 2: Variable Air Volume Rooftop Unit with Reheat

Drawings(Model View) for RTU-1 & 2




Job Number: YGW31R  
 Job Name: Grand Island Public Library Clark

Page 21 of 32

Prepared Date:

www.DaikinApplied.com 11/5/2019

<b>Product Drawing</b>	Unit Tag: RTU-1 & 2	Sales Office: Mechanical Sales, Inc. (Omaha)		 13600 Industrial Park Blvd. Minneapolis, MN 55441 www.DaikinApplied.com Software Version: 01.20		
Product:	Project Name: Grand Island Public Library	Sales Engineer:				
Model: DPSA040	Nov. 05, 2019	Ver/Rev:	Sheet: 1 of 1	Scale: NTS	Tolerance: +/- 0.25"	Dwg Units: in [mm]
No change to th						

# System 2: Variable Air Volume Rooftop Unit with Reheat

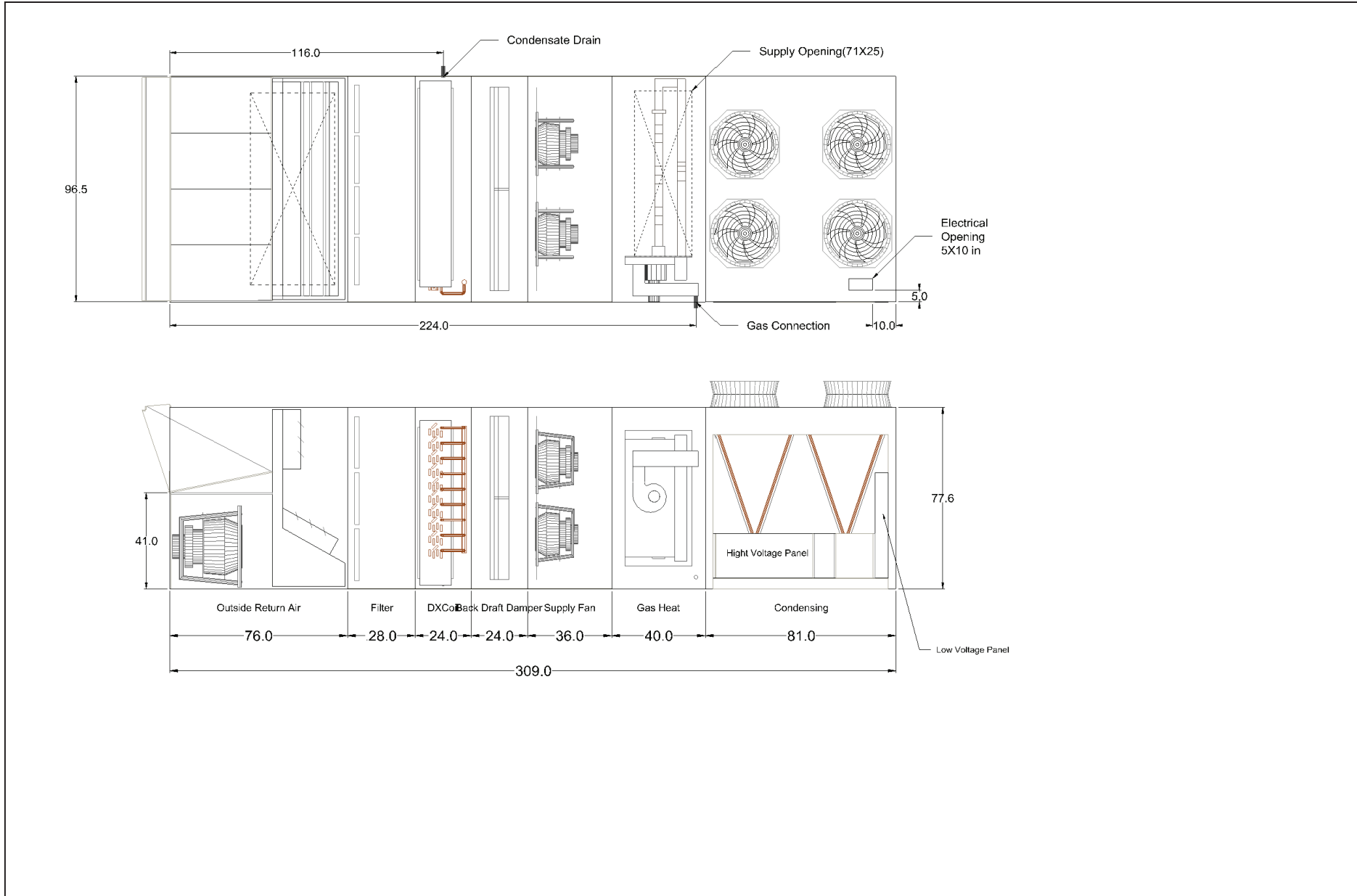
Drawings(Top Bottom) for RTU-1 & 2


Job Number: YGW3LR  
Job Name: Grand Island Public Library Clark

Page 23 of 32

Prepared Date:

www.DaikinApplied.com 11/5/2019



<b>Product Drawing</b>	Unit Tag: RTU-1 & 2			Sales Office: Mechanical Sales, Inc. (Omaha)			 13600 Industrial Park Blvd. Minneapolis, MN 55441 www.DaikinApplied.com Software Version: 01.20
Product:	Project Name: Grand Island Public Library			Sales Engineer:			
Model: DPSA040	Nov. 05, 2019	Ver/Rev:	Sheet: 1 of 1	Scale: NTS	Tolerance: +/- 0.25"	Dwg Units: in [mm]	
No change to th							

## **Appendix 5**

### Opinion of Probable Cost





OPINION OF  
PROBABLE  
CONSTRUCTION  
COST

Project:	GI Library Mechanical Study	Floor Area :	19,000
Location:	Lincoln, NE	Date:	February 13, 2020
Client:		Type Est.:	GME
Project No.:	566-014-19		
Estimator:	The Clark Enersen Partners		

Section No.	Classification of Work Option 1	Total Cost
<b>S.1</b>	<b>SUMMARY</b>	
1.0	FOUNDATIONS	\$0
2.0	SUBSTRUCTURE AND DEMOLITION	\$0
3.0	SUPERSTRUCTURE	\$0
4.0	EXTERIOR CLOSURE	\$0
5.0	ROOFING	\$0
6.0	INTERIOR CONSTRUCTION	\$0
7.0	CONVEYING	\$0
8.0	MECHANICAL SYSTEMS	\$508,500
9.0	ELECTRICAL SYSTEMS	\$50,000
10.0	GENERAL CONDITIONS	\$0
11.0	ARCHITECTURAL SPECIALTIES	\$0
12.0	SITWORK	\$0
13.0	MISCELLANEOUS	\$0
	<b>DIRECT COST</b>	<b>\$558,500</b>
	CONTRACTOR OVERHEAD AND PROFIT - 10.0%	\$55,850
	A/E Design Fee - 6.5%	\$39,933
	Contingency - 10.0%	\$65,428
	<b>TOTAL OPINON OF PROBABLE CONST. COST *</b>	<b>\$719,711</b>
	<b>COST PER GROSS SQUARE FOOT</b>	<b>\$37.88</b>

Note: This Cost does not include; Escalation, Tests or Furnishings.



OPINION OF  
PROBABLE  
CONSTRUCTION  
COST

Project:	GI Library Mechanical Study	Floor Area :	19,000
Location:	Lincoln, NE	Date:	February 13, 2020
Client:		Type Est.:	GME
Project No.:	566-014-19		
Estimator:	The Clark Enersen Partners		

Section No.	Classification of Work Option 2	Total Cost	
<b>S.1</b>	<b>SUMMARY</b>		
1.0	FOUNDATIONS	\$0	\$0.00
2.0	SUBSTRUCTURE AND DEMOLITION	\$576	\$0.03
3.0	SUPERSTRUCTURE	\$10,854	\$0.57
4.0	EXTERIOR CLOSURE	\$0	\$0.00
5.0	ROOFING	\$5,000	\$0.26
6.0	INTERIOR CONSTRUCTION	\$100,500	\$5.29
7.0	CONVEYING	\$0	\$0.00
8.0	MECHANICAL SYSTEMS	\$811,500	\$42.71
9.0	ELECTRICAL SYSTEMS	\$50,000	\$2.63
10.0	GENERAL CONDITIONS	\$0	\$0.00
11.0	ARCHITECTURAL SPECIALTIES	\$0	\$0.00
12.0	SITWORK	\$0	\$0.00
13.0	MISCELLANEOUS	\$0	\$0.00
	<b>DIRECT COST</b>	<b>\$978,430</b>	
	CONTRACTOR OVERHEAD AND PROFIT - 10.0%	\$97,843	
	A/E Design Fee - 6.5%	\$69,958	
	Contingency - 10.0%	\$114,623	
	<b>TOTAL OPINON OF PROBABLE CONST. COST *</b>	<b>\$1,260,854</b>	
	<b>COST PER GROSS SQUARE FOOT</b>	<b>\$66.36</b>	

Note: This Cost does not include; Escalation, Tests or Furnishings.



OPINION OF  
PROBABLE  
CONSTRUCTION  
COST

Project:	GI Library Mechanical Study	Floor Area :	19,000
Location:	Lincoln, NE	Date:	February 13, 2020
Client:		Type Est.:	GME
Project No.:	566-014-19		
Estimator:	The Clark Enersen Partners		

Section No.	Classification of Work Option 2	Total Cost	
<b>S.1</b>	<b>SUMMARY</b>		
1.0	FOUNDATIONS	\$0	\$0.00
2.0	SUBSTRUCTURE AND DEMOLITION	\$576	\$0.03
3.0	SUPERSTRUCTURE	\$10,854	\$0.57
4.0	EXTERIOR CLOSURE	\$0	\$0.00
5.0	ROOFING	\$12,000	\$0.63
6.0	INTERIOR CONSTRUCTION	\$90,500	\$4.76
7.0	CONVEYING	\$0	\$0.00
8.0	MECHANICAL SYSTEMS	\$674,000	\$35.47
9.0	ELECTRICAL SYSTEMS	\$48,000	\$2.53
10.0	GENERAL CONDITIONS	\$0	\$0.00
11.0	ARCHITECTURAL SPECIALTIES	\$0	\$0.00
12.0	SITework	\$0	\$0.00
13.0	MISCELLANEOUS	\$0	\$0.00
	<b>DIRECT COST</b>	<b>\$835,930</b>	
	CONTRACTOR OVERHEAD AND PROFIT - 10.0%	\$83,593	
	A/E Design Fee - 6.5%	\$59,769	
	Contingency - 10.0%	\$97,929	
	<b>TOTAL OPINION OF PROBABLE CONST. COST *</b>	<b>\$1,077,221</b>	
	<b>COST PER GROSS SQUARE FOOT</b>	<b>\$56.70</b>	

Note: This Cost does not include; Escalation, Tests or Furnishings.

(S.0 Summary) 1

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# Library Board

Monday, April 20, 2020

Regular Meeting

## Item F2

### Approval of Reduced Library Hours and Service Planning for Anticipated Re-opening

*At the end of April, I will begin working with City Administration on the timetable for Library reopening and recall of our laid off employees while still holding open the frozen positions due to budget shortfalls . The attached report provides reduced library hours alternatives for your consideration along with a service plan for your input.*

Staff Contact: Steve Fosselman





Serving you through the Edith Abbott Memorial Library and throughout Hall County

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## Reduced Library Hours and Service Planning for Anticipated Re-opening

Due to the COVID-19 pandemic, the closure of the Library on March 16, 2020 by Mayor Steele, and an expected shortfalls in budgeted tax revenues, City Administration directed a Reduction in Force (RIF) on April 3, 2020. This action resulted in the following:

- 1) Continued Freeze of 2.0 FTE in vacant positions – 1.5 FTE Library Assistant I’s and 0.5 FTE Seasonal Workers
- 2) Layoff of 16.5 FTE (23 employees), with the exception of
  - Library Director
  - Youth and Family Services Librarian
  - Adult and Technical Services Librarian
  - Secretary
  - Maintenance Worker I

At the end of April, I will begin working with the City Administrator on the timetable for Library reopening and recall of our laid off employees while still holding open the frozen positions due to shortfalls in budgeted tax revenues. I will be requesting a return to work two weeks prior to reopening so staff can catch up on work that has been deferred, check in items that are on extended loan, provide limited pick-up services, and so we can re-train our staff in an upgraded automated checkout/cataloging system and a revamped Summer Reading Program.

### Reduced Library Hours

In recognition of the City Administrator’s request that staffing and scheduling be subject to change as a result of expected shortfalls in budgeted tax revenues, I recommend that the Library Board approve a reduced library hours schedule through the rest of the fiscal year utilizing the recall of 16.5 FTE employees and the continued freeze of 2.0 FTE. This report presents two alternatives and my recommendation of Alternative A.

*Alternative A preserves Sunday hours, but eliminates evening hours on Thursday and Saturday afternoon hours.*

	<b>Current 62 Hours Per Week</b>	<b>Alternative A Reduced to 56 Hours</b>
Sunday	1:00 PM – 5:00 PM	1:00 PM – 5:00 PM
Monday	9:30 AM – 8:00 PM	9:30 AM – 8:00 PM
Tuesday	9:30 AM – 8:00 PM	9:30 AM – 8:00 PM
Wednesday	9:30 AM – 8:00 PM	9:30 AM – 8:00 PM
Thursday	9:30 AM – 8:00 PM	<b>9:30 AM – 6:00 PM</b>
Friday	9:30 AM – 6:00 PM	9:30 AM – 6:00 PM
Saturday	9:30 AM – 5:00 PM	<b>9:30 AM – 1:00 PM</b>

*Alternative B eliminates Sunday hours and evening hours on Thursday, but preserves Saturday afternoon hours.*

	<b>Current 62 Hours Per Week</b>	<b>Alternative B Reduced to 56 Hours</b>
Sunday	1:00 PM – 5:00 PM	<b>CLOSED</b>
Monday	9:30 AM – 8:00 PM	9:30 AM – 8:00 PM
Tuesday	9:30 AM – 8:00 PM	9:30 AM – 8:00 PM
Wednesday	9:30 AM – 8:00 PM	9:30 AM – 8:00 PM
Thursday	9:30 AM – 8:00 PM	<b>9:30 AM – 6:00 PM</b>
Friday	9:30 AM – 6:00 PM	9:30 AM – 6:00 PM
Saturday	9:30 AM – 5:00 PM	9:30 AM – 5:00 PM

Our current 62 hour/week schedule, for public and technical service purposes, utilizes a workforce of 4.0 FTE Library Assistant II’s, 11.0 FTE Library Assistant I’s, 2.0 FTE Library Pages, and .5 FTE Seasonal (summer) workers.

The proposed reduced schedules are devised to reduce hours by 10%. This represents savings of 11.8% in Library Assistant I, Library Assistant II, Page and Seasonal labor needs given the current freeze in vacant positions.

Both alternatives recall from layoff our 1.0 FTE Custodian to team with the currently retained Maintenance Worker I. This allows for all shifts to be covered along with early morning cleaning routines prior to staff hours. Third party vendors also help keep the building and grounds maintained.

In both alternatives, two hours of Thursday evening service are eliminated. The difference between the two alternatives is where the additional four hours of service is cut. Alternative A is recommended due to higher use of our facility on Sunday afternoon compared to Saturday afternoon.

Service Planning

There is no definite date for reopening yet, but along with a reduced hours schedule I will be working with staff on the shell of a service plan depending on conditions. Library Board input is encouraged as we design our services for the rest of the fiscal year, which we anticipate will have a gradual roll-out concentrating more on our labor-intensive services, including but not limited to:

- checkout, check-in and re-shelving
- reference/research and public computer assistance
- Makerspace
- programming
- cataloging/processing
- collection maintenance
- computer and online systems

At the same time, some of our community center services such as community meetings, discovery center and general seating will be de-emphasized at this time due to social distancing needs.

Here are our initial plans:

- a. one final adjustment if needed to our current May 15 extended due date for materials
- b. reopening drive through before reopening library for return of materials and limited pick-up services
- c. having small group meetings of no more than 10 people at first, then determining when to allow community meetings
- d. social distancing enforced
- e. consideration of a capacity limit
- f. a scaled back summer reading program with more virtual sessions
- g. at the same time, more in-library story times and other programming in the large meeting room to keep audience size down with social distancing concerns
- h. study/seating areas reduced/taken out
- i. public access computers spread out
- j. many objects in Children's Discovery area taken away
- k. ways to provide quick come and go walk-in or drive-up services for patrons
  - thematic bags of books if they don't want to come in, for example: bag on character books with dinosaurs, etc.
  - requested items up to 12, maybe more items online
  - readied crafts to use with virtual program
- l. ways to get our services out into the community more
- m. continually expanded use of online resources and social media services
- n. revisiting limits on our services as conditions change, relaxing piece by piece until full "library as community center" service whenever that may be

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# Library Board

Monday, April 20, 2020  
Regular Meeting

## Item F3

### Discussion of FY 2020/2021 Budget Process

*City Administration has indicated this is going to be a very tough year coming up due to budget shortfalls.*

Staff Contact: Steve Fosselman

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# Library Board

Monday, April 20, 2020  
Regular Meeting

## Item F4

### Approval of Proposed Fees for FY 2020/2021

*There is only one recommended change, the addition of a Makerspace line items for Sublimation Blanks (sublimation is the method of applying an image to objects using sublimation ink, heat and pressure).*

Staff Contact: Steve Fosselman

**Proposed Fee Schedule for FY2020-21 Budget Year**

	2018	2019	2020	2021
<b>LIBRARY</b>				
Overdue charge on Library Materials (per item per day)	.15 Juvenile .30 Adult	.15 Juvenile .30 Adult	.15 Juvenile .30 Adult	
Interlibrary loan per item (includes postage)	2.00	2.00	3.50	
Photocopy/Computer Print (mono, 8 1/2"x11" or 14")	0.10	0.10	0.10	
Photocopy/Computer Print (mono, 11"x17")	0.25	0.25	0.25	
Photocopy/Computer Print (color, 8 1/2"x11")	0.75	0.75	0.75	
Photocopy/Computer Print (color, 8 1/2"x14")	1.00	1.00	1.00	
Photocopy/Computer Print (color, 11"x17")	1.50	1.50	1.50	
Microform Reader-printer copy	0.50	0.50	0.50	
Replacement Fee for Lost ID Card	1.00/card	1.00/card	1.00/card	
Processing Fee for Lost Material	Replacement Cost	Replacement Cost	Replacement Cost	
<b>FAX Services</b>				
Outgoing - Staff assisted - U.S. only	1st page 3.00 additional pages 1.50	1st page 3.00 additional pages 1.50	1st page 3.00 additional pages 1.50	
Incoming - Staff assisted	1st page 2.00 additional pages 1.00	1st page 2.00 additional pages 1.00	1st page 2.00 Additional pages 1.00	
Outgoing - Self service (Credit/Debit) - U.S.	1st page 1.75 additional pages 1.00	1st page 1.75 additional pages 1.00	1st page 1.75 Additional pages 1.00	
Outgoing - Self service (Credit/Debit) - International	1st page 3.95 additional pages 3.45	1st page 3.95 additional pages 3.45	1st page 3.95 additional pages 3.45	
Non-Resident Annual Card Fee	40.00	40.00	40.00	
Non Resident 3 Month Card Fee	10.00	10.00	10.00	
Purchase of computer disk	N/A	N/A	N/A	
Purchase of computer thumb drive	5.00	5.00	5.00	
Purchase of computer head phones	1.00	1.00	1.00	
<b>Makerspace Non-Program Library Supplies - NEW</b>				
3-D Printer filament (per gram)			0.10	
Cricut Machine library-supplied 8 1/2"x11" paper (per sheet)			0.10	
Cricut Machine library-supplied 8 1/2"x11" card stock (per sheet)			0.30	
Thermal Laminating (per pouch)				
Bookmark/Index/ID Card			0.15	
Letter size			0.20	
Legal size			0.40	
Button Maker (per button)				
Small (1")			0.10	
Large (2.25")			0.15	
Plotter/Large Format Printer/Vinyl Cutter (per foot)			2.50	
Cork - 4" round or square			0.45	
Glassware			1.50	
8" x 8"			1.00	
10" x 10"			1.15	
12" x 12"			1.50	
12" x 12"			2.50	
Wood - 1/8" thick				
8" x 8"			1.00	
10" x 10"			1.15	
12" x 12"			1.50	
Wood - 1/4" thick				
12" x 12"			2.50	
Sublimation Blanks				
Hardboard Tiles (4.25" x 4.25")				1.50
Coasters (4" x 4")				1.25
Keychain (2.5" round)				1.50
Badge size				1.00
Ornament				3.00

---

# Library Board

## Monday, April 20, 2020

### Regular Meeting

## Item F5

### Approval of Strategic Planning Process Committee

*President Ed Meedel recommends board approval of a Strategic Planning Process Committee comprised of board members Maria Lopez and Sara White. This committee will report monthly on progress on a replacement to the current GILIBRARY 2020 strategic plan. The process will include public input, staff guidance and board discussion with the final plan approved by the board.*

Staff Contact: Ed Meedel

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# Library Board

Monday, April 20, 2020  
Regular Meeting

## Item F6

### Discussion of Hall County Interlocal Agreement and Referral to Committee

*The Library/City has a one-year agreement with Hall County in the amount of \$25,000, expiring at the end of September 2020. Discussion was held during City Council approval of this agreement about the need for increased funding from Hall County and greater involvement by City Legal in the process.*

Staff Contact: