

CITY OF GRETNA, NEBRASKA
LIBRARY BOARD MEETING NOTICE
MONDAY, APRIL 27, 2020, 6:30 P.M.
MAIN LIBRARY: 736 SOUTH STREET
GRETNA, NE
402-332-3336

Notice is hereby given that pursuant to the Governor's Executive Order No. 20-03 and the Directed Health Measures by the Sarpy/Cass Health Department and the Nebraska DHHS, for public health purposes associated with COVID-19 and electronic and telephone conferencing meeting of the Library Board of Gretna, Nebraska will be held on Monday April 27, 2020 at 6:30 p.m. the public may participate in the meeting by computer, tablet or smart phone by utilizing the link below, or by calling one of the listed toll free numbers.


Join Zoom Meeting
<https://us02web.zoom.us/j/760543998>
Meeting ID: 760 543 998

or

Dial by your location
+1 253 215 8782 US
+1 301 715 8592 US
Meeting ID: 760 543 998

The agenda and materials for such meeting are available for public inspection on the City of Gretna website, www.gretna.org, by 3:00 p.m. on Friday April 17, 2020

This meeting is being held in compliance with the Nebraska Open meetings Act, a copy of which is available at the foregoing link



Tammy L. Tisdall, CMC
City Clerk

Pursuant to the Governor’s Executive Order No. 20-03 and the Directed Health Measures of the Sarpy/Cass Health Department and the Nebraska Department of Health and Human Services, this meeting will be held by electronic and telephone conference. The Mayor, Council, and City staff will be attending electronically or telephonically and a quorum of the Council will not be physically present together at City Hall. Accordingly, there will be no public in-person attendance, but members of the public may attend this meeting electronically or telephonically via:

Join Zoom Meeting

<https://zoom.us/j/93013920905>

Meeting ID: 930 1392 0905

or

Dial toll free

1 253 215 8782

1 301 715 8592

Meeting ID: 930 1392 0905

For the public to make comments during any public hearings, participation is required via Zoom. Those participating telephonically, will not be able to make comments during any public hearings.

LIBRARY BOARD OF TRUSTEES

AGENDA

Gretna Public Library

April 27, 2020 6:30 P.M.

I. CALL MEETING TO ORDER

- A. Public Announcement: “This meeting is conducted in compliance with the Nebraska Open Meetings Act and Governor Rickett’s Executive Order No. 20-03 issued on March 17, 2020. A current copy of the Open Meetings Act can be accessed on the City of Gretna’s website, www.gretnane.org. Those wishing to address the Library Board during the Public Comment item of the agenda, please raise your hand on Zoom.
- B. Roll Call

II. APPROVAL OF MINUTES

- A. February 2020 Meeting Minutes

III. APPROVAL OF FINANCIAL REPORT

- A. February 2020 Claims & Reports
- B. March 2020 Claims & Reports

IV. REPORTS

- A. Library Director’s Report
 - a. Circulation Report
 - b. Informational Reports
- B. Committee on Finance – Sandra Kalina
- C. Committee on Building, Grounds, and Technology – Alma Muhlecke
- D. Committee on Administration and Personnel –Shawna Proctor
- E. Committee on Public Relations –Shawna Proctor, Kaitlynn Boone

- F. Foundation Representative –Ann Bock
- G. City Council Representative – Jason Stahr

V. OLD BUSINESS

(No old business this month)

VI. CURRENT BUSINESS

(No new business this month)

VII. PUBLIC COMMENT (See procedures for public comment below)

IX. ADJOURNMENT- Motion to approve.

Notices:

A. Copy of Open Meetings Act: The Gretna Library Board makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the east wall of the meeting room.

B. The Gretna Library Board reserves the right to go into executive session/closed session for one or both of the following reasons according to Nebraska State Law: to protect public interest or to prevent needless injury to a staff member's reputation.

C. Instructions for those who wish to speak during the public comment forum:

Getting Started: When it is your turn to speak during the public comment portion of the agenda, please stand up/come forward and state your name to the Gretna Library Board.

Time Limit: You may speak only one time on any of the current business items and must limit comments to 3 minutes or less. If you would like to speak about a matter or issue not on the agenda, please notify the Gretna Library Board in writing in advance, so that there is time to place the issue on a future agenda.

General Rules: Please remember that this is a public meeting for the conduct of the business of the Gretna Library Board. Offensive language, personal attacks and hostile conduct will not be tolerated.

LIBRARY BOARD OF TRUSTEES

Gretna Public Library

February 24, 2020 Minutes

I. CALL MEETING TO ORDER

- A. Vice President Sandra Kalina called the meeting to order at 6:38pm. She noted a copy of the Open Meetings Act was posted. Present were Library Board Trustees Tille Vukisch, Alma Muhlecke, and Kaitlynn Boone. Library Director, Krissy Reed from the library staff was present. Shawna Proctor was absent. No one from City Council was present.

II. APPROVAL OF MINUTES

- A. The January 2020 minutes were reviewed.
A motion to approve the January minutes was made by Vukisch. Seconded by Muhlecke. All votes, "Aye." Motion carried.

III. APPROVAL OF FINANCIAL REPORT

- A. The February YTD 2019 and January 2019 Claims was presented and reviewed. A motion to approve was made by Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried.

IV. REPORTS

- A. Library Director's Report, Circulation Report, and information Reports were reviewed by the Board. Director Reed expressed excitement about the shade cover at the children's library, that is planned to be installed before the summer reading program. The adult library was also painted recently.
- B. Committee on Finance had nothing to report.
- C. Committee on Building, Grounds, and Technology had nothing to report.
- D. Committee on Administration and Personnel had nothing to report.
- E. Committee on Public Relations had nothing to report.
- F. Foundation Representative was not present, but Director Reed said they are working on finding recognizable people in the community to help with the fundraising efforts for the new building. Clover Frederick is the specialist in non-profit fundraising to help support the fundraising efforts. Grant writing is still moving forward, and there is expectation to hear from the Facebook grant in the next month. Other grants are still in progress.
- G. City Council Representative was not present. Director Reed advised that tomorrow night there is an open house at City Hall for an update on the revitalization project for downtown from 5-6 p.m. She will be present to be able to give any updates as it relates to the library.

V. OLD BUSINESS

- A. Approval of Employee Review
 - a. A motion to move the six-month review for Zoe Fosbinder to Executive Session was made by Boone. Seconded by Vukisch. All votes, "Aye." Motion carried

VI. CURRENT BUSINESS

- A. Library Board continuing education. The board watched the video named Short Takes Video: Succession Planning and New Board Orientation. This is for continuing education for the board. The board discussed a positive outlook on our current board and how the board communicates and functions. Director Reed expressed a desire to give tours in the future, and that the opportunity is there if members would like to have a tour during regular hours as well. Discussion was had that we still have a open board seats that

could be filled, and that the board should work to fill these positions.

VII. PUBLIC COMMENT

A. There was no public comment.

VIII. EXECUTIVE SESSION-for the purpose of discussion regarding employee evaluation.

A motion to enter Executive Session was made by Muhlecke. Seconded by Boone. All votes, "Aye." Motion carried. Entered Executive Session at 7:09 pm.

A motion to exit Executive Session was made by Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried. Exited Executive Session at 7:15pm.

A motion to approve the annual review for Zoe Fosbinder was made by Boone. Seconded by Muhlecke. All votes, "Aye." Motion carried.

IX. ADJOURNMENT

A. A motion to adjourn was made by Kalina. Seconded by Boone. All votes, "Aye." Motion carried. Meeting adjourned at 7:18pm.

Respectfully Submitted,

**Kaitlynn Boone,
Secretary**

Approval of Library Board Trustee

Date

Gretna Public Library | Library Claims | February 2020

Account	Name	Invoice	Amount
01-25-5011.000 Telephone (Main)	Cox Business	Main Acct.	\$237.17
01-25-5011.020 Telephone (Kids)	Cox Business	Kids Acct.	\$261.23
01-25-5012.010 Heating Fuel (Main)	Black Hills Energy	Main Acct.	\$146.72
01-25-5012.020 Heating Fuel (Kids)	Black Hills Energy	Kids Acct.	\$158.25
01-25-5013.000 Electricity (Main)	OPPD	Main Acct.	\$220.78
01-25-5013.020 Electricity (Kids)	OPPD	Kids Acct.	\$109.15
01-25-5023.000 Library Cleaning	Judy Krajcicek	Jan. 2020	\$1,125.00
01-25-5024.000 Public Relations	Gretna Chamber of Commerce	#GretnaLife Expo	\$110.00
01-25-5025.000 Membership	NLA Annual Renewal	Krissy Reed	\$60.00
01-25-5025.000 Membership	NLA Annual Renewal	Alyssa Rogers	\$60.00
01-25-5026.000 Professional Development	NLA	Advocacy Day	\$35.00
01-25-5046.000 Building Repair/Maintenance	Nelson Brothers Paining	Main Lib. Paint	\$2,255.00
01-25-5055.000 Copier Lease (Main)	Wells Fargo Leasing	Main Lib.	\$182.00
01-25-5055.000 Copier Lease (Main)	Advanced Office Automation	263377	\$32.11
01-25-5055.010 Copier Lease (Kids)	Wells Fargo Leasing	Kids Lib.	\$182.00
01-25-5050.010 Copier Lease (Kids)	Advanced Office Automation	263376	\$34.07
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035061609	\$85.26
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035074244	\$125.01
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035060843	\$69.08
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035081261	\$174.35
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035074480	\$314.21
01-25-5067.010 Library Materials (Books)	Midwest Tape	98544327	\$411.63
01-25-5067.010 Library Materials (Books)	Midwest Tape	98451554	\$22.49
01-25-5067.010 Library Materials (Books)	Midwest Tape	98481738	\$8.99
01-25-5067.010 Library Materials (Books)	Midwest Tape	98481737	\$22.49
01-25-5067.010 Library Materials (Books)	Midwest Tape	98544329	\$65.20
01-25-5067.010 Library Materials (Books)	Midwest Tape	98513462	\$22.49
01-25-5067.010 Library Materials (Books)	Center Point Large Print	1758048	\$86.88
01-25-5070.010 Office Supplies	Office Depot	Jan. 2020	\$1,023.90
01-25-5070.010 Office Supplies	The Library Store	438018	\$242.46
01-25-5075.040 Adult Programs	McKinney's	Acct. 3324480	\$76.92
01-25-5078.015 Technology	CoreTech	CW-134938	\$9,055.98
01-25-5078.015 Technology	CoreTech	CW-134956	\$2,390.99
01-25-5078.015 Technology	CoreTech	CW-134928	\$3,112.57
01-25-5078.015 Technology	CoreTech	CW-134929	\$555.13
01-25-5078.015 Technology	CoreTech	CW-135154	\$736.00

**Gretna Public Library Financial Report
February 2020**

<u>Date</u>	<u>ILL</u>	<u>Non-Resident</u>	<u>Copier</u>	<u>Fines</u>	<u>Total Daily Income</u>
2/1/2020		\$40.00	\$4.20		\$44.20
2/3/2020			\$54.15	\$2.20	\$56.35
2/4/2020		\$40.00	\$0.30	\$0.10	\$40.40
2/5/2020			\$0.70	\$0.80	\$1.50
2/6/2020			\$5.40	\$0.80	\$6.20
2/7/2020		\$80.00	\$11.60	\$2.50	\$94.10
2/8/2020					\$0.00
2/10/2020			\$2.70	\$3.30	\$6.00
2/11/2020			\$0.10		\$0.10
2/12/2020			\$2.70		\$2.70
2/13/2020			\$10.20	\$3.60	\$13.80
2/14/2020	\$3.00		\$3.00		\$6.00
2/15/2020			\$0.10		\$0.10
2/18/2020		\$40.00	\$0.90	\$4.40	\$45.30
2/19/2020		\$160.00	\$10.90	\$18.80	\$189.70
2/20/2020		\$80.00	\$1.20		\$81.20
2/21/2020		\$80.00	\$10.00	\$0.30	\$90.30
2/22/2020		\$40.00	\$1.40	\$19.00	\$60.40
2/24/2020		\$40.00		\$31.15	\$71.15
2/25/2020	\$3.00				\$3.00
2/26/2020		\$40.00	\$0.20		\$40.20
2/27/2020			\$0.40	\$0.40	\$0.80
2/28/2020		\$40.00	\$7.60	\$1.20	\$48.80
2/29/2020				\$14.20	\$14.20
Totals	\$6.00	\$680.00	\$127.75	\$102.75	\$916.50

Petty Cash

<u>Purchases</u>	<u>Store</u>	<u>Account</u>	<u>Expense</u>
2/11/2020	USPS	01-25-5018.000	\$12.14
2/11/2020	USPS	01-25-5075.040	\$4.66
1/21/2020	Ace	01-25-5070.010	\$5.75
2/5/2020	Michael's	01-25-5070.010	\$20.54
2/11/2020	Walmart	01-25-5070.010	\$10.51
2/19/2020	USPS	01-25-5018.000	\$9.98
2/26/2020	USPS	01-25-5018.000	\$3.16
3/3/2020	USPS	01-25-5018.000	\$5.82
3/3/2020	USPS	01-25-5075.040	\$5.66
3/2/2020	Menards	01-25-5070.010	\$7.46
3/2/2020	Menards	01-25-5070.010	\$8.10
Total Expenses/Credits			\$93.78
Total Collected			\$916.50
Total Expenses/Credits			\$93.78
TOTAL DEPOSIT			\$822.72

**Gretna Children's Library Financial Report
February 2020**

<u>Date</u>	<u>Non-Resident</u>	<u>Copier Fees</u>	<u>Fines</u>	<u>Total Daily Income</u>
2/1/2020	\$40.00		\$2.90	\$42.90
2/3/2020			\$0.70	\$0.70
2/4/2020			\$0.35	\$0.35
2/5/2020			\$12.50	\$12.50
2/6/2020				\$0.00
2/7/2020			\$0.60	\$0.60
2/8/2020		\$0.40	\$28.95	\$29.35
2/10/2020		\$20.50	\$4.80	\$25.30
2/11/2020			\$22.10	\$22.10
2/12/2020			\$5.90	\$5.90
2/13/2020			\$0.60	\$0.60
2/14/2020				\$0.00
2/15/2020	\$40.00		\$46.00	\$86.00
2/18/2020			\$11.70	\$11.70
2/19/2020				\$0.00
2/20/2020	\$40.00			\$40.00
2/21/2020			\$0.60	\$0.60
2/22/2020	\$40.00	\$13.90	\$1.00	\$54.90
2/24/2020				\$0.00
2/25/2020		\$0.60	\$30.00	\$30.60
2/26/2020				\$0.00
2/27/2020	\$40.00			\$40.00
2/28/2020	\$40.00			\$40.00
2/29/2020				\$0.00
Totals	\$240.00	\$35.40	\$168.70	\$444.10

Petty Cash

<u>Purchases</u>	<u>Account</u>	<u>Expense</u>	<u>Credit</u>
2/3/2020	Hobby Lobby	01-25-5075.02	\$8.52
1/29/2020	Dollar General	01-25-5075.02	\$18.19
2/25/2020	Dollar General	01-25-5075.02	\$8.03
2/13/2020	Dollar General	01-25-5075.02	\$3.74
Total Expenses/Credits			\$38.48

Total Collected	\$444.10
Total Expenses/Credits	\$38.48
TOTAL DEPOSIT	\$405.62

Gretna Public Library | Library Claims | March 2020

Account	Name	Invoice	Amount
01-25-5011.000 Telephone (Main)	Cox Business	Main Acct.	\$274.34
01-25-5011.000 Telephone (Main)	Mitel	Main Acct.	\$342.37
01-25-5011.020 Telephone (Kids)	Cox Business	Kids Acct.	\$535.29
01-25-5011.020 Telephone (Kids)	Mitel	Kids Acct.	\$342.37
01-25-5012.010 Heating Fuel (Main)	Black Hills Energy	Main Acct.	\$113.38
01-25-5012.020 Heating Fuel (Kids)	Black Hills Energy	Kids Acct.	\$129.30
01-25-5013.000 Electricity (Main)	OPPD	Main Acct.	\$221.72
01-25-5013.020 Electricity (Kids)	OPPD	Kids Acct.	\$115.05
01-25-5023.000 Library Cleaning	Judy Krajicek	Feb. & March	\$1,800.00
01-25-5055.000 Copier Lease (Main)	Wells Fargo Leasing	Main Lib.	\$182.00
01-25-5055.000 Copier Lease (Main)	Advanced Office Automation	264002	\$45.21
01-25-5055.010 Copier Lease (Kids)	Wells Fargo Leasing	Kids Lib.	\$182.00
01-25-5050.010 Copier Lease (Kids)	Advanced Office Automation	263789	\$7.00
01-25-5050.010 Copier Lease (Kids)	Advanced Office Automation	264001	\$43.48
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035123847	\$75.92
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035108918	\$220.47
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035133823	\$45.67
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035123865	\$131.61
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035101463	\$73.76
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035147108	\$519.77
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035146816	\$68.54
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035159658	\$21.07
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035161899	\$104.81
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035149756	\$53.14
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035153676	\$453.34
01-25-5067.010 Library Materials (Books)	Baker & Taylor	2035176171	\$38.62
01-25-5067.010 Library Materials (Books)	Midwest Tape	98708498	\$99.70
01-25-5067.010 Library Materials (Books)	Midwest Tape	98708496	\$112.46
01-25-5067.010 Library Materials (Books)	Midwest Tape	98611031	\$97.47
01-25-5067.010 Library Materials (Books)	Midwest Tape	98575783	\$54.72
01-25-5067.010 Library Materials (Books)	Midwest Tape	98611030	\$22.49
01-25-5067.010 Library Materials (Books)	Midwest Tape	98575785	\$22.49
01-25-5067.010 Library Materials (Books)	Center Point Large Print	1765074	\$86.88
01-25-5067.010 Library Materials (Books)	OCLC	1000008563	\$90.27
01-25-5070.010 Office Supplies	Office Depot	March 2020	\$535.90
01-25-5075.040 Adult Programs	McKinney's	Acct. 3324480	\$12.49
01-25-5078.015 Technology	CoreTech	CW-135319	\$2,520.00
01-25-5078.015 Technology	CoreTech	CW-135373	\$736.00
01-25-5080.000 New Equipment	SenSource	43666	\$3,273.37
01-25-5080.000 New Equipment	Demco	6787983	\$1,729.33

**Gretna Public Library Financial Report
March 2020**

<u>Date</u>	<u>ILL</u>	<u>Non-Resident</u>	<u>Copier</u>	<u>Fines</u>	<u>Total Daily Income</u>
3/2/2020			\$0.60	\$2.50	\$3.10
3/3/2020	\$3.00	\$40.00	\$2.70		\$45.70
3/4/2020			\$9.20		\$9.20
3/5/2020			\$1.10	\$1.50	\$2.60
3/6/2020			\$9.50	\$4.30	\$13.80
3/7/2020		\$40.00			\$40.00
3/9/2020		\$80.00	\$0.60	\$2.20	\$82.80
3/10/2020		\$40.00	\$0.20	\$1.40	\$41.60
3/11/2020		\$25.00	\$3.30	\$1.00	\$29.30
3/12/2020		\$80.00	\$2.00	\$0.30	\$82.30
3/13/2020		\$80.00	\$2.70	\$8.50	\$91.20
3/14/2020					\$0.00
3/16/2020					
3/17/2020					
3/18/2020		\$40.00			\$40.00
3/19/2020					
3/20/2020					
3/21/2020					
3/23/2020					
3/24/2020					
3/25/2020					
3/26/2020					
3/27/2020					
3/28/2020					
3/30/2020					
3/31/2020					
Totals	\$3.00	\$425.00	\$31.90	\$21.70	\$481.60

Petty Cash

<u>Purchases</u>	<u>Store</u>	<u>Account</u>	<u>Expense</u>
3/10/2020	USPS	01-25-5018.000	\$12.64
3/10/2020	USPS	01-25-5075.040	\$5.16
3/19/2020	USPS	01-25-5018.000	\$3.16
4/7/2020	USPS	01-25-5018.000	\$5.82
Total Expenses/Credits			\$26.78
Total Collected			\$481.60
Total Expenses/Credits			\$26.78
TOTAL DEPOSIT			\$454.82

YTD Library Budget 2019-2020 Fiscal Year- March

Category Description	YTD Total Spent	Budgeted	Remainder
1-25-5011.000 Telephone-Internet (Main Library)	\$1,831.20	\$4,500.00	\$2,668.80
1-25-5011.020 Telephone-Internet (Children's Library)	\$3,010.74	\$4,500.00	\$1,489.26
1-25-5012.000 Heating Fuel (Main Library)	\$519.61	\$2,500.00	\$1,980.39
1-25-5012.020 Heating Fuel (Children's Library)	\$580.25	\$2,500.00	\$1,919.75
1-25-5013.000 Electricity (Main Library)	\$1,103.83	\$4,000.00	\$2,896.17
1-25-5013.020 Electricity (Children's Library)	\$555.80	\$2,500.00	\$1,944.20
1-25-5014.000 Refuse Service	\$480.00	\$950.00	\$470.00
1-25-5016.000 Printing and Publication	\$52.51	\$3,000.00	\$2,947.49
1-25-5018.000 Postage	\$105.72	\$500.00	\$394.28
1-25-5023.000 Library Cleaning	\$4,050.00	\$12,000.00	\$7,950.00
1-25-5024.000 Public Relations	\$365.44	\$800.00	\$434.56
1-25-5025.000 Memberships	\$476.00	\$1,000.00	\$524.00
1-25-5026.000 Professional Development	\$128.35	\$3,000.00	\$2,871.65
1-25-5028.000 Travel	\$55.10	\$1,000.00	\$944.90
1-25-5045.000 Ground Maintenance	\$210.00	\$500.00	\$290.00
1-25-5046.000 Building-Repair-Maintenance	\$7,424.91	\$10,000.00	\$2,575.09
1-25-5049.000 Equipment Repair-Maintenance	\$0.00	\$2,000.00	\$2,000.00
1-25-5050.000 Lease Agreement (Copier- Main Library)	\$1,264.00	\$3,200.00	\$1,936.00
1-25-5050.020 Lease Agreement (Copier- Children's Library)	\$1,251.66	\$3,400.00	\$2,148.34
1-25-5067.010 Books-Subscription (Books)	\$20,489.22	\$45,000.00	\$24,510.78
1-25-50-67.020 Periodical Subscriptions	\$2,362.22	\$4,000.00	\$1,637.78
1-25-5070.010 Library Supplies	\$3,147.91	\$5,000.00	\$1,852.09
1-25-5072.000 Janitorial Supplies	\$455.54	\$1,000.00	\$544.46
1-25-5075.010 Children's Summer Reading Program	\$1,752.06	\$3,000.00	\$1,247.94
1-25-5075.020 Children's Non-Summer Reading Programs	\$1,322.30	\$2,000.00	\$677.70
1-25-5075.030 Young Adult Summer Reading Program	\$25.64	\$1,500.00	\$1,474.36
1-25-5075.040 Adult Library Programs	\$268.98	\$1,500.00	\$1,231.02
1-25-5075.050 Automated System	\$2,950.00	\$3,500.00	\$550.00
1-25-50-78.015 Technology	\$21,260.05	\$21,000.00	-\$260.05
1-25-5080.000 New Equipment	\$6,930.07	\$17,000.00	\$10,069.93
General Ledger	\$84,429.11	\$166,350.00	\$81,920.89

MARCH 2020 • CIRCULATION REPORT

MAIN LIBRARY

<i>Attendance</i>	484
<i>Young Adult Program Attendance</i>	18
<i>Adult Program Attendance</i>	46

<i>Adult Fiction</i>	549
<i>Adult Nonfiction</i>	113
<i>Adult Graphic Novels</i>	1
<i>Large Print</i>	78
<i>Young Adult Fiction</i>	88
<i>YA Nonfiction</i>	9
<i>YA Graphic Novels</i>	44
<i>Periodicals</i>	55
<i>CDs</i>	48
<i>DVDs</i>	216
<i>Kit</i>	
<i>Ukuleles</i>	
<i>Board Games</i>	12
<i>Ebooks</i>	820
<i>Audiobook Downloads</i>	545
<i>Total Circulations</i>	2,578

<i>Computers</i>	24
<i>Wi-Fi</i>	91
<i>Periodicals</i>	20
<i>Reference</i>	274
<i>ILLs Borrowed</i>	2
<i>ILLs Loaned</i>	3
<i>Total In House</i>	414

<i>Circulation March 2020</i>	2,992
<i>Circulation YTD (FY 2020)</i>	19,757

CHILDREN'S LIBRARY

<i>Attendance</i>	537
<i>Children's Program Attendance</i>	204
<i>Unique Website Visitors</i>	2,905

<i>Junior Fiction</i>	340
<i>Junior Nonfiction</i>	148
<i>Junior Graphic Novels</i>	111
<i>Early Reader Fiction</i>	323
<i>Early Reader Nonfiction</i>	135
<i>Board Books</i>	130
<i>Picture Books</i>	912
<i>Orange Picture Books</i>	498
<i>Story Stows</i>	3
<i>Periodicals</i>	6
<i>CDs</i>	28
<i>DVDs</i>	193
<i>Total Circulations</i>	2,827

<i>Computers</i>	6
<i>Wi-Fi</i>	40
<i>Periodicals</i>	13
<i>Activities/Games</i>	69
<i>Reference</i>	150
<i>Total In House</i>	278

<i>Circulation March 2020</i>	3,105
<i>Total Circulation YTD (FY 2020)</i>	23,249

MARCH 2020 • CIRCULATION REPORT

March Attendance History			March Circulation History				
	Main	Children's	Total		Main	Children's	Total
2020	484	537	1,021	2020	2,992	3,105	6,097
2019	2,040	1,324	3,364	2019	3,645	3,715	7,360
2018	2,315	1,337	3,652	2018	3,862	5,341	9,203
2017	2,083	1,744	3,827	2017	3,241	5,898	9,139
2016	2,195	1,189	3,384	2016	2,908	4,617	7,525
2015	2,229	1,891	4,120	2015	4,274	5,808	10,082
2014	2,196	1,421	3,693	2014	3,646	4,817	8,463
2013	1,868	1,319	3,515	2013	3,671	5,110	8,781
2012	2,675	1,863	4,538	2012	4,034	5,608	9,642
2011			3,577	2011			9,093
2010			4,400	2010			9,384
2009			4,714	2009			7,451
2008			4,896	2008			7,062
2007			4,248	2007			5,260
2006			4,357	2006			5,934
2005			3,441	2005			4,396
2004			<i>unavailable</i>	2004			<i>unavailable</i>

**Gretna Public Library - Children's Library
Circulation/Attendance Statistics for March 2020**

Date	Attendance	Computers	Wi-Fi	Periodicals	Toys	Reference	Program	Passive	event #
3/1									2
3/2	38				7	2	2	11	1
3/3	58	1	10		8	28	14	8	1
3/4	42		3		8	9	3	6	1
3/5	45	2		4	6	10	16	1	1
3/6	52		8	3	7	25	72	2	3
3/7	22				6	8		2	
3/8									
3/9	15		3	2	4	3	4		1
3/10	54				2	10	13	4	2
3/11	64	1	3		5	20	8	4	1
3/12	28		3		3	3	4	3	1
3/13	89	1	5	4	12	14	18	5	2
3/14	30	1	5		1	18		4	
3/15									
3/16									
3/17									
3/18									
3/19									
3/20									
3/21									
3/22									
3/23									
3/24									
3/25									
3/26									
3/27									
3/28									
3/29									
3/30									
3/31									

537 6 40 13 69 150 154 50 16

Total = 204

Gretna Public Library - Main Library
 Circulation/Attendance Statistics for March 2020

Date	Attendance	Computers	Wifi	Mags	Reference	Teen	Teen Pass.	Teen Event #	Adult	Adult Pass.	Adult Event #
3/1								1			2
3/2	36	2	9	4	35		2			4	
3/3	35	6	9	4	18						
3/4	27	2	8	2	17					2	
3/5	56	4	8	1	17				8		1
3/6	68	3	7		42		9		15		2
3/7	25				7		2			1	
3/8											
3/9	32	2	8		17		2			2	
3/10	29	2	7	2	18					1	
3/11	36	1	10	1	23						
3/12	69		5	1	37		3			8	
3/13	43	2	13	2	6	0		1		1	
3/14	28		7	3	37					4	
3/15											
3/16											
3/17											
3/18											
3/19											
3/20											
3/21											
3/22											
3/23											
3/24											
3/25											
3/26											
3/27											
3/28											
3/29											
3/30											
3/31											

484 24 91 20 274 0 18 2 23 23 5
 Teen Total = 18 Adult Total = 46

Library Director's Report
April 2020

The Library has been working hard during this time to continue to serve the community of Gretna even while its doors are closed to the public. We have provided a book cart that sits outside of the Main Library each weekday from 9am-5pm (weather permitting). The book cart has materials on it for all ages and in several formats. There are board books, picture books, early readers, chapter books, juvenile nonfiction, young adult fiction, audiobooks, large print fiction, adult fiction, adult nonfiction, and some DVDs. ****We do not want any of these items returned, and we are not able to accept donations during this time.**** Additionally, we are providing magazines, state and federal tax forms, and printed instructions on how to download and use OverDrive in order to access eBooks and downloadable audiobooks. I am pleased to report that the community has done a really good job practicing social distancing rules when they visit the book cart. So far we have served over 700 people in this way.

We are issuing library cards remotely to those within the Gretna school district who would like to have access to digital materials offered through the Library. The application for this is on our website, and so far, we have issued over 100 new library cards to individuals during this time. Once we reopen, people will be able to come in and complete the application process and may pay the nonresident fee if they reside outside of our city limits.

We are actively working to beef up the digital offerings for our patrons at this time. Through OverDrive, we will be purchasing additional copies of some of the more popular titles. These copies will be specific to our Gretna patrons first and will help to shorten waiting times for readers who have those items on hold. We are also looking to add a digital magazine service to our database offerings.

Without knowing when the Library will reopen, we have begun to work on changes to our summer programs so that they can be done virtually. This is taking a great deal of research and networking with other libraries, but the plans are definitely in the works.

We have added sections to our website that are directly related to COVID-19 information/FAQs about the Library during this time, as well as info on how to apply for unemployment benefits. We have made these areas front and center on our website so they can be accessed quickly and easily. We are also offering help over the phone to those who may have questions on how to file for unemployment.

Of course, all fines and overdue fees have been suspended during this time. We have ensured that all items that are currently checked out will renew automatically once their due date is reached. This will continue until the Library is able to reopen fully.

Our full-time staff is making good use of the time that the Library is closed to conduct a full weeding of the collections at both library facilities. Initially, this was going to be a project that we spaced out over the course of the year, but with fewer interruptions, we have been able to devote larger amounts of time to completing this project. Our intent is to move into a full inventory once the weeding project is completed. We are following guidelines mapped out in the Library's Collection Development Policy in order to complete the weeding project.

These are unique times for sure, but our Library staff remains committed to serving our community. We encourage those with questions to call, email, or message the Library on Facebook Monday-Friday during the hours of 10am-5pm, as we are monitoring these forms of communication.

Respectfully submitted,

Krissy Reed
Library Director