
Library Board

Monday, May 18, 2020

Regular Meeting

Item C1

Approval of Director's Report

The Director's Report typically consists of:

- 1) a monthly report of programs and activities, public use of meeting spaces, library media, and Librarians' Reports*
- 2) a quarterly Report of Household Library Cards Issued to Hall County Residents Outside of Grand Island provided in January, April, July and October of each year*
- 3) a quarterly statistical usage report provided in February, May, August and November of each year*
- 4) upon execution of agreement, regularly scheduled report of use of Grand Island Public Library Foundation library support funds*
- 5) upon publication, a Library newsletter*
- 6) and additional administrative items of note, either in the agenda packet or discussed at the meeting.*

Staff Contact:

Club Calendar - March 2020	3/1/2020	GI Independent
Thursday meeting to focus on U.P., Broadwell grade separation study	3/2/2020	GI Independent
Events during Dr. Seuss week	3/2/2020	Local 4 TV
Recognizing Read Across America Day	3/2/2020	Local 4 TV
GI nonprofits raise awareness on census importance	3/3/2020	Local 4 TV
Public learns more about traffic and safety study at Union Pacific Broadwell crossing	3/5/2020	GI Independent
Celebrate Dr. Suess!	3/7/2020	allevents.in
Happy Birthday Dr. Seuss! (video)	3/7/2020	NTV Facebook
Happy Birthday, Dr. Seuss: Families celebrate children's author at public library's Saturday event	3/7/2020	GI Independent
LIBRARY ALIVE: Spring books have sprung at the library	3/8/2020	GI Independent
Altrusa International	3/8/2020	GI Independent
Grand Island Census Day event will have volunteers and resources on April 1	3/9/2020	NTV
Grand Island Public Library gets kids' creative juices flowing	3/10/2020	GI Independent
Heartland United Way seeking item donations for Kits 4 Kids	3/14/2020	GI Independent
It's not just the shelves at the grocery store, it's City of Grand Island - Public Library too.	3/15/2020	NTV Facebook
City of Grand Island lists new restrictions on city facilities	3/16/2020	Local 4 TV
Grand Island mayor orders closing of library, Fieldhouse	3/16/2020	GI Independent
Mayor Roger Steele sets closings to avoid stress on local health care system	3/16/2020	GI Independent
The mayor announces the City of Grand Island - Public Library and City of Grand Island - Community Fieldhouse are now closed.	3/16/2020	NTV Facebook
City of Grand Island suspends city buildings and meetings until further notice	3/16/2020	NTV
LIBRARY ALIVE: Doing the best we can under difficult circumstances	3/22/2020	GI Independent
The quarantines of epidemics past	3/22/2020	GI Independent
Area coronavirus business and event cancellation roundup	3/22/2020	GI Independent
Central Nebraska Grants 101 Workshop	3/24/2020	allevents.in
LIBRARY ALIVE: Getting more digital all the time at your library	4/4/2020	GI Independent
Grand Island lays off library staff	4/6/2020	NTV
City of Grand Island working to protect employees, continue essential services	4/7/2020	GI Independent
UPDATE: Mayor says normal life won't return in Grand Island for some time	4/14/2020	GI Independent
Columbus library continues serving community with curbside service	4/16/2020	NCN
Find the library at your place for National Library Week	4/17/2020	GI Independent
Local libraries to celebrate National Library Week online	4/18/2020	Local 4 TV
LIBRARY ALIVE: Isolate yourself with a good (electronic) book	4/19/2020	GI Independent
Grand Island Public Library board members vote to reduce hours upon reopening	4/20/2020	KFXL FoxNE
The City of Grand Island - Public Library is making plans for the future.	4/20/2020	NTV Facebook
Grand Island Public Library board members vote to reduce hours upon reopening	4/20/2020	NTV
Grand Island Public Library announces plans for summer reading program	4/26/2020	GI Independent
Grand Island Public Library plans computer system maintenance	4/26/2020	GI Independent
Council approves payment to golf pro at Jackrabbit Run	4/28/2020	GI Independent

LIBRARY ALIVE: Keep reading in these uncertain times	5/2/2020	GI Independent
Chadron Library Instituting Curbside Service	5/11/2020	NCN
North Platte Library to open with restrictions	5/11/2020	NCN
The City of Grand Island - Public Library plans a virtual summer reading kickoff next week.	5/13/2020	NTV Facebook
Grand Island library plans virtual kickoff for summer reading program	5/13/2020	NTV

Youth & Family Service Librarian's Monthly Report

Name: Celine Swan

Date: May 2020

Since Last Report

Collection Development

- Ordered minimal materials
- Weeded Spanish Books
- Completed weeding in 600's/relabeling
- Staff Shifted Materials to even out the collections in the juvenile nonfiction, Spanish Materials, and Award Books and made new signage

Scheduling

- Had staff working 8-5 M-F working on projects after COVID Closing, then on April 3 staff was laid off
- Scheduled CPR training for 20 full-timers
- Met with UNL/Extension Office staff and setup schedule for Makerspace Summer Programs and Parks and Rec Dept. for summer park outreach

SOD/LOD/Staff Work

- Librarians/LA2 Met and went over projects for staff to work on when we were closed to the public
- Worked with Irasema for library logo changes and summer reading program calendar

Committee Work with Outside Agencies

- H3C work, met weekly with core group of supervisors, ex. GIPS, Headstart, H3C, etc.
- Met weekly on Zoom on Director's Meeting and worked with other departments, health department
- Met weekly on Zoom with Central Plains Library System

Children's Renovation and Work

- Moved some extra books in good shape to back room for future outreach
- Worked on cleaning all bins, and made new Character Bins with Nicole
- Ray installed the old cupboards in the children's office
- Zone C added window stripes, removed old, cleaned children's office, children's and teen storage
- Cleaned and disinfected toys and stored them
- Staff made new signs, and graphics for children's bins, computer area

Programs

- Planning 2020 Summer Reading Program for Children and Teens, book calendar, kick off dates, and performers
- Planned a virtual program
- Provided National Library Week promotions April 19th week, provided virtual storytimes, then added two more weeks of storytimes into May, promoted online databases and virtual library cards

Library Management

- Worked on Serials, and other material cataloging and processing
- Wrote Library Column
- Provided weekly email to library staff that were laid off
- Worked with Shaun on planning for staff's return, Covid safety, programming
- Answered the phone and emailed reference questions
- Helped Shaun shift the Large Print Books
- Had staff do training on Makerspace
- Helped Shaun make facemask frames on 3D printer when needed
- Beanstack training and setup
- Walls were painted in back and children's wall

Upcoming

Collection Development

- Ordering & Weeding

Scheduling

- New summer schedule
- Calendar of programs on library and city web site

Children's Renovation

- Continue to change the children's area for a better flow for children's
- Have Ray continue to paint the walls that are worn.

Programs

- Summer reading kickoffs
- Virtual programs from June 1-July 31
- Beanstack Management

Library Management

- Working on outreach delivery
- Train staff on Bibliovention, Covid safety and procedures, Beanstack training
- Work with assigned staff on programs
- Preparation of materials for Curbside
- Procedural training on returned items-quarantine
- Assign virtual programs to staff
- Marketing programs and materials for the public

Adult & Technical Service Librarian's Monthly Report

Name: Shaun Klee

Date: May 2020

Since Last Report

Collection Development/Maintenance

- Complete weeding of ANF
- Complete inventory of ALL collections (3/17-3/25)
- Shifted ALPFIC/ALPNF/ALM & Spanish language collections
- Resigned ALL endcaps with updated signs using new library color scheme
- Cataloging & processing incoming orders while staff were off
- Submitting limited orders of materials
- Updating serial records & predictions in upgraded ILS
- Changing ALL magazines to be allowed to fill holds and current issues to circulate
- Moved APBK collection
- Cataloging microforms in Heritage Room
- Catchup on backlog of Heritage Room/original cataloging
- Overdrive ordering

Technology

- Biblionation (formerly Koha) upgrade
 - Upgraded over weekend of Apr 30-May 4
 - Working with other Pioneer libraries on learning software/working out bugs
 - Working with PTFS to solve issues
- Virtual library card application/process (with Celine)
- Managing library website & social media posts

Programming

- Working with Celine to film Facebook Live Storytimes
- Working with Celine to plan Virtual 2020 Summer Reading Program

Staff Development/Training

- Updating manuals & trainings for new Biblionation software
- Teaching Celine serials receiving
- Teaching Celine basic copy cataloging
- Teaching Celine & Nancy basic processing procedures

Upcoming

Collection Development/Maintenance

- Shifting ANF now that weeding is complete
- New AHP shelving (when delivered)
- Evaluating current serial subscriptions
- Finish cataloging Heritage Room microforms

Technology

- Continue working with Biblionation upgrade

Programming

- Virtual SRP

Staff Development & Trainings

- Biblionation trainings for staff & Pioneer libraries

Library Director's Monthly Report

Name: Steve Fosselman

Date: May 2020

Since Last Report

Library Board

- Policies for Study Rooms, Personal Belongings, Health & Safety, and Library Funds are in committee
- Worked with board on development of a strategic planning committee to replace GILIBRARY 2020
- Presented need for County interlocal agreement committee reactivation
- Presented 1973-era HVAC Mechanical Study to board and forwarded to City
- Presented fee schedule for FY 2020/2021 and forwarded to City

City and County Business

- Implemented Mayor's closure of library due to COVID-19
- Implemented City Administration layoff of 16.5 FTE library employees and coordinated with City HR to ensure laid off employees received adequate information and support
- Presented and revised reopening plans and recall of library employees
- Worked on trimming expenses in light of COVID-19 revenue shortfall

Management Support Team

- Worked with Celine and Shaun on revamping Summer Reading Program as virtual
- Worked with Shaun on scheduling the upgrade of our PTFS Liblime Koha automated system (checkout/checkin/online catalog) to the latest version called Bibliovation
- Worked with Celine, Shaun, Nancy and Ray on reopening-related supply orders as well as sanitation and service procedures
- Constantly reviewing library literature, CDC, CDHD, webinars and other guidance to aid in COVID-19 planning

Renovation and Building Needs

- People counter system to capture all traffic through front door was installed
- Submitted progress report to Peter Kiewit Foundation (\$75,000 grant pending)

Other

- Attended Hall County Community Collaboration board meetings
- Continued work with Nebraska OCIO (Office of the Chief Information Officer)/Network Nebraska on procurement of internet and data transport services for 2020/2021
- Attended Pioneer Consortium Exec and Membership meetings

Upcoming

Library Board

- Strategic planning process, County interlocal agreement, Library Director recruitment process

- Board manual including continuing education certification, final review of board governance

City and County Business

- Implement City determination to recall 13.0 of the 16.5 library employees laid off on May 26. This action is intended to cap our workforce at 18.0 FTE for the remainder of the fiscal year.
- Coordinate with City to implement phased-in restoration of library services including reopening of book drop, curbside services, and eventual reopening of the library building in accordance with CDHD, state and CDC COVID-19 directives and guidelines
- Continual review of cost efficiency measures

Management Support Team

- Continuing work on reopening-related supply orders, sanitation and service procedures
- More review of library literature, CDC, CDHD, webinars and other guidance to aid in COVID-19 planning
- Work on best means of bringing back employees and retraining for new normal

Renovation and Building Needs

- Receive and install new Hot Picks book shelving
- Research additional AV equipment and schedule for purchase
- Work on design of outdoor Children's Discovery Area
- Work with Foundation on Donor Wall, Crane sculpture installation

Other

- Attend Hall County Community Collaboration board meetings
- Switch over internet and data transport services by July 1
- Attend Pioneer Consortium Exec and Membership meetings

Comparison of Selected Measures

2019-20

	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>1/2 Year</u>
Checkouts	72,493	69,564	142,057
Computers/Wireless Sessions	28,051	25,742	53,793
Programs/Spaces Participants	6,520	4,611	11,131
Visitors	47,121	42,677	89,798
Web Sessions	12,965	14,869	27,834
Reference, Reserves, ILL	7,574	6,407	13,981
Online Resource Use	81,403	83,970	165,373
Total Selected Measures	256,127	247,840	503,967

2018-19

	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>1/2 Year</u>	<u>Apr-June</u>	<u>3/4 Year</u>	<u>July-Sep</u>	<u>Annual</u>
Checkouts	72,198	73,502	145,700	82,994	228,694	85,515	314,209
Computers/Wireless Sessions	18,703	19,084	37,787	30,190	67,977	34,748	102,725
Programs/Spaces Participants	4,239	4,116	8,355	5,472	13,827	6,341	20,168
Visitors	52,186	64,667	116,853	68,336	185,189	56,831	242,020
Web Sessions	14,976	16,264	31,240	18,300	49,540	15,641	65,181
Reference, Reserves, ILL	5,811	5,883	11,694	4,818	16,512	8,312	24,824
Online Resource Use	94,138	82,001	176,139	82,868	259,007	86,984	345,991
Total Selected Measures	262,251	265,517	527,768	292,978	820,746	294,372	1,115,118