



## **Library Board**

**Monday, October 18, 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  
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 September 20 ,2021
5. Approval of Financial Reports
6. Approval of Bills Submitted - September 28, 2021 and October 12, 2021
7. Approval of Director's Report
8. Board Communications and Committee Reports

9. Planning for Strategic Plan
10. Reinstatement of Gumaro Cabral
11. Policy Change on Computer Use
12. Next Meeting
13. Adjournment

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# Library Board

## Monday, October 18, 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, October 18, 2021**

**Regular Meeting**

## **Item B1**

### **Approval of Minutes of September 20 ,2021**

**Staff Contact:**

CITY OF GRAND ISLAND  
GRAND ISLAND PUBLIC LIBRARY BOARD  
OFFICIAL PROCEEDINGS  
MINUTES OF REGULAR LIBRARY BOARD MEETING  
September 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 Monday, September 20, 2021. Notice appeared in the *Grand Island Independent* on September 16, 2021. A quorum present, President Tanya Hansen called the meeting to order at 5:15 p.m. The following members were present: Ed Meedel, Ben Boeselager, Jaime Parr, Sara White, and Maria Lopez. Celine Swan and Vaughn Minton were also present.

Open Meetings Law Notice: Provided by President Tanya Hansen.

Public Participation: Gene Morris attended the meeting to observe. He did mention a concern he had regarding the Makerspace and how he felt it has potential dangers for people to make guns. We did discuss with him that the library has a policy and agreement for patrons when using the Makerspace equipment. Gumaro Cabral also showed up to address the board about reinstatement but did not request a hearing with the board. Celine will contact him for the next month's meeting.

Approval of Minutes: Motion by Ed Meedel, seconded by Maria Lopez, carried unanimously to accept for filing the Minutes of the August 16, 2021 library board meeting.

REPORTS:

Approval of Financial Report: No reports were available from city hall at the time of the meeting.

Approval of Bills Submitted: Motion by Ed Meedel, seconded by Maria Lopez, carried unanimously to accept for filing the August 24, 2021 and September 14, 2021 Bills Submitted.

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

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

Planning for Strategic Plan: Discussion took place regarding a patron comment on the survey. They do not understand why library staff gets to park so close to the building which in turn means patrons have to park further away. The library staff will move further west after the HVAC project is complete to allow patrons to park closer to the building. Tanya went over the process for the Community Conversations that will be taking place over the next few months. Would like to keep them to 1 hour. Will need a leader at each table and a scribe. Would like 5-10 people at one table. The questions that will be asked during the Community Conversation's required a vote. Motion by Ed Meedel, seconded by Sara White, carried unanimously to accept for filing the Community Conversation questions that were presented.

Interlocal Agreement: A vote was needed on a 2 year Interlocal Agreement between the County and the City for \$27,500.00. Motion by Ed Meedel, seconded by Ben Boeselager, carried unanimously to accept for filing the 2 year agreement between the County and the City.

**Next Meeting: Monday October 18, 2021 at 5:15 pm**

There being no other business the meeting was adjourned at 6:00 p.m.

Ben Boeselager, Secretary

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# **Library Board**

**Monday, October 18, 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:

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# **Library Board**

**Monday, October 18, 2021**

**Regular Meeting**

## **Item B3**

### **Approval of Bills Submitted - September 28, 2021 and October 12, 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

092821

Page 21

<u>Org</u>	<u>Object</u>	<u>Vendor # Name</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85213		CONTRACT SERVICES						
0	10168	BANK OF AMERICA	DAHLKE - Lawn Care	TXN00087166			7428	130.00
0	10168	BANK OF AMERICA	DAHLKE - Lawn Care	TXN00087123			7428	620.00
85241		COMPUTER SERVICES						
0	10168	BANK OF AMERICA	ENVISIONWARE-Scanning Stations	TXN00087193			7428	6,720.00
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00086985			7428	29.65
0	10168	BANK OF AMERICA	PRESTO X-Pest Control/Aug 2021	TXN00086810			7428	321.00
85330		REPAIR & MAINT - OFF FURN & EQ						
0	10168	BANK OF AMERICA	CAPITAL BUS - Contract Chrg 10	TXN00087145			7428	226.34
85350		SANITATION SERVICE						
0	10168	BANK OF AMERICA	MID NE DISPOSAL-Aug Sanitation	TXN00086797			7428	59.30
85413		POSTAGE						
0	10168	BANK OF AMERICA	USPS - Postage	TXN00087010			7428	28.50
0	10168	BANK OF AMERICA	USPS - Stamps	TXN00087033			7428	58.00
85416		ADVERTISING						
0	10168	BANK OF AMERICA	LEE MEDIA - Advertising	TXN00087120			7428	120.00
1	214	LEE BHM CORP	BOARD MTG AD	118-60115812/AUG2021			0	15.74
85422		DUES & SUBSCRIPTIONS						
0	10168	BANK OF AMERICA	NLA - Celine Swan Membership	TXN00087008			7428	40.00
0	10168	BANK OF AMERICA	NLA-Membership/Laura Fentress	TXN00086541			7428	75.00
85425		BOOKS						
0	10168	BANK OF AMERICA	BRODART BOOKS - Books	TXN00087103			7428	3,864.24
0	10168	BANK OF AMERICA	INGRAM LIBRARY - Books	TXN00087151			7428	1,372.72
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERV-Books	TXN00086693			7428	491.85
0	10168	BANK OF AMERICA	PP BARNES - Books	TXN00087182			7428	75.00
85426		AV/ELECTRONIC MEDIA						
0	10168	BANK OF AMERICA	WHENTOWORK-Scheduling Database	TXN00087042			7428	200.00
1	562	MIDWEST TAPE	AUDIOBOOK	500907871	10326		0	39.99
1	562	MIDWEST TAPE	AUDIOBOOK REPLACEMENT	500939606	10326		0	9.99
1	562	MIDWEST TAPE	JUN 2021 HOOPLA	500653642	10326		0	4,245.05



## Schedule of Bills

092821

<u>Org</u>	<u>Object</u>	<u>Vendor #_Name</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						
85428		TRAVEL & TRAINING						
0	10168	BANK OF AMERICA	NLA - 2021 Conference - Swan	TXN00087071			7428	49.00
85505		OFFICE SUPPLIES						
0	10168	BANK OF AMERICA	AMAZON - General Supplies	TXN00086784			7428	11.99
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00086826			7428	4.98
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00087222			7428	128.13
0	10168	BANK OF AMERICA	BRODART BOOKS - Books	TXN00087103			7428	591.41
0	10168	BANK OF AMERICA	MINITEX - RFID Tags	TXN00087165			7428	806.00
0	10168	BANK OF AMERICA	QUILL - Supplies	TXN00086758			7428	109.16
0	10168	BANK OF AMERICA	USCUTTER -Makerspace Supplies	TXN00086740			7428	431.61
0	10168	BANK OF AMERICA	USCUTTER-Refund Tax Charged	TXN00086819			7428	(30.12)
<b>10044301 Org Total</b>							<b>20,844.53</b>	

## Schedule of Bills

092821

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<u>Org</u>	<u>Object</u>	<u>Vendor #_Name</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						
	103	HUMANITIES NEBRASKA						
0	10168	BANK OF AMERICA	AMAZON - PRIMETIME PROGRAM	TXN00086707			7428	23.98
0	10168	BANK OF AMERICA	EL TAPATIO - Primetime	TXN00086963			7428	137.50
0	10168	BANK OF AMERICA	SAMS - PRIMETIME PROGRAM	TXN00086772			7428	127.00
0	10168	BANK OF AMERICA	SUPER SAVER - Primetime	TXN00087181			7428	27.98
0	10168	BANK OF AMERICA	SUPER SAVER -Primetime	TXN00086976			7428	21.98
0	10168	BANK OF AMERICA	WALMART - PRIMETIME PROGRAM	TXN00086730			7428	9.88
	104	COMMUNITY FOUNDATION						
0	10168	BANK OF AMERICA	CDW GOVT - Paper Tray	TXN00086719			7428	178.99
0	10168	BANK OF AMERICA	DELL-Library Children PCs	TXN00086694			7428	1,170.00
	105	GI PUBLIC LIBRARY FOUNDATION						
0	10168	BANK OF AMERICA	AMAZON - General Supplies	TXN00086784			7428	50.73
0	10168	BANK OF AMERICA	SAMS - SRP & Activity Supplies	TXN00086903			7428	59.76
0	10168	BANK OF AMERICA	SAMS-SRP&Activity Supplies	TXN00086767			7428	31.22
0	10168	BANK OF AMERICA	STUHR MUSEUM - Programs	TXN00087206			7428	100.00
0	10168	BANK OF AMERICA	WALMART-SRP & Activity Supplie	TXN00086920			7428	24.00
0	10168	BANK OF AMERICA	WALMART-SRP & Activity Supplie	TXN00086938			7428	42.85
	106	BAHR						
1	11258	THE LIBRARY CORPORATION	2021 TLCU CONFERENCE REGISTRATION	65986	36875		0	299.00

29555001 Org Total

2,304.87

Library Funds Disbursement Voucher	
<b>Approved by:</b> Tanya Hansen	<b>Date</b> Sep 28, 2021
<b>Library Board President</b> <i>Tanya Hansen</i>	
<b>Authenticated by:</b> Ben Boeselager	<b>Date</b> Sep 28, 2021
<b>Library Board</b> <i>Ben Boeselager</i>	

Prepared by

*Nancy Broich*

# Schedule of Bills

<u>Org</u>	<u>Object</u>	<u>Vendor #_Name</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85305		UTILITY SERVICES						
1		91 CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	SEP 2021			0	4,424.78
85490		OTHER EXPENDITURES						
1		8792 CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	21SEPT6614			7436	70.38
10044301 Org Total							4,495.16	

Prepared by

*Nancy Broich*

Library Funds Disbursement Voucher	
Approved by:	Tanya Hansen
Date	Oct 8, 2021
Library Board President	<i>Tanya Hansen</i>
Authenticated by:	Ben Boeselager
Date	Oct 8, 2021
Library Board Secretary	<i>Ben Boeselager</i>

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# **Library Board**

## **Monday, October 18, 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:**

# Library Director

**Name:** Celine Swan

**Date:** October 2021

## Since Last Report

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### September

- Adult Partnership Programs with Hall County Historical Society on Heritage Hour on Sundays monthly Open House with other groups such PPGS, DAR Chapter, Historical Society and Bygone Hall County Book Club on Saturdays
- Edith Abbott Victorian Tea Party-virtual, Pat Bell practicum-finishes in October
- Virtual Report
- Media Report
- Interlocal agreement approved by the Board/County. Approved by the City Council 9/28/21
- Strategic Plan-Survey/Community Conversations
- Foundation work-Crane Art Dedication September 24, Sponsorship project, Volunteer and Literacy Council Partnership for students to learn here at the library the days they are closed-Fridays and Sundays, Book Sale Sept 19 & 20, Money from Foundation 105 fund, Peter Kiewit signage and Outdoor Literacy Center 9/10/21
- Our maintenance guy and custodian are doing the lawn and snow care now.
- 911 Display in the art alcove
- Technology Plan with City IT, we have written grants and received some for public computers, printers. We will know more about some in October.
- Strategic Plan work/promotions for Community Conversations, TLC with Tanya and Elle
- Partnership with Early Learning Center-Books to schools
- Outreach for Booktalks, Knickrehm,
- SORA partnership with GIPL/Northwest Schools and OverDrive
- Attended: Thriving Children Conference H3C Board Sept 27, Emergency Workshop for Directors Sept 30,

### Upcoming-Library work

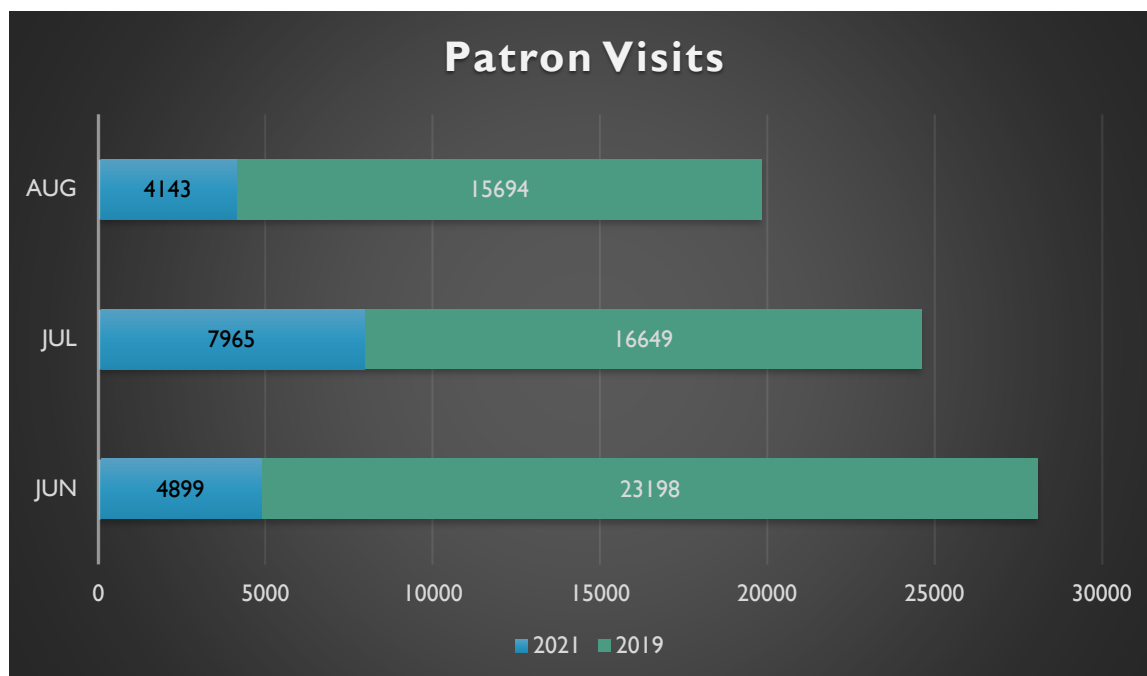
- HVAC update-Jerry's Sheet Metal started work on 10/4/2021 (Honeywell took out R22)
- NLA Virtual Conference October 13.
- Partnership with Early Learning Center-attend conferences and take out books for their library
- Partnership Makerspace Programs with Central Community College
- Shaun/Celine working on updating library policies with Tanya and Ben
- Outreach to Active Chiropractic 10/9/21, Children's Day Trunk or Treat 10/21/21, and Literacy Council Trunk or Treat 10/28/21, Northwest Orchestra here 10/12/21
- Random Acts of Kindness Week partner Oct 3 week
- Move Library Staff Parking West after HVAC project, clean off-site storage
- Laura's 6 month appraisal
- November Day of the Dead display 11/1/2021
- Reminder-Library Annual Report to the Library Board to approve and get an affidavit and present to the City Council in Jan or Feb.
- NLA Award to the Library Foundation Board Nov 13
- Fall PrimeTime School Preschool Saturdays, Sept 11, 18, 25, Oct 2, 9, 16 and PrimeTime School Age Monday nights, Sept 20, 27, Oct 4, 11, 18, 25

# GRAND ISLAND PUBLIC LIBRARY

## AUGUST 2021 STATS OVERVIEW & COMPARISON



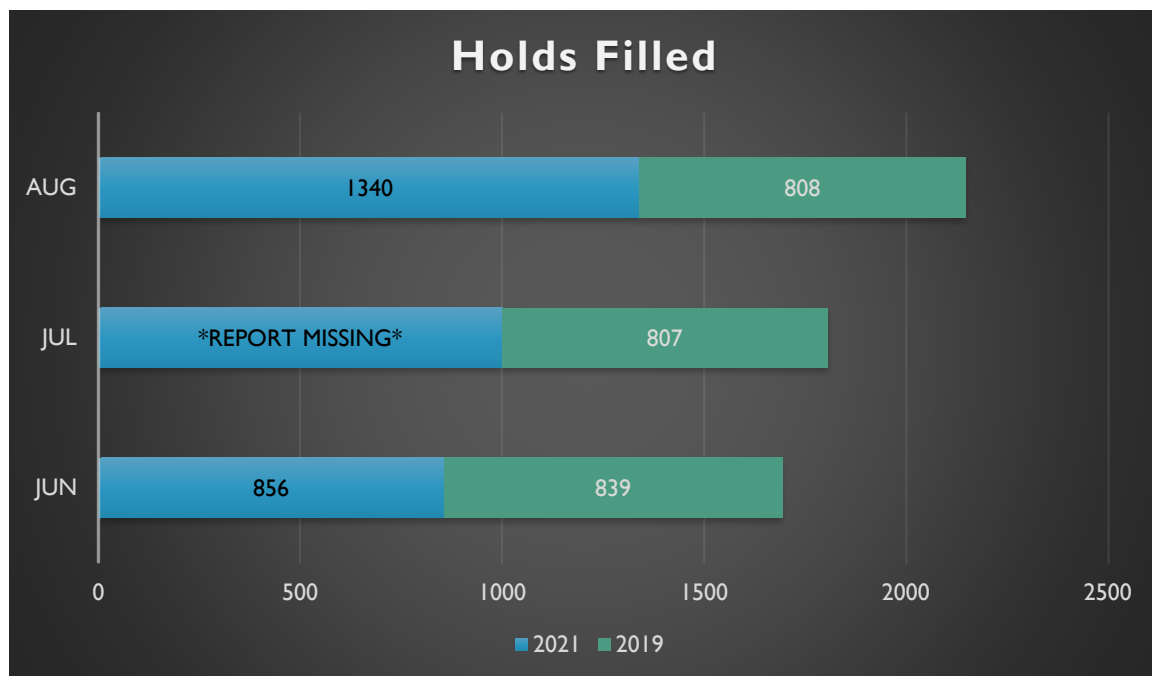
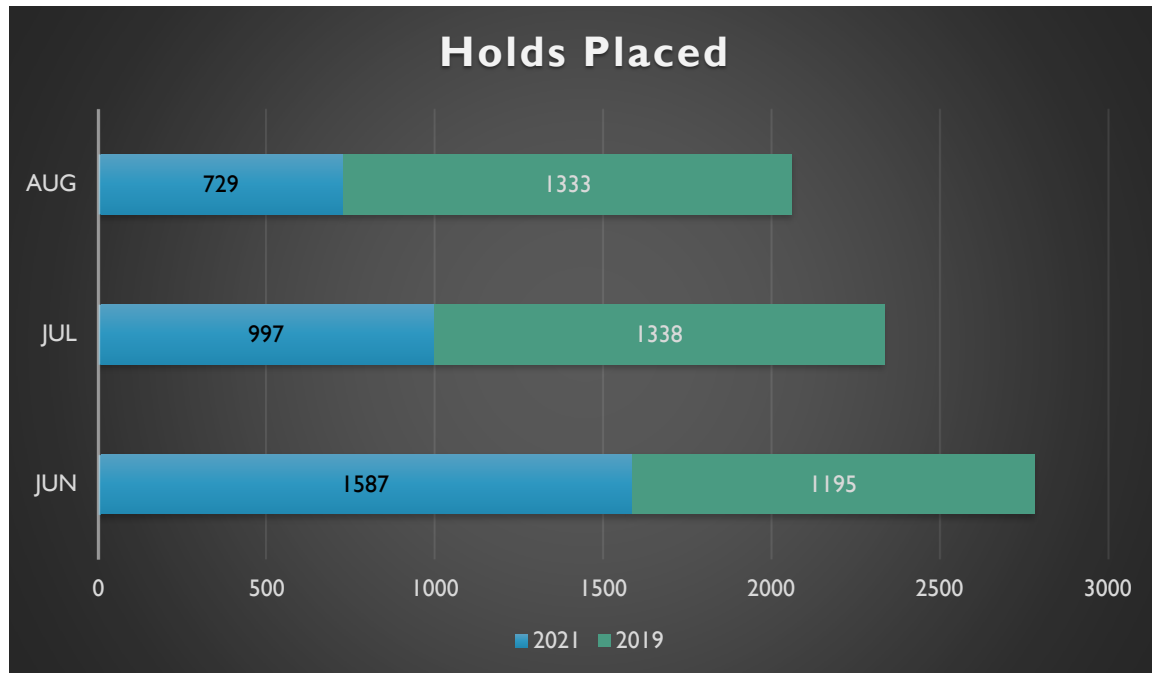
### PATRON VISITS – PREVIOUS THREE MONTHS



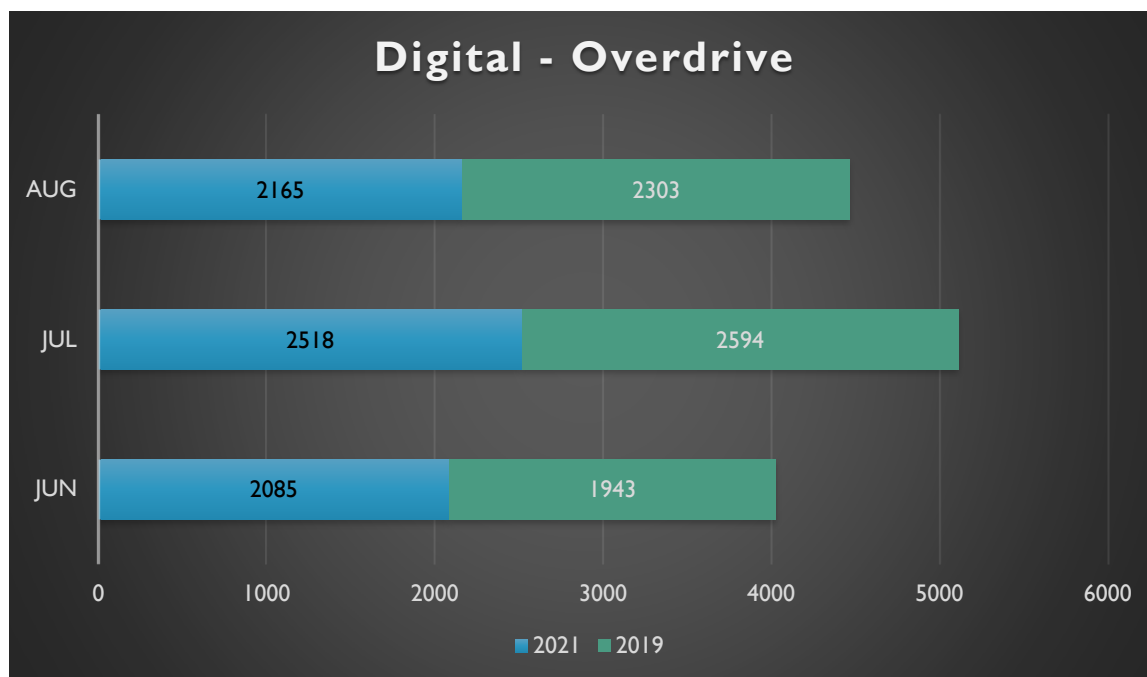
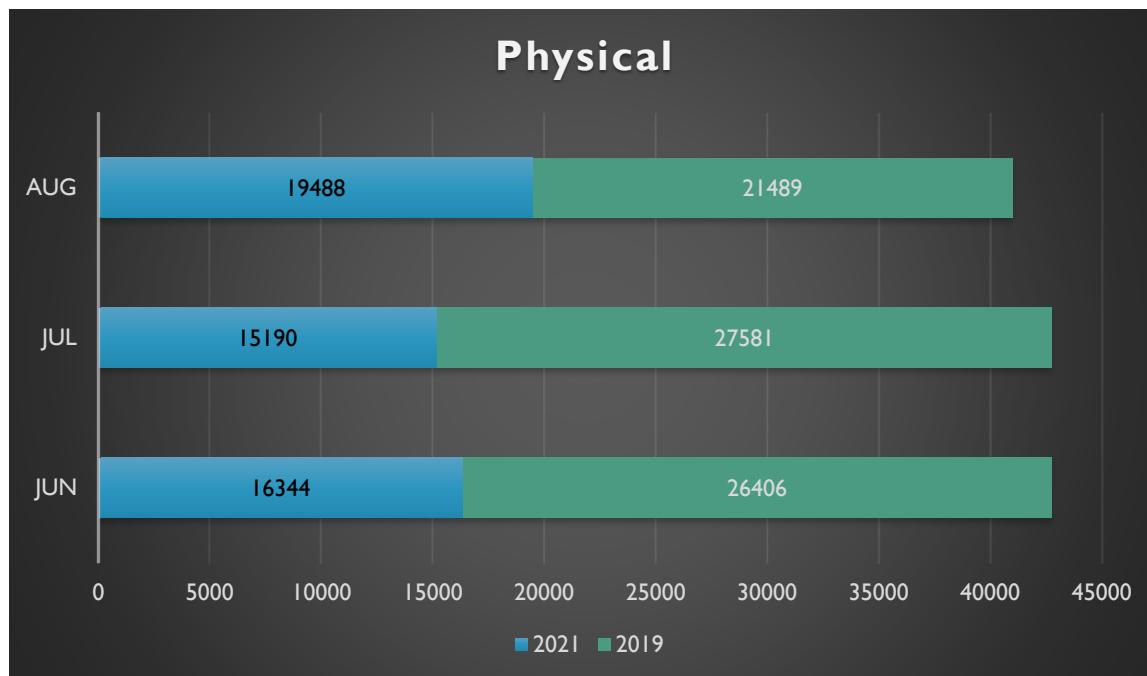
\*Methods for collecting visits was changed from security gate counter, which was believed to be inaccurate, to collecting counts based on security camera entry/exit data in 2020,

## CIRCULATION

### HOLDS PLACED

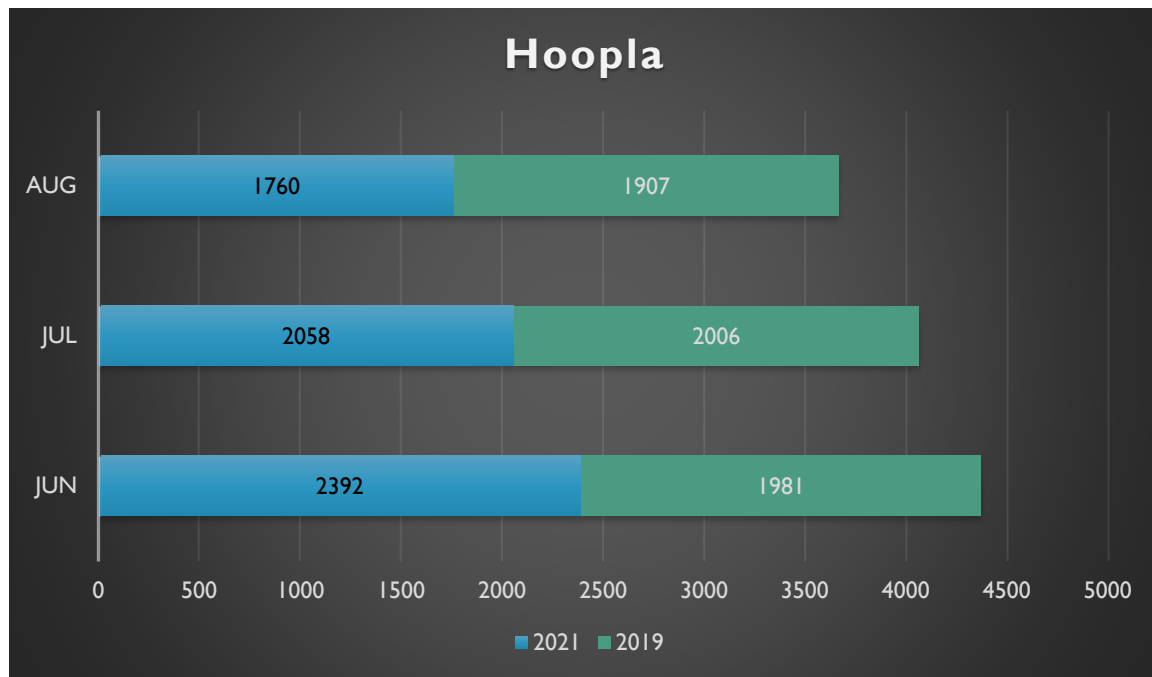


## CHECKOUTS



\*2019 numbers include Checkouts from RBdigital/Zinio; that service was acquired and absorbed into Overdrive in Fall 2020.



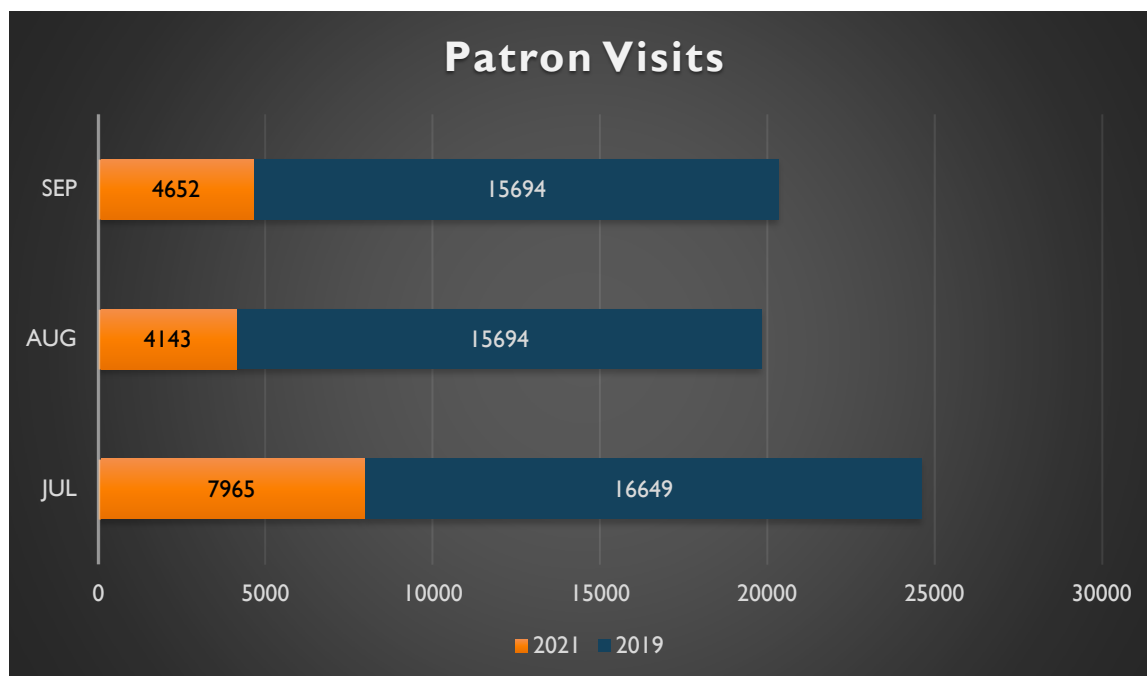


# GRAND ISLAND PUBLIC LIBRARY

## AUGUST 2021 STATS OVERVIEW & COMPARISON



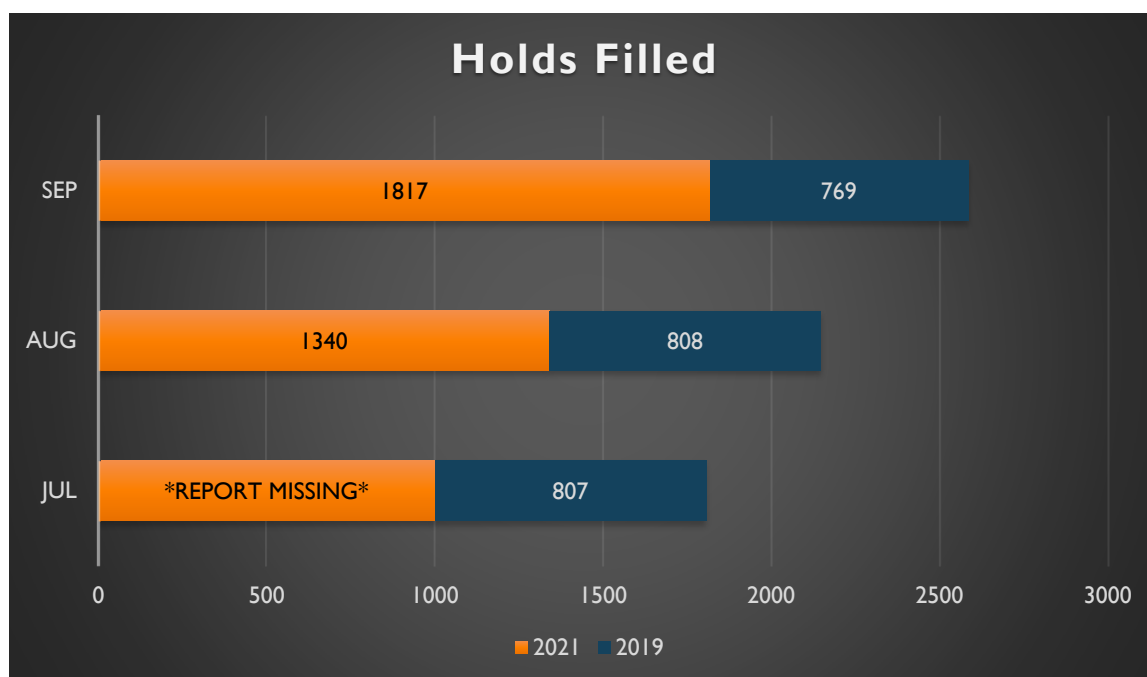
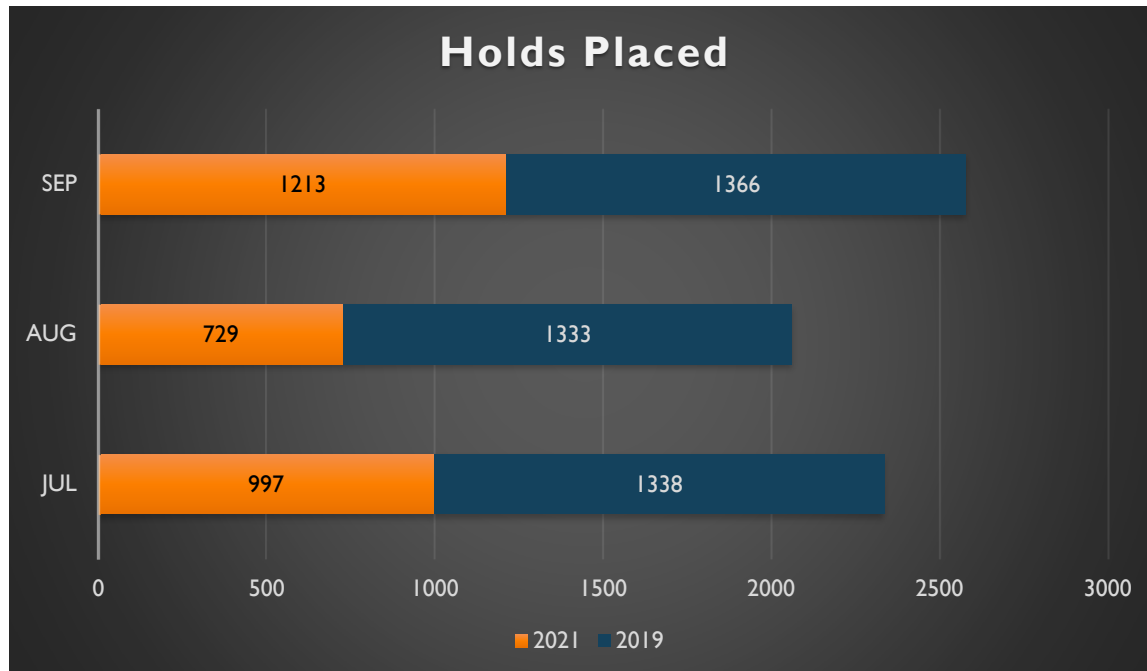
### PATRON VISITS – PREVIOUS THREE MONTHS



\*Methods for collecting visits was changed from security gate counter, which was believed to be inaccurate, to collecting counts based on security camera entry/exit data in 2020,

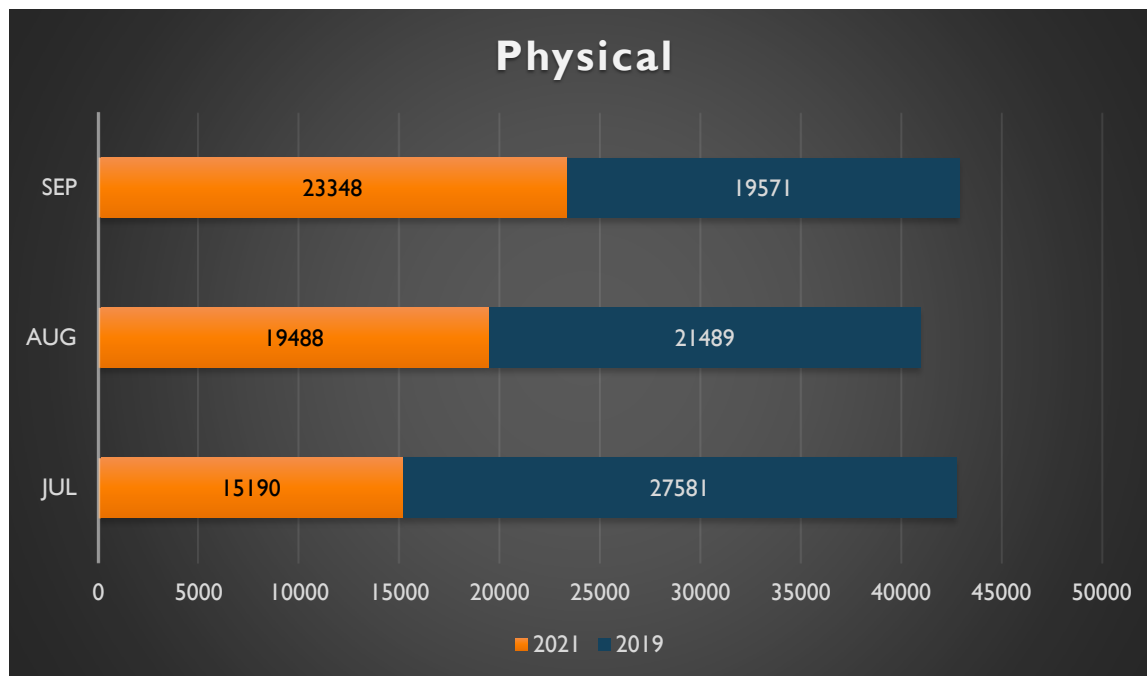
## CIRCULATION

### HOLDS PLACED

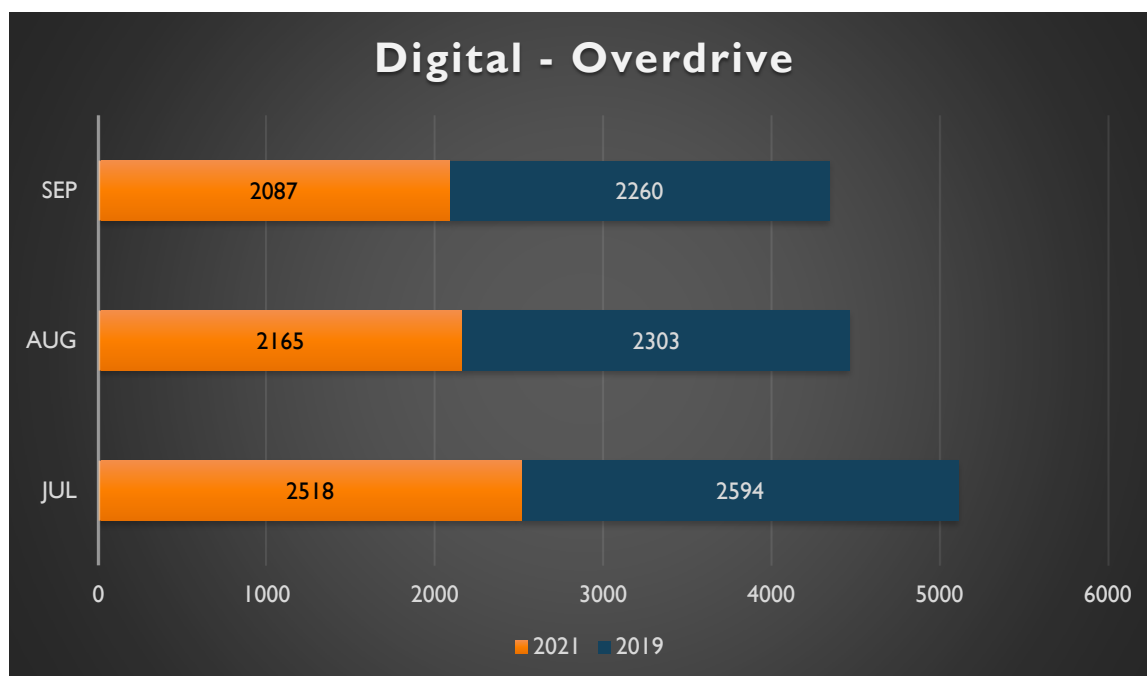


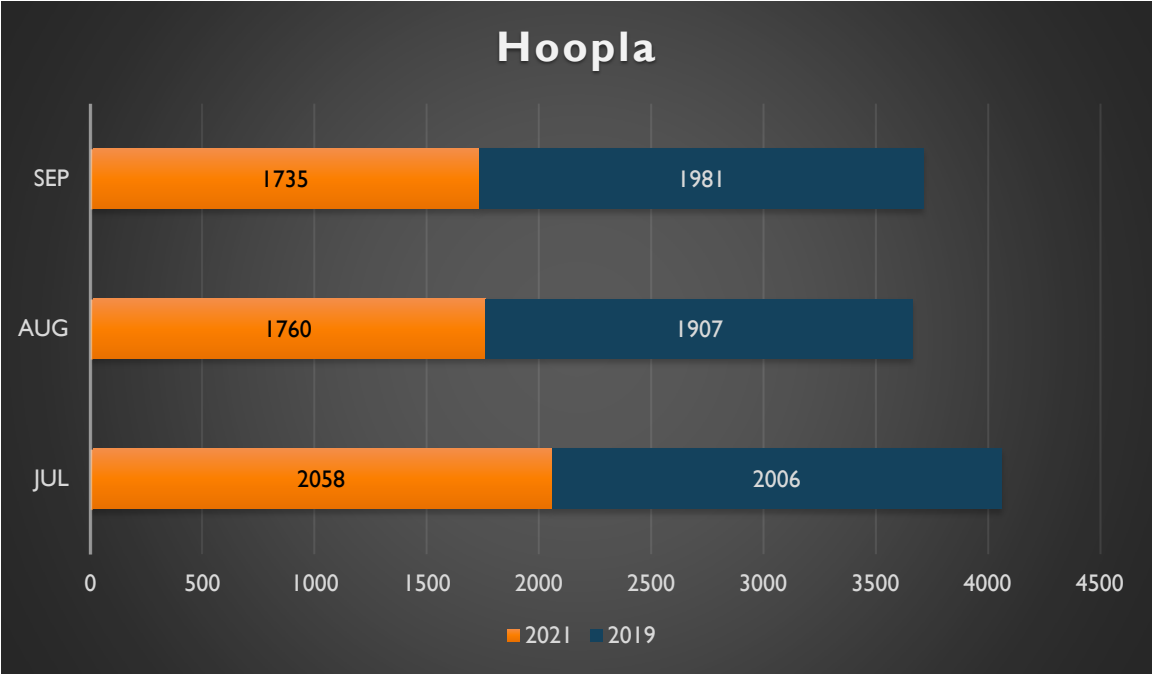
\*September 2021 – Cataloging backlog from July/August cataloging freeze was completed, resulting in a larger number of filled holds.

## CHECKOUTS (INCLUDING RENEWALS)



\*Starting in September 2021, LS2 automatically renews all eligible items at 11:59 p.m. the day before an item is due. Eligible items are any physical items with no waiting list, has renewals remaining, and the borrowing patron does not exceed the fine limit or whose account has not expired.





# Youth & Family Services Librarian Monthly Report

Laura Fentress

October 2021

## Since Last Report

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### *Fall programming*

#### Regular fall kids' programs continue

- **Pajama Time** Monday nights
- New **Checkers Library TV** episodes uploaded Tuesdays
- **Preschool Storytime** Wednesdays
- **Baby & Toddler Lapsit** Fridays
- **Homeschool program** every third Thursday

#### Regular fall teens' programs continue

- **TLC** on first Thursdays
- **Teen/tween programs** on third Thursdays
  - **Game Day** September 16

#### Primetime continues

- **Preschool** September 11, 18 25, October 2, 9, 16
- **Elementary** September 20, 27, October 4, 11, 18, 25
  - 3 families have signed up for library cards

### *Other events, etc.*

#### Children's Area Changes

- Lego table and farm toys out
- Large blocks and train table withdrawn

#### Fall open house September 24 at 5:30pm

- **Dedication** of "New Heights" crane sculpture
- **Crane Trust** had a table

#### Virtual Victorian Tea Party September 26

- Videos will be posted starting September 20 leading up to the main event
- Drawing prizes included **tea set** and **sewing kits**

## Library Card Sign-Up Month

- **Scout Hunt scavenger hunt** led kids to 9 different places in the library to show the things you can do with a library card
  - 9 kids won a Scout plush to take home at the end of the month

## TeenTober

- **Virtual author talk** with E. Lockhart October 14 (hosted by Baker & Taylor and Penguin Random House)

## Outreach

### Homeschool co-op at True North Church

- 6<sup>th</sup>-12<sup>th</sup>-graders September 22 – library careers (Laura & Lori)
- K-2<sup>nd</sup> October 13 – general library info (Laura)

### Active Family Chiropractic Fall Festival

- GIPL booth with games and general information (Elle & Ella)

### GIPLS Early Learning Center (ELC)

- ELC parent-teacher conferences October 11, 12, & 14 (Susie, Celine, & Laura)
- Picture books in storage ready to be transferred to ELC's lending library

### KRGI interview October 12

## Upcoming

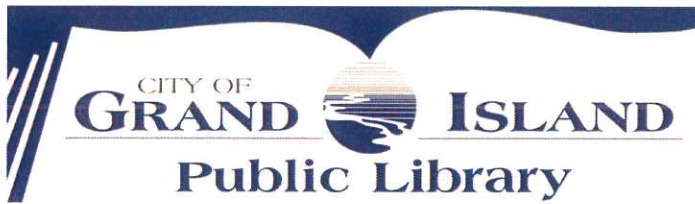
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### Other planned events

- **TeenTober** continues
  - **Virtual author talk** with Ruta Sepetys, Andrew Donkin, and Dave Kopka October 28 (hosted by Baker & Taylor & Penguin Random House)
  - **Paper circuit** passive craft activity in teen area
  - **Movie night** October 28 (*Corpse Bride*)
- **Checkers watch party** (keeping an eye on COVID stats)
- **Winter Break** programming
  - Crane Trust on December 21

### ARPA Youth Grants for Excellence

- Submitted October 1
- 6 new **teen computers**
- **"Gateway Makerspace"** with basic craft supplies/tools



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

**JULY-SEPT 2021**

**To Hall County Board of Supervisors:**

At the end of June 2021 our statistical report showed a total of 1,151 Hall County household cards, yielding 29 new household cards issued this past quarter between July 1 and September 30. The Head of Household Accounts were modified (patron moved to or updated their address to one not qualifying as the HCH patron-type) or deleted. This results in a **net gain** of 12 accounts from the previous report of 1,139 HCH accounts.

Our automated reporting of household cards is based on one member of each household manually coded as "head of household" no matter how many in the household have cards. For this quarter, the library was open to the public. This time period includes the Summer Reading Program Month of July. We offered virtual and in-person programming for all ages, and online services. Our Makerspace Lab, meeting rooms, and spaces/computers were open, masks were suggested and not required. Beginning on September 7, the library changed their hours, offering more hours open to the public. Sunday 1-5 pm, Monday 9-8 pm, Tuesday-Friday 9-6 pm, and Saturday-CLOSED. The library resumed in-person programming for children, (including Homeschool programming) and is still offering 1 virtual program a week for children. The library added teen and adult programming to their fall line-up.

The library has a new Integrated Library Software System called TLC and it is available from [www.gilibrary.org](http://www.gilibrary.org).

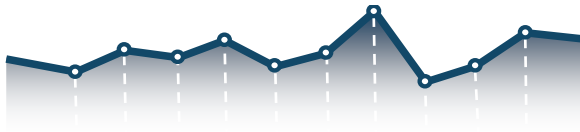
Balance June 31, 2021	1,139
July-Sept 2021 modified or deleted 17 accts + 29 new accts	+12
Balance September 30, 2021	1,151

A handwritten signature in cursive script that reads "Celine D. Swan".

**Celine D. Swan, Library Director**

**October 4, 2021**





## Virtual Programs

September	#of sessions	Craft bags	YouTube	Total Views	# of virtual programs = 9 Total views = 244
Reading Road Trip					
Checkers Library TV	4	0	10*2	20	
Tea party	5	30	112*2	224	

## Library Media Report

**October 18, 2021**

[illegible]

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# **Library Board**

## **Monday, October 18, 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, October 18, 2021**

**Regular Meeting**

## **Item E1**

### **Planning for Strategic Plan**

**Staff Contact:**

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# **Library Board**

**Monday, October 18, 2021**

**Regular Meeting**

## **Item F1**

### **Reinstatement of Gumaro Cabral**

**Staff Contact:**

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# Library Board

## Monday, October 18, 2021

### Regular Meeting

## Item F2

### Policy Change on Computer Use

*We have patrons that really need computers now for housing, jobs, etc. but many have lost materials on their accounts. Our policy is if they have over \$10 then they can't use the computers. Would like to discuss doing a temporary policy change to allow patrons that have lost materials to be able to use computers.*

Staff Contact: