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# **Library Board**

## **Monday, February 15, 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:** February 2021

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## Since Last Report

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### Collection Development

- Weeding, ordering for youth and teen collections and other collection development

### Scheduling/Staffing

- Working with Leigh and Kim to recruit volunteers to cover the Welcome Desk, book sales, outreach delivery, other needs.
- Interviews for Librarian or Librarian II

### SOD/LOD/Staff Work

- Staff worked on cleaning and quarantining material rotations, virtual programming, extending due dates and waived fines.
- LA2s working on Spring Break Planning for March 8-12
- Staff worked on Snow Much to Read campaign for all ages begins Nov 15 – Jan 15, gave away prizes and grand prizes
- Irasema filmed a spotlight on new library director
- MST Meeting January 12
- Library column January 10
- Media interviews January 14
- ILS software evaluations with staff committee, & rubric-Finance recommends every 5 yrs.
- Safety Training was provided for all staff on Medical Emergencies
- Cleaned out technology server room/Round 1 with City IT.
- Jeanne created a flyer for patrons of the Salvation Army

### 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
- Zooms with Heartland United Way
- REACH digital TV from United Way installed in rotunda and press conference here February 2

### Around the Library Work

- Martin Luther King, Jr. and Multicultural Book Day Display, Bear Fair/bundles promotions
- Sheldon Compact Rhythms traveling Art Show January-February 2

### 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
- Work on 295 Fund
- Met with maintenance cleaning rotations, they are spraying with Novalent
- Human resource situations
- Met with MST/Shawn/Irasema on future promotional plans for reading-Bookopoly, Spring Break, database how to's
- Updated Covid signage
- 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
- Planning/Meeting with GITV Shawn and Irasema for media promotions, how-to's
- Met with Jerry Janulewicz on January 21
- Attended Library Foundation Meeting on January 21
- Zoom meetings with Britton from Clark & Enersen for HVAC project planning
- Zoom meetings with city engineers for HVAC
- Promotions for OverDrive Magazines
- Reports for the Library Board
- Annual Library Report is due for approval to the Library Board-do in December, present in January, affidavit required, then goes to the City Council in February
- Public Library Survey for Nebraska Library Commission (Nancy and Shawn get stats) due in February

## Upcoming

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### Collection Development

- Weeding, ordering for children and teen collections, collection development

### Scheduling

- Elle is on Maternity Leave beginning February 1, 2021 for three months.
- Working with Leigh and Kim to recruit volunteers to cover the Welcome Desk, book sales, outreach delivery, other needs.

### Renovation-Library work

- Will get seating from offsite and install
- Go to offsite storage and see if anything needs to be removed
- Ray/Brian work on painting and cleaning projects, water leaks,
- Celine rearrange office for new librarian

### Programs/Committee Work

- Bookopoly READ Campaign for all ages, promotions/prizes, ends in April
- Newsletter for March
- Spotlight on new library foundation director
- Displays on Martin Luther King, Jr., Bear Fair, Book Bundles
- KRGI interview February 16
- ILS evaluations
- Virtual Bear Fair with preschools: partnership with Early Learning Center, preschools, daycares
- MST meeting on 2/15/2021 to begin planning for virtual spring break and talk about summer reading programs, COVID/mask changes February 23.

- Partner with Hall County Historical Society on Hall County bookclub partnership promotion in September
- PrimeTime School Programs 4/10/21-5/15/21 (virtual)
- Preschool PrimeTime 5/22/21-6/26/21 (virtual)
- Library Black History Month, special bear bundles, bear fair books, Valentine's Day

## Library Director

- Hire new youth and family services Librarian I 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
- Appraisals reviews will divide up amongst the Librarians
- Work with Leigh on volunteers for the Welcome Desk, book sales, training
- Provided an Annual Report to the Library Board, then City Council on February 9
- Summer Reading Workshops for staff with CPLS on February 9
- Peter Kiewit grant project work-Get quotes on projects, Signage etc.
- Met with Tanya on updating Library Policies, and Strategic Planning
- Work with Jeremy on GITV promotions
- Work with Parks and Recreation on outreach to parks/partnerships
- Work with Irasema on Social Media-Newsletter, Promotions on databases, how to's and services
- Work on Peter Kiewit report for the Library Board Meeting on February 18
- Met with Jerry Janulewicz for planning via Zoom on Feb 2
- Nebraska Library Commission Public Library Survey completed due February 12
- Strategic Planning with the Library Board
- Library Board Reports
- Annual Library Report

# Adult & Technical Service Librarian's Monthly Report

**Name:** Shaun Klee

**Date:** Feb 2021

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## Since Last Report

### Collection Development/Maintenance

- Ordering Books, AV, Digital content
- Continuing Ed Course: Cataloging DVDs, Blu-Rays, and Streaming Video Formats
- Weeding JDVD

### Circulation

- Circulation Manual Review

### Technology

- Evaluating alternative ILS software

### Staff Development/Training

- Youth & Family Services Librarian Recruiting

### Programming

- Sheldon Museum *Compact Rhythms* travelling show

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## Upcoming

### Collection Development/Maintenance

- Ordering Books, AV, Digital content
- Continuing Ed Course: Regular expressions
- Heritage Room & DAR collections

### Circulation

- Circulation Manual Review

### Technology

- Evaluating alternative ILS software

### Staff Development/Training

- Youth & Family Services Librarian Recruiting-continued

<a href="#">Hall County Historical Society Newsletter</a>	Jul-Dec 2020	Printed Copy
<a href="#">Tips on how to accomplish 2021 reading resolutions</a>	1/2/2021	News4
<a href="#">Library Alive: 2020 What a Year It's Been</a>	1/3/2021	GI Independent
<a href="#">Grand Island Public Library encourages more reading in new year</a>	1/7/2021	GI Independent
<a href="#">LIBRARY ALIVE: Reach for Your Dreams in 2021</a>	1/10/2021	GI Independent
<a href="#">Meet Celine: Spotlight Interview</a>	1/13/2021	Library Youtube
<a href="#">Library Attendance Frays Due to Pandemic</a>	1/14/2021	GI Independent
<a href="#">Grand Island Public Library hosting Sheldon Museum of Art statewide exhibition</a>	1/16/2021	GI Independent
<a href="#">Library Alive: Snowbound? Curl Up with a Good Book</a>	1/24/2021	GI Independent
<a href="#">Club Calendar: Grand Island Public Library Adult Book Club</a>	1/31/2021	GI Independent
<a href="#">Electronic community boards bridge language barrier for COVID information</a>	2/2/2021	News4
<a href="#">Community Board-Brandon Summers</a>	2/3/2021	GI Independent
<a href="#">Heartland United Way is Live at the Grand Island Public Library</a>	2/2/2021	Facebook
<a href="#">Overdrive-New Magazines Available Now!</a>	2/6/2021	Facebook
<a href="#">Library Alive: Zoom Ahead at Your Local Library</a>	2/7/2021	GI Independent
<a href="#">Bear Fair Promotion with Steve White (upcoming)</a>	2/13/2021	NTV
<a href="#">KRGi Interview</a>	2/16/2021	KRGi Radio
<a href="#">GITV-Grand Island Programming -ongoing</a>	2/11/2021	<u>GITV</u>



# Virtual Programs

January	Weeks	Craft bags	YouTube	Total Views
Baby & Toddler				
Wednesday Storytime				
	20-Jan	0	x	8
	27-Jan	0	x	12
Teen/Tweens				
Homeschoolers				

# of programs =2

Total views = 20



Grand Island  
Public Library

February 2021

[www.gilibrary.org](http://www.gilibrary.org) | 308.385.5333

# ANNUAL REPORT

FY 2019 - 2020

*Filed & Submitted as outlined  
Neb. Rev. Stat. § 51-213*

*The Grand Island Public Library is the gateway for the people of our diverse community to achieve a lifetime of learning and literacy.*



GIPL eagerly kicked off our new fiscal year with programs and other services such as regular storytimes, Breakfast with Santa, AARP Tax Aide, and Humanities Nebraska Prime Time. Patrons enjoyed newly renovated common areas and meeting rooms, a new teen section, Art Alcove, and Makerspace. In-person library visits and program attendance, as well as circulation and use of other service continued to rise until mid-March when the COVID-19 Pandemic hit Nebraska.

The COVID-19 Pandemic was an unprecedented time. The Library building was closed to the public for 16 weeks. The Library continued providing services and completed important projects such as collections inventories, curbside materials pickup, virtual programming, and expanded digital collections due to CARES Grant funding. Many challenges were also met, including a staff layoff, reduction in force to 18 FTE, and reduction of weekly service hours from 62 to 46 per week.

*"You have kept us entertained during this pandemic. The staff is exceptional — helpful — friendly...and with a smile.*

*Thank You!"*

*Duane & Bev R, Grand Island*



Despite hardships of the previous year, GIPL is committed to thriving and growing. Celine Swan became the new Library Director. The Library Board will create an updated strategic plan. A beautiful crane sculpture and seating area, donated by the Staab Family and Library Foundation will be placed in front of the building. Community partnerships will be expanded. Projects replacing the HVAC system will begin, as well as continued updates to computer and ILS systems.

*Hours: M-F 9:30A-6:00P, Saturdays 9:30A-1P, Closed Sundays | Address: 1124 W 2nd St. Grand Island, NE*



# BY THE NUMBERS

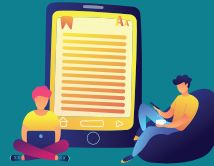


35,272  
REGISTERED PATRONS

216,458  
CHECKOUTS



PRINT COLLECTIONS  
99,209



DIGITAL COLLECTIONS  
85,899



A/V COLLECTIONS  
19,578

SERIAL SUBSCRIPTIONS  
225



9,190  
ITEMS ADDED



13,122  
ITEMS WITHDRAWN



REFERENCE & ILL  
24,204

COMPUTER & WIRELESS  
88,471



939,895  
PHYSICAL &  
VIRTUAL VISITS



TOTAL BUDGET	\$1,918,833
PERCENTAGE USED	88.3%
EXPENSES	\$1,703,890
REVENUE	\$60,573

MONTHLY REPORT				September 2020	
* Edith Abbott Memorial Library * Mobile Outreach * Internet Branch www.gilllibrary.org					
Days Open to Public	25	267	Library Programs:	*Virtual Online Interactions	
Hours Open to Public	195	2,133	Children's Programs	6	217
Checkouts - EAML	10,731	142,700	Participants	735	19,228
Checkouts - Electronic	5,663	72,343	AB-Ages/Family Programs	73	99
Checkouts - Outreach	180	1,415	Participants	0	7,253
Total Checkouts	16,554	216,458	Young Adult Programs	0	29
Average Daily Checkouts	662	823	Participants	0	982
In House	231	9497	Computer Classes	0	0
Reserves Placed	1,314	15,814	Participants	0	0
Patrons Registered	86	1,017	Outreach Programs	0	10
Total Patrons			Participants	0	2,643
Items Deleted	997	21,893	Tours Given	0	3
Total Items in Coll			Number in Tours	0	224
Telephone Calls Received	905	7,896	Total Programs	79	358
Spaces Reservations	10	160	Total Participants	735	30,310
Estimated Attendance	44	2,308	Computer Services:		
Patrons Visiting Library	3,030	96,334	Children's Computer User	0	5,300
Outreach Patron Visits	27	244	Reference/Lab User Sessions	840	13,673
Reference Services:			Teen User Sessions	26	925
Reference Questions Answered	732	7,640	Wireless User Sessions	4716	68,573
Microfilm Use	3	120	Total User Sessions	5,282	88,471
Interlibrary Loans Received	17	202			
Interlibrary Loans Sent	38	506			
Total		8,477			
Facebook Impressions	35149	751,674	Selected Database Uses:		
Twitter Impressions	253	11,209	Academy	520	2,685
Instagram	927	927	Advantage Plus	963	11,431
Website Sessions	2819	47,441	Chilton	3	77
		813,251	Driver's Ed	0	23
			EbscoHost	11	2,895
			FireSearch	151	5,498
			Scholastic Go	0	66
			Hoopla	1979	26,829
			Mango	157	636
			Newshank	25	338
			One Click Digital Audiobooks	6	314
			Online Book Club Access	20570	246,428
			Overdrive	2,449	30,904
			Reference USA	37	178
			Tumblebooks for Kids	735	943
			Tutor.com	3	284
			Zinio (RB Digital)	246	2,465
					331,634

Summer Reading Stats				
Adult	67	50	409	526
Participants	100100	82334	319467	502101
Minutes Logged				

\* Moved to Overdrive platform on Sept 30, 2020