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# Library Board

Monday, September 28, 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:

<a href="#">Club Calendar - August 2020</a>	8/3/2020	GI Independent
<a href="#">KRGi Radio-City Interview</a>	8/4/2020	KRGi Radio
<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
<a href="#">GI Public Library starts virtual fall programs next week</a>	8/19/2020	Local 4 News
<a href="#">Library offers virtual programming for youth</a>	8/22/2020	GI Independent
<a href="#">LIBRARY ALIVE: Step right up to a good book</a>	8/22/2020	GI Independent
<a href="#">Long time Director of the Grand Island Public Library set to retire</a>	9/1/2020	Local 4 News
<a href="#">Grand Island Library's Director Steve Fosselman will retire in September</a>	9/1/2020	NTV
<a href="#">LIBRARY ALIVE: Another classic Calvin and Hobbes moment for me</a>	9/6/2020	GI Independent
<a href="#">Celine Swan named interim director for Grand Island Public Library</a>	9/9/2020	GI Independent
<a href="#">Steve Fosselman hands over torch to next generation</a>	9/11/2020	Local 4 News
<a href="#">Fosselman retires leaving library legacy</a>	9/11/2020	NTV Facebook
<a href="#">Library director Steve Fosselman closes chapter on career of more than 43 years</a>	9/12/2020	GI Independent

# Youth & Family Service Librarian's Monthly Report

Name: Celine Swan

Date: September 2020

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## Since Last Report

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### Collection Development

- Ordered limited materials, Weeding

### 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.
- Working on adding Youtube library channel
- 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 Drivethrough Membership Drive Outside Aug. 25 and 29.
- Irasema working on a new logo for Parentalk, and a newsletter template
- September is Library Card Signup Month Promotions
- Working with Northwest and feeder schools on library cards
- Library resource Zoom training for Northwest Schools library staff on Aug. 26
- Library card signup for Walnut and other GIPS middle schools
- Elle/Irasema planned the Edith Abbott Victorian Virtual Tea Party for Sept 26
- Staff working on database promotional posters for the schools

### Committee Work with Outside Agencies

- H3C work, met bi-monthly with core group of H3C Director, board, supervisors, ex. GIPS, Headstart, H3C-C4Kids Buffett Meeting with Nebraska Children's worked on planning for the Thriving Children's Conference Sept 14
- Met weekly on Zoom for City Dept. Director Meeting
- Met weekly on Zoom with Central Plains Library System and shared information, planning/ideas

### Children's Renovation and Work

- Updating the Dr. Seuss wall with signage/posters
- Creating New Logo for the Parentalk Area
- Have Ray continue to touch up paint the walls that are worn.

### Programs

- Virtual Programs began August 25-added HomeSchoolers, and teen/tween

## Library Management

- KRGI Interview on August 4
- Steve's retirement
- Work with Realm information, Covid training

## Upcoming

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### Collection Development

- Working on Fall Orders

### Scheduling

- Testing whentowork software-it will replace ScheduleSource

### Children's Renovation

- New Logo made with Cricut for the ParentTalk Area
- Have Ray continue to paint the walls that are worn.

### Program/Committee Work

- 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
- Fall READ Campaign
- Attended Thriving Children's Conference Sept 14
- Edith Abbott Tea Party Sept 26
- Irasema created a new library youtube channel  
<https://www.youtube.com/channel/UCehk19kQwaUokQ4wW9B-grg>
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### Library Management

- Work with Irasema and staff on social media promotions and library newsletter
- We will promote 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: Sept 2020

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## Since Last Report

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### Collection Development/Maintenance

- Weeding Large Print
- Catalog/MARC cleanup project
  - Superfluous/duplicate subject headings
  - Linking Hall County Community Archive (Digital Newspapers) to microfilm records
  - Authority cleanup
- Renewed serial subscriptions—
  - 4 new titles for 2020/2021, one technology/makerspace title and three new Spanish language titles
  - 12 titles not renewed due to low/no usage over the past 1.5 years
    - Over the past year (since Oct 2019), 27 additional titles we had subscribed to have been discontinued in print, have ceased publication altogether or merged with other titles by their publishers

### Circulation

- Lost items/overdues of items due before COVID closure
- Workroom cleanup

### Technology

- Bibliovation (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)
- Schedule Software evaluations – changing from Schedule Source to WhenToWork
- Database Evaluations
- Overdrive/RBDDigital Audio/eBook merger – was supposed to be Sept. 1, but this did not occur, still waiting on notification from vendor when this will take place

### Staff Development/Training

- Fall Schedule updates
  - Transferring schedules to WhenToWork from Schedule Source

## Upcoming

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### Collection Development/Maintenance

- Cataloging Heritage Room microforms
- Catalog/MARC cleanup project

### Circulation

- Workroom cleanup

## **Technology**

- Continue working with Bibliovation upgrade (ongoing)

## **Staff Development/Training**

- WhenToWork Training

# Library Director's Monthly Report

**Name:** Steve Fosselman

**Date:** September 2020

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## Since Last Report

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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

## Upcoming-Steve Retired September 11, 2020

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