



Southeast Signal

News, Events, and Information from Around the System

From the Director



Recently I was facilitating a section of the Management basic skills course. I wrote this bit in response to something that came up during that class. I thought that this might be of interest to some

of you as well.

I do want to talk briefly about one thing managers & supervisors should think about - procedure manuals.

Procedure manuals are not about policies. Procedure manuals provide step by step instructions on how tasks are supposed to be done. Just yesterday I had the pleasure of prepping checks to pay bills, a task that is usually done by the open position in our office. Thankfully before she left, Maggie made sure that all her tasks were up to date in the manual. It included things like how to calculate payroll taxes and withholding, how to log into QuickBooks to record the transactions properly, where the actual check blanks are kept and how to put them into the printer correctly, and also a reminder to send the pay stubs to the accountant so he can prep the quarterly tax forms. Without the manual, I still would have a rough understanding of how to do it, but with the manual I was able to get things done quickly and am confident I did not miss anything. When I hire her replacement,

I'll use this as a training tool so they can learn the job correctly.

I believe strongly in keeping the procedure manual up to date. I remember helping a new librarian who came in to replace someone who died suddenly. The former librarian did everything, didn't train any of the other staff to do certain tasks and had no notes - the new librarian basically started from scratch on just about everything! A procedure manual would have saved the staff and new librarian so many headaches.

Procedure manuals help you, they help your staff, and they help the organization in the future. Make one and keep it up to date. When a procedure changes due to new expectations, new technology, or whatever, change the procedure manual.

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Calendar

November 17, [SELS Friends' Movie, Rivoli Theatre, Seward, "Fantastic Beasts: The Crimes of Grindelwald"](#)

November 18, Margaret Atwood's Birthday

November 20, National Peanut Butter Fudge Day

November 22-23, Thanksgiving Break, SELS Office Closed

November 28, National French Toast Day

November 29, Madeline L'Engle's Birthday

November 30, [Summer Reading Workshop, Walt Branch Library, Lincoln, "A Universe of Stories"](#)

December 1, Rosa Parks Day

December 4, [NLC's E-rate: What's New for 2019?, Seward Memorial Library](#)

December 7, [CASTL, Auburn Memorial Library, "What We Wished We Had Known"](#)

December 7, Willa Cather's Birthday

December 11, National App Day

December 12, Gingerbread House Day



Photos of the Month



The Odell Nebraska Public Library held its First Annual Halloween Costume Contest on Oct. 31, 2018. There were lots of creative costumes, as well as outstanding pumpkin decorations made by board members.

CASTL Wrap-Up

Upcoming CASTL Meetings

December 7
 Auburn Memorial Library
 “Things we wished we had known...”

January 24
 Fairmont Public Library
 “Do we really need Teen Programming?”

February 21
 Hruska Memorial Public Library,
 David City

March 22
 Pawnee City Public Library

April 25
 Hebron Secrest Library

The October 19th CASTL at Jennifer Reinke Memorial Library in Deshler covered the topic of “Annual Reports.” These are the reports which must be made by the library board (according to Nebraska State Statute, Chapter 51, Section 213) before or on the second Monday in February to the village board, city council, or other funding body.

Included in this report must be total revenues, total spending, total items in the collection excluding periodicals, total periodicals including newspapers, the number of items added to the collection, the number of items withdrawn from the collection, and total circulation. The report also must be verified by an affidavit signed by the officers of the library board.

While the items above must be in the report, many others may be included. The library board may choose to emphasize certain areas of interest, such as renovations, story time attendance, return on investment, or computer usage. By using a particular statistic or other item in the report, the library board may choose to draw attention to a particular library need. The report may also include graphs, pictures, and other illustrations.

In some locales this report is presented as early as November, because at that time other department reports also are due. It is possible to use a printed copy of the Bibliostat report as the annual report, with affidavit attached. Finally, the annual report need only be submitted, not presented orally, although many find that the report simply goes unread if there is no oral presentation.

Finally, this CASTL was unique in a couple of ways. The mayor of Deshler officially welcomed us to the library and spoke about how important libraries had been to her throughout her life. Jennifer Reinke, after whom the library is named, also joined us for the morning. The library board provided us with refreshments and lunch.

Upcoming Basic Skills Courses

To see the list of 2019 classes, [click here](#). Here’s what’s coming up next:

<u>Dates of Class</u>	<u>Topic</u>	<u>Registration</u>
Dec. 3—Dec. 14	Library Services to Children & Teens	Nov. 1—Nov. 23
Jan. 1—Jan. 30	Communication	Dec. 3—Dec. 21
Feb. 11—Feb. 22	Customer Service	Jan. 14—Feb. 1

News Around the System

Break Out Room and STEAM activities at the Fairbury Public Library

Story and photos by Linda Dux

The Youth Services department of the Fairbury Public Library and the Teens and Tweens of Fairbury are engaged in STEAM programming through the school year. This month younger children are exploring engineering concepts with various building materials including cups, craft sticks, tooth picks, blocks, fish, and bonding agents. The older children are exploring logical thinking using Breakout.education.



Medicare Part D Program a Success at Hebron Secret Library

By Judy Kassenbaum

The Hebron Secret Library sponsored a Medicare Part D program provided by the State of Nebraska on October 25th. Pictured are the volunteers who provided assistance for 31 people.



News Around the System

Ashland's Monday Family Music Fest

By Heather St. Clair, photos by library staff

The Ashland Public Library held a Monday Family Music Fest over the course of eight weeks as part of the Summer Reading Program. While weather kept us inside for four performances, we had wonderful weather for the other four. We began June 4th with Omaha Street Percussion, paid for by the Ashland Library Foundation. The next week we brought in the Jing Mo Tong Athletic Association, showcasing their lion dancers and Chinese drums. We then began four weeks of performers with grants from Humanities Nebraska Speakers Bureau. The public was provided with a wide variety of music, storytelling and history from the following performers: C.A. Waller with "I've Got the Blues," David Marsh with "Music from Around the World," Jerome Kills Small with "Songs and Dances of the Lakota," and Phyllis and Robert Dunne with Didgeridoo and Dulcimer, too." Local residents, Molly



News Around the System

(Continued from page 5)

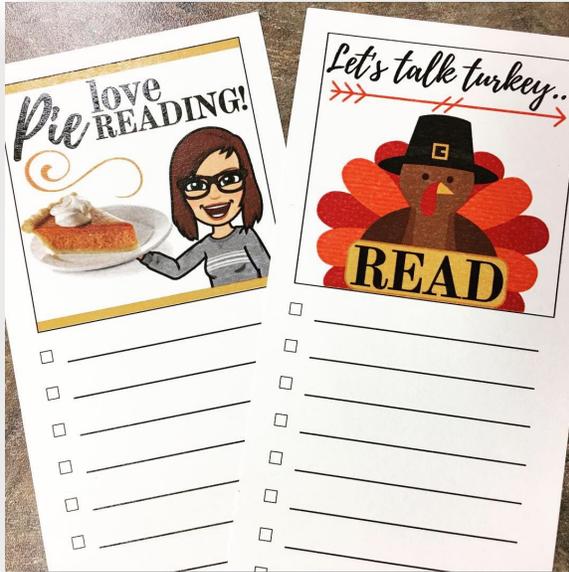
Feile and Alaina Wilson, sang and played piano, respectively, as a short opener for Phyllis and Robert Dunne. Our second to last performers were Kyoko Taiko, bringing us Japanese drumming, and was sponsored by local businesses. Our final performance extended our one hour show to a two and a half hour concert with the support of our neighbor Silver Street Records. They provided us with two bands, a stage and a sound system. The first band was Silver Street Records' owner and his band Tragic Jack. They were followed by The Voice contestant Josh Hoyer & Soul Colossal, who record in Ashland, and hail from Lincoln. We averaged about 65 people per show for the first seven and had over 200 for our final performance. We had a great time and enjoyed the music on the way to showing people that "Libraries Rock." *(Originally scheduled for September, this article was delayed due to a mistake. Apologies from the editor!)*



News Around the System

We're talking Turkey in the Media Center!

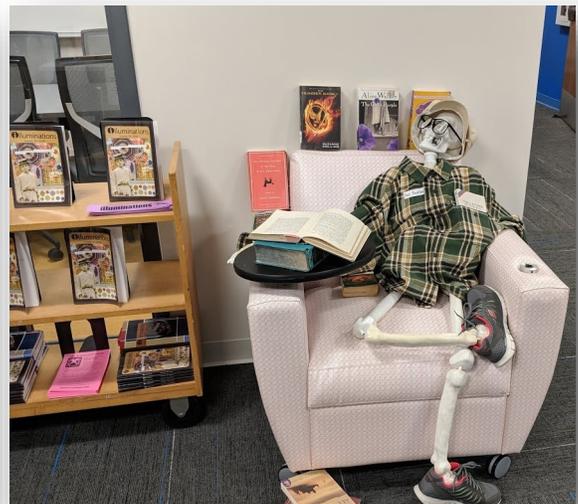
By Emmy Fiala, K-12 Media Specialist, Aurora Jr./Sr. High Media Center



Great American Read Done Beatrice Style

By Jo Shimmin, photos by Liz Steinhour

The Southeast Community College Beatrice Library Resource Center is the location of the Great American Read—Beatrice Style. Dr. Patti Burris, English instructor, worked with her literature class to create a display and voting station to celebrate the Great American Read on PBS. Students designed posters encouraging other students, faculty and staff to vote for their favorite book. Books are on display in the Library so visitors may review the titles before voting. To help celebrate the Great American Read's winning selection, Boo Radley is visiting the Library, too. The voting will be ongoing until November 20 when SCC Beatrice students and staff will find out what is the favorite book amongst the SCC readers.



News Around the System

Game Day in Stromsburg

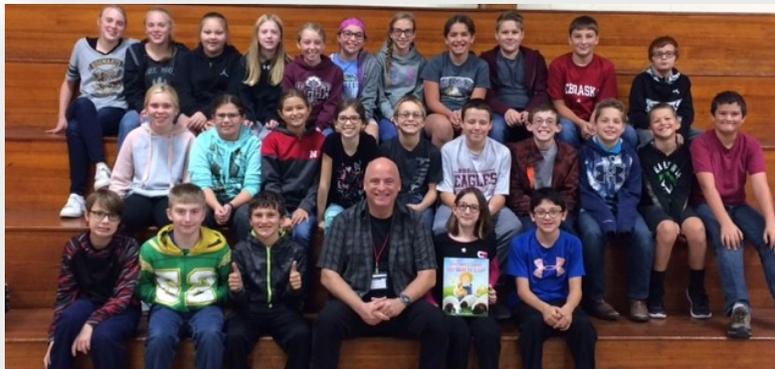
Story and photos by Emily Tandy

The Stromsburg Public Library hosted a Game Day on Wednesday, November 7 to coincide with the early out of our local school. The kids played Checkers, Spot It, Tenzi, Memory, Roblox on our computers, Wii Sports, and Mario Kart. The kids did great taking turns and playing together!



Bruning-Davenport hosts Bruce Arant

Story and photos by Beth Dolniczek



On October 19th, Bruning-Davenport elementary and middle school students hosted Omaha author and illustrator Bruce Arant. The elementary students experienced his illustrating workshop. Here they learned to draw faces to convey 20 different emotions using only eyes, eyebrows and mouths. The middle school students experienced his writers workshop, where they learned stretching techniques to help them especially when writing their Christmas stories. They also got to preview Bruce's new book he was working on!



News Around the System

Storywalk Completed in Fairbury

Story and photos by Debbie Aden

The Fairbury Public Library is excited to announce the completion of a Storywalk in City Park. The project was initiated by the library in conjunction with the local walking and biking coalition, JeffCo on the Move. The City of Fairbury purchased and installed the display stations. The library will purchase and prepare the books with a goal of putting out a new story every month. For the publicity announcement to the community, the local second graders walked over to the park and read the first story, "Fletcher and the falling leaves." And in the month since the first book was posted, close to 200 community members have signed and commented in the visitor guestbook at the end of the walk!



Egyptian Exhibit at Superior Public Library

By Vicki Perrie

In October the Superior Library had an Egyptian Exhibit on display for one week. Vicki Perrie's cousin brought his artifacts and talked to all that came to see them. Most of his artifacts are from King Tut's time.



Other News

2019 One Book One Nebraska Choice Announced

People across Nebraska are encouraged to read the work of a fourth-generation Nebraskan —and then talk about it with their friends and neighbors. *This Blessed Earth: A Year in the Life of an American Family Farm* (W. W. Norton & Company, 2017) by Ted Genoways is the joint 2019 One Book One Nebraska and All Iowa Reads selection.

This Blessed Earth asks the question, is there still a place for the farm in today's America? The family farm lies at the heart of our national identity, yet its future is in peril. Far from an isolated refuge beyond the reach of global events, the family farm is increasingly at the crossroads of emerging technologies and international detente. Ted Genoways explores this rapidly changing landscape of small, traditional farming operations, mapping as it unfolds day to day.

For forty years, Rick Hammond has raised cattle and crops on his wife's fifth-generation farm. But as he prepares to hand off the operation to his daughter Meghan and her husband Kyle, their entire way of life is under siege. Confronted by rising corporate ownership, encroaching pipelines, groundwater depletion, climate change, and shifting trade policies, small farmers are often caught in the middle and fighting just to preserve their way of life. Following the Hammonds from harvest to harvest, *This Blessed Earth* is both a history of American agriculture and a portrait of one family's struggle to hold on to their legacy.

Libraries across Nebraska will join other literary and cultural organizations in planning book discussions, activities, and events that will encourage Nebraskans to read and discuss this book. Support materials to assist with local reading/discussion activities will be available after January 1, 2019 at <http://onebook.nebraska.gov>. Updates and activity listings will be posted on the One Book One Nebraska Facebook page at <http://www.facebook.com/onebookonenebraska>.

2019 will mark the fifteenth year of the One Book One Nebraska reading program, sponsored by the Nebraska Center for the Book. It encourages Nebraskans across the state to read and discuss one book, chosen from books written by Nebraska authors or that have a Nebraska theme or setting.

One Book One Nebraska is sponsored by Nebraska Center for the Book, Humanities Nebraska, and Nebraska Library Commission. The Nebraska Center for the Book brings together the state's readers, writers, booksellers, librarians, publishers, printers, educators, and scholars to build the community of the book, supporting programs to celebrate and stimulate public interest in books, reading, and the written word. The Nebraska Center for the Book is housed at and supported by the Nebraska Library Commission.

Other News

Celebration for Nebraska's 2018 Book Award Winners December 1

Celebrate Nebraska's 2018 Book Award winners with author readings and an awards presentation ceremony at the Nebraska Center for the Book's Celebration of Nebraska Books on December 1 at the History Nebraska's Nebraska History Museum. The winners are below. For more information, see <http://nlc.nebraska.gov/publications/newsreleases/1810CelebrateNebraskas2018BookAwardWinnersatDecember1stCelebration.aspx>

Children's Picture Book: *Simpson's Sheep Just Want to Sleep* by Bruce Arant. Publisher: Peter Pauper Press, Inc.

Chapter Book: *George and the Stolen Sunny Spot* by Kristin Bauer Ganoung. Publisher: Prairieland Press

Young Adult: *The November Girl* by Lydia Kang. Publisher: Entangled Teen

Cover/Design/Illustration: *Nebraska's First College: Shaping the Future Since 1867* by Dan Sullivan. Design by Christine Zueck-Watkins. Publisher: Peru State College Foundation

Fiction: *World, Chase Me Down: A Novel* by Andrew Hilleman. Publisher: Penguin Books

Fiction Honor: *Kings of Broken Things* by Theodore Wheeler. Publisher: Little A

Fiction Short Story Honor: *One With Bird: And Other Stories* by Douglas K. German. Publisher: iUniverse

Nonfiction Biography: *The Weight of the Weather: Regarding the poetry of Ted Kooser* edited by Mark Sanders. Publisher: Stephen F. Austin State University Press

Nonfiction Culture: *The Sex Effect: Baring Our Complicated Relationship with Sex* by Ross Benes. Publisher: Sourcebooks, Inc.

Nonfiction History: *Homesteading the Plains: Toward a New History* by Richard Edwards, Jacob K. Friefeld, and Rebecca S. Wingo. Publisher: University of Nebraska Press

Nonfiction Immigration Story: *Short Hair Detention: Memoir of a Thirteen-Year-Old Girl Surviving the Cambodian Genocide* by Channy Chhi Laux. Publisher: Archway Publishing

Nonfiction Memoir: *What is Gone* by Amy Knox Brown. Publisher: Texas Tech University Press

Nonfiction Reference: *Atlas of Nebraska* by J. Clark Archer, Richard Edwards, Leslie M. Howard, Fred M. Shelley, Donald A. Wilhite, and David J. Wishart. Publisher: University of Nebraska Press

Nonfiction Sesquicentennial: *150@150: Nebraska's Landmark Buildings at the State's Sesquicentennial* by Jeff Barnes. Publisher: The Donning Company Publishers

Poetry: *Rock Tree Bird* by Twyla M. Hansen. Publisher: The Backwaters Press

Poetry Honor: *Blind Girl Grunt: The Selected Blues Lyrics and Other Poems* by Constance Merritt. Publisher: Headmistress Press

Poetry Anthology: *Nebraska Poetry: A Sesquicentennial Anthology 1867-2017* edited by Daniel Simon. Publisher: Stephen F. Austin State University Press

Other News

Central Community College's LIS Certificate

By Dee Johnson

Central Community College offers a Library & Information Services (LIS) Certificate that consists of six online courses. This certificate is designed to provide students with a broad overview of the library profession, introduce theories and concepts integral to reference services, and offers studies in basic leadership and management skills. Courses are taught by seasoned librarians that have years of experience in a variety of different types of libraries. For more information about the program, please visit the website at www.cccneb.edu/LIS.

For those who wish to earn UNO's 4-year degree in Library Science, the University of Nebraska in Omaha accepts CCC's 2-year Academic Transfer degree with the LIS certificate courses as 18-credits of electives

From the SELS Friends

PRIVATE MOVIE SHOWING

Fantastic Beasts : The Crimes of Grindelwald

Where: Rivoli Theatre, Seward, Ne

When: November 17, 10:00 AM (Doors open at 9:30 AM)

Who: SELS Friends & Guests

Current SELS Friends members: Donation

Others: \$5.50 movie cost plus \$1.50 for SELS Friends = \$7.00 total

All admissions will be paid for at the door.
To reserve a seat in advance, email info@selsfriends.org

A fundraiser for the Southeast Library System Friends



“A Universe of Stories” SELS Summer Reading Workshop

Walt Branch Library, Lincoln

November 30, 10:00—3:15

Only \$10

Hear about summer reading book picks, participate in demonstrations of crafts, converse with Lauren Baratz-Logsted via Skype, and learn about event opportunities.

Register at <http://bit.ly/SRP2019>

Photo by Klemen Vrankar

Library and Information Services

Online Course Offerings

Spring 2019

January 7, 2019 – May 3, 2019

Enrollment for Spring Semester opens

Monday, Nov. 12, 2018



LIBR 2150 Managing Collections in Libraries and Information Agencies

Patty Birch, Instructor

This course will provide students with an understanding of managing collections in libraries and information agencies, including:

- Basics of Collection Management (terminology, models)
- 21st Century Literacies
- Selection (All resources, for all age levels)
- Acquisition
- Deselection/Weeding
- Intellectual Freedom
- Copyright

Suggested prerequisite: LIBR 1010 Foundations of Library & Information Services.

For information regarding course content, contact the instructor at pbirch@cccneb.edu

LIBR 2210 Cataloging and Classification

Ruth Carlock, Instructor

This course will include theories, concepts and activities for cataloging and classifying materials in the 21st Century. It includes the following topics:

- The bibliographic record
- Sears and Library of Congress subject headings
- Dewey Decimal and Library of Congress classification systems
- The MARC record
- Resource Description and Access Instructions

Suggested prerequisite: LIBR 1010 Foundations of Library and Information Services

For information regarding this course, contact the instructor at rcarlock@cccneb.edu

Library and Information Services Online Course Offerings 2019		
Spring 2019	Summer 2019	Fall 2019
Libr 2150 Managing Collections in Libraries and Information Agencies	Libr 2100 Reference Resources and Services	Libr 1010 Foundations of Library and Information Services
Libr 2210 Cataloging and Classification		Libr 2250 Leadership and Management in Library and Information Agencies
		Libr 2940 Library Science Capstone Practicum

For more information on the Library and Information Services program, see:

<https://www.cccneb.edu/educational-opportunities/programs/human-services-and-education/library/>

For information concerning Admissions or Registration, contact: Dee Johnson

djohnson@cccneb.edu, 402-562-1418 or Toll Free at 877-222-0780

System Spotlight

SELS WEBSITE



Looking for some information about Southeast Library System or its services? Google us from your phone, computer, or tablet. Usually the simple search “sels ne” brings us up as the first result.

When you land on our homepage, you will see blogposts. Usually the first is about an upcoming event.

You can also access a page that conveniently lists upcoming events and meetings, a page with information about each of our book kits, as well as current and previous newsletters, information about the journal article request service, and the details about SELS scholarships. If you haven't already, check out our website at <http://libraries.ne.gov/SELS/>

Southeast Library System

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