# NOLA NOTES

**A bi-monthly newsletter for members of NOLA Regional Library**

**September/October 1999**

# Brad Stephens named Interim NOLA Director

As you probably already know by now, Millie Fry has resigned her position as NOLA's Executive Director, effective August 31, 1999. She will become the first full-time Executive Director of SOLO Regional Library System, in Caldwell, Ohio. We'll miss her very much!

Susan Weaver, President of the 1999/2000 NOLA Board of Trustees will lead the charge of a Search Committee developed to recruit and hire an Executive Director to take NOLA into the new millenium.

In the interim period of time, Brad Stephens, NOLA's Technology Coordinator will take on the responsibilities

## Get to Know Brad...

*Three words that describe Brad Stephens:*
Dedicated    Goal-Oriented    Energetic

Brad comes from a library and technology background, with an Master's Degree in Library Science from Indiana University. He worked for two years with OHIONET as Manager of Library Technology and he then joined the NOLA staff in the Fall of 1998 as the Technology Coordinator.

Brad is the younger of two children; his brother, Eric, is an attorney for the State of Ohio. Brad has been married for almost three years to his wife, Cara, who is a mental health counselor. His mother, Roselyn, is also a librarian who worked in the NOLA area for many years.

Aside from his interest in computers and all things technological, Brad is a sports and exercise nut! He enjoys playing and watching almost any type of athletic competition. Most evenings, though, you can find Brad working in his garden and tending his flower beds—far, far away from computers!

Brad would love to meet Jeff Bezos, CEO of Amazon.com (wouldn't we all!) His favorite book? Anything by Tom Clancy or James Patterson.

**CONGRATULATIONS, BRAD, ON YOUR APPOINTMENT!**

**NOLA... preserving the past... enriching the present... reaching the future**

# Ghosts From Halloween Past...
## Living in the Present...
## at Sutliff Museum!

Darkness falls across the city of Warren. In the black of night, you see someone with a lantern approaching the library, followed by a silent crowd of 50 people. Are they coming to take "Heather Has Two Mommies" from the shelf? Are they staging a protest concerning the lack of parking at the library? No, they're on the Ghost Walk of Warren, stopping at the Warren-Trumbull County Public Library to hear a spine-tingling tale from the past!

Ghost Walk is a long-standing fundraising event produced by the Fine Arts Council of Trumbull County, the Trumbull Historical Society, and actors from the Trumbull New Theater group. Last year, it attracted over 2,600 people during its limited run. Altogether, the guided tour groups visit some seven or eight "haunted" stops along the route through Warren's downtown historic district. As the brochure states, "Walk with us...and discover...the spirits of Warren never sleep!"

In 1998, the Warren-Trumbull County Public Library signed on as a Ghost Walk stop. But what could be an appropriate story? The library facility was built in 1971 and no untoward occurrences had happened there..yet. But, there was the Sutliff Museum, located upstairs!

The Sutliff Museum was funded by the estate of Phebe Sutliff in honor of her parents, who helped to establish the Warren Public Library at the turn of the century. The museum is on the library's second floor, and offers a peek back into the Victorian past of Trumbull County. Phebe could certainly come out of the museum, float downstairs, and tell a tale to the Ghost Walk participants huddled outside the library's entrance!

And, that's just what will happen again on October 15, 16, 17 (Sunday matinee), 22 and 23 when the wind moans and the bat's on the wing. Phebe, who died in 1955, will share a tale or two from her mother, Phebe Marvin Sutliff. When Mrs. Sutliff was a little girl, Warren was still a wild and woolly place, with danger at every turn! Her tale involves...but why spoil it for you? You'll want to come yourself to take the Ghost Walk tour. Visit the city's beautiful historic city hall and meet the ghost who can't quite get over her nephew's untimely death. Chill to the tale of the county's first - and only - public execution. And, meet the widow who misses her husband so much that she sleeps on his grave in Pioneer Cemetary!

For more information on Ghost Walk, contact the Fine Arts Council of Trumbull County at (330) 399-1212.

## HAVE A
## HAUNTING HALLOWEEN!

*By: Jan Vaughn*
*Warren-Trumbull Co. Public Library*

# Fall Membership Updates

## Visit the NOLA Hospitality Suite at OLC

Don't forget to stop at the NOLA  Hospitality Suite at this year's Ohio Library Council Conference at the Crown Plaza Hotel (33 East Fifth Street in Dayton)  on Thursday, September 30th from 5:00 p.m. to 8:00 p.m.

This provides a great opportunity to network with your peers, catch up on the latest library news and meet all of the NOLA staff...and get a jump start on the conference!  We'll have horsdeuvres and non-alcoholic refreshments available — stop by and say "Hello!"

## Statewide Vendor Discount Catalog available

NOLA is pleased to announce the development of a statewide Library Vendor Discount List. The  list developed through a partnership of Ohio's seven regional library systems contains 33 vendors that will give NOLA members a discount greater than any individual library would receive on its own. All NOLA members will receive a letter this week with a username and password for the system. A link to the site has been placed on the front page of the NOLA website.

## Library Policies for the Next Millenium

Are your library policies Y2K compliant?  How does your library deal with patrons (or staff) who send harassing or threatening emails? How do you handle patrons wearing gang colors or using profanity in your library?  These are but a few of the issues library administrators face on a daily basis.  This Winter, NOLA and the State Library will bring together a group library administrators in the NOLA region to discuss these issues and develop suggested policies for libraries on these and other issues. If you are interested in participating or would like to know more please contact Bonnie Tyler in the NOLA office at (330) 847-7744  Ext. 10.

## Debut of State Library's Youth Services Page

Psst, wanna download the art work for next year's summer reading program or visit other youth services related resources? State Library has recently announced a resource just for you! Providing links to information about the 1999 and 2000 Ohio Reading Programs, subscription information for SLO's YA listserv, and a list of children's coordinators from around the state, the SLO site promises to be a valuable resource for youth services librarians across the state.  You can reach the site at: *http://winslo.state.oh.us/services/LPD/ys.html*.

By: Brad Stephens,
Technology Coordinator

# NOLA Technology Group
# Moves Ahead of the "Game"

I'd like to let NOLA membership know about some of the great work going on in some our member libraries. Andrew Davis – Kinsman, Charlie Voelker – Morley, Jeanne Wisniewski – McKinley and Kathy Kendall – Mentor at all part of the NOLA PERL Group – which is comprised of technologists from member libraries who are interested in exploring and developing advanced web technologies. For those not familiar with PERL, it is an extremely powerful computer programming language. It is used to  databases to the web, connect data with forms, and many other advanced web applications. It is often  used to create advanced web sites with dynamic page generation, database linkage, data collection forms and other advanced web technologies.

The members of this group have recently completed their first major web application – a web-based trivia game for use by libraries. The program provides patrons with a fun and challenging interactive experience while helping them to learn a bit about the subject of the game (possible subjects include American Indian History, 60's Pop Culture, and Current Events). Due of the terrific work of the group, adding new trivia games is easy, even for non-technical staff. With less than one hour of training, most users can create new games as quickly as they can  write the questions and answers.

This program is currently being used at Mentor Public Library to ask visitors some tough musical trivia questions (you can visit the site at *http://www.mentor.lib.oh. us/trivia.html).* Would you like to know more about adding trivia games to your web site or other advanced web technologies? Contact Brad Stephens *(stephebr@nolanet.org)* in the NOLA Office.

# Not exactly flying off the shelves...

This time last year many technology writers were predicting a swift end to the traditional paper-based book and thus both traditional libraries and bookstores. These predictions seem to have been a bit premature. Sales of all electronic books during the past year have been less than dazzling – despite the fact that Americans are spending record amounts on book purchases. A lack of titles and the high cost of the machines needed to use electronic books are often cited reasons for the poor sales performance. I'm willing to guess that the real reasons are that the traditional book is cheap, ultra-portable, requires no electricity and makes the perfect companion in front of cozy fire on a cool Autumn night.

# What's New?

### News from Lake County:

MacKenzie Memorial Public Library will be operating out of a temporary location (25 Edwards Street in Madison Village) for the next 12-18 months. This location is the offices and two large bays of a warehouse, believe it or not!

During this time, MacKenzie Library will be transformed into the bigger, brighter, better wired, and easier to park at Madison Public Library.



### News from Trumbull County:

The Brookfield Branch Library Open House is scheduled for Sunday, September 26th from 1-3 p.m., when they will cut the ribbon to celebrate the opening of their 2,800 square foot addition, which more than doubles the size of the existing building!

Through the efforts of Howland resident, Bill Flynn, the Howland Branch library is now hosting a beautiful native Ohio aquarium, filled with Buckeye fish and other aquatic creatures. The aquarium will remain open through the end of 1999.

### News from Kent State University:

Dr. Danny P. Wallace has recently been appointed to the position of Special Advisor to the Dean for New Media Programs at Kent State University.

Dr. Wallace, the Director of the School of Library and Information Science, has been involved in the New Media Program since its inception in 1996. In his new position, Dr. Wallace will be responsible for the implementation of the undergraduate and graduate New Media Certificate Programs, student recruitment, along with



## Good News for Trumbull County Libraries!

In our May/June issue of NOLA Notes, we reported that the collaborative venture of all of the Trumbull County libraries to produce a 60 second commercial for National Library Week had resulted in a very positive response from their local community patrons.

We are now happy to report that this commercial has won the Ohio Library Council's *"Simply the Best"* Public Relations Award for 1999. One of 110 entries and on 12 winners state-wide, the Trumbull County commercial won in the "Multimedia" category.

Congratulations goes out to everyone who worked on this collaborative project to promote National Library Week!

# Continuing Education

**Public Relations Interest Group**
Friday, September 10, 1999
10:00 A.M. - 12:00 Noon at the Girard Free Library
Come and take a look at the latest, greatest desktop publishing software available for producing flyers, newsletters, and other promotion materials for your library!  Also, we will start to plan for National Library Week!

**Children's and Young Adult Interest Group**
Friday, September 10, 1999
1:30 P.M. - 3:30 P.M. at the Girard Free Library
Join this discussion  of the special needs of children and young adults who are home-schooled and want to utilize the resources of your departments.

**Cataloging Basics & Revisions**
Wednesday, September 15, 1999
Training 9:00 a.m. - 3:00 p.m. at the Burton Public Library
A great workshop for both beginning paraprofessionals or for those staff needing a good, thorough review of cataloging skills!

**Dealing with Physically & Mentally Challenged Patrons**
Thursday, September 16, 1999 at KSU Salem Campus
Friday, September 17, 1999 at Geauga Co. PL Admin.  Bldg.
Training 9:00 a.m. - 12:00 noon  **LUNCH IS INCLUDED**
Trainer:  Dr. Connie Van Fleet, Kent State University
For all library staff who deal one-on-one with any patron who has special physical or mental challenges.

**Microsoft Power Point Basic**
Wednesday, September 22, 1999
Training 9:00 a.m. - 4:00 p.m. at NOLA Training Center
Learn to create dynamic presentation materials using your computer!  If you regularly give public talks and presentations to community groups, schools, and your Board, don't miss this workshop!

**From Blueprints to Buildings...**
      **For Library Directors & Trustees**
Wednesday, September 22, 1999 at Leo's Ristaurante, Warren
Monday, September 27, 1999 at Clay Street Inn, Austinburg
 5:30 p.m. - 8:30 p.m.
Learn how to prepare your library for expansion!  Larry Corbus, Library Building Consultant, will present the in's and out's of preparing for building and renovation projects.

**Windows NT 4.0 System Administration**
Thursday/Friday, September 23-24, 1999 at NOLA
Learn the basics of configuring, administering, and managing a Windows NT 4 Server, including understanding the architecture, creating user accounts, set up and managing the network file system, network storage, network security, configuring client workstations, set up and management of NT Domains, and monitoring and troubleshooting your server.

**Microsoft Word Intermediate**
Tuesday, October 5, 1999
9:00 a.m. - 4:00 p.m. at NOLA Training Center
Expand your use of Word by learning how to create form letters, import graphics, and customize Word for your personal needs.

**Digitizing Local Collections**
Wednesday, October 6, 1999
9:00 a.m. - 12:00 noon at NOLA Training Center
Designed to teach the basic skills of digitizing local materials for presentation on the web, this workshop will include techniques for using digital cameras, scanners, Adobe Photoshop image manipulation, archiving, and storing images.  Personal appts. with attendees will be scheduled following the workshop and on October 7th.  Call the NOLA office to schedule at 847-7744.

**Microsoft Word Basic**
Tuesday, October 12, 1999
9:00 a.m. - 4:00 p.m. at NOLA Training Center
Learn how to cut, copy, and move text, undo and repeat commands, format characters, place and align test and other basic functions.

**Make Your Library Blossom Through Weeding!**
Thursday, October 14, 1999  TWO SESSIONS AVAILABLE
9:00 a.m. - 12:00 noon  OR 1:15 p.m. - 4:15 p.m. at NOLA
This workshop will take you through the basics of collection development, and provide break out sessions for adult, youth, and young adult specific weeding issues.

**Advanced PC Troubleshooting and Virus Detection**
Wednesday, October 20, 1999
9:00 a.m. - 4:00 p.m. at NOLA Training Center
Learn advanced skills in PC Troubleshooting and how to Identify, Remove, and Recover from a Computer Virus

**Genealogy on the Internet**
Wednesday, October 27, 1999
Training 9:00 A.M. - 4:00 P.M. at NOLA Training Center.
This workshop will present the basic principles and review answers to the most requested questions regarding family history and then you will learn how to apply these principles in conducting research on the internet!  The latest websites will be reviewed and critiqued for you to take back to your library patrons who are seeking the most comprehensive data available today!

**Marketing Survival Skills for Libraries**
Thursday, October 28, 1999
9:00 a.m. - 4:00 p.m. at The Grand Pavilion, Warren, Ohio
Learn low-cost, high impact solutions for increasing patron use from a library marketing expert!  Find your most promotable competitive edge, turn it into a powerful marketing message, and deliver it to your library patrons!

## Three Basic Functions of a Board of Trustees

In the crush to keep up with the actual work of a Board, too few Board members stop to think about what the basic functions of a non-profit board member are-a failure that often leads to conflicts with staff because of possible inappropriate board intervention.

The three basic "bedrock" functions of any non-profit Board:

### 1. Establish Purpose, Mission & Goals

The purpose tells why the organization exists and what ultimate result is expected. The mission is derived from the purpose and tells what the organization will do in order to achieve it. Mission-related goals are a breakdown of the mission statement into more specific and manageable units. Defining results - that is, the purpose, mission and goals - is the responsibility of the Board; developing and implementing methods to achieve those results is primarily the responsibility of the Library Director and their staff.

### 2. Ensure Success

The Board assigns accountability and then monitors and evaluates performance throughout the year. Monitoring can take several forms, including:
- Regular reports from the Library Director and Committees;
- Review of financial reports against Board policies;
- Review by small ad hoc committees or outside experts;
- Keeping one's eyes and ears open and observing what takes place around you by noting such things as: how the phone is answered; the apparent state of employee morale, the degree of staff or volunteer turnover.
- The annual performance evaluation of the Library Director

### 3. Look Out the Window

This means to "think creatively - dream - about the future of your organization into that better future". Board members often get bogged down in minutiae, such as developing budgets (the Director's responsibility) or involving themselves in personnel policies and similar matters (again, the Director's responsibility). Their view is directed inward rather than outward toward the communities they serve.

Moreover, too many boards are made up of people interested specifically in the organization itself, due to their specific interests. There is a real danger in any board being made up of too many of the same kinds of people. A healthy diversity is central to good creative thinking.

To spark the creative process, a board should strive for a broad community representation. Such a mix tends to foster a more outward view of the world and can promote networking with other organizations for collaborative efforts.

## New In The Professional Collection

### 1. Everyday Revolutionaries - Working Women and the Transformation of American Life

Women - not computers, not pop culture, not the end of the Cold War - are the driving force in the transformation of America. As Sally Hegelesen, author of the class, The Female Advantage, shows in this compelling study of the lives of women in Naperville, Illinois, working women are the most important dominant social group in contemporary America.

### 2. The Distance Learning Funding Sourcebook

Includes major new funding trends and sources among Foundations, Corporations, Telecommunications Companies, the Cable TV industry, Federal Government Agencies, and International Philanthropists. Includes information for schools and colleges, libraries, science-technology centers, and others.

### 3. Leading Without Power: Finding Hope in Serving Community

Shows you how to lead without power and transform your actions into movements that fulfill the human spirit. The result is a vision that will inspire and encourage individuals and organizations of all types to reconsider the status quo and aspire to something greater.
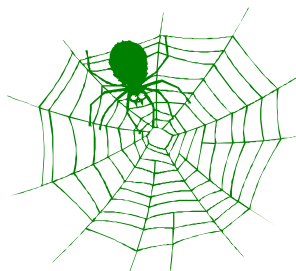
### September/October, 1999

Name:_____ Library:_____

I would like to reserve the following items:

**1        2        3**

Please circle the number which corresponds to your requested title. If the requested title is in use, it will be reserved for you and sent as soon as it becomes available.

**Fax your request to: (330) 847-7704 or mail to:**
**NOLA Regional Library System**
**4445 Mahoning Ave., NW, Warren, Ohio 44483**

Happy Halloween

# Calendar of Upcoming Events

For a listing of all NOLA events, workshops and continuing education, see our full calendar on the desktop at:

*http://www.nolanet.org/ calendar.htm*

To receive your copy of NOLA's Fall, 1999 Continuing Education Catalog, call Melissa Lattanzi, CE Coordinator (330) 847-7744 Ext. 12

### SEPTEMBER, 1999

Tuesday, **September 21, 1999** NOLA Board Meeting 9:30 am - 11:30 a.m. Wellsville Carnegie PL

Tuesday, **September 21, 1999** NOLA Membership Mtg., 12:00 noon, Lock 24

Saturday, **September 25, 1999** Early Childhood Literature Conference

**September 29/30, 1999**

### OCTOBER, 1999

**October 1, 1999** OLC Conference

Tuesday, **October 19, 1999** NOLA Board Meeting 9:30 a.m. - 11:30 a.m.

Friday, **October 22, 1999** Reflinks Meeting 10:00 a.m.

Friday, **October 29, 1999** Book Look

### NOVEMBER, 1999

Monday, **November 1, 1999** Book Look

Tuesday, **November 16, 1999** NOLA Board Meeting 9:30 a.m. - 11:30 a.m.

Thursday-Friday, **November 18-19, 1999** Library Management Symposium Punderson State Park

Monday, **November 29, 1999** Reflinks Meeting