



**Northfield Public Library
Director's Report
September 2020**

Director's Report

Submitted by Teresa Jensen, Library Director

Supervising the library

While I have overall responsibility for what happens at the library, I also have a team of excellent library managers that I meet with every week to talk about the management and supervision of the library—staff, building, programs, collections, initiatives, patrons, budgets. These people are Kathy Rush Vizina, our Technology and Circulation Services manager; Laurie Kodet, our Outreach Services/Shelving/ Volunteer manager, and Katlin Heidgerken-Greene, our Reference Services manager. Each of these staff do much more than their titles indicate; one of the hats Kathy wears is as an Arts and Culture Commission liaison; Laurie also manages Link Services, and Katlin, besides supervising librarian staff, also manages our web, social media and public relations operations. Each of these staff are also an excellent sounding board for me as we make decisions daily, weekly, monthly about the library and its many operations. We meet together as a team each week, and reviewing last week's agenda gives a snapshot of regular library concerns.

On our agenda for last week:

- Abolishing library fines won't fly with Council looking for cost-savings—would impact budget \$18,000. Will not formally request this, but try again next year
- Library patron memorial, about \$5,000. They want an engraved bench. Usually benches are not so costly—other suggestions?
- Zoom licenses for library staff meeting use—ready to use?
- Upcoming Virtual programming; dance, storytimes, book clubs; virtual versus in-person
- Upcoming teen librarian discussion—going to Council on Sept 15
- Northfield Reads and the library role for supporting
- What to do when staff travels to distant places re quarantines
- Saturday arrival times by staff
- Extra duties for the new Circ 2 person
- Online library card applications procedures
- Crumbling fascia on west side of library- does Building Facilities know?
- Should foreign films be interfiled with regular films?
- Should we buy a greenscreen for virtual programs?
- Discussion about collection policies re current political books

The discussions can be mundane and everyday, or they can get to the philosophy behind why we do what we do. These meetings help us all stay on task, inform our impactful decisions, and keep us connected as a team.

Adult Services

Submitted by Jamie Stanley

My February 2020 Director’s Report submission was about the Northfield Library helping the Rice County Census 2020 Complete Count Committee in their effort to ensure a high census response in Northfield. A slide I created for the library home page on March 7th (see below) was the first to run in support of this effort.

Both the *politicization* of the census and the Covid-19 pandemic have had a deleterious effect on census operational plans nationwide this spring and summer, and tentative plans for the library to host Census 2020 volunteers to answer questions about the census and encourage people to complete the questionnaire electronically did not occur.

Pre-pandemic, I envisioned creating a sequence of slides for the library homepage about the different phases of the census such as the date when people could expect a door-knocking volunteers canvassing for census information if they had not submitted an electronic survey. I realized in May that it was not feasible to create these slides and opted to “published” self-response rates posted on the Census 2020 website for Minnesota and the other four Midwest states that share a common border.

Below are copies of the first and the last slide created.

we count
CENSUS DAY
APRIL 1 • 2020

Census2020
Who and What: A government count of **EVERYONE** living in the U.S. **REGARDLESS** of status
When: April 1 – July 31
Why: Government **SSS** is distributed based on census data.
Your information is **CONFIDENTIAL and SECURE**

Volunteers will be available in the library to help complete the census electronically!
Contact the library for more information
210 Washington St • 507-645-6606 • mynpl.org

Northfield Public Library

Census Self-Response Rates by state, as of August 28, 2020

State	Response Rate
Minnesota	73.7%
Wisconsin	70.9%
Iowa	69.5%
So. Dakota	65.3%
No. Dakota	63.7%

Help keep Minnesota in the lead! Respond online today:
my2020census.gov

Census 2020 Respond today!
Field data collection ends **Sept 30th**

64.6%

Submitted by Tyler Gardner

The big project that I started working on in the month of August is a comprehensive and, dare I say, aggressive weed of the Adult DVD Collection. One of the drivers behind this move is input from circulation staff regarding cramped shelves and low circulation in areas. From the best I can tell a big weed has not been done on the DVD collection in quite some time. For instance, we have some DVD titles that have been in the collection for nearly 20 years and they have seen upwards of 450 checkouts for one single DVD. One of the goals I have, after having conversations with other staff member, is to try to get materials off the bottom shelf. Bottom shelf items see less frequent circulation and many patron are forced to sit on one of our short stools to browse bottom shelf material. I am using many metrics to make weeding decisions such as: availability within the SELCO system, circulation statistics of our own copy (most recent checkout and number of checkouts over the lifetime of the item), reviews from trusted sources, and age and condition. There are currently about 5500 DVDs in the collection. This year I have added nearly 600 new or replacement items to the DVD collection. I suspect I will need to weed about 500 in order to reach my goal.

The Library's Dungeons and Dragons group was sad to lose our Dungeon Master (game leader) Ben Reister to college this year. We are still in the process of deciding how we are going to move forward. There has been talk about Isabelle taking over the group and leading the games, it was also mentioned that Ben's younger brother Jake would be interested in leading the party going forward. More conversations are soon to come regarding this group. I would hate to see it disband but if we can't drum up the interest to keep things lively and interesting we would discuss alternatives or disbanding.

I have been working on coordinating a couple of initiatives with the city. I have been working with Eric Johnson and Beth Kallestad to get a Climate Resiliency display from the Minnesota Pollution Control Agency to set up in the library for the month of September. The display has been delivered and will be erected in the lobby in the coming week. It is a hands-on display and will require wiping down during shift changes, and we will be putting a container of sanitizer nearby for patrons to clean their hands before/after engaging with the display. In addition, I have been working with Beth Kallestad to co-host the City of Northfield Land Acknowledgement initiative. There will be a publicly accessible, virtual conversation led by Carleton professor of American Studies Meredith McCoy who focuses on Indigenous studies. Land Acknowledgement statements have grown in popularity over the last couple of years as the longstanding trauma from genocide, ethnic cleansing, and forced removal of Indigenous populations of North America has become more widely recognized.

Youth Services

Submitted by Emily Lloyd, Youth Services Librarian



In August, we partnered with Northfield Promise to launch a story stroll on the 10th that traveled to six different Northfield parks (including the pool) and spent 2-3 days at each, with one last installation at the NCRC. The stroll was composed of the pages of Kevin Henkes’s picture book *Kitten’s First Full Moon/La primera luna llena de gatita* attached to individual lawn signs along a path. Strolling in one direction, families were able to read the story in English. Strolling in the opposite direction, they encountered the story in Spanish. Northfield Promise took care of the installations and moved the stroll

from park to park. I chose Henkes’s book, a Caldecott Medal winner, for its suspenseful pacing that encourages kids to predict what might happen next, as well as a repeated refrain families can say together.

We held a Virtual Kids’ Book Chat on August 4 and a Virtual Family Scavenger Hunt on August 6, both on Zoom. Registration was required for these kinds of programs, and ours is discouragingly low (par for the course for August programming), but the process of trying these now gives us later, now-familiar things to schedule in the fall when we imagine virtual program attendance might pick back up.

Angelica, Katlin, Laurie, and I met to discuss possibilities for fall storytimes. We’ve tentatively agreed to try to hold one in-person Family and one in-person Bilingual storytime outdoors on the patio in September. We’re also planning on prerecording storytimes to post on our new YouTube channel and provide as local TV programming; these will be “premiered” on Facebook (set to debut at a regular time) and we will have someone assigned to field comments, but they will not be streamed live. Our live views have been low post-May (and lower in April and May than in March), and prerecording will permit us to try different things without being preoccupied by striving to answer comments verbally, and make the content more repurposable (as it won’t contain “downtime” while we wait for live folks to arrive). One particular goal is to promote these to in-home daycares, both Spanish and English speaking, to tune in to whenever it fits into their schedule and without the barrier of needing a Facebook account. I leave livestreaming with a heavy heart, though, knowing that “live” connection is also valuable--we have not entirely ruled out returning to it in the future and are keeping things very flexible.

Collection-wise, I enjoyed the opportunity to build and submit a \$1000 ebook and e-audiobook order of children’s and YA materials for SELCO, who was looking for Youth Services assistance in

choosing books--these items were added to our shared SELCO collection and came out of SELCO's, not Northfield's, budget: hurray!

I weeded the Christmas, Easter, and Valentine's Day books, making 3 circulations per year a minimum benchmark (exceptions, for now, for books in Spanish, until we acquire/publishers publish more appealing ones, and exceptions, for now, for books from a religious standpoint--the secular books circulate far more, but I think it's important to retain some of the religious holiday narratives).

Looking ahead, I will closely be following schools' plans and figuring out how Youth Services can best support preK-12 teachers and students.

Circulation Services

Submitted by Kathy Rush Vizina, Technology/Circulation Services Manager

With Janet Sletten's retirement in June, we took a look at the circulation staff and decided that we wanted to replace her with a Circulation 2 Clerk. Circulation 2 Clerks are trained to work at all three public service desks-- Reference, Children's and Circulation. They will process Interlibrary Loan. They have many other responsibilities and duties. Currently Steve Maus and Becky Novotny are Circulation 2 Clerks. Besides taking on the three desks and doing ILL, Steve handles a lot of the library's graphics needs, he runs the Science Fiction Book group, he manages the tech times at the library and many more duties. Becky processes the library's invoices, keeps the policies books up to date, manages the library's periodical collection, and is the Clerical Liaison to the Library Board. We opened the position internally and two wonderful Circulation Clerk 1's applied. We hired Karin Bartlett for the position. Karin started a shelver and moved into the Clerk 1 position about a year ago. We are very happy to have Karin take on more responsibility as she moves into her new position.

Outreach, Shelving and Volunteer Services

Submitted by Laurie Kodet, Shelving/Outreach Services Supervisor/Volunteer Manager and Angelica Linder, Outreach Coordinator

Link Services-

The Link Services Newsletter will come out monthly through the end of the year, we had begun the year doing bi-monthly editions but with COVID- it is hard to plan so far in advance. To view current and past newsletters visit <https://guides.mynpl.org/resources>.

Outreach & Programming

In partnership with HCI, the outreach staff delivered a box of books and bilingual driveway storytimes to 10 local home daycares. Laurie and Angelica (dressed as the Library Unicorn) sang songs, shared rhymes and a story in English and Spanish to 82 children. These visits have been a highlight of outreach this summer.

Angelica and Laurie spent much of August in preparation for the 2020 Hispanic Heritage Celebration. Working with the Friends and Foundation of the Northfield Public Library, the library received a SEMAC grant. The events will be virtual, mostly on Facebook Live and then available via the library's YouTube channel and the Northfield cable channel. Events begin on September 15 and run through October 31. Visit mynpl.org/hhc for the complete schedule.

Bilingual storytimes will resume on September 9 with a special event on the library patio with a visit from the Library Unicorn. The remainder of month storytimes will be virtual available on the library's Facebook page on Wednesdays at 10:00 a.m.

Other

Angelica and Laurie are a part of the City's Racial Equity Core Team, which began meeting in October 2019. The Racial Equity Actin Plan was passed by the City Council in July. The group has been leading a book discussion on essays from "A Good Time for the Truth" for city staff, council members, and boards and commission members. Next steps are to offer staff trainings that develop a baseline understands of diversity, equity and inclusion and an understanding in the role they play. Being a part of this team is challenging, inspiring, and rewarding.

