December 4, 2015

Greater Minnesota Public Libraries

Minnesota State Colleges - Central and Northern Region

Minnesota State Colleges - Twin Cities & Southern Region

Multicounty Multitype

North Dakota State

East Central Regional

Private Colleges

School Libraries

State/Government Special Libraries

State University Libraries

University of Minnesota Coordinate Campuses

University of Minnesota Twin Cities

---

**Ebooks Minnesota:**
- Features content for all ages, for all types of libraries
- Allows unlimited simultaneous checkouts for all books
- Does not require patrons to "return" checked-out books
- Offers access to ebooks from Minnesota’s independent publishers, including these:

  - Lerner
  - ABDO
  - Milkweed Editions
  - Coffee House Press

**More publishers coming soon...**

**minitex.umn.edu**

An information and resource sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries
Greater Minnesota Public Library
Ann Hokanson

This quarter’s question:

How has your library been impacted in the past few years by requests for test proctoring?
Have you needed to (or intend to) make changes to your polices or methods? Do you have any concerns, or forecast any problems?

Austin Public
Austin Public Library is struggling to meet the increased demand for proctoring services. We changed our policy to require the institution to sign our form outlining our service, and will not sign their forms. The service is still free. We do require all proctored students to have SELCO library cards in good standing and make arrangements at least a week in advance. One staff person is responsible for all proctoring.

LeRoy Public
LeRoy Public Library does not have a demand for proctoring services. The service is free. We do require all proctored students to have SELCO library cards in good standing and make arrangements at least a week in advance. Only the director is responsible for all proctoring.

Kenyon Public
Kenyon Public Library does offer proctoring services. The director is in charge of proctoring services and is responsible for scheduling and proctoring exams. We have seen an increase in demand for this service in the last three years, although it isn’t a major service. Proctoring is very sporadic. We do not advertise this service but do provide it when asked. Right now we offer these services for free, but the Kenyon library board will be reviewing this policy in spring 2016 to determine if a small fee will be required in the future. We have been urged by the city administrator to charge for these services since we are a small library and this service demands one-on-one attention of the director for a significant amount of time. Others argue that proctoring services offer a solution for patrons seeking higher education and/or employment which coincides with the library’s mission statement furthering the debate to keep proctoring services free. Again, this is a decision that the library board will rule on in spring 2016.

Plainview Public
Plainview Public Library has seen a sizable increase in requests for test proctoring. We do not currently have a policy but are in the process of creating one to ensure that the library, the student, and the institution are all on the same page. The recent increase in requests and variety of institutional expectations has made it cumbersome for our small staff to offer this free service.

Babbitt Public
Babbitt Public Library has had some proctoring services over the years. This has not been decreasing over the years. No changes are in the near future.

Albert Lea Public
Albert Lea Public Library does not provide proctoring because of lack of space and staff.

Blue Earth Public
Has your library been impacted in the past few years by requests for test proctoring? Yes
Have you needed to (or intend to) make changes to your polices or methods? Yes
Do you have any concerns, or forecast any problems? No

Lake Benton Public
Lake Benton’s library is small enough that proctoring is a service we provide but it is not one that is in high demand. In the past two years (since I began filling the roll as director), there have been four students who requested proctoring services. We do not have a formal proctoring policy, but typically schedule the services outside of regular business
hours (to give the student a quiet place without distractions) and I am the proctor. The student must make advance arrangements and all forms must be in my hands before the test can be started.

If this service were to grow, I would like to designate a testing space in the library that is somewhat private but still allows me to work at the circulation desk during the exam.

**Great River Regional**
Our Public Services Team recently reviewed GRRL’s proctoring service, and decided it is valuable and will be continued. We charge $10 per exam, and the service is only for residents of our 6 county region (Benton, Morrison, Sherburne, Stearns, Todd, and Wright). We did develop a procedure for our proctoring service some years ago, in which library staff are only allowed to sign our own form. GRRL staff do not observe the test-taker throughout the exam, and our form explains what we do. The procedure is explained on our [public page](#).

One problem we have encountered is that we cannot proctor any licensing exams, because these require the test-taker to be observed throughout the exam, which we cannot guarantee. Another issue is that sometimes after an exam is complete, the test-taker will then ask staff to sign off on a different form; this creates some stress for staff, because they cannot sign a different form, but the test-takers can become upset if we refuse to sign. We are working to make our internal and external procedures clearer for all involved.

**Hanska Public**
Hanska Library only proctors several students, so there is no problem. I am the only person who is a proctor. We have me and the assistant who covers for me and helps with SRP and Childrens Night Out.

**New Ulm Public**
One of our issues is that our patron computers are Linux and supported off-site, and we have no computer set up to handle the downloads some of the colleges or companies require. I plan to transition an older (but not too old) Windows staff laptop to deal with this and hope that solves the problem. We have one person who schedules proctoring services. Our service is free, and we don’t require the person to be a New Ulm Library card holder.

**Arrowhead**
I’ve seen a number of requests for proctoring in the past few years. One organization had very unrealistic expectations in regard to the amount of work they expected from the proctor, but I did it anyway because I wanted to help the test-taker. Some organizations have glitchy processes - one was an organization that wanted me to complete a form that requested the name of the person to take the test, but they wouldn’t give me the name of the person taking the test until after the form was submitted. ???

Mostly it goes well.

**Grand Rapids Area Library**
Requests for proctors for exams has increased over the past few years. The Librarians share responsibility, and we have an easy setup where testing computers can be observed from the Reference desk. The school exams are generally easy to administer and go smoothly. We do not require an Arrowhead card, because we do have people “coming up for the weekend - or week” who love the option of using our computers to study and take an exam. We do ask for advance notice. However, we recently changed our policy and started charging $20.00 per exam for professional exams, such as real estate or insurance licensing, simply because they are burdensome to administer and require more staff time. We do require advance notice for those.

**TDS Library**
As online education becomes more of the norm, rather than the exception, libraries will be asked to provide more proctoring. This requires longer computer use and more attention by staff. The service is free and does not require a library card as we feel this is part of our mission of lifelong learning and community building.

**Scott County Library**
Scott County Library does not charge for proctoring services, nor do we require the student to be a cardholder. The increased demand has prompted good discussion about how important the service is to the learners we serve. We have
not changed our policy, but we are considering procedure changes.

Summary
• Minnesota public libraries have developed local solutions to increased demand for proctoring services that are varied terms of who can use the service, the details of the service provided, the technology available, and the cost.

• People across the state may or may not have free, easy access to proctoring services.

• Several respondents report that the proctoring process is time-consuming and cumbersome.

• Respondents seem split on whether their solution is sufficiently working for their staff and communities, although most desired changes are minor. Larger institutions seem to have solved most of the issues, and smaller ones see low enough use that they can respond to individual requests. Medium and medium-small libraries seem to report the most issues or desire for improvements.

Minnesota State Colleges - Central and Northern State Colleges
Cynthia Jorstad
Alexandria Technical and Community College (Cynthia Jorstad)
Shree Cochran, currently Director of Learning Resources at Alex (there is no faculty librarian), is retiring in December. Her position had been classified in MMA and had been full time. Prior to posting the opening, the position was changed to faculty (MSCF) but changed from full time to .50 FTE.

Minnesota State Community & Technical Colleges, Moorhead, Detroit Lakes, Fergus Falls, Wadena (Perry Werner)
The MSCTC libraries are trying out the Statista database this year.

Northland Community & Technical College, East Grand Forks - Thief River Falls (Cynthia Jorstad)
Once December arrives we wonder where the semester has gone!

We continue to work on weeding, hoping to get lots of clean up done as we look ahead to our next LMS. LOTS to be done!

Our enrollment is done about 5% compared to last year, but our circ is up a bit (2%). That doesn’t sound like much, but we’ll take it!

Vermilion Community College, Ely (Sharon Evenson)
Working on cleaning up collections and locations in preparation for new system. Looking at reducing number of collections and locations, due to changes in formats, etc.

Due to budget issues and lack of use dropping a periodical database. GREENR by Gale. We have become a one purchased database library (BioOne) now.

No reports from the following colleges; they currently do not have a librarian:

Alexandria Technical and Community College
Central Lakes College
Fond du Lac Tribal and Community College
Hibbing Community College*
Itasca Community College*
Lake Superior College

Mesabi Range College
Northwest Technical College
Pine Technical College
Rainy River Community College
St. Cloud Technical and Community College
**Multicounty Multitype Library Systems**

Ann Walker Smalley

**Metronet (Ann Walker Smalley)**

- Co-sponsored ELM Expo on Nov 6 with CMLE & Minitex. Eighty people registered and all but four attended on the day. Attendance was evenly split between school & public librarians, with a few academics & some teachers. Attendees evaluated the day highly, emphasizing how much they learned. There were many comments about repeating the day annually.

- Organized a Research Ready for History Day training for St Paul Public Schools on Nov 30. There were presentations from ELM, St Paul Public Library, MDL/DPLA, Minnesota Historical Society Library & the Minnesota Newspaper Project, & History Day MN. Olivia Moris (Metronet) is presenting on Being a Better Google Searcher.

- The statewide continuing education calendar is up and running. Libraries/systems are submitting events for the calendar. See the [calendar](#).

- There was a Book Selectors Meet-up the evening before MLA. There was a small but enthusiastic turnout.

- Olivia staffed the MLA 125 Booth at MLA in between attending sessions.

- The Trivia Night sponsored by the multitypes at ITEM was a success. About 150 people attended.

- Metronet will offer Libraries in the 21st Century through the Osher Lifelong Learning Institute in the spring of 2016.

- Teen Lit Con 2016 is May 7 at Sibley HS. Metronet is one of the partners with MELSA, Mackin, Dakota Co Library, & ISD 197. This year’s headliners are Neal Shusterman (winner of the 2015 National Book Award for Young People’s Literature), Jason Reynolds, Faith Erin Hicks, and Sabaa Tahir. Regional authors are Pete Hautman, Derek E. Sullivan, S.A. Bodeen, Dawn Klehr, Monica Ropal, & John Coy. This is a Legacy Amendment grant-funded event. You can find out the details at [teenlitcon.org](http://teenlitcon.org). You can join the [email list](#) for updates.

**Arrowhead Library System (Shari Fisher)**

- We are in the processing of transferring our e-mail from an in-house server to Gmail. Our domain is changing to alslib.info. The new format is firstname.lastname@alslib.info. The old domain addresses will automatically transfer to the new domain address. We look forward to using the full range of Google apps.

- Several Brainfuse Homework Help and MackinVIA e-book training sessions have been held to promote these Multi-type resources.

- We have contracted with ArtUnlimited to transform our website over the next twelve weeks or so. The new mobile-friendly site will be a WordPress site and will be remotely hosted.

**Central MN Libraries Exchange (Patricia Post)**

1. Organizational knowledge and systems: Intense focus in this area is natural given CMLE’s recent move from SCSU to cmERDC. Some of the systems used for over 35 years have been replaced with new ones. This is a time of taking stock and trying out new solutions and staffing open to us in our new setting. Sample activities includes: creation of a records retention policy and weeding project and revision of procedures manual given new space, resources infrastructure.
2. The recent resignation of John Meyerhofer created an opportunity to revisit CMLE’s existing staffing needs, craft a new position description, interview, and hire a part-time Office Administrator to begin work in early December.

3. Director Patricia Post attended an ECRL Board Meeting on November 9 to discuss CMLE services.

4. CMLE and the East Central Region ITEM rep are in the planning stages of a book talk event with Barnes and Noble in St. Cloud in January. This is hopefully the first in a series of CMLE book talk events this year.

5. CMLE and GRRL are in the early planning stages of an upcoming genealogy event for library staff.

6. On November 18th, a dinner meeting between the CMLE Friends Foundation and CMLE staff took place.

Events
Each Thursday, CMLE publishes its eNewsletter, which recaps 7-15 CMLE blog posts each week that share national, state and regional library news. All are welcome to subscribe.

CMLE staff worked in collaboration with the other multitypes in providing an evening social event in early October at the ITEM Conference. The Trivia Ninjas were hired to provide their trivia expertise to over 150 people; the m-types provided prizes for winning teams and attendees. This event was well attended and enjoyed by all.

ELM Expo: CMLE worked in partnership with Metronet and Minitex in providing a first-time, full-day, ELM Expo event on November 6th at Anoka-Hennepin Staff Development Center, which straddles the CMLE/Metronet regions. Minitex reference staff, along with ProQuest, Gale, Ebsco and Britannica reps rounded out the trainer pool. The power of this full-day event was in an intense face-to-face, hands-on focus on the ELM databases. Twenty-four breakout sessions in lab settings or mobile laptop cart spaces took place. Evaluation results of this event confirm that public librarians and school media staff valued this event and felt increased levels of competency with ELM databases as a result of attending.

Northern Lights Library Network (Kathy Enger)

Library Luncheon with Legislators: The third annual Library Luncheon with Legislators will be held Saturday, February 13, 2016 from 11:30 a.m. – 1 p.m. in Room 203 of the Comstock Memorial Union on the MSUM campus. Librarians from the region will briefly describe their work to legislators in order to prepare legislators for Minnesota Library Legislative Day, March 2016.

Minnesota Humanities Center Absent Narratives: is expanding services to the NLLN region. In partnership with community members, MSUM, Moorhead Public Schools, and Dr. Phyllis May-Machunda at MSUM, NLLN Executive Director Kathy Enger will attend an all-day workshop in St. Paul on Saturday, January 23, to improve meaningful engagement with our communities. The workshop focuses on the core values of the Minnesota Humanities Center: 1. Build and strengthen relationships. 2. Recognize the power of story and the danger of absence. 3. Learn from and with multiple voices. 4. Amplify community solutions for change. With funding from a Minnesota Humanities Center grant, NLLN will host regional resources for the Absent Narratives project. Meetings to support the initiative are ongoing.

Tribal College Library Directors: The tribal college librarians in the region meet quarterly. The fall quarterly meeting was September 28 in Red Lake. The next meeting is January 25, 2016 at the White Earth Tribal College. NLLN participates in these meetings and assisted in forming tribal college libraries vision, mission, and values statements.

Internships: NLLN will have four interns starting in January 2016. Two interns will study the library of the future in order to integrate the ideas into NLLN’s website. One intern will develop a new website for the Minnesota Humanities Center Absent Narratives for the region, as well as work on the Library of the Future website. Another intern will write media advisories and press releases.

Skills and Knowledge Students Acquire from Media Specialists: Kathy and Glenn Heinecke completed data collection to determine the skills and knowledge students acquire from media specialists. Kathy is currently working on the literature review, theory development, and writing the article. Based on the research of the skills media specialists impart to
students, Executive Director Kathy Enger and Moorhead School Board member, Mark Altenberg will present, “Skills for Student Success in the Electronic Age” at the Minnesota School Board Association 2016 Leadership Conference on January 14 at 3:45 p.m.

**Ongoing support for the White Earth Community Library, the Maamigin Achigaazo:** The community library is up and running. NLLN president, Wayne Ingersoll, donated 56 DVD’s and 11 books to the White Earth Library and MSUM donated 257 bookends. More Little Free Libraries are going up, to total 17.

**Poets Across Minnesota:** Poet Professor Zepper visits this semester include the following public schools: Campbell, Kittson Central, and Moorhead.

**Technology Training for Librarians in the Region:** An Unworkshop to discuss and learn new technology occurred at Century School in Park Rapids November 7, facilitated by Laurie Conzemius and conducted by media specialists from the region and a Destiny training was conducted November 14 in Moorhead at MSUM. Gloria Collyard from Red Middle School led this workshop. A January 30 training is planned, led by Gina Drellack and Glenn Heinecke.

**Southeast Library System (Reagan Thalacker)**

**Practical Librarianship Workshop Series**
The first workshop in the newly developed series was Searching Tips & Tricks, held as a half-day onsite workshop on November 10, 2015. Speakers were Beth Staats from Minitex who spoke about ELM and Rachel Gray from SELCO who spoke about various tips and tricks regarding Google.

Staff expected 24 registrants but ended up with 32 individuals attending on the day; one of our highest attendance number for a workshop in recent memory. There was a good showing of school media center staff as well as one attendee from a special library. Many attendees were also those whom we’ve never seen attend a SELCO-SELS workshop.

The next workshop is set for January 19, 2015 on the topic of Social Media. Presenters will be Jennifer Harveland, SELCO-SELS’ contracted Communication Specialist, and Alex Ball from ADB Advertising. This will be a full day onsite workshop.

Future workshops. For more [information](#).

- Assessment & Evaluation | March 15, 2016 | Speaker: Robin Ewing, SCSU
- Library Spaces | May 17, 2016 | Speaker: Pam Harland, Sanborn, NH Regional School District

**BookMyne:** regional library patrons can now “visit” the library while on-the-go. With a return to school and busy schedules, SELCO rolled out BookMyne which gives users access to library services using their mobile devices to place holds, view their accounts, and view digital bookshelves. The app is available through the Apple App Store for free. The SELCO catalog has the participation of 36 public libraries, 49 school media centers, one academic library, and one special library, all of which are able to utilize the new BookMyne app.

**Southwest Area Multicounty Multitype Interlibrary Exchange (SAMMIE) (Shelly Grace)**

- Executive Director attended ITEM and MLA Conferences
- Executive Director co-organized panel discussion at ITEM called Serving Students: Media Specialists and Paraprofessionals
- Executive Director joined directors of CMLE, Northern Lights, and Traverse des Sioux in speaking about multitype libraries at the Public Library Division meeting at MLA
• Approved 27 Teen Read Week Grants
• Reimbursed 29 libraries for Teen Summer Read Grants totaling $2,643
• Launched Maker Grant and approved 16 applications so far
• Executive Director visited 3 public and 4 school libraries
• Granted 19 scholarships for continuing education

Traverse des Sioux TdS Library Cooperative (Orrin Ausen)

• Staffed TdS Library Cooperative booth at the 2015 Holiday EXPO craft fair in the Madison East Center where our office is located. Handed out ELM brochures and informed shoppers of TdS services and programs. Also handed out books and candy to children. It was an excellent opportunity to speak with parents and library users.

• Completed and submitted grant to the Elmer L. & Eleanor J. Andersen Foundation to fund GHEC & Cleveland school districts library automation migration costs.

• Attended Youth Services Committee meeting to discuss and plan for 2016 Summer Reading programs.

• Forming a K-12 Automation task force to gather inforation to study the pros and cons for migrating six to eight smaller schools and the possible impact on the public libraries.

• Met with local Representative Johnson and Senator Sheran to inform them about the struggle small & medium sized rural school media centers have delivering necessary information literacy skills and performing proper collection development practices.

North Dakota State Library
Mary J Soucie

Various team members helped staff a booth for the Capitol Health Fair. Trainer Steve Axtman, with assistance from different staff members, taught two classes to fair attendees on Zinio, our downloadable magazines.

Numerous NDSL staff attended the NDLA Annual Conference in Jamestown. Talking Book Coordinator, Sue Hammer- Schneider, gave a presentation on the Talking Book service and how local libraries can promote the service to their patrons. Digital Initiatives Coordinator, Stephanie Baltzer-Kom, presented on Digital Horizons. Soucie gave a presentation on active shooter policies. She co-presented on Makerspaces and participated in panels on ILEAD-USA, the NDLA Mentorship program and hosted a preconference on grant writing. ILEAD-USA Team Unicorn Members also participated in the panel presentation, along with Public Information Coordinator Byram and ILEADUSA coordinators Stroshane and Meier. Library Development Specialist Matusz copresented a session on Guerilla Storytimes; Stroshane assisted for a portion of the presentation.

Soucie attended the Bismarck Public School Librarians Professional Learning Community’s weekly meeting to discuss the current grant round and to give an overview of services offered by the State Library. Technical Services distributed 95 weeded large print books to seven libraries. They also distributed five publisher-donated newly released Halloween books to five libraries with 13 libraries responding.
Public Information Coordinator Byram presented two trainings at Minot Public Library, one for staff and one for patrons. She trained on a variety of software that is being used in the library's Makerspace. We have updated the ND Library Law document. After having it available only in a digital format, we have once again printed copies for distribution to our libraries. We will also have the digital version available on our website.

Scan Days were held at Touchmark/Valley View, Underwood, Harvey, New Rockford, Griggs County and Bismarck Veterans Memorial Libraries. We acquired some really great images to add to our Digital Horizons collection. Patrons that bring items in to be scanned are given copies of the scans on a flashdrive.

Soucie and Clairmont-Schmidt continued conversations with the South Dakota and Wyoming State Libraries regarding a possible joint grant. Soucie submitted a letter of intent for the Laura Bush 21st Century grant program. The project, entitled SNOW: South Dakota, North Dakota and Wyoming, will help provide MLS and undergrad training to librarians and school librarians. We will know in January if we’re invited to apply for the grant. This would be a planning grant to help us determine the needs for each state. Soucie and Library Development Manager Stroshane attended the MPLA conference in Wyoming. They provided transportation to three librarians from Minot Public Library. Stroshane assumed the MPLA Presidency during conference. Soucie was part of a 2 person panel presentation on advocacy.

Soucie attended the Association of Rural and Small Libraries (ARSL) conference in Little Rock, AR. North Dakota and Minnesota will co-host the 2016 ARSL conference in Fargo. This was a great conference and we are excited about bringing it to ND/MN next year.

The final session of ILEAD USA was held at the Bismarck Public Library October 26-28. Teams gave presentations on their final projects and each participant received a certificate. We hope to participate in ILEAD USA in 2017, if it continues. Letters about Literature was announced. We are hoping to have good participation as Letters about Literature has not been held in ND in several years. We have completed the transition of Center for the Book to NDSL. NDSL is one of five state libraries chosen to participate in the Library E-Rate Assessment Project (LEAP). The LEAP project is being coordinated between the American Library Association, the Council of State Library Agencies, and USAC to develop strategies to increase broadband capacity to local libraries in each state and to increase participation in the E-Rate program overall.

Soucie was asked to serve on the North Dakota Afterschool Partnership board. Soucie did a Librarian for the Day visit to Mott Public Library. She met patrons, discussed ADA requirements, social networking, programs and space usage with the librarian.

Byram attended a Geek the Library event at McVille Public Library. McVille received an additional grant from the Gates Foundation to support an additional year of activities.

The North Dakota Library Coordinating Council met on November 2 at Trinity Bible College in Ellendale. The Council did site visits to Ellendale and Edgeley Public Libraries. The Council reviewed and awarded Library Vision grants in the amount of $237,000. Two Worldcat/OCLC, 11 Tablet and 34 Collection Development grants were awarded.

Soucie, accompanied by Library Development Manager Stroshane, did a Librarian for the Day at Lake Region Public Library in Devils Lake. Soucie and Stroshane met with the Library Director Search Committee to discuss the search process. Stroshane taught a class on the Freegal Suite. Soucie discussed several topics with the library director.
East Central Regional Library
Barbara Misselt

News from regional public library systems:

Arrowhead Library System (Jim Weikum)
• E-magazine circulation has increased following the switch from Zinio to OverDrive.
• See the Multitype Regions report for additional regarding Arrowhead; ALS provides both regional public and multitype library services.

East Central Regional Library (Barbara Misselt)
• 4 new Branch Librarians are in place: Princeton – Steve Karlsen; Mille Lacs Community Library in Isle – Carolyn Avaire; Pine City Library – Heidi Ferdinand-Anderson; Hinckley – Kirsten Vaughn.
• ECRL co-hosted with the City of Cambridge the Senate Capital Investment Committee on their bonding tour December 1st. MLA/ITEM Lobbyist Elaine Keefe came to present the 2016 request of bonding money for library construction. The Cambridge Library/ECRL Headquarters building is over 50 years old, and well-demonstrates the continued need for library construction funding.

Great River Regional Library (Karen Pundsack)
CRPLSA Summer Reading Program Fall Fun Day
GRRL hosted the first ever CRPLSA sponsored Summer Reading Program Fall Fun Day Program on Nov. 22. About 40 librarians from around the state attended to brainstorm and share ideas to plan for their 2016 programs and as a “train the trainer” event. Representatives from the CRPLSA-sponsored iReads program were also on hand to display incentives and other program materials available. The theme for next year will be “Read for the Win” a celebration of sports and achievement which will tie in nicely with the Summer Olympics.

The collaboration was very successful. Attendees reported, “This was an amazing program that is going to save us SO much time & it is going to make our program stronger & more inventive. So many ideas - brain games will be used for this Winter 2 Reading Program” and “I learned new ideas to implement with toddlers, school age, and teen/adults. Most programming can be inexpensive. I have never done a multigenerational program before but I will try one this upcoming year. You gave a lot of ideas that I would have never thought of.”

Signatory Agreement Amendment & Bylaws Change
In August, the commissioners and county administrators from GRRL counties met in a work session to discuss the GRRL signatory agreement. It was decided to remove any reference to an automatic 3 percent inflationary adjustment if the budget is not passed by August 1. The language change means the prior year’s budget will be in place automatically if the board does not pass a budget by the deadline.

The bylaws have been changed to trigger an automatic review of the signatory agreement every three years. We also will be adding a Finance Committee to our board structure, similar to ECRL and LARL.

Strategic Plan
After 12 community meetings, three staff meetings, a board survey, a user/non-user survey and a survey of non-library communities, the GRRL has finalized a new long range plan for the next five years. One of the findings was that the majority of our users come to the library to use books! The mission and vision statements have been updated and core values incorporated as well.

Mission: Explore, Learn, Connect.

Vision: The Neighborhood Gateway: Inspiring Central Minnesota to shape the future through exploration, knowledge and connection.
Core Values: Exceptional Service, Forward Thinking and Community Focus. One of the first steps of 2016 will be to develop local action plans at each library to target services to specific audiences such as Pre-K, School age & teens, Adults 55 and older, or Immigrants.

Staff changes
We have recently hired new Library Services Coordinators to oversee Albany Public Library and the Cold Spring & Richmond public libraries. John Hannon is the new coordinator in Albany and Jason Kircher will oversee the shared libraries in Richmond and Cold Spring. Both have worked in St. Cloud Patron Services and were internal promotions.

Plum Creek Library System (Jim Trojanowski)
Jody Wacker is the new director of Meinders Library in Pipestone. She replaces Stephanie Hall, who accepted a job at Cedar Rapids (IA) Public Library in August.

Marshall - Lyon County Library will interview candidates for its director opening on Monday, December 7. Former director Holly Martin Huffman is now director of a regional library in Missouri.

Jackson County’s main branch has been closed since August for remodeling and an addition. The library continues to provide service through is branches in Lakefield and Heron Lake.

Viking Library System (Peg Werner)

Local Library Building Projects
After a summer of trial and error leading to the discovery of many additional and complex problems, the Perham Area Public Library mold remediation project is finally hitting its stride and should be completed early next spring.

Thorson Memorial Library, Elbow Lake, occupies an historic Art Deco building that has been gradually being restored for some years. They are currently applying for a Public Library Construction grant to replace the ceiling and floors.

The Fergus Falls Public Library is set to move into Design Phase II upon the approval of a resolution passed by the City Council on Monday, November 2.

They are considering funding the project through a sales tax referendum to be voted on in November of 2016.

Additional news from three regional public library systems is in the Multitype Library Systems Report. These library systems provide both public and multitype library services: SELCO/SELS, Arrowhead Library System, and Traverse des Sioux Library Cooperative.

Private Colleges

College of St. Benedict/St. John's University (Kathy Parker)
Marketing Campaign: The CSB|SJU Libraries have begun a new marketing campaign around the theme “Get Smart”. We have distributed bookmarks and are developing posters and social media messaging. Get Smart, in our campaign, has a double meaning: (1) that by going to the library and focusing on coursework the student will get smarter, and (2) that it’s time for the student to get smart and take his or her education more seriously. Alas, even our students’ parents have little recollection of the 1960’s television show of the same name, so my suggestion that we install a cone of silence went unappreciated.

Planning and Technology: We have completed our periodic Program Review and used it to inform our new Strategic Plan for 2016-2018. Among other initiatives, that plan calls for greater investment in educational technology in support of creative problem solving. We are currently testing several technology-based services in Clemens Library at CSB, and we are designing a space for digital media services in the renovated Alcuin Library at SJU. That project will be completed in 2017.
Cooperating Libraries in Consortium (Ruth Dukelow)

Reference Marketing Campaign: This past spring, the CLIC Marketing Task Force conducted a series of focus groups to determine students’ knowledge of library services available to them. Based on feedback from focus groups, the Marketing Task Force developed a three-phase poster campaign to promote reference services: introduction to reference services at the beginning of the semester (Got questions? Ask a Librarian.), mid-semester reminder that librarians can help with research (Takes minutes. Saves hours. Ask a Librarian.), and end-of-semester encouragement (Be a research ___. Ask a Librarian.). To see the posters, see CLIC’s News blog http://www.clic.edu/1337 or Facebook page https://www.facebook.com/clicmsp

Professional Development Event: CLIC’s Conference on Library Space and Curriculum is scheduled for Tuesday, April 12, 2016, at Hamline University’s Anderson Center. Featured speakers include Lee Van Orsdel of Grand Valley State University and Kelly Miller of University of Miami. The conference will be open to non-CLIC libraries. Online registration will be available in February 2016. http://www.clic.edu/1412

CLIC Digital Collections: We have been promoting CLIC’s shared CONTENTdm collections by posting Throwback Thursday (TBT) photos from the collections on CLIC’s Facebook page, featuring a different member library’s photo each week. http://content.clic.edu/hamline

Integrating Library/IT Service Points: During the first week of September, the Bush Library circulation and research service points were combined. In addition, the help desk, academic computing, and IMPAC Private College Report personal computing support elements of Academic & Client Technical Services (ACTS)—a division of our university’s IT unit—were relocated from the library’s lower level to the main floor.

All of these library and ACTS service points are now collocated into a single, temporary arrangement—dubbed the Combined Service Desk (CSD)—near library’s main entrance. Planning is underway to roll out a more permanent and elegant version of this central service arrangement.

Law School Closing: Hamline University School of Law will cease operations at the end of December. It will then merge with the William Mitchel College of Law to create a new entity: the Mitchell Hamline School of Law. The Hamline University Law Library’s last day of service to the public will be Wednesday, December 16.

Schools Libraries’ Report
December 3, 2015

State Organization

• ITEM has been looking into the number of certified Media/Library personnel in schools
• 36.59% of districts have a licensed library/media person
• 195 School districts with at least one licensed library/media person
• 338 Districts without licensed library/media
• 533 Total School districts
• Two one day conferences are being planned in the Spring. One in Duluth and one in the Minneapolis area. They will covering technology in the library and maker space.
• Monthly Twitter Chats have been informational. Follow #mnitem

Schools

• Chaska High School held a two day conference
Personalized Learning Spaces With the Brain in Mind Conference with Personalized Learning Labs, Open Learning Labs, and Makerspace labs with hands-on activities facilitated by Andrea Wilson Vasquez, Angie Kalthoff, Brad Gustafson, Erin Schiller,

• St. Paul High Schools are collaborated with the St Paul Public Library to hold a teen book club called Read Brave. Bringing the book into English classes for in depth conversation. They will also be holding evening sessions for any teen that want to attend in conjunction with Addendum Books.

• St. Paul High School Librarians are working with Metronet. The program, MILL, is focusing on research and the tools to teach High School students proper techniques for researching, citing and using sources.

• ESEA has included the following verbage and if passed with be a boost for school library programs and staff

Starting on page 138 in section C:6 it states:

(c) ASSURANCES.—Each local educational agency plan shall provide assurances that the local educational agency will—

(6) ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification
State Government/Special Libraries Report

Liz Reppe

**Calco**
CALCO had an organization table at the MLA annual conference.

**MnDOT**
New Periodicals Vendor Like many other state agencies we contracted with a new subscription agent; WT Cox. The transition so far has been rough, but we hope to get things sorted out by the end of the year. If you have any words of wisdom for dealing with this vendor please feel free to share.

Statistics Tracking
In July 2015 we implemented a new reference tracking system called RefTracker Plus from Altarama. This system gives a single organized way of tracking all requests the library receives. One thing we’ve already discovered is that more than half of our requests come from walk in customers. We had thought that the majority of our requests came via email so this was an eye opening discovery. The system also gives us a better way of capturing statistics for directional and technical questions.

Strategic Planning
The library staff have just begun the process of working on a strategic plan for the library. We’ll be working with our consultant Law Library Associates to complete the project which will also involve input from library customers. We look forward to examining everything we do. We will look at existing collections, addition of e-resources and other services, digitization of print collections, new services to add, and space enhancements as well.

**State Law Library**
Liz Reppe coordinated a program with speakers Sheila Hatchell (MnDOT) and Kathleen Bedor on their ROI study. The program, which was held at the Annual Meeting of the American Association of Law Libraries, was selected as one of 5 must see programs.

The State Law Library hosted an exhibit on the history of the Magna Carta. This was a travelling exhibit curated by the Library of Congress to celebrate the 800th anniversary of the Magna Carta. Almost 100 came through to view the exhibit.

Liz Reppe presented the program “You Found What on the Internet?! Using Free Sites to Locate People and Information about People” at the MLA Annual Conference.

Jean Anderson, one of our library’s Law Library Service to Prisoners librarians, was given an Unsung Legal Heroes award by Minnesota Lawyer newspaper. The Unsung Legal Heroes award honors those in the legal field who “consistently go above and beyond the call of duty, often behind the scenes. This award is reserved for the State’s most talented and dedicated legal support professionals.” We are very proud of Jean’s accomplishment and the well-deserved recognition for the good work she does to provide legal information to inmates.
State University Libraries' Report
Joan Rocca

Minnesota State University, Mankato (Joan Roca)

- The Library continues work on the responses to our Program Review recommendations.
- The university-wide Common Read event, organized by the Library, was very successful with speaker Erika Allen, the activist daughter of Will Allen, author of The Good Food Revolution. We recommend the book!
- The Library restructured the Technical Services unit to be in closer realignment with the workflows of the digital environment. Yes, there is still a need for catalogers! St. Cloud State

St. Cloud State University (Mark Vargas)

- The SCSU Library took an overall 16% cut in funding this fiscal year resulting in the loss of three staff positions and an open faculty line, faculty extra duty days largely eliminated, and major reductions in collections and operating lines.
- The Central Minnesota Libraries Exchange has left SCSU and set up a new operation in St. Cloud.
- The Library is completing faculty team reports on collections, distance education support, liaison programs, a classroom remodeling, and support for digital services. In addition, the Library’s Organizational Structure Task Force is completing its work.
- The Library hosted a tour and lunch with academic leadership, cosponsored a visit by Margaret Atwood, held a second annual Labyrinth in the Stacks with Paranormal Society, and sponsored a NACUA presentation about drones on campus.
- A new SFX team is implementing procedures to endure accurate content and linking and an Aleph/ISRS team is implementing procedures to ensure accurate financial reporting.
- The Library hired a graduate assistant for the academic year to assist with a Data Analytics Project.
- The Library completed its website redesign and deployment and made major changes to a number of policies concerning data privacy, behavior in the Miller Center, access to electronic information, exhibits and displays, and interlibrary loan.
- The Library is completing its plan for implementing the Measuring Information Service Outcomes (MISO) survey in the spring semester, and faculty have begun teaching a new LIB 280 course.
- Husky Fetch began operations, and allows patrons to place an order for a book which is pulled by staff and left waiting for them at the circulation desk.
- The Digital Media Studio, with green screen, cameras, and editing room, also came online this semester.

Southwest Minnesota State University – Pam (Sukalski) Gladis

- We continue to work on the three Collection Evaluation/Weeding projects (Reference, Government Documents, and Print Periodicals) we began this fall. That work is progressing well.
- The MLIS student from University of Wisconsin-Madison completed his 120-hour practicum with us. He was a great help in kicking off the Print Periodical evaluation project, and it’s always good to have new people and ideas in the building!
We are nearing the end of our three-year strategic plan, so will begin crafting a new one this Spring. Our University Strategic Plan is in its final phase of being adopted, so we will work to incorporate that into our plan.

On Wednesday, December 2, 2015, our University Undergraduate Research Conference was held. We have historically offered a Library Research Award and continued to do that this year, although modified from previous years. This year we participated in a pilot project to use our university’s Oral Communication Rubric for the assessment. Maria Kingsbury worked closely with our Assessment Coordinator and the Undergraduate Research Conference Coordinator to develop this pilot assessment. Mara Wiggins, Chelsea Wyman, Maria and I all participated in the process, along with three other faculty. We are hopeful this can evolve into part of our University’s ongoing assessment plan.

We remain enthused about offering Research Consultations; to date they have accounted for about 8% of our Reference questions this semester. Several appointments were made in conjunction with the Research Conference projects and we hope that continues to grow. I will be presenting at the Lilly Conference on Evidence-Based Teaching and Learning-Newport Beach in February with a Sociology faculty member, Dr. Cindy Aamlid, about the effectiveness of the Research Consultations in her classes.

We will be offering extended hours for the week prior to finals and will provide light refreshments four of the evenings. A small grant from our local multi-type organization (SAMMIE) helps support this.

We haven’t heard yet about our 2016-17 position request.

University of Minnesota, Twin Cities
Wendy Lougee

RECENT PROGRAMS AND PROJECTS

Affordable Access to Course Content

Bookstore Partnership: During the summer of 2015, an automated process was developed to compare the University Bookstore’s list of Fall course required reading titles (course readings, generally not textbooks) with titles that were already available from the Libraries’ collection or for Libraries’ purchase as e-books. Course instructors were notified of the availability of the licensed e-books as an alternative to students having to buy the required books and links to the books were added to electronic reserves listings and Library Course Pages, as well as the Libraries catalog. Instructors may also easily add these ebooks to Moodle through our course reserves integration. Minimum estimated student savings for Fall 2015: $331,000.

Digital Course Packs: working with individual faculty, we have used a combination of licensing content, assistance with fair use decisions, open content, and royalty permissions to create a digital version of a course pack, delivered online via the Bookstore (with ability to pay any royalties online). Estimated Savings $613,000 between Fall 2012 and Fall 2015 reaching 567 course/sections and 16,000 students. $202,000 in Fall 2015.

Faculty Grants: A competitive award program has provided modest incentive funds for faculty to work with us to redesign curriculum with a goal of reducing course content costs. The 16 faculty awardees have employed varying strategies, ranging from digital coursepacks, to open texts, to creating new content. Estimated Fall 2015 savings: ~$54,000.

Interlibrary Loan: When appropriate, a request to borrow a title for a course has resulted in an ebook purchase or securing the title from another institution for course reserves access. Estimated Fall 2015 savings $101,617.
Publishing Services
The University Libraries' new Publishing Services are now available. Services include consultations on scholarly publishing topics and publishing support for open access journals, conference proceedings, monographs, textbooks, and dynamic scholarly serials.

The new publications launched during the pilot phase of services include:

- Journal of Ideas, Essays, and Opinions (JOIE)
- Minnesota ELearning Summit Conference Proceedings
- Smart Politics: A non-partisan political news site publishing original, data-driven reporting and analysis.
- Election Academy: News and trends in election and voting technology, registration and turnout, and election administration.

The Libraries Publishing Services' systems also support the publication of open textbooks that have been created as part of the Libraries Partnership for Affordable Content. These textbooks are being built on the WordPress platform. (see below)

Open Textbook Repository
Using Pressbooks, a WordPress based online book hosting plugin, the Libraries has developed an Open Textbook Repository. Two types of activities are underway:

1) 17 popular Flatworld Knowledge open textbooks have been reviewed and “cleaned up” by replacement of any copyrighted images with freely available images. Several available:

   - Introduction to Psychology
   - Writing for Success
   - Principles of Management
   - Principles of Marketing
   - Principles of Social Psychology
   - Information Strategies for Communicators

2) Two new open textbooks are being created and published by faculty at the University of Minnesota. These titles were created as a result of Partnership for Affordable Content grant awards. Titles include: Information Strategies for Communicators by Kathleen Hansen and Nora Paul - School of Mass Communication and Journalism Immigrant and Refugee Families by Cathy Solheim, Liz Wieling, and Jaime Ballard – College of Education and Human Development, Family Social Sciences

Interprofessional Education and Learning Center
The Bio-Medical Library and the Wangensteen Historical Library of Biology and Medicine are included in current planning for a new Interprofessional Education and Learning Center in the Academic Health Center (AHC). The building will foster collaboration across all six of the schools and colleges in the AHC and will include active learning classrooms, student services, a health careers center, state-of-the art simulation centers, and a new health sciences library. With a focus on promoting a culture of scholarship, the library will support the lifecycle of knowledge through new features such as a videorecording studio, an educational technology sandbox, consultation pods, a data visualization space, and more. Preliminary plans call for, approximately 80% of the circulating print collection (325,000 volumes) to be sent to storage and high-use materials would be made available through compact shelving. The rare materials in the Wangensteen collection will still be available and will be featured through interactive exhibits. The University will request legislative funding for this project in spring of 2016, and if approved, construction will begin in 2017.

Unizin Update
The University Libraries is working with Academic Technology Support Services, the Center for Educational Innovation,
the University Bookstore, other campus partners, and other participating Unizin member institutions as part of the Unizin Engage pilot program. Unizin Engage provides a digital content platform for organizing, delivering, and measuring the uses of open and licensed content for a course. The Libraries will identify and work with instructors and courses to pilot the use of etextbooks, library licensed content, open content, and other alternative course content in Unizin Engage for the spring and fall 2016 semesters. The instructors will receive support from content specialists throughout the semester, while the Unizin Engage pilot team evaluates Engage to fulfill objectives related to alternative course content, infrastructure needs, metadata practices and standards to enhance content sharing, and the benefits to faculty and students of content analytics and annotation/question tools.

**Staff Appointments**
Shannon Erb began in Data Management & Access (DMA) as Cartographic and Monographic Metadata Librarian on November 23. Prior to joining the Libraries, Erb was a digitization and metadata specialist at the Country Music Hall of Fame and Museum in Nashville.

Karen Majewicz joined the Libraries as the CIC Geospatial Project Metadata Coordinator on October 19, 2015. Majewicz was most recently a Library Media Fellow for the Digital Content Library and a Program and Information Analyst for Windustry.

**Current Exhibits**
For full information on events and exhibits, visit [continuum](#).

**Ana Mendieta: Documents of a Life in Art**
September 15, 2015 through January 15, 2016
T.R. Anderson Gallery, Wilson Library, fourth floor

**A Gathering of Flowers: Botanicals in the Age of Climate Change**
September 25, 2015 through February 28, 2016
Andersen Horticultural Library, Minnesota Landscape Arboretum

**Bodies and Spirits Health and the History of Fermentation and Distillation**
September 14, 2015 through May 31, 2016
Health Sciences Libraries, Wangensteen Historical Library, 568 Diehl Hall

**Graywolf Press: A World of Voices**
October 26 through December 31, 2015
Elmer L. Andersen Library, Room 120

**Current Events (public)**
Schuster Brewing Company, Rochester, Minnesota: Medicinal Tonic, Temperance, and Top Brass
Monday, December 7, 2015 12:20 p.m. to 1:10 p.m. Diehl Hall, Room 555

**Pop Wagner: Rolling on a Winter’s Night**
Wednesday, December 9, 2015 7:00 p.m.
Elmer L. Andersen Library, Room 120

**The Wedding Heard ‘Round the World**
Tuesday, January 26, 2016, 7:00 p.m. - 9:00 p.m.
Elmer L. Andersen Library, Room 120

**First Fridays Series 2015-2016:**
For the Individual and Common Good: How Social Welfare Agencies Used Comics to Create Better Citizens, presented by the Social Welfare History Archives; and What’s So Funny About Being Queer?, presented by the Tretter Collection
February 5, 2016, Noon to 1:00 p.m.
Elmer L. Andersen Library, Room 120