
Library Board

Monday, June 22, 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:

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
GI looking at budget cuts, pools closed, and testing concerns	5/14/2020	NTV
LIBRARY ALIVE: Did you know we're located at 1124 W. Second?	5/16/2020	GI Independent
Grand Island library limited opening next week	5/19/2020	Local 4
Grand Island library limited opening next week	5/19/2020	10/11 News
Grand Island Public Library announces curbside pickup in June	5/19/2020	GI Independent
Grand Island Library hires back some staff, kicks off summer reading	5/20/2020	NTV
The City of Grand Island - Public Library is hiring staff back and gearing up to offer	5/20/2020	NTV Facebook
Grand Island Library will reopen in phases beginning on May 27 with a book drop	5/20/2020	NTV
Grand Island library limited opening next week	5/20/2020	NCN
The City of Grand Island - Public Library is slowly rolling out services and tonight kicks	5/21/2020	NTV Facebook
Libraries Move Towards Phased Reopening	5/26/2020	NET
GI Public Library re-opens with book drop off service	5/27/2020	Local 4
Grand Island Library begins reopening	5/27/2020	NTV
Here's another sign how much things have improved in Grand Island as the library has hired back staff and has begun to reopen.	5/27/2020	NTV Facebook
Grand Island Public Library to host virtual summer reading program	5/29/2020	GI Independent
'Night of the Twisters' book remains popular with Grand Island Public Library patrons	5/29/2020	GI Independent
VFW Buddy Poppy program wins national honor	5/30/2020	GI Independent
Curbside service is coming in G.I.	5/31/2020	GI Independent
'Night of the Twisters' book remains popular with Grand Island Public Library patrons	6/3/2020	Omaha World Herald
Last week Grand Island Public Library slowly re-opened with a book drop service and now they offer a pick-up service to check out books	6/5/2020	Local 4 Facebook
GI library offers pick-up service to check out books	6/5/2020	Local 4
Grand Island Public Library summer reading program continues Monday	6/5/2020	GI Independent
LIBRARY ALIVE: Smiling with our eyes during Plan B	6/14/2020	GI Independent
City projects \$1.76 million revenue loss for 2020: Budget shortfall anticipated for 2021	6/16/2020	GI Independent
Virus hits Grand Island city budget	6/16/2020	NTV
Reserves may help city through shortfall	6/18/2020	GI Independent

Monday Program OVERVIEW

Video	Week	Views	Shares	Likes	Comments	Platform
Jeff Quinn						
	Kickoff					youtube
	6/1-6/5	137				
	6/8-6/12	142				
	6/15-6/19					
	6/22-6/26					
Wildlife Encounters						
	6/1-6/5	62				youtube
	6/8-6/12	71				
	6/15-6/19					
	6/22- 6/26					
Shadow Factory						
	6/8-6/12	257	4	5	1	facebook
	6/15-6/19					
	Week 3					
	Week 4					
Crane River Theater						
	Week 1					
	Week 2					
	Week 3					
	Week 4					
Morrill Hall						
	Week 1					
	Week 2					
	Week 3					
	Week 4					
Magical Balloon Guy						
	Week 1					
	Week 2					
	Week 3					
	Week 4					
HN David Seay						
	Week 1					
	Week 2					
	Week 3					
	Week 4					
OCM Seuss Sational						
	Week 1					
	Week 2					
	Week 3					
	Week 4					
NE Arts Council						
	Week 1					
	Week 2					
	Week 3					

	Week 4					
Rascal Martinez						
	Week 1					
	Week 2					
	Week 3					
	Week 4					

Weekly Program OVERVIEW

Video	release date	Views at end of 7 days	Shares from our page	reactions	Comments	Platform
Lapsit Story Time						
monkeys	2-Jun	285				facebook
friendship	8-Jun	134				
dinos	16-Jun					
giraffe						
kindness						
friendship						
tacos?						
friendship						
sharing						

SRE Club						
Emperor's New Clothes	3-Jun	120				facebook
Pecos Bill	10-Jun	113		1		
Trickster Tales	6/17/2020					

Big Kids Club						
genealogy	4-Jun	391	7	35	4	facebook
HomeDepot	11-Jun	461	1	16	4	facebook
Morrill hall	18-Jun					Zoom

[illegible]

Youth & Family Service Librarian's Monthly Report

Name: Celine Swan

Date: June 2020

Since Last Report

Collection Development

- Ordered minimal materials
- Moved Dr. Seuss Books to different carts, new signage for Seuss Caboose
- Moved book/cd sets to different cart, new signage

Scheduling

- Staff came back and we have a simple A/B schedule with new hours, and reduced staff

SOD/LOD/Staff Work

- Staff are working on Curbside, Virtual Programming, Returns, Social Media Promotions
- We have library assistant 2's leading in four different areas: Checkin, Circ-Holds Pulls, Curbside, Reservations

Committee Work with Outside Agencies

- H3C work, met weekly with core group of directors, supervisors, ex. GIPS, Headstart, H3C, etc. worked on projects for daycares
- Met weekly on Zoom on City Dept Director Meeting
- Met weekly on Zoom with Central Plains Library System and shared Covid, Curbside, other information, planning/ideas
- Met for National League of Cities Work Online

Children's Renovation and Work

- Painted Seuss corner and East Wall in Children's
- Ordered hand sanitizer station

Programs

- Doreen Cronin Bilingual Virtual Storytime with Maria Lopez May 4
- Bill Martin, Jr. Baby/Toddler Lapsit Virtual Storytime May 5
- Llama, Llama Virtual Storytime May 6
- Summer Reading Program kickoff with Jeff Quinn Magician May 21
- Beanstack reading minutes started May 21

Library Management

- Worked on Serials, and other material cataloging and processing
- Wrote Library Column May 3
- Provided weekly email to library staff that were laid off
- Worked with Shaun and staff on staff coming back, contacting the staff not coming back, We did Covid-Standard Operating Procedure training, training on new BiblioVation, Beanstack, virtual programming, and Executime TimeClock-Payroll System
- Developed process of book return days-quarantine of materials, curbside services, promotions, signage, promotions with the schools, and press releases

- Worked with staff on virtual programs, calendar updates for city and library calendar, covered expectations, tapings, social media
- Interviews with Grand Island Independent on June 3 for the 40th June 3 Tornado Anniversary and curbside services on May 28, Zoom Interview with Steve White on Curbside, and returning materials
- Answered the phone, setup virtual accounts, answered questions
- Helped Shaun make facemask frames on 3D printer when needed
- Walls were painted, and touched up by Ray around the library

Upcoming

Collection Development

- Ordering of June materials

Scheduling

- Looking for different scheduling software. We will do some demos with different vendors to find something less expensive and easy to use.

Children's Renovation

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

Programs

- Worked on virtual program planning for kids and teens that began on June 1
- Provided virtual programs with Brenda for Baby, Toddler, Preschool Storytimes
- Had Irasema setup Excel for virtual statistics. She is doing Facebook, Instagram (and Twitter when restored), Library web site promotions, commercials, and statistics. She does editing with Adobe.
- We will do a green screen program/promotion.
- Virtual programs from June 1-July 31
- Beanstack Management-ongoing-prizes, and incentives for readers
- Working with summer schools, daycare, etc.
- Filled out a grant with Kim for the Nebraska Arts Council for Drum virtual program

Library Management

- Work with Irasema and staff on social media promotions
- Preparation of materials for Curbside
- Procedural training on returned items-quarantine
- Marketing programs and materials for the public
- Wrapped up National League of Cities June 12
- 5 library staff appraisals completed
- Preparing library for the return of patrons

Adult & Technical Service Librarian's Monthly Report

Name: Shaun Klee

Date: June 2020

Since Last Report

Collection Development/Maintenance

- Ordering bestseller/popular titles

Circulation

- Planning/implementing curbside pickup of requested materials

Technology

- Biblionation (formerly Koha) upgrade
 - Continuing to work out bugs and issues with system

Programming

- Virtual SRP
 - Managing Beanstack SRP tracker (badges, drawings, etc.)

Staff Development/Training

- Staff performance reviews that were due between April and June

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 (ongoing)
- Working with Irasema on potential upgrade of video/sound recording equipment

Programming

- Virtual SRP (ongoing)

Staff Development/Training

- Updating manuals & trainings for new Biblionation software

Library Director's Monthly Report

Name: Steve Fosselman

Date: June 2020

Since Last Report

Library Board

- Policies for Study Rooms, Personal Belongings, Health & Safety, and Library Funds are in committee
- Presented need for County interlocal agreement committee reactivation
- Forwarded library board term recommendations to Mayor

City and County Business

- Implemented recall from layoff of 13.0 FTE effective May 26
- Submitted COVID-19 Operational Plan Elements for Virus/Infection Control to City Administration
- Continued work on trimming expenses in light of COVID-19 revenue shortfall
- Attended budget-related meeting with Ed Meedel and City Administration
- Attended June 16 Council budget study session
- Celine and I met weekly on Zoom on City Department Director Meeting
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Management Support Team

- Worked with Celine and Shaun on revamping Summer Reading Program as virtual
- Worked with Celine, Shaun, Nancy and Ray on reopening-related supply orders as well as sanitation and service procedures
- Worked with Celine and Shaun on improved social media services in light of recall of workers; different ways to collect statistical information
- Constantly reviewing library literature, CDC, CDHD, webinars and other guidance to aid in COVID-19 planning

Renovation and Building Needs

- Still working to 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

- 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
- Attended Nebraska Information Technology Commission Community Council meeting
- Working with Twitter to un-suspend our account that seemed to get spammy
- Celine and I met weekly on Zoom with Central Plains Library System and shared Covid, Curbside, other information, planning/ideas

Upcoming

Library Board

- Strategic planning process, County interlocal agreement, Library Director recruitment process, budget for FY 2020/2021 including advocacy for recalling additional laid off employees
- Board manual including continuing education certification, final review of board governance

City and County Business

- 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 including video/sound recording equipment, and schedule for purchase
- Work on design of outdoor Children's Discovery Area
- Work with custodial staff and vendors on bird problems
- 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

Snapshots of Facebook with Return of Key Staff



06/05/2020 11:59 AM		Themed book bundles are ready to go! Give us a call and let us know			1.8K		108 51	 
06/05/2020 10:45 AM		Did you know Hoopla has movies? Check out the June movies of the			391		5 1	 
06/05/2020 9:32 AM		Printable PDF of the Summer Reading Program Calendar is now			667		45 8	 
06/04/2020 4:53 PM		CURBSIDE!!!! We are excited to announce curbside is now available!			1.7K		120 44	 
06/03/2020 5:45 PM		On Friday, June 5th tweens and teens are invited to a trivia challenge!			474		8 1	 
06/03/2020 5:22 PM		What a great surprise for the staff! Thank you Gortemaker family for this			1.1K		191 69	 
06/03/2020 9:21 AM		Today is the first day of curbside pickup! We are so excited to see you!			791		46 22	 
06/02/2020 3:27 PM		Big Kids Club. June 4th at 2. See ya there!			411		3 1	 
06/01/2020 10:30 AM		If you have any question about any of the ani mals leave a comment and			445		52 18	 
06/01/2020 10:18 AM		Wednesday at 10:30 A.M. Sign-up online or call the library at			409		13 4	 
06/01/2020 8:04 AM		Summer Reading Program virtual activities starting today at 10:30!			724		29 6	 
05/29/2020 6:03 PM		Look at all the holds we have gotten ready for Wednesday—our first day			1.2K		69 76	 
05/29/2020 11:37 AM		Join us June 2nd here on Facebook!			583		11 11	 
05/29/2020 10:19 AM		Program for all Ages!			408		8 2	 
05/28/2020 3:39 PM		You can place your items on hold online or give us a call. Staff will call			2K		173 59	 
05/27/2020 7:14 PM		We had a HUGE amount of items returned today. Staff can't wait to start			2.3K		199 107	 