



Southeast Signal

News, Events, and Information from Around the System

From the Director



I'll often get asked about "the best" way to organize a library's fiction titles. Should it split by genre? Should we sort by series order? What goes into the 800s and what gets put in fiction?

My answer is usually, "it depends".

Let's walk through some things to help you decide what works best for your library.

First, let's decide if they should go into the 800s (or PN-PZ in Library of Congress system or whatever it is in your current non-fiction categorizing system). I generally suggest that fiction works themselves are not shelved in those areas unless you are serving patrons in a school or secondary institution that has a strong curriculum around examining & studying literature. If your patrons are mainly looking for fiction for their own reading enjoyment – place them in a separate fiction section.

Sorting by series is often a good decision, especially if you have some way of noting which book is which in the series, like a small label on the spine with the number. This does get tricky in some instances where the books are not written by the same author.

Examples would be the Wheel of Time series with the first books written by Robert Jordan and finished by Brandon Sanderson or The Millennium series started

by Stieg Larsson and continued by David Lagercrantz. Also there are some cases like FaceOff or MatchUp, anthologies published with stories cowritten by famous authors that include some of their famous characters interacting with each other. Would you include them with the Jack Reacher series? The Harry Bosch series? And then how do you handle things like Star Wars, 39 Clues, or other intellectual properties that use many authors?

Splitting by genre is probably going to be where there is most difference between libraries. My usual advice is to listen to how your patrons ask for books. Are there a lot of people specifically asking for a particular genre? Then maybe it is time to break it out into its own space. This will be especially community driven, as I've often noted how neighboring towns can have very different reading interests, like one has a bunch of people reading westerns, while the town down the road has almost none..

In the end, the decision on what is "the best" way to physically arrange your collection depends heavily on how it is being used, and how your patrons are asking & searching for materials.

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Calendar

June 13, National Children's Day

June 15, Nature Photography Day

June 17, National Apple Strudel Day

June 19, Juneteenth

June 20, Father's Day

Summer Begins

June 24, National Handshake Day

June 25, [CASTL, "Those Grants are Waiting for YOU!"](#)

June 28, National Paul Bunyan Day

June 30, National Meteor Watch Day

July, National Hot Dog Month

National Ice Cream Month

July 4, Independence Day

July 5, Independence Day Observed (SELS Office Closed)

July 10, National Kitten Day

September 2, [Joint Youth Services Retreat](#), p. 6 & 7



Photos of the Month



Photo by Carrie Trutna. For more, see p. 4

CASTL Wrap-up

Upcoming CASTL Meetings

June 25

Online—Zoom, 10-12
“Those Grants are Waiting for YOU!”

July 30

Crete Public Library
“The Census and Librarians”
10-3

August 27

SELS Meeting Room
“Summer Reading Successes”
10-3

Our CASTL on May 21 dealt with records retention, and was titled "What do I do with all these papers?" Scott Childers presented and answered questions on what types of records should be kept and for how long.

First, Library Board business meeting documents (including handouts such as proposed budgets) must be kept permanently. If the village or city safely stores the documents, then the library does not necessarily need to keep a duplicate set.

The retention of financial documents may be covered by what city is doing, but many libraries want to keep their own set of records for at least of year to reconcile any differences. For items that libraries are ordering, records should generally be kept 5-7 years.

Generally, it is a good idea to keep grant agreements for about 5 years and to retain donor agreements for as long as the fund or donation exists. This can help protect you if the city asks you to use donated funds for something not specified in the donor agreement. If it is just a one-time donation, keep a record for five years.

Correspondence with new or problematic vendors should be kept for a year for reference purposes and so you can back up what you say. It is good to keep building records, including blueprints and photos of repairs, because these can save time in future renovations.

It is a good idea to have a written policy covering records retention. The policy will state how long different types of records should be retained, and additional guidelines can give details on who will be responsible for the retention, as well as the method for retention. Such policies will tend to be stable and will not need to be revisited often.

Much more information was covered in this CASTL session. For the recording, example guidelines from other states, Scott's slides, Schedule 24 pertaining to local agencies, Schedule 26 from the Nebraska Library Commission, and more, [click here](#).

Upcoming Basic Skills Courses

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

<u>Dates of Class</u>	<u>Topic</u>	<u>Registration</u>
July 5—July 16	Reference	May 31—June 25
July 26—August 6	Library Policy	June 21—July 16
August 16—August 27	Collection Management	July 12—August 6

News Around the System

A Trip to Lake Wanahoo

Provided by Carrie Trutna

Participants in Wahoo Public Library's Summer Reading Program recently visited Lake Wanahoo. Mike Luben from Nebraska Game and Parks talked about animals in Nebraska, which was followed by a hike on the trail at the lake. Children's Librarian Carrie says: "We found all kinds of signs of animals in the area, including coyote tracks tracking a rabbit; then the rabbit tracks just disappeared. We have no idea what happened..."



Ashland Public Library Hosts Wildlife Encounters

Provided by Tanya McVay

Ashland Public Library reports that they had a wonderful turnout for Wildlife Encounters. This program is always the favorite for the community.



News Around the System

Clarks Public Library Kicks Off Summer Reading Program

Provided by Barbee Sweet

Clarks Public Library kicked off Summer Reading last week. Tuesday afternoon the Merrick County Extension office presented a STEM class all about service animals & how important they are. Everyone was able to make their own animal with play dough to take home!



Wednesday afternoon the library was full of unicorn lovers. Nebraska author Nichole Hansen made a visit to read her book *Zaney the Unicorn*. Special guest Zaney even surprised us with a visit and dance!



Bulletin Board Designed to Look Like an Aquarium

Provided Judy Kassenbaum

Here is a photo of the current bulletin board at Hebron Secret Library. Our children's librarian wanted it to look like an aquarium window. The photo doesn't give it true justice.



News Around the System

Fairbury Public Library Draws Crowd

Story by Linda M. Dux, Photos by Debbie Aden and Linda M. Dux

The Fairbury Public Library hosted Adam White the magician with 200 people attending. Heidi Ramos and Ansley Arnold won the drawing for two season passes to the pool.



Online Joint Youth Services Retreat to Provide Variety

Presentations and workshops at the retreat on Sept. 2, 1-5, will include:

[1:00-1:50 American Indian Youth: Living and Learning in the Twenty-First Century with Dr. Barbara Buttes.](#) With slides and video Dr. Buttes will introduce American Indians living, learning, working, and playing in today's United States, while also providing background on American Indian experiences during colonization. Her presentation will weave in American Indian authors who have written about their lives in fiction and in non-fiction. **[1:55- 2:15](#)**

["Movin and Groovin" at the Library with Adina Bell.](#) How to create a fun storytime using music and movement! **[2:20-2:50 "Best" Children's Books with Dana Fontaine and "Best" Teen Books with Sally Snyder.](#)** This presentation will highlight a few of the very best children's and teen books. A list of additional recommended books will be provided. **[2:55-3:25 Building Your Social-Emotional Core Strength with Sheila Palmquist.](#)** Movement, breathing, and centering tools to deepen your connections. **[3:30-4:00 Author Talk with Sarah Prineas.](#)** Sarah will speak for 20 minutes about her writing process and how she gets her ideas. Then she will take your questions. We encourage you to read one of her books beforehand, if you haven't already. Her most recent book is *Trouble in the Stars*. **[4:10-5:00 Time for Networking.](#)** This is your time to share ideas and successes, brainstorm solutions to problems, and more. **[Register here!](#)**



THE NEBRASKA REGIONAL LIBRARY SYSTEMS
PRESENT THE

2021 ONLINE JOINT ANNUAL YOUTH SERVICES RETREAT!

Register at <http://bit.ly/2021jysr> by August 31

**SEPTEMBER 2
1-5 PM
VIA ZOOM**

System Spotlight

CASTL

On June 25 we will still hold CASTL online, but on July 30 we will meet at the new Crete Public Library in person! CASTL is a monthly meeting where public library directors can get together and learn from one another. Officially known as “Conversations Among Small Town Librarians,” each meeting has a themed discussion or presentation. There is also a round-robin discussion where everyone can share what’s going on at their library, ask questions, and talk about solutions to issues in a confidential setting. CASTL offers you a monthly break from your library and wonderful support from your fellow directors. Normally, an in-person CASTL counts for 4 CE credit. For information on upcoming CASTL meetings check page three of this newsletter and sign up for the CASTL email list by contacting Todd at todd.schlechte.sels@gmail.com.



Southeast Library System

<http://libraries.ne.gov/SELS/>

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