



Library Board

**Monday, October 26, 2020
Edith Abbott Memorial Library**

AGENDA

1. Call to Order
This is a public meeting subject to the open meetings laws of the State of Nebraska. The requirements for an open meeting are posted on the wall in this room and anyone that wants to find out what those are is welcome to read through them. The Library Board may vote to go into Closed Session on any Agenda Item as allowed by State Law.
2. Roll Call & Introductions
Tanya Hansen, President
Maria Lopez, Vice President
Benjamin Boeselager, Secretary
Edward Meedel
Kelli Arens
Jaime Parr
Sara White
3. Public Participation
4. Grant Agreement
5. Approval of Minutes of September 28, 2020
6. Approval of Financial Reports
7. Approval of Bills Submitted - September 22, 2020 and October 13, 2020
8. Approval of Director's Report

9. Board Communications and Committee Reports
10. Next Meeting
11. Adjournment

Library Board

Monday, October 26, 2020

Regular Meeting

Item A1

Public Participation

This is an opportunity for individuals wishing to provide input on any of tonight's agenda items to reserve time to speak. Please come forward, state your name and address, and the Agenda topic on which you will be speaking.

Individuals may also request items for future library board meetings. If the issue can be handled administratively, notification will be provided. If the item is scheduled for a future meeting, notification of the date will be given.

Staff Contact:

Library Board

Monday, October 26, 2020

Regular Meeting

Item A2

Grant Agreement

Staff Contact:

Library Board

Monday, October 26, 2020

Regular Meeting

Item B1

Approval of Minutes of September 28, 2020

Staff Contact:

CITY OF GRAND ISLAND
GRAND ISLAND PUBLIC LIBRARY BOARD
OFFICIAL PROCEEDINGS
MINUTES OF REGULAR LIBRARY BOARD MEETING
September 28, 2020

Pursuant to due call and notice thereof, a Regular Meeting of the Library Board of the Grand Island Public Library was conducted on Monday, September 28, 2020. Notice appeared in the *Grand Island Independent* on September 24, 2020. A quorum present, President Tanya Hansen called the meeting to order at 4:30 p.m. The following members were present: Jaime Parr, Ed Meedel, Kelli Arens, Sara White and Maria Lopez. Also present were Interim Library Director Celine Swan, and City Council Liaison Vaughn Minton.

Open Meetings Law Notice: Provided by President Tanya Hansen.

Public Participation: None

Approval of Minutes: Motion by Ed Meedel, seconded by Maria Lopez, carried unanimously to accept for filing the Minutes of the August 18, 2020 library board meeting.

REPORTS:

Approval of Financial Report: Motion by Ed Meedel, seconded by Maria Lopez, carried unanimously to accept for filing the July 2020 and August 2020 Financial Reports.

Approval of Bills Submitted: Motion by Ed Meedel, seconded by Maria Lopez, carried unanimously to accept for filing the August 25, 2020 and September 8, 2020 Bills Submitted.

Approval of Director's Report: Motion by Ed Meedel, seconded by Kelli Arens, carried unanimously to accept for filing the Director's Report.

Board Communications and Committee Reports: Tanya mentioned on 10/2 sometime that afternoon the hiring committee will meet to go through Library Board Director applications. She also mentioned 3 Board Committees she wants to form with the following board members on each one:

Policy and Procedures: Tanya Hansen, Ben Boesleger

Survey: Kelli Arens, Sara White, Maria Lopez

Strategic Planning: All Board Members

Motion by Maria Lopez, seconded by Jaime Parr, carried unanimously to accept for filing the Committee Groups.

Interlocal Library Agreement: Amount was increased to \$27,500 and will now be paid annually on or before November 19th of every year.

Jamie LaRue Webinar: The board has an opportunity to get some CLU hours for this webinar. They will let Celine or Nancy know if they want to sign up.

Next Meeting: Monday, October 26, 2020 at 4:30 pm.

The Library Board will meet the last Monday of each month at 4:30 pm.

There being no other business the meeting was adjourned at 4:53 p.m.

Ben Boeselager, Secretary

Library Board

Monday, October 26, 2020

Regular Meeting

Item B2

Approval of Financial Reports

The reports of revenues and expenditures since the last board meeting are submitted as generated, subject to City Finance Department journal entry changes.

Staff Contact:

10/21/2020 09:52
 mollm

 CITY OF GRAND ISLAND
 LIBRARY REVENUES

 P 1
 glytdbud

FOR THE MONTH ENDED SEP 2020

FOR 2020 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
74350 COUNTY SHARE OF LIBRARY	-25,000	-25,000	-22,500.00	.00	.00	-2,500.00	90.0%
74365 STATE GRANTS	-7,107	-7,107	-7,383.00	.00	.00	276.00	103.9%
74576 COPY MACHINE USE FEES	-11,000	-11,000	-7,540.15	-607.80	.00	-3,459.85	68.5%
74703 FINES AND PENALTIES	-25,000	-25,000	-12,518.14	-627.71	.00	-12,481.86	50.1%
74725 NONRESIDENT CARD FEE	-5,500	-5,500	-4,170.00	-210.00	.00	-1,330.00	75.8%
74795 OTHER REVENUE	-14,000	-14,000	-6,461.22	.00	.00	-7,538.78	46.2%
TOTAL LIBRARY	-87,607	-87,607	-60,572.51	-1,445.51	.00	-27,034.49	69.1%
TOTAL GENERAL FUND	-87,607	-87,607	-60,572.51	-1,445.51	.00	-27,034.49	69.1%

10/21/2020 09:50
mollym

CITY OF GRAND ISLAND
LIBRARY EXPENSES

P 1
glytdbud

FOR THE MONTH ENDED SEP 2020

FOR 2020 12

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10044301 LIBRARY							
85105 SALARIES - REGULAR	1,154,011	1,154,011	988,594.01	91,287.67	.00	165,416.99	85.7%
85110 SALARIES - OVERTIME	750	750	237.54	3.48	.00	512.46	31.7%
85115 F.I.C.A. PAYROLL TAXES	88,132	88,132	71,021.72	6,655.03	.00	17,110.28	80.6%
85120 HEALTH INSURANCE	131,756	131,756	116,201.45	10,141.24	.00	15,554.55	88.2%
85125 LIFE INSURANCE	1,500	1,500	1,439.13	126.94	.00	60.87	95.9%
85130 DISABILITY INSURANCE	2,135	2,135	2,139.25	204.30	.00	-4.25	100.2%
85145 PENSION CONTRIBUTION	50,191	50,191	50,291.40	5,181.09	.00	-100.40	100.2%
85150 WORKERS COMPENSATION	2,043	2,043	342.29	.00	.00	1,700.71	16.8%
85160 OTHER EMPLOYEE BENEFITS	800	800	513.36	29.28	.00	286.64	64.2%
85161 HRA-VEBA	11,440	11,440	50,975.47	41,015.47	.00	-39,535.47	445.6%
85213 CONTRACT SERVICES	10,000	16,853	17,591.20	.00	.00	-738.45	104.4%
85241 COMPUTER SERVICES	31,848	38,648	34,367.40	.00	.00	4,280.60	88.9%
85245 PRINTING & BINDING SERVICES	2,300	2,300	925.50	.00	.00	1,374.50	40.2%
85305 UTILITY SERVICES	55,000	55,000	49,073.85	5,685.87	.00	5,926.15	89.2%
85317 NATURAL GAS	5,000	5,000	3,823.83	28.50	.00	1,176.17	76.5%
85319 REPAIR & MAIN-LAND IMP/IRRIGA	1,000	1,000	.00	.00	.00	1,000.00	.0%
85324 REPAIR & MAINT - BUILDING	15,000	20,163	28,466.94	929.32	2,294.57	-10,598.51	152.6%
85330 REPAIR & MAINT-OFF FURN & EQ	15,000	15,000	11,794.88	166.95	4,825.00	-1,619.88	110.8%
85335 REPAIR & MAINT - VEHICLES	480	480	27.58	.00	.00	452.42	5.7%
85350 SANITATION SERVICE	500	500	653.10	58.40	.00	-153.10	130.6%
85413 POSTAGE	6,000	6,000	4,039.25	451.51	.00	1,960.75	67.3%
85416 ADVERTISING	800	800	426.89	14.29	.00	373.11	53.4%
85422 DUES & SUBSCRIPTIONS	26,000	26,000	29,874.98	2,447.00	.00	-3,874.98	114.9%
85425 BOOKS	106,273	106,273	70,236.88	150.38	.00	36,036.12	66.1%
85426 AV/ELECTRONIC MEDIA	106,274	106,274	108,653.68	4,938.11	.00	-2,379.68	102.2%
85427 PERIODICALS	15,500	15,500	14,331.08	.00	.00	1,168.92	92.5%
85428 TRAVEL & TRAINING	2,500	2,500	3,602.09	.00	.00	-1,102.09	144.1%
85453 CASH OVER & SHORT	100	100	14.97	-1.01	.00	85.03	15.0%
85490 OTHER EXPENDITURES	1,000	1,000	2,652.18	19.09	.00	-1,652.18	265.2%
85505 OFFICE SUPPLIES	56,000	56,000	29,604.49	237.99	.00	26,395.51	52.9%
85510 CLEANING SUPPLIES	4,000	4,000	2,931.80	88.32	.00	1,068.20	73.3%
85515 GASOLINE	500	500	409.73	36.43	.00	90.27	81.9%
85540 SMALL TOOLS & PARTS	15,000	15,000	8,632.00	.00	.00	6,368.00	57.5%
TOTAL LIBRARY	1,918,833	1,937,649	1,703,889.92	169,895.65	7,119.57	226,639.26	88.3%
TOTAL GENERAL FUND	1,918,833	1,937,649	1,703,889.92	169,895.65	7,119.57	226,639.26	88.3%

10/20/2020 16:55
mollym

CITY OF GRAND ISLAND
ALL REVENUES

P 130
glytdbud

FOR THE MONTH ENDED SEP 2020

FOR 2020 12			JOURNAL DETAIL 2020 12 TO 2020 12					
ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
295 LOCAL ASSISTANCE	APPROP	BUDGET				BUDGET	USED	
<hr/>								
29555001 OTHER DEPARTMENT PROJECTS								
<hr/>								
74602 PLANNING COMMISSION PLAQUE								
<hr/>								
29555001 74602 PLANNING COMMISSION	-120	-120	-120.00	.00	.00	.00	100.0%	
TOTAL PLANNING COMMISSION PLAQUE	-120	-120	-120.00	.00	.00	.00	100.0%	
<hr/>								
74701 EDITH ABBOTT MEMORIAL LIBRARY								
<hr/>								
29555001 74701 EDITH ABBOTT MEMORI	-500,000	-500,000	-87,520.65	-5,750.00	.00	-412,479.35	17.5%*	
2020/12/000131 09/10/2020 CRP	-5,750.00	REF 252873	GREATER GI COMMUNITY	09/10/20 RECEIPT				
TOTAL EDITH ABBOTT MEMORIAL LIBRA	-500,000	-500,000	-87,520.65	-5,750.00	.00	-412,479.35	17.5%	
<hr/>								
74735 CONTINGENCY PROJECTS								
<hr/>								
29555001 74735 CONTINGENCY PROJECT	-250,000	-250,000	.00	.00	.00	-250,000.00	.0%*	
TOTAL CONTINGENCY PROJECTS	-250,000	-250,000	.00	.00	.00	-250,000.00	.0%	
<hr/>								
74799 CREDIT CARD REBATE								
<hr/>								
29555001 74799 CREDIT CARD REBATE	-164	-164	.00	.00	.00	-164.00	.0%*	
TOTAL CREDIT CARD REBATE	-164	-164	.00	.00	.00	-164.00	.0%	
TOTAL OTHER DEPARTMENT PROJECTS	-750,284	-750,284	-87,640.65	-5,750.00	.00	-662,643.35	11.7%	

10/20/2020 16:53
mollym

CITY OF GRAND ISLAND
ALL EXPENSES

P 165
glytdbud

FOR THE MONTH ENDED SEP 2020

FOR 2020 12		JOURNAL DETAIL 2020 12 TO 2020 12						
ACCOUNTS FOR:	LOCAL ASSISTANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
295								
29555001 OTHER DEPARTMENT PROJECTS								
91 OPERATING EXPENSES								
29555001 85041	PLANNING COMMISSION	120	120	106.61	.00	.00	13.39	88.8%
29555001 85042	EDITH ABBOTT MEMORI	500,000	509,282	101,262.65	7,587.46	8,534.18	399,485.31	21.6%
2020/12/000155	09/16/2020 API	88.96 VND	010168 VCH501555	BANK OF AMERICA	BUILDSIGN - SIGNAGE			6940
2020/12/000165	09/22/2020 API	6,498.50 VND	002917 VCH501493	LILIENTHAL CABINET	COUNTER & CABINET RENOVATION			219048
2020/12/000165	09/22/2020 API	1,000.00 VND	011080 VCH501505	S & S LINE STRIPING	LINE STRIPING IN LIBRARY PARKI			219095
TOTAL OPERATING EXPENSES		500,120	509,402	101,369.26	7,587.46	8,534.18	399,498.70	21.6%
96 CAPITAL OUTLAY								
29555001 85010	CONTINGENCY PROJECT	250,000	250,000	.00	.00	.00	250,000.00	.0%
TOTAL CAPITAL OUTLAY		250,000	250,000	.00	.00	.00	250,000.00	.0%
TOTAL OTHER DEPARTMENT PROJECTS		750,120	759,402	101,369.26	7,587.46	8,534.18	649,498.70	14.5%

Library Board

Monday, October 26, 2020

Regular Meeting

Item B3

Approval of Bills Submitted - September 22, 2020 and October 13, 2020

The following bills were submitted by the Library Director in accordance with the Library Funds Policy since the last library board meeting.

Staff Contact:

Council Meeting
September 22, 2020

Schedule of Bills

092220

Page 22

<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85305		UTILITY SERVICES						
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	AUG 2020			0	5,685.87
85317		NATURAL GAS						
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	20AUG2646500-5			218887	28.50
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	ACE - MAINT SUPPLIES	TXN00074495			6940	8.10
0	10168	BANK OF AMERICA	CRESCENT ELECTRIC - BULBS	TXN00074615			6940	146.39
0	10168	BANK OF AMERICA	MENARDS - MAINT SUPPLIES	TXN00074415			6940	35.42
85350		SANITATION SERVICE						
0	10168	BANK OF AMERICA	MID NE DISPOSAL-AUG TRASH SERV	TXN00074919			6940	58.40
85413		POSTAGE						
1	344	MIDWEST CONNECT LLC	POSTAGE	GH11 - 08/31/20			0	229.54
85416		ADVERTISING						
1	214	BH MEDIA GROUP INC	ADVERTISING	10040440 - AUG 2020			0	14.29
85422		DUES & SUBSCRIPTIONS						
0	10168	BANK OF AMERICA	AMER LIBRARY-MEMBER DUES/KLEE	TXN00074412			6940	215.00
1	3767	OCLC ONLINE COMPUTER LIBRARY	JUL 2020-JUN 2021 CATALOG/META SUBSCRIPTION RENEWA	1000068512			0	2,172.00
85425		BOOKS						
0	10168	BANK OF AMERICA	SAMS CLUB - BOOKS	TXN00074652			6940	52.50
0	10168	BANK OF AMERICA	WALMART - BOOKS	TXN00074668			6940	39.14
0	10168	BANK OF AMERICA	WALMART - BOOKS	TXN00074690			6940	58.74
85426		AV/ELECTRONIC MEDIA						
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S & PLAYAWAYS	99313473	10326		0	255.93
1	562	MIDWEST TAPE	HOOPLA AUG 2020	99332724	10326		0	4,127.89
1	562	MIDWEST TAPE	RETURNED EXTRA COPY	99309565	10326		0	(29.99)
85515		GASOLINE						
1	83	CITY OF GRAND ISLAND-TREASURY	REPAIR SHOP AUGUST 2020	LIBR 2020-08			0	36.43

10044301 Org Total 13,134.15

Council Meeting
September 22, 2020

Schedule of Bills

092220

Page 64

September 22, 2020		Vendor		032220					
<u>Org</u>	<u>Object</u>	<u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>	
29555001		OTHER DEPARTMENT PROJECTS							
85042		EDITH ABBOTT MEMORIAL LIBRARY							
0	10168	BANK OF AMERICA	BUILDASIGN - SIGNAGE	TXN00074484			6940	88.96	
1	2917	LILIENTHAL CABINET INC	COUNTER & CABINET RENOVATION	6059	36237		0	6,498.50	
1	11080	S & S LINE STRIPING	LINE STRIPING IN LIBRARY PARKING LOT	SEP 2020	36257		0	1,000.00	
29555001 Org Total							7,587.46		

Prepared by

Nancy Broich

Library Funds Disbursement Voucher		
Approved by:	Tanya Hansen	Date Sep 27, 2020
Library Board President	<i>Tanya Hansen</i>	
Authenticated by:	Benjamin E Boeseager	Date Sep 25, 2020
Library Board Secretary	<i>Benjamin E Boeseager</i>	

Council Meeting
October 13, 2020

Schedule of Bills

101320

Page 23

<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85160		OTHER EMPLOYEE BENEFITS						
0	10168	BANK OF AMERICA	TASC - ADMIN FEES & HIPPA COMPLIANCE	TXN00075676			6969	32.94
85213		CONTRACT SERVICES						
0	10168	BANK OF AMERICA	DAHLKE LAWN CARE-MOW/FERTILIZE	TXN00075239			6969	1,050.00
85305		UTILITY SERVICES						
1	91	CITY OF GRAND ISLAND-UTILITIES	INTERDEPARTMENTAL UTILITY BILLS	SEP 2020			0	4,727.51
85317		NATURAL GAS						
1	336	NORTHWESTERN ENERGY	NATURAL GAS BILL	20AUG2646500 5			219128	22.18
85324		REPAIR & MAINT - BUILDING						
0	10168	BANK OF AMERICA	ISLAND GLASS - Maintenance	TXN00075452			6969	293.34
0	10168	BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00075104			6969	48.51
0	10168	BANK OF AMERICA	MENARDS - Maintenance Supplies	TXN00075301			6969	85.50
0	10168	BANK OF AMERICA	STERICYCLE-Paper Shredding Ser	TXN00074912			6969	230.60
1	11009	K9 BED BUG DETECTION OF NEBRA	BED BUG DETECTION SERVICE	5481	35931		0	600.00
1	396	TILLEY SPRINKLER SYSTEMS INC	SPRINKLER REPAIRS	123906	35745		0	89.50
85413		POSTAGE						
1	344	MIDWEST CONNECT LLC	POSTAGE	GI11 - 09/15/20			0	137.77
85425		BOOKS						
0	10168	BANK OF AMERICA	BRODART - BOOKS & PROCESSING	TXN00075010			6969	3,658.02
85426		AV/ELECTRONIC MEDIA						
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S	99373430	10326		0	164.18
1	562	MIDWEST TAPE	AUDIOBOOKS & DVD'S	99289140	10326		0	262.17
1	562	MIDWEST TAPE	DVD'S & PLAY AWAYS	99342258	10326		0	556.58
1	562	MIDWEST TAPE	RETURNED ITEMS	99416563	10326		0	(66.73)
1	562	MIDWEST TAPE	SEP 2020 HOOPLA	99453582	10326		0	3,920.45
1	320	NE LIBRARY COMMISSION	OCT 2020-SEP 2021 MANGO DATABASE RENEWAL	30251			0	4,188.58
1	7285	TUTOR.COM	ONLINE TUTORING DATABASE	INV-000012249			0	3,000.00
85427		PERIODICALS						
1	1780	CLIPPER PUBLISHING	RENEW SHELTON CLIPPER SUBSCRIPTION	92			0	45.00
85490		OTHER EXPENDITURES						
1	8792	CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	2020 AUG 6614			6960	50.94

Council Meeting
October 13, 2020

Schedule of Bills

101320

Page 24

<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
	85490	OTHER EXPENDITURES						
	1	8792 CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	2020 SEPT 6614			6967	53.87
	85505	OFFICE SUPPLIES						
	0	10168 BANK OF AMERICA	BRODART - BOOKS & PROCESSING	TXN00075010			6969	691.89
	85510	CLEANING SUPPLIES						
	0	10168 BANK OF AMERICA	SAMS CLUB-COVID19/DISINFECTANT	TXN00075053			6969	25.92
	85515	GASOLINE						
	1	83 CITY OF GRAND ISLAND-TREASURI	SEPT 2020 REPAIR SHOP BILL	LIBR 2020-09			0	83.14

10044301 Org Total

23,951.86

Prepared by

Nancy Broich

Library Funds Disbursement Voucher	
Approved by: Tanya Hansen	Date Oct 13, 2020
Library Board President <i>Tanya Hansen</i>	
Authenticated by: Benjamin E Boeselager	Date Oct 12, 2020
Library Board Secretary <i>Benjamin E Boeselager</i>	

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

Library Board

Monday, October 26, 2020

Regular Meeting

Item D1

Board Communications and Committee Reports

This item allows for the introduction and discussion of board communications and committee reports. Included are items of discussion and communication with the City Council liaison to the Library Board. Items requiring approval must also be indicated in Consideration of Unfinished Business or Consideration of New Business.

Staff Contact: