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# **Library Board**

## **Tuesday, August 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: Steve Fosselman

<a href="#">WATCH NOW: Grand Island City Hall, library reopen to public</a>	7/1/2020	GI Independent
<a href="#">City of Grand Island closures for Independence Day celebration</a>	7/2/2020	NTV
<a href="#">City announces hours of operation for Fourth of July weekend</a>	7/2/2020	GI Independent
<a href="#">City Hall and the Public Library are open to the public again!</a>	7/2/2020	GI Independent Facebook
<a href="#">Last but not least, Congrats to Kim Mettenbrink and the Grand Island Public Library Foundation</a>	7/8/2020	Go Big Give Facebook
<a href="#">City cutting 8% in operational expenses</a>	7/9/2020	GI Independent
<a href="#">Don't forget — City of Grand Island - Public Library is open. Check their page for hours.</a>	7/11/2020	NTV Facebook
<a href="#">LIBRARY ALIVE: Libraries: The definition of 'resilient'</a>	7/12/2020	GI Independent
<a href="#">Grow Grand Island: What's your community vision for 2030?</a>	7/19/2020	GI Independent
<a href="#">Grand Island Public Library summer reading program hosts "Drums of the World"</a>	7/20/2020	NTV
<a href="#">The City of Grand Island - Public Library has been doing some fun programs you can enjoy from home</a>	7/20/2020	NTV Facebook
<a href="#">The City of Grand Island - Public Library is now requiring masks.</a>	7/20/2020	NTV Facebook
<a href="#">Grand Island Public Library requires masks and social distancing beginning today</a>	7/20/2020	NTV
<a href="#">New guidelines for Grand Island Public Library</a>	7/20/2020	Local 4 News
<a href="#">Photos for Publication on Wednesday, July 22, 2020</a>	7/21/2020	GI Independent
<a href="#">Susie from City of Grand Island - Public Library gives an elbow to the bison from Stuhr Museum of the Prairie Pioneer.</a>	7/21/2020	NTV Facebook
<a href="#">Runaway bison? Masked surprise awaits</a>	7/21/2020	NTV
<a href="#">An abbreviated look at this area's past</a>	7/25/2020	GI Independent
<a href="#">LIBRARY ALIVE: At this time — and always — at your public library</a>	7/26/2020	GI Independent
<a href="#">Smart Money Moves When Cash Is Tighter Than Time</a>	7/27/2020	GI Independent
<a href="#">Club Calendar - August 2020</a>	8/2/2020	GI Independent
<a href="#">Girl Scouts Drive-Thru Registration, Grand Island NE</a>	8/5/2020	Eventbrite
<a href="#">LIBRARY ALIVE: Beat the dog days of summer with the library</a>	8/11/2020	GI Independent
<a href="#">Grand Island looks at \$3.5 million in capital improvements</a>	8/11/2020	GI Independent
<a href="#">Hall County not worried about voter fraud through mail-in ballots</a>	8/13/2020	Local 4 News

# Youth & Family Service Librarian's Monthly Report

**Name:** Celine Swan

**Date:** August 2020

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## Since Last Report

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### Collection Development

- Ordered limited materials

### Scheduling

- All staff work 9:30-6 pm Monday-Friday and Saturday 9:30-1 pm. We have looked into what it would take to be open evenings, and we would need more staff to cover stations and do programs.

### SOD/LOD/Staff Work

- Staff worked on cleaning and quarantine material rotations, virtual programming, billing notices and working on getting materials back, social media promotions,
- We created study table checkout, Meeting Room B setup for 15, Meet-ups setup, bibliotherapy bookmarks, and web sites.
- Fall program planning
- Beanstack Summer Reading Program
- Getting some volunteers back for outreach, scanning library applications, manning the children's desk with a staff member

### Committee Work with Outside Agencies

- H3C work, met weekly with core group of H3C Director, board, supervisors, ex. GIPS, Headstart, H3C-C4Kids Buffett Meeting with Nebraska Children's, Thriving Children's Conference Sept 14 Hall County will present
- Met weekly on Zoom for City Dept. Director Meeting
- Met weekly on Zoom with Central Plains Library System and shared information, planning/ideas
- Grand Island Children's Museum Zoom Board Meeting
- Helped with Back to School Bash-sent out library bookmarks/pencil. Celine helped 2 hours with set up.

### Children's Renovation and Work

- Buckingham Palace room is used for Virtual Taping
- Rearranged meeting commons, and Meeting Room B

### Programs

- Virtual Programs-Monday-Friday on GIPL's Facebook Live-finished at the end of July
- Provided special resiliency program for children and families

### Library Management

- Wrote Library Column July 12
- Active Threat Safety training
- Added magazines and board books to 4-day quarantine from the REALM results
- Received free baby and toddler social/emotional toys, seating circles from Sixpence

- Received grant for Michael Fitzsimmons from Nebraska Arts Council for Library Foundation
- Worked with staff on virtual programs, calendar updates for city and library calendar, covered expectations, tapings, social media/copyright research and adaptations for programming from statistics for the fall
- Worked with TalkingTech on getting notices going

## Upcoming

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### Collection Development

- Ordering of limited materials-will watch end of fiscal year budget to not overspend

### Scheduling

- Looking for different scheduling software. We will do some more demos with different vendors to find something less expensive and easy to use. Our ScheduleSoftware expires on 10/20.Celine and Shaun will do a trial in September

### Children's Renovation

- Updating the Dr. Seuss wall with signage/posters
- New signage made with Cricut for the ParenTalk Area
- Have Ray continue to paint the walls that are worn.

### Programs

- Continue work on virtual programming, expecting a lot of homeschooler opportunities
- Provided virtual programs with Elle for Baby, Toddler, Preschool Storytimes
- Working on grant money with Kim from the GIPL Foundation Board for prizes for summer reading program and possibly more money for outreach services SUV or van.
- Work with H3C-Children's 0-11 group bi-weekly and once a month whole group
- Girl Scouts Drive-Through Membership
- Fall READ Campaign
- September is Library Card Signup Month Promotions
- Working with Northwest and feeder schools on library cards
- Library resource training for Northwest Schools library staff
- Library card signup for Walnut and other GIPS middle schools

### Library Management

- Work with Irasema and staff on social media promotions and library newsletter
- We will add a Youtube Channel for the library
- Notify kids that read in the Beanstack program of prizes. Get their schools a reading certificate for their participation August 24
- CPLS Reading Promotion
- Training from Steve on his duties when he retires

# Adult & Technical Service Librarian's Monthly Report

**Name:** Shaun Klee

**Date:** Aug 2020

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## Since Last Report

### Collection Development/Maintenance

- Ordering bestseller/popular titles
  - Overdrive orders/requests
- Shifting ANF -- completed
- New AHP shelving (delivered week of 7/9), being used for book bundles
- Renewed Hot Picks subscription

### Circulation

- Building reopened to public, coordinating reopening services
- Lost items/overdues of items due before COVID closure

### Technology

- Biblionation (formerly Koha) upgrade
  - Continuing to work out bugs and issues with system
  - Acquisitions and notifications modules still have many errors
- Support for self-checkouts (malfunctions on CIRC transactions)
- Pioneer Consortium Executive Council Meeting (7/27)
- Nebraska Digital Consortium Meeting 8/12
  - RbDigital merging/absorbed into Overdrive in late 2020/early 2021

### Programming

- Virtual SRP completed
  - Compile stats
  - Winner drawings

### Staff Development/Training

- NLC Authorities class (NLC Librarian Certification continuing ed. course, 5 credits)

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## Upcoming

### Collection Development/Maintenance

- Evaluating current serial subscriptions
- Cataloging Heritage Room microforms

### Technology

- Continue working with Bibliovation upgrade (ongoing)
- Working with Irasema on potential upgrade of video/sound recording equipment
- Evaluating Schedule software with Celine

### **Staff Development/Training**

- Updating manuals & trainings for new Bibliovation software
- Wireless Printing training
- Planning for Fall

# Library Director's Monthly Report

**Name:** Steve Fosselman

**Date:** August 2020

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## Since Last Report

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### Library Board

- Policies for Study Rooms, Personal Belongings, Health & Safety, and Library Funds in committee
- Board committee appointments and recommended changes to bylaws
- Revision of Library Board portion of website

### City and County Business

- Continued work on trimming expenses in light of COVID-19 revenue shortfall
- Submitted various requests related to FTE's and director recruitment process to City Administration since there is a freeze on open positions
- Attended August 11 Council budget study session
- Celine and I - weekly City Department Director meetings via Zoom
- Tanya and I – meeting with City Administration to discuss upcoming director recruitment.
- Tanya, Ben and I – meeting with City Administration and County Commission representative Jane Richardson to start work on a new contract for library services

### Management Support Team

- Continued work with Celine and Shaun on improved social media services in light of recall of workers; different ways to collect statistical information
- Continued work with Celine and Shaun on welcome desk and entry protocols
- Constantly reviewing library literature, CDC, CDHD, webinars and other guidance to aid in COVID-19 planning
- Received \$13,070 CARES Act Grant through Nebraska Library Commission for additional access to digital materials and two new service point laptop computers

### Renovation and Building Needs

- Research additional AV equipment and schedule for purchase
- Outdoor amenities including Children's Discovery Center
- 295 Fund (new) component of Donor Wall and Dedications Panels (existing)
- Various cabinet and counter renovations
- Various signage needs
- Parking lot restriping
- Work with custodial staff and vendors on bird problems
- Work with Clark Enersen Partners on updating mechanical study

### Other

- Attended Pioneer Consortium Exec and Membership meetings; work on transfer of Pioneer Financial Agent from Grand Island to Holdrege
- Attended Nebraska Information Technology Commission Community Council meeting
- Celine and I - weekly meetings on Zoom with Central Plains Library System and shared Covid, Curbside, other information, planning/ideas
- Work with Friends book sale ladies to get sale wall ready for self-serve sale

# Upcoming

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## Library Board

- County interlocal agreement, Library Director recruitment process, budget for FY 2020/2021 including advocacy for recalling additional laid off employees
- August meeting - review of changes to Board portion of library website with manual including continuing education certification, library accreditation, board policy governance, library director administration, etc.

## City and County Business

- Continued coordination with City to implement phased-in restoration of library services in accordance with CDHD, state and CDC COVID-19 directives and guidelines
- Continual review of cost efficiency measures
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## Management Support Team

- Continuing assessment of our phased reopening, limited services and possible changes
- Work to restore Book Sale area with new donation box; some study desk areas
- Continued work with librarians on changing staff tasks and routines in our new normal
- Continued review of library literature, CDC, CDHD, webinars and other guidance to aid in COVID-19 planning

## Renovation and Building Needs

- Research additional AV equipment including video/sound recording equipment, and schedule for purchase
- Outdoor amenities including Children's Discovery Center
- 295 Fund (new) component of Donor Wall and Dedications Panels (existing)
- Various cabinet and counter renovations
- Various signage needs
- Work with Foundation on Crane sculpture will be delayed

## Other

- Attend Hall County Community Collaboration board meetings
- Attend Pioneer Consortium Exec and Membership meetings; work with City Finance on transfer of Pioneer Fund balance from Grand Island to Holdrege
- Prepare final report by September 11, 2020



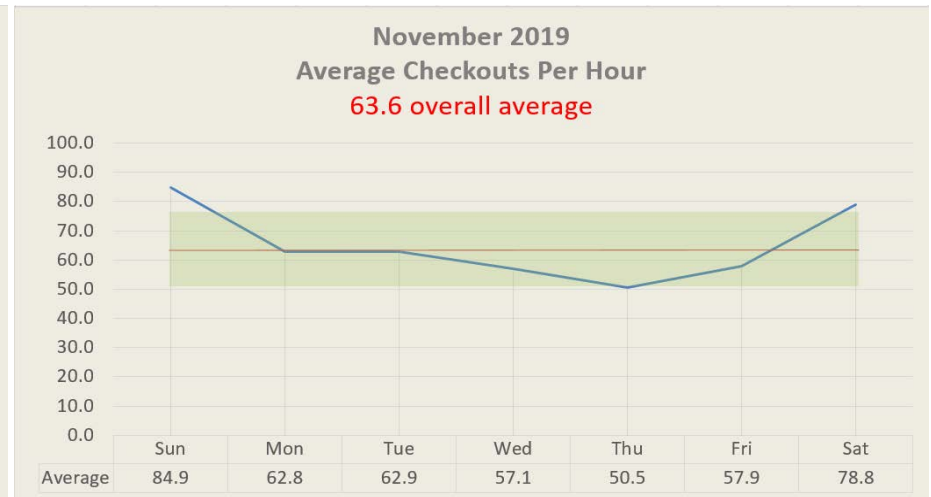
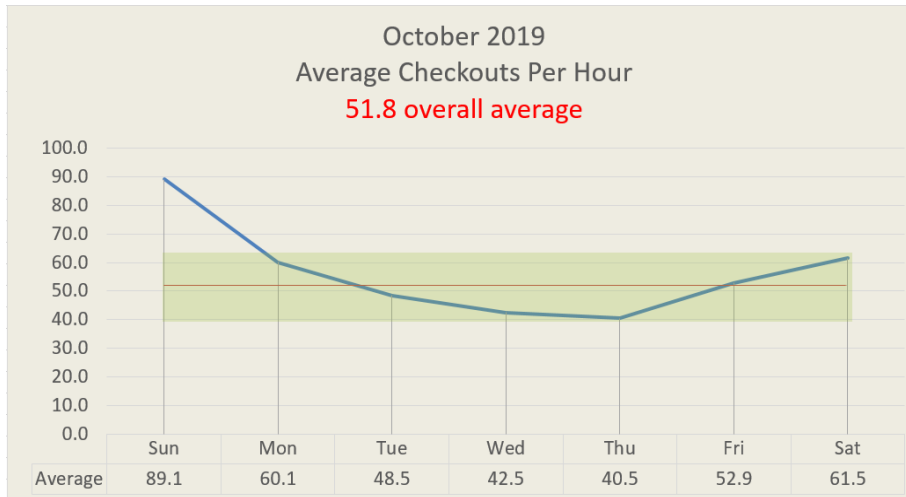
### Comparison of Selected Measures with Social Media

<b>2019-20</b>	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>1/2 Year</u>	<u>Apr-June</u>	<u>3/4 Year</u>		
Checkouts	72,493	69,564	142,057	25,048	167,105		
Computers/Wireless Sessions	28,051	25,742	53,793	13,929	67,722		
Programs/Spaces Participants	6,520	4,611	11,131	14,669	25,800		
Visitors	47,121	42,677	89,798	752	90,550		
Web Sessions	12,965	14,869	27,834	9,240	37,074		
Reference, Reserves, ILL	7,574	6,407	13,981	4,232	18,213		
Online Resource Use	81,403	83,970	165,373	82,913	248,286		
Facebook, Twitter Impressions	184,975	243,642	428,617	226,295	654,912		
Total Selected Measures	441,102	491,482	932,584	377,078	1,309,662		
<b>2018-19</b>	<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
Facebook, Twitter Impressions	229,412	357,384	586,796	259,651	846,447	168,469	1,014,916
Total Selected Measures	491,663	622,901	1,114,564	552,629	1,667,193	462,841	2,130,034

### Comparison of Selected Measures without Social Media

<b>2019-20</b>	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>1/2 Year</u>	<u>Apr-June</u>	<u>3/4 Year</u>		
Checkouts	72,493	69,564	142,057	25,048	167,105		
Computers/Wireless Sessions	28,051	25,742	53,793	13,929	67,722		
Programs/Spaces Participants	6,520	4,611	11,131	-8,884	2,247		
Visitors	47,121	42,677	89,798	752	90,550		
Web Sessions	12,965	14,869	27,834	9,240	37,074		
Reference, Reserves, ILL	7,574	6,407	13,981	4,232	18,213		
Online Resource Use	81,403	83,970	165,373	82,913	248,286		
Total Selected Measures	256,127	247,840	503,967	127,230	631,197		
<b>2018-19</b>	<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

# Service Simulation Based on Average Checkouts per Hour for October and November 2019



	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
9:30		22.0	25.6	9.8	20.0	9.5	12.3				
10		76.0	57.6	53.2	25.4	59.5	62.5				
11		114.3	53.6	62.8	96.4	39.5	65.0				
12		50.0	52.8	36.4	28.8	48.0	54.0				
13	75.3	39.0	63.4	32.6	43.6	64.8	73.8				
14	83.8	74.0	61.6	59.4	38.6	59.0	46.3				
15	119.5	33.8	42.0	67.8	48.0	55.3	99.8				
16	78.0	82.3	40.6	58.2	42.6	61.0	78.5				
17		79.0	47.0	38.0	44.0	80.0					
18		48.3	42.0	30.2	30.2					20% variance model	
19		43.0	47.8	18.6	27.6					20	above 62.2
Average	89.1	60.1	48.5	42.5	40.5	52.9	61.5			27	average 51.8
										15	below 41.4
										62	

	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
9:30		22.7	30.5	14.5	17.0	8.5	22.8				
10		89.3	69.5	31.3	47.0	47.8	60.6				
11		94.7	73.8	113.8	55.0	91.8	105.4				
12		64.0	87.8	67.5	44.3	48.0	83.0				
13	79.5	62.0	69.0	55.8	41.3	56.5	61.8				
14	92.0	83.3	46.5	68.3	40.7	46.0	90.2				
15	85.3	59.3	50.0	74.3	59.0	58.8	104.8				
16	83.0	92.3	69.8	87.8	53.7	77.3	102.0				
17		56.0	96.7	37.3	78.0	87.0					
18		39.7	51.7	26.0	57.3					20% variance model	
19		28.0	48.7	33.3	62.3					21	above 76.3
Average	84.9	62.8	62.9	57.1	50.5	57.9	78.8			24	average 63.6
										17	below 50.9
										62	