
Library Board

Monday, October 26, 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:



f Virtual Programs

September	Weeks	FB Views	engagements	YT Views	Total Views
Baby & Toddler					
	week 1	253	12	goes officially live in October	253
	week2	171	4	0	171
live video	week 3	12	3		12
	Week 4				total 436
Wednesday Storytime					
live video	week 1	14	5		14
	week 2	180	2		180
live video up 24 hrs	week 3	105	7		105
	week 4				total 299
Teen/Tweens					
	week 1	73	3		73
twice a month	week 2 - no video				
	week 3	77	3		77
	week 4 no video				total 150
Homeschoolers					
once a month					
	after 2 weeks	158 views	8		158
					total 158
Tea Party					
ep 1	one week views	102	11		102
ep 2		76	2		76
ep 3		133	6		133
final		68	4		68
					total 379

MEDIA REPORT		10/26/2020
Long time Director of the Grand Island Public Library set to retire	9/1/2020	Local 4 News
Grand Island Library's Director Steve Fosselman will retire in September	9/1/2020	NTV
Grand Island Public Library Director to Retire	9/3/2020	KRVN.com
Watch Now: Fundraising for Newspaper Digitization Project is Complete	9/3/2020	GI Independent
LIBRARY ALIVE: Another classic Calvin and Hobbes moment for me	9/6/2020	GI Independent
Celine Swan named interim director for Grand Island Public Library	9/9/2020	GI Independent
Steve Fosselman hands over torch to next generation	9/11/2020	Local 4 News
Fosselman retires leaving library legacy	9/11/2020	NTV Facebook
Library director Steve Fosselman closes chapter on career of more than 43 years	9/12/2020	GI Independent
LIBRARY ALIVE: It's Fall and Changes Are Coming	9/22/2020	GI Independent
Edith Abbott Virtual Tea Party	9/23-9/26	News Channel Nebraska
Edith Abbott Virtual Tea Party YouTube	9/23-9/26	Library YouTube Channel
Grand Island Public Library Plans Virtual Teentober Event	9/26/2020	GI Independent
Do Some Acts of Kindness This Week	10/3/2020	GI Independent
LIBRARY ALIVE: October is Family History Month; start your research at the library	10/4/2020	GI Independent
Grand Island Library official encourages people to come back	10/5/2020	Local 4 News
Grand Island Public Library Community Update	10/5/2020	Library YouTube Channel and GITV
Acts of Kindness Promotes Positivity in Grand Island	10/6/2020	Local 4 News
AOK Ladies encourage community to 'be kind' during AOK Week	10/6/2020	GI Independent
Do an act of kindness next week, as well	10/9/2020	GI Independent
Time's up: Library to start charging late fees again	10/13/2020	GI Independent
Here's a few good things about Grand Island	10/17/2020	GI Independent
LIBRARY ALIVE: Covid Got You Down? The Library Can Help	10/18/2020	GI Independent

Interim Library Director/Youth & Family Service Librarian's Monthly Report

Name: Celine Swan

Date: October 2020

Since Last Report

Collection Development

- Ordered materials, requested items. 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
- We went live with When-to-Work web based software for staff scheduling

SOD/LOD/Staff Work

- Staff worked on cleaning and quarantining material rotations, virtual programming, billing notices and working on getting materials back, and social media promotions
- We added study table checkouts for Children's and Teens as per need, Meeting Room B setup for 15, Meet-ups setup
- Switching from Facebook to YouTube Library Channel-following copyright requirements
- Provided virtual programs with Elle for Baby, Toddler, Preschool Storytimes
- September is Library Card Signup Month Promotions
- Working with Northwest and feeder schools on library cards
- Library card sign-up for Walnut and other GIPS middle 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

- New Logo was designed by Irasema and made with the Cricut for the ParenTalk Area
- Ray is painting the Children's Baby Zone Area-teal
- Book Bundles were added
- National Hispanic Heritage Month Sept 15-October 15

Programs

- Provided virtual programs with Elle for Baby, Toddler, Preschool Storytimes
- Work with H3C-Children's 0-11 group bi-weekly and once a month whole group
- Winter READ Campaign for all ages
- Attended Thriving Children's Conference Sept 14 online
- Virtual Edith Abbott Tea Party Sept 26-promotions/educational programs several times that week-Elle and Irasema did a great job

- Irasema created a new library YouTube channel
<https://www.youtube.com/channel/UCehk19kQwaUokQ4wW9B-grg>
- Banned Books Week September 27-October 3-display

Library Management

- Steve's retirement-planned with Tanya, Kim, Steve's wife Cathy, and staff. Took place Sept 11
- Work with Irasema and staff on social media promotions and library newsletter
- Promote Youtube GIPL Channel
- Notify kids that read in the Beanstack program of prizes. Get their schools their reading certificate for their participation August 24 and school posters out
- Training from Steve on his duties when he retires
- Planning with Elle on TeenTober-ALA promotion
- Bug Dog did a library swipe of the library building
- Library column September 20
- City council meeting Sept 7-for Steve's award from the City Council and be confirmed Interim
- Meetings for PrimeTime via Zoom to plan

Interim Library Director

- Payroll/Budget/Bills
- Cares Act Grant-NLC
- Peter Kiewit Grant-spoke with them about revenues, communicated budget to Library Foundation, met with Davis on video equipment
- Met with maintenance on projects, painting, cleaning, man living in the bushes
- Human resource situations-communicated with HR
- Appraisals
- Met with MST/Shawn on future fall/winter plans
- Communicated with Ray and Brian on work

Upcoming

Collection Development

- Order fall books, replacements, missing books in series, damaged book replacements

Scheduling

- We went live with When-to-Work web based software for staff scheduling. Shawn and Celine created schedules, helped staff as needed. Very user-friendly software

Children's Renovation

- Ray will continue painting, and touching up around the library

Program/Committee Work

- Partnering with Altrusa on Veteran's Day display
- Partnered with Walnut Middle School ELL for books and library card applications and promotions for ages 11-13.
- New Grand Island Regional Medical Center requested Read to Your Bunny promotional sheet for new parents
- Special Random Acts of Kindness Storytime with Greater Grand Island Foundation
- LA2s will work on Winter Break Programs-Virtual for Dec 21, 22, 23, 28, 29, and 30

Library Management

- MST Meeting October 1, October 23
- Random Acts of Kindness Week October 4-10-waived fines on items returned and handed out hundreds of dollars of donated gift cards from AOK Ladies
- GITV Live Community Update for Mayor Steele
- Attended City Council Meeting Oct 13 (County-Interlocal Agreement)
- Setup Jamie LaRue training for Library Board and Shaun and I, turned in CE credits
- Coordinated Cleaning of Foundation Room, Book Donation Room, Closets, Cleaning of the back area, getting out the self-checkout (Shaun), Put together storage for PrimeTimes and Foundation, Rearranged the New Books Area, added furniture to the Book Sales area. Supervised Maintenance
- Met with Irasema/Shawn for the Newsletter template October 19
- Humanities Nebraska Virtual Prime Time Preschool Saturdays at 11:00 a.m. October 17-November 21
- Making Logo for Teens-Elle
- Library column October 18
- Meetings for PrimeTime via Zoom to plan
- Offered live Book Club combo with Zoom

Interim Library Director

- Payroll/Budget/Bills
- Cares Act Grant-NLC ordered two laptops/software and allocating money for Overdrive and Hoopla towards the grant. Will need to turn in receipts to get \$13,070.
- Peter Kiewit Grant-spoke with them about revenues, communicated budget to Library Foundation, worked with Island Glass for tinting, Vlcek Gardens, O'Hare Plumbing, ordered microfilm reader, computer, laminator, washer/dryer from Ken's Appliance,
- Met with maintenance on Fall/Winter projects
- Human resource situations
- Appraisals
- Met with MST/Shawn on future fall/winter plans
- Welcomed Leigh to the library/tour October 15
- Will meet with Davis-
- United Way Campaign-attended kick off
- Opened Makerspace up 10/21 by appointment Wednesdays and Saturdays 9:30 am-12 pm.
- Updated Covid guidelines with State's DHM for 10/21/20
- Monitoring patron numbers for entering library
- Interviewed for library director job October 13
- News release on returning items, drivethrough, library saving patrons money and fines to start on week of October 19
- Renewed Hall County accounts for one year for the interlocal agreement
- Work with City IT (will clean IT room, recycle-put in a ticket)
- Coffee meeting with Leigh, Kelli, Irasema, Shawn and me
- Met with Alan

Adult & Technical Service Librarian's Monthly Report

Name: Shaun Klee

Date: Oct 2020

Since Last Report

Collection Development/Maintenance

- Continuing Weeding Large Print
- Continuing Catalog/MARC cleanup project
 - Superfluous/duplicate subject headings
 - Authority cleanup
- FASTFLIX – cataloging & processing (requires detailed original cataloging and processing)
- Heritage Room
 - Organizing/rearranging GIPL collections
 - Working with new DAR Chapter Librarian and their collections

Circulation

- Lost items/overdues of items due before COVID closure
- Workroom cleanup
 - Organizing Reference work area
 - Old, out-dated reference materials weeded
 - Cataloging reference items (city directories, yearbooks, etc)

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—still in process)
 - Repaired and added previously out of service self-checkout to adult area
- Overdrive/RBDigital Audio/eBook merger happened at end of September

Staff Development/Training

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

Upcoming

Collection Development/Maintenance

- Cataloging Heritage Room microforms
- Catalog/MARC cleanup project

Circulation

- Workroom cleanup – continue working on reference area

Technology

- Continue working with Biblionation upgrade (ongoing)
- New microfilm reader & computer for Heritage Room (through Kiewit funding)

Staff Development/Training

- Offline Circ training