



# Northfield Public Library

## Director's Report

May 2019

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### ***Submitted by Teresa Jensen, Library Director***

Did I mention it was budget time? It sneaks up on us every year! This year, I am bringing the preliminary budget early to the Library Board before it is submitted in the city's budget process for Board discussion and approval.

Notable budget information:

- The Personnel budget will be adjusted to increase \$27,000 for Link Services; not yet recorded
- We will be asking for the City to completely fund the Outreach Coordinator position, for a personnel budget ask of \$26,000
- Building Maintenance/Repair Increased to \$13,500, based on 2018 numbers
- SELCO numbers reflect NPL's percentage share of activity/services among SELCO libraries
- IT charges are a percentage share of equipment, software and help tickets among City departments
- Telephone and Communication includes cost of Libguides web modules, including events calendar
- Postage increased to reflect cost of mailing Link Services Newsletter
- Printing and binding increased to reflect cost of printing Link Services Newsletter
- Electricity budget line increased to reflect 2018 numbers

There will be continued changes as we work through the budget cycle; these numbers reflect our request, not an accepted budget.

## Adult Services

### ***Submitted by Katlin Heidgerken-Greene, Reference Services Manager***

During the month of May, I completed my "first pass" weeding of the Adult Nonfiction collection, which has helped to create some shelf space and remove items that were very old, unused, or in poor condition from our shelves. More updating of the collection is still needed and will be an ongoing project. For example, during this month, I have been working on an inventory of the library's travel guides and have been purchasing updated guidebooks to replace those that are out of date—as of now, Europe has been completed, with U.S. travel destinations and other international travel guides still to do. Also this month, in the Large Print collection, I completed a thorough weeding, shifted the collection, and canceled the library's standing order for Large Print titles. We have transitioned to local selecting for Large Print titles, with Joan,

Jamie and myself splitting the responsibility for this area. This will create a more varied and interesting collection that we hope will be more appealing to a wide range of Large Print readers. Many thanks to our Carleton College student worker, Narayani, for her help with all the weeding!

The library's Public Relations (PR) Committee has started implementing some changes to the library's internal processes for program promotion and will continue to make improvements. Now we are beginning work on poster templates for library staff to use. The goal with this project is to showcase the library's brand and help promote library events in what we hope will become an instantly recognizable way. Stay tuned!

I have begun attending Northfield Advanced Care Planning Advisory Council (NACPAC) meetings and working with the book discussion sub-committee for the group. We are planning a book discussion of *With the End in Mind* by Kathryn Mannix to be held at Cakewalk in late June, and another to be held at the library in November (book to be determined).

I am also enjoying my work with the reference staff. We created a working agreement for our meetings and are doing a great job as a team already, with staff working to generate ideas about what they would like to see for library service improvements and what supports they will need to achieve those goals. Everything from new display ideas to programming improvements and space planning for growing collections is fair game. I love hearing the creative ideas that colleagues are coming up with!

### ***Submitted by Joan Ennis***

May was a busy month with adult programming. Local writer and editor Orlo Otteson gave a two part memoir writing workshop which was well attended and very successful. The group wants to keep meeting, and preferred to meeting during the daytime, so I have set up a Memoir Writing Group which will meet the third Monday of the month from 10:00 – 12:00. This daytime group fits with a library goal of having adult programming during the day. Orlo will continue to share his information and we will facilitate the group together.

Local nutritionist Noel Aldrich gave a presentation on allergies on May 16. The presentation was co-sponsored with Just Food Coop. Noel usually gives about two presentations a year to the public on health and nutritional subjects, and his talks are well attended.

Northfield Reads finished the year with a final event in May on the topic of racism. We are now meeting to determine our book for next year. We have decided to focus on climate change, and will encourage Northfielders to attend the many events that are being planned by the city and college next year on climate change. We have looked at a number of nonfiction books and are hoping to find a fiction book.

I gave a book talk at Three Links Apartments on May 14 on Civil war Fiction. I returned to the group on May 28 and presented some Brain Fitness activities about the Civil War.

The Contemporary Women Writers Book Group met on June 18 and discussed *Before We Were Yours* by Lisa Wingate. New members have been joining and we have had very good discussions. The Open Writing Group met on June 19. Writers share fiction, nonfiction, poetry and memoir in this group. I have sent emails to this group clarifying that both groups will meet, and writers are welcome to attend either of both groups.

***Submitted by Jamie Stanley***

### **Legal Reference Training Spring Workshop for Public Librarians: Introduction**

On May 3<sup>rd</sup> I attended an excellent daylong program in St Paul titled *Legal Reference Training – Spring Workshop for Public Librarians*. The Minnesota Coalition of County Law Libraries and the Minnesota State Law Library sponsored this event.

My intention was learn about the legal resources available to the public in Minnesota and share this information with other library staff. As an Adult Services Librarian, my experience has been that the public infrequently come to the Northfield Library in search of legal information but their needs usually fall within the categories of Family Law, Landlord/Tenant & Housing, and Probate, Wills & Estates.

As I discovered in the workshop, understanding the similarities and differences between the services and information available from the Minnesota Judicial Branch, Legal Services State Support, Central Minnesota Legal Services and Minnesota County Law Libraries are important. Each group shares the strategic goal of providing access to justice for all Minnesotans, including self-represented litigants; but the degree to which their offerings overlap is not readily apparent.

I plan write about some of the most salient information I gleaned from the presentations at this workshop in the next two or three Director's Reports.

***Submitted by Tyler Gardner***

After patiently waiting we finally learned that the SEMAC grant I wrote to help fund the 2019 Hispanic Heritage Celebration was accepted and we will receive the full asking amount. Very exciting news, but lots of work left yet.

I worked with library volunteer Eric Linder to submit a grant to the Allstate Foundation. We are asking for \$500 to help fund the Spanish Book Club books for the rest of the year. The costs for the first half of the year was funded by the FFOL.

Both the Technology and Public Relations committees met in the month of May. The technology committee met and discussed the new Digital Workstation computer in the adult services area, the need for a new flatbed scanner, and about replacing the old multimedia projector with an improved model. The Tech Committee also took a field trip to the Academic Technologies

department at Carleton College. It was awesome. We have to play with a bunch of really high tech, really expensive toys. We were trying out if any of their gadgets could play a role in the library.

The PR committee met and had a brainstorming session. We wanted to figure out what all could, would, should fall under the purview of the committee. We identified 5 main needs to address and identified some low hanging fruit that we could knock out quickly and easily. One of those things was “killing” the library blog that we accessed through Springshare/LibGuides CMS. There was no way to get any usage statistics, so there was no way to tell if the hard work we were putting in to posts was paying off. Moving forward we decided to take what would be a blog post and put it on Facebook for more people to see. One hope with this change is to get other people in the library to contribute so we can have a wider array of voices represented.

With Katlin’s help, we decided that we would take on one Upward Bound/TRIO student through St. Olaf College. I will be supervising the student at the library and showing them some of the things we do. I will also have them work on a couple of small projects in different areas of the library.

## Youth Services

***Submitted by Emily Lloyd, Youth Services Librarian***

May was a busy month with visits to preschool classes, visits from preschool classes, visits from first grade classes, training 2019's fine crop of Pages (teen and tween volunteers who assist with the summer reading program), children's outreach at Truck & Tractor Night and Thursday's Table, providing storytime training to new BookBike volunteers, and, of course, preparing for the summer reading program (reading



logs! prizes! activities! signage! updating book lists! and more). We made a good change in the children's area, I think--deciding to use the former chalkboard as a magnet board for early literacy skill-building activities. As it turns out, the magnetic literacy activities have been as popular as the chalkboard was (whew!). June brings our Third Annual Worm Races at Bridge Square, a "What Should I Read This Summer?" book recommending event, drop-in summer activities for kids, a screening of "E.T.", a visit from the ScienceTellers, and of course Books & Stars. We'll be piloting offering storytime in the park a half-hour before most Books & Stars performances. Between those storytimes and the BookBike ones, we are now able to offer two weekly storytime opportunities to those who can't make weekday morning ones--long a

dream of mine, challenging with staff capacity, and made possible by great volunteers. I'll be leading the Books & Stars storytimes, and our City Intern Maddie, who starts June 3, is making this possible by assisting with the performers' set-ups and last-minute questions.

***Submitted by Layna Mestad, Youth Services/Teen Librarian***

YA services focused on mental health awareness for May programming. The big event we had this month was the movie screening of “The Perks of Being a Wallflower,” which was a collaboration between the Northfield Union of Youth’s Mental Health Board and the library’s Teen Advisory Board. Bridget from the Northfield Arts Guild had her art station full of mindfulness art and crafts available for all patrons to partake in. A little boy and his dad were at the table for a full hour! There were 12 people who attended the movie screening, and the Mental Health Board led a discussion after the movie ended. From this event, we had three people join the Teen Book Group, and one registered for a library card thanks to one of our TAB members who recruited some attendees/friends to join. This is a great example of what TAB is about—spreading awareness about library programming and services amongst their peers.



May was also a busy prep month for YA programming. In addition to the Summer Reading Program, we have two big events planned this summer. In late June, we'll have a Harry Potter and the Sorcerer's Stone Interactive Movie Experience for teens middle-high school. Each attendee will receive a goodie bag with an interactive movie script—think Rocky Horror Picture Show, but with Harry Potter. Emily will offer a version of this program for elementary-aged kids in August given the heavy interest in magical world of Harry Potter.

The other big event we have planned for the summer is an event TAB came up with, Teen Talent. This is a talent show that showcases Northfield teen talent. It is scheduled for the end of July in the library atrium. Applications will be due the end of June. There is no audition to get into the show, and there will be no judges at the show (as not to turn people away from participating). Rather, the “audition” process is the TAB preview scheduled for mid-July where participants will meet with TAB to tell them their talent, make sure it's appropriate, within 5 minutes, applicant is between 12-18 years old, etc. Our TAB president and youth library board member, Max Gorden Mercer, will be the MC for the show!

We'll still have our monthly group meetings over the summer months—Anime & Manga Club, Teen Book Group, and Dungeons & Dragons. TAB decided to take a breather in August, so there will be no YA programming that month. We have a lot to look forward to this summer!

# Circulation Services

***Submitted by Kathy Rush, Technology Circulation Services Manager***

This will be a big month for me at the library. SELCO is going to Software As A Service (SaaS) with its Horizon Database. Simply, what that means is instead of storing the Horizon Software in the SELCO building in Rochester, they will be working with its creator, SirsiDynix, to store it on their servers. On June 17, the Horizon database will begin its move from SELCO to the SirsiDynix servers in Atlanta. During this time, anything connected to the Horizon database such as Self-checks or subscription databases will be down. They hope to complete the transition for basic Horizon on June 17, Enterprise (the public Catalog) on June 18, Overdrive, Pharos another third party products June 20, back end library function such as cataloging, notices and acquisitions on June 24 and miscellaneous products such as Bookmyne on July 1. When this is done it will not be a big change for us at the library or our patrons but will free up SELCO staff to handle other projects.

## Outreach, Shelving and Volunteer Services

***Submitted by Laurie Kodet, Shelving/Outreach Services Supervisor/Volunteer Manager***  
**Volunteers**

We have three new volunteers for our Riverwalk Market Fair storytimes. Emily held a storytime training on May 22<sup>nd</sup> for staff and our new volunteers. We are looking forward to taking the book bike to Riverwalk again this year.

### Outreach

- Summer Fellow, Dae Kevion will be joining our staff on June 23<sup>rd</sup>. He will working 12 hours week, assisting with the Summer Reading Program activities and outreach. He will be joining Angelica on the bookmobile at Tuesdays in the Park, providing a storytime.
- On May 1, Angelica and I visited Prairie Creek Community School for their May Day event. We promoted library services, the summer reading program, books and stars, and issued library cards.
- On May 13, I attended a meeting with the Operation Backpack coordinators. I spoke of ways we could collaborate at their event, such as offering a storytime and other literacy activities for the children as they wait in line for their backpacks.
- On May 17, Angelica and I visited the Northfield Manor. Residents visited the Bookmobile and checked out materials. We talked about library services, issued 4 library cards, and took one City ID application. We used the lift for the first time for someone using a wheelchair. She was so excited!





## Link Services

The first Link Services bilingual newsletter is complete. Much staff time went into the gathering content, layout and design, translating, and editing. Thank to our library volunteers for attaching labels and distributing copies to locations across the city.

## Shelving Staff News-

-Ann Richards retired on May 31<sup>st</sup>. She worked at the library since 2016. She will be greatly missed.

Miles Harmelink is returning to the library as our summer shelper. His first day back is June 3<sup>rd</sup>.

## Professional Development-

I attended the Minnesota Library Association Institute for Leadership Excellence May 7 -10. The conference included sessions on Strengths Finders; Project Management; Racial Equity, Diversity, and Inclusion. In addition, I was matched with a mentor with whom I will meet with over the next 18 months. I found the sessions to be worthwhile and educational. I also appreciated the opportunity to network with library staff from across Minnesota.

# Outreach

*Submitted by Angelica Linder, Outreach Coordinator*

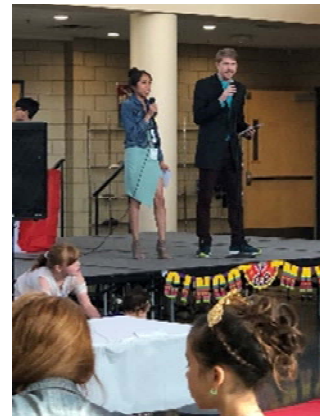
On May 14<sup>th</sup> Five students from our computer class (one missing one in the picture) were excited to received their completed course certificates, a solid and consistent group of students.

We set up an information both for the Cinco de Mayo celebration held in the Northfield Middle School, were Melanny serve as a MC's.



Outreach with the BookBike and

Bookmobile is finally on their way thanks to the improvement in the weather. One of our first presentation was for the "Cannon River Art & Water Festival," on Saturday, May 11 were we had a 44 visitors. Some even check out books! Also, we included for the first time a visit to Thursday's table with our Bookmobile on May 16th. We had 12 people.



# Northfield Poet Laureate

## ***Submitted by Rob Hardy, Northfield Poet Laureate*** **Northfield Poet Laureate Report**

I was honored, as a School Board member, to hand ACC Youth Representative Ann Beimers her diploma at the Northfield High School commencement on Sunday, July 2. Congratulations to Ann and Hannah, best wishes for the future, and thanks for your service on the Arts and Culture Commission.

### **Events**

- Thursday, May 2: Daniel Dietrich (Northfield Public Library). Attendance: 13
- Thursday, May 8: Leslie Schultz & Jake Bastyr (Hot Spot Music). Attendance: 30
- Monday, May 20: Great Lakes Poets Laureate on Social Justice (Content). Attendance: 25
- Thursday, May 30: Great Lakes Poets Laureate on Social Justice (Winona Public Library). Attendance: 20.
- Tuesday, June 4: Steven Schild's poetry reading was cancelled due to severe weather. He was coming from Winona, and was forced to turn back at Pine Island because of the intensity of the storm.

### **Other**

The next scheduled poetry reading is Madison (Wisconsin) Poet Laureate Oscar Mireles, as part of the National Hispanic Heritage Month festivities at the Northfield Public Library on Saturday, September 14.

I received four submissions for the Poetry Post design, which have been forwarded to Teresa for PARC review and approval. Two of the submissions were from Northfield, one was from Minneapolis, and one was from LaCrosse, Wisconsin.

There were no applications for the position of Northfield Poet Laureate.

I have been researching Grace Fallow Norton (1876-1962), who to my knowledge is the first notable poet to have been born in Northfield. I've conducted research at the Northfield Historical Society, and have been in correspondence with one of the poet's living relatives, who has shared unpublished family histories with me. I will be writing a short (45-60 minutes) theater piece for the Northfield Arts Guild LAB Theater Series based on this research.

Because of my summer travel schedule, I will be unable to attend the June, July, and August ACC meetings, or to submit reports for June and July. I will not request a stipend in June and July while I am absent from Northfield.