

Library Board

**Monday, July 20, 2020
Edith Abbott Memorial Library**

AGENDA

1. Call to Order
This is a public meeting subject to the open meetings laws of the State of Nebraska. The requirements for an open meeting are posted on the wall in this room and anyone that wants to find out what those are is welcome to read through them. The Library Board may vote to go into Closed Session on any Agenda Item as allowed by State Law.
2. Roll Call & Introductions
Tanya Hansen, President
Maria Lopez, Vice President
Benjamin Boeselager, Secretary
Edward Meedel
Kelli Arens
Jaime Parr
Sara White
3. Public Participation
4. Approval of Minutes of June 22, 2020
5. Approval of Financial Reports
6. Approval of Bills Submitted - June 23, 2020 and July 14, 2020
7. Approval of Director's Report
8. Board Communications and Committee Reports

9. Consideration of Policies Currently in Committee
10. Designation of Norman B. and Peppy Wolbach Bahr Charitable Remainder Trust in City's Special Project (295) Fund
11. Discussion of FY 2020/2021 Budget Process
12. Accept for Filing Library Director's Letter of Retirement
13. Discussion of Library Director Replacement Process
14. Review of Board Committees and Bylaws
15. Next Meeting
16. Adjournment

Library Board

Monday, July 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:

Library Board

Monday, July 20, 2020

Regular Meeting

Item B1

Approval of Minutes of June 22, 2020

Staff Contact:

CITY OF GRAND ISLAND
GRAND ISLAND PUBLIC LIBRARY BOARD
OFFICIAL PROCEEDINGS
MINUTES OF REGULAR LIBRARY BOARD MEETING
June 22, 2020

Pursuant to due call and notice thereof, a Regular Meeting of the Library Board of the Grand Island Public Library was conducted via Zoom on Monday, June 22, 2020. Notice appeared in the *Grand Island Independent* on June 18, 2020. A quorum present, President Ed Meedel called the meeting to order at 3:00 p.m. The following members were present: Tanya Hansen, Ben Boeselager, Kelli Arens and Maria Lopez. Also present were Library Director Steve Fosselman and Library Youth and Family Services Librarian Celine Swan.

Open Meetings Law Notice: Provided by President Ed Meedel.

Public Participation: None

Approval of Minutes: Motion by Tanya Hansen, seconded by Ben Boeselager, carried unanimously to accept for filing the Minutes of the May 18, 2020 library board meeting.

REPORTS:

Approval of Financial Report: Motion by Ben Boeselager, seconded by Kelli Arens, carried unanimously to accept for filing the May 2020 Financial Reports.

Approval of Bills Submitted: Motion by Ben Boeselager, seconded by Kelli Arens, carried unanimously to accept for filing the May 26, 2020, and June 9, 2020 Bills Submitted.

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

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

Consideration of Policies Currently in Committee: Tanya Hansen will get the board a draft in the next few weeks.

Approval of Election of Officers: New Officers: *President: Tanya Hansen* Motion by Ed Meedel, seconded by Kelli Arens, carried unanimously to accept for filing Tanya Hansen as Board President.

Vice President: Maria Lopez Motion by Ed Meedel, seconded by Kelli Arens, carried unanimously to accept for filing Maria Lopez as Vice President.

Secretary: Ben Boeselager Motion by Kelli Arens, seconded by Tanya Hansen, carried unanimously to accept for filing Ben Boeselager as Secretary.

Discussion of FY 2020/2021 Budget Process: The city has called for an 8% reduction in General Fund departments' operating budgets. At this time, administration is also planning to keep the library at 18 FTE instead of retaining our current 23.5 FTE pre-layoff level. These reduced FTE amounts reduced operating hours and services that are not consistent with other libraries.

Discussion of Library Director Replacement Process: We are currently still working on a specific retirement date for Steve with a mutually-agreeable process to move forward. Discussion will continue.

Next Meeting: Monday, July 14, 2020 at 5:30 pm.

There being no other business the meeting was adjourned at 4:00 p.m.

Tanya Hansen, Secretary

Library Board

Monday, July 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:

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 mollym

 CITY OF GRAND ISLAND
 LIBRARY REVENUES

FOR THE MONTH ENDED JUNE 2020

 P 1
 glytdbud

FOR 2020 09

ACCOUNTS FOR: 100	GENERAL FUND							
ORIGINAL	APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
<hr/>								
10044301 LIBRARY								
<hr/>								
74350 COUNTY SHARE OF LIBRARY								
-25,000.00		-25,000.00	-16,250.00	0.00	0.00	-8,750.00	65.0%	
74365 STATE GRANTS								
-7,107.00		-7,107.00	-7,383.00	0.00	0.00	276.00	103.9%	
74576 COPY MACHINE USE FEES								
-11,000.00		-11,000.00	-6,044.45	-51.00	0.00	-4,955.55	54.9%	
74703 FINES AND PENALTIES								
-25,000.00		-25,000.00	-10,498.01	-465.02	0.00	-14,501.99	42.0%	
74725 NONRESIDENT CARD FEE								
-5,500.00		-5,500.00	-2,960.00	-320.00	0.00	-2,540.00	53.8%	
74795 OTHER REVENUE								
-14,000.00		-14,000.00	-5,679.92	0.00	0.00	-8,320.08	40.6%	
TOTAL LIBRARY								
-87,607.00		-87,607.00	-48,815.38	-836.02	0.00	-38,791.62	55.7%	
TOTAL GENERAL FUND								
-87,607.00		-87,607.00	-48,815.38	-836.02	0.00	-38,791.62	55.7%	

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CITY OF GRAND ISLAND
LIBRARY EXPENSES

P 1
glytdbud

FOR THE MONTH ENDED JUNE 2020

FOR 2020 09

ACCOUNTS FOR: 100	GENERAL FUND							
ORIGINAL	APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
10044301 LIBRARY								
85105 SALARIES - REGULAR								
1,154,011.00		1,154,011.00	751,611.51	70,467.39	0.00	402,399.49	65.1%	
85110 SALARIES - OVERTIME								
750.00		750.00	206.59	13.50	0.00	543.41	27.5%	
85115 F.I.C.A. PAYROLL TAXES								
88,132.00		88,132.00	53,876.43	4,980.03	0.00	34,255.57	61.1%	
85120 HEALTH INSURANCE								
131,756.00		131,756.00	85,777.73	16,770.83	0.00	45,978.27	65.1%	
85125 LIFE INSURANCE								
1,500.00		1,500.00	1,058.31	126.94	0.00	441.69	70.6%	
85130 DISABILITY INSURANCE								
2,135.00		2,135.00	1,529.04	195.80	0.00	605.96	71.6%	
85145 PENSION CONTRIBUTION								
50,191.00		50,191.00	36,990.13	3,917.13	0.00	13,200.87	73.7%	
85150 WORKERS COMPENSATION								
2,043.00		2,043.00	342.29	0.00	0.00	1,700.71	16.8%	
85160 OTHER EMPLOYEE BENEFITS								
800.00		800.00	425.52	29.28	0.00	374.48	53.2%	
85161 HRA-VEBA								
11,440.00		11,440.00	8,080.00	940.00	0.00	3,360.00	70.6%	
85213 CONTRACT SERVICES								
10,000.00		10,000.00	16,781.20	1,385.00	-6,852.75	71.55	99.3%	
85241 COMPUTER SERVICES								
31,848.00		31,848.00	19,594.88	6,876.75	-6,800.00	19,053.12	40.2%	
85245 PRINTING & BINDING SERVICES								
2,300.00		2,300.00	925.50	138.00	0.00	1,374.50	40.2%	
85305 UTILITY SERVICES								
55,000.00		55,000.00	35,809.45	2,605.70	0.00	19,190.55	65.1%	
85317 NATURAL GAS								
5,000.00		5,000.00	3,695.57	275.46	0.00	1,304.43	73.9%	
85319 REPAIR & MAINT - LAND IMP/IRRIGA								
1,000.00		1,000.00	0.00	0.00	0.00	1,000.00	.0%	
85324 REPAIR & MAINT - BUILDING								
15,000.00		15,000.00	24,575.21	6,315.05	-2,622.13	-6,953.08	146.4%	
85330 REPAIR & MAINT-OFF FURN & EQ								
15,000.00		15,000.00	11,210.68	16.99	4,825.00	-1,035.68	106.9%	
85335 REPAIR & MAINT - VEHICLES								
480.00		480.00	0.00	0.00	0.00	480.00	.0%	
85350 SANITATION SERVICE								
500.00		500.00	477.90	116.80	0.00	22.10	95.6%	

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CITY OF GRAND ISLAND
LIBRARY EXPENSES

FOR THE MONTH ENDED JUNE 2020

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FOR 2020 09

ACCOUNTS FOR: 100	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
85413 POSTAGE	6,000.00	6,000.00		3,059.46	68.37	0.00	2,940.54	51.0%
85416 ADVERTISING	800.00	800.00		381.10	17.71	0.00	418.90	47.6%
85422 DUES & SUBSCRIPTIONS	26,000.00	26,000.00		11,826.98	607.98	2,200.00	11,973.02	53.9%
85425 BOOKS	106,273.00	106,273.00		55,461.16	0.00	0.00	50,811.84	52.2%
85426 AV/ELECTRONIC MEDIA	106,274.00	106,274.00		84,787.27	7,268.75	0.00	21,486.73	79.8%
85427 PERIODICALS	15,500.00	15,500.00		14,133.48	57.20	0.00	1,366.52	91.2%
85428 TRAVEL & TRAINING	2,500.00	2,500.00		3,602.09	0.00	40.00	-1,142.09	145.7%
85453 CASH OVER & SHORT	100.00	100.00		16.50	0.00	0.00	83.50	16.5%
85490 OTHER EXPENDITURES	1,000.00	1,000.00		811.72	77.82	0.00	188.28	81.2%
85505 OFFICE SUPPLIES	56,000.00	56,000.00		25,768.43	618.27	0.00	30,231.57	46.0%
85510 CLEANING SUPPLIES	4,000.00	4,000.00		1,222.00	832.81	0.00	2,778.00	30.6%
85515 GASOLINE	500.00	500.00		231.21	27.16	0.00	268.79	46.2%
85540 SMALL TOOLS & PARTS	15,000.00	15,000.00		8,632.00	0.00	0.00	6,368.00	57.5%
TOTAL LIBRARY	1,918,833.00	1,918,833.00		1,262,901.34	124,746.72	-9,209.88	665,141.54	65.3%
TOTAL GENERAL FUND	1,918,833.00	1,918,833.00		1,262,901.34	124,746.72	-9,209.88	665,141.54	65.3%

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CITY OF GRAND ISLAND
ALL REVENUES

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FOR THE MONTH ENDED JUNE 2020

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 295	LOCAL ASSISTANCE							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
29555001 OTHER DEPARTMENT PROJECTS								
74602 PLANNING COMMISSION PLAQUE								
29555001 74602	PLANNING COMMISSION PLAQUE							
-120.00	-120.00	-40.00	-40.00	0.00	-80.00	33.3%		
2020/09/000234	06/29/2020 CRP	-20.00 REF 249876	CORNERSTONE BANK	COMMUNITY BEAUTIFICATION				
2020/09/000234	06/29/2020 CRP	-20.00 REF 249879	BANK OF DONIPHAN	COMMUNITY BEAUTIFICATION				
TOTAL PLANNING COMMISSION PLAQUE								
-120.00	-120.00	-40.00	-40.00	0.00	-80.00	33.3%		
74701 EDITH ABBOTT MEMORIAL LIBRARY								
29555001 74701	EDITH ABBOTT MEMORIAL LIBRARY							
-500,000.00	-500,000.00	-81,770.65	-79,270.65	0.00	-418,229.35	16.4%		
2020/09/000257	06/30/2020 CRP	-79,270.65 REF 250001	UBS Financial	BAHR TRUST TO GI LIBRARY				
TOTAL EDITH ABBOTT MEMORIAL LIBRA								
-500,000.00	-500,000.00	-81,770.65	-79,270.65	0.00	-418,229.35	16.4%		
74735 CONTINGENCY PROJECTS								
29555001 74735	CONTINGENCY PROJECTS							
-250,000.00	-250,000.00	0.00	0.00	0.00	-250,000.00	.0%		
TOTAL CONTINGENCY PROJECTS								
-250,000.00	-250,000.00	0.00	0.00	0.00	-250,000.00	.0%		
74799 CREDIT CARD REBATE								
29555001 74799	CREDIT CARD REBATE							
-164.00	-164.00	0.00	0.00	0.00	-164.00	.0%		

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CITY OF GRAND ISLAND
ALL EXPENSES

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FOR THE MONTH ENDED JUNE 2020

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 295	LOCAL ASSISTANCE							
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
29555001 OTHER DEPARTMENT PROJECTS								
91 OPERATING EXPENSES								
29555001_85041	120.00	PLANNING COMMISSION PLAQUE	120.00	106.61	0.00	0.00	13.39	88.8%
29555001_85042	500,000.00	EDITH ABBOTT MEMORIAL LIBRARY	500,000.00	88,157.01	386.87	2,106.92	409,736.07	18.1%
2020/09/000005	06/02/2020	API		386.87	VND 010168 VCH 495633	BANK OF AMERICA ADOBE CLOUD - Subscription		6796
TOTAL OPERATING EXPENSES	500,120.00		500,120.00	88,263.62	386.87	2,106.92	409,749.46	18.1%
96 CAPITAL OUTLAY								
29555001_85010	250,000.00	CONTINGENCY PROJECTS	250,000.00	0.00	0.00	0.00	250,000.00	.0%
TOTAL CAPITAL OUTLAY	250,000.00		250,000.00	0.00	0.00	0.00	250,000.00	.0%
TOTAL OTHER DEPARTMENT PROJECTS	750,120.00		750,120.00	88,263.62	386.87	2,106.92	659,749.46	12.0%

Library Board

Monday, July 20, 2020

Regular Meeting

Item B3

Approval of Bills Submitted - June 23, 2020 and July 14, 2020

The following bills were submitted by the Library Director in accordance with the Library Funds Policy since the last library board meeting.

Staff Contact:

Schedule of Bills

062320

<u>Org</u>	<u>Object</u>	<u>Vendor Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85160			OTHER EMPLOYEE BENEFITS					
0	10168	BANK OF AMERICA	TASC-ADMIN FESS & FMLA RENEWAL	TXN00071641			6814	29.28
85241			COMPUTER SERVICES					
1	4498	COMPRISE TECHNOLOGIES INC	RENEW SAM LICENSE 07/29/20-07/28/21	2005-1642			0	6,876.75
85245			PRINTING & BINDING SERVICES					
0	10168	BANK OF AMERICA	COPYCAT - COVID-19 / YARD SIGN	TXN00071760			6814	138.00
85305			UTILITY SERVICES					
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	MAY 2020			0	2,605.70
85324			REPAIR & MAINT - BUILDING					
0	10168	BANK OF AMERICA	ACE - COVID-19 / MAINT SUPPLIE	TXN00071638			6814	13.58
0	10168	BANK OF AMERICA	HOME DEPOT - MAINT SUPPLIES	TXN00071931			6814	27.44
0	10168	BANK OF AMERICA	MENARDS - COVID-19 / MAINT SUP	TXN00071919			6814	24.99
0	10168	BANK OF AMERICA	MENARDS - MAINT SUPPLIES	TXN00071725			6814	25.96
0	10168	BANK OF AMERICA	MENARDS - MAINT SUPPLIES	TXN00071705			6814	27.59
0	10168	BANK OF AMERICA	MENARDS - MAINT SUPPLIES	TXN00071805			6814	27.80
0	10168	BANK OF AMERICA	SHERWIN WILLIAMS-MAINT SUPPLIE	TXN00071820			6814	36.07
1	396	TILLEY SPRINKLER SYSTEMS INC	SPRINKLER REPAIR	122638	35745		0	72.67
85330			REPAIR & MAINT - OFF FURN & EQ					
0	10168	BANK OF AMERICA	CAPITAL BUS SYS-Contract Chrg	TXN00071956			6814	14.08
85350			SANITATION SERVICE					
0	10168	BANK OF AMERICA	MID NE DISPOSAL - Sanitation 0	TXN00071930			6814	58.40
85413			POSTAGE					
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 05/31/20			0	49.70
85416			ADVERTISING					
1	214	BH MEDIA GROUP INC	BOARD MEETING AD	10040440 - MAY 2020			0	17.71
85426			AV/ELECTRONIC MEDIA					
1	562	MIDWEST TAPE	MAY 2020 HOOPLA	98968058	10326		0	4,280.93
1	320	NE LIBRARY COMMISSION	DATABASE - VALUE LINE 07/01/20-06/30/21	29936			0	1,220.00
85505			OFFICE SUPPLIES					
0	10168	BANK OF AMERICA	ACE - COVID-19 / MAINT SUPPLIE	TXN00071638			6814	25.88

Schedule of Bills

062320

<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00071667			6814	12.34
0	10168	BANK OF AMERICA	MENARDS - COVID-19 / MAINT SUP	TXN00071919			6814	129.90
0	10168	BANK OF AMERICA	WALMART - Supplies	TXN00071603			6814	19.88
0	10168	BANK OF AMERICA	WALMART - Supplies	TXN00071839			6814	44.94
85510		CLEANING SUPPLIES						
0	10168	BANK OF AMERICA	AMAZON-COVID-19/SANITIZER STAN	TXN00071643			6814	758.40
0	10168	BANK OF AMERICA	WALMART-COVID-19/MAINT SUPPLIE	TXN00071624			6814	74.41
85515		GASOLINE						
1	83	CITY OF GRAND ISLAND-TREASURI	REPAIR SHOP MAY 2020	LIBR 2020-05			0	27.16
10044301 Org Total							16,639.56	

Prepared by

Nancy Broich

Library Funds Disbursement Voucher	
Approved by: Ed Meedel	Date Jun 22, 2020
Library Board President <i>Ed Meedel</i>	
Authenticated by: Tanya Hansen	Date Jun 22, 2020
Library Board Secretary <i>Tanya Hansen</i>	

Schedule of Bills

071420

Org	Object	Vendor Name/Number	Description	Invoice	PO #	WO#	Check #	Amount
10044301		LIBRARY						
85160			OTHER EMPLOYEE BENEFITS					
0	10168	BANK OF AMERICA	TASC - Admin Fees	TXN00072497			6838	29.28
85305			UTILITY SERVICES					
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	JUN 2020			0	2,916.76
85317			NATURAL GAS					
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	20MAY2646500-5			217937	82.33
85324			REPAIR & MAINT - BUILDING					
0	10168	BANK OF AMERICA	ACE - COVID-19 /MAINT SUPPLIES	TXN00072319			6838	64.99
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00072094			6838	5.99
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00071998			6838	13.18
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00072253			6838	31.98
0	10168	BANK OF AMERICA	MENARDS-Maintenance Supplies	TXN00072241			6838	8.45
0	10168	BANK OF AMERICA	MENARDS-Maintenance Supplies	TXN00072158			6838	50.32
0	10168	BANK OF AMERICA	PRESTOX - MAY/JUN PEST CONTROL	TXN00072340			6838	294.00
85330			REPAIR & MAINT - OFF FURN & EQ					
0	10168	BANK OF AMERICA	KONICA - MAY 2020 BILL	TXN00072306			6838	2.72
85425			BOOKS					
0	10168	BANK OF AMERICA	AMAZON - Books	TXN00072360			6838	31.94
0	10168	BANK OF AMERICA	BRODART - Books	TXN00071781			6838	4,810.63
85426			AV/ELECTRONIC MEDIA					
0	10168	BANK OF AMERICA	OVERDRIVE-Deposit on Account	TXN00072231			6838	2,500.00
85490			OTHER EXPENDITURES					
1	8792	CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	2020JUN6614			6837	50.04
85505			OFFICE SUPPLIES					
0	10168	BANK OF AMERICA	BRODART - Books	TXN00071781			6838	887.46
85510			CLEANING SUPPLIES					
0	10168	BANK OF AMERICA	"SAMS-COVID/WIPE,MASK,SHIELD,G	TXN00072345			6838	56.22
0	10168	BANK OF AMERICA	ACE - COVID-19 /MAINT SUPPLIES	TXN00072319			6838	15.98
0	10168	BANK OF AMERICA	AMAZON - COVID-19 / GLOVES	TXN00072252			6838	91.96
0	10168	BANK OF AMERICA	CENTRAL CONFIN-COVID-19/SHIELD	TXN00072322			6838	577.48
0	10168	BANK OF AMERICA	SAMS - COVID-19/ MASKS & WIPES	TXN00072307			6838	39.95

Schedule of Bills

071420

<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85510		CLEANING SUPPLIES						
0	10168	BANK OF AMERICA	SAMS CLUB-COVID-19/FACE MASKS	TXN00071974			6838	24.97
0	10168	BANK OF AMERICA	SAMS-COVID-19/TOWELS&FACESHIEL	TXN00072361			6838	87.86

10044301 Org Total 12,674.49

Prepare by

Nancy Broich

Library Funds Disbursement Voucher	
Approved by: Tanya Hansen	Date Jul 14, 2020
Library Board President <i>Tanya Hansen</i>	
Authenticated by: Ben Boeselager	Date Jul 14, 2020
Library Board Secretary <i>Ben boeselager</i>	

Library Board

Monday, July 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:

Monday Program OVERVIEW

Video	Week	Views	Shares	Likes	Comments	Platform
Jeff Quinn						
	Kickoff					youtube
	6/1-6/8	137				
	6/8-6/15	142				
	6/15-6/2	147				
	6/22-6/29	148				
	6/29 -7/6	same				
	7/6 -7/13	same				
Wildlife Encounters						
	6/1-6/8	62				youtube
	6/8-6/15	71				
	6/15-6/22	75				
	6/22- 6/29	76				
	6/29-7/6	same				
	7/6-7/13	80				
Shadow Factory						
	6/8-6/15	257	4	5		1 facebook
	6/15-6/22	263				
	6/22-6/29	264				
	6/29-7-6	same				
	7/6-7/13	268				
Crane River Theater						
available 1 week only	6/15/-6/21	300				CRT website
Morrill Hall						
Live	6/22/	76				ZOOM
Magical Balloon Guy						
	6/29-7/6	205		8		facebook
	7/6-7/13	234				
HN David Seay						
live video	6-Jul	30				facebook live
posted after	132					facbook
OCM Seuss Sational						
live	13-Jul	127				zoom
NE Arts Council						
Rascal Martinez						

Weekly Program OVERVIEW

Video	Views after 1 week	Unique views at end of 7 days	Shares from our page	reactions	Comments	Platform
Lapsit Story Time						
monkeys	6/2-6/9	285				facebook
friendship	6/9 -6/16	134				facebook
dinos	6/16 -6/23	301	5	14	1	facebook
giraffe	6/23-6/30	151	0	1	0	facebook
kindness	6/30-7/7	215	0	20		facebook
friendship	7/7 -7/14	314		14	2	
tacos?						
friendship						
sharing						

SRE Club						
Emperor's New Clothes	6/3-6/10	120				facebook
Pecos Bill	6/10-6/17	113		1		facebook
Trickster Tales	6/17-6/24	130	1	2	1	facebook
Goldilocks & the ..	6/24 -7/1	126		3		facebook
Big Kids Club						
genealogy	6/4-6/11	391	7	35	4	facebook
HomeDepot	6/11- 6/18	461	1	16	4	facebook
Morrill hall	18-Jun	41 - live video attendance-				Zoom
DIY Journal	6/25 -7/2	111			2	facebook
Teens						
cahoot	6/5-6/12	10				online quiz
decoupage	6/12-6/19	108				facebook
Arts and Drafts	6/19-6/26	44				youtube
String art	6/26- 7/3	138		3		facebook
AWE Virtual Summer Reading series						
Live	7/14/2020	144				ZOOM

‘Night of the Twisters’ book remains popular with Grand Island Public Library patrons	6/3/2020	Omaha World Herald
Last week Grand Island Public Library slowly re-opened with a book drop service and now they offer a pick-up service to check out books	6/5/2020	Local 4 Facebook
GI library offers pick-up service to check out books	6/5/2020	Local 4
Grand Island Public Library summer reading program continues Monday	6/5/2020	GI Independent
LIBRARY ALIVE: Smiling with our eyes during Plan B	6/14/2020	GI Independent
City projects \$1.76 million revenue loss for 2020: Budget shortfall anticipated for 2021	6/16/2020	GI Independent
Virus hits Grand Island city budget	6/16/2020	NTV
Reserves may help city through shortfall	6/18/2020	GI Independent
A different kind of summer: Parents find ways to keep daughters engaged during COVID-19 pandemic	6/20/2020	GI Independent
Grand Island Library return dates for materials on June 24 and 27	6/22/2020	NTV
Grand Island Public Library schedules books/materials return times	6/23/2020	GI Independent
GI city hall and library will be open July 1	6/24/2020	10/11 Now
City Hall, public library to open July 1	6/24/2020	GI Independent
GI city hall and library will be open July 1	6/24/2020	Local 4 News
Grand Island Library hosts fun virtual program for kids on June 29	6/24/2020	NTV
Grand Island opening Library, City Hall as COVID-19 continues to make impact	6/25/2020	NTV
The City of Grand Island is reopening city services, including City of Grand Island -	6/25/2020	NTV Facebook
LIBRARY ALIVE: The world has NOT gone to the dogs (at least not yet!)	6/27/2020	GI Independent
Transform malls into community centers	6/29/2020	GI Independent
WATCH NOW: Grand Island City Hall, library reopen to public	7/1/2020	GI Independent
City of Grand Island closures for Independence Day celebration	7/2/2020	NTV
City announces hours of operation for Fourth of July weekend	7/2/2020	GI Independent
City Hall and the Public Library are open to the public again!	7/2/2020	GI Independent
Last but not least, Congrats to Kim Mettenbrink and the Grand Island Public Library	7/8/2020	Go Big Give
City cutting 8% in operational expenses	7/9/2020	GI Independent
Don’t forget — City of Grand Island - Public Library is open. Check their page for hours.	7/11/2020	NTV Facebook
LIBRARY ALIVE: Libraries: The definition of ‘resilient’	7/12/2020	GI Independent

Youth & Family Service Librarian's Monthly Report

Name: Celine Swan

Date: July 2020

Since Last Report

Collection Development

- Ordered limited materials
- Moved Parentalk materials out to paint wall and weeded some older non-circulating titles out

Scheduling

- Staff came back and we have a simple A/B updated schedule and added the welcome desk station for asking Covid questions and answering questions before patrons enter, also placed a LOD at the circulation and reference desks, cleaning schedule for custodians was created.

SOD/LOD/Staff Work

- Staff worked on opening, quarantine material rotations, virtual programming, working getting all materials back, social media promotions
- We prepared areas for re-opening, removed seating, toys, placed computers out of order, made sure patrons access is 6 feet apart, created signage all around the library and on the floor for entry, waiting for service, exits, materials return etc.

Committee Work with Outside Agencies

- H3C work, met weekly with core group of H3C Director, board, supervisors, ex. GIPS, Headstart, H3C, Full group meeting too with committee work.
- Met weekly on Zoom for City Dept. Director Meeting
- Met weekly on Zoom with Central Plains Library System and shared information, planning/ideas
- Met for National League of Cities Work Online-Final work call

Children's Renovation and Work

- Maintenance painted the rest of the east children's wall

Programs

- Virtual Programs-Monday-Friday on GIPL's Facebook Live

Library Management

- Wrote Library Column June 28
- We did updated Covid-Standard Operating Procedure awareness staff training with Phase 2, Executime Time Clock-Payroll System modifications, active threat safety training
- Developed process of book return days-quarantine of materials going to more days, promotions, signage, and press releases
- Worked with staff on virtual programs, calendar updates for city and library calendar, covered expectations, tapings, social media
- Walls were painted, and touched up by Ray around the library
- Shaun and I did a web-ex for demo on Schedule Anywhere

- Completed 4 staff appraisals

Upcoming

Collection Development

- Ordering of limited materials-due to budget

Scheduling

- Looking for different scheduling software. We will do some more demos with different vendors to find something less expensive and easy to use. Our ScheduleSoftware expires on 10/20.

Children's Renovation

- Continue to change the children's area for a better flow
- Have Ray continue to paint the walls that are worn.

Programs

- Continue work on virtual programming. Plan for fall.
- Provided virtual programs with Brenda for Baby, Toddler, Preschool Storytimes
- Special program with AWE on resiliency materials for kids and families
- Filled out a grant with Kim for the Nebraska Arts Council for Michael Fitzsimmon's drum virtual program waiting to hear
- Working on grant money with Kim from the GIPL Foundation Board for prizes for summer reading program and possibly more money for outreach services SUV or van.
- Work with H3C-Children's 0-11 group

Library Management

- Work with Irasema and staff on social media promotions
- Procedural training on returned items-quarantine using REALM testing results guidelines and suggestions
- Notify kids that read in the Beanstack program of prizes. Get their schools a ribbon for their participation
- Plan for fall for programming and library promotions

Adult & Technical Service Librarian's Monthly Report

Name: Shaun Klee

Date: July 2020

Since Last Report

Collection Development/Maintenance

- Ordering bestseller/popular titles
 - Overdrive orders/requests
- Shifting ANF -- nearly complete
- New AHP shelving (delivered week of 7/9), shelving is being put together
- Renewing Hot Picks subscription

Circulation

- Building reopened to public, coordinating reopening services

Technology

- Biblioovation (formerly Koha) upgrade
 - Continuing to work out bugs and issues with system
 - Acquisitions and notifications modules still have many errors
- Compiling stats for NLC CARES Grant
- Support for self-checkouts (potential malfunctions on CIRC transactions)

Programming

- Virtual SRP
 - Managing Beanstack SRP tracker (badges, drawings, etc.)

Staff Development/Training

- Staff performance reviews (1)
- NLC Authorities class (NLC Librarian Certification continuing ed. course, 5 credits)
- Was off 6/30, 7/3-7/13, 7/16

Upcoming

Collection Development/Maintenance

- Evaluating current serial subscriptions
- Finish cataloging Heritage Room microforms

Technology

- Continue working with Biblioovation upgrade (ongoing)
- Working with Irasema on potential upgrade of video/sound recording equipment

Programming

- Virtual SRP (ongoing)

Staff Development/Training

- Updating manuals & trainings for new Biblioovation software
- Wireless Printing training
- Beginning planning for Fall

Library Director's Monthly Report

Name: Steve Fosselman

Date: July 2020

Since Last Report

Library Board

- Policies for Study Rooms, Personal Belongings, Health & Safety, and Library Funds are in committee
- Informed by Nebraska Library Commission that due to COVID-19, Nebraska Public Library Accreditation including strategic plan will be delayed and now due September 2022. Recommend our process be delayed until new director is hired.

City and County Business

- Received authorization to reopen our building on July 1, out of an abundance of caution we are still operating on Phase 2 even though CDHD has moved to Phase 3
- Continued work on trimming expenses in light of COVID-19 revenue shortfall
- Submitted various requests related to FTE's and director recruitment process to City Administration since there is a freeze on open positions
- Attended July 14 Council budget study session
- Celine and I participated in weekly City Department Director meetings via Zoom
- Tanya, Jaime and I met with City Administration to discuss upcoming county contract

Management Support Team

- Work continues with Celine and Shaun on improved social media services in light of recall of workers; different ways to collect statistical information
- Work with Celine and Shaun on welcome desk and entry protocols
- Constantly reviewing library literature, CDC, CDHD, webinars and other guidance to aid in COVID-19 planning
- Applied for CARES Act Grant through Nebraska Library Commission for additional access to digital materials and two new service point laptop computers
- Celine and I were presenters at Nebraska Library Commission June 26 "NCompass Live: Nebraska Libraries in the Time of COVID: Planning for Reopening" session

Renovation and Building Needs

- New Hot Picks book shelving has been received
- Research additional AV equipment and schedule for purchase
- Work on design of outdoor Children's Discovery Area
- Foundation component of Donor Wall was installed

Other

- On July 1, 2020 we switched data transport services for 2020/2021 and continued our Network Nebraska internet connection with Nebraska OCIO (Office of the Chief Information Officer)/Network Nebraska
- Attended Pioneer Consortium Exec and Membership meetings
- Attended Nebraska Information Technology Commission Community Council meeting
- Twitter has unlocked our account that seemed to get spammy while most of the staff was laid off

- Celine and I met weekly on Zoom with Central Plains Library System and shared Covid, Curbside, other information, planning/ideas
- Worked with Salvation Army, Hope Harbor and Hall County Community Collaborative on COVID-19 restrictions
- Provided GIPS Preschool with an updated partnership agreement

Upcoming

Library Board

- County interlocal agreement, Library Director recruitment process, budget for FY 2020/2021 including advocacy for recalling additional laid off employees
- Trustee Manual will be distributed in August
- Board manual including continuing education certification, final review of board governance – August meeting

City and County Business

- Continued coordination with City to implement phased-in restoration of library services in accordance with CDHD, state and CDC COVID-19 directives and guidelines
- Continual review of cost efficiency measures

Management Support Team

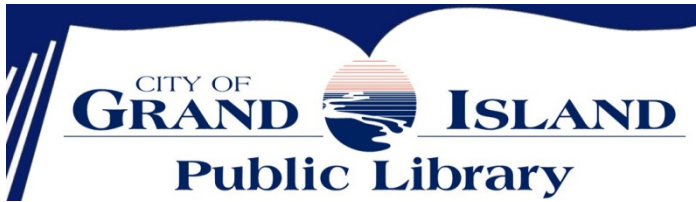
- Continuing assessment of our phased reopening, limited services and possible changes
- Work to restore Book Sale area with new donation box; some study desk areas
- Continued work with librarians on changing staff tasks and routines in our new normal
- Continued review of library literature, CDC, CDHD, webinars and other guidance to aid in COVID-19 planning

Renovation and Building Needs

- Research additional AV equipment including video/sound recording equipment, and schedule for purchase
- Work on design of outdoor Children's Discovery Area
- Work with custodial staff and vendors on bird problems
- Parking lot restriping project
- Work with Foundation on Crane sculpture will be delayed

Other

- Attend Hall County Community Collaboration board meetings
- Attend Pioneer Consortium Exec and Membership meetings; work on transfer of Pioneer Financial Agent from Grand Island to Holdrege



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

April-June 2020

To Hall County Board of Supervisors:

At the end of June 2020 our statistical report showed a total of 1,044 Hall County household cards, yielding three (3) 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. For most of this quarter, the library was closed due to COVID-19 and so patrons either used their existing cards for checkout of digital resources or were issued virtual cards. This accounts for such a small increase during the quarter.

Balance March 31, 2020	1,041
April - June 2020 Issues	3
Balance June 30, 2020	1,044

A handwritten signature in cursive script, reading "Steve Fosselman".

Steve Fosselman, Library Director
July 1, 2020

Library Board

Monday, July 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:

Library Board

Monday, July 20, 2020

Regular Meeting

Item E1

Consideration of Policies Currently in Committee

This agenda item allows for discussion and potential approval of policies coming out of committee and tabled at the May meeting.

Staff Contact: Tanya Hansen, Ben Boeselager

Library Board

Monday, July 20, 2020

Regular Meeting

Item F1

Designation of Norman B. and Peppy Wolbach Bahr Charitable Remainder Trust in City's Special Project (295) Fund

Mr. and Mrs. Bahr designated the Grand Island Library as a charitable organization entitled to a gift of ten percent (10%) of the remaining trust estate, to be used for our library's general charitable purposes. Since this charitable gift was to Grand Island Library instead of Grand Island Public Library Foundation, it is covered under the Library Board's Library Funds Policy. \$79,270.65 was deposited in the Library's portion of the City Special Project (295) Fund on June 30, 2020.

The Library Board determines the designation and use of these funds. It is recommended that this gift be designated for programming supplies, books and other materials, and other budget line items affected by the Library's anticipated budget circumstances. The amount for FY 2020-21 can be determined at a later time.

Staff Contact:

December 13, 2019

By US Mail and Email

Grand Island Library
c/o Shaun Klee
1124 W 2nd St
Grand Island, NE 68801
Email: shaunk@gilibrary.org

Re: Norman B. and Peppy Wolbach Bahr Charitable Remainder Trust dated February 12, 1998

Dear Mr. Klee:

I am writing you in regards to the recent death of Norman B. Bahr. During his lifetime, Mr. Bahr and his late wife, Louise W. Bahr, created the Norman B. and Peppy Wolbach Bahr Charitable Remainder Trust dated February 12, 1998 (the "Trust"). Following Mr. Bahr's death, Elizabeth Bahr and William Bahr became the Co-Trustees of the Trust (the "Co-Trustees"). My firm represents Ms. Elizabeth Bahr and Mr. William Bahr as Co-Trustees and therefore I am writing to you on behalf of Ms. Elizabeth Bahr and Mr. William Bahr as Co-Trustees with respect to the Trust.

California law requires that when there is a change to the trustee of an irrevocable trust, a trust notification must be mailed to all beneficiaries named in the trust. I have therefore enclosed a Trust Notification for your information and in compliance with the law. I have also enclosed a complete copy of the Trust and a copy of Exhibit B dated March 4, 2013 for your records. The sole asset of the Trust is UBS Account ending in 5067. For your reference, enclosed please also find a copy of the date of death statement for UBS Account ending in 5067.

The Trust Agreement provides that upon Mr. Bahr's death, the remaining balance of the trust estate shall be distributed to the charitable organizations designated in Exhibit B. Pursuant to Exhibit B of the Trust Agreement dated March 4, 2013, Mr. and Mrs. Bahr designated the Grand Island Library as a charitable organization entitled to a gift of ten percent (10%) of the remaining trust estate, to be used for your general charitable purposes.

Please do not hesitate to contact me should you have any questions regarding the Trust asset or its administration. Please note that if you have any questions regarding your legal rights as a beneficiary generally, you are encouraged to consult with your own attorney of your choosing.

Very truly yours,



Michelle Graham

Enclosures

cc: Ms. Elizabeth Bahr
Mr. William Bahr

direct: +1 858 400 1307
fax: +1 858 759 3010
e-mail: michelle.graham@withersworldwide.com
admitted in California
SD01033/0001-US-7714699/1

Withersworldwide
London Geneva Milan Padua
Hong Kong Singapore Tokyo British Virgin Islands
New York Greenwich New Haven San Francisco
Los Angeles Rancho Santa Fe San Diego

Withers SBL
Melbourne Sydney

Library Board

Monday, July 20, 2020

Regular Meeting

Item F2

Discussion of FY 2020/2021 Budget Process

Work continues on the City budget. The first attachment shows administrative changes made to the Library budget since the last board meeting. The second attachment is a document presented to Council at its July 14, 2020 budget session. Model 2 seems to be favored with a mill levy decision by Council forthcoming.

The spreadsheets for each model do not appear to take into account needed future additions to the Library's FTE count. As a review, the Library's current FTE count is 23.5 but has been administratively reduced to 18 FTE due to COVID-19.

Staff Contact:

		Yearly	Yearly	FY 2020	Period 1	Period 1	FY 2020	FY 2020	Period 2	Period 2	FY 2021	FY 2021
	Account Name	View 2018	View 2019	Budget	Base	Adjustments	Proposed 06112020	Proposed 07022020	Base	Adjustme nts	Proposed 06112020	Proposed 07022020
100-143-10044301-85105	SALARIES - REGULAR	1,017,300	1,044,763	1,154,011	1,001,490	37,120	1,038,610	983,716	1,001,490	0	1,001,490	1,001,490
100-143-10044301-85110	SALARIES - OVERTIME	273	555	750	0	675	675	314	0	1,000	1,000	1,000
100-143-10044301-85115	F.I.C.A. PAYROLL TAXES	73,408	75,277	88,132	76,614	2,705	79,319	69,908	76,614	0	76,614	76,614
100-143-10044301-85120	HEALTH INSURANCE	106,053	108,582	131,756	179,386	-60,806	118,580	115,623	179,386	0	179,386	179,386
100-143-10044301-85125	LIFE INSURANCE	1,549	1,541	1,500	1,600	-250	1,350	1,485	1,600	0	1,600	1,600
100-143-10044301-85130	DISABILITY INSURANCE	1,754	1,885	2,135	2,788	-866	1,922	2,093	2,788	0	2,788	2,788
100-143-10044301-85135	TUITION REIMBURSEMENT	1,000	0	0	0	0	0	0	0	0	0	0
100-143-10044301-85145	PENSION CONTRIBUTION	47,135	48,197	50,191	55,680	-7,680	48,000	49,722	55,680	0	55,680	55,680
100-143-10044301-85150	WORKERS COMPENSATION	1,178	877	2,043	1,968	-129	1,839	1,839	1,968	0	1,968	1,968
100-143-10044301-85160	OTHER EMPLOYEE BENEFITS	599	676	800	0	0	0	525	0	0	0	0
100-143-10044301-85161	HRA-VEBA	18,954	11,965	11,440	12,220	-1,220	11,000	11,227	12,220	0	12,220	12,220
Total Personnel		1,269,204	1,294,318	1,442,758	1,331,745	-30,450	1,301,295	1,236,452	1,331,745	1,000	1,332,745	1,332,745
Savings from 2020 Budget							141,463	206,306			110,013	110,013
100-143-10044301-85213	CONTRACT SERVICES	10,147	21,897	10,000	10,000	8,000	18,000	18,000	10,000	0	10,000	10,000
100-143-10044301-85241	COMPUTER SERVICES	34,513	34,281	31,848	31,848	-1,848	30,000	30,000	31,848	-1,848	30,000	30,000
100-143-10044301-85245	PRINTING & BINDING SERVICES	3,269	1,887	2,300	2,300	-1,300	1,000	1,000	2,300	-2,300	0	0
100-143-10044301-85305	UTILITY SERVICES	61,970	45,679	55,000	55,000	0	55,000	55,000	55,000	0	55,000	55,000
100-143-10044301-85317	NATURAL GAS	4,670	4,965	5,000	5,000	-1,000	4,000	4,000	5,000	0	5,000	5,000
100-143-10044301-85319	REPAIR & MAIN-LAND IMP/IRRIGAT	909	90	1,000	1,000	-800	200	200	1,000	0	1,000	1,000
100-143-10044301-85324	REPAIR & MAINT - BUILDING	23,016	31,139	15,000	15,000	10,000	25,000	25,000	15,000	0	15,000	20,000
100-143-10044301-85330	REPAIR & MAINT-OFF FURN & EQ	13,826	12,822	15,000	15,000	0	15,000	15,000	15,000	0	15,000	15,000
100-143-10044301-85335	REPAIR & MAINT - VEHICLES	0	99	480	480	0	480	480	480	0	480	480
100-143-10044301-85350	SANITATION SERVICE	502	421	500	500	100	600	600	500	250	750	750
100-143-10044301-85413	POSTAGE	5,482	5,679	6,000	6,000	-2,000	4,000	4,000	6,000	0	6,000	6,000
100-143-10044301-85416	ADVERTISING	743	879	800	800	-360	440	440	800	-550	250	250
100-143-10044301-85422	DUES & SUBSCRIPTIONS	25,801	26,590	26,000	26,000	0	26,000	26,000	26,000	0	26,000	26,000
100-143-10044301-85425	BOOKS	123,317	104,517	106,273	106,273	-26,273	80,000	80,000	106,273	-11,273	95,000	95,000
100-143-10044301-85426	AV/ELECTRONIC MEDIA	128,136	126,785	106,274	106,274	0	106,274	106,274	106,274	-2,574	103,700	98,700
100-143-10044301-85427	PERIODICALS	15,297	15,152	15,500	15,500	0	15,500	15,500	15,500	-1,500	14,000	14,000
100-143-10044301-85428	TRAVEL & TRAINING	2,138	2,644	2,500	2,500	1,300	3,800	3,800	2,500	0	2,500	2,500
100-143-10044301-85453	CASH OVER & SHORT	88	76	100	100	0	100	100	100	0	100	100
100-143-10044301-85490	OTHER EXPENDITURES	1,050	1,231	1,000	1,000	0	1,000	1,000	1,000	0	1,000	1,000
100-143-10044301-85505	OFFICE SUPPLIES	47,131	62,870	56,000	56,000	-8,000	48,000	48,000	56,000	-5,000	51,000	51,000
100-143-10044301-85510	CLEANING SUPPLIES	2,220	2,612	4,000	4,000	0	4,000	4,000	4,000	0	4,000	4,000
100-143-10044301-85515	GASOLINE	399	457	500	500	0	500	500	500	0	500	500
100-143-10044301-85540	SMALL TOOLS & PARTS	15,657	12,068	15,000	15,000	-6,368	8,632	8,632	15,000	-5,791	9,209	9,209
Total Operating		520,280	514,838	476,075	476,075	-28,549	447,526	447,526	476,075	-30,586	445,489	445,489
Savings from 2020 Budget							28,549	28,549			30,586	30,586
Total 100 Fund Budget		1,789,484	1,809,156	1,918,833	1,807,820	-58,999	1,748,821	1,683,978	1,807,820	-29,586	1,778,234	1,778,234
Savings from 2020 Budget							170,012	234,855			140,599	140,599



City of Grand Island

Tuesday, July 14, 2020

Council Session/Budget Work Session

Item -1

Continued FY 2020/2021 Budget Discussions

Staff Contact: Patrick Brown

Council Budget Work Session Memo

From: Patrick Brown, Finance Director

Meeting: July 14, 2020

Subject: General Fund Budget Discussion

Presenter(s): Patrick Brown, Finance Director

Background

Due to the pandemic and the uncertainty of the City's revenue sources for the upcoming budget year, certain decisions need to be made as to the funding of General Fund operations and the use of Cash Reserves. The City's use of Cash Reserves provides the City the means to handle economic uncertainties, local disasters, and any other unanticipated financial hardships.

Discussion

The City's Fiscal Year (FY) 2021 Budget will be a challenge. It's a challenge because of the abrupt change and uncertainty in revenue streams and how those changes will affect City operations going forward. For the models of the following pages we used these assumptions:

- 15% reduction in Sales Tax Revenue
- 2% Property Tax Increase (discussion point)
- 3% revenue growth for year 2022 and 2% growth for years 2023-2026
- 3.31% growth in Personnel Services for years 2022-2026 (see historical data)
- 0% cost of living adjustment for non-union members in the General Fund for FY2021
- Transfers out of \$750k for Economic Development (LB840), Community Development \$25k, Transit \$220k, and Capital Equipment of \$500k

Model 1:

In this model we would use \$1,695,883 in cash reserves for the FY2021 budget. The only transfers into the General Fund would be \$35,000 for the Vet's Cemetery maintenance and \$65,000 for Grand Generation Center. The \$1,695,883 does not include capturing the incremental increase in property tax (adjusting the city's mill levy down). If the City keeps the same mill levy, cash reserves would be reduced by \$1,461,190.

Model 2:

In this model we would use \$1,445,883 in cash reserves for the FY2021 budget. The transfers into the General Fund consist of \$35,000 for the Vet’s Cemetery maintenance, \$65,000 for Grand Generation Center, and \$250,000 KENO funds. The \$1,445,883 does not include capturing the incremental increase in property tax (adjusting the city’s mill levy down). If the City keeps the same mill levy, cash reserves would be reduced by \$1,211,190.

Model 3:

In this model we would use \$695,883 in cash reserves for the FY2021 budget. The transfers into the General Fund consist of \$35,000 for the Vet’s Cemetery maintenance, \$65,000 for Grand Generation Center, \$250,000 KENO funds, and \$750,000 from Food & Beverage Occupation Tax. This model assumes there would not be a payment to Grow Grand Island from the Food & Beverage Fund. Parks projects were also funded out of the Food & Beverage fund in the past but in this model Park’s Projects would be funded by 2004 Sales Tax. The \$695,883 does not include capturing the incremental increase in property tax (adjusting the city’s mill levy down). If the City keeps the same mill levy, cash reserves would be reduced by \$461,190.

Model 4:

In this model we would use \$461,190 in cash reserves for the FY2021 budget. The transfers into the General Fund consist of \$35,000 for the Vet’s Cemetery maintenance, \$65,000 for Grand Generation Center, \$250,000 KENO funds, and \$750,000 from Food & Beverage Occupation Tax.

Recommendation

Finance and Administration is looking for recommendations from City Council on the funding of General Fund operations and the use of Cash Reserves.

Model 1

	2019	2020	2021	2022	2023	2024	2025	2026	Comments
Beginning Cash		13,305,411	13,648,685	11,952,802	10,449,000	8,514,626	6,127,318	3,263,798	
Revenue		39,208,970	37,380,179	38,501,584	39,271,616	40,057,048	40,858,189	41,675,353	3% growth in 2022, 2% for 2023-2026
End of Year Adjustment		-\$1,251,943	-	-	-	-	-	-	-3.2%
If City reduces mill levy to keep property tax receipts the same.			(234,693)						
Transfers In		35,000	100,000	100,000	100,000	100,000	100,000	100,000	\$35k from Farm Income (vet's cemetery), \$65k from 2004 Sales Tax (Grand Generation)
Total Revenue		37,992,027	37,245,486	38,601,584	39,371,616	40,157,048	40,958,189	41,775,353	
Personnel Services		29,865,965	30,799,558	31,819,023	32,872,233	33,960,304	35,084,390	36,245,683	Assumes a 3.31% increase from 2022-2036; non-union members 0% cost of living adjustment for 2021
End of Year Vacancy adjustment		(1,016,065)	-	-	-	-	-	-	
Personnel Svcs % of Total Appropriations		76.6%	79.1%						
Operating Expense		7,249,062	6,646,811	6,746,513	6,847,711	6,950,427	7,054,683	7,160,503	Assumes a 1.5% increase from 2021-2031
End of Year Operating adjustment		(550,209)							
Operating Exp. % of Total Appropriations		17.8%	17.1%						
Transfers Out		2,100,000	1,495,000	1,539,850	1,586,046	1,633,627	1,682,636	1,733,115	Eco-Devo \$750k, Com-Dev \$25k, Transit \$220k, Cap Equip \$500K - 3% Growth
End of Year Transfer Savings		-	-	-	-	-	-	-	
Transfers % of Total Appropriations		5.6%	3.8%						
		-	-	-	-	-	-	-	
Total Appropriations		37,648,753	38,941,369	40,105,387	41,305,989	42,544,357	43,821,709	45,139,301	
Ending Cash	13,305,411	13,648,685	11,952,802	10,449,000	8,514,626	6,127,318	3,263,798	(100,150)	
Cash as % of Appropriations		36.25%	30.69%	26.05%	20.61%	14.40%	7.45%	-0.22%	
Use of Cash Reserves		343,274	(1,695,883)						

Model 2

Revenue Growth %	2.00%	Operating Exp. Growth %	1.50%
Transfers OUT %	3.00%	Personnel Exp. Growth %	3.31%

General Fund Projection 5 YR - FTE Worksheet

	2019	2020	2021	2022	2023	2024	2025	2026	Comments
Beginning Cash		13,305,411	13,648,685	12,202,802	10,699,000	8,764,626	6,377,318	3,513,798	
Revenue		39,208,970	37,380,179	38,501,584	39,271,616	40,057,048	40,858,189	41,675,353	3% growth in 2022, 2% growth 2023-2026
End of Year Adjustment		-\$1,251,943	-	-	-	-	-	-	-3.2%
If City reduces mill levy to keep property tax receipts the same.			(234,693)						
Transfers In		35,000	350,000	100,000	100,000	100,000	100,000	100,000	\$35k from Farm Income (vet's cemetery), \$65k from 2004 Sales Tax (Grand Generation), KENO \$250k
Total Revenue		37,992,027	37,495,486	38,601,584	39,371,616	40,157,048	40,958,189	41,775,353	
Personnel Services		29,865,965	30,799,558	31,819,023	32,872,233	33,960,304	35,084,390	36,245,683	Assumes a 3.31% increase from 2022-2036; non-union members 0% cost of living adjustment for 2021
End of Year Vacancy adjustment		(1,016,065)	-	-	-	-	-	-	
Personnel Svcs % of Total Appropriations		76.6%	79.1%						
Operating Expense		7,249,062	6,646,811	6,746,513	6,847,711	6,950,427	7,054,683	7,160,503	Assumes a 1.5% increase from 2021-2031
End of Year Operating adjustment		(550,209)							
Operating Exp. % of Total Appropriations		17.8%	17.1%						
Transfers Out		2,100,000	1,495,000	1,539,850	1,586,046	1,633,627	1,682,636	1,733,115	Eco-Devo \$750k, Com-Dev \$25k, Transit \$220k, Cap Equip \$500K - 3% Growth
End of Year Transfer Savings		-	-	-	-	-	-	-	
Transfers % of Total Appropriations		5.6%	3.8%						
Total Appropriations		37,648,753	38,941,369	40,105,387	41,305,989	42,544,357	43,821,709	45,139,301	
Ending Cash	13,305,411	13,648,685	12,202,802	10,699,000	8,764,626	6,377,318	3,513,798	149,850	
Cash as % of Appropriations		36.25%	31.34%	26.68%	21.22%	14.99%	8.02%	0.33%	
Use of Cash Reserves		343,274	(1,445,883)						

Model 3

Revenue Growth %	2.00%	Operating Exp. Growth %	1.50%
Transfers OUT %	3.00%	Personnel Exp. Growth %	3.31%

General Fund Projection 5 YR - FTE Worksheet

	2019	2020	2021	2022	2023	2024	2025	2026	Comments
Beginning Cash		13,305,411	13,648,685	12,952,802	11,449,000	9,514,626	7,127,318	4,263,798	
Revenue		39,208,970	37,380,179	38,501,584	39,271,616	40,057,048	40,858,189	41,675,353	3% growth in 2022, 2% growth 2023-2026
End of Year Adjustment		-\$1,251,943	-	-	-	-	-	-	-3.2%
If City reduces mill levy to keep property tax receipts the same.			(234,693)						
Transfers In		35,000	1,100,000	100,000	100,000	100,000	100,000	100,000	\$35k from Farm Income (vet's cemetery), \$65k from 2004 Sales Tax (Grand Generation), KENO \$250k, Food & Beverage \$750k (Economic Development Agreement). Stop KENO & FB Transfer starting in 2022
Total Revenue		37,992,027	38,245,486	38,601,584	39,371,616	40,157,048	40,958,189	41,775,353	
Personnel Services		29,865,965	30,799,558	31,819,023	32,872,233	33,960,304	35,084,390	36,245,683	Assumes a 3.31% increase from 2022-2036; non-union members 0% cost of living adjustment for 2021
End of Year Vacancy adjustment		(1,016,065)	-	-	-	-	-	-	
Personnel Svcs % of Total Appropriations		76.6%	79.1%						
Operating Expense		7,249,062	6,646,811	6,746,513	6,847,711	6,950,427	7,054,683	7,160,503	Assumes a 1.5% increase from 2021-2031
End of Year Operating adjustment		(550,209)							
Operating Exp. % of Total Appropriations		17.8%	17.1%						
Transfers Out		2,100,000	1,495,000	1,539,850	1,586,046	1,633,627	1,682,636	1,733,115	Eco-Devo \$750k, Com-Dev \$25k, Transit \$220k, Cap Equip \$500K - 3% Growth
End of Year Transfer Savings		-	-	-	-	-	-	-	
Transfers % of Total Appropriations		5.6%	3.8%						
Total Appropriations		37,648,753	38,941,369	40,105,387	41,305,989	42,544,357	43,821,709	45,139,301	
Ending Cash	13,305,411	13,648,685	12,952,802	11,449,000	9,514,626	7,127,318	4,263,798	899,850	
Cash as % of Appropriations		36.25%	33.26%	28.55%	23.03%	16.75%	9.73%	1.99%	
Use of Cash Reserves		343,274	(695,883)						

Model 4

Revenue Growth %	2.00%	Operating Exp. Growth %	1.50%
Transfers OUT %	3.00%	Personnel Exp. Growth %	3.31%

General Fund Projection 5 YR - FTE Worksheet

	2019	2020	2021	2022	2023	2024	2025	2026	Comments
Beginning Cash		13,305,411	13,648,685	13,187,495	11,683,693	9,749,319	7,362,011	4,498,491	
Revenue		39,208,970	37,380,179	38,501,584	39,271,616	40,057,048	40,858,189	41,675,353	3% growth in 2022, 2% growth 2023-2026
End of Year Adjustment		-\$1,251,943	-	-	-	-	-	-	-3.2%
Transfers In		35,000	1,100,000	100,000	100,000	100,000	100,000	100,000	\$35k from Farm Income (vet's cemetery), \$65k from 2004 Sales Tax (Grand Generation), KENO \$250k, Food & Beverage \$750k (Economic Development Agreement). Stop KENO & FB Transfer starting in 2022
Total Revenue		37,992,027	38,480,179	38,601,584	39,371,616	40,157,048	40,958,189	41,775,353	
Personnel Services		29,865,965	30,799,558	31,819,023	32,872,233	33,960,304	35,084,390	36,245,683	Assumes a 3.31% increase from 2022-2036; non-union members 0% cost of living adjustment for 2021
End of Year Vacancy adjustment		(1,016,065)	-	-	-	-	-	-	
Personnel Svcs % of Total Appropriations		76.6%	79.1%						
Operating Expense		7,249,062	6,646,811	6,746,513	6,847,711	6,950,427	7,054,683	7,160,503	Assumes a 1.5% increase from 2021-2031
End of Year Operating adjustment		(550,209)							
Operating Exp. % of Total Appropriations		17.8%	17.1%						
Transfers Out		2,100,000	1,495,000	1,539,850	1,586,046	1,633,627	1,682,636	1,733,115	Eco-Devo \$750k, Com-Dev \$25k, Transit \$220k, Cap Equip \$500K - 3% Growth
End of Year Transfer Savings		-	-	-	-	-	-	-	
Transfers % of Total Appropriations		5.6%	3.8%						
		-	-	-	-	-	-	-	
Total Appropriations		37,648,753	38,941,369	40,105,387	41,305,989	42,544,357	43,821,709	45,139,301	
Ending Cash	13,305,411	13,648,685	13,187,495	11,683,693	9,749,319	7,362,011	4,498,491	1,134,543	
Cash as % of Appropriations		36.25%	33.87%	29.13%	23.60%	17.30%	10.27%	2.51%	
Use of Cash Reserves		343,274	(461,190)						

Personnel Cost % Change			
	Personnel Costs	% change over prior year	
2011	22,574,946		
2012	22,628,819	0.24%	
2013	23,423,719	3.51%	
2014	26,225,124	11.96%	5.41% average
2015	27,373,839	4.38%	
2016	29,275,793	6.95%	
2017	27,423,210	-6.33%	Critical Decisions made
2018	26,366,468	-3.85%	Critical Decisions made
2019	27,616,755	4.74%	
2020 Budget	29,865,958	8.14%	5.42% average
2021 Prop Budget	30,869,119	3.36%	
Overall Average		3.31%	

Library Board

Monday, July 20, 2020

Regular Meeting

Item F3

Accept for Filing Library Director's Letter of Retirement

Staff Contact:



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

1124 West 2nd Street • Grand Island, Nebraska 68801
(308) 385-5333 • FAX 385-5339

www.gilibrary.org • www.facebook.com/gilibrary

July 16, 2020

TO: Tanya Hansen, Library Board President
Jerry Janulewicz, City Administrator

RE: Letter of Retirement

I've been talking the past year about my upcoming retirement, and the only thing missing has been a retirement date. I have made a decision that my last day as Library Director will be Friday, September 11, 2020.

I am happy to assist as needed in making administrative arrangements to start the process of securing a new Library Director in accordance with City Code and Nebraska statutes.

I greatly appreciate the opportunity to have been of service since 1991 to this wonderful community in its pursuit of a lifetime of learning and literacy. Thank you for your support of my administration, public library services and our valuable contribution to Grand Island's quality of life. It has been an honor to serve with several city administrators, mayors, councils and library boards, as well as so many dedicated and creative library staff members. Together we have made public library services better for those we serve, and I encourage you to continually seek improvement and advancement.

Please let me know of any ways I can assist both the Library Board and City Administration during my remaining tenure.

Sincerely,

Steve Fosselman

Library Board

Monday, July 20, 2020

Regular Meeting

Item F4

Discussion of Library Director Replacement Process

This item has been placed on the agenda to facilitate library board discussion with the goal of determining our part of the process. There is currently a freeze on filling vacancies, and so a request has been made to unfreeze so recruitment can start. A review of City Code is attached to illustrate the relationship between the Library Board and City government. The Library Director job description is also attached.

Staff Contact:

§19-5. Library Board; Powers Generally

The board of directors of the public library shall have power to ... appoint a suitable librarian *and assistants, to fix their compensation and to remove their appointments in accordance with the Personnel Rules of the City; to establish regulations for the government of such library as may be deemed necessary for its preservation and to maintain its usefulness and efficiency; ...* and to exercise such power as may be necessary to carry out the spirit and intent of Neb. Rev. Stat. §51-201 through §51-219 and to carry out the provisions of this chapter in establishing and maintaining the public library and reading rooms.

Library Personnel Policy <https://www.gilibrary.org/home/showdocument?id=10448>

§2-31. Hired Officials

The officials set forth below shall be hired officials which shall be selected for employment by the city as set forth in the personnel rules and regulations. All of the hired officials shall be subject to the personnel rules of the City of Grand Island as adopted by resolution. The personnel rules are supplemental to the civil service rules for the officials set forth in subparagraph (B), and supplemental to the terms of interlocal agreements pertaining to the officials set forth in subparagraph (C) below. The officials listed in subparagraphs (A) and (B) shall be hired by the Mayor with the approval of the City Council. The length of service of all the officials listed below shall be indefinite. The discipline and/or removal of the officials listed in subparagraphs (A), (C), and (D) shall be governed by the City's personnel rules. The discipline and/or removal of the officials listed in subparagraph (B) shall be governed by the City's personnel and civil service rules.

(D) The following shall constitute the official subject to the provisions of Article 2, Chapter 51 of the Nebraska Revised Statutes pertaining to libraries:

Library Director

§2-37. Administrator; Duties; General

The duties of the city administrator are as follows:

(1) Attend all meetings of the city council and its committees unless excused, with the duty of reporting on any matter concerning the City under his or her direction; and to attend such other meetings of departments and officials as the duties of the office may require, or as may be directed by the mayor or council.

(2) Make investigation into all affairs of the City and to make recommendations to the mayor and council for the adoption of such measures and ordinances as are deemed necessary or expedient for the good government of the City.

(3) Analyze the functions, duties, and activities of the various departments, divisions, and services of the City, and of all employees thereof, and to make recommendations regarding the same to the mayor and council; and to faithfully carry out the directives and recommendations of the mayor and council in coordinating the administrative functions and operations of the various departments, divisions, and services.

(4) Keep the mayor and council fully advised as to the financial condition of the City. **With the adoption of the budget and the passage of the appropriations ordinance by the governing body, the city administrator shall be responsible for the supervision and control of the budgeted expenditures.**

(5) Oversee the supervision of all employees, and evaluate all appointed and hired officials, and recommend to the mayor the appointment, discipline, transfer and dismissal of all City personnel.

(6) Investigate or have investigated all complaints filed against an employee, department, division, or service of the City, and to report such investigation with recommendation to the mayor and council.

(7) Act as Program Administrator for the Economic Development Program of the City, act as ex-officio member of the Economic Development Committee, assist the committee, and provide the committee with necessary information and advice on the economic development program.

(8) Perform all other duties and exercise such other power as may be required by ordinance, or prescribed by resolution of the mayor and council.



LIBRARY DIRECTOR

DEPARTMENT: Library

CLASSIFICATION: Exempt

DIVISION:

JOB CLASS: 0340

DEFINITION

Plan, direct and review the activities and operations of the Grand Island Public Library including library budget, hiring and supervision of library staff, oversight of building and grounds maintenance, collection development, evaluation of existing programs and procedures, formulation and implementation of solutions to library related problems, public relation and the development and promotion of new services; coordinate assigned activities with other City departments and outside agencies; and provide policy, technical and administrative support to the Mayor, City Council, Library Board and City Administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction and general administrative direction from the Library Board and City Administrator, respectively.

Exercises direct supervision over professional and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop, plan, and implement library goals and objectives; recommend and administer policies and procedures; monitor all library operations including patron relations.

Coordinate Library activities with those of other departments and outside agencies and organizations; provide staff assistance to the Library Board and City Administrator; prepare and present staff reports and other necessary correspondence; maintain organizational records.

Direct, oversee and participate in the development of the library's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare studies, reports, bid specifications, contracts, oral presentations and news releases concerning library operations, needs, services, programs and projects.

Oversee the maintenance of library facilities and equipment.

Plan, direct and maintain records for library fund raising projects; write, plan and supervise Library grants.

Oversee the requisition and processing of library material; stay abreast of new trends and innovations in the library field.

Supervise and participate in the development and administration of the library budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year

adjustments.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees; represent the library before various officials, community and professional organizations, news media and the general public.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement discipline and termination procedures.

Conduct long range planning for the library; conduct community studies, patterns of use and studies of demographic changes; analyze and evaluate results with regards to future Library services.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern and complex principles and practices of library organization, administration and operation.

Program and project development applicable to a library system.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Principles, practices of fund raising techniques, public relations and grant writing.

Principles, practices and philosophy of library science.

Applications of library automation systems and related technology.

Other libraries and agencies and their resources and how they can be utilized in augmenting library services.

Principles and procedures of professional library work including methods and techniques of library classification, cataloging and reference.

Research and reporting methods, techniques and procedures.

Modern office procedures, methods and equipment.

Principles and procedures of financial record keeping and reporting.

Ability to:

Develop and implement library programs and services which stimulate reader interests and are responsive to the needs of the community.

Select, supervise, train and evaluate assigned staff.

Prepare and administer a budget.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively administer a variety of library activities.

Identify and respond to public, City Council and Library Board issues and concerns.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Evaluate and develop improvements in library operations, procedures, policies and methods.

Prepare clear and concise reports.

License or Certificate:

Possession of, or ability to obtain and maintain, an appropriate valid Nebraska driver's license.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in a public library including four years of administrative or supervisory responsibility.

Training:

Possession of a Master of Library Science degree from an American Library Association accredited college or university.

PHYSICAL REQUIREMENTS

Activities:

Sitting	Frequent
Standing	Frequent
Walking	Frequent
Reaching	Occasional
Climbing Stairs	Occasional
Bending	Occasional
Squatting	Occasional
Kneeling	Occasional
Twist/Turn	Frequent
Simple Grasping	Occasional

Fine Manipulation	Occasional
Handling	Occasional

Lifting

Waist Level	15#
Chair to Floor	15#
Above Shoulder	15#

<u>Push/Pull</u>	100#
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Carry

Right	15# Occasional
Left	15# Occasional

Use of Feet

Left
Right

Foot Controls

Not at all
Not at all

Library Board

Monday, July 20, 2020

Regular Meeting

Item F5

Review of Board Committees and Bylaws

Discussion will take place about board committee assignments and needed bylaws changes, with action set for the August meeting. The attached suggested revisions to bylaws are just one way to allow for maximum flexibility in committee structure and clearly defined relationship with Library Director.

Staff Contact:

DRAFT BY-LAWS

GRAND ISLAND PUBLIC LIBRARY BOARD

ARTICLE I – Name

This organization shall be called “The Board of Trustees of the Grand Island Public Library” existing by virtue of the provisions of Sections ~~179~~-3 and ~~179~~-4 of the Grand Island City Code as provided by Chapter 51 of the Revised Statutes of Nebraska and exercising the powers and authority, and assuming the responsibilities delegated to it under the said statutes.

ARTICLE II – Membership

- Section 1 The Board shall consist of seven (7) members to be elected by the City Council and to be chosen from the citizens at large, of which Board neither the Mayor nor any member of the City Council shall be a member.¹
- Section 2 The directors first elected shall hold their office for a term of four (4) years from the first date of July, and directors shall be chosen thereafter as terms expire. No director shall be elected for more than two successive terms.² If a person is appointed to fill out the remainder of another person’s term, and there remains three or more years of that term, this is then to be considered a regular term.
- Section 3 In cases of vacancies by resignation, removal, or otherwise, the City Council shall fill such vacancy for the unexpired term.³
- Section 4 No director shall receive any pay or compensation for any services rendered as a member of the board.⁴
- Section 5 A trustee who is absent from three (3) consecutive regular meetings or who has not attended at least seven (7) regular meetings in a twelve (12) month period shall be requested by the president to state in writing his intention to continue serving on the Board.

¹ Grand Island City Code, Section 19-3, as amended by Ordinance 8753

² Grand Island City Code, Section 19-3, as amended by Ordinance 4391

³ Grand Island City Code, Section 19-3

⁴ Ibid.

DRAFT Revised ~~August 12, 2002~~ August 17, 2020

ARTICLE III – Officers

- Section 1 The officers shall be a president, a vice-president and a secretary.¹ Election of officers shall take place at the annual meeting.
- Section 2 Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. An individual shall not serve more than two consecutive years in the same office.
- Section 3 The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, co-sign all claims approved by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
- Section 4 The vice-president, in the event of the absence or disability of the president, or a vacancy in that office, shall assume and perform the duties and functions of the president.
- Section 5 The secretary shall keep a true and accurate record of all meetings of the board, and shall issue notice of all regular meetings one week in advance.

ARTICLE IV – Meetings

- Section 1 The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting.
- Section 2 Special meetings may be held any time at the call of the president or at the call of any three (3) members of the board, provided that notice thereof be given to all board members at least 24 hours in advance of the special meeting.
- Section 3 Notice of regular meetings, specifying time and place shall be published, as provided by law, so that citizens can exercise their democratic privilege of appearing at public sessions of governmental bodies. All such public meetings shall be held in the public building in which the governmental body conducting the meeting operates or is headquartered unless the publicized notice shall designate another public building or other place. The minutes of the governmental body, shall record the manner by which such publicized notice was given.²
- Section 4 The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in the month of June each year.

¹ Grand Island City Code, Section 19-4

² Nebraska Statutes, 84-1402

DRAFT Revised August 12, 2002 August 17, 2020

Section 5 The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- (a) Call to order
- (b) Disposition of minutes of previous meeting and any intervening special meetings
- (c) Librarian's financial report and allowance of bills
- (d) Librarian's circulation report
- (e) Committee reports
- (f) Communications
- (g) Unfinished business
- (h) New business
- (i) Public presentation to, or discussion with, the board
- (j) Adjournment

Section 6 Four (4) members of the library board shall constitute a quorum, but a majority vote of all the members of the library board shall be required to transact any business. Any formal official action on any question or motion duly moved and seconded shall be taken only by roll call vote of the governing body in open session convened and the record shall show how each member voted.¹

Section 7 Proceedings of all meetings shall be governed by Robert's Rules of Order, except as herein provided.

ARTICLE V – Committees

Section 1 The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. ~~The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.~~

~~Section 2 The following standing committees shall be appointed by the president at the first regular meeting after the annual meeting, to serve for one year.~~

- ~~(a) Building and property~~
- ~~(b) Special activities and public relations~~
- ~~(c) Personnel~~
- ~~(d) Policy and by-laws~~
- ~~(e) Budget and finance~~

The librarian and president shall be ex-officio members of each committee, with the president a voting member thereof.

¹ Nebraska Statutes, 84-1405

Section ~~3~~ 2 All committees shall make a progress report to the library board at each of its meetings.

Section ~~4~~ 3 No committee will have other than advisory powers unless by suitable action of the board, it is granted specific power to act.

ARTICLE VI – General

Section 1 The by-laws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Section 2 The by-laws shall be reviewed annually at the July meeting.

ARTICLE VII – Library Director

The board of directors of the public library shall have power to appoint a suitable librarian in accordance with Grand Island City Code §2-31(D) and §19-5.

As stated in Grand Island City Code §2-31, the Library Director is a hired official subject to the personnel rules of the City of Grand Island as adopted by resolution. The length of service of the Library Director shall be indefinite, with discipline and/or removal governed by the City's personnel rules.

In accordance with Grand Island City Code §2-37, as a hired official the Library Director is evaluated by the City Administrator.

As stated in the City of Grand Island Library Director job description, the Library Director receives policy direction from the Library Board and general administrative direction from the City Administrator. The charge of the Library Director is to plan, direct and review the activities and operations of the Library including library budget, hiring and supervision of library staff, oversight of building and grounds maintenance, collection development, evaluation of existing programs and procedures, formulation and implementation of solutions to library related problems, public relation and the development and promotion of new services; coordinate assigned activities with other City departments and outside agencies; and provide policy, technical and administrative support to the Mayor, City Council, Library Board and City Administrator. ~~The librarian shall have sole charge of the administration of the library under the direction and review of the board. The librarian shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's services to the public, and for the operation of the library under financial conditions set forth in the annual budget. The librarian shall, on orders from the board submit claims on the Library Fund to be paid out by the City Treasurer, shall keep an accurate record of all moneys received and disbursed by him and~~

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~~make a report thereof to the library board monthly or as often as the board shall require.~~

The librarian shall attend all board meetings. ~~except those at which his appointment or salary is to be discussed.~~

ARTICLE VII – State and National Affiliations

- Section 1 All members of the board shall be members of the Trustees Section of the Nebraska Library Association.
- Section 2 The president of the board shall be a member of the Trustees Section of the American Library Association. Any material received from this source shall be made available to all board members.

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