



## **Library Board**

**Monday, December 19, 2022  
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  
Jaime Parr, President  
Sara White, Vice President  
Tanya Hansen, Secretary  
Kari Hooker-Leep  
Barbara Beck  
Beth Stecker  
Anna Stehlik
3. Public Participation
4. Approval of Minutes of November 14, 2022
5. Approval of Financial Reports
6. Approval of Bills Submitted - November 22, 2022 and December 6, 2022
7. Approval of Director's Report
8. Board Communications and Committee Reports

9. Call To Action For This Month's Meeting
10. Strategic Plan Discussion
11. Discussion of Library Policies
12. Next Meeting
13. Adjournment

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# Library Board

Monday, December 19, 2022

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, December 19, 2022**

**Regular Meeting**

## **Item B1**

**Approval of Minutes of November 14, 2022**

**Staff Contact:**

CITY OF GRAND ISLAND  
GRAND ISLAND PUBLIC LIBRARY BOARD  
OFFICIAL PROCEEDINGS  
MINUTES OF REGULAR LIBRARY BOARD MEETING  
November 14, 2022

Pursuant to due call and notice thereof, a Regular Meeting of the Library Board of the Grand Island Public Library was conducted on Monday, November 14, 2022. Notice appeared in the *Grand Island Independent* on November 10, 2022. A quorum present, President Jaime Parr called the meeting to order at 5:15 p.m. The following members were present: Sara White, Tanya Hansen, Anna Stehlik and Beth Stecker. Celine Swan and Vaughn Minton were also present.

Open Meetings Law Notice: Provided by President Jaime Parr.

Public Participation: None

Approval of Minutes: Motion by Tanya Hansen, seconded by Beth Stecker, carried unanimously to accept for filing the Minutes of the October 17, 2022 library board meeting.

REPORTS:

Approval of Financial Report: Motion by Tanya Hansen, seconded by Kari Hooker-Leep, carried unanimously to accept for filing the August 2022 Financials.

Approval of Bills Submitted: Motion by Tanya Hansen, seconded by Sara White, carried unanimously to accept for filing the October 25, 2022 and November 8, 2022 Bills Submitted.

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

Board Communications and Committee Reports: Three of the strategic groups gave an overview. The other two groups will give their overviews next month.

Strategic Plan Discussion: Jaime Parr shared with the next group's reports that met with Celine Swan and her earlier this month.

Discussion of Circulation Policy:

-Fines were taken out of policy paperwork. Changes to Agency educator and student cards. Student card is newly defined for any student from k-college if they do not live in Hall county but attend school in Hall county they can get a student card for school use.

Card Application update - minors under 14 need to have parent or legal guardian with them to get card. Ages 14 or over if they have a valid license or other state id or school id with proof of current address they can get their own card without parent or legal guardian with them. IF they do not have id they need to have parent or legal guardian with them. The Parent or Legal Guardian also needs to have library card.

If TLC can do this.....if person is newborn – age 5 it will be restricted to children collection only. If TLC can not make it happen we will strike this policy.

Struck out section on overdue fines but left in they need to be courteous of due dates. Motion by Jaime Parr, seconded by Sara White, carried unanimously to accept for filing the changes to the Circulation Policy.

**Next Meeting: Monday December 19, 2022 at 5:15 pm**

There being no other business the meeting was adjourned at 6:10 p.m.

Tanya Hansen, Secretary

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# Library Board

Monday, December 19, 2022

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:

11/22/2022 07:35  
aliciaj

CITY OF GRAND ISLAND  
LIBRARY REVENUES  
FOR THE MONTH ENDED OCTOBER 2022

P 1  
glytdbud

FOR 2023 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	-27,500	-27,500	.00	.00	.00	-27,500.00	.0%
74365 STATE GRANTS	-7,107	-7,107	.00	.00	.00	-7,107.00	.0%
74576 COPY MACHINE USE FEES	-11,000	-11,000	-1,216.34	-1,216.34	.00	-9,783.66	11.1%
74703 FINES AND PENALTIES	-10,000	-10,000	-499.60	-499.60	.00	-9,500.40	5.0%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-320.00	-320.00	.00	-5,180.00	5.8%
74795 OTHER REVENUE	-2,500	-2,500	.00	.00	.00	-2,500.00	.0%
TOTAL LIBRARY	-63,607	-63,607	-2,035.94	-2,035.94	.00	-61,571.06	3.2%
TOTAL GENERAL FUND	-63,607	-63,607	-2,035.94	-2,035.94	.00	-61,571.06	3.2%

11/22/2022 07:40  
aliciaj

CITY OF GRAND ISLAND  
LIBRARY EXPENSES  
FOR THE MONTH ENDED OCTOBER 2022

P 1  
glytdbud

FOR 2023 01

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
85105 SALARIES - REGULAR	1,207,132	1,207,132	78,493.34	78,493.34	.00	1,128,638.66	6.5%
85110 SALARIES - OVERTIME	0	0	29.89	29.89	.00	-29.89	100.0%
85115 F.I.C.A. PAYROLL TAXES	91,431	91,431	5,686.72	5,686.72	.00	85,744.28	6.2%
85120 HEALTH INSURANCE	252,950	252,950	15,273.36	15,273.36	.00	237,676.64	6.0%
85125 LIFE INSURANCE	2,550	2,550	171.00	171.00	.00	2,379.00	6.7%
85130 DISABILITY INSURANCE	3,145	3,145	215.25	215.25	.00	2,929.75	6.8%
85145 PENSION CONTRIBUTION	67,498	67,498	4,631.97	4,631.97	.00	62,866.03	6.9%
85150 WORKERS COMPENSATION	2,231	2,231	300.40	300.40	.00	1,930.60	13.5%
85160 OTHER EMPLOYEE BENEFITS	0	0	29.28	29.28	.00	-29.28	100.0%
85161 HRA-VEBA	13,230	13,230	920.00	920.00	.00	12,310.00	7.0%
85213 CONTRACT SERVICES	20,000	20,000	.00	.00	9,707.00	10,293.00	48.5%
85241 COMPUTER SERVICES	40,000	40,000	48.65	48.65	.00	39,951.35	.1%
85245 PRINTING & BINDING SERVICES	1,500	1,500	.00	.00	.00	1,500.00	.0%
85305 UTILITY SERVICES	59,400	59,400	4,127.52	4,127.52	.00	55,272.48	6.9%
85317 NATURAL GAS	11,000	11,000	73.28	73.28	.00	10,926.72	.7%
85319 REPAIR & MAIN-LAND IMP/IRRIGA	1,000	1,000	.00	.00	.00	1,000.00	.0%
85324 REPAIR & MAINT - BUILDING	21,600	21,600	674.93	674.93	4,600.00	16,325.07	24.4%
85330 REPAIR & MAINT-OFF FURN & EQ	10,000	10,000	.00	.00	5,000.00	5,000.00	50.0%
85335 REPAIR & MAINT - VEHICLES	480	480	.00	.00	.00	480.00	.0%
85350 SANITATION SERVICE	810	810	63.40	63.40	.00	746.60	7.8%
85410 TELEPHONE EXPENSE	0	0	592.78	592.78	.00	-592.78	100.0%
85413 POSTAGE	6,480	6,480	.00	.00	.00	6,480.00	.0%
85416 ADVERTISING	500	500	16.24	16.24	.00	483.76	3.2%
85422 DUES & SUBSCRIPTIONS	27,040	27,040	2,438.17	2,438.17	100.00	24,501.83	9.4%
85425 BOOKS	109,250	109,250	5,271.76	5,271.76	.00	103,978.24	4.8%
85426 AV/ELECTRONIC MEDIA	118,386	118,386	14,179.96	14,179.96	.00	104,206.04	12.0%
85427 PERIODICALS	11,550	11,550	.00	.00	.00	11,550.00	.0%
85428 TRAVEL & TRAINING	5,000	5,000	35.00	35.00	.00	4,965.00	.7%
85453 CASH OVER & SHORT	108	108	-1.20	-1.20	.00	109.20	-1.1%
85490 OTHER EXPENDITURES	1,080	1,080	64.34	64.34	.00	1,015.66	6.0%
85505 OFFICE SUPPLIES	52,530	52,530	1,578.47	1,578.47	2,462.22	48,489.31	7.7%
85510 CLEANING SUPPLIES	4,000	4,000	.00	.00	.00	4,000.00	.0%
85515 GASOLINE	750	750	31.83	31.83	.00	718.17	4.2%
85540 SMALL TOOLS & PARTS	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL LIBRARY	2,157,631	2,157,631	134,946.34	134,946.34	21,869.22	2,000,815.44	7.3%
TOTAL GENERAL FUND	2,157,631	2,157,631	134,946.34	134,946.34	21,869.22	2,000,815.44	7.3%



11/22/2022 08:25  
aliciaj

CITY OF GRAND ISLAND  
ALL REVENUES

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FOR THE MONTH ENDED OCTOBER 2022

FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

ACCOUNTS FOR: 295	LOCAL ASSISTANCE							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		

29555001 OTHER DEPARTMENT PROJECTS

74602 PLANNING COMMISSION PLAQUE

<a href="#">29555001 74602</a>	PLANNING COMMISSION PLAQUE							
-120.00	-120.00	0.00	0.00	0.00	-120.00	.0%		

TOTAL PLANNING COMMISSION PLAQUE								
-120.00	-120.00	0.00	0.00	0.00	-120.00	.0%		

74701 EDITH ABBOTT MEMORIAL LIBRARY

<a href="#">29555001 74701</a>	EDITH ABBOTT MEMORIAL LIBRARY							
-74,000.00	-74,000.00	0.00	0.00	0.00	-74,000.00	.0%		

TOTAL EDITH ABBOTT MEMORIAL LIBRA								
-74,000.00	-74,000.00	0.00	0.00	0.00	-74,000.00	.0%		

74735 CONTINGENCY PROJECTS

<a href="#">29555001 74735</a>	CONTINGENCY PROJECTS							
-250,000.00	-250,000.00	0.00	0.00	0.00	-250,000.00	.0%		

TOTAL CONTINGENCY PROJECTS								
-250,000.00	-250,000.00	0.00	0.00	0.00	-250,000.00	.0%		

74805 TRANSFERS IN

<a href="#">29555001 74805</a>	TRANSFERS IN							
-1,000,000.00	-1,000,000.00	0.00	0.00	0.00	-1,000,000.00	.0%		

11/22/2022 08:33  
aliciaaj

CITY OF GRAND ISLAND  
ALL EXPENSES

P 160  
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FOR THE MONTH ENDED OCTOBER 2022

FOR 2023 01		JOURNAL DETAIL 2023 1 TO 2023 1						
ACCOUNTS FOR:		ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
295	LOCAL ASSISTANCE	APPROP	BUDGET				BUDGET	USED
29555001 OTHER DEPARTMENT PROJECTS								
91 OPERATING EXPENSES								
<a href="#">29555001 85041 PLAQUE</a>		130	130	.00	.00	.00	130.00	.0%
<a href="#">29555001 85042 103 LIBRARY</a>		0	0	593.41	593.41	.00	-593.41	100.0%
<a href="#">2023/01/000030</a>	10/05/2022 API	22.98 VND	010168 VCH544963	BANK OF AMERICA	SUPER SAVER- Primetime			7910
<a href="#">2023/01/000030</a>	10/05/2022 API	124.00 VND	010168 VCH544976	BANK OF AMERICA	PANDA EXPRESS - Primetime			7910
<a href="#">2023/01/000145</a>	10/18/2022 API	101.52 VND	010168 VCH545483	BANK OF AMERICA	SUPER SAVER - Primetime			7931
<a href="#">2023/01/000145</a>	10/18/2022 API	-10.24 VND	010168 VCH545533	BANK OF AMERICA	SUPER SAVER-Primetime/TaxCredi			7931
<a href="#">2023/01/000145</a>	10/18/2022 API	151.06 VND	010168 VCH545538	BANK OF AMERICA	SUPER SAVER - Primetime			7931
<a href="#">2023/01/000145</a>	10/18/2022 API	115.00 VND	010168 VCH545644	BANK OF AMERICA	HYVEE - Fall 2022 Primetime			7931
<a href="#">2023/01/000145</a>	10/18/2022 API	84.98 VND	010168 VCH545670	BANK OF AMERICA	SAMS-Fall Primetime 2022			7931
<a href="#">2023/01/000145</a>	10/18/2022 API	4.11 VND	010168 VCH545719	BANK OF AMERICA	SUPER SAVER-Fall '22 Primetime			7931
<a href="#">29555001 85042 105 LIBRARY</a>		0	0	169.31	169.31	2,610.00	-2,779.31	100.0%
<a href="#">2023/01/000145</a>	10/18/2022 API	66.32 VND	010168 VCH545491	BANK OF AMERICA	SAMS-Activities&Program Suppli			7931
<a href="#">2023/01/000145</a>	10/18/2022 API	2.99 VND	010168 VCH545500	BANK OF AMERICA	HOBBY LOBBY-Activities Supplie			7931
<a href="#">2023/01/000145</a>	10/18/2022 API	100.00 VND	010168 VCH545769	BANK OF AMERICA	STUHR MUSEUM - Tea Party			7931
<a href="#">29555001 85042 106 LIBRARY</a>		0	0	17,374.00	17,374.00	-17,374.00	.00	.0%
<a href="#">2023/01/000026</a>	10/11/2022 API	17,374.00 VND	011258 VCH544649	LIBRARY CORPORATION	NEW ILS SOFTWARE SYSTEM - YEAR			228081
TOTAL OPERATING EXPENSES		130	130	18,136.72	18,136.72	-14,764.00	-3,242.72	2594.4%
96 CAPITAL OUTLAY								
<a href="#">29555001 85010 CONTPROJ</a>		270,000	270,000	.00	.00	.00	270,000.00	.0%
TOTAL CAPITAL OUTLAY		270,000	270,000	.00	.00	.00	270,000.00	.0%
TOTAL OTHER DEPARTMENT PROJECTS		270,130	270,130	18,136.72	18,136.72	-14,764.00	266,757.28	1.2%

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# **Library Board**

**Monday, December 19, 2022**

**Regular Meeting**

## **Item B3**

### **Approval of Bills Submitted - November 22, 2022 and December 6, 2022**

*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

112222

<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	OCT 2022			0	3,034.65
85317		NATURAL GAS						
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	22SEP2646500-5			228564	103.01
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00100687			7972	23.38
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00100557			7972	35.06
85350		SANITATION SERVICE						
0	10168	BANK OF AMERICA	MID NE DISPOSAL-SEP 2022 Sanit	TXN00100616			7972	63.40
85410		TELEPHONE						
1	107	CENTURYLINK INC	CITY HALL GROUP PHONE BILL	22NOV308 E22-1707			228578	28.26
1	107	CENTURYLINK INC	PHONE BILL - LIBRARY	22NOV308 385-5333			228581	158.52
1	387	STATE OF NE DIV OF COMM	OCT 2022 FOR ACCOUNT 01 0240	1343240			0	394.41
85416		ADVERTISING						
1	214	LEE BHM CORP	CLASSIFIED AD	118-60115812/OCT2022			0	15.74
85422		DUES & SUBSCRIPTIONS						
1	3767	OCLC ONLINE COMPUTER LIBRARY	NOV 2022 CATALOGING & METADATA SUBSCRIPTION	1000269111			0	2,320.17
85425		BOOKS						
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00100934			7972	76.75
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00100691			7972	94.20
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00100987			7972	127.09
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00100995			7972	162.14
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00100724			7972	185.21
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00100777			7972	374.43
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00100875			7972	465.17
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00100821			7972	492.37
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00101052			7972	526.82
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00100662			7972	553.27
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00101023			7972	603.58
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00100637			7972	1,031.96
85426		AV/ELECTRONIC MEDIA						

## Schedule of Bills

112222

<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>
<b>10044301</b>	<b>LIBRARY</b>							
<b>85426</b>	<b>AV/ELECTRONIC MEDIA</b>							
1	562	MIDWEST TAPE	AUDIOBOOKS & DVDS	502910680	20236		0	285.86
1	562	MIDWEST TAPE	AUDIOBOOKS & DVDS	502872639	20236		0	952.20
1	562	MIDWEST TAPE	AUDIOBOOKS & DVDS & PLAYAWAYS	502849640	20236		0	745.22
1	562	MIDWEST TAPE	OCT 2022 HOOPLA	502901349	20236		0	4,957.93
<b>85427</b>	<b>PERIODICALS</b>							
0	10168	BANK OF AMERICA	WORLD HERALD-Subscription	TXN00100536			7972	273.00
<b>85490</b>	<b>OTHER EXPENDITURES</b>							
1	8792	CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	22OCT6614			7961	52.15
1	1246	CITY OF GRAND ISLAND-BUILDING	BLDG PERMIT	PERMIT# 222300153			0	157.20
<b>85505</b>	<b>OFFICE SUPPLIES</b>							
1	11436	ALL COPY PRODUCTS INC	OCT 2023 COPY OVERAGES / C227 CONTRACT	AR3724522	37859		0	40.98
0	10168	BANK OF AMERICA	AMAZON - Processing Supplies	TXN00101072			7972	13.98
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00100966			7972	32.75
0	10168	BANK OF AMERICA	AMAZON - Supplies	TXN00101039			7972	133.49
0	10168	BANK OF AMERICA	BRODART - Processing Supplies	TXN00100588			7972	168.60
0	10168	BANK OF AMERICA	DEMCO - Processing	TXN00100709			7972	289.22
0	10168	BANK OF AMERICA	JOANN - Makerspace Supplies	TXN00100737			7972	16.99
0	10168	BANK OF AMERICA	QUILL - Office Supplies	TXN00100989			7972	326.40
0	10168	BANK OF AMERICA	SAMS - Supplies	TXN00100610			7972	76.06
1	311	CAPITAL BUSINESS SYSTEMS, INC	OCT 2022 COPY OVERAGES - CITY HALL GROUP BILL	1218225	20233		0	5.71
<b>10044301 Org Total</b>							<b>19,397.33</b>	

**Schedule of Bills**

112222

<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						
74701		EDITH ABBOTT MEMORIAL LIBRARY						
0	999999	REFUND CUSTOMERS	REFUND FALL 2022 PRIMETIME PROGRAM FUNDS	FALL 2022			0	366.52
85041		PLANNING COMMISSION PLAQUE						
0	10168	BANK OF AMERICA	LASER WORKS-BeautificationAwar	TXN00100611			7972	133.90
85042		EDITH ABBOTT MEMORIAL LIBRARY						
	105	GI PUBLIC LIBRARY FOUNDATION						
0	10168	BANK OF AMERICA	AMAZON - Program Supplies	TXN00100944			7972	22.98
0	10168	BANK OF AMERICA	SAMS-Activities&Program Suppli	TXN00100625			7972	101.18
0	10168	BANK OF AMERICA	SAMS-Activities&Program Suppli	TXN00101021			7972	151.06
	109	ARPA YOUTH GRANT						
0	10168	BANK OF AMERICA	JOANN - ARPA Youth Grant	TXN00100808			7972	10.48
0	10168	BANK OF AMERICA	JOANN - ARPA Youth Grant	TXN00100822			7972	263.76

29555001 Org Total 1,049.88

Prepared by

*Nancy Broich*

Library Funds Disbursement Voucher	
Approved by: Jaime Parr	Date Nov 21, 2022
Library Board President <i>Jaime Parr</i>	
Authenticated by: Tanya Hansen	Date Nov 21, 2022
Library Board Secretary <i>Tanya Hansen</i>	

## Schedule of Bills

120622

<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						
1	7021	UNIVERSAL BUILDERS	POLICE SUBSTATION CONSTRUCTION	11/21/22	37889		0	9,707.00
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	ACE - Maintenance Supplies	TXN00101145			7993	33.45
0	10168	BANK OF AMERICA	JOHNNY'S - Duplicate Keys	TXN00101196			7993	10.00
85410		TELEPHONE						
6	387	STATE OF NE DIV OF COMM	NETWORK SVC CHARGE 11/2022	1345574			0	11.29
6	387	STATE OF NE DIV OF COMM	OCT 2022 LONG DISTANCE CHARGES	1345468			0	3.34
85413		POSTAGE						
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 11/15/22			0	318.26
1	407	UNITED STATES POSTMASTER	POSTAGE DUE ACCOUNT PD 95021-000	PERMIT# PD 95021-000			0	50.00
85425		BOOKS						
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00101201			7993	(20.90)
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00101082			7993	70.49
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00101206			7993	108.70
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00101205			7993	123.98
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00101188			7993	159.05
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00101254			7993	287.13
0	10168	BANK OF AMERICA	INGRAM LIBRARY SERVICE - BOOKS	TXN00101095			7993	704.04
85426		AV/ELECTRONIC MEDIA						
1	562	MIDWEST TAPE	AUDIOBOOKS & DVDS & PLAYAWAYS	502946840	20236		0	174.95
85427		PERIODICALS						
1	2156	EBSCO	ANNUAL RENEWAL	3602			0	8,729.74
1	6058	MICHAEL HAPP	NEWSPAPER SUBSCRIPTION	2023			0	52.00
85505		OFFICE SUPPLIES						
1	311	CAPITAL BUSINESS SYSTEMS, INC	APR-JUN 2022 COLOR COPY OVERAGES	1184544	20233		0	104.90
1	311	CAPITAL BUSINESS SYSTEMS, INC	JAN-MAR 2023 COPY BASE CHARGES	1224752	20233		0	155.53
1	311	CAPITAL BUSINESS SYSTEMS, INC	OCT 2022 COPY OVERAGES	1221963	20233		0	140.99

**10044301 Org Total 20,923.94**

**Schedule of Bills**

120622

<u>Org</u>	<u>Object</u>	<u>Vendor #_Name</u>	<u>Description</u>
29555001		OTHER DEPARTMENT PROJECTS	
74701		EDITH ABBOTT MEMORIAL LIBRARY	
0	999999	REFUND CUSTOMERS	REFUND REMAINING PRE-K PRIMETIME PROGRAM FUNDS

<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
FALL 2022 / PRE-K			0	7.10
<b>29555001 Org Total</b>			<b>7.10</b>	

Prepared by

*Nancy Broich*

Library Funds Disbursement Voucher	
Approved by: Jaime Parr	Date Dec 5, 2022
Library Board President <i>Jaime Parr</i>	
Authenticated by: Tanya Hansen	Date Dec 6, 2022
Library Board Secretary <i>Tanya Hansen</i>	



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# Library Board

Monday, December 19, 2022

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:** December 2022

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## Since Last Report

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### November

- Media Report, Shaun and Laura Report,
- Shaun/Celine/Laura working on updating Library policies with Anna and Tanya
- Fall Makerspace CCC partnership programs
- Partnering w/ United Way Multi-language Welcome Initiative new people to GI ongoing
- Library went Fine Free October 1
- Library is taking part in Grow with Words Initiative-Toys for Tots
- TLCU Conference online for staff Nov 1-3
- Headstart Conferences Outreach Nov 3-4, Nov fall break
- Heartland Health will be back weekly to help patrons 11/9/2022 on Wed. (Medicare)
- Library is taking part in Literacy Summit work-Toys for Tots Book giveaway for Grow with Word
- Nov 5 United Way provided promotions with 7 nonprofit services/resources info tables
- Community Artist Reception 11/7/22 Nia Karmann exhibit over 65 attended
- Library Foundation is giving the Library \$20,000 this year for programs, supplies, etc.
- Library Railside Christmas 6-8 pm at the Chocolate Bar, Ed M read Polar Express
- Nov 21 new Technology & Teen Librarian Erica Rogers begins, all four Pt-Time Library Assistant I's have begun by Nov 14, Librarians interviewed for Library Page job
- Librarians applied for four Nebraska Library Commission grants-Internship, Youth Library Improvement Grant, 2023 CE Application Grant, and Library Improvement Grant

### Upcoming-Library work

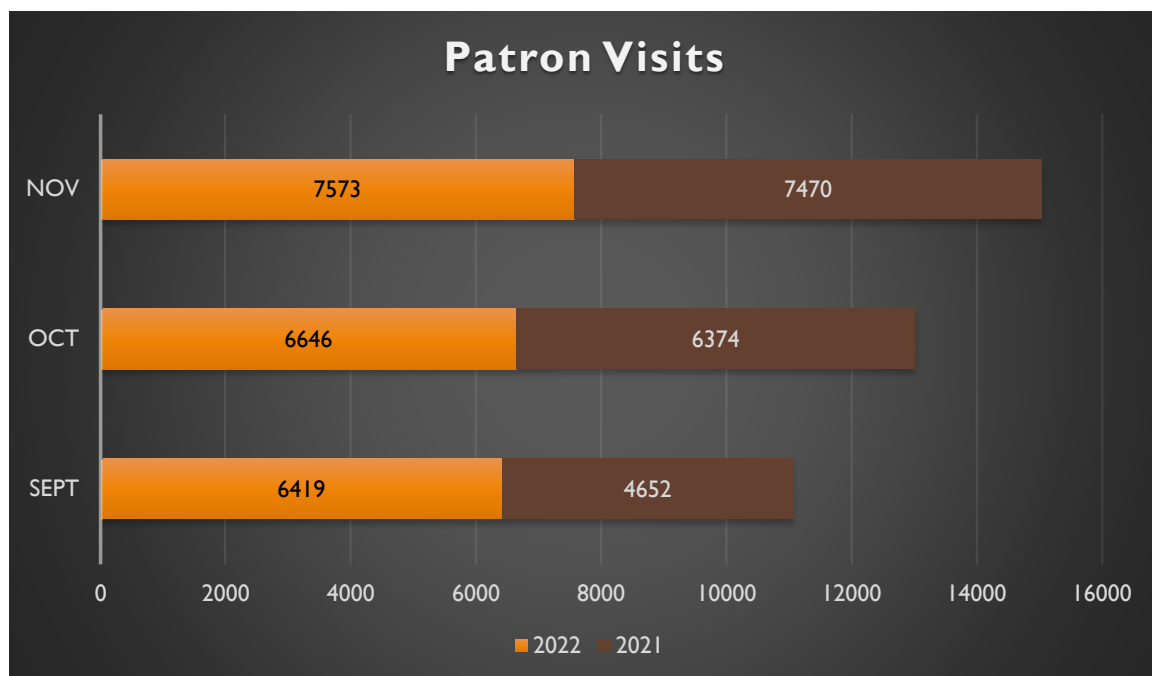
- Library has Holiday Read-Quarters in the Art Alcove
- People have been bringing in food, etc for the Abbott House
- Update-Open House Police Substation, Sheldon Art Display, Northwest Research Project, YWCA-Robin Scoggins, Fax-Self Faxing available now, Incoming faxes going away, Liaison with the City Council
- Strategic Planning groups have all met-Update on #1 Sara
- Celine will have staff work towards goals and communicate with Board Members 1<sup>st</sup> Project is the Welcome Wall in entry in different languages
- Library Policies-updated Circulation Policy
- Winter Programs-Breakfast with Santa, Children's, Teen, and Adult programs in Dec.
- Friday morning staff meetings are back. We will begin Zone meetings again.
- Library Columns will be weekly beginning in January with Erica and Leigh writing one
- Erica is the new Technology & Teen Librarian
- December 19 is the Library City Christmas Luncheon
- Finishing Grand Island 150 promotions
- Working on promotions with the Literacy Council
- Attends Hall County Community Collaboration H3C and Grand Island Children's Museum Board Meetings monthly, meets with City Administrator monthly, Director meetings weekly on Wednesday mornings, and Central Plains Library System weekly meetings, TLC monthly ILS meeting, Librarian and MST meetings as needed

# GRAND ISLAND PUBLIC LIBRARY

## NOVEMBER 2022 STATS OVERVIEW & COMPARISON

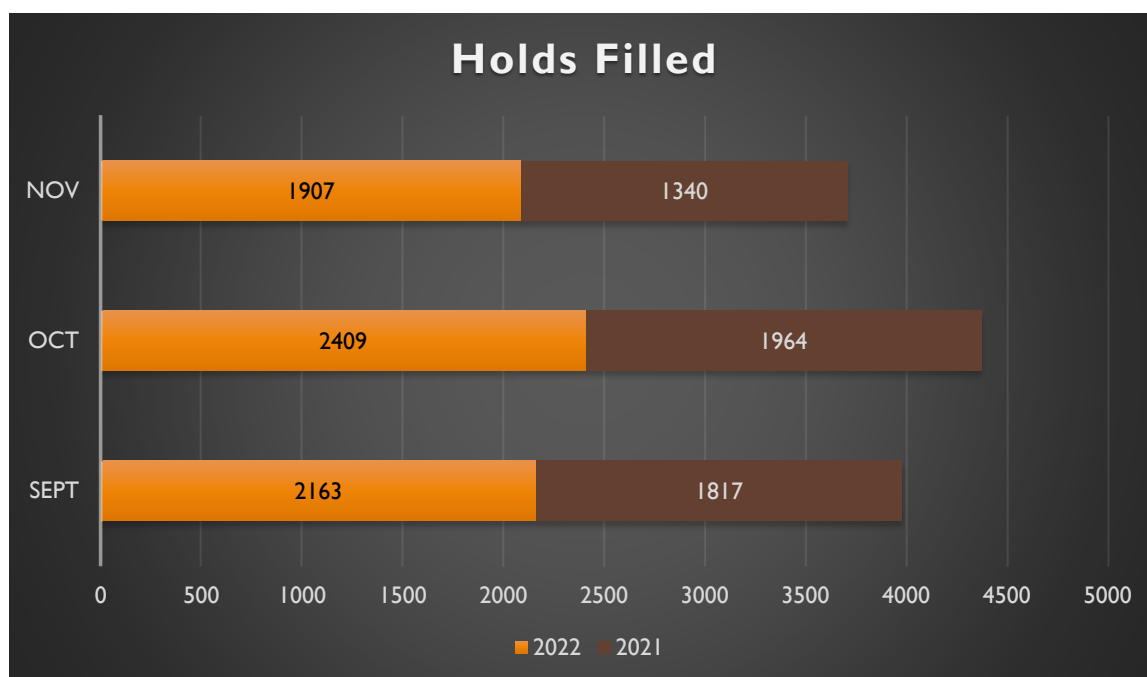
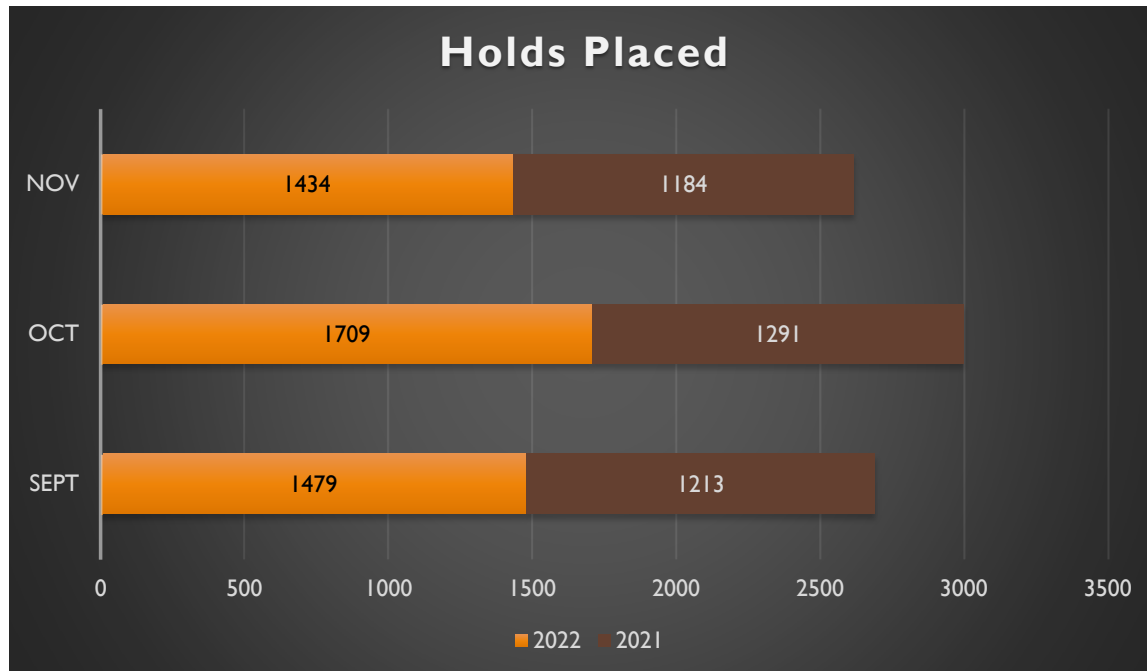


### PATRON VISITS – PREVIOUS THREE MONTHS

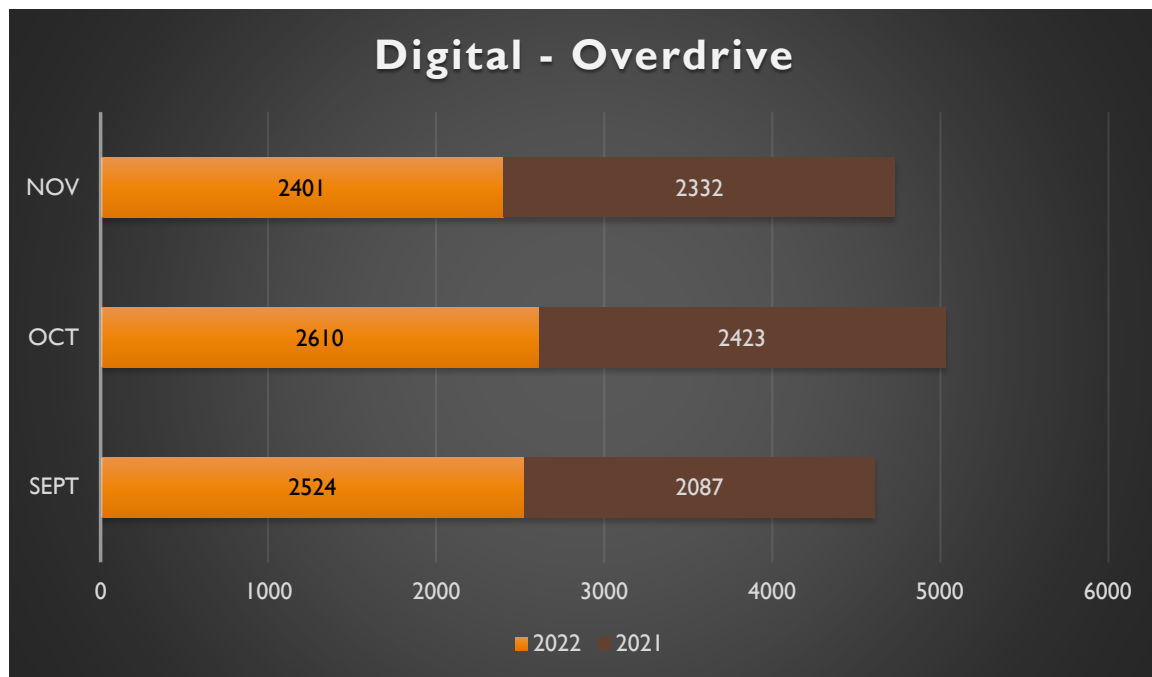
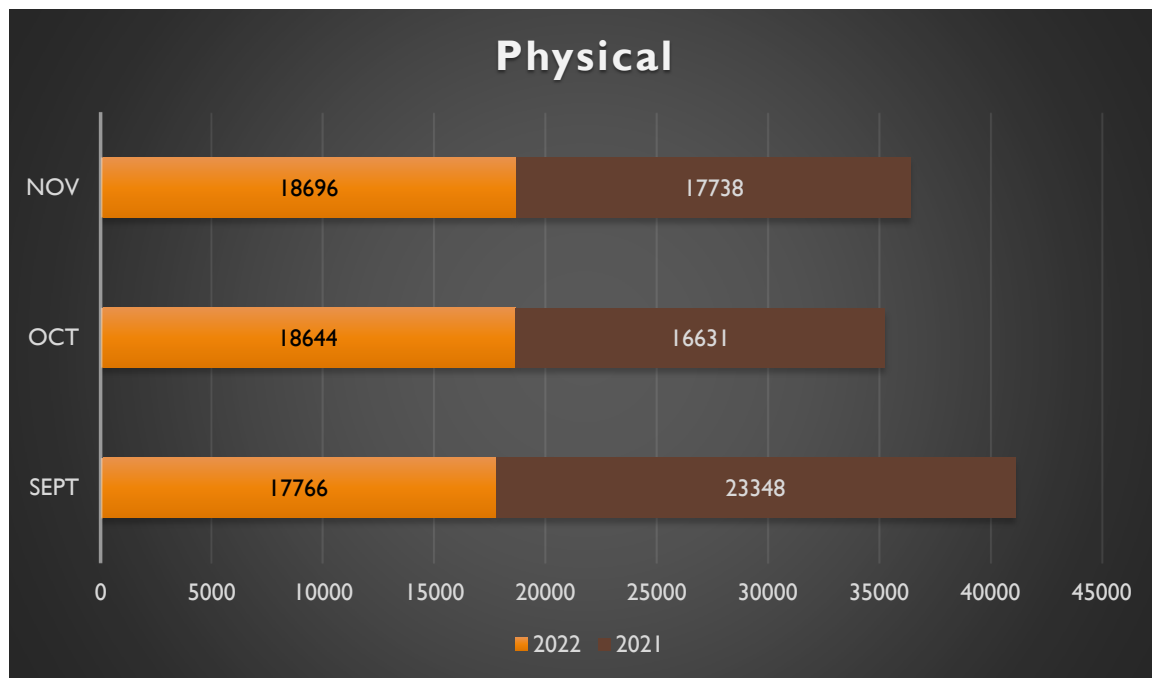


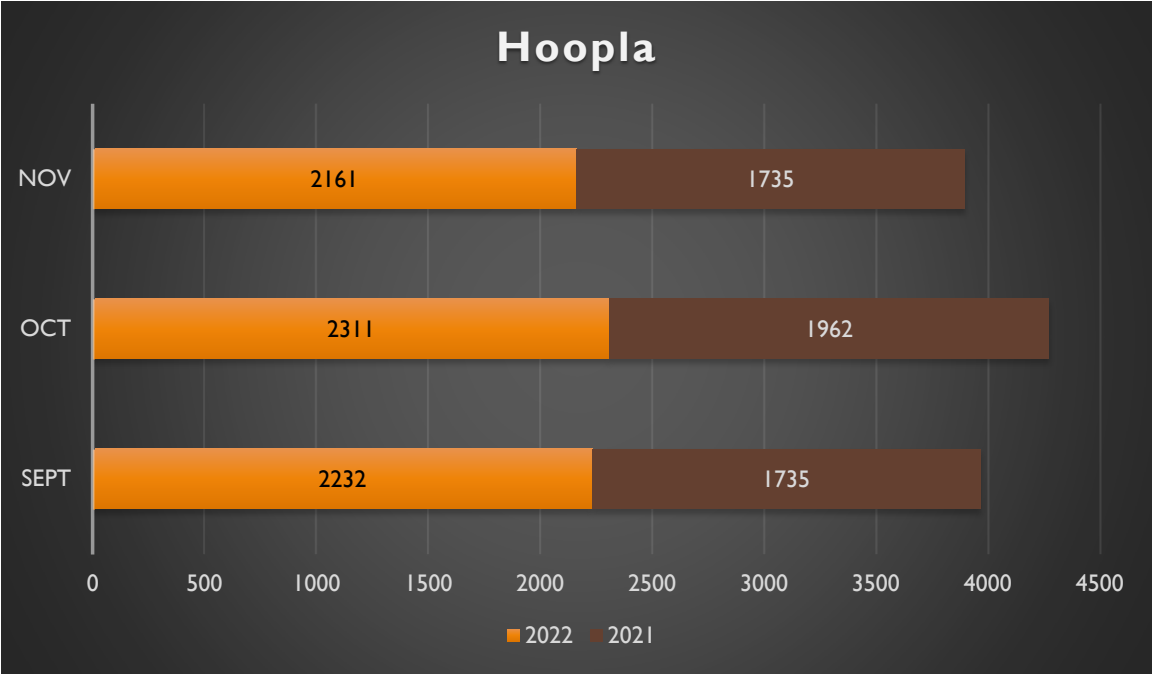
## CIRCULATION

### HOLDS PLACED



## CHECKOUTS





# Youth & Family Services Librarian Monthly Report

Laura Fentress

December 2022

## Since Last Report

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### *Thanksgiving Break programs*

- **Family movie** Monday November 21
- **Children's Thanksgiving crafts** November 22
- Teen **Super Smash Bros. Tournament** November 23

### *Applied for ARPA Youth Grant 2023*

- Looking for funding to add more science activities to the library, including
  - Science kits
  - A telescope for circulation
  - Sky and stargazing activities for next summer

## Upcoming

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### *"Grow with Words" Early Literacy Initiative*

- Collaboration with early childhood professionals in the Grand Island/Hall County area to promote a culture of literacy in the community
- **Toys for Tots Book Giveaway Outreach December 16** – Celine, Laura, and bilingual staff will attend a table to talk to families about the importance of early literacy

### *Winter Break programs*

#### Family/All-Ages Events

**Breakfast with Santa**  
December 17

**Family Movie Nights**  
December 19 & 27

**Family Gingerbread House Building** December 19

**Raptors with Fontenelle Forest** December 28

#### Kids' Events

**Construction Challenge** with Legos and more December 20

**Cocoa & Classics Storytime**  
December 21

**Recycled VHS Case Snow Scene Craft** December 29

**Noon Year's Eve-Eve Party**  
December 30

#### Teen Events

**Paper Bag Snowflake Craft & Movie** December 21

**Video Game Party** December 22

**Laser-Cut Calendar Puzzles**  
December 27

**Painting with Jill from Arts & Drafts** December 28

**Movie and Hot Chocolate Bar**  
December 29

## January Reading Challenge "All the Feels" on Beanstack

### Planned outreach events

- **Elba Public Schools Makerspace field trip** rescheduled for January 11
- **Walnut Middle Family Library Night** rescheduled for January 17

### Prime Time Spring 2023

#### Elementary - Mondays at 6pm    Preschool - Saturdays at 11am

February 27  
March 6  
March 13  
March 20  
March 27  
April 3

February 25  
March 4  
March 11  
March 18  
March 25  
April 1



## Library Media Report

**December 19, 2022**

[illegible]

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# Library Board

Monday, December 19, 2022

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, December 19, 2022**

**Regular Meeting**

## **Item E1**

### **Call To Action For This Month's Meeting**

**Staff Contact:**

A big welcome to Erica Rogers.

The Library Staff are very happy to have Erica here. She is working as Technology (Makerspace) and Teen Librarian.

She will work with the Makerspace and programming/open hours for the public, partnerships, overseeing the equipment and training for staff/volunteers.

Erica will be direct supervisor for the staff that work on technology. She will oversee teen collection management and programming. She will also work with City IT and vendors on technology that the Library uses. One future goal is to create a Technology Plan with City IT.

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# **Library Board**

**Monday, December 19, 2022**

**Regular Meeting**

## **Item E2**

### **Strategic Plan Discussion**

**Staff Contact:**

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# **Library Board**

**Monday, December 19, 2022**

**Regular Meeting**

## **Item E3**

### **Discussion of Library Policies**

**Staff Contact:**