

NCKLS Directors' Meeting
August 28, 2009
St. Marys Public Library

Judith Cremer, served as hostess and Carol Barta chaired the meeting. The meeting was called to order at 10:10 AM.

Present:

Judith Cremer – Pott/Waub	Fred Atchison –NCKL/MPL
Maribeth Turner – Pott/Waub	Carol Barta –NCKL
Susan Huddleston - Wamego	Ann Pearce - NCKL
Sue Blechl - Emporia	Richard Miller – NCKL
Lee Dobratz – Council Grove	Marcia Allen - NCKL
Jamie Kelley - Marysville	LaDonna Clark - NCKL

Low Attendance at Directors' Meetings

It was suggested that NCKLS librarians form car pools to increase the attendance at the quarterly meetings. If people would volunteer to call and remind others of the meetings, maybe more people would attend.

Time Limits on Public Computers

Emporia and Manhattan have software to manage public access. Different libraries have different rules. Emporia has a thirty minute time limit. St. Marys has a one hour limit per person unless no one is waiting and utilizes a signup sheet. Manhattan has a 1 hour limit and the person does need to leave the Technology Center for awhile before logging back on. There is a two hour limit per day. Another solution to waiting lines is to designate a couple of computers for quick turn around time. Emporia and Manhattan both have standup tables and a fifteen minute limit. Computers in the children's room are treated differently and have a thirty minute limit. Some libraries don't have waiting lines, so people stay on the computers all day. Another thought is to have different time limits during "rush hour." Some libraries have wireless access that helps alleviate the demand for desktops. Emporia has not gone with wireless access due to security concerns. Emporia does not filter and when they were thinking about wireless access, there was a lot of concern among the staff that patrons would not adhere to library policy. You do have an issue with wireless laptops not being able to print.

Council Grove has a problem with a particular patron using a chat room for inappropriate behavior. There is nothing in the policy. What can be done? Text is very difficult to monitor. You have to know if any Kansas law that has been violated. The prevailing wisdom of the group is nothing really can be done in this situation. There are other alternatives. If the person demonstrates suspicious behavior, you can ask the police to visit with the person. Policy needs to spell out what is expected of patrons. Some libraries make people sign an agreement concerning the internet policy. Emporia has installed a security camera system at the library.

There are three cameras outside and one inside. It costs \$6,000/year and has the capabilities of keeping a week's worth of images. It also can zoom in for a close up. It is motion activated. It has already caught a patron in the act of vandalism. Sue put a notice in the library newsletter about the security camera to advertise that this was put in place to protect patrons, materials, and facility. There is a concern that this says the library is not a safe place, however it was put there to deter problems.

Orientation Packets for New Hires

Emporia has an employee manual which includes library policy. It is given to all employees. There is a verbal orientation at the time of hire. Manhattan has an employee manual that is handed to each new employee. They have to sign stating that they received the manual. It is mostly policy with the addition of day-to-day operations of the organization. The immediate supervisor is responsible for giving the new employee a tour of the building. There is an orientation checklist for the supervisor to go through. There is also a checklist when an employee leaves. It is also important to provide new trustees with an orientation packet.

Carol has discussed with LaDonna to set up a wiki. This may be the topic we will start with to provide NCKLS librarians a place to go and exchange information. Procedures manuals are very important to keep current.

Baby Story Time Ideas

Marysville has not had a successful program with toddlers or babies. Mothers are not home anymore. It might be a good idea to collaborate with daycare centers. St. Marys and Onaga do not conduct story times during the summer. They collaborate with Parents as Teachers. Parents as Teachers hold story time for all ages and encourage parents to become involved with their children. Another group to collaborate with is Mothers with Preschoolers. Some libraries collaborate with the local hospital to reach new parents. Emporia has a group of volunteers who make bunnies. There are about 600 babies born each year in Emporia. The volunteers go and take a basket with a bunny and a book to the new parents. It was mentioned that Columbus, Nebraska participates in the Dolly Parton Imagination Library. Each child receives a book each month from birth to the age of five. For more information go to: www.dollysimaginationlibrary.com.

T1 Information

Richard reported that Profile B has filtering capabilities. It may be an option for wireless laptops. In the past, Kan-Ed has paid for Kan-Guard. Funding is going away in 2010. However, system administrators have made the decision to collaborate and pay for Kan-Guard. Kan-Guard works with the T1 connection. The reason behind encouraging libraries to participate in the T1 program is based on the fact that libraries are no longer receiving subsidies for the connection they have at present. At most of the libraries, the router and line have been installed. There are still some libraries where the Profile must be changed from B to A. Technology plans were due a month ago. If you participate in the program you are required to have a technology plan on file. Kan-Ed is responsible for e-Rate. Some libraries have Profile B, but for most libraries the filtering does not work very well. So Richard has asked for the Profile to be changed to A for

most libraries in the system. If you receive a bill from AT&T, you need to contact Kan-Ed and they will have the address changed for the billing.

News from the State Library

Jim Minges sent an e-mail to system administrators. He is serving on the selection committee for the new State Librarian and did not have any news. If anyone has questions that they would like to see used in the interview process, please send them to Fred and they will be forwarded to Jim. At this time, the interview schedule is being finalized. There will be a special Senate hearing in the month of January and confirmation will be held sometime in February. At the system meeting, Marc reported the Governor announced another 2% reduction from state agencies. This works out to \$95,000 for the State Library.

- \$10,000 Operating expenses
- \$10,000 Talking Books Services
- \$41,000 State aid
- \$34,000 ILDP funds

Next year could be worse than this year, as far as the budget is concerned. ILDP will be reduced by 50% for resource sharing libraries. In 2011, the funding will be 0%. The distribution will be to net lenders. The distribution formula is being worked on and has not been finalized. The state is looking at an Auto-Graphics package that has a patron initiated interlibrary loan component called Lib-to-Home. This component will be available to those libraries that are not automated. Funding will be a combination of ILDP, LSTA, and operating funds. The State Library is heading up a taskforce for the Talking Books program. Fred will serve on this committee. Users of the service will be represented. There is no timeframe for the new state standards. There was enough concern expressed that there will be another committee convened to look at quantitative measures.

Courier Feedback

The overall sentiment so far is that the courier service is a great success. It's popular and Marysville is thinking about removing the ILL limit on patrons. The only issue is that some libraries will mark an item as sent and then wait until days later to put it in the tub. Part of the problem may be that some libraries only have a part-time ILL person. Emporia and Manhattan are both very happy with the service. It's a lot easier to get the book packaged and ready to go. The savings in postage is huge for some libraries. The service has made a great difference for the system sending out new books. Libraries can join at any time. There is some concern about next year's cost. They feel there is a critical mass and the service is viable. St. Marys budgeted for all libraries to participate in the service. The taskforce then stated that branch libraries have a different rate than individual libraries. This has caused problems for Pott/Waub. The monthly reporting form is causing concern for Council Grove. A large bag equals five books and a small bag equals two books. Rarely does Council Grove send more than one book to another library. Council Grove does not want to pay for more than the one book sent. Lee contacted them. Instead of marking bags just keep track of the number of items. You should be able to retrieve your count from Agent.

Continuing Education Survey

LaDonna handed out the results of the 2010 Continuing Education Survey. The two topics that received the most votes were grant writing and reaching teens. It might be a good idea to see if NCKLS librarians would be able to teach on a particular subject.

Continuing Education Calendar

Getting in Touch With Tweens

September 18

Presented by Lori Goodson from KSU, Janene Hill, and Teri Barton from MPL
Manhattan Public Library

10:00 – 3:00 Lunch on you own

NeCessary KnowLedge Live

FISH

October 15

Presented by Sara McFarland from Southwest System

Next Meeting

Next Director's Meeting will be Friday, November 13 at 10:00 a.m. at Hale Library in Manhattan.