



Northfield Public Library Director's Report February 2018

Director's Report

Submitted by Teresa Jensen, Library Director

Over the last four years, we have been very sensitive to fundraising for large projects—first, for the library renovation that spanned 2014-16 in its planning and construction, and then for the new bookmobile, prompted by the enticement of a grant from the Ames Fund of the Minneapolis Foundation for partially funding. These were once-in-a-generation kinds of purchases and projects, and we all feel very honored to have been a part of creating something for the future of our library. But truthfully, from the financial point of view, we are looking forward to having the fundraising part behind us. We have one last invoice to pay for the bookmobile to Farber, and one last check to pass along from the Friends to the City for a final payment on the renovation project. And then, business as usual? Or will we come up with another big project?!

We continue to move forward with our planning and implementation for the City Identification initiative. To keep costs as low as possible, we will be upgrading existing software that we use for our own staff IDs to use for the City ID, and using the existing ID printer housed in City Hall—the logistics of that will be complicated but doable if we plan thoroughly. We will be purchasing a new camera and screen to take photos for the ID cards, and the cards will have a pre-printed image on them before the name, preferred name (optional) address, date of birth, gender, expiration date and photo are printed on the card at City Hall. We are working with Neuger Communications for a simple, attractive and professional card image. We have met with the Human Rights Commission to give updates and field questions and concerns and discuss possible volunteer participation. We are still working on the staffing, training, application and instructions, and also hours available for the ID applicants.

As we do every year, we look at library policies that are in existence to determine whether or not we need to update any given policy, and look to needed, but missing, new policies. Usually policy updates are driven by need—a situation arises that we find *should* be covered by a policy, but it's not. Our need for updating meeting room use, Internet use, gift and gift funds, patron conduct and circulation policies were all driven by need, and when applicable, they have been

adopted as City policy. Our next policy update in the next few months will be concerning our bulletin board, display and free handouts.

Adult Services

Submitted by Debby Nitz

January was a busy month. We had a full slate of programs planned and promoted by all the reference staff. Local author Ben Percy spoke about his new book “The Dark Net” on Jan. 9. Local nutritionist Noel Aldrich spoke on the Health of our Gut on Jan. 11. Lew Anderson spoke on Sat. Jan. 13 on his work with Destiny Rescue, an organization that works to raise awareness and end the enslavement and sexual exploitation of children. On Sat. Jan. 20 Professor Ka Wong from St. Olaf showed his new documentary “Beyond the Barbed Wire: Japanese Americans in Minnesota”.

Professor Bill North spoke on Jan. 30 about an exhibit on icons at the Perlman Teaching Museum at the Weitz Center at Carleton. The talk was well attended and with thought provoking questions. The exhibit offers visitors a unique opportunity to learn about Orthodox visual culture and devotion through objects seldom on view. The exhibit runs through March 12.

In February we continue our Friday Noon concert series with local musicians – Martha Larson and Mike Hildebrandt on Feb. 2; Helen Forsythe on Feb. 9; a St. Olaf Chamber group on Feb. 16; and Greg Smith and Friends on Feb. 23. These were started last year and were well attended and enjoyed. Please come by if you can! Author Peter Geye will speak on Feb. 5 and Reginaldo Haslett-Marroquin, CSO for the Mainstreet Project will speak on Feb. 12.

The new year brings a new budget for purchasing nonfiction materials for our patrons. I continue to read reviews, take patron requests and look for materials that I think will be of interest to our patrons. I am also trying to look carefully at our collection and weed materials that are older and outdated.

I would also like to inform the board that in January I announced that I will retire from my position as Reference Librarian on May 25, 2018. I have been working at the Northfield Public Library since Dec. 19, 1988 – almost 30 years (minus a few breaks ☺). So, no official goodbyes yet. There’s a lot to do between now and May 25!

Submitted by Jamie Stanley

I have been fielding information requests from kids enrolled in grades 5-8 working on projects for school, including one home school student. The questions have all been scientific or historical but despite the subject, there are a number of common denominators that I have observed with each transaction.

1. The ability of these children to articulate what their project is about varies considerably.

2. The ability of their parents to understand the project their kids are working on varies a great deal and is usually predicated upon how well they understand their kids project, how familiar the parents are with the research process, and how well the parents understands the “workings” of the public library.

During the reference interview there is usually a punishingly short window of opportunity to assist these kids and their parents for the main reason that both parties are outside their comfort zone and, consequently do not enjoy working on the project. In my estimation, there is a great need on the part of the Northfield library to reach out to parents and educate them about school projects and the research process. Informing them of the wide array of information resources available to their children is important, but not enough. I believe that once parents have a better understanding of what age appropriate research entails, their confidence level will rise and they will be better able to help their kids.

Submitted by Joan Ennis

January has been a busy month as patrons come back to the library after the holiday season. Over 30 patrons have signed up for our adult winter reading program, Hot Reads for Cold Nights. Names for three winners are drawn each week, and the winners choose a \$5.00 gift certificate to a local business. It is fun to read the book comments patrons fill out. We put them in a notebook for the public to read. On January 11, local nutritionist Noel Aldrich gave a talk on the digestive system. It was a cold, snowy night and 28 people showed up. He is a popular speaker and is planning to present another talk in April. I worked with the 8th grade Scope students in January, showing them our resources and helping them begin their research on conflicts in Northfield. I have been very busy with the Northfield Reads group, planning the events around the book *Revolution Where You Live*. Teacher Kelly Maroney at St. Dominic has invited me and volunteers to continue to help with the 7th grade students working on History Day Projects. This past week we met at the St. Olaf College Library and were shown how to access the college databases. The adults helped the students find old newspaper articles, and books. We will go to the Carleton Library in two weeks. We have been receiving many questions each day about tax forms. However, the tax forms are just beginning to be sent. We can access the forms online. I am also busy preparing for two author talks next week.

Children’s Services

Submitted by Leesa Wisdorf, Reference Manager

In January, we finalized the materials budget so that staff who manage collections – Joan, Debby, Jamie and myself – can begin to purchase books, etc. We always have a bit of a backlog from the end of December when we stop placing large orders due to invoicing delays. Some upcoming staffing changes includes having the new children’s programming librarian, Emily Lloyd, begin purchasing the children’s fiction collection. Emily and I have begun instruction on

the B&T acquisitions process for order online through Horizon. This meant updating my hard copy instructions and spending some time with her at the computer. We will be going over selection, review journals, requests, de-selection, inventory, policy and overall collection management in the next 2 months. I will continue to purchase the children's non-fiction for the time being, and with the help of our college worker Jacyn Schmidt, have started an overdue "hard weed" of that collection.

It was announced that the new bookmobile will be delivered mid-February. I have begun a core collection of juvenile materials for the van, but most materials will float between the library and the bookmobile. We will be making decisions on how to manage that collection over the next 2 weeks.

Long time Reference Librarian Debby Nitz announced her plan to retire in May. Debby has been part of the library team for 29+ years. Her attention to detail, helpful personality, community and professional knowledge have helped ensure our library's success. Teresa and I have been talking for some months about succession plans for senior staff and how she would like the library to function as staff retire or move on. We have had a lot of employee changes in the past year and it is both exciting and challenging to build the library's future.

Submitted by Emily Lloyd

January saw Children's Services' first monthly outreach evening storytime at Greenvale Park Community School and first monthly Saturday morning storytime, both warmly received.

Angelica will be adding a monthly Spanish outreach evening storytime in February, as well as a monthly Spanish storytime at the library. These have been long in the making and require some creative scheduling, but we are absolutely reaching families we haven't been reaching with our weekly storytimes, which feels great and is exactly what we'd hoped.

Collection-wise, we've transitioned to Emily ordering all youth fiction and Leesa ordering all youth nonfiction and media, with both responsibilities eventually transferring from Leesa in preparation for her retirement.

An upcoming event I'm excited about is The Great Family Book and Puzzle Swap on Saturday, March 24, when families can bring in books and puzzles they are ready to part with and "shop" for an equal amount of items other families have been ready to part with. Unclaimed items will be donated to a worthy cause—I've suggested the library :) or potentially one of Northfield Promise's efforts. I have four new volunteers to help with the event who are ready to spread PR far and wide. If the event is successful, it could become biannual.

In February, all third grades classes from Greenvale Park Elementary will be visiting for tours and to get (if they don't have one) their first library card! Major thanks to the circulation team for agreeing to make all those cards happen.

Circulation Services

Submitted by Kathy Rush Vizina, Technology Circulation Services Manager

I am pleased to introduce you to one of our new Circulation 1 Clerks that started at the library on January 23. Yani Teran-Peralta graduated from Northfield High School Last Spring. He has worked customer service at Target in Northfield and also at the Jeff Belzer car dealership. He is currently working mornings at the Northfield Montessori School. Please welcome Yani when you see him at the front desk. He will be very busy his first few weeks learning all about the library.



Shelving and Volunteer Services

Submitted by Laurie Kodet, Shelving/Volunteer Manager

January was a busy month at the library. We said goodbye to two staff members in December and promoted two staff members into new positions. We hired two new staff members for the circulation department, Yani began working in January and Tyler will begin on February 7th. Staff scheduling has kept me busy as we navigate through these shifts. Training staff in their new positions has been going well. We are very lucky to have staff who enjoy their jobs and want to learn and do well.

January is also a very busy month for processing invoices. I process the invoices for payment for the library as well for the IT department. Each year there are new things to learn and updates to the processes. I just completed the invoices for payment next week and there were seven different packets for Finance to process, we normally have one for library and one for IT.

I have been working closely with Angelica, the library's Outreach Coordinator, we have created lists of organizations in the community who we may partner with in the future. We are currently gathering information that we will use to help develop and expand our community outreach.

I am the supervisor of the library's shelving staff. One of my goals this year is to meet with each member of the shelving staff monthly. I have met with three staff so far and these meetings are already proving to be very valuable. Our shelving staff is exceptional and their insight and suggestions are valued.

Library Outreach

Submitted by Angelica Linder

Wow! This is my first official report. I cannot believe how much I have learned since I have started this position in November. I have made connections with different organizations in town.

- I have met with Sara Line (Early Childhood Coordinator) in December whom I discuss possible bookmobile visits to the Longfellow School.
- Visited KYMN radio and spoke on the Barrio Latino Program, December 7th here is the link <http://kymnradio.net/2018/01/07/visitas-de-victor-contreras-enrique-rieger-y-angelica-linder/> coordinated a future broadcast visit on February 11th.
- I met with Clarice Grenier (Dakota Prairie Adult Basic Education) discuss collaboration, we set up some dates for me to visit the classrooms of ESL, and promote our services, Debby, Steve and I are working on a brochure which will advertise the services to advance their education. March 12, English at Emmaus at 9:30, March 14, Family School at 2:00; March 14, English at NCRC 6:30.
- Spanish storytime has been schedule at Greenvale Park Community School on February 20th and March 20th from 6-7 pm.
- I will also be offering Spanish storytime with Teresa Ruiz (Library Volunteer) on February 16th, March 9th and March 23rd in the library meeting room at 5 pm.
- I have contacted Teresa Stanley (LINK Center Coordinator) she will add to her monthly LINK brochure some of our events plus a Book of the Month, available in Spanish/English.

In addition, I have been translating the monthly calendar, brochures and documentations related to the City IDs, over the past few months, I have been getting a lot of desk on the circulation and will start at the children desk as well. And I'm officially a Notary!

Poet Laureate

Submitted by Rob Hardy, Northfield Poet Laureate

There were no poetry readings scheduled in January.

- On January 8, 12, and 19, I visited Prairie Creek Community School as part of their poetry themed artist residency month. I am working with the children to create an "all-school poem" that can be permanently displayed in the school building.
- On January 4, I participated in an artists' conversation organized by The Convenings to talk about how art contributes to quality of life at the end of life. I will be participating in a "ReConvenings" program, hosted by NPR's Cathy Wurzer, at the Northfield High School auditorium on Thursday, February 8. I have spent many hours in January working on a poem to read at that event.

- On January 9, I attended an afternoon workshop by spoken word artist, poet, and educator Guante at Northfield High School, for participants in the preliminary round of the Be Heard Minnesota Youth Poetry Slam Series at Carleton on February 3. I have been involved (with Emily Oliver at Carleton) in the planning for this event and for the “Civic Poetics” Festival at Carleton on February 15. As part of the publicity for these events, I was a guest on Paula Granquist’s ArtZany! radio show on KYMN on January 26, along with Emily Oliver and Guante.
- I met with Emily Oliver, Briannon Carlson, and Chris Martin (Carleton College) about being part of a proposed poetry project for which funding has been requested from Carleton’s Mellon Foundation “Public Works” grant.
- I scheduled a poetry reading and poetry workshop (for seniors, at FiftyNorth) with Rachel Moritz, a Twin Cities poet and educator, and co-founder of the Alzheimer’s Poetry Project-MN.
- I wrote a poem for the (rescheduled) ACC Living Treasure Award presentation.
- I have been working with one of the 2016 Sidewalk Poets who is interested in publishing his poetry. I read and commented on his poems, and have been working with him on finding markets for his work.
- On January 20, Diane LeBlanc (St. Olaf College) and I taught a class, “How to Write a Good Short Poem,” at the Northfield Arts Guild.
- I recruited Sidewalk Poetry judges and judges for the Be Heard MN Youth Poetry Slam.
- I emceed the 2018 Sidewalk Poetry Kick-Off event at the Northfield Public Library on January 2.