
Library Board

Monday, November 30, 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

October	Weeks	FB Views	Youtube	Total Views	Total programs =11 Total Views = 727
Baby & Toddler					
	6-Oct	71	7	78	
	13-Oct	moved to YT	8	8	
	20-Oct	moved to YT	7	7	
	27-Oct	140	12	152	
Wednesday Storytime					
	7-Oct	moved to YT	7	7	
	14-Oct	moved to YT	14	14	
	21-Oct	139	0	139	
LIVE	28-Oct	42	0	42	
Teen/Tweens					
	Oct 3rd video	156	0	156	
	17-Oct	moved to YT	17	17	
Homeschoolers					
	19-Oct	100	7	107	

Library Media Report

November 28, 2020 Report

[illegible]

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

Name: Celine Swan

Date: November 2020

Since Last Report

Collection Development

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

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 have been shorthanded for scheduling due to quarantines, staff out ill, vacations, etc

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
- Switching from Facebook to YouTube Library Channel-following copyright requirements
- Provided virtual programs with Elle for Baby, Toddler, Preschool Storytimes
- October was Hispanic Heritage Month, Veteran's Day, and Halloween
- Planning on Snow Much to Read campaign for all ages
- Planning on Winter Break Programming
- Handing out Random Acts of Campaign Week Gift Cards

Committee Work with Outside Agencies

- H3C work, met bi-monthly with core group of H3C Director, board, supervisors, ex. GIPS, Headstart, etc
- Met weekly on Zoom for City Dept. Director Meeting
- Met weekly on Zoom with Central Plains Library System and shared information, planning/ideas

Around the Library Work

- New Logo was designed for Teen Area
- Ray is painting the Children's Baby Zone Area-teal
- Book Bundles were added
- Displays/including one with Altrusa for Veteran's Day

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
- 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 Oct 6
- LA2s will work on Winter Break-Virtual Programs for all ages for Dec 21, 22, 23, 28, 29, and 30

Library Management

- Work with Irasema and staff on social media promotions and library newsletter
- Promote Youtube GIPL Channel
- 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 Oct 5 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, ordered microfilm reader, computer/monitor, laminator, washer/dryer from Ken's Appliance and O'Hare Plumbing
- Made aware of United Way Covid Grant that Carol Bryant from Foundation wrote for the library for \$2,000
- Met with maintenance on Fall/Winter projects
- Human resource situations
- Appraisals
- Met with MST/Shawn on future fall/winter plans
- Cleaned areas of library, and rearranged
- Welcomed Leigh to the library/tour October 15
- Will meet with Davis in December
- 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 I on library/foundation marketing

Upcoming

Collection Development

- Order fall/winter books

Scheduling

- Short staffed due to Covid quarantines, Covid testing, funerals, medical situation out of state for family member, etc.

Children's Renovation-Library work

- Ray and Brian cleaned the glass windows outside, will get seating from offsite and install
- Had Dahlke Lawn Care do fall lawn work

Program/Committee Work

- Winter Snow Much to READ Campaign for all ages

Library Management

- Winter Snow Much to READ Campaign for all ages, Peachjar to schools
- Newsletter online
- Virtual Programming planned, flyers in English and Spanish, on calendars news releases
- Setup 295 fund with Brian, Nancy B for the \$15,000 from the Library Foundation
- Worked with Brian and Nancy on the transfer of the Pioneer money to Holdrege
- Worked on Peter Kiewit Grant projects-finished window tinting, setting up Microfilm reader, CPU/monitor, Vlcek gardens did work will add seating to area
- Worked on Cares Act NLC grant spending, ordered computers, software, and spend \$ on ebooks from Hoopla and Overdrive
- Worked with Leigh on \$1,500 Sheldon Art Show (sponsored by Kim Dinsdale/Foundation) for January
- Worked with Leigh on United Way Grant for \$2,000 for Covid that Carol Bryant from the Foundation wrote for the library
- Elected to the Hall County Community Collaborative Board starting in January 2021
- Attended the Nebraska Library Commission Library Survey Training

Interim Library Director

- Worked with Voting Commission/Tracy Overstreet and staff with the Library as a Polling Place
- Working with the Central Nebraska Council on Alcoholism-Promotions
- Partnered with Boy Scouts/Chad Nabity for Salvation Army/Thrivent Grant for nonperishables and \$500 for the Salvation Army
- Payroll/Budget/Bills
- Scheduling-leave granting
- Payroll
- Appraisals review
- Covering stations for staff that are out.
- Pioneer System needed to be restored on 11/24/20-worked with technical support and Pioneer group
- Share newsletter, and winter break programming

