



NeCessary KnowLedge

State Library of Kansas Offers Certification Program for Kansas Public Library Administrators

by Shannon Roy

Inside this issue:

Travels of a Library Book	2
Tuning up Hard Drives Part 3	3
Using Excel to Create Budgets	4
Talking Books News	6
Required Reading	7
Annual Meeting	8

Calendar

- Annual Meeting
August 2— MPL

- Story Time Basics & Pupperty
August 29— MPL

- Directors Meeting
September 13 — Abilene

- The Guy Friendly Library
October 24—Rolling Hills Refuge

On July 1, 2007, the State Library of Kansas will be launching an exciting new statewide certification program for Kansas public library administrators. A new publication called *Reaching for Excellence: The Certification Program for Kansas Public Library Administrators* was printed and made widely available to librarians and trustees in the spring of 2007. It has been placed on the State Library of Kansas website.

The new certification program will offer an initial certificate to every Kansas public library administrator who applies. The certification will be at one of four levels. Each level of certification will document certain credentials in education and/or continuing education. By choosing to become certified public library administrators, Kansas library administrators confirm their present credentials and indicate an ongoing commitment to their professional development.

The certificate confirming a Kansas public library administrator at the appropriate level will be valid for three years from the date it is issued. The certificate may be renewed or a new

certification may be granted if the training requirements have been met.

The training requirement for all levels is 45 contact hours of library training within the three year certification period. All contact hours must be in one of the seven categories in the Core Competencies for Kansas Public Library Directors.

The core competencies were created in 2006 by a task force of Kansas librarians appointed by State Librarian Christie Brandau. They are an essential part of the certification program. The core competencies will serve as a benchmark for public library administrative training and a blueprint for continuing education providers. The State Library, the regional library systems and the library associations will offer a wide variety of training programs that will help public library directors create excellent public libraries for Kansas citizens.

Certification programs are a growing trend in American librarianship at both the state and national levels, but certification programs may have different purposes and different target audiences. The first Kansas Certifica-

tion Program is specifically for public librarians and it is designed to be an ongoing program for all public library administrators, regardless of their education level or the size of their library.

Over the past twenty years, Kansas librarians have shown a strong commitment to their professional development. The certification project will foster a truly statewide program of professional training for public librarians. It will also gain wider recognition of library administration as a demanding field that requires sophisticated skills, continuous training and a strong commitment to the quality of life in Kansas communities.

Reaching for Excellence: The Kansas Certification Program for Public Library Administrators can be viewed at <http://www.skyways.org/KSL/development/certificationprogram.pdf>. If you have any questions or concerns about this project, please call Shannon Roy, Continuing Education Coordinator, at 785/296-2148 or send e-mail to shannon.roy@kslib.info.

My Journey as a Derby Library Book

By Jackie Hahn, Derby Public Library

Let me introduce myself. I am a Derby Library book, conceived from an idea in my author's mind then personally chosen by Judy Bennett, the Library Director, to take a spot on the shelves of this great library. My journey has been an interesting one and began several months ago when I arrived with other books in a UPS box straight from a book vendor.

I and my fellow books were unpacked, inventoried, and piled on the counter to begin life in the Derby Library. My first stop was cataloging where Joanne entered all my vital statistics into the computer. My title, author, publisher, page numbers, price, size, description and ISBN number (a unique international number assigned to every book like a person's social security number) were entered into a record to identify me. This is the same information you find in the catalog when you search for me by title, author or subject. Last of all, Joanne stamped my pages with Derby Library identification, assigned me a barcode to scan for check out, and a Dewey Decimal call number that helps people locate me on the shelves in the Library.

My next stop was Tech Support, where I was prepared for the shelf. Peggy typed all the call numbers and attached the barcode and other special labeling. Paperback books got a laminated cover for protection, but a hardback book, like me, got a plastic book jacket which kept me in better shape over time. Next, Peggy entered me into the Kansas Library Catalog which informs other libraries that I am shelved at the Derby Library and can be requested through Interlibrary Loan. Finally my barcode was scanned and I was checked into the Derby Library system and placed in circulation. I have been pulled from the shelf several times and traveled to homes of library users where my story has been read and re-read.

I'm off the shelves right now and in the back room at the library. I've been used so many times that I've taken a beating. My book jacket is coming off, my spine is broken and I'm losing a few pages. For this reason, I'm now in mending where Jackie examined me and determined I can be re-covered, glued and repaired. Because I'm a very

popular book, once my repairs are complete, I will be re-shelved to see another day. Some of my fellow books haven't been so lucky and have been withdrawn and "weeded" or pulled from the shelf to make room for new books. These titles are removed from the library catalog and then prepared for the library sale rack.

It has been very gratifying to be a Derby Library Book. Next time you check a book out think about my journey and take care of me. I hope to be around for a long time to visit many more homes in the Derby community.

Editor's note: *This article appeared in the local Derby newspaper. We are sharing with the NCKL libraries for inspiration. Jackie works at the Derby Library and, about once a month, publishes an article about the library. This is a great way to spotlight the library and inform the public of events and services. It does not have to be a bland and boring list. A little creativity sparks more interest in the library. This is one occasion that we would urge you to "Try this at home."*



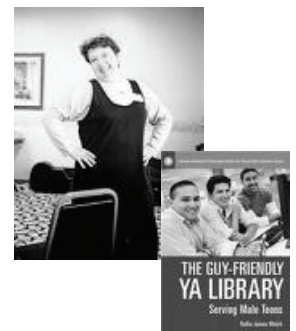
Upcoming Workshops—Mark your Calendars

Even though you are currently up to your ears in Summer Reading, it is time to think about fall workshops. First on the agenda is a fun day with Judy Nichols. Judy is a storyteller and puppeteer who was formerly a children's librarian. On **August 29** she will be at Manhattan Public Library to present a session on story-time basics in the morning and

puppetry in the afternoon.

On **October 24**, the NCKL librarians will join with the CKLS librarians at the Rolling Hills Wildlife Refuge in Salina to hear Rollie Welch tell us how to create *The Guy Friendly Library* and get **BOYS TO READ**. Participants will receive a copy of Rollie's book for their libraries.

On **November 7**, Mary Jackson, from Auto-Graphics, and others will be in Manhattan to talk about the new patron-initiated interlibrary loan program. We will get a chance to hear how it has worked in the pilot libraries, how to set it up in our libraries and how to train patrons to be self-sufficient in their use on the Kansas Library Catalog. This is a chance to offer a new level of service to our library patrons.



Tuning Up Your Hard Drive

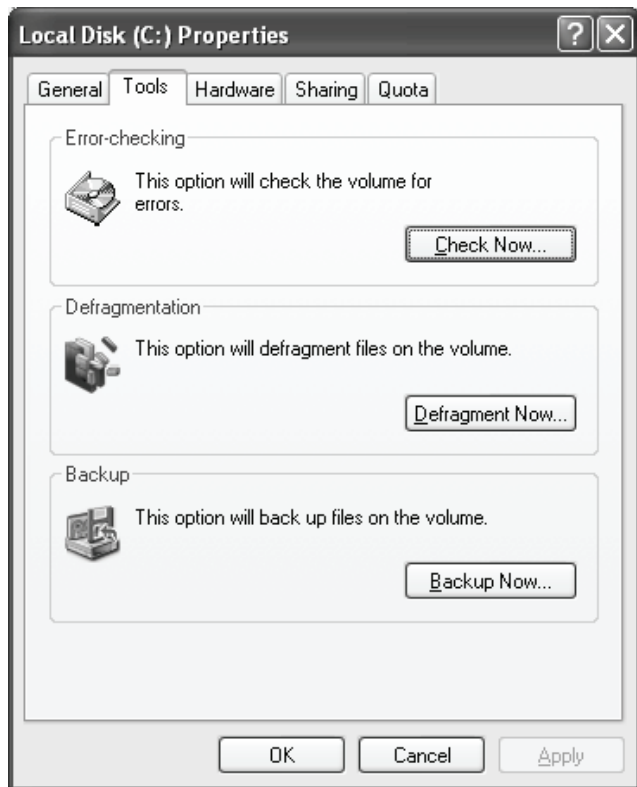
Part 3 of 3 by Richard Miller

Defragmentation (or defragging) is the third utility we'll investigate as we "tune up" your computer's hard disk drive. You may recall parts one and two of this series dealt with "error checking" and "disk cleanup" so now we'll learn how to run the defrag operation. For the curious, further explanation of the defrag process can be found in the Wikipedia article: Defragmentation found at <http://en.wikipedia.org/wiki/Defragmentation> .

1c. As in the previous articles, we'll begin with My Computer so, open My Computer, then select (click it once to highlight) the local hard drive. On the File menu click Properties.

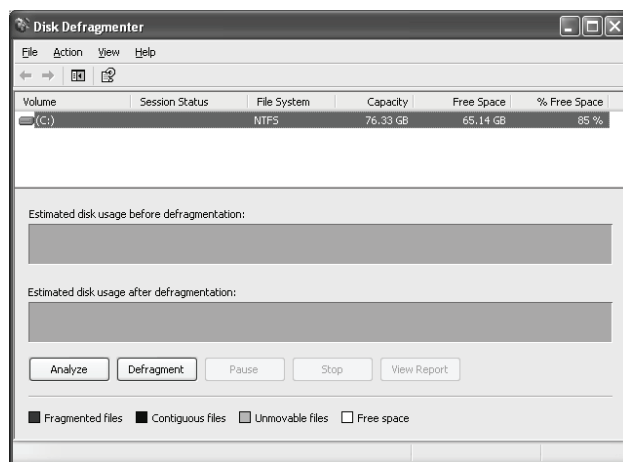
2c. Which will display... The "Local Disk (C:) Properties" dialog box..

From the Tools tab, Click the "Defragment Now.." button..



3c. which displays the "Disk Defragmenter" window. Click drive letter you wish to defrag so its line is highlighted in blue. Then click the "Defragment" button to begin the process.

Note: The defrag process can require from 5 minutes to well over an hour depending how fragmented your hard drive is, so you may want to choose a time when you will be away from your computer. Defrag runs best if the computer is not being used for other tasks, so one recommendation is to start defrag just before you go to lunch and it should be finished by the time you return. Also, If for some reason you need to interrupt defrag before it is completely finished, not to worry: you can pause and stop defrag at any time without causing problems.



4c. You can watch red and blue lines move in the "Disk Defragmenter" as the defrag "cleans up" the drive. After it's done, just close the defrag box and you're done.

Now that your hard drive has been checked for errors, cleaned up and defragged, it is tuned up and ready to run at its best.



Using Consolidated Worksheets And Three-Dimensional Formulas in Excel

by LaDonna Clark

Do you need to create a budget? Do you need to create totals from individual worksheets in Excel? If the answer to either of the above questions was 'yes,' maybe using the *Consolidated Worksheets and Three-Dimensional Formulas in Excel* will make this task easier for you each year.

Here is an example of using consolidated worksheet and three-dimensional formulas. Notice each worksheet is created identically, so color is used to differentiate between each worksheet. For example, January's budget is pink, February's budget is green, March's budget is blue, and 1st Quarter Totals is purple.

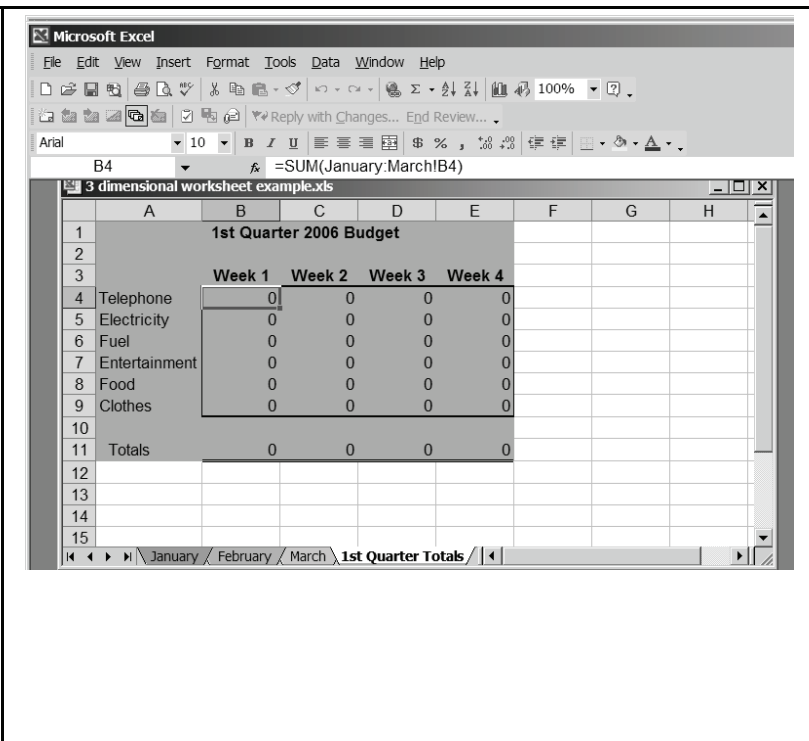
A three-dimensional formula references a range that spans two or more worksheets in a workbook.

Add data to a consolidation using 3-D references

Multiple tabs

Formulas consolidate the data from the other sheets

See the example where the tabs are January, February, March, and 1st Quarter Totals. All Totals from January thru March are consolidated into the 1st Quarter Totals sheet.



Let's look at the formula in the formula bar used to consolidate the data. We will create that soon.

Before this example will work, all data in each sheet must be in the same cell. Notice, for example, that Week 1 Telephone's budget result will be in cell B4 in each worksheet. Week 2 Telephone result will be in C4 in each worksheet, etc. Week 1 Electricity result will be in B5 in each worksheet, etc. (That is the same for January, February, March, and 1st Quarter Totals.)


If you have questions, or would like more detail on using *Consolidated Worksheets and Three Dimensional Formulas in Excel*, let me know. Or you can register for an Intermediate Excel workshop offered in your area.

Next, create your individual worksheets similar to the example on the following page.

The image displays four screenshots of an Excel spreadsheet titled "3 dimensional worksheet example.xls". Each screenshot shows a different worksheet: January 2006 Budget, February 2006 Budget, March 2006 Budget, and 1st Quarter 2006 Budget. The January, February, and March sheets have columns for Week 1, Week 2, Week 3, and Week 4, and rows for Telephone, Electricity, Fuel, Entertainment, Food, Clothes, and Totals. The Totals row shows 0 for each week. The 1st Quarter 2006 Budget sheet shows the sum of all weeks for each category, also showing 0.

How to create a 3-Dimensional formula:

1. Click in cell **B4** on the **1st Quarter Totals** sheet where the formula will reside, then type **=sum(**
2. Click the January tab, press and hold the shift key as you click cell B4
3. Click the February tab as you continue to hold the shift key
4. Click the March tab as you continue to hold the shift key
5. Release the shift key, then type the **)**

Click the green check  or press Enter to complete the formula

The formula will look like this: **=SUM(January:March!B4)**

You can use the AutoFill feature to copy the formula across, then copy the formula down to complete the worksheet. If no data is entered in the individual worksheets, your 1st Quarter Totals will look similar to the example above filled with 0's. Once you enter data in January, February, and March worksheet, the 1st Quarter Totals worksheet formulas will display the result.



Talking Books News

By Ann Pearce

The LBPH (libraries for the blind and physically handicapped) listserv has been extremely busy for the last week. The “hot” topic is whether or not Congress will fund the National Library Service’s request for \$19.1 million to pay for the first year of the conversion from cassette to digital format for the talking book program. NLS will request additional monies for each of the three years it will take to complete the transition

On June 6, the House of Representatives Legislative Branch Appropriations Subcommittee voted to recommend \$7.5 million for the conversion. On June 12, the House Appropriations Committee voted to increase the new appropriation to the Library of Congress to \$12.5 million. A Republican-sponsored amendment to provide the full \$19.1 million requested by the Librarian of Congress was defeated on a roll call vote.

NLS has been working towards the conversion to digital for almost ten years now. If the request is not funded or is under-funded, NLS is still committed to the transition. However, the goal of a three-year transition period will not be realized. The transition period could stretch well beyond 2012. Since NLS has already discontinued the manufacture of the cassette machine, it is conceivable that there could be a shortage of digital players and a shortage of cassette players.

The disabled community has

taken notice. Dr. Marc Maurer, President of the National Federation of the Blind, in a recent letter sent to all NFB members noted, “The Talking Book program is at a crossroads because the analog tape used for the past thirty-six years has become obsolete and must be replaced for the program to continue. Virtually, all government programs, except Books for the Blind, have converted to state-of-the-art digital communication technology at a cost of billions of dollars to the taxpayers. Leaving the Books for the Blind program behind is unconscionable.”

I agree with Dr. Maurer in that NLS is at a crossroads. Talking book patrons are eager to get their hands on the new technology. When giving presentations, I have patrons asking me, when will the new players be here? When will they be able to download their own books? How long do they have to wait? In the last Advisory Council meeting held in April, there was heated discussion about who would receive the first players in 2008.

Congress has a very important part to play in the future of the National Library Service, as to whether the talking book program continues to be relevant with updated technology or whether the program simply becomes obsolete. The Senate will take up this issue next week. Stay tuned.



Minimum Wage goes to \$5.85

As you probably have heard, Congress passed the minimum wage increase in May, and the President signed it into law on May 24. Sixty days from signing, the new wage of \$5.85 per hour goes into effect. This will impact most libraries' 2007 and 2008 budgets. In their 2008 budgets libraries also need to prepare for a second raise in the rate to \$6.55 per hour in July. And finally, in July of 2009 the rate will go to \$7.25 per hour.

We recently received a question asking if libraries were required to pay minimum wage. A phone call to the U.S.

Department of Labor (913-551-5721) clarified the issue.

Library staff members are covered by the Federal Fair Labor Standard Act. Therefore, libraries, and any government offices, **are required to pay minimum wage** to all employees, regardless of how many hours they work each week. There are a few exceptions to this rule, most notably trainees under 20 years of age and wait staff who work for tips. These exceptions may be found on the US Department of Labor FAQ website at:

<http://www.dol.gov/esa/minwage/q-a.htm>

There is also some information on the Kansas Department of Labor website at

http://www.dol.ks.gov/es/html/wfaq_DEE.html

Another question has been how to compensate long term employees who started at a lower wage, but whose current wage will not be much above the minimum. Each library will need to make individual decisions. Some are giving extra percentage raises to those near minimum. Other libraries decided to give the \$0.70 raise to all hourly employees, so they would have the same amount of raise as the minimum wagers.

Required Reading

By Marcia Allen

I have to confess: I didn't finish Khaled Hosseini's *The Kite Runner* the first time I tried to read it. In fact, it took me about two more tries before I made a commitment to reading it. But when I did, I discovered a wonderful tale of betrayal and atonement set against the violent background of contemporary Afghanistan. And I added Hosseini to my list of favorite authors.

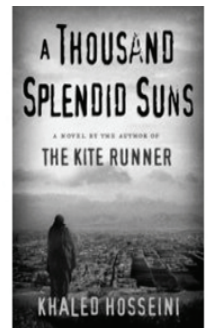
Just out is Hosseini's second novel, this one entitled *A Thousand Splendid Suns*. While *The Kite Runner* followed the friendship between Amir and Hassan and Amir's flight from the war-torn country, *A Thousand Splendid*

Suns focuses on the plight of Afghanistan's women. Young Marian, who lives on the fringes of society because she is illegitimate, finds herself even more adrift when she loses her mother. Her wealthy father gets rid of the embarrassment of the fifteen-year-old's presence by marrying her off to an abusive shop owner nearly three times her age. Marian's inability to produce the desired son solidifies her cruel treatment.

Years later, fourteen-year-old Laila becomes the second wife in the shop owner's household when her parents die in an explosion. She, too, has to make the adjustment to her husband's violent and capricious

ways. The two ladies, who are at odds when they first meet, become allies, determined to defend each other.

Like *The Kite Runner*, this new novel gives us ample passages in which the weak are brutally bullied by the strong. It also gives us that same sense of triumph, because those being bullied discover ways to overcome their maltreatment. This new novel, however, is a story of women. While *Kite Runner* focused on fathers and sons, *A Thousand Splendid Suns* centers on the lives of women trapped in rigid tradition. This is a heartbreaking piece of writing you shouldn't miss.





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Annual Meeting—August 2

Inside this Issue

New SLK Certification Program

Budgets with Excel

Hard Drive Tune-up part 3

Talking Books News

Required Reading

It's almost time for our annual Full System Board meeting. The bylaws set the first Thursday of August as the time for the Full Board to meet to consider and adopt our annual budget and plan. This year, after the business portion of the meeting, we will have two guest speakers.

State Librarian, Christie Brandau, will discuss the *Certification Program for Kansas Public Library Administrators* and answer any questions you might have about the program. This program is an exciting new way of approaching library continuing education and has been developed by a many librarians over the past two years.



Laura DeBaun, Library Services Coordinator for NEKLS, will be here to explain the library budgeting process with her *Pennies from Heaven* presentation. Laura will clarify the confusing mill levy, debunk several budgeting myths and offer scenarios for creating budgets that really work for libraries.

System Board Representatives will be receiving their packets the first week of July. Registration will open July 2 and is open to any librarian or trustee who is interested in these topics. System representatives who cannot attend will be asked to send their proxies to the system office.