
Library Board

Wednesday, January 20, 2021

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:

Interim Library Director/Youth/Family Serv. Librarian

Name: Celine Swan

Date: January 2021

Since Last Report

Collection Development

- Weeding, recommendations, top picks

Scheduling

- Working with Leigh and Kim to recruit volunteers to cover the Welcome Desk, do book sales, other needs.
- Shaun will take over scheduling on whentowork until new librarian is hired

SOD/LOD/Staff Work

- Staff worked on cleaning and quarantining material rotations, virtual programming, extended due dates and waived fines. Working on getting materials back.
- Switching from Facebook to Youtube Library Channel
- Provided make and take bags and videos for virtual winter break programs for all ages
- Alessandra/Irasema did two Spanish Storytimes for Dec
- LA2s working on Winter Break-Virtual Programs for all ages for Dec 21, 22, 23, 28, 29, and 30 (promos/Peachjar to schools, local schools)
- Staff worked on Snow Much to Read campaign for all ages begins Nov 15 – Jan 15, gave away prizes several times
- Irasema put Library Newsletter on web site
- Irasema working on spotlight on new library director
- MST Meeting Dec 10
- Library columns Dec 13 and 27
- Media interviews, KRGI Dec 22-Community Show, others in media report
- ILS software evaluations with staff committee, & rubric-Finance recommends every 5 yrs.
- Promotional Materials for databases to Central Community College and Literacy Council
- Received 20 PrimeTime bags for families that could not attend elementary age PrimeTime full of books and goodies through Humanities Nebraska these were distributed to Literacy Council and Habitat for Humanity
- Safety Training was provided for all staff on bomb threats
- Filled small plastic bottles with hand sanitizer using Covid funds and donations to help underserved and patrons

Committee Work with Outside Agencies

- H3C work, met bi-monthly with core group of H3C ages 0-11 planners and whole group
- Met weekly on Zoom for City Dept. Director Meetings
- Met weekly on Zoom with Central Plains Library System and shared information, planning/ideas
- Webinars and REACH 55" TV with Heartland United Way, received masks, and hand sanitizer

Around the Library Work

- Put out many Christmas Displays, Holiday Books
- A REAL Christmas Tree in Meeting Commons was donated from Jay and Jan Vavricek

Programs

- Provided regular virtual programs Baby, Toddler, Preschool Storytimes, Homeschoolers, Teen
- Makerspace by appointment

Library Management/Library Director

- Payroll/Budget/Bills
- Grant work on Peter Kiewit Grant with Leigh
- Met with Leigh on Volunteer needs-updating volunteer procedure, applications, policy. She made a google-doc sign-in
- Setup 295 fund with Brian, Nancy B for the \$15,000 from the Library Foundation-Spent \$1,707.44 on Winter Break
- Met with maintenance on Fall/Winter cleaning
- Human resource situations
- Appraisals-none
- Met with MST/Shawn on future winter plans
- Updated Covid signage for mask mandate when it was yellow
- Monitoring patron numbers for entering library
- PR Work-News releases, radio/tv interviews
- Work with HR on hiring Youth and Family Services Librarian I or II, update job description, and interview questions with Shawn and Jennifer
- Staff Christmas party provided by the City
- Provided information to the City HR Department for their city newsletter on library services/programs

Upcoming

Collection Development

- Weeding, shelf reading focus for staff, order new books

Scheduling

- Shawn has taken over library scheduling and new library will assist him.
- Elle will be on maternity leave for three months beginning an estimated date of later January

Renovation-Library work

- Will get seating from offsite and install
- United Way grant Reach TV install, news release from UW, staff instructions
- Go to offsite storage and see if anything needs to be removed
- Clean out technology server room with City IT.
- Work on painting and cleaning projects, rearrange office for new librarian

Programs/Committee Work

- Winter Snow Much to READ Campaign for all ages, promotions and drawing for prizes, Jan 15 ends
- Sheldon Compact Rhythms traveling Art Show
- Newsletter for March
- Spotlight on new library foundation director

- Displays on Martin Luther King, Jr, Multicultural Book Day, Bear Fair, Book Bundles
- KRGI interview with Celine and Leigh
- Jeanne created a flyer for patrons of the Salvation Army
- ILS evaluations
- Virtual Bear Fair planning with preschools: partnership with Early Learning Center, preschools, daycares
- Training for the Hall County Community Collaborative Board on January 4
- MST meeting on 1/12/2021 to begin planning for virtual spring break and talk about summer reading programs.
- Partner with Hall County Historical Society on Hall County bookclub partnership
- PrimeTime School Programs 4/10/21-5/15/21 (virtual)
- Preschool PrimeTime 5/22/21-6/26/21 (virtual)

Library Director

- Hire new youth and family services librarian 1 or II
- Nebraska Library Commission has extended expiration for Public Library Accreditation by one year. GIPL Gold Level and expires 12/31/2023, Library Board Accreditation extended until 6/30/2022.
- United Way 55" REACH screen digital kiosk for underserved with health and other 211 information in four languages
- Interviews are going on
- Appraisals reviews will divide up amongst the Librarians
- Work with Leigh on volunteers for the Welcome Desk, book sales, training
- Working with Shaun and Nancy on the Annual Library Survey
- Provide an Annual Report to the City
- Planning for spring break and summer reading programming/Workshops for staff
- Peter Kiewit grant project work-Get quotes on projects, Signage etc.
- Work on Strategic Plan with the Library Board
- Work with City on GITV promotions
- Hall County Quarterly Report
- Promotions on databases, how to's and services

Adult & Technical Service Librarian's Monthly Report

Name: Shaun Klee

Date: Jan 2021

Since Last Report

Collection Development/Maintenance

- Ordering Books, AV, Digital content
- Continuing Ed Course: MarcEdit

Circulation

- Circulation Manual Review

Technology

- Evaluating alternative ILS software

Staff Development/Training

- Youth & Family Services Librarian Recruiting

Programming

- Sheldon Museum *Compact Rhythms* travelling show

Upcoming

Collection Development/Maintenance

- Ordering Books, AV, Digital content
- Continuing Ed Course: Advanced Cataloging of AV Formats

Circulation

- Circulation Manual Review

Technology

- Evaluating alternative ILS software

Staff Development/Training

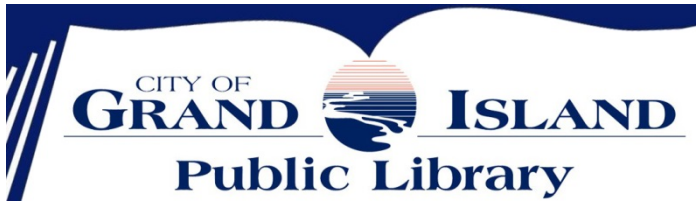
- Youth & Family Services Librarian Recruiting-continued



Virtual Programs

December	Weeks	Craft bags	YouTube	Total Views	# of programs =23 Total views =1,077
Baby & Toddler					
	1-Dec		8	8	
	8-Dec		16	16	
	15-Dec		20	20	
				44	
Wednesday Storytime					
	2-Dec		20	20	
	9-Dec		20	20	
	16-Dec		24	24	
				64	
Teen/Tweens					
	8-Dec		24	24	
Homeschoolers					
	14-Dec		40	40	
Spanish Storytimes					
	16-Dec		24		
	30-Dec		32	56	
Winter Break					
Animal Bookends		30	60		
Bristle Bots		31	56		
Calligraphy		25	40		
DIY Ornaments		35	50		
Finding Your Roots- Gene			150		
Gnome Coasters		54	64		
Gnome Ornament		39	44		
Instant pot			220		
New Years Wreath		42	22		
Postcards to Santa		24	76		
Snowman Ornament		44	23		
Winter Break Programs Bags only					
Arts & Drafts		59			
New Years Eve		50			

Grand Island Library hosts virtual Santa Story Time on Dec. 23	12/1/2020	FoxNE KFXL
GI Library Journal City of Grand Island, NE	12/1/2021	GI Public Library
Swan excited to lead Grand Island Public Library into the future	12/7/2020	FoxNE KFXL
Grand Island City Council members sworn in; Celine Swan named library director	12/9/2020	GI Independent
Libraries in the News Archives	12/10/2020	NE Library Comm
LIBRARY ALIVE: Winter reading still going strong	12/14/2020	GI Independent
Traveling Art Display Coming Soon	12/15/2020	GIL FOUNDATION
Children's Virtual Winter Break - Gnome Coasters	12/16/2020	NewsChannelNE
Teen/Adult Virtual Winter Break - Animal Bookends	12/16/2020	NewsChannelNE
(All virtual programs are on the NewsChannelNE web site		NewsChannelNE
Sheldon Statewide	12/16/2020	SheldonArtMus
Interview with Brian Gallagher for Community Connections	12/22/2020	KRGi Radio INTV.
Finding Your Roots with Michelle: The Do's and Don'ts of Genealogy	12/22/2020	Hall Co Hist Soc FB
LIBRARY ALIVE: 2020 What a Year It's Been!	12/27/2020	GI Independent
Top education stories: COVID-19 impact tops education stories of 2020	12/31/2020	GI Independent
Grand Island Library Offers Holiday Programs Families Can Enjoy at Home	12/31/2020	NewsChannelNE
Tips on how to accomplish 2021 reading resolutions	1/2/2021	News4
Grand Island Public Library encourages more reading in new year	1/7/2021	GI Independent
LIBRARY ALIVE: Reach for Your Dreams in 2021	1/10/2021	GI Independent
Meet Celine: Spotlight Interview	1/13/2021	Library Youtube
Library Attendance Frays Due to Pandemic	1/14/2021	GI Independent
Bear Fair Promotion with Steve White (upcoming)	1/15/2021	News4
Compact Rhythms (upcoming)	1/16/2021	GI Independent



**Quarterly Report of
Household Library Cards
Issued to Hall County Residents
Outside of Grand Island**

October-December 2020

To Hall County Board of Supervisors:

At the end of December 2020 our statistical report showed a total of 1,075 Hall County household cards, yielding +38 household cards issued this past quarter.

Our automated reporting of household cards is based on one member of each household manually coded as "head of household" no matter how many in the household have cards. For this quarter, the library was open back to the public and we did have some limited services due to COVID-19. We have limited hours that we are open, and one hour of usage per day for patrons to come in. We offered in-library usage, curbside pickup, virtual programming for all ages, and online services. Many patrons used or are still using their existing cards for checkout of digital resources. Our Makerspace Lab, and meeting rooms were open.

Balance December 31, 2020	1,037
October-December 2020 Issues	+38
Balance December 31, 2020	1,075

A handwritten signature in cursive script that reads "Celine D. Swan".

Celine Swan, Library Director

January 13, 2021

PUBLIC LIBRARY BOARD CERTIFICATION PROGRAM

of the

Nebraska Library Commission

*Let it be known that the Library Board
of*

Grand Island Public Library



is hereby certified.

Expires June 30, 2021

Approved _____

Bob Wagner

PUBLIC LIBRARY ACCREDITATION PROGRAM
of the

Nebraska Library Commission

Let it be known that

Grand Island Public Library

is hereby accredited.

Gold Accreditation Level



Expires

December 31, 2023

Approved _____

Bob Wagner

Director, Nebraska Library Commission