



## **Library Board**

**Tuesday, August 18, 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 July 20, 2020
5. Approval of Financial Reports
6. Approval of Bills Submitted - July 28, 2020 and August 11, 2020
7. Approval of Director's Report
8. Board Communications and Committee Reports

9. Consideration of Policies Currently in Committee
10. Consideration of Committee Assignments and Bylaws Changes
11. Approval of Recommendation of Celine Swan as Interim Library Director
12. Discussion of FY 2020/2021 Budget Process
13. Approval of 201 Fund Budget for FY 2020/2021
14. Next Meeting
15. Adjournment

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# Library Board

## Tuesday, August 18, 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: Tanya Hansen

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# **Library Board**

**Tuesday, August 18, 2020**

**Regular Meeting**

## **Item B1**

### **Approval of Minutes of July 20, 2020**

**Staff Contact: Nancy Broich**

CITY OF GRAND ISLAND  
GRAND ISLAND PUBLIC LIBRARY BOARD  
OFFICIAL PROCEEDINGS  
MINUTES OF REGULAR LIBRARY BOARD MEETING  
July 20, 2020

Pursuant to due call and notice thereof, a Regular Meeting of the Library Board of the Grand Island Public Library was conducted on Monday, July 20, 2020. Notice appeared in the *Grand Island Independent* on July 16, 2020. A quorum present, President Tanya Hansen called the meeting to order at 4:00 p.m. The following members were present: Ed Meedel, Ben Boeselager, Kelli Arens, Jaime Parr, Sara White 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 Tanya Hansen.

Public Participation: None

Approval of Minutes: Motion by Tanya Hansen, seconded by Ben Boeselager, carried unanimously to accept for filing the Minutes of the June 22, 2020 library board meeting.

REPORTS:

Approval of Financial Report: Motion by Ed Meedel, seconded by Maria Lopez, carried unanimously to accept for filing the June 2020 Financial Reports.

Approval of Bills Submitted: Motion by Ed Meedel, seconded by Maria Lopez, carried unanimously to accept for filing the June 23, 2020 and July 13, 2020 Bills Submitted.

Approval of Director's Report: Motion by Kelli Arens, seconded by Ed Meedel, 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: Tabled.

Designation of Norman B. and Peppy Wolbach Bahr Charitable Remainder Trust in City's Special Project (295) Fund: Motion by Ed Meedel, seconded by Ben Boeselager, carried unanimously to accept for filing the designation of Norman B. and Peppy Wohlbach Bahr Charitable Remainder Trust in City's Special Project (295) Fund.

Discussion of FY 2020/2021 Budget Process: Two attachments were included in the packet. The first one shows administrative changes made to the Library budget since the last board meeting. The second one is a document presented to Council at its July 14, 2020 budget session. Model 2 on this document seems to be favored with a mill levy decision by Council forthcoming. Also not taken into account are the needed future additions to the Library's FTE count.

Accept for Filing Library Director's Letter of Retirement: Steve Fosselman submitted his Letter of Retirement to the Library board. His last day as Director will be Friday, September 11, 2020. Motion by Kelli Arens, seconded by Maria Lopez, carried unanimously to accept for filing Library Director's Letter of Retirement.

Discussion of Library Director Replacement Process: There is currently a freeze on filling vacancies, so a request has been made to unfreeze so recruitment can start.

Review of Board Committees and Bylaws: Discussion took place about committee assignments and needed bylaws changes, with action set for the August meeting.

Next Meeting: Monday, August 17, 2020 at 4:00 pm.

There being no other business the meeting was adjourned at 4:55 p.m.

Ben Boeselager, Secretary

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# **Library Board**

## **Tuesday, August 18, 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: Nancy Broich

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# **Library Board**

**Tuesday, August 18, 2020**

**Regular Meeting**

## **Item B3**

### **Approval of Bills Submitted - July 28, 2020 and August 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: Nancy Broich



**Schedule of Bills**

072820

<b>Org</b>	<b>Object</b>	<b>Vendor Name/Number</b>	<b>Description</b>	<b>Invoice</b>	<b>PO #</b>	<b>WO#</b>	<b>Check #</b>	<b>Amount</b>
<b>10044301</b>		<b>LIBRARY</b>						
<b>85241</b>		<b>COMPUTER SERVICES</b>						
0	10168	BANK OF AMERICA	AMAZON - SSD Drives	TXN00073039			6868	217.71
1	1547	CITY OF GRAND ISLAND	MAY 2020-APR 2021 PIONEER MEMBERSHIP	10762			0	7,847.00
<b>85324</b>		<b>REPAIR &amp; MAINT - BUILDING</b>						
0	10168	BANK OF AMERICA	"HON INTERN'AL - Repairs, PM"	TXN00072647			6868	1,872.00
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00072541			6868	29.95
0	10168	BANK OF AMERICA	MENARDS-Maintenance Supplies	TXN00072869			6868	82.39
0	10168	BANK OF AMERICA	SAMS-COVID-19/Maint.Supplies	TXN00072782			6868	19.98
0	10168	BANK OF AMERICA	SHERWIN WILLIAMS - Paint	TXN00072542			6868	36.07
<b>85413</b>		<b>POSTAGE</b>						
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 - 06/30/20			0	84.99
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 - 06/15/20			0	105.76
<b>85416</b>		<b>ADVERTISING</b>						
1	214	BH MEDIA GROUP INC	LEGAL AD	10040440 - JUN 2020			0	18.21
<b>85422</b>		<b>DUES &amp; SUBSCRIPTIONS</b>						
1	3767	OCLC ONLINE COMPUTER LIBRARY	OCLC DEC 2019	1000001059			0	2,172.00
1	3767	OCLC ONLINE COMPUTER LIBRARY	OCLC FEB 2020	1000014441			0	2,172.00
1	3767	OCLC ONLINE COMPUTER LIBRARY	OCLC JULY 2020	1000052907			0	2,172.00
1	3767	OCLC ONLINE COMPUTER LIBRARY	OCLC JUNE 2020	1000040983			0	2,172.00
1	3767	OCLC ONLINE COMPUTER LIBRARY	OCLC MARCH 2020	1000020775			0	2,172.00
1	3767	OCLC ONLINE COMPUTER LIBRARY	OCLC MAY 2020	1000034293			0	2,172.00
<b>85425</b>		<b>BOOKS</b>						
0	10168	BANK OF AMERICA	BRODART - Books	TXN00072454			6868	302.34
0	10168	BANK OF AMERICA	BRODART - Books / Processing	TXN00072887			6868	4,636.95
3	1868	POLK DIRECTORIES	CITY DIRECTORY PUBLICATION	83528898			0	385.00
<b>85426</b>		<b>AV/ELECTRONIC MEDIA</b>						
1	562	MIDWEST TAPE	AUDIOBOOK & DVD'S	99106694	10326		0	84.97
1	562	MIDWEST TAPE	AUDIOBOOK & DVD'S	99000563	10326		0	98.45
1	562	MIDWEST TAPE	AUDIOBOOK & DVD'S	98947909	10326		0	236.13
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S	99044916	10326		0	160.20
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S & PLAYAWAY	99069237	10326		0	195.92
1	562	MIDWEST TAPE	DVD'S	98978795	10326		0	56.23
1	562	MIDWEST TAPE	DVD'S	98943424	10326		0	359.08

**Schedule of Bills**

072820

<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						
85426		AV/ELECTRONIC MEDIA						
1	562	MIDWEST TAPE	JUN 2020 HOOPLA	99086042	10326		0	4,596.91
85490		OTHER EXPENDITURES						
0	10168	BANK OF AMERICA	GLOBAL IND-COVID-19/WHEEL TOTE	TXN00072431			6868	245.95
0	10168	BANK OF AMERICA	ULINE SHIP-COVID19/WHEEL TOTES	TXN00072906			6868	700.32
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	BRODART - Books	TXN00072454			6868	87.88
0	10168	BANK OF AMERICA	BRODART - Books / Processing	TXN00072887			6868	1,085.52
0	10168	BANK OF AMERICA	MENARDS - Fan	TXN00072403			6868	79.98
0	10168	BANK OF AMERICA	WALMART - Supplies	TXN00072826			6868	42.40
85510		CLEANING SUPPLIES						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00072541			6868	19.98
0	10168	BANK OF AMERICA	CENTRAL CONFINEMENT - CREDIT	TXN00072835			6868	(37.78)
0	10168	BANK OF AMERICA	SAMS-COVID-19/Maint.Supplies	TXN00072782			6868	50.92
0	10168	BANK OF AMERICA	SAMS-COVID-19/SANITIZER& MASKS	TXN00072935			6868	48.96
85515		GASOLINE						
1	83	CITY OF GRAND ISLAND-TREASURY	REPAIR SHOP JUNE 2020	LIBR 2020-06			0	66.14

**10044301 Org Total 36,848.51**

**Schedule of Bills**

072820

**Vendor**  
**Org Object Name/Number Description**  
**29555001 OTHER DEPARTMENT PROJECTS**  
**85042 EDITH ABBOTT MEMORIAL LIBRARY**  
 1 10997 OPENING THE BOOK NORTH AMERI SHELVING UNITS

<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
425	35880		0	4,854.88

**29555001 Org Total 4,854.88**

Prepared by

*Nancy Broich*

<b>Library Funds Disbursement Voucher</b>	
<b>Approved by:</b> Tanya Hansen	<b>Date</b> Jul 27, 2020
<b>Library Board President</b> <i>Tanya Hansen</i>	
<b>Authenticated by:</b> Benjamin E Boeselager	<b>Date</b> Jul 25, 2020
<b>Library Board Secretary</b> <i>Benjamin E Boeselager</i>	

**Schedule of Bills**

081120

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<b>Org</b>	<b>Object</b>	<b>Vendor Name/Number</b>	<b>Description</b>	<b>Invoice</b>	<b>PO #</b>	<b>WO#</b>	<b>Check #</b>	<b>Amount</b>
10044301		LIBRARY						
85160			OTHER EMPLOYEE BENEFITS					
0	10168	BANK OF AMERICA	TASC - Admin Fees	TXN00073473			6886	29.28
85213			CONTRACT SERVICES					
0	10168	BANK OF AMERICA	DAHLKE - Lawn Care	TXN00073603			6886	810.00
85241			COMPUTER SERVICES					
0	10168	BANK OF AMERICA	AMAZON - HARD DRIVES	TXN00073480			6886	539.96
0	10168	BANK OF AMERICA	AMAZON - SSD CREDIT	TXN00073297			6886	(217.71)
85305			UTILITY SERVICES					
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	JUL 2020			0	4,661.77
85317			NATURAL GAS					
1	336	NORTHWESTERN ENERGY	NATURAL GAS	20JUL2646500-5			218356	17.43
85324			REPAIR & MAINT - BUILDING					
0	10168	BANK OF AMERICA	ACE - MAINT SUPPLIES	TXN00073227			6886	15.98
0	10168	BANK OF AMERICA	ACE - MAINT SUPPLIES	TXN00073205			6886	18.37
0	10168	BANK OF AMERICA	ACE-Maintenance Supplies	TXN00073391			6886	24.98
0	10168	BANK OF AMERICA	ACE-Maintenance Supplies	TXN00073375			6886	85.57
0	10168	BANK OF AMERICA	HOME DEPOT - MAINT SUPPLIES	TXN00073000			6886	32.83
0	10168	BANK OF AMERICA	MENARDS - MAINT SUPPLIES	TXN00073240			6886	6.36
0	10168	BANK OF AMERICA	MENARDS - MAINT SUPPLIES	TXN00073248			6886	13.48
0	10168	BANK OF AMERICA	SAMS - Credit tax	TXN00073078			6886	(3.07)
0	10168	BANK OF AMERICA	SAMS-COVID-19/MASKS & BATTERIES	TXN00073031			6886	23.63
85330			REPAIR & MAINT - OFF FURN & EQ					
0	10168	BANK OF AMERICA	CAPITAL BUS SYS-COPY CONTRACT	TXN00073127			6886	130.66
0	10168	BANK OF AMERICA	EAKES-APR-JUN 2020 CONTRACT BI	TXN00073111			6886	279.18
0	10168	BANK OF AMERICA	KONICA - JUN 2020 BILL	TXN00073096			6886	4.69
85350			SANITATION SERVICE					
0	10168	BANK OF AMERICA	MID NE DISPOSAL-JUN TRASH SERV	TXN00073089			6886	58.40
85413			POSTAGE					
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 - 07/15/20			0	87.30
85425			BOOKS					
0	10168	BANK OF AMERICA	REDBRUSH - BOOK	TXN00073183			6886	39.90

## Schedule of Bills

081120

<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						
85425		BOOKS						
85426		AV/ELECTRONIC MEDIA						
1	562	MIDWEST TAPE	AUDIOBOOK & DVD'S & PLAYAWAY	99119728	10326		0	269.14
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S	99149258	10326		0	181.69
1	320	NE LIBRARY COMMISSION	OCT 2020-SEP 2021 OVERDRIVE DATABASE RENEWAL	30040			0	5,139.00
85427		PERIODICALS						
0	10168	BANK OF AMERICA	WORLD HERALD-NewspaperSubscrip	TXN00073547			6886	119.60
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00073456			6886	41.87
85510		CLEANING SUPPLIES						
0	10168	BANK OF AMERICA	"SAMS - COVID-19 / WIPES, MASK	TXN00073514			6886	29.96
0	10168	BANK OF AMERICA	"SAMS-COVID-19/ MASKS,SANITIZE	TXN00073318			6886	48.96
0	10168	BANK OF AMERICA	"SAMS-COVID-19/MASKS,LYSOL,WIP	TXN00073073			6886	50.94
0	10168	BANK OF AMERICA	"SAMS-COVID-19/WIPES,LYSOL,MAS	TXN00073144			6886	50.94
0	10168	BANK OF AMERICA	AMAZON-COVID-19/KEYBOARD COVER	TXN00073646			6886	179.98
0	10168	BANK OF AMERICA	SAMS - COVID-19 / CREDIT TAX	TXN00073568			6886	(2.25)
0	10168	BANK OF AMERICA	SAMS - COVID-19 / MASKS	TXN00073263			6886	18.98
0	10168	BANK OF AMERICA	SAMS - COVID-19 / MASKS	TXN00073338			6886	18.98
0	10168	BANK OF AMERICA	SAMS - COVID-19 / MASKS & WIPE	TXN00073548			6886	32.21
0	10168	BANK OF AMERICA	SAMS-COVID-19/MASKS & BATTERIES	TXN00073031			6886	20.40

**10044301 Org Total 12,859.39**

**Schedule of Bills**

081120

<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>
28014310		PIONEER CONSORTIUM	
85241		COMPUTER SERVICES	
0	10168	BANK OF AMERICA	PROQUEST- ANNUAL LIBRARY THING

InvoicePO #WO#Check #Amount

TXN00072017

6886

4,778.17

**28014310 Org Total****4,778.17**

## Schedule of Bills

081120

<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>
29555001		OTHER DEPARTMENT PROJECTS						
85042		EDITH ABBOTT MEMORIAL LIBRARY						
0	10168	BANK OF AMERICA	AMAZON - furniture	TXN00073436			6886	339.56
0	10168	BANK OF AMERICA	CRICUT - Subscription	TXN00073005			6886	127.01
0	10168	BANK OF AMERICA	CRICUT -Credit tax charged	TXN00073551			6886	(7.13)

29555001 Org Total 459.44

Prepared by

*Nancy Broich*

Library Funds Disbursement Voucher	
Approved by: Tanya Hansen	Date Aug 10, 2020
Library Board President <i>Tanya Hansen</i>	
Authenticated by: Ben Boeselager	Date Aug 7, 2020
Library Board Secretary <i>Ben Boeselager</i>	

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# **Library Board**

## **Tuesday, August 18, 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



<a href="#">WATCH NOW: Grand Island City Hall, library reopen to public</a>	7/1/2020	GI Independent
<a href="#">City of Grand Island closures for Independence Day celebration</a>	7/2/2020	NTV
<a href="#">City announces hours of operation for Fourth of July weekend</a>	7/2/2020	GI Independent
<a href="#">City Hall and the Public Library are open to the public again!</a>	7/2/2020	GI Independent Facebook
<a href="#">Last but not least, Congrats to Kim Mettenbrink and the Grand Island Public Library Foundation</a>	7/8/2020	Go Big Give Facebook
<a href="#">City cutting 8% in operational expenses</a>	7/9/2020	GI Independent
<a href="#">Don't forget — City of Grand Island - Public Library is open. Check their page for hours.</a>	7/11/2020	NTV Facebook
<a href="#">LIBRARY ALIVE: Libraries: The definition of 'resilient'</a>	7/12/2020	GI Independent
<a href="#">Grow Grand Island: What's your community vision for 2030?</a>	7/19/2020	GI Independent
<a href="#">Grand Island Public Library summer reading program hosts "Drums of the World"</a>	7/20/2020	NTV
<a href="#">The City of Grand Island - Public Library has been doing some fun programs you can enjoy from home</a>	7/20/2020	NTV Facebook
<a href="#">The City of Grand Island - Public Library is now requiring masks.</a>	7/20/2020	NTV Facebook
<a href="#">Grand Island Public Library requires masks and social distancing beginning today</a>	7/20/2020	NTV
<a href="#">New guidelines for Grand Island Public Library</a>	7/20/2020	Local 4 News
<a href="#">Photos for Publication on Wednesday, July 22, 2020</a>	7/21/2020	GI Independent
<a href="#">Susie from City of Grand Island - Public Library gives an elbow to the bison from Stuhr Museum of the Prairie Pioneer.</a>	7/21/2020	NTV Facebook
<a href="#">Runaway bison? Masked surprise awaits</a>	7/21/2020	NTV
<a href="#">An abbreviated look at this area's past</a>	7/25/2020	GI Independent
<a href="#">LIBRARY ALIVE: At this time — and always — at your public library</a>	7/26/2020	GI Independent
<a href="#">Smart Money Moves When Cash Is Tighter Than Time</a>	7/27/2020	GI Independent
<a href="#">Club Calendar - August 2020</a>	8/2/2020	GI Independent
<a href="#">Girl Scouts Drive-Thru Registration, Grand Island NE</a>	8/5/2020	Eventbrite
<a href="#">LIBRARY ALIVE: Beat the dog days of summer with the library</a>	8/11/2020	GI Independent
<a href="#">Grand Island looks at \$3.5 million in capital improvements</a>	8/11/2020	GI Independent
<a href="#">Hall County not worried about voter fraud through mail-in ballots</a>	8/13/2020	Local 4 News

# Youth & Family Service Librarian's Monthly Report

**Name:** Celine Swan

**Date:** August 2020

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## Since Last Report

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### Collection Development

- Ordered limited materials

### Scheduling

- All staff work 9:30-6 pm Monday-Friday and Saturday 9:30-1 pm. We have looked into what it would take to be open evenings, and we would need more staff to cover stations and do programs.

### SOD/LOD/Staff Work

- Staff worked on cleaning and quarantine material rotations, virtual programming, billing notices and working on getting materials back, social media promotions,
- We created study table checkout, Meeting Room B setup for 15, Meet-ups setup, bibliotherapy bookmarks, and web sites.
- Fall program planning
- Beanstack Summer Reading Program
- Getting some volunteers back for outreach, scanning library applications, manning the children's desk with a staff member

### Committee Work with Outside Agencies

- H3C work, met weekly with core group of H3C Director, board, supervisors, ex. GIPS, Headstart, H3C-C4Kids Buffett Meeting with Nebraska Children's, Thriving Children's Conference Sept 14 Hall County will present
- Met weekly on Zoom for City Dept. Director Meeting
- Met weekly on Zoom with Central Plains Library System and shared information, planning/ideas
- Grand Island Children's Museum Zoom Board Meeting
- Helped with Back to School Bash-sent out library bookmarks/pencil. Celine helped 2 hours with set up.

### Children's Renovation and Work

- Buckingham Palace room is used for Virtual Taping
- Rearranged meeting commons, and Meeting Room B

### Programs

- Virtual Programs-Monday-Friday on GIPL's Facebook Live-finished at the end of July
- Provided special resiliency program for children and families

### Library Management

- Wrote Library Column July 12
- Active Threat Safety training
- Added magazines and board books to 4-day quarantine from the REALM results
- Received free baby and toddler social/emotional toys, seating circles from Sixpence

- Received grant for Michael Fitzsimmons from Nebraska Arts Council for Library Foundation
- Worked with staff on virtual programs, calendar updates for city and library calendar, covered expectations, tapings, social media/copyright research and adaptations for programming from statistics for the fall
- Worked with TalkingTech on getting notices going

## Upcoming

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### Collection Development

- Ordering of limited materials-will watch end of fiscal year budget to not overspend

### 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.Celine and Shaun will do a trial in September

### Children's Renovation

- Updating the Dr. Seuss wall with signage/posters
- New signage made with Cricut for the ParenTalk Area
- Have Ray continue to paint the walls that are worn.

### Programs

- Continue work on virtual programming, expecting a lot of homeschooler opportunities
- Provided virtual programs with Elle for Baby, Toddler, Preschool Storytimes
- 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 bi-weekly and once a month whole group
- Girl Scouts Drive-Through Membership
- Fall READ Campaign
- September is Library Card Signup Month Promotions
- Working with Northwest and feeder schools on library cards
- Library resource training for Northwest Schools library staff
- Library card signup for Walnut and other GIPS middle schools

### Library Management

- Work with Irasema and staff on social media promotions and library newsletter
- We will add a Youtube Channel for the library
- Notify kids that read in the Beanstack program of prizes. Get their schools a reading certificate for their participation August 24
- CPLS Reading Promotion
- Training from Steve on his duties when he retires

# Adult & Technical Service Librarian's Monthly Report

**Name:** Shaun Klee

**Date:** Aug 2020

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## Since Last Report

### Collection Development/Maintenance

- Ordering bestseller/popular titles
  - Overdrive orders/requests
- Shifting ANF -- completed
- New AHP shelving (delivered week of 7/9), being used for book bundles
- Renewed Hot Picks subscription

### Circulation

- Building reopened to public, coordinating reopening services
- Lost items/overdues of items due before COVID closure

### Technology

- Biblionation (formerly Koha) upgrade
  - Continuing to work out bugs and issues with system
  - Acquisitions and notifications modules still have many errors
- Support for self-checkouts (malfunctions on CIRC transactions)
- Pioneer Consortium Executive Council Meeting (7/27)
- Nebraska Digital Consortium Meeting 8/12
  - RbDigital merging/absorbed into Overdrive in late 2020/early 2021

### Programming

- Virtual SRP completed
  - Compile stats
  - Winner drawings

### Staff Development/Training

- NLC Authorities class (NLC Librarian Certification continuing ed. course, 5 credits)

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## Upcoming

### Collection Development/Maintenance

- Evaluating current serial subscriptions
- Cataloging Heritage Room microforms

### Technology

- Continue working with Bibliovation upgrade (ongoing)
- Working with Irasema on potential upgrade of video/sound recording equipment
- Evaluating Schedule software with Celine

### **Staff Development/Training**

- Updating manuals & trainings for new Bibliovation software
- Wireless Printing training
- Planning for Fall

# Library Director's Monthly Report

**Name:** Steve Fosselman

**Date:** August 2020

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## Since Last Report

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### Library Board

- Policies for Study Rooms, Personal Belongings, Health & Safety, and Library Funds in committee
- Board committee appointments and recommended changes to bylaws
- Revision of Library Board portion of website

### City and County Business

- 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 August 11 Council budget study session
- Celine and I - weekly City Department Director meetings via Zoom
- Tanya and I – meeting with City Administration to discuss upcoming director recruitment.
- Tanya, Ben and I – meeting with City Administration and County Commission representative Jane Richardson to start work on a new contract for library services

### Management Support Team

- Continued work with Celine and Shaun on improved social media services in light of recall of workers; different ways to collect statistical information
- Continued 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
- Received \$13,070 CARES Act Grant through Nebraska Library Commission for additional access to digital materials and two new service point laptop computers

### Renovation and Building Needs

- Research additional AV equipment and schedule for purchase
- Outdoor amenities including Children's Discovery Center
- 295 Fund (new) component of Donor Wall and Dedications Panels (existing)
- Various cabinet and counter renovations
- Various signage needs
- Parking lot restriping
- Work with custodial staff and vendors on bird problems
- Work with Clark Enersen Partners on updating mechanical study

### Other

- Attended Pioneer Consortium Exec and Membership meetings; work on transfer of Pioneer Financial Agent from Grand Island to Holdrege
- Attended Nebraska Information Technology Commission Community Council meeting
- Celine and I - weekly meetings on Zoom with Central Plains Library System and shared Covid, Curbside, other information, planning/ideas
- Work with Friends book sale ladies to get sale wall ready for self-serve sale

# Upcoming

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## Library Board

- County interlocal agreement, Library Director recruitment process, budget for FY 2020/2021 including advocacy for recalling additional laid off employees
- August meeting - review of changes to Board portion of library website with manual including continuing education certification, library accreditation, board policy governance, library director administration, etc.

## 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
- Outdoor amenities including Children's Discovery Center
- 295 Fund (new) component of Donor Wall and Dedications Panels (existing)
- Various cabinet and counter renovations
- Various signage needs
- 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 with City Finance on transfer of Pioneer Fund balance from Grand Island to Holdrege
- Prepare final report by September 11, 2020

### Comparison of Selected Measures with Social Media

<b>2019-20</b>	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>1/2 Year</u>	<u>Apr-June</u>	<u>3/4 Year</u>		
Checkouts	72,493	69,564	142,057	25,048	167,105		
Computers/Wireless Sessions	28,051	25,742	53,793	13,929	67,722		
Programs/Spaces Participants	6,520	4,611	11,131	14,669	25,800		
Visitors	47,121	42,677	89,798	752	90,550		
Web Sessions	12,965	14,869	27,834	9,240	37,074		
Reference, Reserves, ILL	7,574	6,407	13,981	4,232	18,213		
Online Resource Use	81,403	83,970	165,373	82,913	248,286		
Facebook, Twitter Impressions	184,975	243,642	428,617	226,295	654,912		
Total Selected Measures	441,102	491,482	932,584	377,078	1,309,662		
<b>2018-19</b>	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>1/2 Year</u>	<u>Apr-June</u>	<u>3/4 Year</u>	<u>July-Sep</u>	<u>Annual</u>
Checkouts	72,198	73,502	145,700	82,994	228,694	85,515	314,209
Computers/Wireless Sessions	18,703	19,084	37,787	30,190	67,977	34,748	102,725
Programs/Spaces Participants	4,239	4,116	8,355	5,472	13,827	6,341	20,168
Visitors	52,186	64,667	116,853	68,336	185,189	56,831	242,020
Web Sessions	14,976	16,264	31,240	18,300	49,540	15,641	65,181
Reference, Reserves, ILL	5,811	5,883	11,694	4,818	16,512	8,312	24,824
Online Resource Use	94,138	82,001	176,139	82,868	259,007	86,984	345,991
Facebook, Twitter Impressions	229,412	357,384	586,796	259,651	846,447	168,469	1,014,916
Total Selected Measures	491,663	622,901	1,114,564	552,629	1,667,193	462,841	2,130,034

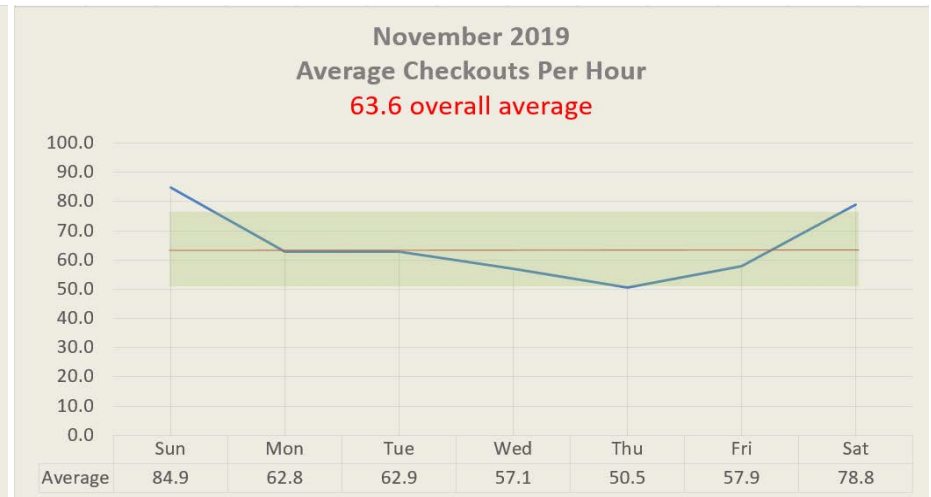
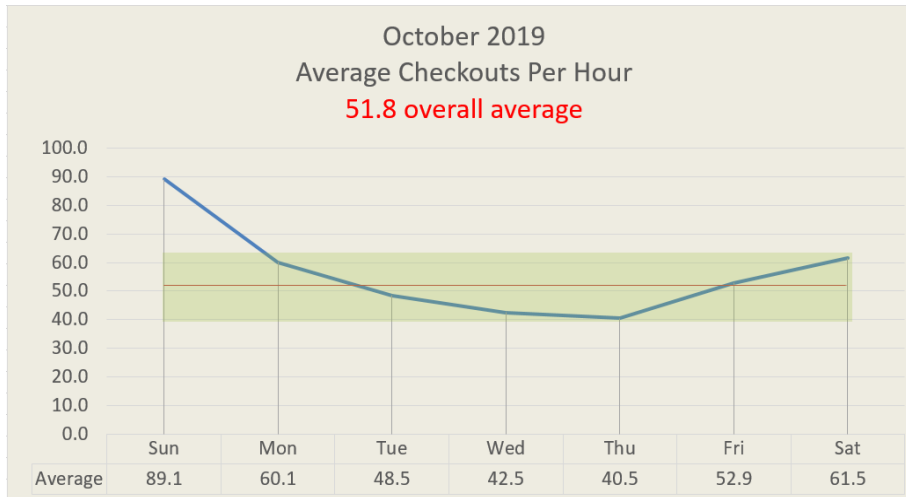
### Comparison of Selected Measures without Social Media

<b>2019-20</b>	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>1/2 Year</u>	<u>Apr-June</u>	<u>3/4 Year</u>		
Checkouts	72,493	69,564	142,057	25,048	167,105		
Computers/Wireless Sessions	28,051	25,742	53,793	13,929	67,722		
Programs/Spaces Participants	6,520	4,611	11,131	-8,884	2,247		
Visitors	47,121	42,677	89,798	752	90,550		
Web Sessions	12,965	14,869	27,834	9,240	37,074		
Reference, Reserves, ILL	7,574	6,407	13,981	4,232	18,213		
Online Resource Use	81,403	83,970	165,373	82,913	248,286		
Total Selected Measures	256,127	247,840	503,967	127,230	631,197		
<b>2018-19</b>	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>1/2 Year</u>	<u>Apr-June</u>	<u>3/4 Year</u>	<u>July-Sep</u>	<u>Annual</u>
Checkouts	72,198	73,502	145,700	82,994	228,694	85,515	314,209
Computers/Wireless Sessions	18,703	19,084	37,787	30,190	67,977	34,748	102,725
Programs/Spaces Participants	4,239	4,116	8,355	5,472	13,827	6,341	20,168
Visitors	52,186	64,667	116,853	68,336	185,189	56,831	242,020
Web Sessions	14,976	16,264	31,240	18,300	49,540	15,641	65,181
Reference, Reserves, ILL	5,811	5,883	11,694	4,818	16,512	8,312	24,824
Online Resource Use	94,138	82,001	176,139	82,868	259,007	86,984	345,991
Total Selected Measures	262,251	265,517	527,768	292,978	820,746	294,372	1,115,118



# Service Simulation Based on

## Average Checkouts per Hour for October and November 2019



	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
9:30		22.0	25.6	9.8	20.0	9.5	12.3				
10		76.0	57.6	53.2	25.4	59.5	62.5				
11		114.3	53.6	62.8	96.4	39.5	65.0				
12		50.0	52.8	36.4	28.8	48.0	54.0				
13	75.3	39.0	63.4	32.6	43.6	64.8	73.8				
14	83.8	74.0	61.6	59.4	38.6	59.0	46.3				
15	119.5	33.8	42.0	67.8	48.0	55.3	99.8				
16	78.0	82.3	40.6	58.2	42.6	61.0	78.5				
17		79.0	47.0	38.0	44.0	80.0					
18		48.3	42.0	30.2	30.2					20% variance model	
19		43.0	47.8	18.6	27.6					20	above 62.2
Average	89.1	60.1	48.5	42.5	40.5	52.9	61.5			27	average 51.8
										15	below 41.4
										62	

	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
9:30		22.7	30.5	14.5	17.0	8.5	22.8				
10		89.3	69.5	31.3	47.0	47.8	60.6				
11		94.7	73.8	113.8	55.0	91.8	105.4				
12		64.0	87.8	67.5	44.3	48.0	83.0				
13	79.5	62.0	69.0	55.8	41.3	56.5	61.8				
14	92.0	83.3	46.5	68.3	40.7	46.0	90.2				
15	85.3	59.3	50.0	74.3	59.0	58.8	104.8				
16	83.0	92.3	69.8	87.8	53.7	77.3	102.0				
17		56.0	96.7	37.3	78.0	87.0					
18		39.7	51.7	26.0	57.3					20% variance model	
19		28.0	48.7	33.3	62.3					21	above 76.3
Average	84.9	62.8	62.9	57.1	50.5	57.9	78.8			24	average 63.6
										17	below 50.9
										62	

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# **Library Board**

## **Tuesday, August 18, 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: Tanya Hansen

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# **Library Board**

**Tuesday, August 18, 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 held over from the previous meeting.*

Staff Contact: Tanya Hansen

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# **Library Board**

**Tuesday, August 18, 2020**

**Regular Meeting**

## **Item E2**

### **Consideration of Committee Assignments and Bylaws Changes**

*This agenda item allows for discussion and potential approval of committee assignments and bylaws changes held over from the previous meeting.*

Staff Contact: Tanya Hansen

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# **Library Board**

**Tuesday, August 18, 2020**

**Regular Meeting**

## **Item F1**

### **Approval of Recommendation of Celine Swan as Interim Library Director**

Staff Contact: Steve Fosselman



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DATE: August 14, 2020  
TO: Library Board  
FROM: Steve Fosselman, Library Director  
RE: Approval of Recommendation of Celine Swan as Interim Library Director

I recommend that Librarian II Celine Swan be appointed as Interim Library Director effective upon my retirement September 11, 2020 and until the appointment of a successor Library Director.

Celine is the sole Library employee who possesses the following qualifications required for the Library Director position:

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.

Celine has been employed at our Library since May 2000, starting as Senior Library Assistant (paraprofessional position now titled Library Assistant II). In 2001 she was promoted to Librarian I and in 2019 was promoted again to Librarian II, both positions entailing supervisory responsibilities.

The working title of Youth and Family Services Librarian is one of many components of Celine's current job at our Library. She has taken on responsibilities for administering the employee scheduling system and has performed payroll and claims approvals in my absences. I mentored Celine several years ago on the process of employee interviewing and selection. She and I work closely on community partnerships and daily operations, and I am confident that she will carry on our strategic plan. She is a valued member of our Management Support Team, leading our Zone C employee team as well as her own direct reports, teaming with Shaun as Supervisor on Duty, and working with our Library Assistant II staff who serve in nonsupervisory Lead on Duty positions. She has received additional training in the past two years in project management and other administrative duties in anticipation of my retirement. Most recently she has been instrumental in formulating administrative protocols to deal with the COVID-19 pandemic.

While the maintenance staff and secretary are under the supervision of the Library Director, I have employed a teamwork and distributed approach facilitating effective interactions with these employees. Celine has never had to go through me to approach them directly with questions and operational needs.

A critical part of the Library Director's job is City Hall and Library Board interaction. She has extensive experience with the City's IT team and Human Resources Department, and has been attending Department Director meetings with the City Administrator and Mayor. She and I will be meeting with City Administration personnel in the near future to review major components of her interim job. And she has been attending Library Board meetings, has been involved in policy recommendations, and is committed to assisting the Board as needed during the interim period.

As applied to the City of Grand Island Library Director job description, basically the Interim Director receives policy direction from the Library Board and general administrative direction from the City Administrator. Her charge on an interim basis will be 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.

Following past practice by the City of Grand Island for other interim director appointments, pending Library Board approval, this recommendation will be forwarded to Mayor Steele for his appointment and City Council confirmation.

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# **Library Board**

## **Tuesday, August 18, 2020**

### **Regular Meeting**

## **Item F2**

### **Discussion of FY 2020/2021 Budget Process**

*Our library applied for and will be awarded a \$13,070 CARES Act grant from the Nebraska Library Commission for the following:*

*Connectivity - Purchase of two Dell Latitude 7400 laptop computers, \$1,535 each. A staff laptop computer at the new Welcome Desk will allow us to demonstrate services to patrons such as digital checkouts and conduct business from this new location. A second laptop computer is needed for the north side pick-up window to handle an increased volume of business instead of using the check-in computer as in the past.*

*Digital Content - Due to City budget revenue shortfalls, we will face an 8% reduction in operating expenses next year. Through September 2021 we have a need for \$17,673 in our digital content budget to meet current demand for our services. (\$13,941 Hoopla and \$3,732 Overdrive Advantage). This grant will provide us with \$10,000 to help meet this need.*

*The addition of \$13,070 in revenues for the 2020/21 budget will result in these line item increases:*

*85426 – increase of \$10,000 to \$108,700 and 85540 – increase of \$ 3,070 to \$ 12,279*

*Our HVAC project is part of the Capital Equipment budget proposal. See attached letter.*

**Staff Contact: Steve Fosselman**





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DATE: August 14, 2020  
TO: Jerry Janulewicz, City Administrator  
FROM: Steve Fosselman, Library Director  
RE: HVAC Capital Equipment Request

Based on discussion about the Library's HVAC project at the August 11<sup>th</sup> Council meeting, I've had additional discussion with The Clark Enersen Partners, which conducted a review of the existing mechanical systems serving the portion of the library that was the original structure (1973) and presently covers 19,000 square feet of the total 49,000 square foot building.

Despite routine preventive maintenance, deteriorating conditions of our 47-year old system are noted below along with five areas of critical failure and interruption to Library operations. With replacement of this system, see below for energy efficiencies with the AHU fan motors and recommended air cooled chiller, as well as a much more effective system that operates much "better" which means a system that will control temperature and indoor air quality: (dehumidify, cool, heat, improved filtration) all of which the existing unit does not do well or at all.

The Clark Enersen Partners review has examined three system solutions and recommends a multi-zone air handler with remote air-cooled condenser with a probable cost of \$720,000 with the components provided below. However, based on the conversation at Council meeting about efficiencies, I was able to obtain from the consultant an option that may provide a more energy efficient method to provide chilled water to the building but has a probable cost of \$750,000.

Assessment of Existing Conditions. My assessment of existing conditions to Council was general, however the consultant's report provides additional information.

#### Chiller

1. The 1973 Trane chiller has had several maintenance items in recent years and is of primary concern for catastrophic failure.
2. The unit utilizes R22 refrigerant which was set to be 100% phased out of production January 1, 2020.
3. It is becoming increasingly difficult to attain parts to repair the chiller due to its age and the ongoing refrigerant phase out.
4. 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.
5. The condenser coil has been operating on the well water, which has corroded the air handling coil and will corrode the condenser coil.
6. 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.

7. The loss of the Trane chiller or the domestic water well could leave this 19,000 SF area without cooling in excess of two months.

#### Air Handling Unit (AHU)

1. The Trane #65 medium pressure, multi-zone, blow thru unit is original to the space, serving 10 zones, some of which have been modified. It no longer meets ASHRAE energy code fan performance. The proposed multi-zone air handler has multiple “smaller” fan motors that will run more effectively at reduced cfm and allow for “variable volume” flow.
2. The unit has noticeable rust on the interior cooling coils, drain pan, lower unit structure, and coil connections; combustible material located within the return air section of the unit; and the insulation liner is deteriorating and losing its adherence to the unit which is causing thermal and air quality concerns.
3. 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.
4. The cooling coil recently had to be repaired as it sprung a pinhole leak. In order to make the repair a portion of the coil had to be removed, with an estimated 10% loss in capacity resulting from the removal.
5. The air handler has a constant speed supply and return fan that runs 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.
6. The supply fan has never been replaced or repaired and it is located on top of the air handler.
7. The return fan was replaced approximately 20 years ago. Due to its location, 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.

#### Hydronic Water, Piping, and Associated Equipment

1. 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.
2. 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.
3. The chilled water pump has no redundancy, so if it were to fail, the system would be down.
4. 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.

Critical Failures. My assessment of critical failures to Council was also general, however the consultant’s report provides additional information. 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

Expected Efficiencies. The consultant has provided me with information that fan performance from the proposed air handling unit, compared to an induction fan with variable frequency drive (VFD), is expected to show an increase in efficiency of up to 30% as it modulates down or reduces airflow. However, our system is so old that it doesn't have VFD and can't be retrofitted, so the increase in efficiency will be even higher.

The consultant could not determine the existing water source chiller efficiency from the project documents or through a local supplier to compare it to the recommended air cooled chiller which has an EER = 11.2. 2007 Energy Code requires a minimum EER = 9.5. So it is 18% more efficient than the 2007 energy code.

The consultant also indicated that with such a study of existing conditions, return on investment equates to a system that operates much "better" which means a system that will control temperature and indoor air quality: (dehumidify, cool, heat, improved filtration) all of which the existing unit does not do well or at all.

Components and Costs. The consultant's recommendation 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 multizone air handler would tie into the existing ductwork via zone dampers to serve the underfloor and above floor supply air networks within 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 original floor diffusers are in poor shape and would be updated throughout, but the original 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.

Based on the conversation at Council meeting about efficiencies, I was able to obtain from the consultant a couple different options that could occur with the original domestic water well, located in the lower level mechanical room and designed to deliver water through the air handler pre-conditioning coil and then to the condenser on the Trane chiller. The use of the well water was an efficient method to provide chilled water to the building. Several years ago 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.

In both options, we will achieve a system that will control temperature and indoor air quality: (dehumidify, cool, heat, improved filtration) all of which the existing unit does not do well or at all. Option two is more expensive than option one, but serves as a more efficient method to provide chilled water to the building.

- 1) It could be decommissioned in an appropriate manner. It is my understanding that the consultant's cost estimate of \$720,000 follows this option.
- 2) Or through a filtering system it could be used to pre-condition the supply air through a dedicated coil within the air handler. When this water well system eventually fails the coil could be isolated and drained. All DX cooling systems would be sized assuming the pre-conditioning coil is not operational. The existing water well is capable of 100 GPM at an estimated ground temperature of 55 degrees F. If this option is possible, the consultant provided me with a revised cost estimate of \$750,000.

While a bid situation is the only way to fully determine the project cost, the consultant did a comprehensive analysis of necessary equipment purchases, installation costs for this equipment, and other factors based on the following:

- Demolition and removal of existing equipment
- Multi-Zone AHU & ACCU including installation
- Multi-Zone Precondition coil & Accessories
- Louvers
- Ductwork (basement)
- Diffuser, Register, Grilles
- Structure for Condenser
- Domestic water well options
- BAS (building automation systems)
- Plumbing and electrical
- Contractor overhead
- Architect/Engineer Design Fee
- Contingency

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# **Library Board**

## **Tuesday, August 18, 2020**

### **Regular Meeting**

## **Item F3**

### **Approval of 201 Fund Budget for FY 2020/2021**

*Based on previous Library Board action, each year there is an expenditure of \$5,000 for nonfiction books out of the Library's 201 fund (Elizabeth M. Abbott endowment). It would be appropriate to have this approval made on an annual basis during budget time. At this time, a \$5,000 expenditure appears to be appropriate based on past fund performance, but might need to be changed in future years.*

Staff Contact: Steve Fosselman

<b>Fund Special Revenue</b>	<b>Department Summary</b>	<b>Finance</b>
<b>Fund Type Library Trust</b>	<b>Supervisor Finance Director</b>	<b>201</b>

## Description

Named the Elizabeth M. Abbott fund, the purpose of this fund is to administer a \$10,000 donation as an endowment for the public Library. Over time the fund has built up with the goal of supporting annual expenditure of \$5,000 for nonfiction books.

## Budget Narrative

The income from this fund is to be used for the purchase of books other than fiction. In FY 2020-21, \$5,000 is budgeted for this purpose.

DRAFT

# LIBRARY TRUST

	<b><u>2018 Actual</u></b>	<b><u>2019 Actual</u></b>	<b><u>2020 Budget</u></b>	<b><u>2020 Forecast</u></b>	<b><u>2021 Budget</u></b>
Beginning Cash Balance	65,494	71,621	71,586	64,621	64,621
Revenue	10,542	(2,073)	5,000	5,000	5,000
Transfers In	—	—	—	—	—
Total Resources Available	<u>76,036</u>	<u>69,548</u>	<u>76,586</u>	<u>69,621</u>	<u>69,621</u>
Expenditures	4,415	4,927	5,000	5,000	5,000
Transfers Out	—	—	—	—	—
Total Requirements	<u>4,415</u>	<u>4,927</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Ending Cash Balance	<u>71,621</u>	<u>64,621</u>	<u>71,586</u>	<u>64,621</u>	<u>64,621</u>

DRAFT