

**NCKL Directors' Meeting  
Manhattan  
December 14, 2011**

Linda Knupp opened the meeting in Carol Barta's absence at 10:10 am.

People attending the meeting are:

Jennifer Lund, MPL	Marcia Allen, MPL	Cherie Olson, NCKL
Shelly Wirtz, Herington	Janet Marlar, Marion	Barbara Lee, Leonardville
Richard Miller, NCKL	June Deweese, Enterprise	Kara Cromwell, Abilene
Judy Burgess, Abilene	Rodger Charles, Peabody	Denise Hull, Hope
Leah Kulikowski, Wamego	Judith Cremer, Pott-Wab	Patti Peterson, Pott-Wab
Anne Welch, Burns	Ann Pearce, NCKL	LaDonna Clark, NCKL
Lee Dobratz, Council Grove	Wendy Mitchell, Clay Center	Linda Knupp, MPL

Introductions of new staff: John Pecoraro, Jennifer Lund, and Cheri Olson.

1. If a patron finds a book that they had paid for as lost, does your library refund all or part of money? How about missing ILL's?

MPL refunds most of the money. MPL charges \$5 processing fee, and overdue fine up to \$3 with a fine limitation MPL will take the book back within 1 year of being lost. Pott Wab has a similar policy. ILL are trickier, but they don't get a lot of those. Abilene doesn't reimburse patrons. Wamego charges for the book, not any fines that may have accumulated, and exceptions are definitely made.

2. Automation Grant update.

Blue Rapids, Goessel, and Riley are going to receive automation grants to join the Verso consortium. There will be training offered and in the training participants will be able to log onto their own catalog. Goessel will start circulation shortly after their training; the others may take longer to circulate, as they will have to start from the beginning with bar codes, etc.

3. One-Click Digital and 3M update.

Linda gave a handout with all the information; minimum guidelines are on the back of the sheet. She is soliciting feedback then she will email to all system members the gauge in contributions. Kansas EZ Library is a combo of the One-Click and the 3M eBooks. The audio books are up and going. People will need to get KS library cards to access those services. E books (\$15-\$25) are cheaper than audio books (\$50-\$60). The collection will consist of adult fiction and a few best sellers as they are pricey. The purpose is to get a great number of titles so that patrons will become comfortable with how to use the system and come back for more. NCKL made contributions for the system. No one will be denied access if they don't contribute, but the more everyone contributes, the better selection customers will have. The money is a state wide pool, so the collection has a different perspective. Marcy is on the collection committee. The more everyone contributes the more everyone has. When contributions are made, the money is spent right away. There is always going to be new materials. Not every title is available (publisher) and not every title is in this format. It will be one copy, one user situation. Topeka Public Library has a blog where their director talked about new formats. They are doing both this and Overdrive. People read a lot of different ways. You might have the book by your bed, the one in your car, just different ways to read a book, not better not worse, just different. She explained this interesting perspective. Libraries can add the link to their websites.

4. Would your library be willing to pay a fee to belong to Kan-ed, for a T-1 line? Carol is on the advisory committee. Kan-ed is funded by Kansas universal service fund that benefits libraries, schools and hospitals. Kan-ed budget was cut 40%. Linda is hearing they still want to work with libraries to keep libraries connected, but not sure how they will do that. More to come.

5. An NCKL representative to the FOKL Board is needed. Midge Jones' term is up, so a new representative is needed. Judy Burgess said she might be interested. Judy will call Carol about it.

6. Broadband Town Halls. Carol has been working with the Institute for Civic Discourse and Democracy at KSU. The group helps facilitate discussion on public issues, and they are developing broadband discussion meetings. Hillsboro, Manhattan, Marysville are area meetings. For local meetings, the librarian will help facilitate the meeting and provide a location. NCKL staff will be available. KSU staff will do the training for table monitors. Libraries are encouraged to invite ISP providers, legislatures and other people that have a stake in this issue. Look for more information early next year.

6X6 program by Ann. Where, why and where are we going? Launch date is Feb 16, 2012 at 2-4 pm, and it will be online, with Cindi Hickey at the State Library. After the launch, the systems are responsible for training library staff. NCKL will have a piece on line, maybe 10-12 snippets of info about 8 minutes long and will be posted to website. In Oct will be a face-to-face workshop. Storytellers of the system will be invited to do story times. Written materials are here and will be handed out.

6x6 was originally done by Johnson Co. They hired Brad Snead for the artwork and made it their own. They have the money to print the card sets, brochures in English and Spanish and those brochures are available for everyone. Johnson County also has story kits available for parent checkout. Manhattan has story kits parents can check out as well to include, music and activities for parent and child. Johnson Co has environment kits. Their website is [jocolibrary.org/6by6](http://jocolibrary.org/6by6).

The state became involved because it went very well with the governor's initiative of having all 4<sup>th</sup> graders read at 4<sup>th</sup> grade level. A private company was solicited for funding, but it fell through. It is a great initiative but now there is no money for it. The State Library is providing a onetime print of materials. It is not enough materials to give to every person or parent, but the target audiences are daycare providers. Libraries are training on 6X6 but the printed material is not for libraries, it is for daycare providers. Ann will be providing training for libraries. Ann is partnering with Smart Start in Riley County where they will do the training for daycare providers. Geary, Dickinson, Marshall, Washington are together on a grant for Smart Start. For counties without Smart Start, maybe hitting the county health departments to see if they are interested would be best. We will have access to the .pdf files to materials. Johnson County requires if you print you have to do it in full color the way it is you can't print it off on your copier. The system is planning on starting story kits here. The story kits will be available for library checkout for story time activity, etc. Every Child Ready to Read will be incorporate into the program.

7. Does your library get local newspapers on microfilm? From where? How much does it cost? Are there alternatives? Council Grove has the State Historical Society make them for \$50 a reel. One person does the work. Peabody is working with the Historical Society as well and having a tough time.

8. What is the proper etiquette regarding memorial donations? Marci sends form thank you notes, not handwritten notes to thank people for donations. MPL sends thank you's to everyone and makes

copies of checks so as to not miss one. Copies of checks are not mailed, but a list is generated from the thank you's, thinking people might be inclined to give to the library again if they have once. In the letter it reads that it was for a donation, what the dollar amount was, and that no goods or services were offered for the money.

9. Does your library allow for profit businesses to use the library meeting space and charge people for their services? Wamego gets questions from dog trainers to everything, wanting a meeting space. It was recommended that you write your policy for what works for you. Your policy should go back to your mission statement, so you layout it out or road map it for your facility. Abilene and JC restrict meeting room use because there is so little availability for it, blocking against the private sector. Be more assertive for donations. Specify who will clean up? Maybe charge a service charge if they don't clean up as they said they would, also have a nonprofit bulletin board. Make policy with not for profit, but director has the right to decide, and director decides individually on each situation.

10. Having some trouble with spine labels templates with windows 7 operating system on my computer? However, I am having a heck of a time finding a spine label template that is compatible with windows 7. Every time I download a template, all I get back is a blank page. Has anyone had this problem yet and if so, how did you resolve it? Janet from Washington isn't here. Council Grove has a new version of office 2010. Office 2010 doesn't show the table visibly formatting by default, but formatting is there for tables. All you need to do is show gridlines.

Council Grove will conduct Book Repair Workshops in the spring based on the training they received from on-line book repair training sessions. The workshops will likely be an all day training session in more than one location sometime in March 2012.

"The Small but Powerful Webinar to Winning Big Support for Your Rural Library" webinar watch party begins at 1:00 pm in the Auditorium.