



Library Board

**Monday, November 30, 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 October 26, 2020
5. Approval of Financial Reports
6. Approval of Bills Submitted - October 27, 2020 and November 10, 2020
7. Approval of Director's Report
8. Library Foundation/City Grant Agreement

9. Library Director Recommendation

10. Next Meeting

11. Adjournment

Library Board

Monday, November 30, 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, November 30, 2020

Regular Meeting

Item B1

Approval of Minutes of October 26, 2020

Staff Contact:

CITY OF GRAND ISLAND
GRAND ISLAND PUBLIC LIBRARY BOARD
OFFICIAL PROCEEDINGS
MINUTES OF REGULAR LIBRARY BOARD MEETING
October 26, 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, October 26, 2020. Notice appeared in the *Grand Island Independent* on October 22, 2020. A quorum present, Vice President Maria Lopez called the meeting to order at 4:30 p.m. The following members were present: Jaime Parr, Ed Meedel, Kelli Arens, Sara White and Ben Boeselager. Also present were Interim Library Director Celine Swan, and City Council Liaison Vaughn Minton.

Open Meetings Law Notice: Provided by Vice President Maria Lopez.

Public Participation: None

Approval of Minutes: Motion by Ed Meedel, seconded by Kelli Arens, carried unanimously to accept for filing the Minutes of the September 28, 2020 library board meeting.

REPORTS:

Approval of Financial Report: Motion by Ed Meedel, seconded by Jaime Parr, carried unanimously to accept for filing the September 2020 Financial Reports.

Approval of Bills Submitted: Motion by Ed Meedel, seconded by Jaime Parr, carried unanimously to accept for filing the September 22, 2020 and October 13, 2020 Bills Submitted.

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

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

Next Meeting: Monday, November 30, 2020 at 4:30 pm.

There being no other business the meeting was adjourned at 5:00 p.m.

Ben Boeselager, Secretary

Library Board

Monday, November 30, 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:

11/12/2020 16:12
mollym

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

P 1
glytdbud

FOR 2021 01

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
74350 COUNTY SHARE OF LIBRARY	-40,000	-40,000	.00	.00	.00	-40,000.00	.0%
74360 FEDERAL GRANTS	-13,070	-13,070	.00	.00	.00	-13,070.00	.0%
74365 STATE GRANTS	-7,107	-7,107	.00	.00	.00	-7,107.00	.0%
74576 COPY MACHINE USE FEES	-11,000	-11,000	-823.67	-823.67	.00	-10,176.33	7.5%
74703 FINES AND PENALTIES	-25,000	-25,000	-551.66	-551.66	.00	-24,448.34	2.2%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-220.00	-220.00	.00	-5,280.00	4.0%
74795 OTHER REVENUE	-6,500	-6,500	-5.00	-5.00	.00	-6,495.00	.1%
TOTAL LIBRARY	-108,177	-108,177	-1,600.33	-1,600.33	.00	-106,576.67	1.5%
TOTAL GENERAL FUND	-108,177	-108,177	-1,600.33	-1,600.33	.00	-106,576.67	1.5%

11/12/2020 16:13
mollym

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

P 1
glytdbud

FOR 2021 01

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
85105 SALARIES - REGULAR	996,791	996,791	96,921.48	96,921.48	.00	899,869.52	9.7%
85110 SALARIES - OVERTIME	1,000	1,000	31.86	31.86	.00	968.14	3.2%
85115 F.I.C.A. PAYROLL TAXES	76,255	76,255	7,016.27	7,016.27	.00	69,238.73	9.2%
85120 HEALTH INSURANCE	185,613	185,613	10,115.62	10,115.62	.00	175,497.38	5.4%
85125 LIFE INSURANCE	1,600	1,600	118.45	118.45	.00	1,481.55	7.4%
85130 DISABILITY INSURANCE	2,775	2,775	175.84	175.84	.00	2,599.16	6.3%
85145 PENSION CONTRIBUTION	59,787	59,787	5,492.05	5,492.05	.00	54,294.95	9.2%
85150 WORKERS COMPENSATION	1,962	1,962	.00	.00	.00	1,962.00	.0%
85160 OTHER EMPLOYEE BENEFITS	0	0	32.94	32.94	.00	-32.94	100.0%
85161 HRA-VEBA	12,220	12,220	1,320.00	1,320.00	.00	10,900.00	10.8%
85213 CONTRACT SERVICES	10,000	10,000	1,050.00	1,050.00	.00	8,950.00	10.5%
85241 COMPUTER SERVICES	30,000	30,000	2,500.00	2,500.00	.00	27,500.00	8.3%
85305 UTILITY SERVICES	55,000	55,000	4,727.51	4,727.51	.00	50,272.49	8.6%
85317 NATURAL GAS	5,000	5,000	22.18	22.18	.00	4,977.82	.4%
85319 REPAIR & MAIN-LAND IMP/IRRIGA	1,000	1,000	.00	.00	.00	1,000.00	.0%
85324 REPAIR & MAINT - BUILDING	20,000	20,000	1,666.39	1,666.39	2,472.67	15,860.94	20.7%
85330 REPAIR & MAINT-OFF FURN & EQ	15,000	15,000	9,133.27	9,133.27	5,000.00	866.73	94.2%
85335 REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%
85350 SANITATION SERVICE	750	750	58.40	58.40	.00	691.60	7.8%
85413 POSTAGE	6,000	6,000	347.47	347.47	.00	5,652.53	5.8%
85416 ADVERTISING	250	250	14.78	14.78	.00	235.22	5.9%
85422 DUES & SUBSCRIPTIONS	26,000	26,000	2,172.00	2,172.00	.00	23,828.00	8.4%
85425 BOOKS	95,000	95,000	10,164.01	10,164.01	.00	84,835.99	10.7%
85426 AV/ELECTRONIC MEDIA	108,700	108,700	20,793.36	20,793.36	.00	87,906.64	19.1%
85427 PERIODICALS	14,000	14,000	45.00	45.00	.00	13,955.00	.3%
85428 TRAVEL & TRAINING	2,500	2,500	.00	.00	.00	2,500.00	.0%
85453 CASH OVER & SHORT	100	100	1.90	1.90	.00	98.10	1.9%
85490 OTHER EXPENDITURES	1,000	1,000	239.51	239.51	.00	760.49	24.0%
85505 OFFICE SUPPLIES	51,000	51,000	1,923.64	1,923.64	.00	49,076.36	3.8%
85510 CLEANING SUPPLIES	4,000	4,000	214.78	214.78	.00	3,785.22	5.4%
85515 GASOLINE	500	500	83.14	83.14	.00	416.86	16.6%
85540 SMALL TOOLS & PARTS	12,279	12,279	.00	.00	.00	12,279.00	.0%
TOTAL LIBRARY	1,796,562	1,796,562	176,381.85	176,381.85	7,472.67	1,612,707.48	10.2%
TOTAL GENERAL FUND	1,796,562	1,796,562	176,381.85	176,381.85	7,472.67	1,612,707.48	10.2%

11/17/2020 08:24
mollym

CITY OF GRAND ISLAND
FOR THE MONTH ENDED OCT 2020
ALL REVENUES

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glytdbud

FOR 2021 01		JOURNAL DETAIL 2021 1 TO 2021 1						
ACCOUNTS FOR:		ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
295	LOCAL ASSISTANCE	APPROP	BUDGET				BUDGET	USED
29555001 OTHER DEPARTMENT PROJECTS								
74602 PLANNING COMMISSION PLAQUE								
29555001 74602 PLANNING COMMISSION		-120	-120	.00	.00	.00	-120.00	.0%
TOTAL PLANNING COMMISSION PLAQUE		-120	-120	.00	.00	.00	-120.00	.0%
74701 EDITH ABBOTT MEMORIAL LIBRARY								
29555001 74701 EDITH ABBOTT MEMORI		-74,000	-74,000	-1,250.00	-1,250.00	.00	-72,750.00	1.7%
2021/01/000258 10/20/2020 CRP	-1,250.00 REF 254567			Humanities Nebraska		10/20/20 RECEIPT		
TOTAL EDITH ABBOTT MEMORIAL LIBRA		-74,000	-74,000	-1,250.00	-1,250.00	.00	-72,750.00	1.7%
74735 CONTINGENCY PROJECTS								
29555001 74735 CONTINGENCY PROJECT		-250,000	-250,000	.00	.00	.00	-250,000.00	.0%
TOTAL CONTINGENCY PROJECTS		-250,000	-250,000	.00	.00	.00	-250,000.00	.0%
74799 CREDIT CARD REBATE								
29555001 74799 CREDIT CARD REBATE		-164	-164	.00	.00	.00	-164.00	.0%
TOTAL CREDIT CARD REBATE		-164	-164	.00	.00	.00	-164.00	.0%
TOTAL OTHER DEPARTMENT PROJECTS		-324,284	-324,284	-1,250.00	-1,250.00	.00	-323,034.00	.4%

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mollym

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

P 163
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FOR 2021 01				JOURNAL DETAIL 2021 1 TO 2021 1				
ACCOUNTS FOR:	LOCAL ASSISTANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 OTHER DEPARTMENT PROJECTS								
91 OPERATING EXPENSES								
29555001 85041 PLANNING COMMISSION		120	120	.00	.00	.00	120.00	.0%
29555001 85042 EDITH ABBOTT MEMORI		134,771	134,771	1,386.99	1,386.99	14,298.13	119,085.88	11.6%
2021/01/000180 10/21/2020 API		1,386.99 VND 010168 VCH503938		BANK OF AMERICA	QUILL - Laminator			6989
TOTAL OPERATING EXPENSES		134,891	134,891	1,386.99	1,386.99	14,298.13	119,205.88	11.6%
96 CAPITAL OUTLAY								
29555001 85010 CONTINGENCY PROJECT		250,000	250,000	.00	.00	.00	250,000.00	.0%
TOTAL CAPITAL OUTLAY		250,000	250,000	.00	.00	.00	250,000.00	.0%
TOTAL OTHER DEPARTMENT PROJECTS		384,891	384,891	1,386.99	1,386.99	14,298.13	369,205.88	4.1%

Library Board

Monday, November 30, 2020

Regular Meeting

Item B3

Approval of Bills Submitted - October 27, 2020 and November 10, 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

102720

<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						
	85241	COMPUTER SERVICES						
	0	10168 BANK OF AMERICA	QUIPU - PITS Subscription Fee	TXN00075794			6989	2,500.00
	85324	REPAIR & MAINT - BUILDING						
	0	10168 BANK OF AMERICA	ACE - Maintenance Supplies	TXN00075816			6989	3.99
	0	10168 BANK OF AMERICA	ACE - Maintenance Supplies	TXN00076053			6989	13.56
	0	10168 BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00076112			6989	22.32
	0	10168 BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00075960			6989	43.22
	0	10168 BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00075606			6989	54.12
	0	10168 BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00076061			6989	55.27
	0	10168 BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00075734			6989	78.96
	0	10168 BANK OF AMERICA	SHERWIN WILLIAMS - Paint	TXN00076003			6989	47.50
	85330	REPAIR & MAINT - OFF FURN & EQ						
	0	10168 BANK OF AMERICA	BIBLIOTHECA - Self Check	TXN00075831			6989	8,856.20
	0	10168 BANK OF AMERICA	CAPITAL BUS - Contract Chrg 10	TXN00075806			6989	114.00
	0	10168 BANK OF AMERICA	CAPITAL BUS - Contract Chrg 8/	TXN00075858			6989	73.74
	0	10168 BANK OF AMERICA	KONICA - Mthly billing 8/1/20-	TXN00075782			6989	54.73
	0	10168 BANK OF AMERICA	KONICA - Mthly billing 9-1-20-	TXN00076122			6989	34.60
	85350	SANITATION SERVICE						
	0	10168 BANK OF AMERICA	MID NE DISPOSAL - Sanitation 0	TXN00076140			6989	58.40
	85413	POSTAGE						
	1	344 MIDWEST CONNECT LLC	POSTAGE	GI11 - 09/30/20			0	209.70
	85416	ADVERTISING						
	1	214 BH MEDIA GROUP INC	LEGAL AD	10040440 - SEP 2020			0	14.78
	85422	DUES & SUBSCRIPTIONS						
	1	3767 OCLC ONLINE COMPUTER LIBRARY	OCT 2020 CATALOG/METADATA SUBSCRIPTION	1000073863			0	2,172.00
	85425	BOOKS						
	0	10168 BANK OF AMERICA	BRODART - Books	TXN00075876			6989	6,410.61
	0	10168 BANK OF AMERICA	WALMART - BOOK	TXN00076179			6989	17.97
	0	10168 BANK OF AMERICA	WALMART - Books	TXN00076103			6989	77.41
	85426	AV/ELECTRONIC MEDIA						
	1	8868 ADVANTAGE ARCHIVES LLC	ANNUAL MICROFILM SUBSCRIPTIONS	31882			0	3,110.00
	0	10168 BANK OF AMERICA	OVERDRIVE - Deposit on Account	TXN00076160			6989	2,500.00

Schedule of Bills

102720

<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						
0	10168	BANK OF AMERICA	REC BOOKS - Emagazine Renewal	TXN00076135			6989	969.36
0	10168	BANK OF AMERICA	RECORDED BOOKS - Audiobooks	TXN00076120			6989	292.08
0	10168	BANK OF AMERICA	WALMART - BOOK	TXN00076179			6989	204.38
0	10168	BANK OF AMERICA	ZOOBEAN - Beanstack Database	TXN00076123			6989	1,195.00
1	562	MIDWEST TAPE	AUDIOBOOKS	99436910	10326		0	44.99
1	562	MIDWEST TAPE	AUDIOBOOKS	99460531	10326		0	64.98
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S & PLAYAWAYS	99401131	10326		0	179.94
1	562	MIDWEST TAPE	PLAYAWAYS & DVD'S	99480788	10326		0	207.40
85490		OTHER EXPENDITURES						
0	10168	BANK OF AMERICA	AWARDS PLUS-RETIREMENT PLAQUE/	TXN00075228			6989	72.00
0	10168	BANK OF AMERICA	SUPER SAVER-RETIREMENT CAKE/ST	TXN00075212			6989	48.88
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00076188			6989	72.80
0	10168	BANK OF AMERICA	AMAZON - SUPPLIES / COVID-19	TXN00075843			6989	149.82
0	10168	BANK OF AMERICA	BRODART - Books	TXN00075876			6989	270.67
0	10168	BANK OF AMERICA	DEMCO - Processing Supplies	TXN00075959			6989	49.54
0	10168	BANK OF AMERICA	DEMCO - Supplies	TXN00076157			6989	279.34
0	10168	BANK OF AMERICA	EAKES - Office Supplies	TXN00075844			6989	174.33
0	10168	BANK OF AMERICA	HOBBY LOBBY - Craft Supplies	TXN00076187			6989	43.96
0	10168	BANK OF AMERICA	QUILL - Supplies	TXN00076183			6989	41.78
0	10168	BANK OF AMERICA	QUILL - Supplies	TXN00076045			6989	80.32
0	10168	BANK OF AMERICA	WALMART - MISC SUPPLIES	TXN00075073			6989	69.19
85510		CLEANING SUPPLIES						
0	10168	BANK OF AMERICA	AMAZON - SUPPLIES / COVID-19	TXN00075843			6989	188.86
10044301 Org Total							31,222.70	

Council Meeting
October 27, 2020

Schedule of Bills

102720

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<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	QUILL - Laminator	TXN00076097			6989	1,386.99
29555001 Org Total							1,386.99	

Prepared by

Nancy Broich

Library Funds Disbursement Voucher	
Approved by: Tanya Hansen	Date Oct 23, 2020
Library Board President <i>Tanya Hansen</i>	
Authenticated by: Benjamin E Boeselager	Date Oct 23, 2020
Library Board Secretary <i>Benjamin E Boeselager</i>	

Schedule of Bills

111020

<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						
85245		PRINTING & BINDING SERVICES						
0	10168	BANK OF AMERICA	COPYCAT - Envelopes	TXN00076566			7004	348.25
0	10168	BANK OF AMERICA	PEREGRINE - GI Newsletter inse	TXN00076661			7004	675.00
85305		UTILITY SERVICES						
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	OCT 2020			0	3,834.34
85317		NATURAL GAS						
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	20SEP2646500-5			219535	34.44
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00076384			7004	19.48
0	10168	BANK OF AMERICA	CLIP STRIP - Maintenance Suppl	TXN00076256			7004	34.40
0	10168	BANK OF AMERICA	HONEYWELL - Maintenance	TXN00076636			7004	3,167.51
0	10168	BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00076515			7004	17.94
0	10168	BANK OF AMERICA	MENARDS-Maint.SuppliesCOVID-19	TXN00076231			7004	8.83
0	10168	BANK OF AMERICA	PRESTOX-SEPT 2020 Pest Control	TXN00076322			7004	155.00
85330		REPAIR & MAINT - OFF FURN & EQ						
0	10168	BANK OF AMERICA	KONICA - Mthly billing 10/1/20	TXN00076582			7004	20.50
85413		POSTAGE						
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 10/15/20			0	183.39
85425		BOOKS						
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00076297			7004	9.94
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00076286			7004	10.24
0	10168	BANK OF AMERICA	AMAZON - Book	TXN00076254			7004	16.99
0	10168	BANK OF AMERICA	BRODART BOOKS - Books	TXN00076754			7004	3,671.22
85426		AV/ELECTRONIC MEDIA						
0	10168	BANK OF AMERICA	BLOXELS-App for Makerspace Kit	TXN00076602			7004	19.99
0	10168	BANK OF AMERICA	OVERDRIVE- Deposit on acct.	TXN00076337			7004	3,500.00
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S& PLAYAWAYS	99517020	10326		0	357.91
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S& PLAYAWAYS	99542824	10326		0	924.20
85427		PERIODICALS						
2	214	BH MEDIA GROUP INC	RENEW 52 WEEK SUBSCRIPTION	ACCT 3790918			0	504.40
85505		OFFICE SUPPLIES						

Council Meeting
November 10, 2020

Schedule of Bills

111020

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		Vendor						
<u>Org</u>	<u>Object</u>	<u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
	85505	OFFICE SUPPLIES						
	0	10168 BANK OF AMERICA	BRODART BOOKS - Books	TXN00076754			7004	93.26
	0	10168 BANK OF AMERICA	QUILL - Laminating Rolls	TXN00076539			7004	123.49
	85510	CLEANING SUPPLIES						
	0	10168 BANK OF AMERICA	"SAMS-COVID19/LYSOL,MASKS,WIPE	TXN00076645			7004	39.92
	0	10168 BANK OF AMERICA	MENARDS-Maint.SuppliesCOVID-19	TXN00076231			7004	24.69
10044301 Org Total							17,795.33	

Council Meeting
November 10, 2020

Schedule of Bills

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

Description

Invoice

PO #

WO#

Check #

Amount

BRODART BOOKS - Books

TXN00076754

7004

1,174.28

20110001 Org Total

1,174.28

Schedule of Bills

111020

<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 - Primetime	TXN00076550			7004	116.63
0	10168	BANK OF AMERICA	AMAZON-Dell Monitor	TXN00076748			7004	149.99
0	10168	BANK OF AMERICA	DELL - Computer	TXN00076788			7004	930.15
0	10168	BANK OF AMERICA	KEN'S - Washer/Dryer Combo	TXN00076424			7004	1,259.10
29555001 Org Total							2,455.87	

Prepared by

Nancy Broich

Library Funds Disbursement Voucher	
Approved by: Tanya Hansen	Date Nov 10, 2020
Library Board President <i>Tanya Hansen</i>	
Authenticated by: Benjamin E Boeselager	Date Nov 6, 2020
Library Board Secretary <i>Benjamin E Boeselager</i>	

Library Board

Monday, November 30, 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:



f Virtual Programs

October	Weeks	FB Views	Youtube	Total Views	Total programs =11 Total Views = 727
Baby & Toddler					
	6-Oct	71	7	78	
	13-Oct	moved to YT	8	8	
	20-Oct	moved to YT	7	7	
	27-Oct	140	12	152	
Wednesday Storytime					
	7-Oct	moved to YT	7	7	
	14-Oct	moved to YT	14	14	
	21-Oct	139	0	139	
LIVE	28-Oct	42	0	42	
Teen/Tweens					
	Oct 3rd video	156	0	156	
	17-Oct	moved to YT	17	17	
Homeschoolers					
	19-Oct	100	7	107	

Library Media Report

November 28, 2020 Report

[illegible]

Interim Library Director/Youth & Family Service Librarian's Monthly Report

Name: Celine Swan

Date: November 2020

Since Last Report

Collection Development

- Order fall books, replacements, missing books in series, damaged book replacements

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
- We have been shorthanded for scheduling due to quarantines, staff out ill, vacations, etc

SOD/LOD/Staff Work

- Staff worked on cleaning and quarantining material rotations, virtual programming, billing notices and working on getting materials back, and social media promotions
- Switching from Facebook to YouTube Library Channel-following copyright requirements
- Provided virtual programs with Elle for Baby, Toddler, Preschool Storytimes
- October was Hispanic Heritage Month, Veteran's Day, and Halloween
- Planning on Snow Much to Read campaign for all ages
- Planning on Winter Break Programming
- Handing out Random Acts of Campaign Week Gift Cards

Committee Work with Outside Agencies

- H3C work, met bi-monthly with core group of H3C Director, board, supervisors, ex. GIPS, Headstart, etc
- Met weekly on Zoom for City Dept. Director Meeting
- Met weekly on Zoom with Central Plains Library System and shared information, planning/ideas

Around the Library Work

- New Logo was designed for Teen Area
- Ray is painting the Children's Baby Zone Area-teal
- Book Bundles were added
- Displays/including one with Altrusa for Veteran's Day

Programs

- Provided virtual programs with Elle for Baby, Toddler, Preschool Storytimes
- Work with H3C-Children's 0-11 group bi-weekly and once a month whole group
- Partnered with Walnut Middle School ELL for books and library card applications and promotions for ages 11-13.
- New Grand Island Regional Medical Center requested Read to Your Bunny promotional sheet for new parents
- Special Random Acts of Kindness Storytime with Greater Grand Island Foundation Oct 6
- LA2s will work on Winter Break-Virtual Programs for all ages for Dec 21, 22, 23, 28, 29, and 30

Library Management

- Work with Irasema and staff on social media promotions and library newsletter
- Promote Youtube GIPL Channel
- MST Meeting October 1, October 23
- Random Acts of Kindness Week October 4-10-waived fines on items returned and handed out hundreds of dollars of donated gift cards from AOK Ladies
- GITV Live Community Update Oct 5 for Mayor Steele
- Attended City Council Meeting Oct 13 (County-Interlocal Agreement)
- Setup Jamie LaRue training for Library Board and Shaun and I, turned in CE credits
- Coordinated Cleaning of Foundation Room, Book Donation Room, Closets, Cleaning of the back area, getting out the self-checkout (Shaun), Put together storage for PrimeTimes and Foundation, Rearranged the New Books Area, added furniture to the Book Sales area, Supervised Maintenance
- Met with Irasema/Shawn for the Newsletter template October 19
- Humanities Nebraska Virtual Prime Time Preschool Saturdays at 11:00 a.m. October 17-November 21
- Making Logo for Teens-Elle
- Library column October 18
- Meetings for PrimeTime via Zoom to plan
- Offered live Book Club combo with Zoom

Interim Library Director

- Payroll/Budget/Bills
- Cares Act Grant-NLC ordered two laptops/software and allocating money for Overdrive and Hoopla towards the grant. Will need to turn in receipts to get \$13,070.
- Peter Kiewit Grant-spoke with them about revenues, communicated budget to Library Foundation, worked with Island Glass for tinting, Vlcek Gardens, ordered microfilm reader, computer/monitor, laminator, washer/dryer from Ken's Appliance and O'Hare Plumbing
- Made aware of United Way Covid Grant that Carol Bryant from Foundation wrote for the library for \$2,000
- Met with maintenance on Fall/Winter projects
- Human resource situations
- Appraisals
- Met with MST/Shawn on future fall/winter plans
- Cleaned areas of library, and rearranged
- Welcomed Leigh to the library/tour October 15
- Will meet with Davis in December
- United Way Campaign-attended kick off
- Opened Makerspace up 10/21 by appointment Wednesdays and Saturdays 9:30 am-12 pm.
- Updated Covid guidelines with State's DHM for 10/21/20
- Monitoring patron numbers for entering library
- Interviewed for library director job October 13
- News release on returning items, drivethrough, library saving patrons money and fines to start on week of October 19
- Renewed Hall County accounts for one year for the interlocal agreement
- Work with City IT (will clean IT room, recycle-put in a ticket)
- Coffee meeting with Leigh, Kelli, Irasema, Shawn and I on library/foundation marketing

Upcoming

Collection Development

- Order fall/winter books

Scheduling

- Short staffed due to Covid quarantines, Covid testing, funerals, medical situation out of state for family member, etc.

Children's Renovation-Library work

- Ray and Brian cleaned the glass windows outside, will get seating from offsite and install
- Had Dahlke Lawn Care do fall lawn work

Program/Committee Work

- Winter Snow Much to READ Campaign for all ages

Library Management

- Winter Snow Much to READ Campaign for all ages, Peachjar to schools
- Newsletter online
- Virtual Programming planned, flyers in English and Spanish, on calendars news releases
- Setup 295 fund with Brian, Nancy B for the \$15,000 from the Library Foundation
- Worked with Brian and Nancy on the transfer of the Pioneer money to Holdrege
- Worked on Peter Kiewit Grant projects-finished window tinting, setting up Microfilm reader, CPU/monitor, Vlcek gardens did work will add seating to area
- Worked on Cares Act NLC grant spending, ordered computers, software, and spend \$ on ebooks from Hoopla and Overdrive
- Worked with Leigh on \$1,500 Sheldon Art Show (sponsored by Kim Dinsdale/Foundation) for January
- Worked with Leigh on United Way Grant for \$2,000 for Covid that Carol Bryant from the Foundation wrote for the library
- Elected to the Hall County Community Collaborative Board starting in January 2021
- Attended the Nebraska Library Commission Library Survey Training

Interim Library Director

- Worked with Voting Commission/Tracy Overstreet and staff with the Library as a Polling Place
- Working with the Central Nebraska Council on Alcoholism-Promotions
- Partnered with Boy Scouts/Chad Nabity for Salvation Army/Thrivent Grant for nonperishables and \$500 for the Salvation Army
- Payroll/Budget/Bills
- Scheduling-leave granting
- Payroll
- Appraisals review
- Covering stations for staff that are out.
- Pioneer System needed to be restored on 11/24/20-worked with technical support and Pioneer group
- Share newsletter, and winter break programming

Library Board

Monday, November 30, 2020

Regular Meeting

Item F1

Library Foundation/City Grant Agreement

Staff Contact:

**GRANT AGREEMENT BETWEEN THE CITY OF GRAND ISLAND PUBLIC LIBRARY
AND
THE GRAND ISLAND PUBLIC LIBRARY FOUNDATION, INC.**

THIS AGREEMENT is entered into by and between the Grand Island Public Library, hereinafter referred to as "Library", and the Grand Island Public Library Foundation, Inc., a Nebraska corporation, hereinafter referred to as "Foundation" executed this ____ day of _____, 2020.

1. BACKGROUND

The Foundation is a Nebraska non-profit corporation designated as tax exempt under Section 501(c)3 of the United States Internal Revenue Code. It is organized for the purpose of soliciting and receiving gifts, bequests, grants, and devises of property for the use and benefit of the Library consistent with the Foundation's Articles of Incorporation as amended from time to time. The Library is an agency of the City of Grand Island and is desirous of receiving gifts and grants from the Foundation and to assist the Foundation in the Foundation's efforts to solicit funds. In order to promote wise use of each of their resources and to assist each other in reaching their goals, the Library and the Foundation set forth the responsibilities and understandings of both parties in this Agreement.

2. FOUNDATION GRANT TO LIBRARY

2.1 GRANT. The Foundation will make a grant to the City of Grand Island in the amount of \$15,000. The grant is to be used only for Library programs or to purchase materials or services for the Library. The grant is to be used in its entirety on or before September 30, 2021.

2.2 COMMUNICATION; REPORTS; RECORDS. The Foundation and the City of Grand Island will each appoint one individual to act as principal contact person for notices and other communications under this Agreement. The parties may change their contact person at any time by written notice to the other party. The Library will provide the Foundation with quarterly narrative and financial reports of how the grant funds were used, the attendance records of any programs funded or number served for the any services provided by the Library with the grant funds. The Library will maintain its books and records in a manner that will provide the Foundation with sufficient detail to review the Library's receipts and expenditures relating to the grant. The Library will make such records available for review by the Foundation upon reasonable notice.

3. GENERAL

3.1 NEBRASKA LAW. This Agreement shall be governed and interpreted by the laws of the State of Nebraska without reference to the principles of conflicts of law.

3.2 INTEGRATION, AMENDMENTS, ASSIGNMENT. This Agreement represents the entire agreement between the parties and all prior negotiations and representations are hereby expressly excluded from

this Agreement. This Agreement may be amended only by written agreement of both parties. This Agreement may not be assigned without the prior written consent of the other party.

3.3 SEVERABILITY AND SAVINGS CLAUSE. Each section and each subdivision of a section of the Agreement is hereby declared to be independent of every other section or subdivision of a section so far as inducement for the acceptance of this Agreement and invalidity of any section or subdivision of a section of this Agreement shall not invalidate any other section or subdivision of a section thereof.

3.4 TERM. The term of this Agreement shall commence upon execution and shall continue until September 30, 2021 except that the Library shall provide all reports and allow access to the Library's records as provided in Section 2 for a period of four years following termination of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date of execution set out below.

GRAND ISLAND PUBLIC LIBRARY BOARD

by: _____

Title: _____

Printed Name: _____

Date: _____

GRAND ISLAND PUBLIC LIBRARY FOUNDATION, INC.

by: _____

Title: President

Printed Name: _____

Date: _____

Library Board

Monday, November 30, 2020

Regular Meeting

Item F2

Library Director Recommendation

Staff Contact: