

## **Library Board**

**Monday, February 15, 2021  
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 January 20, 2021
5. Approval of Financial Reports
6. Approval of Bills Submitted - January 26, 2021 and February 9, 2021
7. Approval of Director's Report
8. Board Communications and Committee Reports

9. Planning for Strategic Plan
10. Vote On Meeting In Person or Zoom for March and April 2021
11. Next Meeting
12. Adjournment

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# Library Board

## Monday, February 15, 2021

### Regular Meeting

## Item A1

### Public Participation

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

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

Staff Contact:

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# **Library Board**

**Monday, February 15, 2021**

**Regular Meeting**

## **Item B1**

**Approval of Minutes of January 20, 2021**

**Staff Contact:**

CITY OF GRAND ISLAND  
GRAND ISLAND PUBLIC LIBRARY BOARD  
OFFICIAL PROCEEDINGS  
MINUTES OF REGULAR LIBRARY BOARD MEETING  
January 20, 2021

Pursuant to due call and notice thereof, a Regular Meeting of the Library Board of the Grand Island Public Library was conducted on Wednesday, January 20, 2021. Notice appeared in the *Grand Island Independent* on January 15, 2021. A quorum present, President Tanya Hansen called the meeting to order at 4:30 p.m. The following members were present: Ed Meedel, Kelli Arens, Maria Lopez and Sara White.

Open Meetings Law Notice: Provided by President Tanya Hansen.

Public Participation: None

Approval of Minutes: Motion by Ed Meedel, seconded by Maria Lopez, carried unanimously to accept for filing the Minutes of the December 21, 2020 library board meeting.

REPORTS:

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

Approval of Bills Submitted: Motion by Ed Meedel, seconded by Maria Lopez, carried unanimously to accept for filing the December 22, 2020 and January 12, 2021 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 Report: Tanya said she will be working with Ben, Celine and Shaun on getting the library policies up to date.

Next Meeting: This meeting will be on Monday February 15, 2021 at 4:30 pm.

There being no other business the meeting was adjourned at 4:50 p.m.

Ben Boeselager, Secretary

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# **Library Board**

**Monday, February 15, 2021**

**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:

01/21/2021 14:17  
mollym

CITY OF GRAND ISLAND  
LIBRARY REVENUES

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FOR THE MONTH ENDED DEC 2020

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
74350 COUNTY SHARE OF LIBRARY	-40,000	-40,000	-27,500.00	.00	.00	-12,500.00	68.8%
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	-1,939.62	-635.66	.00	-9,060.38	17.6%
74703 FINES AND PENALTIES	-25,000	-25,000	-1,649.11	-589.27	.00	-23,350.89	6.6%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-920.00	-440.00	.00	-4,580.00	16.7%
74795 OTHER REVENUE	-6,500	-6,500	-13,921.95	-13,070.00	.00	7,421.95	214.2%
TOTAL LIBRARY	-108,177	-108,177	-45,930.68	-14,734.93	.00	-62,246.32	42.5%
TOTAL GENERAL FUND	-108,177	-108,177	-45,930.68	-14,734.93	.00	-62,246.32	42.5%
TOTAL REVENUES	-108,177	-108,177	-45,930.68	-14,734.93	.00	-62,246.32	

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CITY OF GRAND ISLAND  
LIBRARY EXPENSES

P 1  
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FOR THE MONTH ENDED DEC 2020

FOR 2021 03

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	233,253.92	66,452.55	.00	763,537.08	23.4%
85110 SALARIES - OVERTIME	1,000	1,000	140.98	99.24	.00	859.02	14.1%
85115 F.I.C.A. PAYROLL TAXES	76,255	76,255	16,839.54	4,787.76	.00	59,415.46	22.1%
85120 HEALTH INSURANCE	185,613	185,613	30,346.86	10,115.62	.00	155,266.14	16.3%
85125 LIFE INSURANCE	1,600	1,600	355.35	118.45	.00	1,244.65	22.2%
85130 DISABILITY INSURANCE	2,775	2,775	542.17	183.57	.00	2,232.83	19.5%
85145 PENSION CONTRIBUTION	59,787	59,787	13,589.68	3,962.53	.00	46,197.32	22.7%
85150 WORKERS COMPENSATION	1,962	1,962	.00	.00	.00	1,962.00	.0%
85160 OTHER EMPLOYEE BENEFITS	0	0	62.22	.00	.00	-62.22	100.0%
85161 HRA-VEBA	12,220	12,220	3,080.00	880.00	.00	9,140.00	25.2%
85213 CONTRACT SERVICES	10,000	10,000	3,520.00	2,470.00	.00	6,480.00	35.2%
85241 COMPUTER SERVICES	30,000	30,000	5,150.00	2,650.00	.00	24,850.00	17.2%
85245 PRINTING & BINDING SERVICES	0	0	1,023.25	.00	.00	-1,023.25	100.0%
85305 UTILITY SERVICES	55,000	55,000	11,756.26	3,194.41	.00	43,243.74	21.4%
85317 NATURAL GAS	5,000	5,000	288.55	231.93	.00	4,711.45	5.8%
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	6,253.92	1,053.55	1,925.43	11,820.65	40.9%
85330 REPAIR & MAINT-OFF FURN & EQ	15,000	15,000	9,653.88	189.56	5,000.00	346.12	97.7%
85335 REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%
85350 SANITATION SERVICE	750	750	177.00	118.60	.00	573.00	23.6%
85413 POSTAGE	6,000	6,000	996.77	279.66	.00	5,003.23	16.6%
85416 ADVERTISING	250	250	42.34	13.78	.00	207.66	16.9%
85422 DUES & SUBSCRIPTIONS	26,000	26,000	6,635.00	2,291.00	.00	19,365.00	25.5%
85425 BOOKS	95,000	95,000	28,130.52	14,218.18	53.15	66,816.33	29.7%
85426 AV/ELECTRONIC MEDIA	108,700	108,700	38,130.14	7,759.54	.00	70,569.86	35.1%
85427 PERIODICALS	14,000	14,000	760.00	57.20	.00	13,240.00	5.4%
85428 TRAVEL & TRAINING	2,500	2,500	904.26	479.30	.00	1,595.74	36.2%
85453 CASH OVER & SHORT	100	100	6.70	3.40	.00	93.30	6.7%
85490 OTHER EXPENDITURES	1,000	1,000	404.21	88.43	.00	595.79	40.4%
85505 OFFICE SUPPLIES	51,000	51,000	4,136.23	1,041.90	.00	46,863.77	8.1%
85510 CLEANING SUPPLIES	4,000	4,000	555.26	275.87	.00	3,444.74	13.9%
85515 GASOLINE	500	500	121.82	.00	.00	378.18	24.4%
85540 SMALL TOOLS & PARTS	12,279	12,279	.00	.00	.00	12,279.00	.0%
TOTAL LIBRARY	1,796,562	1,796,562	416,856.83	123,016.03	6,978.58	1,372,726.59	23.6%
TOTAL GENERAL FUND	1,796,562	1,796,562	416,856.83	123,016.03	6,978.58	1,372,726.59	23.6%

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CITY OF GRAND ISLAND  
ALL REVENUES

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FOR THE MONTH ENDED DEC 2020

FOR 2021 03			JOURNAL DETAIL 2021 3 TO 2021 3					
ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
295 LOCAL ASSISTANCE	APPROP	BUDGET				BUDGET	USED	
<hr/>								
29555001 OTHER DEPARTMENT PROJECTS								
<hr/>								
84 OTHER REVENUE								
<hr/>								
74602 PLANNING COMMISSION PLAQUE								
<hr/>								
<a href="#">29555001 74602 PLANNING COMMISSION</a>			-120	-120	.00	.00	.00	-120.00 .0%
<hr/>								
74701 EDITH ABBOTT MEMORIAL LIBRARY								
<hr/>								
<a href="#">29555001 74701 EDITH ABBOTT MEMORI</a>			-74,000	-74,000	-1,763.73	14,900.00	.00	-72,236.27 2.4%
<a href="#">2021/03/000107</a> 12/09/2020 CRP			-100.00	REF 257029	NEWCOMERS AND MORE		12/09/20 - DONATION	
<a href="#">2021/03/000141</a> 12/16/2020 CRP			15,000.00	REF 257359	GRAND ISLAND LIBRARY		RECEIPT CORRECTION	
<a href="#">29555001 74701 105 EDITH ABBOTT MEM</a>			0	0	-15,000.00	-15,000.00	.00	15,000.00 100.0%
<a href="#">2021/03/000141</a> 12/16/2020 CRP			-15,000.00	REF 257358	GI LIBRARY FOUNDATIO		RECEIPT CORRECTION	
<hr/>								
74735 CONTINGENCY PROJECTS								
<hr/>								
<a href="#">29555001 74735 CONTINGENCY PROJECT</a>			-250,000	-250,000	.00	.00	.00	-250,000.00 .0%
<hr/>								
74799 CREDIT CARD REBATE								
<hr/>								
<a href="#">29555001 74799 CREDIT CARD REBATE</a>			-164	-164	.00	.00	.00	-164.00 .0%
<hr/>								
TOTAL OTHER REVENUE			-324,284	-324,284	-16,763.73	-100.00	.00	-307,520.27 5.2%
TOTAL OTHER DEPARTMENT PROJECTS			-324,284	-324,284	-16,763.73	-100.00	.00	-307,520.27 5.2%

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CITY OF GRAND ISLAND  
ALL EXPENSES

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FOR THE MONTH ENDED DEC 2020

FOR 2021 03

JOURNAL DETAIL 2021 3 TO 2021 3

ACCOUNTS FOR: 295	LOCAL ASSISTANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
29555001 OTHER DEPARTMENT PROJECTS								
91 OPERATING EXPENSES								
<a href="#">29555001 85041</a>	<a href="#">PLANNING COMMISSION</a>	120	120	106.61	.00	.00	13.39	88.8%
<a href="#">29555001 85042</a>	<a href="#">EDITH ABBOTT MEMORI</a>	134,771	134,771	18,871.38	14,399.05	8,086.89	107,812.73	20.0%
<a href="#">2021/03/000014</a>	12/02/2020 API	82.57	VND 010168	VCH506205	BANK OF AMERICA	SUBWAY- Primetime Fall 2020		7036
<a href="#">2021/03/000133</a>	12/22/2020 API	7,085.00	VND 011112	VCH506669	CROWLEY MICROGRAPHIC	MICROFILM SCANNER		220172
<a href="#">2021/03/000133</a>	12/22/2020 API	6,600.00	VND 000257	VCH506676	ISLAND GLASS CO	GLASS TINTING		220197
<a href="#">2021/03/000138</a>	12/16/2020 API	24.96	VND 010168	VCH506873	BANK OF AMERICA	SAMS CLUB - Primetime		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	53.00	VND 010168	VCH506893	BANK OF AMERICA	EILEEN'S COOKIES- Primetime		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	120.00	VND 010168	VCH506903	BANK OF AMERICA	EL TAPATIO - Primetime		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	9.58	VND 010168	VCH507113	BANK OF AMERICA	ACE-PPE from United Way Grant		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	47.92	VND 010168	VCH507206	BANK OF AMERICA	AMAZON-United Way Grant PPE		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	76.02	VND 010168	VCH507265	BANK OF AMERICA	MENARDS-Maint Supplies & PPE		7059
<a href="#">2021/03/000289</a>	12/31/2020 APM	300.00	VND 003412	VCH506668	CHIEF INDUSTRIES INC	ELECTRIC WORK FOR PARKING LOT		
<a href="#">29555001 85042 105</a>	<a href="#">EDITH ABBOTT MEM</a>	0	0	966.85	966.85	550.00	-1,516.85	100.0%
<a href="#">2021/03/000138</a>	12/16/2020 API	107.67	VND 010168	VCH506883	BANK OF AMERICA	AMAZON-SRP&Activity Supplies		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	60.94	VND 010168	VCH506895	BANK OF AMERICA	SAMS-SRP&Activity Supplies		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	39.48	VND 010168	VCH506896	BANK OF AMERICA	WALMART - SKITTLES & PAINT		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	31.00	VND 010168	VCH506899	BANK OF AMERICA	DOLLAR TREE-SRP&Activity Suppl		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	32.99	VND 010168	VCH506900	BANK OF AMERICA	AMAZON-SRP&Activity Supplies		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	54.15	VND 010168	VCH506916	BANK OF AMERICA	MENARDS-SRP&Activity Supplies		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	73.14	VND 010168	VCH506923	BANK OF AMERICA	HOBBY LOBBY-SRP&Activity suppl		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	13.99	VND 010168	VCH506933	BANK OF AMERICA	AMAZON-SRP&Activity Supplies		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	10.50	VND 010168	VCH506934	BANK OF AMERICA	AMAZON-SRP&Activity Supplies		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	46.93	VND 010168	VCH506968	BANK OF AMERICA	ORIENTAL TRADE-SRP&ActivitySup		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	165.33	VND 010168	VCH506984	BANK OF AMERICA	AMAZON-SRP and Activity Suppl		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	175.77	VND 010168	VCH506992	BANK OF AMERICA	AMAZON-SRP & Activity Supplies		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	79.99	VND 010168	VCH507084	BANK OF AMERICA	AMAZON-SRP & Activity Supplies		7059
<a href="#">2021/03/000138</a>	12/16/2020 API	74.97	VND 010168	VCH507146	BANK OF AMERICA	AMAZON-SRP & Activity Supplies		7059
TOTAL OPERATING EXPENSES		134,891	134,891	19,944.84	15,365.90	8,636.89	106,309.27	21.2%
96 CAPITAL OUTLAY								
<a href="#">29555001 85010</a>	<a href="#">CONTINGENCY PROJECT</a>	250,000	250,000	.00	.00	.00	250,000.00	.0%

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# **Library Board**

**Monday, February 15, 2021**

**Regular Meeting**

## **Item B3**

### **Approval of Bills Submitted - January 26, 2021 and February 9, 2021**

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

**Staff Contact:**

## Schedule of Bills

		Vendor			012621				
<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>
<b>10044301</b>		<b>LIBRARY</b>							
<b>85150</b>		<b>WORKERS COMPENSATION</b>							
1	36	CITY OF GRAND ISLAND-FINANCE I	WORK COMP BASE CLAIMS		2021FY WORK COMP BAS			0	380.90
<b>85160</b>		<b>OTHER EMPLOYEE BENEFITS</b>							
0	10168	BANK OF AMERICA	TASC - Admin Fees		TXN00078528			7105	29.28
<b>85305</b>		<b>UTILITY SERVICES</b>							
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS		DEC 2020			0	3,227.66
<b>85413</b>		<b>POSTAGE</b>							
1	344	MIDWEST CONNECT LLC	POSTAGE		GI11 12/31/20			0	227.55
<b>85416</b>		<b>ADVERTISING</b>							
1	214	BH MEDIA GROUP INC	MEETING NOTICE AD		10040440 - DEC 2020			0	16.74
<b>85422</b>		<b>DUES &amp; SUBSCRIPTIONS</b>							
1	10995	HALL COUNTY COMMUNITY COLL	H3C MEMBERSHIP DUES		1219	36534		0	100.00
<b>85426</b>		<b>AV/ELECTRONIC MEDIA</b>							
1	393	CENGAGE LEARNING INC	JAN-DEC 2021 CHILTON DATABASE RENEWAL		72833985			0	2,039.59
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S & PLAYAWAYS		99861423	10326		0	251.42
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S & PLAYAWAYS		10326	10326		0	317.43
1	562	MIDWEST TAPE	DEC 2020 HOOPLA		99840319	10326		0	4,339.42
1	562	MIDWEST TAPE	DVD		99835220	10326		0	31.49
1	320	NE LIBRARY COMMISSION	JAN-DEC 2021 WEB DEWEY SUBSCRIPTION		30416			0	265.20
<b>85427</b>		<b>PERIODICALS</b>							
1	2156	EBSCO	CREDIT		2100383			0	(1,395.18)
1	2156	EBSCO	CREDIT		1570515			0	(912.39)
1	2156	EBSCO	CREDIT		1906899			0	(520.41)
1	2156	EBSCO	CREDIT		1906189			0	(229.16)
1	2156	EBSCO	CREDIT		20054			0	(165.55)
1	2156	EBSCO	CREDIT		1905432			0	(128.18)
1	2156	EBSCO	CREDIT		2007229			0	(83.33)
1	2156	EBSCO	CREDIT		2006604			0	(65.97)
1	2156	EBSCO	CREDIT		1908224			0	(41.62)
1	2156	EBSCO	CREDIT		2005856			0	(34.68)
1	2156	EBSCO	CREDIT		2103348			0	(30.66)
1	2156	EBSCO	CREDIT		1907475			0	(22.82)

**Schedule of Bills**

<u>Org</u>	<u>Object</u>	<u>Vendor Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85427		PERIODICALS						
1	2156	EBSCO	CREDIT	CM 1530107			0	(21.69)
1	2156	EBSCO	CREDIT	2102192			0	(14.86)
1	2156	EBSCO	CREDIT	2002975			0	(11.91)
1	2156	EBSCO	SUBSCRIPTION RENEWAL	2102741			0	39.60
1	2156	EBSCO	SUBSCRIPTION RENEWAL	1608008			0	11,571.59
85428		TRAVEL & TRAINING						
1	82	CITY OF GRAND ISLAND-TREASURY	PETTY CASH REIMBURSEMENT	01/26/21			0	55.08
85490		OTHER EXPENDITURES						
1	8792	CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	20DEC6614			7084	59.45
85515		GASOLINE						
1	83	CITY OF GRAND ISLAND-TREASURY	DEC 2020 REPAIR SHOP BILL	LIBR 2020-12			0	38.97

10044301 Org Total 19,312.96

Prepared by

*Nancy Broich*

Library Funds Disbursement Voucher	
Approved by: Tanya Hansen	Date Jan 25, 2021
Library Board President <i>Tanya Hansen</i>	
Authenticated by: Benjamin E Boeselager	Date Jan 25, 2021
Library Board Secretary <i>Benjamin E. Boeselager</i>	

## Schedule of Bills

020921

<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						
85160		OTHER EMPLOYEE BENEFITS						
0	10168	BANK OF AMERICA	TASC - Admin Fees	TXN00079153			7123	29.28
85213		CONTRACT SERVICES						
0	10168	BANK OF AMERICA	DAHLKE LAWN-Snow Removal	TXN00078650			7123	1,995.00
85245		PRINTING & BINDING SERVICES						
0	10168	BANK OF AMERICA	COPYCAT - Business Cards	TXN00079144			7123	75.00
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00078622			7123	19.68
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00078652			7123	74.48
0	10168	BANK OF AMERICA	HOME DEPOT-Maintenance Supplie	TXN00078744			7123	21.25
0	10168	BANK OF AMERICA	MENARDS - Covid Supplies	TXN00079232			7123	44.69
0	10168	BANK OF AMERICA	MENARDS-Maintenance Supplies	TXN00078790			7123	21.95
0	10168	BANK OF AMERICA	PRESTOX-Pest Control December	TXN00079175			7123	155.00
0	10168	BANK OF AMERICA	PRESTOX-Pest Control January 2	TXN00079189			7123	155.00
2	2854	NEBRASKA STATE FIRE MARSHAL	BOILER INSPECTION/CERTIFICATE	118508			0	108.00
85330		REPAIR & MAINT - OFF FURN & EQ						
0	10168	BANK OF AMERICA	CAPITAL BUS - Contract Chrg	TXN00079088			7123	125.03
0	10168	BANK OF AMERICA	CAPITAL BUS-Contract Chrg 11/1	TXN00078349			7123	75.56
0	10168	BANK OF AMERICA	EAKES-Contract Billing 10/1/20	TXN00079102			7123	314.68
85350		SANITATION SERVICE						
0	10168	BANK OF AMERICA	MID NE DISPOSAL - Sanitation 1	TXN00079085			7123	59.30
85413		POSTAGE						
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 01/15/21			0	145.01
85425		BOOKS						
0	10168	BANK OF AMERICA	AMAZON - Books	TXN00079438			7123	41.76
0	10168	BANK OF AMERICA	BRODART - Books	TXN00078689			7123	3,344.18
0	10168	BANK OF AMERICA	CONEY ISLAND-3 Books For Stock	TXN00078321			7123	59.85
0	10168	BANK OF AMERICA	USBORNE - Children's Books	TXN00079265			7123	304.74
85426		AV/ELECTRONIC MEDIA						
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S & PLAYAWAY'S	99896155	10326		0	453.35
85427		PERIODICALS						

## Schedule of Bills

<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						
85427		PERIODICALS						
0	10168	BANK OF AMERICA	WORLD HERALD-Newspaper Subscri	TXN00079427			7123	153.40
85428		TRAVEL & TRAINING						
0	10168	BANK OF AMERICA	LIBRARY JUICE ACADEMY-Training	TXN00078611			7123	157.50
85490		OTHER EXPENDITURES						
1	8792	CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	20JAN6614			7122	66.50
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00078719			7123	21.48
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00078702			7123	68.10
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00078997			7123	148.46
0	10168	BANK OF AMERICA	AMER LIBRARY ASSOC-Bookmarks &	TXN00079361			7123	118.50
0	10168	BANK OF AMERICA	BRODART - Processing Supplies	TXN00079176			7123	1,045.19
0	10168	BANK OF AMERICA	DEMCO - Processing Supplies	TXN00079373			7123	582.94
0	10168	BANK OF AMERICA	INNOVATIVE LABEL - Labels	TXN00078938			7123	425.65
0	10168	BANK OF AMERICA	QUILL - Office Supplies	TXN00079198			7123	56.70
0	10168	BANK OF AMERICA	QUILL - Office Supplies	TXN00078333			7123	201.97
0	10168	BANK OF AMERICA	SAMS - Supplies	TXN00078977			7123	11.58
0	10168	BANK OF AMERICA	USCUTTER-Makerspace Supplies	TXN00078485			7123	1,696.85
<b>10044301 Org Total</b>							<b>12,377.61</b>	

Council Meeting  
February 09, 2021

### Schedule of Bills

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		Vendor			020921				
<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>
20110001		LIBRARY TRUST							
85425		BOOKS							
0	10168	BANK OF AMERICA	BRODART - Books		TXN00078689			7123	628.96
20110001 Org Total								628.96	

## Schedule of Bills

<u>Org</u>	<u>Object</u>	<u>Vendor</u> Name/Number	<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	HOME DEPOT PRO- Maint Supplies	TXN00078593			7123	513.00
0	10168	BANK OF AMERICA	HOME DEPOT-Maintenance Supplie	TXN00078425			7123	240.87
0	10168	BANK OF AMERICA	MENARDS - Covid Supplies	TXN00079232			7123	44.91
105		GI PUBLIC LIBRARY FOUNDATION						
0	10168	BANK OF AMERICA	AMAZON - SRP & Activity Suppli	TXN00079330			7123	9.99
0	10168	BANK OF AMERICA	AMAZON-SRP&Activity Supplies/G	TXN00078469			7123	37.98
0	10168	BANK OF AMERICA	DAIRY QUEEN - Programs	TXN00078855			7123	50.00
<b>29555001 Org Total</b>							<b>896.75</b>	

Prepared by

Nancy Broich

<b>Library Funds Disbursement Voucher</b>	
<b>Approved by:</b> Tanya Hansen	<b>Date</b> Feb 9, 2021
<b>Library Board President</b> <i>Tanya Hansen</i>	
<b>Authenticated by:</b> Benjamin E Boeselager	<b>Date</b> Feb 8, 2021
<b>Library Board Secretary</b> <i>Benjamin E Boeselager</i>	

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# **Library Board**

## **Monday, February 15, 2021**

### **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:**

# Interim Library Director/Youth/Family Serv. Librarian

**Name:** Celine Swan

**Date:** February 2021

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## Since Last Report

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### Collection Development

- Weeding, ordering for youth and teen collections and other collection development

### Scheduling/Staffing

- Working with Leigh and Kim to recruit volunteers to cover the Welcome Desk, book sales, outreach delivery, other needs.
- Interviews for Librarian or Librarian II

### SOD/LOD/Staff Work

- Staff worked on cleaning and quarantining material rotations, virtual programming, extending due dates and waived fines.
- LA2s working on Spring Break Planning for March 8-12
- Staff worked on Snow Much to Read campaign for all ages begins Nov 15 – Jan 15, gave away prizes and grand prizes
- Irasema filmed a spotlight on new library director
- MST Meeting January 12
- Library column January 10
- Media interviews January 14
- ILS software evaluations with staff committee, & rubric-Finance recommends every 5 yrs.
- Safety Training was provided for all staff on Medical Emergencies
- Cleaned out technology server room/Round 1 with City IT.
- Jeanne created a flyer for patrons of the Salvation Army

### Committee Work with Outside Agencies

- H3C work, met bi-monthly with core group of H3C ages 0-11 planners and whole group
- Met weekly on Zoom for City Dept. Director Meetings
- Met weekly on Zoom with Central Plains Library System and shared information, planning/ideas
- Zooms with Heartland United Way
- REACH digital TV from United Way installed in rotunda and press conference here February 2

### Around the Library Work

- Martin Luther King, Jr. and Multicultural Book Day Display, Bear Fair/bundles promotions
- Sheldon Compact Rhythms traveling Art Show January-February 2

### Programs

- Provided regular virtual programs Baby, Toddler, Preschool Storytimes, Homeschoolers, Teen
- Makerspace by appointment

## Library Management/Library Director

- Payroll/Budget/Bills
- Grant work on Peter Kiewit Grant with Leigh
- Work on 295 Fund
- Met with maintenance cleaning rotations, they are spraying with Novalent
- Human resource situations
- Met with MST/Shawn/Irasema on future promotional plans for reading-Bookopoly, Spring Break, database how to's
- Updated Covid signage
- Monitoring patron numbers for entering library
- PR Work-News releases, radio/tv interviews
- Work with HR on hiring Youth and Family Services Librarian I or II, update job description, and interview questions with Shawn and Jennifer
- Planning/Meeting with GITV Shawn and Irasema for media promotions, how-to's
- Met with Jerry Janulewicz on January 21
- Attended Library Foundation Meeting on January 21
- Zoom meetings with Britton from Clark & Enersen for HVAC project planning
- Zoom meetings with city engineers for HVAC
- Promotions for OverDrive Magazines
- Reports for the Library Board
- Annual Library Report is due for approval to the Library Board-do in December, present in January, affidavit required, then goes to the City Council in February
- Public Library Survey for Nebraska Library Commission (Nancy and Shawn get stats) due in February

## Upcoming

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### Collection Development

- Weeding, ordering for children and teen collections, collection development

### Scheduling

- Elle is on Maternity Leave beginning February 1, 2021 for three months.
- Working with Leigh and Kim to recruit volunteers to cover the Welcome Desk, book sales, outreach delivery, other needs.

### Renovation-Library work

- Will get seating from offsite and install
- Go to offsite storage and see if anything needs to be removed
- Ray/Brian work on painting and cleaning projects, water leaks,
- Celine rearrange office for new librarian

### Programs/Committee Work

- Bookopoly READ Campaign for all ages, promotions/prizes, ends in April
- Newsletter for March
- Spotlight on new library foundation director
- Displays on Martin Luther King, Jr., Bear Fair, Book Bundles
- KRGI interview February 16
- ILS evaluations
- Virtual Bear Fair with preschools: partnership with Early Learning Center, preschools, daycares
- MST meeting on 2/15/2021 to begin planning for virtual spring break and talk about summer reading programs, COVID/mask changes February 23.

- Partner with Hall County Historical Society on Hall County bookclub partnership promotion in September
- PrimeTime School Programs 4/10/21-5/15/21 (virtual)
- Preschool PrimeTime 5/22/21-6/26/21 (virtual)
- Library Black History Month, special bear bundles, bear fair books, Valentine's Day

## Library Director

- Hire new youth and family services Librarian I or II
- Nebraska Library Commission has extended expiration for Public Library Accreditation by one year. GIPL Gold Level and expires 12/31/2023, Library Board Accreditation
- Appraisals reviews will divide up amongst the Librarians
- Work with Leigh on volunteers for the Welcome Desk, book sales, training
- Provided an Annual Report to the Library Board, then City Council on February 9
- Summer Reading Workshops for staff with CPLS on February 9
- Peter Kiewit grant project work-Get quotes on projects, Signage etc.
- Met with Tanya on updating Library Policies, and Strategic Planning
- Work with Jeremy on GITV promotions
- Work with Parks and Recreation on outreach to parks/partnerships
- Work with Irasema on Social Media-Newsletter, Promotions on databases, how to's and services
- Work on Peter Kiewit report for the Library Board Meeting on February 18
- Met with Jerry Janulewicz for planning via Zoom on Feb 2
- Nebraska Library Commission Public Library Survey completed due February 12
- Strategic Planning with the Library Board
- Library Board Reports
- Annual Library Report

# Adult & Technical Service Librarian's Monthly Report

**Name:** Shaun Klee

**Date:** Feb 2021

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## Since Last Report

### Collection Development/Maintenance

- Ordering Books, AV, Digital content
- Continuing Ed Course: Cataloging DVDs, Blu-Rays, and Streaming Video Formats
- Weeding JDVD

### Circulation

- Circulation Manual Review

### Technology

- Evaluating alternative ILS software

### Staff Development/Training

- Youth & Family Services Librarian Recruiting

### Programming

- Sheldon Museum *Compact Rhythms* travelling show

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## Upcoming

### Collection Development/Maintenance

- Ordering Books, AV, Digital content
- Continuing Ed Course: Regular expressions
- Heritage Room & DAR collections

### Circulation

- Circulation Manual Review

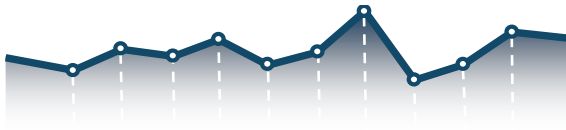
### Technology

- Evaluating alternative ILS software

### Staff Development/Training

- Youth & Family Services Librarian Recruiting-continued

<a href="#">Hall County Historical Society Newsletter</a>	Jul-Dec 2020	Printed Copy
<a href="#">Tips on how to accomplish 2021 reading resolutions</a>	1/2/2021	News4
<a href="#">Library Alive: 2020 What a Year It's Been</a>	1/3/2021	GI Independent
<a href="#">Grand Island Public Library encourages more reading in new year</a>	1/7/2021	GI Independent
<a href="#">LIBRARY ALIVE: Reach for Your Dreams in 2021</a>	1/10/2021	GI Independent
<a href="#">Meet Celine: Spotlight Interview</a>	1/13/2021	Library Youtube
<a href="#">Library Attendance Frays Due to Pandemic</a>	1/14/2021	GI Independent
<a href="#">Grand Island Public Library hosting Sheldon Museum of Art statewide exhibition</a>	1/16/2021	GI Independent
<a href="#">Library Alive: Snowbound? Curl Up with a Good Book</a>	1/24/2021	GI Independent
<a href="#">Club Calendar: Grand Island Public Library Adult Book Club</a>	1/31/2021	GI Independent
<a href="#">Electronic community boards bridge language barrier for COVID information</a>	2/2/2021	News4
<a href="#">Community Board-Brandon Summers</a>	2/3/2021	GI Independent
<a href="#">Heartland United Way is Live at the Grand Island Public Library</a>	2/2/2021	Facebook
<a href="#">Overdrive-New Magazines Available Now!</a>	2/6/2021	Facebook
<a href="#">Library Alive: Zoom Ahead at Your Local Library</a>	2/7/2021	GI Independent
<a href="#">Bear Fair Promotion with Steve White (upcoming)</a>	2/13/2021	NTV
<a href="#">KRGi Interview</a>	2/16/2021	KRGi Radio
<a href="#">GITV-Grand Island Programming -ongoing</a>	2/11/2021	<u>GITV</u>



## Virtual Programs

January	Weeks	Craft bags	YouTube	Total Views	# of programs =2  Total views = 20
Baby & Toddler					
Wednesday Storytime					
	20-Jan	0	x	8	
	27-Jan	0	x	12	
Teen/Tweens					
Homeschoolers					



Grand Island  
Public Library

February 2021

[www.gilibrary.org](http://www.gilibrary.org) | 308.385.5333

# ANNUAL REPORT

FY 2019 - 2020

*Filed & Submitted as outlined  
Neb. Rev. Stat. § 51-213*

*The Grand Island Public Library is the gateway for the people of our diverse community to achieve a lifetime of learning and literacy.*



GIPL eagerly kicked off our new fiscal year with programs and other services such as regular storytimes, Breakfast with Santa, AARP Tax Aide, and Humanities Nebraska Prime Time. Patrons enjoyed newly renovated common areas and meeting rooms, a new teen section, Art Alcove, and Makerspace. In-person library visits and program attendance, as well as circulation and use of other service continued to rise until mid-March when the COVID-19 Pandemic hit Nebraska.

The COVID-19 Pandemic was an unprecedented time. The Library building was closed to the public for 16 weeks. The Library continued providing services and completed important projects such as collections inventories, curbside materials pickup, virtual programming, and expanded digital collections due to CARES Grant funding. Many challenges were also met, including a staff layoff, reduction in force to 18 FTE, and reduction of weekly service hours from 62 to 46 per week.

*"You have kept us entertained during this pandemic. The staff is exceptional — helpful — friendly...and with a smile.*

*Thank You!"*

*Duane & Bev R, Grand Island*



Despite hardships of the previous year, GIPL is committed to thriving and growing. Celine Swan became the new Library Director. The Library Board will create an updated strategic plan. A beautiful crane sculpture and seating area, donated by the Staab Family and Library Foundation will be placed in front of the building. Community partnerships will be expanded. Projects replacing the HVAC system will begin, as well as continued updates to computer and ILS systems.

*Hours: M-F 9:30A-6:00P, Saturdays 9:30A-1P, Closed Sundays | Address: 1124 W 2nd St. Grand Island, NE*

# BY THE NUMBERS

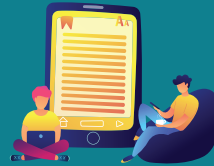


35,272  
REGISTERED PATRONS

216,458  
CHECKOUTS



PRINT COLLECTIONS  
99,209



DIGITAL COLLECTIONS  
85,899



A/V COLLECTIONS  
19,578

SERIAL SUBSCRIPTIONS  
225



9,190  
ITEMS ADDED



13,122  
ITEMS WITHDRAWN



REFERENCE & ILL  
24,204

COMPUTER & WIRELESS  
88,471



939,895  
PHYSICAL &  
VIRTUAL VISITS



TOTAL BUDGET	\$1,918,833
PERCENTAGE USED	88.3%
EXPENSES	\$1,703,890
REVENUE	\$60,573

MONTHLY REPORT				September 2020	
* Edith Abbott Memorial Library * Mobile Outreach * Internet Branch www.gilllibrary.org					
Days Open to Public	25	267	Library Programs:	*Virtual Online Interactions	
Hours Open to Public	195	2,133	Children's Programs	6	217
Checkouts - EAML	10,731	142,700	Participants	735	19,228
Checkouts - Electronic	5,663	72,343	AB-Ages/Family Programs	73	99
Checkouts - Outreach	180	1,415	Participants	0	7,253
Total Checkouts	16,554	216,458	Young Adult Programs	0	29
Average Daily Checkouts	662	823	Participants	0	982
In House	231	9497	Computer Classes	0	0
Reserves Placed	1,314	15,814	Participants	0	0
Patrons Registered	86	1,017	Outreach Programs	0	10
Total Patrons			Participants	0	2,643
Items Deleted	997	21,893	Tours Given	0	3
Total Items in Coll			Number in Tours	0	224
Telephone Calls Received	905	7,896	Total Programs	79	358
Spaces Reservations	10	160	Total Participants	735	30,310
Estimated Attendance	44	2,308	Computer Services:		
Patrons Visiting Library	3,030	96,334	Children's Computer User	0	5,300
Outreach Patron Visits	27	244	Reference/Lab User Sessions	840	13,673
Reference Services:			Teen User Sessions	26	925
Reference Questions Answered	732	7,640	Wireless User Sessions	4716	68,573
Microfilm Use	3	120	Total User Sessions	5,262	88,471
Interlibrary Loans Received	17	202			
Interlibrary Loans Sent	38	506			
Total		8,477			
Facebook Impressions	35149	751,674	Selected Database Uses:		
Twitter Impressions	253	11,209	Academy	520	2,685
Instagram	927	927	Advantage Plus	963	11,431
Website Sessions	2819	47,441	Chilton	3	77
		813,251	Driver's Ed	0	23
			EbscoHost	11	2,895
			FireSearch	151	5,498
			Scholastic Go	0	66
			Hoopla	1979	26,829
			Mango	157	636
			Newshank	25	338
			One Click Digital Audiobooks	6	314
			Online Book Club Access	20570	246,428
			Overdrive	2,449	30,904
			Reference USA	37	178
			Tumblebooks for Kids	735	943
			Tutor.com	3	284
			Zinio (RB Digital)	246	2,685
					331,634

Summer Reading Stats				
Adult	67	50	409	526
Participants	100100	82334	319467	502101
Minutes Logged				

\* Moved to Overdrive platform on Sept 30, 2020

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# **Library Board**

## **Monday, February 15, 2021**

### **Regular Meeting**

## **Item D1**

### **Board Communications and Committee Reports**

*This item allows for the introduction and discussion of board communications and committee reports. Included are items of discussion and communication with the City Council liaison to the Library Board. Items requiring approval must also be indicated in Consideration of Unfinished Business or Consideration of New Business.*

Staff Contact:

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# **Library Board**

**Monday, February 15, 2021**

**Regular Meeting**

## **Item F1**

### **Planning for Strategic Plan**

**Staff Contact:**

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# **Library Board**

**Monday, February 15, 2021**

**Regular Meeting**

## **Item F2**

**Vote On Meeting In Person or Zoom for March and April 2021**

**Staff Contact:**